

## MEETING NOTICE AND AGENDA

Sand Springs City Council  
May 23, 2016 – 7:00 pm  
Sand Springs Municipal Building  
100 East Broadway – Room 203  
Sand Springs, Oklahoma 74063  
[www.sandspringsok.org](http://www.sandspringsok.org)

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

2. **Roll Call**

Ward 1-Nollan \_\_\_\_\_ Ward 2-Dixon \_\_\_\_\_ Ward 3-Burdge \_\_\_\_\_  
Ward 4-Fothergill \_\_\_\_\_ Ward 5-Wilson \_\_\_\_\_ Ward 6-Jackson \_\_\_\_\_  
At Large – Spoon \_\_\_\_\_

3. **Invocation**

Invocation will be provided by Councilman Wilson.

4. **Pledge of Allegiance**

Pledge of Allegiance will be provided by Mayor Burdge.

5. **City Council Swearing In Ceremony**

Municipal Judge will administer the Oath of Office to Incoming Council Member Patty Dixon, Ward Two.

After taking the Oath of Office Councilwoman Dixon will be seated for a three year term to May 2019.

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

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 April 25, 2016 regular City Council meeting.  
(Administration)
- B) Approval of the Minutes of the April 27, 2016 special City Council meeting.  
(Administration)
- C) Approval of the Minutes of the May 9, 2016 regular City Council meeting.  
(Administration)

- D) Approval of the monthly Transfers of Funds. (Finance)
- E) Approval of the Agreement with Crawford and Associates, P.C. for Fiscal Year 2016 for accounting and consulting services in the amount of \$50,000 (\$25,000 General Fund and \$25,000 Municipal Authority). (Finance)
- F) Approval of the Agreement with Arledge and Associates, P.C. for Fiscal Year 2016 for financial statement audit services and to include a single audit in the amount of \$31,895 (\$16,595 General Fund and \$15,300 Municipal Authority). (Finance)
- G) Approval of the Metropolitan Tulsa Transit Authority (MTTA) Contract for July 1, 2016 through June 30, 2017 for bus transit services to be provided in the Sand springs area in a not to exceed amount of \$44,880. (Planning Department)
- H) Approval of Utility Easements, as granted by Justin and Misha Tolbert and James and Sandy Barnard, for the operation and maintenance of the sanitary sewer mains proposed to serve the residential development of the southwest corner of West 41<sup>st</sup> Street South and Maple Drive; and authorization for the Mayor to sign said easements. (Public Works)
- I) Approval of Amendment No. 1 to the Engineering Agreement with Keithline Engineering Group, PLLC for design of the South 113<sup>th</sup> West Avenue Widening, Phase 2 (from the 3300 block to at least the 3500 block of South 113<sup>th</sup> West Avenue) project. (Public Works)
- J) Approval of Change Order No. 4 to the Agreement with Walters-Morgan Construction, Inc. for an increase in the amount of \$30,601.58 and no change in the contract time; and authorization for the Mayor to execute said change order as it relates to the Waste Water Treatment Plant Improvements project – Bid No. 1012 . (Public Works)

Motion \_\_\_\_\_ Second \_\_\_\_\_

**7. Appointments**

A) Council Appointment Committee

Mayor Burdge may consider the appointment of three (3) Council Representatives to serve on the Council Appointment Committee for a one year term to May 2017. Appointed by the Mayor, subject to Council approval. (Presented by: Mayor Burdge)

Motion \_\_\_\_\_ Second \_\_\_\_\_

B) Council Finance and Development Committee

Mayor Burdge may consider the appointment of three (3) Council Representatives to serve on the Council Finance and Development Committee for a one year term to May 2017. Appointed by the Mayor, subject to Council approval. (Presented by: Mayor Burdge)

Motion \_\_\_\_\_ Second \_\_\_\_\_

C) Council Legislative Committee

Mayor Burdge may consider the appointment of three (3) Council Representatives to serve on the Council Legislative Committee for a one year term to May 2017. Appointed by the Mayor, subject to Council approval. (Presented by: Mayor Burdge)

Motion \_\_\_\_\_ Second \_\_\_\_\_

D) Council Public Works Advisory Committee

Mayor Burdge may consider the appointment of three (3) Council Representatives to serve on the Council Public Works Advisory Committee for a one year term to May 2017. Appointed by the Mayor, subject to Council approval. (Presented by: Mayor Burdge)

Motion \_\_\_\_\_ Second \_\_\_\_\_

E) INCOG Board of Directors

1. Mayor Burdge may consider the appointment of a Council representative to serve as a member on the INCOG Board of Directors for a one year term to May 2017. The member is an elected official; the alternate does not have to be an elected official. (Presented by: Mayor Burdge)

Motion \_\_\_\_\_ Second \_\_\_\_\_

2. Mayor Burdge may consider the appointment of an alternate representative to serve as a member on the INCOG Board of Directors for a one year term to May 2017. The member is an elected official; the alternate does not have to be an elected official. (Presented by: Mayor Burdge)

Motion \_\_\_\_\_ Second \_\_\_\_\_

F) INCOG General Assembly

1. Mayor Burdge may consider the appointment of a Council representative to serve on the INCOG General Assembly for a one year term to May 2017. The member is an elected official; the alternate does not have to be an elected official. (Presented by: Mayor Burdge)

Motion \_\_\_\_\_ Second \_\_\_\_\_

2. Mayor Burdge may consider the appointment of a Council representative to serve on the INCOG General Assembly for a one year term to May 2017. The member is an elected official; the alternate does not have to be an elected official. (Presented by: Mayor Burdge)

Motion \_\_\_\_\_ Second \_\_\_\_\_

G) INCOG Legislative Consortium (C-Tag)

1. Council may consider the appointment of a representative to serve on the INCOG Legislative Consortium for a one year term to May 2017. (Presented by: Mayor Burdge)

Motion \_\_\_\_\_ Second \_\_\_\_\_

2. Council may consider the appointment of an alternate representative to serve on the INCOG Legislative Consortium for a one year term to May 2017. (Presented by Mayor Burdge)

Motion \_\_\_\_\_ Second \_\_\_\_\_

H) INCOG – Tulsa Metropolitan Area Transportation Policy Committee

1. Council may consider the appointment of a representative to serve on the INCOG – Tulsa Metropolitan Area Transportation Policy committee for a one year term to May 2017. (Presented by: Mayor Burdge)

Motion \_\_\_\_\_ Second \_\_\_\_\_

2. Council may consider the appointment of an alternate representative to serve on the INCOG – Tulsa Metropolitan Area Transportation Policy Committee for a one year term to May 2017. (Presented by: Mayor Burdge)

Motion \_\_\_\_\_ Second \_\_\_\_\_

I) Sand Springs Board of Adjustment

1. Council may consider the appointment of a representative to serve a three-year term to May 2019 on the Board of Adjustment. (Presented by: Mayor Burdge)

Motion \_\_\_\_\_ Second \_\_\_\_\_

2. Council may consider the appointment of a representative to serve a three-year term to May 2019 on the Board of Adjustment. (Presented by: Mayor Burdge)

Motion \_\_\_\_\_ Second \_\_\_\_\_

J) Sand Springs Park Advisory Board

The Council shall select one Council member to serve and the remaining six Council members shall make one advisory board appointment each from within the respective wards.

1. Council may consider the appointment of a Council representative to serve a three-year term to May 2019 on the Sand Springs Park Advisory Board. (Presented by: Mayor Burdge)

Motion \_\_\_\_\_ Second \_\_\_\_\_

2. Following the appointment of the Council representative, the remaining Council member (other than the one appointed) shall select a ward representative to serve a three year term to may 2019 on the Parks Advisory Board. (Presented by: Mayor Burdge)

Motion \_\_\_\_\_ Second \_\_\_\_\_

K) Sand Springs Personnel Board

Council may consider the appointment of a representative to serve a five year term to May 2021 on the Sand Springs Personnel Board. (Presented by: Mayor Burdge)

Motion \_\_\_\_\_ Second \_\_\_\_\_

**8. Citywide Mowing Services – Bid No. 1038**

Staff will be prepared to make a recommendation at the time of the meeting regarding the Citywide Mowing Services – Bid No. 1038. (Presented by: T. J. Davis, Projects Administrator)

Motion \_\_\_\_\_ Second \_\_\_\_\_

**9. Ordinance No. 1284**

Council may consider approval of Ordinance No. 1284, an ordinance amending the zoning map of the City of Sand Springs, Oklahoma, rezoning from RS-2 (Residential Single-Family) to RD (Residential Duplex) unplatted property located in Section 22, Township 19 North, Range 11 East, Tulsa County, City of Sand Springs, Oklahoma, in Ward Boundary District 5, repealing all ordinances or parts of ordinances in conflict herewith; and declaring an effective date. (Presented by: Brad Bates, City Planner)

Motion \_\_\_\_\_ Second \_\_\_\_\_

**10. Emergency Management Performance Grant****A) Grant**

Council may consider approval of an Emergency Management Performance Grant between the City of Sand Springs and the Oklahoma Office of Emergency Management for the grant period of October 1, 2015 through September 30, 2016. (Presented by: Greg Fisher, Emergency Management Director)

Motion \_\_\_\_\_ Second \_\_\_\_\_

**B) Supplemental Appropriation**

Council may consider approval of a Supplemental Appropriation for an increase to the Revenue-FY2016 FEMA Grant line item in the amount of \$20,000, and an increase to the Ending Fund Balance line item in the amount of \$20,000. (Presented by: Greg Fisher, Emergency Management Director)

Motion \_\_\_\_\_ Second \_\_\_\_\_

11. **Resolution No. 16-40 – Affirming Dilapidation Public Nuisance Administrative Hearing Findings and Authorizing the Bringing of Any Action Necessary in District Court**

Council may consider approval of Resolution No. 16-40, a resolution affirming Dilapidation Public Nuisance Administrative Hearing Findings and authorizing the bringing of any action necessary in District Court. (Presented by: Mike Wood, Fire Chief)

Motion\_\_\_\_\_ Second\_\_\_\_\_

12. **Resolution No. 16-41 – Economic Development Goals and Objectives**

Council may consider approval of Resolution No. 16-41, a resolution establishing economic development goals and objectives in the best interest of the residents of the City of Sand Springs. (Presented by: Brad Bates, City Planner)

Motion\_\_\_\_\_ Second\_\_\_\_\_

13. **Park Shelter Rental Fee Schedule**

Council may consider approval of the Park Shelter Rental Fee Schedule as recommended by the Parks Advisory Board. (Presented by: Grant Gerondale, Parks Director)

Motion\_\_\_\_\_ Second\_\_\_\_\_

14. **Vision 2025 – Amendment to Capital Improvements Agreement**

Council may consider approval of the amendment and authorization for the Mayor to execute said amendment. (Presented by: Brad Bates, City Planner)

Motion\_\_\_\_\_ Second\_\_\_\_\_

15. **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)

**16. Correspondence**

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

- A) Regular monthly bills. (Finance)
- B) Thank You Card from Mike Williams regarding a meeting with City Manager Elizabeth Gray. (Administration)
- C) Thank You Card from Lloyd Snow for Council's recognition and the many years of support for the Sand Springs Schools. (Administration)
- D) A letter, dated May 13, 2016, from Merle Parsons resigning from the Sand Springs Planning Commission following 10 years of service. (Administration)
- E) Disposition of Dilapidated Buildings 2012 to 2016 (Neighborhood Services)

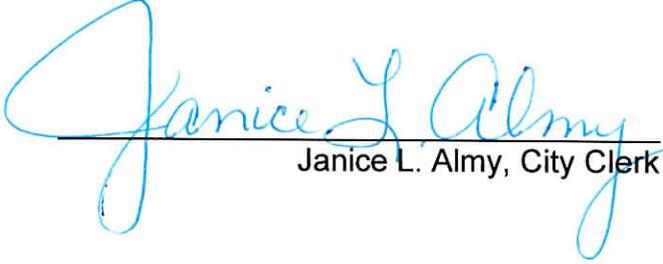
**17. City Manager's and Council Members Report**

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) Memorial Day Holiday: City Offices Closed: 05/30/16
  - 2) Rotary Bass Fishing Tournament: 06/04/16
  - 3) Street Dept Chipper Days: 06/04, 07/02, 08/06, 09/03, 10/10, 11/05, 12/03/16
  - 4) Kids Fishing Derby: 06/11/16
  - 5) KAF Hike Days: 06/11, 07/09, 08/13, 09/10/16
  - 6) CASEtime Movie Night: 06/10, 07/08, 08/12, 09/09, 10/14, 11/11, 12/09/16
  - 7) City-Wide Yard Sale: 06/18/16
  - 8) Classic Car Show: 06/18/16
  - 9) Ok FreeWheel: 06/19-25/16 (With 06/22 in Sand Springs)
  - 10) Sand Springs Sertoma Firework Display: 07/03/16
  - 11) Independence Day Holiday: City Offices Closed: 07/04/16
  - 12) Labor Day Holiday: City Offices Closed: 09/05/16
  - 13) Rotary Downhill Derby: 09/17/16
  - 14) Boo on Broadway: 10/29/16
  - 15) Veterans' Day Holiday: City Offices Closed 11/11/16
  - 16) Thanksgiving Holiday: City Offices Closed: 11/24 and 11/25/16
  - 17) Festival of Lights Christmas Parade: 12/02/16
  - 18) Employee Recognition Luncheon: 12/07/16
  - 19) Christmas Holiday: City Offices Closed: 12/23, 12/26/16

18. **Adjournment** Time \_\_\_\_\_

This agenda was filed in the office of the City Clerk and posted at 2:00 pm on May 19, 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

**OATH OF OFFICE**

I, Patty Dixon, do solemnly swear that I will support, obey and defend the Constitution and the laws of the United States, and the Constitution and laws of the State of Oklahoma; I further swear that I will faithfully discharge, according to the best of my ability, the duties of my office as Councilmember Ward Two, for the City of Sand Springs, Oklahoma and Trustee for the Sand Springs Municipal Authority Trust; and I further swear that I will not knowingly receive, directly or indirectly, any money or other valuable thing for the performance or non-performance of any act or duty pertaining to my office, other than the compensation allowed by law.

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Patty Dixon

SUBSCRIBED AND SWORN to before me this 23rd day of May, 2016.

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Municipal Judge

MINUTES

**Sand Springs City Council  
Regular Meeting  
April 25, 2016 – 7:00 p.m.  
Sand Springs Municipal Building  
100 East Broadway – Room #203  
Sand Springs, Oklahoma 74063**

**MEMBERS PRESENT:** Mayor Mike Burdge (19-0)  
Vice Mayor John Fothergill (18-1)  
Councilman Michael Phillips (19-0)  
Councilman Dean Nichols (18-1)  
Councilman Beau Wilson (17-2)  
Councilman Brian Jackson (19-0)  
Councilman Jim Spoon (16-3)

**ALSO PRESENT:** Assistant City Manager Daniel Bradley  
City Attorney David Weatherford  
City Clerk Janice L. Almy

**ABSENT:** None

The Sand Springs City Council met in regular session on April 25, 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 11:00 am on April 21, 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, Vice Mayor Fothergill provided the invocation.

**4. Pledge of Allegiance**

Councilman Spoon led the Pledge of Allegiance.

**5. Police Officer Swearing In Ceremony**

Municipal Judge Askew administered the Oath of Office to Police Officer Francisco Perez.

Police Chief Mike Carter recognize Police Officer Francisco Perez for the first Sand Springs Police Officer to participate and graduate from the Tulsa Police Department Certification and Training Program.

**6. Presentation(s) and/or Recognition(s)****A) Oklahoma Municipal League (OML) – 25 Years of Service Pins**

OML Representative Michael Phillips recognized and presented service pins to Roger Layle Carter, Solid Waste and Larry Niemiec, Water Treatment, as well as recognized David LaCroix, Police Officer, for their twenty-five years of service to the City of Sand Springs.

**B) Outgoing Council Members**

Mayor Burdge recognized and presented years of service plaques to outgoing Councilman Michael Phillips, Ward One, for his ten years of service and Councilman Dean Nichols, Ward Two, for his nine years of service on Council and service to the Sand Springs Community.

Councilman Phillips expressed his appreciation of staff and apologized to the City employees for not standing up for them when the some citizens "beat" them up on social media.

Councilman Nichols expressed his appreciation of staff and council, noting the professionalism and experience of them all.

**7. Consent Agenda (A-F)**

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 questions or clarification on any consent agenda items could be addressed prior to taking action. Mayor Burdge requested if Council had questions or needed clarification on any consent agenda item or whether any item needed to be considered separately.

There being none, Mayor Burdge requested a motion regarding Consent Agenda 7A through 7F.

A motion was made by Councilman Phillips and seconded by Councilman Nichols to approve the Consent Agenda Items No. 7A through 7F, as follows:

- A) The minutes of the April 11, 2016 regular City Council meeting.
- B) The monthly Transfers of Funds.
- C) Resolution No. 16-38, a resolution authorizing employee benefits contract for the employees of the City of Sand Springs.
- D) Change Order No. 1 (Final) to the Agreement with Shrum Excavating Company, Inc. for an increase in the contract amount of \$1,239.30 and an increase of eight (8) days in the contract time for the Southside Control Valve Project – Bid No. 1032.
- E) The acceptance of the improvements as constructed by Shrum Excavating Company, Inc. in the amount of \$100,514.30 for the Southside Control Valve Project – Bid No. 1032.
- F) A Supplemental Appropriation within the Street Improvement Fund for an increase to the Expenditure – Wilson Avenue Signal Timing (new project) line item in the amount of \$14,000.00 and a decrease to the Ending Fund Balance line item in the amount of \$14,000.00 for the Wilson Avenue Signal Timing (2<sup>nd</sup> Street to Morrow Road) Project No. R-1604.

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. Appointments**Municipal Court Judge(s)

A) Mayor Burdge informed Council of the consideration of the reappointment of Michael J. King to serve a two year term to May 2018 as Municipal Judge for the City of Sand Springs.

A motion was made by Mayor Burdge and seconded by Councilman Phillips that Michael J. King be reappointed to serve a two year term to May 2018 as Municipal Judge for the City of Sand Springs.

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) Mayor Burdge informed Council of the consideration of the reappointment of R. Jay McAtee to serve a two year term to May 2018 as Assistant Municipal Judge for the City of Sand Springs.

A motion was made by Mayor Burdge and seconded by Councilman Wilson that R. Jay McAtee to serve a two year term to 2018 as Assistant Municipal Judge for the City of Sand Springs.

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.

C) Mayor Burdge informed Council of the consideration of the reappointment of Thomas Askew to serve a two year term to May 2018 as Assistant Municipal Judge for the City of Sand Springs.

A motion was made by Mayor Burdge and seconded by Councilman Wilson that Thomas Askew to serve a two year term to 2018 as Assistant Municipal Judge for the City of Sand Springs.

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.

9. **Resolution No. 16-33 – Fiscal Year 2017 Master Fee Schedule**

Finance Director Kelly Lamberson requested Council's approval of Resolution No. 16-33, a resolution of the City Council of Sand Springs adopting the FY2017 Master Fee Schedule.

Finance Director Kelly Lamberson provided a brief overview of the proposed changes.

A motion was made by Councilman Phillips and seconded by Councilman Wilson that the requested approval of Resolution No. 16-33, a resolution of the City Council of Sand Springs adopting the FY2017 Master Fee Schedule, 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. **Resolution No. 16-30 – Public Purpose**

City Clerk Janice L. Almy requested Council's approval of Resolution No. 16-30, a resolution finding public purpose for the participation in and payment of public funds for upcoming public events.

City Clerk Janice L. Almy provided a brief report, including Council's submittal of request and review by the various Council Committees, regarding Resolution No. 16-30.

Councilman Jackson requested that the Washington DC Fly-In event and the Junior Achievement BizTown event both be included as a part of Resolution No. 16-30.

Lengthy discussion was held regarding the benefits of Council representation and/or participation at the Washington DC Fly-In event and Junior Achievement BizTown event.

Following discussion, a motion was made by Councilman Phillips and seconded by Vice Mayor Fothergill that the requested approval of Resolution No. 16-30, a resolution finding a public purpose for the participation in and payment of public funds for upcoming public events, as presented, be approved.

Mayor Burdge called for the vote recorded as follows:

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

The motion carried 5-2-0.

**11. Resolution No. 16-34 – Fiscal Year 2017 Budget**

Finance Director Kelly Lamberson requested Council's adoption of Resolution No. 16-34, a resolution of the City Council of Sand Springs adopting the FY2017 Annual Budget.

Following discussion, a motion was made by Councilman Phillips and seconded by Vice Mayor Fothergill that the requested adoption of Resolution No. 16-34, a resolution of the City Council of Sand Springs adopting the FY2017 Annual Budget, 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.

**12. Oklahoma Municipal Assurance Group (OMAG) – Election of Trustees**

Mayor Burdge informed Council of the consideration of the approval of the casting of votes for two (2) nominees to serve on the OMAG Board of Trustees.

Councilman Phillips informed Council that Dan Galloway and Mike Nunneley would both be good options due to their years of service, as well as participation in OMAG plan options.

A motion was made by Mayor Burdge and seconded by Vice Mayor Fothergill to cast votes for Dan Galloway and Mike Nunnley to serve on the OMAG Board of Trustees.

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.

**13. 41<sup>st</sup> Street and State Highway 97 Traffic Signal Modifications**

T. J. Davis, Public Works Projects Administrator, requested Council's acceptance of the improvements as constructed by Midstate Traffic Control, Inc. for the 41<sup>st</sup> Street and State Highway 97 Traffic Signal Modifications project.

Following discussion, a motion was made by Vice Mayor Fothergill and seconded by Councilman Wilson that the requested acceptance of the improvements as constructed by Midstate Traffic Control, Inc. for the 41<sup>st</sup> Street and State Highway 97 Traffic Signal Modifications project, 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.

**14. Sand Springs – Pogue Airport – OMNI-Directional Approach Lighting System**

A) Change Order

T. J. Davis, Public Works Projects Administrator, requested Council's approval of Change Order No. One (reconcile) to the Agreement with Libra Electric Company for a decrease in the contract price in the amount of \$18,690.30 and an increase in the contract time by 24 calendar days for the Sand Springs – Pogue Airport OMNI-Directional Approach Lighting System project.

Following discussion, a motion was made by Councilman Spoon and seconded by Councilman Phillips that the requested approval of Change Order No. One (reconcile) to the Agreement with Libra Electric Company for a decrease in the contract price in the amount of \$18,690.30 and an increase in the contract time by 24 calendar days for the Sand Springs – Pogue Airport OMNI-Directional Approach Lighting System project, 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) Final Acceptance

T. J. Davis, Public Works Projects Administrator, requested Council's acceptance of the improvements as constructed by Libra Electric Company for the Sand Springs – Pogue Airport OMNI-Directional Approach lighting System project.

A motion was made by Councilman Phillips and seconded by Councilman Wilson that the acceptance of the improvements as constructed by Libra Electric Company for the Sand Springs – Pogue Airport OMNI-Directional Approach lighting System project, 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.

**15. Public Hearing – Tulsa County CDBG Urban County FY2016 Needs**

Brad Bates, City Planner, requested Council to hold a Public Hearing for the purpose of receiving citizen input for Tulsa county CDBG Urban County FY2016 needs.

Brad Bates, City Planner, provided a brief overview of the proposed project.

Mayor Burdge opened the Public Hearing for the purpose of receiving citizen input for Tulsa county CDBG Urban County FY2016 needs.

There being no comments, Mayor Burdge closed the Public Hearing.

**16. Resolution No. 16-36 – CDBG 2016 Tulsa County Urban County**

Brad Bates, City Planner, requested Council's approval of Resolution No. 16-36, a resolution declaring the City of Sand Springs' intent to apply for FY2016 CDBG-Urban County funds.

Following discussion, a motion was made by Vice Mayor Fothergill and seconded by Councilman Phillips that the requested approval of Resolution No. 16-36, a resolution declaring the City of Sand Springs' intent to apply for FY2016 CDBG-Urban County funds, 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.

**17. Resolution No. 16-35 – Fair Housing Month**

Brad Bates, City Planner, requested Council's approval of Resolution No. 16-25, a resolution declaring May as Fair Housing Month.

A motion was made by Councilman Phillips and seconded by Vice Mayor Fothergill that the requested approval of Resolution No. 16-25, a resolution declaring May as Fair Housing Month, 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.

**18. Ordinance No. 1282 – SSZ-484 Rezoning and Adopting PUD-36**

Brad Bates, City Planner, requested Council's approval of Ordinance No. 1281, an ordinance of the City of Sand Springs designating and rezoning from RD (Residential Duplex District) to RS-4 (Residential Single-Family) and adopting Planned Unit Development Number 36 (PUD-36) on a tract of land, located in Northeast Quarter (NE/4) of Section 34, Township 19 North, Range 11 East, Tulsa County, City of Sand Springs, Oklahoma, in Ward Boundary District 4, and more particularly described within said ordinance, repealing all ordinances or parts of ordinances in conflict herewith, and declaring an effective date.

Following discussion, a motion was made by Vice Mayor Fothergill and seconded by Councilman Wilson that the requested approval of Ordinance No. 1281, an ordinance of the City of Sand Springs designating and rezoning from RD (Residential Duplex District) to RS-4 (Residential Single-Family) and adopting Planned Unit Development Number 36 (PUD-36) on a tract of land, located in

Northeast Quarter (NE/4) of Section 34, Township 19 North, Range 11 East, Tulsa County, City of Sand Springs, Oklahoma, in Ward Boundary District 4, and more particularly described within said ordinance, repealing all ordinances or parts of ordinances in conflict herewith, and declaring an effective date, 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.

**19. Financial Reports**

Finance Director Kelly Lamberson provided an overview of the monthly financial reports for all funds.

**20. Correspondence**

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

A) Regular monthly bills.

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

Assistant City Manager Daniel Bradley referred to the list of Upcoming Events.

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 Fireworks Display: 07/03/16
- 10) Independence Day Holiday: City Offices Closed: 07/04/16
- 11) Ok FreeWheel: 07/19-25/16
- 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) Thanksgiving Holiday: City Offices Closed: 11/24-25/16
- 16) Festival of Lights Christmas Parade: 12/02/16
- 17) Employee Recognition Luncheon: 12/07/16
- 18) Christmas Holiday: City Offices Closed: 12/23, 12/26/16

Assistant City Manager Daniel Bradley also reported on the following items:

- 1) The recent airplane crash near Sand Springs-Pogue Airport and the great response of Ken Madison, Airport Supervisor and local pilot Homer Slayer.
- 2) Tulsa Police Academy included a Sand Springs Police Office and Police Chief Mike Carter was the keynote speaker at the graduation ceremony.
- 3) Municipal Government Day was held at the new Spring Lake Municipal Complex with over 200 students and teachers participating.
- 4) There is a weather alert for the new few days.

Councilman Dean Nichols stated that the 2016 Annual Herbal Affair and Festival was a great success.

## 22. Adjournment

There being no other discussion, the meeting adjourned at the noted time of 8:14 pm.

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Janice L. Almy, City Clerk

## MINUTES

**Sand Springs City Council  
Special Meeting  
April 27, 2016 – 11:30 a.m.  
Case Community Center – Room ABC  
1050 West Wekiwa Road  
Sand Springs, Oklahoma 74063**

**MEMBERS PRESENT:** Mayor Mike Burdge  
Vice Mayor John Fothergill  
Councilman Michael Phillips  
Councilman Dean Nichols  
Councilman Brian Jackson  
Councilman Jim Spoon @ 11:53am

**ALSO PRESENT:** City Manager Elizabeth Gray  
Assistant City Manager Daniel Bradley  
City Attorney David Weatherford  
City Clerk Janice L. Almy

**ABSENT:** Councilman Beau Wilson

The Sand Springs City Council met in special session on April 27, 2016 in Room ABC of the Case Community Center building pursuant to the agenda filed with the City Clerk's office and posted at 11:00 am on April 21, 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 11:39 am.

**2. Roll Call**

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

Councilman Phillips, here; Councilman Nichols, here; Mayor Burdge, here; Vice Mayor Fothergill, here; Councilman Wilson, no response, Councilman Jackson, here; Councilman Spoon, no response.

It was noted for the record that Councilman Wilson was absent from said meeting and Councilman Spoon arrived at the noted time of 11:53 am.

3. **Stability Test and Improvement Plan for Economic Development**

City Manager Elizabeth Gray read aloud and provided a proposed resolution regarding the result and improvement plan for economic development for the City of Sand Springs.

Discussion was held regarding the proposed resolution.

Council and staff completed a list of goals, to be compiled and presented at the next workshop.

4. **Economic Development Projects**

Discussion was held regarding economic development projects.

5. **Discussion of Pending Projects**

Discussion was held and a handout was provided regarding various pending projects.

6. **Review of "Things We Do Well"**

City Manager Elizabeth Gray provided a brief PowerPoint on "Things We Do Well."

7. **Adjournment**

There being no other discussion, the meeting adjourned at the noted time of 12:55 pm.

---

Janice L. Almy, City Clerk

## MINUTES

**Sand Springs City Council  
Regular Meeting  
May 9, 2016 – 7:00 p.m.  
Sand Springs Municipal Building  
100 East Broadway – Room #203  
Sand Springs, Oklahoma 74063**

**MEMBERS PRESENT:** Mayor Mike Burdge (1-0)  
Vice Mayor John M. Fothergill (1-0)  
Councilman Beau Wilson (1-0)  
Councilman Brian Jackson (1-0)  
Councilman Jim Spoon (1-0)  
Councilman (Elect) Phil Nollan (1-0)

**MEMBERS ABSENT:** Councilman Michael Phillips (0-1)  
Councilman Dean Nichols (0-1)

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

The Sand Springs City Council met in regular session on May 9, 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 4:30 pm on May 4, 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, no response; Councilman Spoon, here; Vice Mayor Fothergill, here; Mayor Burdge, here; Councilman Wilson, here; Councilman Phillips, no response.

It was noted for record that Councilman Nichols and Councilman Phillips were absent for said meeting.

**3. Invocation**

Following roll call Mayor Burdge provided the invocation.

**4. Presentation of Colors**

Sand Springs Fire Fighter Jared Rhodes and Police Officers James Holforty and Francisco Perez presented the Colors.

**5. Pledge of Allegiance**

Pledge of Allegiance was provided by Vice Mayor Fothergill.

**6. Resolution No. 16-30 – Programming of Tulsa Urbanized Area Transportation Alternatives Funds**

Vernon Smith, Infrastructure Planning Administrator, requested Council's approval of Resolution No. 16-30, a resolution to request Programming of Tulsa Urbanized Area Transportation Funds for the South Highway 97 Connector Trail/Side Path Project – 34<sup>th</sup> Street to 41<sup>st</sup> Street.

Vernon Smith, Infrastructure Planning Administrator, provided a brief overview of the proposed project.

Following discussion, a motion was made Vice Mayor Fothergill and seconded by Councilman Jackson that the requested approval of Resolution No. 16-30, a resolution to request Programming of Tulsa Urbanized Area Transportation Funds for the South Highway 97 Connector Trail/Side Path Project – 34<sup>th</sup> Street to 41<sup>st</sup> Street, as presented, be approved.

Mayor Burdge called for the vote recorded as follows:

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

The motion carried 5-0-0.

**7. Proclamation – Sand Springs Schools****A) James Roberts**

Mayor Burdge informed Council that Mr. Roberts was unable to attend tonight's meeting and the Proclamation would be presented at a later date.

B) Lloyd Snow

Mayor Burdge read aloud and presented a Proclamation to Sand Springs Schools Superintendent Lloyd Snow.

Mr. Snow expressed his appreciation.

**8. Proclamation and Presentation – John M. Hess Outstanding Citizenship Award**

Mayor Burdge read aloud and presented a Proclamation to Mary Sue Overbey as the 2016 recipient of the John M. Hess Outstanding Citizenship Award.

Ms. Overbey expressed her appreciation and the honor of being recognized as the John M. Hess Outstanding Citizenship Award recipient.

**9. City Council Swearing In Ceremony**

Municipal Judge Mike King administered the Oath of Office to Council member-elect Phil Nollan, Ward One.

After taking the Oath of Office, Councilman Nollan was seated for a three-year term to May 2019.

It was noted that Councilwoman Patty Dixon would be sworn in on May 23, 2016.

**10. Election of Mayor**

Mayor Burdge informed Council of the election of Mayor for a one-year term to May 2017.

A motion was made by Vice Mayor Fothergill and seconded by Councilman Wilson that Mike Burdge be elected as Mayor for a one-year term to May 2017.

Mayor Burdge called for the vote recorded as follows:

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

The motion carried 5-1.0.

**11. Election of Vice Mayor**

Mayor Burdge informed Council of the election of a Vice Mayor for a one-year term to may 2017.

A motion was made by Councilman Jackson that Councilman Wilson be elected as Vice Mayor for a one-year term to 2017.

Councilman Wilson respectfully declined the nomination.

The motion died due to lack of a second.

A motion was then made by Mayor Burdge and seconded by Councilman Wilson that Vice Mayor Fothergill be elected as Vice Mayor for a one year term to 2017.

Mayor Burdge called for the vote recorded as follows:

Councilman Nollan, aye; Councilman Wilson, aye; Mayor Burdge, aye; Vice Mayor Fothergill, aye; Councilman Spoon, aye; Councilman Jackson, nay.

The motion carried 5-1-0.

**12. Mayor's Reception**

A reception was held for Mayor Burdge, Council members, community leaders and staff.

**13. Adjournment**

The meeting adjourned at the noted time of 7:47 pm.

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Janice L. Almy, City Clerk

CITY OF SAND SPRINGS  
MONTHLY TRANSFERS  
May 2016

|   | <b>ANNUAL BUDGET</b> |                  | <b>MONTH</b>           | <b>YEAR TO</b>     |
|---|----------------------|------------------|------------------------|--------------------|
|   | <b><u>FROM</u></b>   | <b><u>TO</u></b> | <b><u>TRANSFER</u></b> | <b><u>DATE</u></b> |
| <b>TRANSFERS PER BOND INDENTURE</b>       |                      |                  |                        |                    |
| FROM: General Fund                        | \$ 4,627,793         |                  | \$ 414,691             | \$ 4,230,849       |
| TO: Mun Auth Water Utility Fund           |                      | 3,085,195        | 276,461                | 2,820,566          |
| Street Impr Fund<br>(sales tax)           |                      | 1,542,598        | 138,230                | 1,410,283          |
| <b>TRANSFERS PER COUNCIL ACTION</b>       |                      |                  |                        |                    |
| FROM: General Fund                        | \$ 1,430,616         |                  | \$ 21,523              | \$ 769,196         |
| TO: General Short Term Capital Fund(E911) |                      | 15,200           | 1,267                  | 13,937             |
| General Short Term Capital Fund           |                      | 206,980          | 17,248                 | 189,728            |
| Capital Improvement Fund                  |                      | 36,100           | 3,008                  | 33,088             |
| Tax Increment District Fund               |                      | 1,172,336        | -                      | 532,443            |
| FROM: Sinking Fund (Interest)             | \$ 1,500             |                  | \$ 11                  | \$ 3,425           |
| TO: General Fund                          |                      | 1,500            | 11                     | 3,425              |
| FROM: G.O. Bond 2006 Fund                 | \$ 39,531            |                  | \$ 4,941               | \$ 34,590          |
| TO: Street Improvement Fund               |                      | 39,531           | 4,941                  | 34,590             |
| FROM: Capital Impr W&WW Fund              | \$ 800,000           |                  | \$ 66,667              | \$ 733,337         |
| TO: Mun Auth Water Util Fund              |                      | 800,000          | 66,667                 | 733,337            |
| FROM: General Short Term Capital Fund     | \$ 95,000            |                  | \$ -                   | \$ 95,000          |
| TO: General Fund (E911)                   |                      | 95,000           | -                      | 95,000             |
| FROM: Park & Recreation Fund              | \$ 220,000           |                  | \$ 25,000              | \$ 195,000         |
| TO: G.O. Bond 2014 Fund                   |                      | 200,000          | 25,000                 | 175,000            |
| General Fund                              |                      | 20,000           | -                      | 20,000             |



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

**MEETING DATE: May 23, 2016**

**SUBJECT:**

**APPROVAL OF AGREEMENT WITH CRAWFORD & ASSOCIATES, P.C.**

**BACKGROUND AND HISTORY:**

The City contracts with Crawford & Associates each year to provide a scope of services that include compilation of annual financial statements and general accounting and advisory assistance. Crawford & Associates performs pre-audit fieldwork in advance of the audit performed by Arledge & Associates.

**BUGETARY IMPACT:**

The City will issue a purchase order to Crawford & Associates, P.C. in the amount of \$50,000, of which \$25,000 will be charged to the General Fund's Finance department and \$25,000 will be charged to the Municipal Authority's Public Works department. There are sufficient funds in these departments' budgets to cover these costs.

**STAFF RECOMMENDATION:**

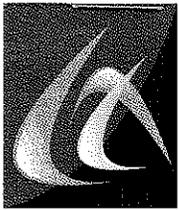
Approval of an agreement with Crawford & Associates, P.C. for Fiscal Year 2016 for accounting and consulting services.

**COMPILED BY:** Kelly Lamberson  
Finance Director

**PRESENTED BY:** Kelly Lamberson  
Finance Director

**ATTACHMENTS:**

Crawford FY-16 Engagement Letter



**CRAWFORD**  
& ASSOCIATES

April 19, 2016

Honorable Mayor and Members of the City Council  
City of Sand Springs  
PO Box 338  
Sand Springs, OK 74063-0338

To the Honorable Mayor and Members of the City Council:

Crawford & Associates, P.C. is pleased that the City of Sand Springs (the City) continues to express its confidence in our firm and our state and local government expertise. We look forward to a continued long and successful relationship as an integral financial management resource to the City of Sand Springs management and governing body.

We are prepared to provide a full range of accounting and consulting services to the City of Sand Springs contingent upon approval of your management and/or governing body. The purpose of this engagement letter is to identify the scope of available services from Crawford & Associates, the specific initial services requested at this time, and to confirm the terms, objectives, and limitations of our engagement services.

#### **Scope of Services**

The scope of professional services that are available and can be provided to the City of Sand Springs are outlined below under the heading *Scope of Available Services*. While this listing includes a range of services available from Crawford & Associates, the specific initial services requested to be provided at the current time are separately identified under the heading *Initial Services Requested*. Any additional services that are available from Crawford & Associates beyond these initially requested services can be provided upon subsequent specific request and agreement.

#### **Scope of Available Services**

- Preparation of Annual Financial Statements
- General Accounting and Advisory Assistance
- Budget Preparation and Amendment Assistance
- Capital Asset Records and Accounting Assistance
- Information Technology System Assistance
- Internal Control Policies and Procedures Assistance
- Labor Relations Consulting
- Laws and Regulations Compliance Assistance
- Investigation of Allegations or Concerns
- Tax and Other Regulatory Report Assistance

#### **Initial Services Requested**

- Preparation of Annual Financial Statements
- General Accounting and Advisory Assistance

**Services Related to the Preparation of Annual Financial Statements**

You have requested that we prepare the annual financial statements of the financial reporting entity of the City of Sand Springs, Oklahoma as of and for the year ended June 30, 2016. Such financial statements will include:

- a. Basic Financial Statements, including notes to the financial statements
- b. Required Supplementary Information
- c. Supplementary Information (to the extent management elects to include)
- d. Other Information (to the extent management elects to include)

*Crawford & Associates' Responsibilities*

The objective of our engagement is to prepare the annual financial statements in accordance with accounting principles generally accepted in the United States of America based on information provided by you. We will conduct our engagement in accordance with Statements on Standards for Accounting and Review Services (SSARs) promulgated by the Accounting and Review Services Committee of the AICPA and comply with the AICPA's Code of Professional Conduct, including the ethical principles of integrity, objectivity, professional competence, and due care.

We are not required to, and will not, verify the accuracy or completeness of the information you will provide to us for the engagement or otherwise gather evidence for the purpose of expressing an opinion or a conclusion. Accordingly, we will not express an opinion or a conclusion or provide any assurance on the financial statements.

Our engagement cannot be relied upon to identify or disclose any financial statement misstatements, including those caused by fraud or error, or to identify or disclose any wrongdoing within the entity or noncompliance with laws and regulations.

*Management Responsibilities*

The engagement to be performed is conducted on the basis that management acknowledges and understands that our role is to prepare financial statements in accordance with accounting principles generally accepted in the United States of America. Management has the following overall responsibilities that are fundamental to our undertaking the engagement to prepare your financial statements in accordance with SSARs:

- a. The selection of accounting principles generally accepted in the United States of America as the financial reporting framework to be applied in the preparation of the financial statements
- b. The prevention and detection of fraud
- c. To ensure that the entity complies with the laws and regulations applicable to its activities
- d. The accuracy and completeness of the records, documents, explanations, and other information, including significant judgments, you provide to us for the engagement to prepare financial statements

e. To provide us with:

- i. Documentation, and other related information that is relevant to the preparation and presentation of the financial statements,
- ii. Additional information that may be requested for the purpose of the preparation of the financial statements, and
- iii. Unrestricted access to persons within the City of Sand Springs, Oklahoma, of whom we determine necessary to communicate.

The financial statements will not be accompanied by a report. However, you agree that the financial statements will clearly indicate that no assurance is provided on them.

#### **Other Requested and Available Services**

In conjunction with the other requested and available services (other than the preparation of the annual financial statements) as identified in the Scope of Services section of this letter, Crawford & Associates will be responsible for providing such services upon request in accordance with the applicable professional standards of the AICPA. It is anticipated that most if not all of these other services will be performed in accordance with the standards applicable to consulting services as prescribed by the AICPA.

Crawford & Associates, is not obligated to, but may report or otherwise communicate to management any recommendations, it determines necessary, resulting from the professional services provided.

Management and the governing body will be responsible for establishing the scope of our other professional services to be provided and for providing the necessary resources allocated to the work; such responsibility includes determining the nature, scope, and extent of the services to be performed, providing sufficient appropriation for the estimated cost of these services, providing overall direction and oversight for each service, and reviewing and accepting the results of the work.

#### **Access to Working Papers and Reports**

Any working papers prepared by Crawford & Associates in connection with performing the financial statement preparation and other professional services are the property of Crawford & Associates. Upon request, copies of any or all working papers and reports that we consider to be nonproprietary will be provided to management. Management may make such copies available to its external auditors and to certain regulators in the exercise of their statutory oversight responsibilities. Such copies may not be made available to any other third party without the prior written consent from Crawford & Associates.

#### **Fees and Costs**

Fees and out-of-pocket expenses for this engagement will be billed as the work progresses and payable upon receipt of our invoices. Out-of-pocket expenses include such costs incurred by Crawford & Associates in providing the services including travel, lodging, telecommunications, printing, document reproduction, and the like. Our fees for these services will be billed at our standard hourly rates, as follows, for the individual performing such services based on the actual number of hours of work, including travel time, performed by that individual.

Standard Hourly Rates:

- Firm Chairman \$250
- Firm President \$250
- Shareholders \$160
- Consulting Managers \$145
- Consulting Staff \$105
- Clerical Staff \$40

Because Crawford & Associates has no direct control over the type and amount of services requested by the management or the governing body during the term of this engagement, nor does Crawford & Associates have direct control over the quality of your accounting system or records, potential turnover of your staff, or your staffing levels, resources, or capabilities, it is impractical for us to provide an accurate amount of hours that will be required for the services requested or a not-to-exceed limit on fees and expenses charged. We will rely on you to provide us with a copy of approved purchase orders, containing estimated fees and expenses, monitor the cumulative fees and expenses charged, and notify us if and when the cumulative amount approaches the total appropriated level estimated. You also agree to provide sufficient appropriation for all services requested prior to the services being performed. For purposes of purchase order preparation, we will be glad to provide you with an estimated range of fees and expenses upon request.

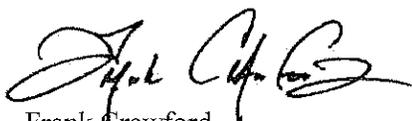
The term of this engagement is a period from July 1, 2016 through June 30, 2017. Crawford & Associates may perform additional services upon receipt of a formal request from management or the governing body with terms and conditions that are acceptable to both parties.

The agreements and undertakings contained in this engagement letter, shall survive the completion or termination of this engagement.

**Acceptance**

Please indicate your acceptance of this agreement by signing in the space provided below and returning this engagement letter to us. A duplicate copy of this engagement letter is provided for your records. We look forward to continuing our professional relationship with the City of Sand Springs.

Respectfully submitted and agreed to by,



Frank Crawford  
Crawford and Associates, P.C.

**Accepted and agreed to for the City of Sand Springs:**

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_



## CITY OF SAND SPRINGS COUNCIL/AUTHORITY STAFF REPORT

MEETING DATE: May 23, 2016

### **SUBJECT:**

**APPROVAL OF AGREEMENT WITH ARLEDGE & ASSOCIATES, P.C.**

### **BACKGROUND AND HISTORY:**

The City contracts with Arledge & Associates, P.C. each year to audit the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information, which collectively comprise the basic financial statements of the City.

### **BUGETARY IMPACT:**

The City will issue a purchase order to Arledge & Associates, P.C. in the amount of \$31,895, of which \$16,595 will be charged to the General Fund's Finance department and \$15,300 will be charged to the Municipal Authority's Public Works department. There are sufficient funds in these departments' budgets to cover these costs.

### **STAFF RECOMMENDATION:**

Approval of an agreement with Arledge & Associates, P.C. for Fiscal Year 2016 financial statement audit services and to include a single audit.

**COMPILED BY:** Kelly Lamberson  
Finance Director

**PRESENTED BY:** Kelly Lamberson  
Finance Director

### **ATTACHMENTS:**

Arledge FY-16 Compilation Engagement Letter  
Arledge FY-16 Single Audit Engagement Letter



## FY-16 COMPILATION ENGAGEMENT LETTER

May 10, 2016

City of Sand Springs, Oklahoma  
Sand Springs, Oklahoma

We are pleased to confirm our understanding of the services we are to provide for the City of Sand Springs, Oklahoma (the "City") for the year ended June 30, 2016.

We will perform a compilation engagement with respect to the financial statements of The City, which comprise the schedules of revenues, expenditures, debt, and investments for the year ended June 30, 2016, and the related notes to the financial statements.

### **Our Responsibilities**

The objective of our engagement is to apply accounting and financial reporting expertise to assist you in the presentation of financial statements without undertaking to obtain or provide any assurance that there are no material modifications that should be made to the financial statements in order for them to be in accordance with accounting principles generally accepted in the United States of America.

We will conduct our compilation engagement in accordance with the Statements on Standards for Accounting and Review Services (SSARS) promulgated by the Accounting and Review Services Committee of the AICPA and comply with the AICPA's *Code of Professional Conduct*, including the ethical principles of integrity, objectivity, professional competence, and due care.

We are not required to, and will not, verify the accuracy or completeness of the information you will provide to us for the engagement or otherwise gather evidence for the purpose of expressing an opinion or a conclusion. Accordingly, we will not express an opinion or a conclusion nor provide any assurance on the financial statements.

Our engagement cannot be relied upon to identify or disclose any financial statement misstatements, including those caused by fraud or error, or to identify or disclose any wrongdoing within the entity or noncompliance with laws and regulations. However, we will inform the appropriate level of management of any material errors and any evidence or information that comes to our attention during the performance of our procedures that fraud may have occurred. In addition, we will inform you of any evidence or information that comes to our attention during the performance of our compilation procedures regarding any wrongdoing within the entity or noncompliance with laws and regulations that may have occurred, unless they are clearly inconsequential. We have no responsibility to identify and communicate deficiencies or material weaknesses in your internal control as part of this engagement.

### **Your Responsibilities**

The engagement to be performed is conducted on the basis that you acknowledge and understand that our role is to assist you in the presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America. You have the following overall responsibilities that are fundamental to our undertaking the engagement in accordance with SSARS:

- 1) The selection of accounting principles generally accepted in the United States of America as the financial reporting framework to be applied in the preparation of the financial statements.

- 2) The preparation and fair presentation of financial statements in accordance with accounting principles generally accepted in the United States of America and the inclusion of all informative disclosures that are appropriate for accounting principles generally accepted in the United States of America, if applicable.
- 3) The design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of the financial statements.
- 4) The prevention and detection of fraud.
- 5) To ensure that the City complies with the laws and regulations applicable to its activities.
- 6) The accuracy and completeness of the records, documents, explanations, and other information, including significant judgments, you provide to us for the engagement.
- 7) To provide us with—
  - access to all information of which you are aware is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, and other matters.
  - additional information that we may request from you for the purpose of the compilation engagement.
  - unrestricted access to persons within the City of whom we determine it necessary to make inquiries.
- 8) Including our compilation report in any document containing financial statements that indicate that we have performed a compilation engagement on such financial statements and, prior to the inclusion of the report, to ask our permission to do so.

#### **Our Report**

As part of our engagement, we will issue a report that will state that we did not audit or review the financial statements and that, accordingly, we do not express an opinion, a conclusion, nor provide any assurance on them. If, for any reason, we are unable to complete the compilation of your financial statements, we will not issue a report on such statements as a result of this engagement.

#### **Other Relevant Information**

LaDonna Sinning, CPA is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

To ensure that Arledge & Associates, P.C.'s independence is not impaired under the AICPA *Code of Professional Conduct*, you agree to inform the engagement partner before entering into any substantive employment discussions with any of our personnel.

Our fees for these services are included in the FY-16 Audit Engagement Letter, dated May 10, 2016.

We appreciate the opportunity to be of service to you and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you acknowledge and agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Sincerely,



Arledge & Associates, P.C.

RESPONSE:

This letter correctly sets forth the understanding of the City of Sand Springs, Oklahoma.

Management signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Governance signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_



## FY-16 AUDIT ENGAGEMENT LETTER – YELLOW BOOK

May 10, 2016

To the Governance and Management of Sand Springs, Oklahoma

We are pleased to confirm our understanding of the services we are to provide City of Sand Springs, Oklahoma (the “City”) for the year ended June 30, 2016. We will audit the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements of the City as of and for the year ended June 30, 2016. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management’s discussion and analysis (MD&A), to supplement the City’s basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the City’s RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management’s responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- 1) Management’s Discussion and Analysis;
- 2) Budgetary Comparison Information; and
- 3) Schedule of OPEB Status and Funding Progress

We have also been engaged to report on supplementary information other than RSI that accompanies the City’s financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and we will provide an opinion on it in relation to the financial statements as a whole, in a report combined with our auditor’s report on the financial statements:

- 1) Schedule of expenditures of federal awards;
- 2) Combining Statements and Schedules; and
- 3) Schedule of Debt Coverage.

The following other information accompanying the financial statements will not be subjected to the auditing procedures applied in our audit of the financial statements, and our auditor’s report will not provide an opinion or any assurance on that other information.

- 1) Introduction Section; and
- 2) Statistical Section

## **Audit Objectives**

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of the accounting records of the City and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of the City's financial statements. Our report will be addressed to the Mayor and City Council of the City of Sand Springs, Oklahoma. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions on the financial statements are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or may withdraw from this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The paragraph will also state that the report is not suitable for any other purpose. If during our audit we become aware that the City is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

## **Audit Procedures—General**

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. Our responsibility as auditors is limited to the period covered by our audit and does not extend to later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

#### **Audit Procedures—Internal Control**

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

#### **Audit Procedures—Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the City's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

#### **Other Services**

We will also assist in preparing the financial statements and related notes of the City in conformity with U.S. generally accepted accounting principles based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*.

#### **Management Responsibilities**

Management is responsible for establishing and maintaining effective internal controls, including evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with U.S. generally accepted accounting principles, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements

aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts or grant agreements, or abuse that we report.

You are responsible for the preparation of the supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities relating to the financial statements and related notes and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

#### **Engagement Administration, Fees, and Other**

We understand that your employees will prepare all cash or other confirmations we request and will locate any documents selected by us for testing.

We will provide copies of our reports to Governance and Management of the City of Sand Springs; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Arledge & Associates, P.C. and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the oversight agency or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities.

We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Arledge & Associates, P.C. personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the oversight agency. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

LaDonna Sinning, CPA is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

Our fee for these services will be \$30,600 for the primary government. Our fee for the Sand Springs Economic Development Authority will be \$1,400, and our fee for the Sand Springs Cultural and Historical Museum Trust Authority will be \$1,295, which does not include separate reports. These fees include our miscellaneous charges such as travel, meals, and copies. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 30 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report(s). You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. This fee is also based on the assistance of Crawford & Associates, P.C. in preparing the necessary documents, schedules, and financial statements. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

Because our Engagement Letter provides ongoing access to the accounting and business advice you need on a fixed-price basis, you are not inhibited from seeking timely advice from us. While the fixed price entitles you to unlimited consultation with us, if your questions or issues require additional research and analysis beyond consultation, that work will be subject to an additional price negotiation before the service is to be performed, an Addendum to the Engagement Letter will be issued before delivery of the additional service is to be performed, with payment terms agreed to in advance. By virtue of signing this document, you have indicated that your reporting entity has been appropriately defined, all trial balances will be reasonably adjusted, your key accounts will be reconciled, unusual transactions, significant financial estimates and disclosures have been communicated to us prior to the date at the top of this letter. Also you have indicated that the entity has competent personnel in key financial positions and there has been no turnover in the accounting/finance department. If we find that the facts are different for any of the preceding assumptions, we will negotiate an Addendum to the Engagement Letter and negotiate a new engagement fee before we issue our final report.

We appreciate the opportunity to be of service to the City of Sand Springs, Oklahoma and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Sincerely,



Arledge & Associates, P.C.

RESPONSE:

This letter correctly sets forth the understanding of the City of Sand Springs, Oklahoma.

Management signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Governance signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_



# CITY OF SAND SPRINGS

100 E. Broadway St. • P.O. Box 338 • Sand Springs, Oklahoma 74063  
Phone: 918.246.2500 • [sandspringsok.org](http://sandspringsok.org)

**CITY OF SAND SPRINGS**  
**CITY COUNCIL MEMO**  
MEETING DATE: May 23<sup>rd</sup>, 2016

**SUBJECT:**

**Metropolitan Tulsa Transit Authority (MTTA) Contract**

**STAFF Recommendation:**

Staff recommends **APPROVAL** of the Metropolitan Tulsa Transit Authority (MTTA) Contract for July 1<sup>st</sup>, 2016 through June 30<sup>th</sup>, 2017 for bus transit services to be provided in the Sand Springs area not to exceed the amount of \$44,880.

**BACKGROUND AND HISTORY:**

The Metropolitan Tulsa Transit Authority (MTTA) has provided bus transit services and lift services for the City of Sand Springs for an extended period of time now. In the Fall of 2015 the City of Sand Springs was presented the choice to keep our route the same (no service to south Sand Springs) or to amend the route by eliminating a portion of the northern route and extending service across the river to Reasor's. The City Council elected to approve the route change to better provide service to residents and businesses in the southern part of Sand Springs. Additionally, this route change allows for residents to utilize the Lift program that MTTA has within  $\frac{3}{4}$  of a mile of the current route.

**COMPILED BY:** Brad Bates

**PRESENTED BY:** Brad Bates

**Attachments:**

MTTA Letter to City Clerk Janice Almy  
2016-17 MTTA Contract  
Route Map



[www.tulsatransit.org](http://www.tulsatransit.org)

P.O. Box 52488 • Tulsa, OK 74152 • (918) 582-2100 • Fax (918) 582-5209

May 9, 2016

Janice Almy  
City Clerk  
City of Sand Springs  
PO Box 338  
Sand Springs, OK 74063-0338

RE: Professional Transportation Services Contract

Dear Ms. Almy:

Please find attached two (2) copies of the Professional Transportation Services Contract between the City of Sand Springs and the Metropolitan Tulsa Transit Authority (Tulsa Transit) for the period beginning July 1, 2016 and ending June 30, 2017. The terms and conditions, and the pricing of this contract are identical to last year's contract. Upon review and approval, please sign and return one copy to me for our files.

If you have any questions, please contact me at 918-560-5609. Thank you for the opportunity to serve the citizens of Sand Springs.

Sincerely,

A handwritten signature in blue ink that reads "Jack Van Hooser".

Jack Van Hooser  
Procurement Manager  
Tulsa Transit



## PROFESSIONAL TRANSPORTATION SERVICES CONTRACT

This Contract made and entered into this 1<sup>st</sup> day of July 2016, by and between the Metropolitan Tulsa Transit Authority, 510 South Rockford Avenue, Tulsa, Oklahoma 74120, a public trust organized and existing under the laws of the State of Oklahoma ("Tulsa Transit") and the City of Sand Springs, Box 338, Sand Springs, Oklahoma 74063, a municipal corporation ("City").

WITNESSETH:

WHEREAS, there exists in the City a need to provide public transportation services to enable the citizens of the City to access employment, health care, educational services, social services, recreation, and other opportunities and amenities; and,

WHEREAS, the City desires to provide the needed transportation services to the extent feasible given existing financial constraints; and,

WHEREAS, Tulsa Transit, an experienced provider of public transportation services in the metropolitan Tulsa region, wishes to provide the needed services for the City.

NOW, THEREFORE, in consideration of the mutual agreements herein contained, Tulsa Transit and the City agree as follows:

1. **Description of Service:** Tulsa Transit hereby agrees to provide and maintain public transportation service and ADA paratransit service for and within the City. This system shall operate each weekday and Saturday during agreed upon hours, exclusive of holidays, for that period of time during which this agreement shall remain in effect. It is expressly understood that the number of requested vehicles provided is dependent upon the number available for this purpose within the Tulsa Transit fleet, as determined solely by Tulsa Transit.

Tulsa Transit shall not be obligated to accept a number of riders on any vehicle in excess of the number which is the sum of the number of passengers which can be seated on the vehicles plus the number which is up to twenty percent (20%) standees based upon the seating capacity of the vehicle.

The City shall advise Tulsa Transit of the desired service area, routes and stops (subject to the joint approval of the City and Tulsa Transit for safe and efficient public transportation operation).

2. **Cost of Service:** The city shall provide a Forty-Four Thousand Eight Hundred Eighty Dollar (\$44,880) annual subsidy to Tulsa Transit for operation of the service within the City. The subsidy shall be paid to Tulsa Transit in four equal quarterly payments, with payments due Tulsa Transit thirty days from receipt of invoice.

Each statement shall be provided to the City on or before the 15<sup>th</sup> day of August, November, February, and May.

3. **Fares:** Fares charged and collected by Tulsa Transit shall be established by Tulsa Transit in cooperation with the City.
4. **Term of Agreement:** This Agreement is effective as of the 1st day of July 2016, and shall continue through June 30, 2017.
5. **Termination:** Either party may terminate this agreement by giving the other party at least thirty (30) days written notice of its intention to terminate.
6. **Excusable Default:** Tulsa Transit shall not be held in default of this Agreement if it is prevented from performing by conditions entirely beyond its control, such as, but not limited to, acts of God, strikes, war or other emergencies, including then existing road conditions making performance impossible or illegal.
7. **Integration:** It is understood and agreed that this Agreement contains all the covenants, stipulations, and provisions agreed to by the parties and neither party is nor shall be bound by any statement or representation not in conformity with this Agreement. This Agreement may not be modified except in writing, signed by both parties.
8. **Law Controlling:** It is the understanding of Tulsa Transit and the City that this Agreement shall be governed by the laws of the State of Oklahoma and by the laws of the United States applicable in whole or in part to public transportation systems. It is further understood and agreed that any such applicable law shall be deemed to be part of this Agreement, binding upon the parties hereto as if such law were set forth fully herein.

Tulsa Transit shall hold the City harmless from any liabilities, obligations, losses, damages, penalties, claims, actions, costs and negligence of whatsoever kind caused by Tulsa Transit.

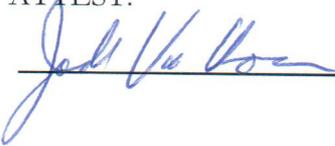
The City shall hold Tulsa Transit and the City of Tulsa harmless from any liabilities, obligations, losses, damages, penalties, claims, actions, costs and negligence of whatsoever kind caused by the City.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement effective as of the day and year first mentioned.

METROPOLITAN TULSA TRANSIT AUTHORITY

By:   
William Cartwright, General Manager

ATTEST:

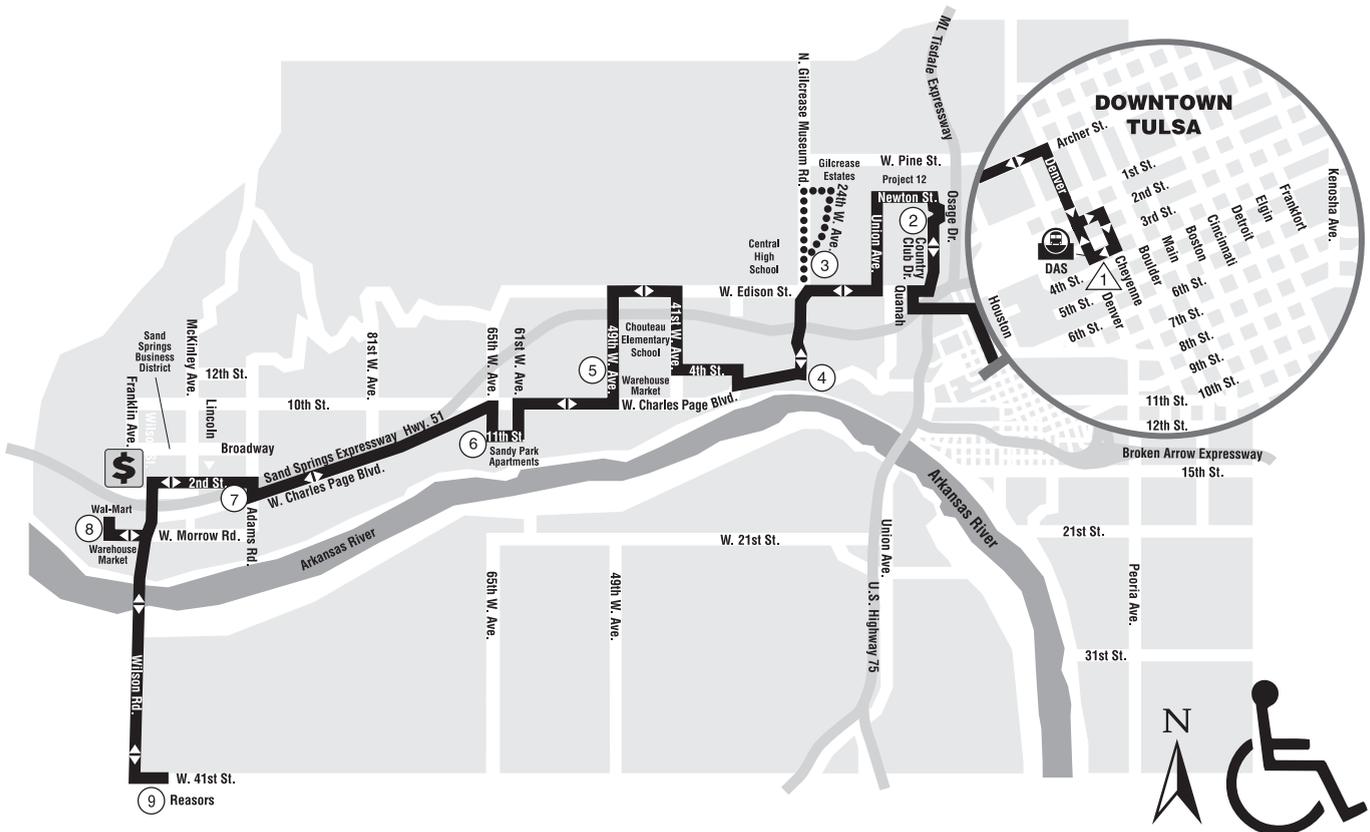


CITY OF SAND SPRINGS OKLAHOMA

By: \_\_\_\_\_  
City Manager

ATTEST:

\_\_\_\_\_



**1** Timing Point

**1** Connecting Point

**210** Intersecting Routes

**Bus Stations**

DAS - Denver Avenue (Downtown)

**\$** Park & Save Location  
401 N. Grant Ave.

- Central High School
- Chouteau Elementary School
- Cimarron Shopping Center
- Country Club Gardens
- Gilcrease Hills Center
- Hampton Inn
- Project 12
- Sandy Park Apts.
- Sand Springs Church of God  
Park and Save Lot
- Tulsa Country Club
- Warehouse Market
- Wal-Mart Supercenter

**CITY OF SAND SPRINGS  
COUNCIL STAFF REPORT****MEETING DATE: MAY 23, 2016****CONSENT AGENDA****SUBJECT:****TOLBERT LOT SPLIT  
APPROVAL OF UTILITY EASEMENTS****STAFF RECOMMENDS CITY COUNCIL:**

Approve the Utility Easements and authorize Mayor to sign same.

**BACKGROUND AND HISTORY:**

Justin Tolbert (dba Action General) is proposing residential development of the southwest corner of West 41<sup>st</sup> Street South and Maple Drive. On September 21, 2015 the City Planning Commission approved a lot split (SSL-624) to accommodate the construction of 4 duplexes..

A public sanitary sewer line must be extended to the development to serve the 4 lots.

**EXECUTIVE SUMMARY:**

Justin and Misha Tolbert and James and Sandy Barnard have granted the attached Utility Easements for operation and maintenance of the sanitary sewer mains proposed to serve the development.

**BUDGETARY IMPACT:** None**COMPILED BY:** Kurt Baker**PRESENTED BY:** Derek Campbell**ATTACHMENTS:** Utility Easements

## UTILITY EASEMENT

KNOW ALL MEN BY THESE PRESENTS:

That the undersigned JUSTIN B. TOLBERT AND MISHA D. TOLBERT, husband and wife, (hereinafter referred to as "Owner"), the owner of the legal and equitable title to the following described real estate situated in Tulsa County, State of Oklahoma, for and in consideration of the sum of One Dollar (\$1.00), and other good, valuable and sufficient consideration, receipt of which is hereby acknowledged, does hereby grant, bargain, sell, convey and dedicate unto the public a perpetual utility easement over, under, through, upon and across the following tract of real property and premises situated in said county, to-wit:

SEE ATTACHED  
EXHIBIT "A" (LEGAL DESCRIPTION)  
AND  
EXHIBIT "B" (DRAWING)

This perpetual easement is granted for the purposes of enabling public utility providers, their officers, agents, employees, contractors, permittees and assigns to go upon, survey, erect, construct, install, lay, and thereafter use, operate, inspect, repair, maintain, replace and remove any and all public utilities and all necessary or convenient appurtenances thereto; and includes the permanent right of ingress and egress by public utility providers, their officers, agents, employees, contractors, permittees and assigns for the aforesaid uses and purposes.

Owner, for themselves and their heirs, administrators, successors and assigns, covenants and agrees not to construct, or permit the construction of any permanent structures (including signs) over, upon or across the above described premises; and further covenants and agrees that in the event the terms of this paragraph are violated by the Owner, or any person in privity with them, such violation will be corrected and eliminated immediately upon receipt of notice from the public utility providers , its successors or assigns, or the public utility providers shall have the right to correct and eliminate such violations, and the undersigned, their heirs, administrators, successors, or assigns shall promptly pay the actual cost thereof; however, pavement for parking and drive purposes may be placed on this easement, provided that, in the event that pavement is damaged or otherwise disturbed, during either construction or maintenance of the utility facilities, no liability for damages or responsibility to restore or replace the pavement shall rest upon the owners or operators of the utility facilities, their officers, agents, employees, contractors, permittees and assigns.

Owner hereby covenants and warrants that, at the time of the delivery of this easement, they are the owner in fee simple of the above described property and that the same is free and clear of all liens and claims whatsoever.

This agreement shall be binding upon the heirs, executors and assigns of the parties hereto.





# EXHIBIT "A" - 17.5' UTILITY EASEMENT

GRANTOR: JUSTIN AND MISHA TOLBERT

## Legal Description

A PART OF LOT 1, BLOCK 8, WALNUT CREEK 2ND ADDITION EXTENSION, AN ADDITION TO THE CITY OF SAND SPRINGS, TULSA COUNTY, OKLAHOMA, BEING A SUBDIVISION OF PART OF THE EAST HALF OF THE NORTHWEST QUARTER (E/2 NW/4) OF SECTION TWENTY-SEVEN (27), TOWNSHIP NINETEEN (19) NORTH, RANGE ELEVEN (11) EAST OF THE INDIAN BASE AND MERIDIAN, TULSA COUNTY, STATE OF OKLAHOMA, ACCORDING TO THE U.S. GOVERNMENT SURVEY THEREOF, RECORDED AS PLAT NUMBER 1808, IN THE OFFICE OF THE TULSA COUNTY CLERK.

MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE NORTHWEST CORNER OF LOT 1, BLOCK 8, WALNUT CREEK 2ND ADDITION EXTENSION, AN ADDITION TO THE CITY OF SAND SPRINGS, TULSA COUNTY, OKLAHOMA, BEING A SUBDIVISION OF PART OF THE EAST HALF OF THE NORTHWEST QUARTER (E/2 NW/4) OF SECTION TWENTY-SEVEN (27), TOWNSHIP NINETEEN (19) NORTH, RANGE ELEVEN (11) EAST OF THE INDIAN BASE AND MERIDIAN, TULSA COUNTY, STATE OF OKLAHOMA, ACCORDING TO THE U.S. GOVERNMENT SURVEY THEREOF, RECORDED AS PLAT NUMBER 1808, IN THE OFFICE OF THE TULSA COUNTY CLERK; THENCE S 00° 01' 00" E, ALONG THE WEST LINE OF SAID LOT 1, A DISTANCE OF 402.00 FEET, TO THE SOUTHWEST CORNER OF SAID LOT 1; THENCE S 89° 48' 00" E, ALONG THE SOUTH LINE OF SAID LOT 1, A DISTANCE OF 17.50 FEET; THENCE N 00° 01' 00" W, PARALLEL WITH AND 17.50 FEET EAST OF SAID WEST LINE, A DISTANCE OF 402.00 FEET, TO A POINT ON THE NORTH LINE OF SAID LOT 1; THENCE N 00° 48' 00" W, ALONG SAID NORTH LINE, A DISTANCE OF 17.50 FEET, TO THE POINT OF BEGINNING.

SAID TRACT OF LAND CONTAINING 0.1615 ACRES / 7,034.95 SQUARE FEET.

THE BASIS OF BEARINGS FOR SAID TRACT IS S 00° 01' 00" E, ALONG THE WEST LINE OF LOT 1, BLOCK 8, WALNUT CREEK 2ND ADDITION EXTENSION, AN ADDITION TO THE CITY OF SAND SPRINGS, TULSA COUNTY, OKLAHOMA, BEING A SUBDIVISION OF PART OF THE EAST HALF OF THE NORTHWEST QUARTER (E/2 NW/4) OF SECTION TWENTY-SEVEN (27), TOWNSHIP NINETEEN (19) NORTH, RANGE ELEVEN (11) EAST OF THE INDIAN BASE AND MERIDIAN, TULSA COUNTY, STATE OF OKLAHOMA, ACCORDING TO THE U.S. GOVERNMENT SURVEY THEREOF, RECORDED AS PLAT NUMBER 1808, IN THE OFFICE OF THE TULSA COUNTY CLERK.

## Surveyor's Statement

I, ALBERT JONES III, CERTIFY THE ATTACHED LEGAL DESCRIPTION CLOSES IN ACCORD WITH EXISTING RECORDS, IS A TRUE REPRESENTATION OF THE LEGAL DESCRIPTION AS DESCRIBED, AND MEETS THE MINIMUM TECHNICAL STANDARDS FOR LAND SURVEYING OF THE STATE OF OKLAHOMA.

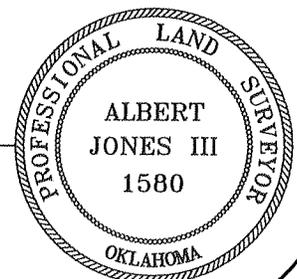
### ATLAS LAND OFFICE, LLC

202 SOUTH MAIN, WAGONER, OK 74467  
WWW.ATLASLANDOFFICE.COM  
INFO@ATLASLANDOFFICE.COM  
CA#6752 EXP. 6-30-2016  
PHONE: (918) 485-9987

BY:

  
ALBERT JONES III  
PROFESSIONAL LAND SURVEYOR  
OKLAHOMA NO. 1580

4-15-16



# EXHIBIT "B" - 17.5' UTILITY EASEMENT

GRANTOR: JUSTIN AND MISHA TOLBERT

NORTH LINE SECTION 27

N 89°48'00" W  
17.50'

West 41st Street South

40' RIGHT OF WAY (PER PLAT)

POINT OF BEGINNING

35' BUILDING LINE (PER PLAT)

Unplatted

Walnut Creek 2nd  
Addition Extension  
Lot 1 Block 8

S 0°01'00" E

402.00'

5' UTILITY EASEMENT (PER PLAT)

402.00'

N 0°01'00" W

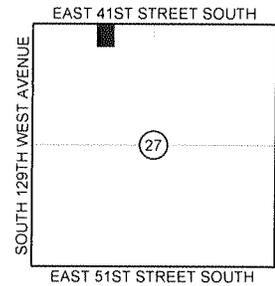
15' EASEMENT (PER PLAT)

Sunburst Mobile  
Home Community  
Block 2

17.50'

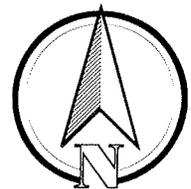
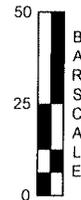
N 89°48'00" W

R 11 E



Location Map

SCALE: 1"=4000'



T  
19  
N

## UTILITY EASEMENT

KNOW ALL MEN BY THESE PRESENTS:

That the undersigned BARNARD ENTERPRISES, LLC, , (hereinafter referred to as "Owner"), the owner of the legal and equitable title to the following described real estate situated in Tulsa County, State of Oklahoma, for and in consideration of the sum of One Dollar (\$1.00), and other good, valuable and sufficient consideration, receipt of which is hereby acknowledged, does hereby grant, bargain, sell, convey and dedicate unto the public a perpetual utility easement over, under, through, upon and across the following tract of real property and premises situated in said county, to-wit:

SEE ATTACHED  
EXHIBIT "A" (LEGAL DESCRIPTION)  
AND  
EXHIBIT "B" (DRAWING)

This perpetual easement is granted for the purposes of enabling public utility providers, their officers, agents, employees, contractors, permittees and assigns to go upon, survey, erect, construct, install, lay, and thereafter use, operate, inspect, repair, maintain, replace and remove any and all public utilities and all necessary or convenient appurtenances thereto; and includes the permanent right of ingress and egress by public utility providers, their officers, agents, employees, contractors, permittees and assigns for the aforesaid uses and purposes.

Owner, for themselves and their heirs, administrators, successors and assigns, covenants and agrees not to construct, or permit the construction of any permanent structures (including signs) over, upon or across the above described premises; and further covenants and agrees that in the event the terms of this paragraph are violated by the Owner, or any person in privity with them, such violation will be corrected and eliminated immediately upon receipt of notice from the public utility providers , its successors or assigns, or the public utility providers shall have the right to correct and eliminate such violations, and the undersigned, their heirs, administrators, successors, or assigns shall promptly pay the actual cost thereof; however, pavement for parking and drive purposes may be placed on this easement, provided that, in the event that pavement is damaged or otherwise disturbed, during either construction or maintenance of the utility facilities, no liability for damages or responsibility to restore or replace the pavement shall rest upon the owners or operators of the utility facilities, their officers, agents, employees, contractors, permittees and assigns.

Owner hereby covenants and warrants that, at the time of the delivery of this easement, they are the owner in fee simple of the above described property and that the same is free and clear of all liens and claims whatsoever.

This agreement shall be binding upon the heirs, executors and assigns of the parties hereto.





# EXHIBIT "A" - 15' UTILITY EASEMENT

GRANTOR: BARNARD ENTERPRISES, LLC

## Legal Description

A PART OF A TRACT OF LAND IN THE NORTHWEST QUARTER OF THE NORTHWEST QUARTER (NW/4 NW/4) OF SECTION TWENTY-SEVEN (27), TOWNSHIP NINETEEN (19) NORTH, RANGE ELEVEN (11) EAST OF THE INDIAN BASE AND MERIDIAN, TULSA COUNTY, STATE OF OKLAHOMA, ACCORDING TO THE U.S. GOVERNMENT SURVEY THEREOF.

MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE NORTHEAST CORNER OF BLOCK 2, SUNBURST MOBILE HOME COMMUNITY, AN ADDITION TO THE CITY OF SAND SPRINGS, OKLAHOMA, BEING A SUBDIVISION OF PART OF THE NORTHWEST QUARTER OF THE NORTHWEST QUARTER (NW/4 NW/4) OF SECTION TWENTY-SEVEN (27), TOWNSHIP NINETEEN (19) NORTH, RANGE ELEVEN (11) EAST OF THE INDIAN BASE AND MERIDIAN, TULSA COUNTY, STATE OF OKLAHOMA, ACCORDING TO THE U.S. GOVERNMENT SURVEY THEREOF, RECORDED AS PLAT NUMBER 3051, IN THE OFFICE OF THE TULSA COUNTY CLERK; THENCE N 89° 12' 26" W, ALONG THE NORTH LINE OF SAID BLOCK 2, A DISTANCE OF 112.00 FEET; THENCE N 00° 47' 34" E, PERPENDICULAR TO SAID NORTH LINE, A DISTANCE OF 15.00 FEET; THENCE S 89° 12' 26" E, PARALLEL WITH AND 15.00 FEET NORTH OF SAID NORTH LINE, A DISTANCE OF 112.00 FEET, TO A POINT ON THE EAST LINE OF SAID NORTHWEST QUARTER OF THE NORTHWEST QUARTER (NW/4 NW/4); THENCE S 00° 47' 34" W, ALONG SAID EAST LINE, A DISTANCE OF 15.00 FEET, TO THE POINT OF BEGINNING.

SAID TRACT OF LAND CONTAINING 0.0386 ACRES / 1,680.00 SQUARE FEET.

THE BASIS OF BEARINGS FOR SAID TRACT IS N 89° 12' 26" W, ALONG THE NORTH LINE OF BLOCK 2, SUNBURST MOBILE HOME COMMUNITY, AN ADDITION TO THE CITY OF SAND SPRINGS, OKLAHOMA, BEING A SUBDIVISION OF PART OF THE NORTHWEST QUARTER OF THE NORTHWEST QUARTER (NW/4 NW/4) OF SECTION TWENTY-SEVEN (27), TOWNSHIP NINETEEN (19) NORTH, RANGE ELEVEN (11) EAST OF THE INDIAN BASE AND MERIDIAN, TULSA COUNTY, STATE OF OKLAHOMA, ACCORDING TO THE U.S. GOVERNMENT SURVEY THEREOF, RECORDED AS PLAT NUMBER 3051, IN THE OFFICE OF THE TULSA COUNTY CLERK.

## Surveyor's Statement

I, ALBERT JONES III, CERTIFY THE ATTACHED LEGAL DESCRIPTION CLOSES IN ACCORD WITH EXISTING RECORDS, IS A TRUE REPRESENTATION OF THE LEGAL DESCRIPTION AS DESCRIBED, AND MEETS THE MINIMUM TECHNICAL STANDARDS FOR LAND SURVEYING OF THE STATE OF OKLAHOMA.

### ATLAS LAND OFFICE, LLC

202 SOUTH MAIN, WAGONER, OK 74467  
WWW.ATLASLANDOFFICE.COM  
INFO@ATLASLANDOFFICE.COM  
CA#6752 EXP. 6-30-2016  
PHONE: (918) 485-9987

BY:



ALBERT JONES III  
PROFESSIONAL LAND SURVEYOR  
OKLAHOMA NO. 1580

4-15-16



# EXHIBIT "B" - 15' UTILITY EASEMENT

GRANTOR: BARNARD ENTERPRISES, LLC

## West 41st Street South

NORTH LINE SECTION 27

40' RIGHT OF WAY (PER PLAT)

35' BUILDING LINE (PER PLAT)

Unplatted

Walnut Creek 2nd  
Addition Extension  
Lot 1 Block 8

N 0°47'34" E  
15.00'

S 89°12'26" E  
112.00'

112.00'  
N 89°12'26" W

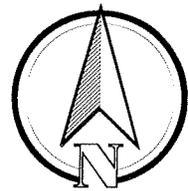
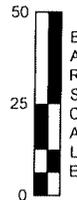
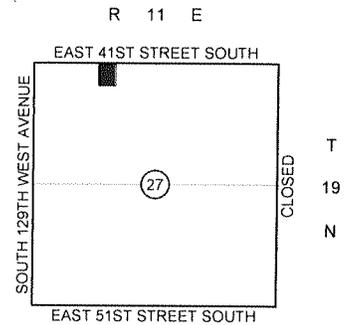
POINT OF BEGINNING

5' EASEMENT (PER PLAT)

15.00'  
S 0°47'34" W

15' EASEMENT (PER PLAT)

Sunburst Mobile  
Home Community  
Block 2





# CITY OF SAND SPRINGS

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

C6I

Consent Agenda item # \_\_\_\_\_

CITY OF SAND SPRINGS  
COUNCIL/AUTHORITY STAFF REPORT  
MEETING DATE: May 23, 2016

**SUBJECT:**

**South 113<sup>th</sup> West Avenue Widening, Phase 2  
(from the 3300 block to at least the 3500 block of South 113<sup>th</sup> 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 113<sup>th</sup> West Avenue Widening, Phase 2 (from the 3300 block to at least the 3500 block of South 113<sup>th</sup> 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 113<sup>th</sup> West Avenue between SH-51 and 41<sup>st</sup> 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 41<sup>st</sup> Street).

A key component of the project is the provision a curb and gutter drainage system in place of the existing open ditch system now in place. The underground storm water collection system designed by the engineer for this Phase 2 gathers water from street inlets and routes it to the area of an existing open ditch running east-west between 113<sup>th</sup> West Avenue and Highway 97. Staff noted that the area associated with this ditch separating the Cox Center from the Parrish Center is a known problem area which has been identified and listed within the City's Master Drainage Plan. The engineer and City Staff have met to discuss the best way to address the conveyance of storm water through this area without making existing conditions any worse. The team is in agreement that it makes sense to replace the open ditch with a properly sized underground storm drain that could convey the storm water to the existing drainage system running north along Highway 97. It is anticipated that this storm water improvement would help address the problem identified in the Master Drainage Plan.

## EXECUTIVE SUMMARY

Keithline Engineering Group, PLLC has prepared the attached Amendment No. 1 to the Engineering Agreement in the amount of \$5,350.00 for additional survey and design services in support of the recommended drainage improvements. Staff recommends the approval of the Amendment as the work covered will address the project's needs of being able to adequately route storm water collected in the public street across private property, while providing the added benefit of helping to address a known Problem Area listed in the City's Master Drainage Plan.

This item was reviewed with PWAC at their May 17, 2016 meeting.

### BUGETARY IMPACT:

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

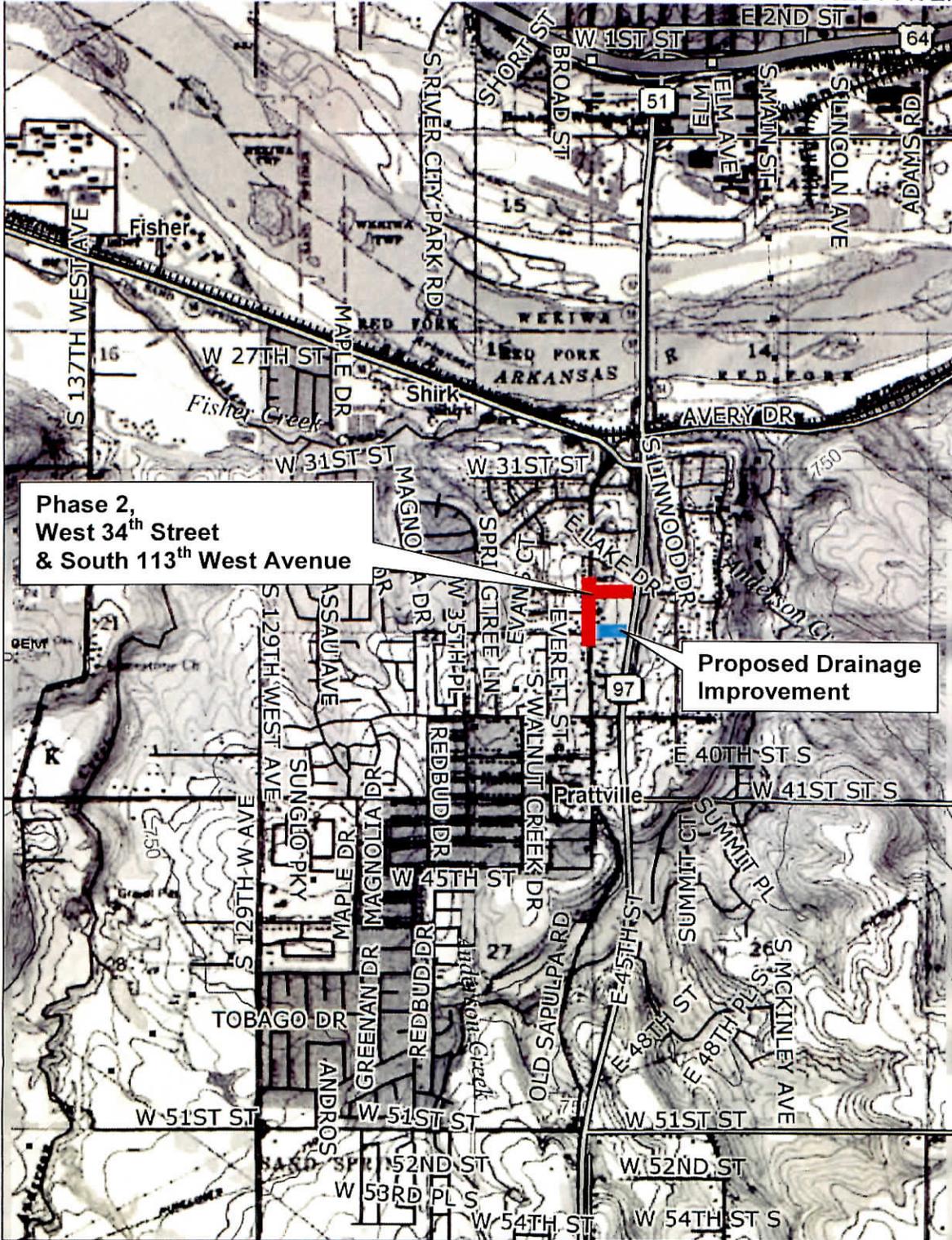
**COMPILED BY:** Cody D. Blair  
Assistant City Engineer

**PRESENTED BY:** Cody D. Blair  
Assistant City Engineer

### Attachments:

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

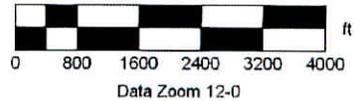
LOCATION MAP FOR  
**SOUTH 113<sup>TH</sup> WEST AVENUE WIDENING, PHASE 2**  
 FROM THE 3300 BLOCK TO AT LEAST THE 3500 BLOCK OF SOUTH 113<sup>TH</sup> WEST AVENUE



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www.delorme.com





**KEITHLINE ENGINEERING GROUP, PLLC**

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

8556 EAST 101<sup>ST</sup> STREET, SUITE C  
TULSA, OKLAHOMA 74133  
Main: 918.369.7911 / Fax: 364.3086 / C: 520.0069  
Email: [dan@KEngineering-US.com](mailto:dan@KEngineering-US.com)

March 17, 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 Survey, 800 foot Outfall with Curb & Gutter  
Amendment No. 1  
South 113<sup>th</sup> West Avenue Improvements – Phase II

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 survey, see Tulsa Survey Proposal, dated April 25, 2012, Attachment 'B'
- 2). Add typical section, Ditch Plan and Profile and Miscellaneous Map Modifications

Our proposal is a cost plus service agreement with a guaranteed maximum for the engineering work as presented in Attachment 'A'. The Phase II Amendment No. 1 guaranteed maximum cost fee is:

Five Thousand Three Hundred Fifty and No/100 Dollars..... ( \$ 5,350.00)

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 113<sup>th</sup> West Avenue Widening Project.

Sincerely yours,

Approved and Accepted:

**KEITHLINE ENGINEERING GROUP, PLLC**

**CITY OF SAND SPRINGS**

  
Daniel A. Keithline, P.E.  
Principal

\_\_\_\_\_ Date: \_\_\_\_\_

Title: Mayor

DAK/ms

C: Cody Blair, City Engineer





Tulsa Land Surveying LLC  
P.O. Box 14276  
Tulsa, Ok 74159  
539-664-5539

April 25, 2012

Mr. Daniel A. Keithline, PE  
Keithline Engineering Group, PLLC  
8556 East 101<sup>st</sup> Street, Suite B  
Tulsa, Oklahoma 74133  
[dan@kengineering-us.com](mailto:dan@kengineering-us.com)

Re: Added survey for Drainage Ditch, Parking Lots and Buildings on both sides, Sand Springs, OK

Dear Mr. Keithline, P.E.:

Thank you for the opportunity in allowing Tulsa Land Surveying LLC to provide this proposal. We look forward to working with you and appreciate your business.

Tulsa Land Surveying LLC proposes to provide a topographic design survey along a 150' wide corridor along drainage ditch from South 113th West Ave. to SH-97, located in Sand Springs, Oklahoma.

Limits of Survey are to be:

- ~800 feet by 150 feet wide from South 113th West Ave. to SH-97.

We propose to provide the following professional land surveying services in regard to the above described project:

A. Project property reports

- Property reports will be provided for the existing tracts lying adjacent to the limits of survey as obtained by surveyor's research.
- Each property report will contain proof of ownership(i.e. General Warranty, Deed, Quit Claim Deed, etc.), name of owner, address, and ascertainable easements.

- B. Topographic Survey
- Contours will be developed on one foot intervals. Vertical control will be referenced to NAVD '88 datum and horizontal control will be referenced to the Oklahoma State Plane Coordinate System NAD '83 (Oklahoma North Zone 3501).
  - Benchmarks will be placed a minimum of every 500' on rotating sides of the roadway with 2 benchmarks located at the beginning and end of the project.
- C. Right-of-Way determination
- Unplatted and platted property lines and easements will be shown in the area noted above as "Limits of Survey".
- D. Utilities
- All observable utilities and those located by 'Call Okie' will be shown on the final survey.
  - All storm structures, sanitary structures and lines will be shown with elevations of manhole rims, pipe flowlines and slope noted on the final survey. Also pipe size and material will be noted when ascertainable.
- E. Proposed Right-of-Way and Easement legal descriptions and exhibits
- An additional fee of \$200 will be charged for each proposed parcel created and surveyed in the field.

This survey will be made in accordance to the Oklahoma Minimum Standards for Land Surveying, effective May 17, 2010.

The proposed fee for this service is \$1,690. Tulsa Land Surveying LLC anticipates to complete the survey within 20 business days of the acceptance of this proposal. Items in final delivery will include a CAD drawing in 2007 format, one hard copy of the signed and sealed survey, and a PDF of the final survey. Terms of payment are net 30 days at the completion of the delivered survey.

Once you have had a moment to review, please let me know any questions or comments you may have.

We are prepared to commence work immediately up your approval. If you find the fee and terms of this proposal acceptable please sign, date and return to me via email at [josh@tulsasurveying.com](mailto:josh@tulsasurveying.com) or fax to 918-398-6357.

Sincerely,



Joshua R. Lamb, PLS, PE, CFM  
Tulsa Land Surveying, LLC  
P.O. Box 14276  
Tulsa, OK 74159  
Office: 539-664-5539  
Cell: 918-770-6720  
Fax: 918-398-6357  
josh@tulsasurveying.com

Accepted by:

— Daniel A. Keithline — Title —

Date: \_\_\_\_\_

- ★ Project 441303-113th
- Account types
- Assets
- Expenditures
- Liabilities
- Revenues
- Encumbrances
- Miscellaneous info
- Pending transactio
- Pre-encumbrances
- Project detail balan

**Project Information**

Description: 113th W Ave Widening-Ph 2  
 Status: Active  
 Estimate: .00  
 Type: CP Capital Project  
 Sub type: ST Streets  
 Start/stop dates: 2/01/2013 -  
 02  
 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 309,999.76  
 Budget: 374,898.00  
 Actual: .00  
 Unposted: .00  
 Pre-encumbrance: .00  
 Encumbrance: 64,898.24  
 Pending: .00

**Project Life-to-Date**

FY(s): 0000 - 9999 Balance 310,001.00  
 Budget: 417,744.00  
 Actual: 42,844.76  
 Unposted: .00  
 Pre-encumbrance: .00  
 Encumbrance: 64,898.24  
 Pending: .00

| Account Number     | Description               | Budget     | Actual     | Balance    |
|--------------------|---------------------------|------------|------------|------------|
| 440-5220-431.40-10 | Public Improvements       | 227,846.00 | .00        | 227,846.00 |
| 440-5220-431.40-21 | Engineering/Architect Fee | 189,898.00 | 107,743.00 | 82,155.00  |

Print

Cancel

Exit

Next project

Previous proj...

2015

2017

Project activit...

Change balan...





# CITY OF SAND SPRINGS

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

Consent Agenda item # \_\_\_\_\_

CITY OF SAND SPRINGS  
COUNCIL/AUTHORITY STAFF REPORT  
MEETING DATE: May 23, 2016

**SUBJECT:**

**WASTEWATER TREATMENT PLANT IMPROVEMENTS  
COSS PROJECT NO. S-1202, BID NO. 1012  
CHANGE ORDER NO. 4**

**STAFF RECOMMENDATION:**

Approval of Change Order No. 4 to the Agreement with Walters-Morgan Construction, Inc. for an increase in the amount of \$30,601.58 and no change in the contract time; and, authorization for the Mayor to execute the Change Order.

**BACKGROUND AND HISTORY:**

On September 22, 2014 the Sand Springs City Council awarded Bid No. 1012 in the amount of \$14,687,400.00 to Walters-Morgan Construction, Inc. for construction of the Wastewater Treatment Plant Improvements project. Since that time, Council has approved three Change Orders for a net increase in the Contract Price of \$224,596.77 and an increase in the Contract Time of 65.5 calendar days.

This Change Order No. 4 has been prepared in consideration of four additional items affecting the Contract Amount. The first two are Work Change Directives (WCD Nos. 6 & 8) which have previously been brought for the City Manager's consideration and approval. The Work Change Directive was developed for situations involving changes in the Work which, if not processed expeditiously, might delay the Project. Work Change Directives are to be followed by incorporation into a Change Order for consideration by Council. A description of all items are as follows:

Item 1 – WCD No. 6, Extension of Electric Duct Bank (see Attachment A)

In meeting with AEP/PSO to discuss the extension of their overhead electric lines to serve new services required at the south end of the plant for the new Disinfection Building and SBR Blowers, it was determined that a portion of the overhead service lines shown on the plans would not be able to maintain the horizontal clearances required by the electric company and would need to be taken underground. Furthermore the originally proposed route for the primary overhead electric line extension cut across the plant property rather than sticking to the perimeter. Through coordination amongst the parties, AEP/PSO agreed to a realignment of their extension along the plants perimeter. The attached WCD No. 6 was prepared to compensate the Contractor for the extension of their underground electric duct banks to the location of the new electric poles.

Item 2 – WCD No. 8, Addition Two Pressure Reducing Valves (see Attachment B)

As plumbing work drew to a close and water service was activated at the new Disinfection Building, it became evident that the plans had not called for a pressure reducing valve to be installed to protect the buildings fixtures from line pressures which frequently exceed 150 psi. Further investigation revealed that this was also the case at the new Administration Building. The attached WCD No. 8 was prepared to compensate the Contractor for the provision and installation of two 2" pressure reducing valves and appurtenances to address this issue.

Item 3 – Piping Modifications for Polymer Feed (see Attachment C)

Contractor has provided the attached Change Proposal No. 20R1 to modify the existing sludge pump discharge piping to accommodate the new sludge polymer feed mixer (provided as part of the sludge dewatering boxes) for proper mixing and allow effective dewatering. The proposal also, provides 6x4 pipe fittings at the drying bed to connect to the dewatering boxes. The contract documents show the approximate location where the sludge polymer is to be injected and specifies a skid mounted unit for installation on site. The contract documents do not, however, include the piping modifications necessary to accommodate the polymer mixer. This Change Proposal covers those modifications.

Item 4 – Mag Lock Access Control System (see Attachment C)

Contractor has provided the attached Change Proposal No. 18R1 for addition of Mag Locks and Controller at the new Administration Building. These items were mentioned, but not included, in the original contract, but are being added to be in compliance with City wide access control standards.

**EXECUTIVE SUMMARY:**

Tetra Tech has prepared the attached Change Order No. 4 to reflect an increase in the amount of \$30,601.58 and no change in the contract time. This change order was reviewed with the Public Works Advisory Committee on May 17, 2016.

Although the Agreement is written between the City of Sand Springs and Walters-Morgan Construction, Inc., staff is presenting this Item for concurrence by the Municipal Authority because bond revenues have been used to fund this project.

**BUDGETARY IMPACT:**

Funding for this Change Order is available within the existing project budget balance.

**COMPILED BY:** Cody D. Blair  
Assistant City Engineer

**PRESENTED BY:** Cody D. Blair  
Assistant City Engineer

**Attachments:**

- Change Order No. 4 (3 pages)*
- Attachment A (6 pages)*
- Attachment B (4 pages)*
- Attachment C (3 pages)*
- Attachment D (3 pages)*

CHANGE ORDER

CHANGE ORDER NO: 4  
DATE: 5/23/2016  
AGREEMENT DATE: 10/27/2014

NAME OF PROJECT: WASTEWATER TREATMENT PLANT IMPROVEMENTS  
(BID 1012)

OWNER: CITY OF SAND SPRINGS, OKLAHOMA

CONTRACTOR: WALTERS MORGAN CONSTRUCTION, INC.

The following changes are hereby made to the CONTRACT DOCUMENTS:

Justification: **See Attachments A, B, C, and D**

Original CONTRACT PRICE: \$14,687,400.00

Previous CHANGE ORDERS: \$ 224,596.77

Current CONTRACT PRICE adjusted by previous CHANGE ORDER  
\$14,911,996.77.

The CONTRACT PRICE due to this CHANGE ORDER will be **increased** by  
\$30,601.58

The new CONTRACT PRICE including this CHANGE ORDER will be  
\$14,942,598.35.

Change to CONTRACT TIME:

The CONTRACT TIME will be **increased** by **0** calendar days.

Therefore, the date for completion of all work will be February 5, 2017.

Approval Required:

OWNER: \_\_\_\_\_  
Date

CONTRACTOR: \_\_\_\_\_  
Date

ENGINEER: \_\_\_\_\_  
Date

Wastewater treatment Plant Improvements (Bid No. 1012)

Change Order No. 4

JUSTIFICATION FOR CHANGE

1. Is proposed change an alternate bid?    / /Yes            / X /No
2. Will proposed change alter the physical    / /Yes            / X /No  
    Size of the project?  
    If "Yes", explain.
3. Has consent of surety been obtained?    / X /Yes            / /No
4. Will this change affect expiration            / X /Yes            / /No  
    Or extent of insurance coverage?  
    If "Yes", will the policies be extended? Yes
5. Effect on operation and maintenance (O&M) costs:  
    The proposed changes will not significantly impact the overall operation  
    and maintenance costs for the project.
6. Necessity for change:  
    See next page and the attachments.

| ITEM NO. | BID ITEM NO. | DESCRIPTION OF CHANGES - Quantities, units, unit prices, change in completion schedule, etc.  | DECREASE IN CONTRACT PRICE | INCREASE IN CONTRACT PRICE |
|----------|--------------|---|----------------------------|----------------------------|
| 1        | -            | Work Change Directive (WCD) No. 006.<br><br>Contract Time: No Change<br><br><b>See Attachment A</b>   |                            | \$10,793.54                |
| 2        | -            | Work Change Directive (WCD) NO. 008.<br><br>Contract Time: No Change<br><br><b>See Attachment B</b>   |                            | \$7,219.16                 |
| 3        | -            | Modify the existing sludge pump discharge piping to accommodate the new sludge polymer feed mixer (provided as part of the sludge dewatering boxes) for proper mixing and allow effective dewatering. Also, provides 6x4 pipe fitting at the drying bed to connect to the dewatering boxes. The contract documents showed the approximate location where the sludge polymer was to be injected and specified a skid mounted unit for installation on site. The contract documents did not include the piping modifications necessary to accommodate the polymer mixer.<br><br>Contract Time: No Change<br><br><b>See Attachment C</b> |                            | \$3,371.57                 |
| 4        | -            | Addition of Mag Lock and Controller at the new Administration Building. These items were not included in the original contract but are being added to be in compliance with Citywide access control standards.<br><br>Contract Time: No Change<br><br><b>See Attachment D</b>   |                            | \$9,217.31                 |
|          |              |   |                            |                            |
|          |              | Change in Contract price due to this Change Order   |                            |                            |
|          |              | Total decrease  | None                       |                            |
|          |              | Total increase  |                            | \$30,601.58                |
|          |              | <b>Net increase in Contract price</b>   |                            | <b>\$30,601.58</b>         |



**WORK CHANGE DIRECTIVE**

**WCD No. 006**

PROJECT: Sand Springs Wastewater Treatment Plant Improvements  
Bid No. 1012

OWNER: City of Sand Springs, OK

CONTRACTOR: Walters-Morgan Construction, Inc.  
ENGINEER: Tetra Tech, Inc.

The following additions, deletions, or revisions to the Work have been ordered and authorized:

DESCRIPTION OF WORK: (LIST DOCUMENTS ATTACHED)

CP No 17. Replace part of the overhead electric service currently shown on the plan with underground duct bank as requested by the electric utility PSO. Approximately 116.5 feet of duct bank extension near the Disinfection Building and approximately 92-feet of duct bank extension near the SBR Blower Shelter are proposed.

Find Attached:

- A copy of the Contractor's Change Proposals No. 17.

REASON FOR CHANGE

PSO met with Contractor, Engineer and City staff in the field and requested certain modification to the location of poles and overhead service shown on the contract documents. The change proposal is to replace some overhead service with underground duct bank extension to the location where PSO will set the new pole.

METHOD OF PAYMENTS: (Check One)

- Contract Unit Price  
 Lump Sum  
 Cost of the Work (Time and Materials)

Estimated increase (decrease) in CONTRACT PRICE: Estimated increase (decrease) in CONTRACT TIME:

**\$10,793.54**

If the change involves an increase, the estimated amount is not to be exceeded without further authorization.

**No Change**

If the change involves an increase, the estimated time is not to be exceeded without further authorization.

REMARKS:

RECOMMENDED BY: \_\_\_\_\_ ENGINEER DATE: 2/28/16

AUTHORIZED BY:  \_\_\_\_\_ OWNER DATE: 3/18/16

*at 3/10/16*

CHANGE PROPOSAL NO. 17R1

WALTERS-MORGAN CONSTRUCTION, INC.  
WASTEWATER TREATMENT PLANT IMPROVEMENTS  
SAND SPRINGS WASTEWATER TREATMENT PLANT IMP.

ENGINEER # 131-11387-13001  
OWNER # 1012

JOB NO. 214-10  
DATE 25-Feb-16

| Item Description   | Qty    | Unit | Labor    |          | Mat      |          | Sub        |            | Equip   |        | Total      |
|--|--------|------|----------|----------|----------|----------|------------|------------|---------|--------|------------|
|  |        |      | Unit \$  | Total    | Unit \$  | Total    | Unit \$    | Total      | Unit \$ | Total  |            |
| Extend underground services for Disinfection (116.50 lf) and SBR Blower Shelter (92 lf) services. Extend ductbank, conduits, spacers from point indicated on plans to poles set for the City by PSO. Place asphalt patch roughly 36" wide x 34 foot long where extended seervice cuts across existing asphalt road. Replace curb where cut for service trench. |        |      |          |          |          |          |            |            |         |        |            |
| Ramsey Ward Service Trench/Ductbank  | 208.50 | lf   | 0.00     | 0.00     | 0.00     | 0.00     | 39.04      | 8139.84    | 0.00    | 0.00   | 8139.84    |
| Asphalt Patch 3' x 34' - Dunhan Asphalt  | 1.00   | ea   | 0.00     | 0.00     | 0.00     | 0.00     | 800.00     | 800.00     | 0.00    | 0.00   | 800.00     |
| Concrete Curb Patch  | 1.00   | ea   | 200.00   | 200.00   | 100.00   | 100.00   | 0.00       | 0.00       | 0.00    | 0.00   | 300.00     |
| Gravel for Asphalt Sub Base and Drive  | 1.00   | ea   | 50.00    | 50.00    | 100.00   | 100.00   | 0.00       | 0.00       | 0.00    | 0.00   | 150.00     |
|  |        |      | 0.00     | 0.00     | 0.00     | 0.00     | 0.00       | 0.00       | 0.00    | 0.00   | 0.00       |
|  |        |      | 0.00     | 0.00     | 0.00     | 0.00     | 0.00       | 0.00       | 0.00    | 0.00   | 0.00       |
| <b>Direct Cost Subtotals</b>   |        |      | \$250.00 | \$250.00 | \$200.00 | \$200.00 | \$8,939.84 | \$8,939.84 | \$0.00  | \$0.00 | \$9,389.84 |

Employee Taxes, Insurance and Benefits (41%) \$102.50  
**SUBTOTAL with PT&I** \$9,492.34

Contractors Fee on Sub ( 5% ) \$446.99  
 Contractor's Fee on L&M ( 15% ) \$82.88  
**TOTAL FOR THE WORK** \$10,022.21

Jobsite G&A Expense (7%) \$664.46  
**SUBTOTAL W/O BOND** \$10,686.67  
 Bond Premium (1%) \$106.87

**CHANGE TOTAL WITH BOND** \$10,793.54  
 ADDITIONAL TIME REQUESTED: Zero ( 0 ) Calendar Days



**Ramsey Ward Electric Co.**

P.O. Box 1648  
Ardmore, OK 73402  
Phone: 580.223.2221  
Fax: 580.223.2302

## Change Order Proposal

January 14, 2015

TO:

Walters-Morgan Construction, Inc.  
2616 Tuttle Creek Blvd.  
Manhattan, KN 66502

Attn: **Jim Perkins**

**Project:** Sand Springs WWTP

Change Order Proposal Number: 8  
**PROPOSAL REQUEST #**

**OTHER INFORMATION:** Addition of primary duct banks on service transformers for the Disinfection and Blower Shelters.

**Includes:** Saw cutting and removal of curb and asphalt road.

**Excludes:** Replacement of curb and asphalt road.

The total amount of this Change Order is: **\$9253.00**/ 237 lf = \$39.04 per LF - Original Footage

After 2-24-16 meeting on site to confirm locations of poles - 208.50 lf X \$39.04 = \$8139.84 - Revised footage 2-25-16  
Attached are the following supporting reports:

- **Extensions** (Material Quantities, Prices and Labor Units with Extended Totals)
- **Summary Totals** (Recap Sheet)

Sincerely,

Jeff Ward

Just converted RWE lump sum price for 237 LF as originally thought into a unit price per foot.  
Then multiplied that unit price by new footage from 2-25-16 to come up with new lump sum cost for 208.50 lf. WMCI change order represents this cost.

1/21/2016 3:23:30 PM

SAND SPRINGS DUCTBANK PROPOSAL  
Totals (Summary) - Bid Summary: Default

|                                      |                   |
|--------------------------------------|-------------------|
| <b>Material</b>                      |                   |
| Non-Quoted                           | \$3,496.50        |
| Quotes                               | 0.00              |
| Sales Tax (0.00%)                    | 0.00              |
| <b>Total Material</b>                | <b>\$3,496.50</b> |
| <b>Labor</b>                         |                   |
| Direct (115.90 hours @ \$33.75)      | \$3,911.63        |
| Non-Productive Labor                 | 288.00            |
| <b>Total Labor</b>                   | <b>\$4,199.63</b> |
| Direct Job Expenses                  | \$350.00          |
| Tools and Miscellaneous Materials    | 0.00              |
| Subcontracts                         | 0.00              |
| <b>Job Subtotal (Prime Cost)</b>     | <b>\$8,046.13</b> |
| Overhead (15.00%)                    | 1,206.92          |
| Profit (0.00%)                       | 0.00              |
| <b>Job Total</b>                     | <b>\$9,253.05</b> |
| <br>                                 |                   |
| <b>Actual Bid Price</b>              | <b>\$9,253.05</b> |
| <br>                                 |                   |
| Material to Direct Labor ratio: 0.47 |                   |
| Prime Cost per square foot           | \$0.00            |
| Job Total per square foot            | \$0.00            |
| Actual Bid Price per square ft       | \$0.00            |
| Labor cost per square foot           | \$0.00            |
| Labor hours per square foot          | 0.00              |
| Gross Profit %                       | 13.04             |
| Gross Profit \$                      | \$1,206.92        |
| Net Profit %                         | 0.00              |

SAND SPRINGS DUCTBANK PROPOSAL

Job Number: 176

Extension By Phase

| Item #                            | Description                | Quantity | Price U  | Ext Price | Labor Hr U | Ext Lab Hr |
|-----------------------------------|----------------------------|----------|----------|-----------|------------|------------|
| --- 06 Underground/Site ---       |                            |          |          |           |            |            |
| 1220                              | 4" PVC (2-Parallel)        | 474      | 178.76 C | 847.32    | 6.40 C     | 30.34      |
| 2137                              | 4" PVC Coupling            | 8        | 189.81 C | 15.18     | 0.22 E     | 1.76       |
| 5543                              | 24"Wx48"D Trench-Back Hoe  | 237      | 2.00 E   | 474.00    | 4.00 C     | 9.48       |
| 5606                              | 3000# Concrete (Cu. Yards) | 13       | 100.00 E | 1,300.00  | 0.96 E     | 12.48      |
| 5608                              | Gravel (Cu. Yards)         | 14       | 20.00 E  | 280.00    | 1.31 E     | 18.34      |
| --- 06 Underground/Site Total --- |                            |          |          | 2,916.50  |            | 72.40      |
| --- 07 Misc ---                   |                            |          |          |           |            |            |
| 22139                             | BLUE GLUE                  | 3        | 20.00 E  | 60.00     | 1.50 E     | 4.50       |
| 22140                             | DUCT SPACERS               | 260      | 2.00 E   | 520.00    | 0.15 E     | 39.00      |
| --- 07 Misc Total ---             |                            |          |          | 580.00    |            | 43.50      |
| Job Total                         |                            |          |          | 3,496.50  |            | 115.90     |

\* Target, Labor column 3

ATTACHMENT A  
(CONT'D)

7645 E 63rd Street, Suite 201  
Tampa, FL 33635  
www.tetra-tech.com



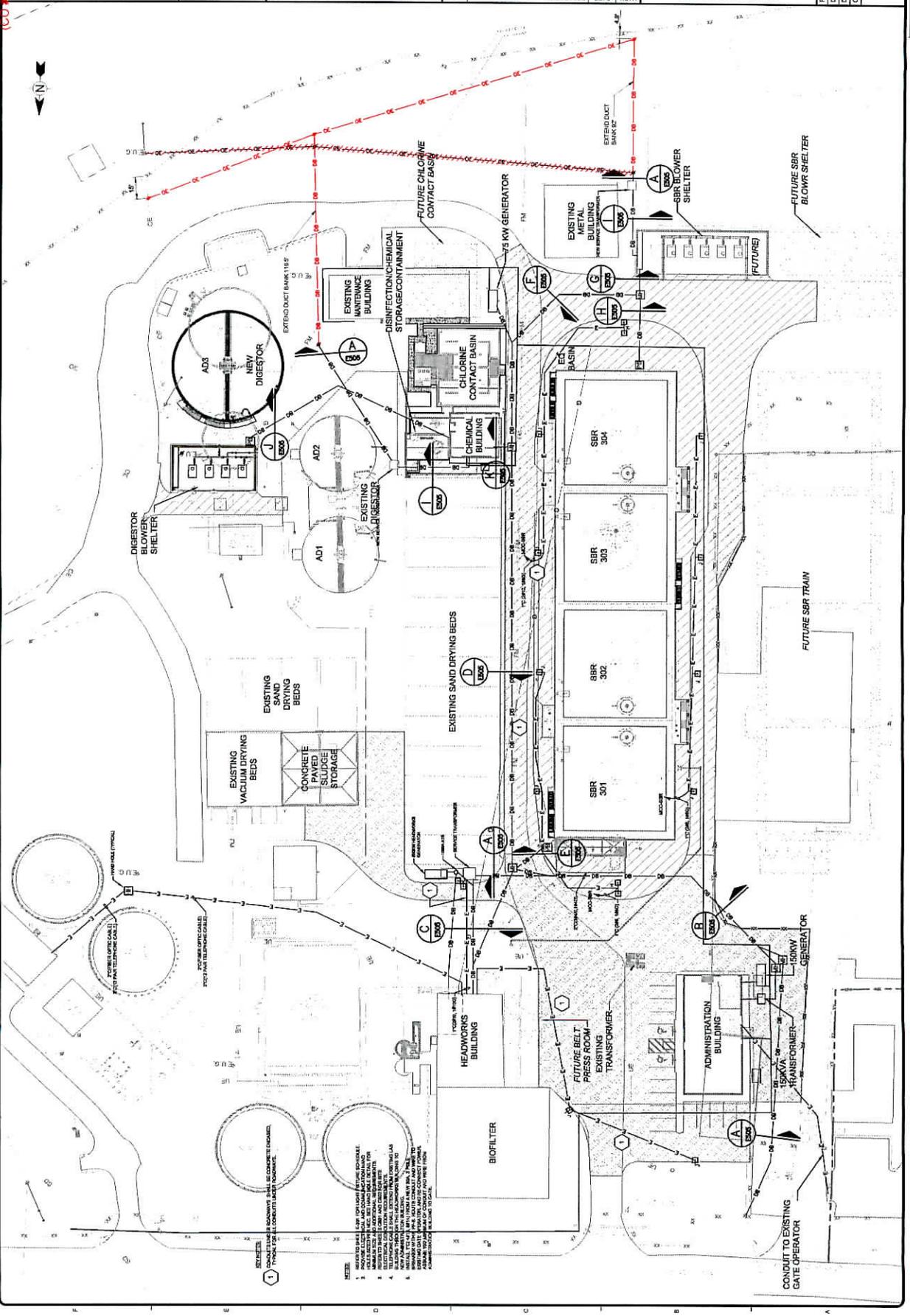


|      |       |             |
|------|-------|-------------|
| MARK | DATE  | DESCRIPTION |
| 02   | 02/14 |             |
| BY   |       |             |

ELECTRICAL SITE PLAN  
WASTEWATER TREATMENT PLANT IMPROVEMENTS  
CITY OF SAND SPRINGS

Project No.: 151100010002  
Designed By: RSC  
Drawn By: RSC  
Checked By: WAP

E-101  
SHEET 137 OF 173



- NOTES:**
- CONDUIT UNDER ROADWAYS SHALL BE CONCRETE ENCASED. THICKNESS TO BE DETERMINED BY ENGINEER.
  - PROVIDE ELECTRICAL AND COMMUNICATIONS AND CABLE TRAYS AND SUPPORTS TO BE CONFORM TO ALL APPLICABLE CODES AND STANDARDS.
  - ALL ELECTRICAL CONDUITS SHALL BE INSTALLED TO BE PROTECTED FROM DAMAGE BY TRAFFIC AND OTHER OBSTACLES.
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  - ALL ELECTRICAL CONDUITS SHALL BE INSTALLED TO BE PROTECTED FROM DAMAGE BY TRAFFIC AND OTHER OBSTACLES.



**WORK CHANGE DIRECTIVE**

**WCD No. 008**

**PROJECT:** Sand Springs Wastewater Treatment Plant Improvements  
Bid No. 1012

**OWNER:** City of Sand Springs, OK

**CONTRACTOR:** Walters-Morgan Construction, Inc.  
**ENGINEER:** Tetra Tech, Inc.

The following additions, deletions, or revisions to the Work have been ordered and authorized:  
**DESCRIPTION OF WORK: (LIST DOCUMENTS ATTACHED)**

CP No 19. This change proposal will add pressure reducing valves (PRV) on the waterline supplying the new Administration and Disinfection Buildings. One 2" PRV will be located in the Disinfection Building control room above the slab. The second 2" PRV will be housed in a meter-can and located on the west side of the Administration Building near where the waterline enters the building. The exact location will be field located.

Find Attached:

- A copy of the Contractor's Change Proposals No. 19.

**REASON FOR CHANGE**

The existing water supply line has a pressure fluctuation of 130 to 150 psi or more depending on the number of pumps in operation at the water plant. This high pressure is causing the water heater and the plumbing system operational issues. The proposed PRV will reduce the pressure to manageable levels.

**METHOD OF PAYMENTS: (Check One)**

- Contract Unit Price  
 Lump Sum  
 Cost of the Work (Time and Materials)

Estimated increase (decrease) in CONTRACT PRICE:      Estimated increase (decrease) in CONTRACT TIME:

|   |
|---|
| <b>\$7,219.16</b>   |
| If the change involves an increase, the estimated amount is not to be exceeded without further authorization. |

|   |
|---|
| <b>No Change</b>  |
| If the change involves an increase, the estimated time is not to be exceeded without further authorization. |

**REMARKS:**

**RECOMMENDED BY:** *For m: Josselyn*      4/12/16  
ENGINEER      DATE

**AUTHORIZED BY:** *Elizabeth Gray*      4/13/16  
*ae* 4/13/16      OWNER      DATE

CHANGE PROPOSAL NO. 19

WALTERS-MORGAN CONSTRUCTION, INC. ENGINEER # 131-11387-13001  
 WASTEWATER TREATMENT PLANT IMPROVEMENTS  
 SAND SPRINGS WASTEWATER TREATMENT PLANT IMP. OWNER # 1012

JOB NO. 214-10  
 DATE 07-Apr-16

| Item Description             | Qty  | Unit | Labor   |        | Mat     |        | Sub        |            | Equip   |        | Total      |
|------------------------------|------|------|---------|--------|---------|--------|------------|------------|---------|--------|------------|
|                              |      |      | Unit \$ | Total  | Unit \$ | Total  | Unit \$    | Total      | Unit \$ | Total  |            |
| CRS Plumbing Subcontractor   | 1.00 | ls   | 0.00    | 0.00   | 0.00    | 0.00   | 6381.86    | 6381.86    | 0.00    | 0.00   | 6381.86    |
|                              | 1.00 | ea   | 0.00    | 0.00   | 0.00    | 0.00   | 0.00       | 0.00       | 0.00    | 0.00   | 0.00       |
|                              | 1.00 | ea   | 0.00    | 0.00   | 0.00    | 0.00   | 0.00       | 0.00       | 0.00    | 0.00   | 0.00       |
|                              | 1.00 | ea   | 0.00    | 0.00   | 0.00    | 0.00   | 0.00       | 0.00       | 0.00    | 0.00   | 0.00       |
|                              |      |      | 0.00    | 0.00   | 0.00    | 0.00   | 0.00       | 0.00       | 0.00    | 0.00   | 0.00       |
|                              |      |      | 0.00    | 0.00   | 0.00    | 0.00   | 0.00       | 0.00       | 0.00    | 0.00   | 0.00       |
| <b>Direct Cost Subtotals</b> |      |      | \$0.00  | \$0.00 | \$0.00  | \$0.00 | \$6,381.86 | \$6,381.86 | \$0.00  | \$0.00 | \$6,381.86 |

Add 2" PRCV's in new Disinfectino building and Admin Building due to pressures coming in pushin 150 PSI.  
 Employee Taxes, Insurance and Benefits (41%) \$0.00  
 SUBTOTAL with PT&I \$0.00

Contractors Fee on Sub ( 5% ) \$6,381.86  
 Contractor's Fee on L&M ( 15% ) \$319.09  
 TOTAL FOR THE WORK \$6,700.95

Jobsite G&A Expense (7%) \$446.73  
 SUBTOTAL W/O BOND \$7,147.68  
 Bond Premium (1%) \$71.48  
 CHANGE TOTAL WITH BOND \$7,219.16  
 ADDITIONAL TIME REQUESTED: Zero ( 0 ) Calendar Days



INC.

## *Change Order #2*

4/7/16

**Company:** Walters Morgan

**Project:** Sands Springs Waste Water Treatment Plant

**Change Order for Pressure Reducing Valve**

We hereby propose to provide all material and labor necessary to complete the following:

- Supply and install one (1) 2" pressure reducing valve located in the disinfection building above the slab.
- Supply and install one (1) 2" pressure reducing valve located in the administrative building in the load bearing meter can in ground.

**TOTAL: \$6,381.86**

**Donald Hill**  
**Project Manager**  
**Office: 918-258-0377**  
**Cell: 918-282-6163**  
**E Mail: [DonaldH@CRSmechanical.net](mailto:DonaldH@CRSmechanical.net)**

**918-258-0377**  
605 W. Oakland Pl. Broken Arrow, OK 74012

OK 101310 - OK 79627

Job Name: Sand Springs WWTP

Proposal # 2

Date: 4/8/2016

### Change Order Take-Off

| Item         | Equipment and Material<br>Description | Quantity | Material \$ |             | Labor Manhours |       |
|--------------|---------------------------------------|----------|-------------|-------------|----------------|-------|
|              |                                       |          | Unit        | Total       | Unit           | Total |
| 1            | set-up/clean-up                       | 1        |             | \$ -        | 1              | 1     |
| 2            | 2" PRV                                | 2        | \$ 1,751.67 | \$ 3,503.34 | 3              | 6     |
| 3            | 2" CTS FLANGES                        | 2        | \$ 61.83    | \$ 123.66   | 2              | 4     |
| 4            | 2" IPS MIDCO FLANGE                   | 2        | \$ 75.00    | \$ 150.00   | 2              | 4     |
| 5            | BOLT AND GASKET KITS                  | 4        | \$ 8.00     | \$ 32.00    | 0.25           | 1     |
| 6            | LOAD BEARING METER CAN                | 1        | \$ 527.20   | \$ 527.20   | 2              | 2     |
| 7            | EQUIPMENT/EXCAVATION                  | 1        | \$ 225.00   | \$ 225.00   | 4              | 4     |
| 8            |                                       |          | \$ -        | \$ -        |                | 0     |
| 9            |                                       |          | \$ -        | \$ -        |                | 0     |
| 10           |                                       |          | \$ -        | \$ -        |                | 0     |
| 11           |                                       |          | \$ -        | \$ -        |                | 0     |
| 12           |                                       |          | \$ -        | \$ -        |                | 0     |
| 13           |                                       |          | \$ -        | \$ -        |                | 0     |
| 14           |                                       |          | \$ -        | \$ -        |                | 0     |
| 15           |                                       |          | \$ -        | \$ -        |                | 0     |
| 16           |                                       |          | \$ -        | \$ -        |                | 0     |
| 17           |                                       |          | \$ -        | \$ -        |                | 0     |
| 18           |                                       |          | \$ -        | \$ -        |                | 0     |
| 19           |                                       |          | \$ -        | \$ -        |                | 0     |
| 20           |                                       |          | \$ -        | \$ -        |                | 0     |
| 21           |                                       |          | \$ -        | \$ -        |                | 0     |
| 22           |                                       |          | \$ -        | \$ -        |                | 0     |
| 23           |                                       |          | \$ -        | \$ -        |                | 0     |
| 24           |                                       |          | \$ -        | \$ -        |                | 0     |
| 25           |                                       |          | \$ -        | \$ -        |                | 0     |
| 26           |                                       |          | \$ -        | \$ -        |                | 0     |
| 27           |                                       |          | \$ -        | \$ -        |                | 0     |
| 28           |                                       |          | \$ -        | \$ -        |                | 0     |
| 39           |                                       |          | \$ -        | \$ -        |                | 0     |
| 40           |                                       |          | \$ -        | \$ -        |                | 0     |
| <b>TOTAL</b> |                                       |          |             | \$ 4,561    |                | 22    |

Set Multipliers                      Material x                      1 Labor x                      44.92

|                        |                   |               |                 |
|------------------------|-------------------|---------------|-----------------|
| <b>TOTAL Material:</b> | <b>\$4,561.20</b> | <b>Labor:</b> | <b>\$988.24</b> |
| Overhead and Profit    | \$684.18          |               | \$148.24        |
|                        | \$5,245.38        |               | \$1,136.48      |
|                        |                   |               | \$6,381.86      |

CHANGE PROPOSAL NO. 20R1

WALTERS-MORGAN CONSTRUCTION, INC.  
WASTEWATER TREATMENT PLANT IMPROVEMENTS  
SAND SPRINGS WASTEWATER TREATMENT PLANT IMP.

ENGINEER # 131-11387-13001  
OWNER # 1012

JOB NO. 214-10  
DATE 14-Apr-16

| Item Description                                    | Qty   | Unit | Labor   |          | Mat     |            | Sub     |        | Equip   |        | Total                    |
|---|-------|------|---------|----------|---------|------------|---------|--------|---------|--------|--------------------------|
|   |       |      | Unit \$ | Total    | Unit \$ | Total      | Unit \$ | Total  | Unit \$ | Total  |                          |
| 6x4 Reducers & B&G sets                             | 3.00  | ls   | 25.00   | 75.00    | 219.25  | 657.75     | 0.00    | 0.00   | 0.00    | 0.00   | 732.75                   |
| 6" 90 bend, Spool, Megaflange, & B&G sets           | 1.00  | ea   | 500.00  | 500.00   | 552.72  | 552.72     | 0.00    | 0.00   | 0.00    | 0.00   | 1052.72                  |
| Credit for return of existing 3" mix mate           | -1.00 | ea   | 0.00    | 0.00     | 965.00  | -965.00    | 0.00    | 0.00   | 0.00    | 0.00   | -965.00                  |
| Cost for new 6" mix mate                            | 1.00  | ea   | 0.00    | 0.00     | 1680.00 | 1680.00    | 0.00    | 0.00   | 0.00    | 0.00   | 1680.00                  |
|   |       |      | 0.00    | 0.00     | 0.00    | 0.00       | 0.00    | 0.00   | 0.00    | 0.00   | 0.00                     |
|   |       |      | 0.00    | 0.00     | 0.00    | 0.00       | 0.00    | 0.00   | 0.00    | 0.00   | 0.00                     |
| <b>Direct Cost Subtotals</b>                        |       |      |         | \$575.00 |         | \$1,925.47 |         | \$0.00 |         | \$0.00 | \$2,500.47               |
| <b>Employee Taxes, Insurance and Benefits (41%)</b> |       |      |         | \$235.75 |         |            |         |        |         |        | \$235.75                 |
| <b>SUBTOTAL with PT&amp;I</b>                       |       |      |         |          |         |            |         |        |         |        | \$2,736.22               |
| Contractors Fee on Sub ( 5% )                       |       |      |         |          |         |            |         |        |         |        | \$0.00                   |
| Contractor's Fee on L&M ( 15% )                     |       |      |         |          |         |            |         |        |         |        | \$410.43                 |
| <b>TOTAL FOR THE WORK</b>                           |       |      |         |          |         |            |         |        |         |        | \$3,146.65               |
| Jobsite G&A Expense (7%)                            |       |      |         |          |         |            |         |        |         |        | \$191.54                 |
| <b>SUBTOTAL W/O BOND</b>                            |       |      |         |          |         |            |         |        |         |        | \$3,338.19               |
| Bond Premium (1%)                                   |       |      |         |          |         |            |         |        |         |        | \$33.38                  |
| <b>CHANGE TOTAL WITH BOND</b>                       |       |      |         |          |         |            |         |        |         |        | \$3,371.57               |
| <b>ADDITIONAL TIME REQUESTED:</b>                   |       |      |         |          |         |            |         |        |         |        |                          |
|   |       |      |         |          |         |            |         |        |         |        | Zero ( 0 ) Calendar Days |



FERGUSON WATERWORKS #1895  
1820 N. WILLOW AVE  
BROKEN ARROW, OK 74012-9169

|             |                 |
|-------------|-----------------|
| Deliver To: |                 |
| From:       | Bobby Honeycutt |
| Comments:   |                 |

10:38:26 APR 19 2016

FEI-WW BROKEN ARROW #1895

Price Quotation  
Phone : 918-459-9536  
Fax : 918-459-9540

Page # 1

**Bid No.....:** B250326

**Bid Date.....:** 04/14/16

**Quoted By.:** BDH

**Cust Phone:** 785-539-7513

**Terms.....:** NET 10TH PROX

**Customer:** WALTERS MORGAN CONST INC  
2616 TUTTLE CREEK BLVD  
SAND SPRINGS WWTP  
MANHATTAN, KS 66502

**Ship To:** WALTERS MORGAN CONST INC  
2616 TUTTLE CREEK BLVD  
SAND SPRINGS WWTP  
MANHATTAN, KS 66502

**Cust PO#...:** JIM PERKINS

**Job Name:** SAND SPRINGS WWTP

| Item  | Description   | Quantity | Net Price          | UM | Total             |
|---|---|----------|--------------------|----|-------------------|
| SP-DFCRP4UP   | 6X4" C110 P401 LINED CONC REDUCER                   | 3        | 205.000            | EA | 1230.00           |
| FNWNBGZ1RF8U  | 6 ZN 150# RR FF 1/8 FLG SET                         | 3        | 9.500              | EA | 57.00             |
| FNWNBGZ1RF8P  | 4 ZN 150# RR FF 1/8 FLG PKG                         | 3        | 4.750              | EA | 28.50             |
| <p>***** Only 3 in CO price for 219.25 Unit price = 657.75 for 3 ea. upstream of valve. *****</p> |   |          |                    |    |                   |
|   | INTERIOR POLY FEED PIPING                           |          |                    |    |                   |
| E2106   | 6 MEGAFLANGE FLG ADPT                               | 1        | 112.190            | EA | 112.19            |
| FNWNBGZ1RF8U  | 6 ZN 150# RR FF 1/8 FLG SET                         | 5        | 9.500              | EA | 47.50             |
| FTP4U   | <del>6 DI 125# FLG P-401 TEE</del> Use 90 - not Tee | 1        | <del>325.000</del> | EA | <del>325.00</del> |
| F9P4U   | 6 DI 125# FLG P-401 90 BEND                         | 1        | 218.030            | EA | 218.03            |
| SP-6DIPFABSPPOOL  | 6 DIP FAB SPL - DESCRIPTION BELOW                   | 1        | 175.000            | EA | 175.00            |
|   | 6" X 2'-6" FLANE BY PLAIN END                       |          |                    |    | 552.72 Total      |
|   | TN140-P401 LINED SPOOL                              |          |                    |    |                   |

**Net Total:** ~~\$2193.22~~ **1,210.47**  
**Tax:** \$0.00  
**Freight:** \$0.00  
**Total:** ~~\$2193.22~~ **1,210.47**

Quoted prices are based upon receipt of the total quantity for immediate shipment (48 hours). SHIPMENTS BEYOND 48 HOURS SHALL BE AT THE PRICE IN EFFECT AT TIME OF SHIPMENT UNLESS NOTED OTHERWISE. Seller not responsible for delays, lack of product or increase of pricing due to causes beyond our control, and/or based upon Local, State and Federal laws governing type of products that can be sold or put into commerce. This quote is offered contingent upon the buyer's acceptance of Seller's terms and conditions, which are incorporated by reference and found either following this document, or on the web at [http://wolseleyna.com/terms\\_conditionsSale.html](http://wolseleyna.com/terms_conditionsSale.html). Govt Buyers: All Items are open market unless noted otherwise.

LEAD LAW WARNING: It is illegal to install products that are not "lead free" in accordance with US Federal or other applicable law in potable water systems anticipated for human consumption. Products with "NP" in the description are NOT lead free and can only be installed in non-potable applications. Buyer is solely responsible for product selection.



707 Lehman St | Houston, TX 77018 | ph: 713-699-0152 | fax: 713-699-8054 | email: marketing@fлотrend.com

**BILL TO:**

Walters Morgan Construction, Inc.  
Jim Perkins  
2616 Tuttle Creek Blvd.  
Manhattan, KS 66502-4479

Phone: 7855397513  
Fax: 785-539-6521  
Email:

**SHIP TO:**

Walters Morgan Construction, Inc.  
Waste Water Treatemtn Plant  
Sand Springs, OK 74063

**Engineered Drawing**  
N/A

**Delivery**

**Please Note Our Terms Below:**

| Terms  | FOB      | Rep:       | PO# | Ship Via |
|--------|----------|------------|-----|----------|
| Net 30 | Job Site | Rick Hicks |     | Best Way |

| #                  | Qty | Model #                 | Description   | Unit Price (EA) | Ext Price         |
|--------------------|-----|-------------------------|---|-----------------|-------------------|
| 1.                 | 1   | Mix- Mater 900 (Custom) | <b>MM-900</b><br>Model-900 Mix-Mate Static Mixer<br><br>6" Flanged inlet<br>6" Flanged outlet<br>8" inside Center Flange<br>8" Outside Center Flange<br>8" Nozzle Plate<br>1" FNPT Polymer Injection Point<br>1" FNPT Sample Port with 1" ball valve<br>22 3/4" Total outside to outside length | \$1,600.00      | \$1,600.00        |
| 2.                 | 1   | Freight                 | <b>Freight charge from FTS yard Houston, TX to Jobsite</b><br>Please have equipment available to offload shipment from truck upon arrival.  | \$80.00         | \$80.00           |
| Sub Total          |     |                         |   |                 | <b>\$1,680.00</b> |
| Tax                |     |                         |   |                 | \$0.00            |
| <b>Grand Total</b> |     |                         |   |                 | <b>\$1,680.00</b> |

\* All prices are in U.S. dollars unless otherwise noted.

\* This is a preliminary quote. Prices and description are subject to change upon receipt of final specifications.

\* Specialty Parts must be specified at the time of order to avoid production delays and surcharges.

\* This quote is valid for 30 days from the date that the quote is issued. If you desire to place an order and it is past the 30 day time limit you must obtain another valid quote.

\* Transportation via contract truck; off-load equipment and labor by others; site preparation, electrical hookup, and sludge line connections by others. No cutoff valves, drainage hoses, or control hoses included.

\* **Equipment Warranty/Rental Information:** begins upon the day of delivery. Rental period begins when equipment is loaded at Flo Trend Systems for delivery to job site and ends when loaded at job site for return to Flo Trend Systems.

CHANGE PROPOSAL NO. 18R1

WALTERS-MORGAN CONSTRUCTION, INC.  
WASTEWATER TREATMENT PLANT IMPROVEMENTS  
SAND SPRINGS WASTEWATER TREATMENT PLANT IMP.

ENGINEER # 131-11387-13001  
OWNER # 1012

JOB NO. 214-10  
DATE 30-Mar-16

| Item Description             | Qty  | Unit | Labor   |        | Mat     |            | Sub     |            | Equip   |        | Total      |
|------------------------------|------|------|---------|--------|---------|------------|---------|------------|---------|--------|------------|
|                              |      |      | Unit \$ | Total  | Unit \$ | Total      | Unit \$ | Total      | Unit \$ | Total  |            |
| Ramsey Ward Subcontractor    | 1.00 | ls   | 0.00    | 0.00   | 0.00    | 8148.26    | 0.00    | 8148.26    | 0.00    | 0.00   | 8148.26    |
|                              | 1.00 | ea   | 0.00    | 0.00   | 0.00    | 0.00       | 0.00    | 0.00       | 0.00    | 0.00   | 0.00       |
|                              | 1.00 | ea   | 0.00    | 0.00   | 0.00    | 0.00       | 0.00    | 0.00       | 0.00    | 0.00   | 0.00       |
|                              | 1.00 | ea   | 0.00    | 0.00   | 0.00    | 0.00       | 0.00    | 0.00       | 0.00    | 0.00   | 0.00       |
|                              |      |      | 0.00    | 0.00   | 0.00    | 0.00       | 0.00    | 0.00       | 0.00    | 0.00   | 0.00       |
|                              |      |      | 0.00    | 0.00   | 0.00    | 0.00       | 0.00    | 0.00       | 0.00    | 0.00   | 0.00       |
| <b>Direct Cost Subtotals</b> |      |      | \$0.00  | \$0.00 | \$0.00  | \$8,148.26 | \$0.00  | \$8,148.26 | \$0.00  | \$0.00 | \$8,148.26 |

Add mag locks, card readers, controllers & accessories to 4 each door openings at Administration Building per Tt RFI response, revision per email from Tt, and attached proposal.

Employee Taxes, Insurance and Benefits (41%) \$0.00

SUBTOTAL with PT&I \$8,148.26

Contractors Fee on Sub ( 5% ) \$407.41

Contractor's Fee on L&M ( 15% ) \$0.00

TOTAL FOR THE WORK \$8,555.67

Jobsite G&A Expense (7%) \$570.38

SUBTOTAL W/O BOND \$9,126.05

Bond Premium (1%) \$91.26

CHANGE TOTAL WITH BOND \$9,217.31

ADDITIONAL TIME REQUESTED: Zero ( 0 ) Calendar Days

3/30/2016 8:25:37 AM

SAND SPRINGS WWTP-Change Order Proposal #9 Revised  
Totals (Summary) - Bid Summary: Default

|                                   |            |
|-----------------------------------|------------|
| Material                          |            |
| Non-Quoted                        | \$7,390.25 |
| Quotes                            | 0.00       |
| Sales Tax (0.00%)                 | 0.00       |
| Total Material                    | \$7,390.25 |
| Labor                             |            |
| Direct (0.00 hours @ \$27.00)     | \$0.00     |
| Non-Productive Labor              | 0.00       |
| Total Labor                       | \$0.00     |
| Direct Job Expenses               | \$370.00   |
| Tools and Miscellaneous Materials | 0.00       |
| Subcontracts                      | 0.00       |
| Job Subtotal (Prime Cost)         | \$7,760.25 |
| Overhead (5.00%)                  | 388.01     |
| Profit (0.00%)                    | 0.00       |
| Job Total                         | \$8,148.26 |

|                  |            |
|------------------|------------|
| Actual Bid Price | \$8,148.26 |
|------------------|------------|

|                                      |          |
|--------------------------------------|----------|
| Material to Direct Labor ratio: 1.00 |          |
| Prime Cost per square foot           | \$0.00   |
| Job Total per square foot            | \$0.00   |
| Actual Bid Price per square ft       | \$0.00   |
| Labor cost per square foot           | \$0.00   |
| Labor hours per square foot          | 0.00     |
| Gross Profit %                       | 4.76     |
| Gross Profit \$                      | \$388.01 |
| Net Profit %                         | 0.00     |



**TECHSICO**  
**Techsico Enterprise Solutions**

3121 S. Lakeside Dr.  
Oklahoma City, OK 73179

Ramsey-Ward Electric Co  
621 Moore Street SW  
Ardmore, OK 73401

**PROJECT# 8633**

3/29/2016 Page: 1

**PROPOSAL**

405-235-2525 FAX 405-235-2622

Sand Springs WWTP  
Sand Springs, OK

580-223-2221 Fax: 580-223-2302

**System Type: Sand Springs WWTP**

| Qty | Description   |
|-----|---|
| 1   | GE Acurt 4 - Refurbished Controller   |
| 4   | Sentinel-Prox SP-6820 (Gray) - Indoor/Outdoor   |
| 4   | PIR REQUEST TO EXIT SENSOR WITH SOUNDER GRAY  |
| 4   | Securitron REX Button with Timer  |
| 4   | Single Mag Lock   |
| 1   | 8 Channel Access Control Power Supply 4amp @12VDC 3amp @24VDC                                   |
| 600 | Composite Cable-18-4C,22-3P/24DR SH.,22-2C,22-4C - Plenum<br>Installation, Programming, Testing |

TAX NOT INCLUDED

Acurt 4 to be installed on Customers existing system.

Installed in electrical contractors conduit or cable tray.  
Raceway, Back Boxes, and 110VAC NOT INCLUDED.

**WARRANTY:**

One year warranty on parts.  
One year warranty on workmanship.

Shipping & Handling: 128.26 Travel and Per Diem, Misc. Connectors 334.00

462.26

This PROPOSAL is Valid for 90 Days.

=====  
\$7,737.20

\_\_\_\_\_  
Terry

I Accept This Quote \_\_\_\_\_ Date: \_\_\_\_\_

Sales Terms...  
All Invoices are net 30 days.  
Return goods are subject to a 25% restocking fee.  
1.5% per month (18% Annually) will be charged on all past due invoices.  
This Proposal is valid for 90 days from the date herein.



CITY OF SAND SPRINGS  
COUNCIL/AUTHORITY STAFF REPORT

MEETING DATE: May 23, 2016

**SUBJECT:**

**BOARD/COMMITTEE APPOINTMENTS**

**STAFF RECOMMENDATION:**

Council approval of the following appointments:

A) Council Appointment Committee

Mayor Burdge may consider the appointment of three (3) Council representatives to serve on the Council Appointment Committee for a one (1) year term to May 2017. Appointed by the Mayor, subject to Council approval.

B) Council Finance and Development Committee

Mayor Burdge may consider the appointment of three (3) Council representatives to serve on the Council Finance and Development Committee for a one (1) year term to May 2017. Appointment by the Mayor, subject to Council approval.

C) Council Legislative Committee

Mayor Burdge may consider the appointment of three (3) Council representatives to serve on the Council Legislative Committee for a one (1) year term to May 2017. Appointed by the Mayor, subject to Council approval.

D) Council Public Works Advisory Committee

Mayor Burdge may consider the appointment of three (3) Council representatives to serve on the Council Public Works Advisory Committee for a one (1) year term to May 2017. Appointed by the Mayor, subject to Council approval.

E) INCOG Board of Directors

- 1) Mayor Burdge may consider the appointment of a Council representative to serve as a member on the INCOG Board of Directors for a one (1) year term to May 2017. The member is an elected official, the alternate does not have to be an elected official.

- 2) Mayor Burdge may consider the appointment of a representative to serve as an alternate on the INCOG Board of Directors for a one (1) year term to May 2017. The member is an elected official, the alternate does not have to be an elected official.

F) INCOG General Assembly

- 1) Mayor Burdge may consider the appointment of a Council representative to serve on the INCOG General Assembly for a one (1) year term to May 2017. The member is an elected official, the alternate does not have to be an elected official.
- 2) Mayor Burdge may consider the appointment of an alternate representative to serve on the INCOG General Assembly for a one (1) year term to May 2017. The member is an elected official, the alternate does not have to be an elected official.

G) INCOG Legislative Consortium (C-Tag)

- 1) Council may consider the appointment of a representative to serve on the INCOG Legislative Consortium for a one (1) year term to May 2017.
- 2) Council may consider the appointment of an alternate to serve on the INCOG Legislative Consortium for a one (1) year term to May 2017.

H) INCOG – Tulsa Metropolitan Area Transportation Policy Committee

- 1) Council may consider the appointment of a representative to serve on the INCOG – Tulsa Metropolitan Area Transportation Policy Committee for a one (1) year term to May 2017.
- 2) Council may consider the appointment of an alternate representative to serve on the INCOG – Tulsa Metropolitan Area Transportation Policy Committee for a one (1) year term to May 2017.

I) Sand Springs Board of Adjustment

- 1) Council may consider the appointment of a representative to serve a three-year term to May 2019 on the Board of Adjustment. (currently held by Randy Beesley)
- 2) Council may consider the appointment of a representative to serve a three-year term to May 2019 on the Board of Adjustment. (currently held by Dennis Currington)

J) Sand Springs Park Advisory Board

The Council shall select one Council member to serve and the remaining six Council members shall make one advisory board appointment each from within the respective wards.

1) Council may consider the appointment of a Council representative to serve a three-year term to May 2019 on the Sand Springs Park Advisory Board.

2) Following the appointment of the Council representative, the remaining Council member (other than the one appointed) shall select a ward representative to serve three-year term to May 2019 on the Parks Advisory Board.

K) Sand Springs Personnel Board

Council may consider the appointment of a representative to serve a five (5) year term to May 2021 on the Sand Springs Personnel Board. (currently held by Janice Barnes)

**AND**

Trustees' approval of the following appointments:

A) Sand Springs/Sapulpa Joint Board

The Sand Springs/Sapulpa Joint Board shall be comprised of the Chairmen and Vice Chairmen (and/or their designee) of the Sand Springs Municipal Authority and Sapulpa Municipal Authority.

1) Chairman Burdge may consider the appointment of a designee to serve on the Sand Springs/Sapulpa Joint Board for a one (1) year term to May 2017.

2) Vice Chairman Fothergill may consider the appointment of a designee to serve on the Sand Springs/Sapulpa Joint Board for a one (1) year term to May 2017.

**EXECUTIVE SUMMARY:**

The Council Committees, various Council and Trust Authority boards/committees, and INCOG appointments are the annual appointment following the seating of the Council.

**BUDGETARY IMPACT:**

There would be no additional budgetary impact due to subject appointments.

**COMPILED BY:** Janice L. Almy, City Clerk **PRESENTED BY:** Mayor Burdge

**ATTACHMENT:**

Term of Office spreadsheet

# APPOINTMENTS

| Name<br>of<br>Member | Appointed<br>(or Elected)<br>to<br>Board | Term<br>Expiration<br>Date | Ward |
|----------------------|--|----------------------------|------|
|----------------------|--|----------------------------|------|

## Sand Springs Airport Advisory Board (Municipal Authority)

7 member board, Appointed to serve 3-year term, Appointed by Trustees per Reso M99-07. Attendance Requirement per Resolution M03-01

Eligibility: Reside within the City of Sand Springs, Oklahoma, or Creek, Osage or Tulsa Counties

|                               |                 |          |        |
|-------------------------------|-----------------|----------|--------|
| Dr. William Tom Campbell, Jr. | 09/1999         | 7/1/2017 | Ward 1 |
| Robert J. Flennor (Chairman)  | Reappt 09/08/14 | 7/1/2017 | County |
| Rick Westcott                 | Appt 09/08/14   | 7/1/2016 | County |
| Dr. Mark Manahan              | 03/2001         | 7/1/2017 | County |
| David Kvach                   | 6/23/2014       | 7/1/2018 | Ward 6 |
| Leia Anderson                 | 6/23/2014       | 7/1/2016 | County |
| Joe Stephenson                | 1995            | 7/1/2018 | Ward 5 |

## Sand Springs Board of Adjustment (City Council)

5 member board, Appointed to serve 3-year term, Appointed by Council, Attendance per Ordinance No. 945

Eligibility: City residency; cannot serve on any other City Board

|                   |                   |         |        |
|-------------------|-------------------|---------|--------|
| Randy Beesley     |                   | 05/2016 | Ward 3 |
| Larry Johnston    | Reappt'd 05/18/15 | 05/2018 | Ward 4 |
| Dennis Currington | Appt'd 10/13/14   | 05/2016 | Ward 1 |
| Kenny Roberts     | Reappt'd 05/18/15 | 05/2018 | Ward 5 |
| Nancy Riley       | Appt'd 09/14/15   | 05/2017 | Ward 1 |

## Sand Springs City Council/Municipal Authority

7 member board, Elected to serve 3-year term

Eligibility: Governed by election requirements for holding office

|                 |  |      |          |
|-----------------|--|------|----------|
| Phil Nollan     |  | 2019 | Ward 1   |
| Patty Dixon     |  | 2019 | Ward 2   |
| Mike Burdge     |  | 2017 | Ward 3   |
| John Fothergill |  | 2017 | Ward 4   |
| Beau Wilson     |  | 2018 | Ward 5   |
| Brian Jackson   |  | 2018 | Ward 6   |
| James Spoon     |  | 2018 | At-Large |

**Sand Springs Council Appointment Committee**

3 member board, Appointed to serve 1-year term, Appointed by the Mayor subject to Council approval.

Eligibility: See City Council Resolution No. 12-10.

|               |         |
|---------------|---------|
| Mike Burdge   | 05/2016 |
| Brian Jackson | 05/2016 |
| Beau Wilson   | 05/2016 |

**Sand Springs Council Finance and Development Committee**

3 member board, Appointed to serve a 1-year term, Appointed by the Mayor subject to Council approval.

Eligibility: Resolution 12-10

|              |         |
|--------------|---------|
| Mike Burdge  | 05/2016 |
| Jim Spoon    | 05/2016 |
| Dean Nichols | 05/2016 |

**Sand Springs Council Legislative Committee**

3 member board, Appointed to serve a 1-year term, Appointed by the Mayor subject to Council approval.

Eligibility: Resolution 12-10

|                  |         |
|------------------|---------|
| Beau Wilson      | 05/2016 |
| John Fothergill  | 05/2016 |
| Michael Phillips | 05/2016 |

**Sand Springs Council Public Works Advisory Committee**

3 member board, Appointed to serve a 1-year term, Appointed by the Mayor subject to Council approval.

Eligibility: Resolution 12-10.

|                  |         |
|------------------|---------|
| John Fothergill  | 05/2016 |
| Dean Nichols     | 05/2016 |
| Michael Phillips | 05/2016 |

### **Sand Springs Cultural and Historical Museum Trust Authority (City Council)**

7 member board, Appointed to serve a 5-year term, nominated by Mayor and confirmed by council, if approved within 30 days of certification of vacancy, if not filled during that time, Trustees may appoint.

Eligibility: Resident of the State

|                     |                    |         |        |
|---------------------|--------------------|---------|--------|
| Vicki Sisney        | Re-appted 07/27/15 | 12/2017 | Ward 1 |
| Mayme Crawford      |                    | 12/2018 | Ward 5 |
| Tim Dixon           | Re-appted 02/22/16 | 12/2020 | Ward 3 |
| Steve Clem          | Appt'd 12/15/14    | 12/2019 | Ward 1 |
| Debbie Nobles       | Re-appted 12/15/14 | 12/2019 | Ward 6 |
| Cynthia Phillips    |                    | 12/2018 | Ward 1 |
| Grady Whitaker, Jr. |                    | 12/2017 | Fence  |

### **Sand Springs Development Authority (City Council)**

5 member board, Appointed to serve a 3-year term, Appointed by the Mayor subject to Council approval. Attendance requirement per State Statutes: a member of this board may be removed from office for "neglect of duty" per Title 11 Urban Renewal.

Terms commence on August 1

Eligibility: City resident for 5 years per 11 O.S. 37-108(E)

|                       |            |            |        |
|-----------------------|------------|------------|--------|
| Troy Cox              | 08/01/2008 | 07/31/2017 | Ward 4 |
| Sharon Weaver         | 02/09/2015 | 07/31/2018 | Ward 6 |
| Tom Meshek            | 08/01/2003 | 07/31/2018 | Ward 2 |
| Dana Box              | 06/23/2014 | 07/31/2017 | Ward 1 |
| Robert "Chris" Autery | Unexpired  | 07/31/2016 | Ward 1 |

### **Sand Springs Park Advisory Board**

7 member board, Appointed to serve a 3-year term (runs concurrent w/Council member), Appointed by Council Ward Representative.

Attendance requirement per Ordinance No.

Eligibility: One representatives for each of the 6 wards and at-large, one member is a Council Representative

|                                | <b><u>Appt'd</u></b> | <b><u>Expires:</u></b> |        |
|--------------------------------|----------------------|------------------------|--------|
| Phil Nollan (Ward 1 appt)      | 05/2013              | 05/2016                | Ward 1 |
| Daniel Comer (Ward 2 appt)     | 6/24/2013            | 05/2016                | Ward 2 |
| Cathy Burdge (Ward 3 appt)     | 05/2011              | 05/2017                | Ward 3 |
| Wendy Wygle (Ward 4 appt)      | 6/23/2014            | 05/2017                | Ward 1 |
| Beau Wilson (Ward 5)           | 10/26/2015           | 05/2018                | Ward 5 |
| Jennifer Smith (Ward 6 appt)   | reappt'd 05/18/15    | 05/2018                | Ward 6 |
| Kathe Crapster (At Large appt) | 06/22/2015           | 05/2018                | Ward 1 |

### **Sand Springs Planning Commission**

7 member board, Appointed to serve a 3-year term, Appointed by Council, Attendance per Ordinance No. 945.

Eligibility: City residents and registered voters only; at no time shall more than two (2) residents of any ward serve upon the Planning Commission.

|                  |                   |         |        |
|------------------|-------------------|---------|--------|
| Thomas Askew     | Reappt'd 07/27/15 | 07/2018 | Ward 1 |
| Michael Phillips | Appt'd 05/18/15   | 05/2018 | CC 1   |
| L. Merle Parsons |                   | 07/2016 | Ward 3 |
| Paul Shindel     | Reappt'd 06/22/15 | 07/2018 | Ward 6 |
| Joe Shelton      | Apptd 06/24/2012  | 07/2017 | Ward 5 |
| Jerry Riley      | Apptd 01/26/15    | 07/2016 | Ward 4 |
| Jason Mikles     | Apptd 08/25/14    | 07/2017 | Ward 1 |

### **Sand Springs Personnel Board**

5 member board, Appointed to serve a 5-year term, Appointed by Council, Attendance Requirement per Ordinance No. 945.

Eligibility: City resident. Can **not** serve on any other City board or Park&Rec Municipal Board

|                 |                   |         |
|-----------------|-------------------|---------|
| Janice Barnes   | 8/13/2012         | 05/2016 |
| Jackie Kennemer | Appt'd 09/14/15   | 05/2017 |
| John Richardson | Reappt'd 05/20/13 | 05/2018 |
| Dustin Wyzard   | Appt'd 10/12/15   | 05/2020 |
| Celia Thompson  | Reappt'd 05/19/14 | 05/2019 |

### **Sand Springs/Sapulpa Joint Board**

Board shall be comprised of the Chairmen and Vice-Chairmen, or their designees, of the SSMA and the SMA.

Eligibility: Chairmen or Vice-Chairmen of each Municipality or their designees

|                                  |         |
|----------------------------------|---------|
| Mike Burdge                      | 05/2016 |
| John Fothergill                  | 05/2016 |
| City Manager - Mayor's alternate | 05/2016 |
| Public Works Director - VM's alt | 05/2016 |

### **Tulsa County Sales Tax Overview Committee - Vision 2025 (STOC)**

Per Tulsa County Commissioners' Resolution approved 07/07/03

Eligibility: No elected public official may serve.

|                  |                   |         |
|------------------|-------------------|---------|
| Mary Sue Overbey | Re-apptd 11/2/105 | 12/2018 |
|------------------|-------------------|---------|

## INCOG

Board of Directors: Member is an elected official, alternate is not

|                 |         |
|-----------------|---------|
| Mike Burdge     | 05/2016 |
| John Fothergill | 05/2016 |

General Assembly: Member is an elected official, alternate is not

|                 |         |
|-----------------|---------|
| Mike Burdge     | 05/2016 |
| John Fothergill | 05/2016 |

Legislative Consortium (C-Tag): Determined by Council, but normally City Engineer

|                    |         |
|--------------------|---------|
| Mike Burdge        | 05/2016 |
| City Manager (Alt) | 05/2016 |

Tulsa Metropolitan Area Transportation Policy Committee: Determined by Council, but normally City Engineer

|                     |         |
|---------------------|---------|
| Mike Burdge         | 05/2016 |
| City Engineer (Alt) | 05/2016 |

## Sand Springs Municipal Judge(s)

2-year term

|                            |          |         |          |
|----------------------------|----------|---------|----------|
| Michael J. King - Judge    | 05/2002  | 05/2018 | 03/16 Ch |
| R. Jay McAtee - Asst Judge | 10/2002  | 05/2018 | 03/16 Ch |
| Tom Askew - Asst Judge     | 4/1/2010 | 05/2018 | 03/16 Ch |

## G.O. Bond Steering Committee

|                               |               |
|-------------------------------|---------------|
| John Fothergill (Council)     | Appt 05/18/15 |
| Brian Jackson (Council)       | Appt 07/15/14 |
| Jim Spoon (Council)           | Appt 05/18/15 |
| Rusty Gunn                    | Appt 07/16/14 |
| Troy Cox                      | Appt 08/25/14 |
| James Rankin                  | Appt 05/18/15 |
| Elizabeth Gray (City Manager) | Appt 09/08/14 |

## EMSA Board of Trustees

|   |                |         |           |
|---|----------------|---------|-----------|
| Bryan Wood (Bixby)<br>(Rotates between SS, Bixby and Jenks) | Appt. 01/26/15 | 01/2018 | 3-yr term |
|---|----------------|---------|-----------|



# CITY OF SAND SPRINGS

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

Agenda item # \_\_\_\_\_

CITY OF SAND SPRINGS  
COUNCIL/AUTHORITY STAFF REPORT  
MEETING DATE: 05-23-16

**SUBJECT:**

**CITYWIDE MOWING SERVICES – BID NO. 1038**

**STAFF RECOMMENDATION:**

Staff will be prepared to make a recommendation at the time of the meeting.

**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 April 19<sup>th</sup> a Pre-Bid meeting was held, with two contractors in attendance. On April 26<sup>th</sup> bids were received and opened from both bidders.

Lot Maintenance was the apparent low bidder, with a bid of \$206,538.09 based upon a diesel fuel rate of \$1.50 per gallon with a 7% fuel adjustment factor. Precision Lawn bid \$215,124.00 based upon a diesel fuel rate of \$2.00 per gallon with a 1% fuel adjustment factor. Staff has been tracking diesel fuel prices since the time of the bid opening, and prices are currently below \$2.00 per gallon. If diesel stays below \$2.00 per gallon for the 7 mowing months in this contract (July- October 2016, April – June 2017), Lot Maintenance will be the lowest cost. If diesel increases to between \$2.00 and \$2.50 per gallon, the tipping point between Lot Maintenance and Precision Lawn is at 5 of the 7 mowing months. The "Gas Buddy Fuel Price Outlook 2016" report predicts fuel prices will peak in May, and then slightly decline the remainder of the calendar year; the 2017 report has not yet been published. A recent report by the US Energy Information Administration, a division of the US Department of Energy, projects fuel prices will be relatively stable, with an average increase of \$.08 per gallon between now and June of 2017.

After discussion with Administrative and Legal staff, it was determined that the contract should be based upon the known fuel cost at the time of the bid award. The Public Works Advisory Committee reviewed this item on May 17<sup>th</sup> 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:** Bid Tab  
Diesel Fuel Tracking  
Contract Excerpts





BID

PROJECT IDENTIFICATION: **Citywide Mowing Services**

BID NO. **1038**

THIS BID IS SUBMITTED TO: CITY OF SAND SPRINGS  
Municipal Building  
100 East Broadway  
Sand Springs, Oklahoma 74063

1. The undersigned BIDDER proposes and agrees, if this bid is accepted, to enter into a Contract Agreement with OWNER in the form included in the Contract Documents to complete all Work as specified or indicated in the Contract Documents for the Contract Price and within the Contract Time indicated in this Bid and in accordance with the Contract Documents.

2. BIDDER accepts all of the terms and conditions of the Instructions to Bidders, including without limitation those dealing with the disposition of Bid Security. This Bid will remain open for forty five (45) days after the day of Bid openings. BIDDER will sign the Contract Agreement and submit the Contract Security and other documents required by the Contract Documents within fifteen (15) days after the date of OWNER'S Notice of Award.

3. In submitting this Bid, BIDDER represents, as more fully set forth in the Contract Agreement, that:

(a) BIDDER has examined copies of all the Contract Documents and of the following addenda:

| - | DATE  | NUMBER |
|---|-------|--------|
|   | _____ | _____  |
|   | _____ | _____  |
|   | _____ | _____  |

(receipt of all of which is hereby acknowledged) and also copies of the Advertisement or Invitation to Bid and the Instructions to Bidders;

(b) BIDDER has examined the site and locality where the Work is to be performed, the legal requirements (federal, state and local laws, ordinances, rules and regulations) and the conditions affecting cost, progress performance of the Work and has made such independent investigations as BIDDER deems necessary;

(c) This Bid is genuine and not made in the interest of or on behalf of any undisclosed person, firm or corporation and is not submitted in conformity with any agreement or rules of any group, association, organization or corporation; BIDDER has not directly or indirectly induced or solicited any other Bidder to submit a false or sham Bid; BIDDER has not solicited or induced any person, firm or a corporation to refrain from bidding; and BIDDER has not sought by collusion to obtain for himself any advantage over any other Bidder or over OWNER.

4. BIDDER will complete the Work for the following prices:

BID SCHEDULE

BASE BID

| ITEM           | DESCRIPTION                            | EXTENSION |
|----------------|--|-----------|
| 1.             | Total Exhibit A Mowing – Rights-of-Way |           |
|                | _____ Dollars                          | \$ _____  |
|                | Words                                  |           |
| 2.             | Total Exhibit B Mowing - Parks         |           |
|                | _____ Dollars                          | \$ _____  |
|                | Words                                  |           |
| 3.             | Total Exhibit C Mowing – Other Parcels |           |
|                | _____ Dollars                          | \$ _____  |
|                | Words                                  |           |
| TOTAL BASE BID |  |           |
|                | _____ DOLLARS(\$ _____ )               |           |
|                | Words                                  |           |

ADDITIONAL SERVICES

---

ITEM DESCRIPTION

---

- |    |  |                      |
|----|--|----------------------|
| 4. | Small Equipment Mowing (push mower)      | \$_____ per man hour |
| 5. | -Medium Equipment Mowing (ZTR mower)     | \$_____ per man hour |
| 6. | Large Equipment Mowing (flail/brush hog) | \$_____ per man hour |
| 7. | String Trimming                          | \$_____ per man hour |
| 8. | Litter Pickup                            | \$_____ per man hour |

TERM

The term of this Agreement shall become effective on July 1, 2016 and continuing to June 30, 2017. The City, in its sole discretion, may offer the Contractor an opportunity to renew this Agreement for an additional four (4) one (1) year terms. Contractor understands and acknowledges that any future contracts or renewals are neither automatic nor implied by this Agreement, and that the Agreement is subject to the City's needs and City's annual appropriation of sufficient funds. In the event the City does not appropriate or budget sufficient funds to perform this Agreement, this Agreement shall be null and void without further action by the City.

PRICE ADJUSTMENT

A. Fuel prices were bid at the per gallon rate of \$\_\_\_\_\_. Monthly invoices will reflect a fuel adjustment of \_\_\_\_\_ % for each \$.50 increase or decrease in the price at the pump.

B. The price for any goods and services shall not increase during the initial term of the contract, except as noted in the fuel adjustment above. However, if you anticipate that you will not be able to maintain firm prices for any subsequent renewal periods, a change in price **will be considered**. The price change will be based upon the change in the Consumer Price Index from the Bureau of Labor Statistics from the prior year, as measured by the change in the CPI-U between the most recent month available and that same month in the prior year. You must notify the City, in writing, no later than 90 days before the initial contract period ends, or any renewal period ends, of your intent to exercise the CPI price adjustment. Failure to notify the City will result in the City denying any price increase. Any increase requested at renewal will be considered in the City's decision whether to renew, or re-bid, the contract.

The cost for any work not specifically listed above which is required for a full and complete project, is included in all prices above. Lump Sum bid item cost is to be complete-in-place for each item specified including all labor, material, equipment, tools, and incidentals necessary.

5. BIDDER agrees that the Work will be completed in a timely and professional manner, and that he can accomplish the work within the estimated frequencies depicted on the Exhibits.

6. BIDDER accepts the provisions of the Contract Agreement as to liquidated damages in the event of failure to complete the Work on time.

7. The following documents are attached to and made a condition of this Bid:

- (a) A tabulation of Subcontractors and other persons and organizations required to be identified in this Bid.
- (b) Required Bid Security in the form of a Bid Bond, certified check or cashier's check.
- (c) Bidders Qualification Statement with supporting data, if requested.

8. The terms used in this Bid which are defined in the General Conditions and General Provisions, included as part of the Contract Documents, have the meanings assigned to them in said General Conditions and General Provisions.

DATED AT \_\_\_\_\_, OKLAHOMA, THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_\_.

RESPECTFULLY SUBMITTED,

\_\_\_\_\_  
(complete legal name of bidder)

BY:

ATTEST:  
(SEAL)

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
OFFICIAL ADDRESS & PHONE NUMBER

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 Glenns 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<br>Sq Ft | Bid Price | Estimated<br>Frequency | Extension |
|------|--------------------|-----------|---------------|-----------------|--------------------|-----------|------------------------|-----------|
| 1    | 2613 S. Maple      | 6&7/1     | Meadow Valley | vacant (2 lots) | 16120              |           | 15                     |           |
| 2    | 2707 S. Maple      | 4&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     | 3&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

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

MEETING DATE: May 23<sup>rd</sup>, 2016

## **SUBJECT:**

### **Ordinance No. 1284**

An ordinance amending the zoning map of the City of Sand Springs, Oklahoma, rezoning from RS-2 (Residential Single-Family) to RD (Residential Duplex) unplatted property located in Section 22, Township 19 North, Range 11 East, Tulsa County, City of Sand Springs, Oklahoma, in Ward Boundary District 5, repealing all ordinances or parts of ordinances in conflict herewith; and declaring an effective date.

## **STAFF RECOMMENDATION:**

Approval of Ordinance 1284

## **BACKGROUND AND HISTORY:**

The applicant is proposing to rezone approximately 0.32+/- acres of property from RS-2 (Residential Single-Family) to RD (Residential Duplex). The property is generally located two lots west of the northwest corner of W. 35<sup>th</sup> St. S. and S. 113<sup>th</sup> Ave. W.

The City's Comprehensive plan map shows this area developing as Low Intensity Residential. Commercial (**See Attachment**). The property to the east is zoned CG (Commercial General), to the west is zoned RS-2 (Residential Single-Family), to the south is both RS-1 (Residential Single Family) and CG (Commercial General), and property to the north is zoned both RS-2 and CG.

Existing land uses in the area are compatible with the proposed rezoning application.

The Planning Commission voted 6-0-0 on May 16<sup>th</sup>, 2016 to recommend approval of the zoning application to the City Council.

**COMPILED BY:** Brad Bates

**PRESENTED BY:** Brad Bates

## **Attachments:**

Ordinance 1284  
Case Maps  
Comp Plan Map

**ORDINANCE NO. 1284**

**AN ORDINANCE AMENDING THE ZONING MAP OF THE CITY OF SAND SPRINGS, OKLAHOMA, REZONING FROM RS-2 (RESIDENTIAL SINGLE-FAMILY DISTRICT) TO RD (RESIDENTIAL SINGLE-FAMILY DISTRICT) UNPLATTED PROPERTY LOCATED IN SECTION 22, TOWNSHIP 19 NORTH, RANGE 11 EAST, TULSA COUNTY, CITY OF SAND SPRINGS, OKLAHOMA, IN WARD BOUNDARY DISTRICT 5, 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 RD (Residential Duplex) zoning classification for the following tract of land described as:

PRT SE NE BEG 274.5W SECR NE TH N133 W103.75 S133 N103.75 POB SEC 22 19 11 0.32 ACS.

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.

PASSED AND APPROVED, at a regular meeting of the City Council of Sand Springs, Oklahoma, held the 23rd day of May, 2016.

---

Mike Burdge, Mayor

Ord. 1284 Cont.

ATTEST:

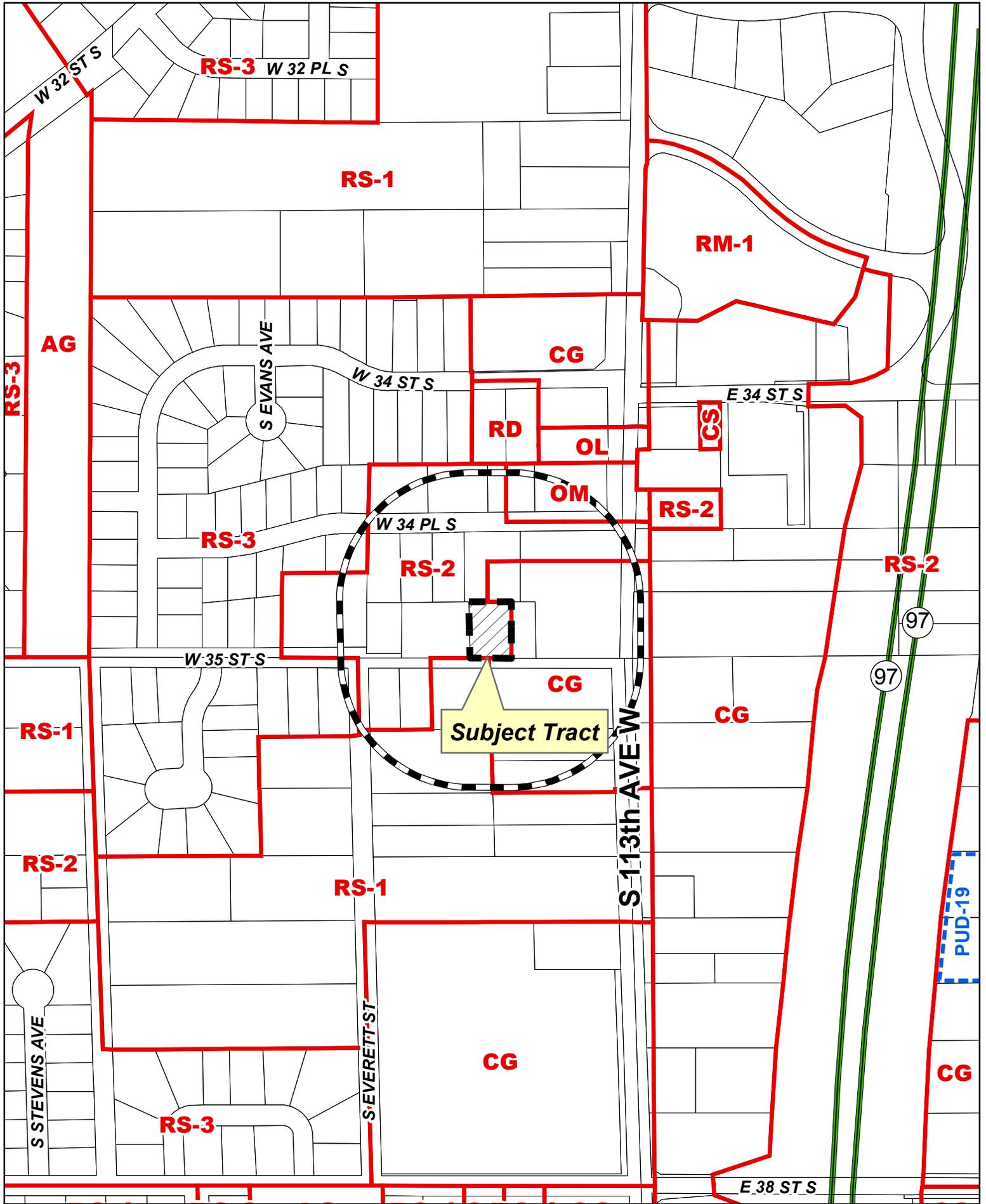
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Janice L. Almy, City Clerk

APPROVED AS TO FORM:

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David L. Weatherford, City Attorney

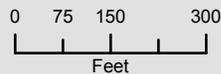


300' Radius



Subject Tract

**SSZ-485**



Feet

22 19-11



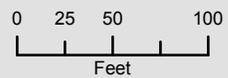


Note: Graphic overlays may not precisely align with physical features on the ground.  
Aerial Photo Date: February 2016



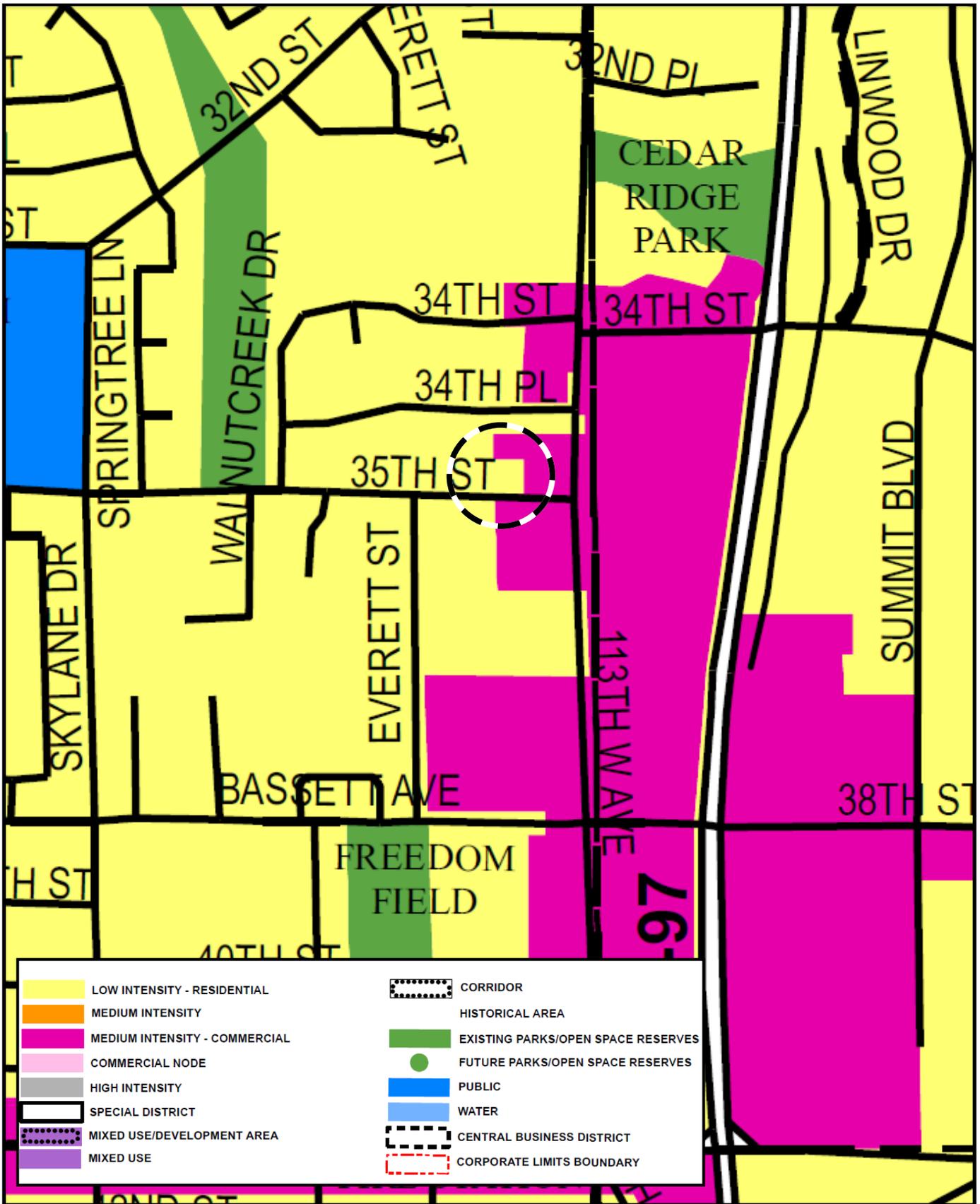
Subject Tract

**SSZ-485**



22 19-11





## SSZ-485 (Comp Plan)



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

**MEETING DATE: May 23, 2016**

**SUBJECT:**

**EMERGENCY MANAGEMENT PERFORMANCE GRANT BETWEEN THE CITY OF SAND SPRINGS AND THE OKLAHOMA OFFICE OF EMERGENCY MANAGEMENT**

**STAFF RECOMMENDATION:**

Approval of an Emergency Management performance agreement between the City of Sand Springs and the Oklahoma Office of Emergency Management providing a 50/50 sub-grant portion of funds to develop comprehensive emergency preparedness for all hazards, the grant period is October 1, 2015 through September 30, 2016.

**BACKGROUND AND HISTORY:**

The agenda item before you is for the FY-16 state and local assistance (SLA) performance grant. This is a 50/50 matching grant that has been in place for the last 18+ years which helps fund the City's Emergency Management program. Currently the Emergency Management department is staffed by Gregory Fisher (Director) and Artie Palk (Deputy Director). The SLA program allows Emergency Management staff to develop and demonstrate standards set forth by the State Office of Emergency Management to help prepare, respond, recover and mitigate any or all hazards that the city may encounter.

**BUGETARY IMPACT:**

|           |                            |          |
|-----------|----------------------------|----------|
| Increase: | Revenue- FY2016 FEMA Grant | \$20,000 |
| Increase: | Ending Fund Balance        | \$20,000 |

**COMPILED BY:** Gregory Fisher **PRESENTED BY:** Mike Carter, Police Chief

**ATTACHMENTS:**

Contract and Agreement Terms

# **FY 2016 Emergency Management Program Grant**

## **Contractual Agreement**

This agreement is entered into by and between the State of Oklahoma Department of Emergency Management, and **The City of Sand Springs**, Oklahoma, hereinafter referred to as the Political Subdivision. The Oklahoma Department of Emergency Management shall pay the Political Division local jurisdiction for required works performed under the EMPG application and this contractual agreement the sum of **20,000.00** dollars, **subject to the following terms and conditions:**

### **Article 1. Scope of Work**

Advancing the Whole Community approach reinforces the concept that it is the community's responsibility to take necessary and appropriate actions to protect people and property from the consequences of local emergencies and disasters. Communities are challenged to develop collective local abilities to withstand the potential impacts of these events, respond quickly, and recover in a way that sustains or improves the community's overall well-being. Achieving this collective capability calls for innovative approaches across the community. The efforts of the Oklahoma Department of Emergency Management is to assist local jurisdiction's Emergency Management with the capabilities to prevent, protect against, respond to and recover from natural disasters, threats of terrorism, and attacks both foreign and domestic. This includes enhancing local jurisdiction's Emergency Management existing practices, programs, institutions and organizations.

## **Article 2. EMPG Sub-Grant Required Cost Match**

The EMPG Sub-Grant funds that are used towards the Political Subdivision's EMPG Program shall not exceed 50 percent of the total Political Subdivision's Emergency Management budget. The Political Subdivision must cost match (cash or in-kind) the Federal contribution according to the *Robert T. Stafford Disaster Relief and Emergency Assistance Act* (Public Law 93-288), as amended, 42 U.S.C. 5121-5207, specifically, Title VI, sections 611(j) and 613. Unless otherwise authorized by law, Federal funds cannot be matched with other Federal funds. Documentation of the cost match and actual expenditures of the Political Subdivision's EMPG Sub-Grant funds shall be supplied to the Oklahoma Department of Emergency Management.

## **Article 3. Funding Guidelines**

EMPG Sub-Grant funds can only be used for the purposes set forth in this contract. **All EMPG Sub-Grant fund expenditures must be accounted for and follow this funding guidance.**

Grant funds may not be used for matching funds for Federal grants, cooperative agreements, lobbying or intervention in Federal regulatory or adjudicatory proceedings. Additionally, EMPG Sub-Grant funds may not be used to sue the Federal government or any other government entity.

### **Authorized Expenditures:**

#### **1. Operations**

FY 2016 EMPG Sub-Grant funds may be used for all hazards local Emergency

Management operations activities that may include, but are not limited to:

- a. Staffing including salary and personnel costs
- b. Compensatory time off
- c. Overtime
- d. Day-to-day activities in support of Emergency Management
- e. Associated fringe benefits

## 2. Planning

FY 2016 EMPG Sub-Grant funds may be used for a range of Emergency Management planning activities that may include, but are not limited to:

- a. Community based planning to advance the Whole Community, Security and Emergency Management concept.
- b. Maintaining a current Hazard Mitigation plan inclusive of a Hazard Identification and Risk Assessment (HIRA).
- c. Maintaining current Emergency Operations procedures that conform to the guidelines outlined in CPG 101 v.2.
- d. Developing and/or enhancing comprehensive Emergency Management plans.

## 3. Training

FY 2016 EMPG Sub-Grant funds may be used for a range of Emergency Management related training activities **for the purposes of enhancing local Emergency Management's personnel capabilities**. Training related expenses may include, but are not limited to:

- a. Training development, delivery and/or evaluation
- b. Overtime
- c. Travel
- d. Hiring of full or part-time staff, contractors or consultants
- e. Certification or recertification of Instructors

## 4. Exercise

FY 2016 EMPG Sub-Grant funds may be used for a range of Emergency Management related exercise activities **for the purposes of testing and improving local jurisdiction's Emergency Management Operations plans**. Qualifiable exercises are

those conducted within the Political Subdivision's jurisdictional boundaries. Exercise related expenses may include, but are not limited to:

- a. Exercise conduct, design, development and evaluation
- oo. Hiring full or part-time staff, contractors or consultants
- pp. Travel
- qq. Supplies

## **5. Equipment**

In accordance with 44 CFR 13.32 allowable equipment categories for the FY 2016 EMPG program are listed on the web based version of the Authorized Equipment List (AEL) on the Responder Knowledge Base (RKB), which is sponsored by FEMA at <http://www.rkb.us>. Unless otherwise stated, equipment must meet all mandatory, regulatory and/or FEMA adopted standards to be eligible for purchase using these funds. Additionally, agencies will be responsible for obtaining and maintaining all necessary certifications and licenses for the requested equipment. Equipment expenses may come from the following AEL categories:

- a. Information Technology (Category 4)
- b. Cyber-Security Enhancement Equipment (Category 5)
- c. Detection Equipment (Category 7)
- d. Power Equipment (Category 10)
- e. Chemical, Biological, Radiological, Nuclear, and Explosive (CBRNE) Reference Materials (Category 11)
- f. Physical Security Enhancement Equipment (Category 14)
- g. Other Authorized Equipment (Category 21)

**Unauthorized Expenditures:**

- a. Reimbursement for the maintenance and/or wear and tear costs of general use vehicles (e.g. construction vehicles). The only vehicle costs that are reimbursable are fuel and/or mileage.
- b. Equipment that is purchased for permanent installation and/or use beyond the scope of exercise conduct (e.g. electronic messaging signs).
- c. Durable and non-durable goods purchased for installation and/or use beyond the scope of exercise conduct.
- d. Expenditures for weapons and ammunition.
- e. Costs to support the hiring of sworn safety officers (sworn law enforcement officers).
- f. Activities unrelated to the completion and implementation of the EMPG.
- g. Other items not in accordance with the aforementioned authorized expenses.

**Article 4. Sub-Grant Administration Requirements**

- 1. Any tasking the Oklahoma Department of Emergency Management receives from the U.S. Department of Homeland Security, FEMA or any other federal agency that is Emergency Management related and requires the assistance of the Political Subdivision shall also be considered as part of the required tasking elements under the EMPG Sub-Grant.
- 2. If the Political Subdivision receives 500,000 or more in Federal funds in Federal FY 2016, they are responsible for compliance with the provisions of the Single Audit Act amendments of 1996. The Political Subdivision shall submit a copy of their audit letter signed by the auditor for Federal FY 2016 to the Oklahoma Department of Emergency Management.

3. **The FY 2016 EMPG Sub-Grant is a performance based grant.** In an effort to ensure EMPG requirements compliance, each Political Subdivision's performance shall be monitored. The Political Subdivision jurisdiction's Emergency Management will be visited a minimum of four (4) times each year by a Regional Coordinator or other representative of the Oklahoma Department of Emergency Management. The field visits shall be conducted at a mutually, agreed date, time and location during each quarter.
4. Each quarter the EMPG Political Subdivision will submit a minimum of one (1) progress report to the jurisdiction's assigned Oklahoma Department of Emergency Management Regional Coordinator. Submitted documentation shall be maintained by the Political Subdivision and the Department of Emergency Management for a minimum of three (3) years.

**\* Please Note**

1<sup>st</sup> Quarter: October 1, 2015 – December 31, 2015

2<sup>nd</sup> Quarter: January 1, 2016 – March 31, 2016

3<sup>rd</sup> Quarter: April 1, 2016 – June 30, 2016

4<sup>th</sup> Quarter: July 1, 2016 – September 30, 2016

**Article 5. Payment Terms**

All payments will be contingent upon the Political Subdivision jurisdiction's payment requests and the Oklahoma Department of Emergency Regional Coordinator's review of required tasks. Should the Political Subdivision found to be in keeping with the EMPG Sub-Grant performance requirements, the following shall occur:

1. Payment in the amount of 25% of the awarded FY 2016 EMPG Sub-Grant will be made by the Oklahoma Department of Emergency Management for the First Quarter, after January 15, 2016 following receipt of the fully executed agreement and receipt of the

quarterly payment request letter from the jurisdiction along with documentation of the first quarter's tasks. The Oklahoma Department of Emergency Management Regional Coordinator will approve each payment.

2. Payment in the amount of 25% of the awarded FY 2016 EMPG Sub-Grant will be made for the Second Quarter after April 15, 2016 upon receipt of the quarterly request letter and when terms of the agreement have been met and affirmed by the Oklahoma Department of Emergency Management Regional Coordinator.
3. Payment in the amount of 25% of the awarded FY 2016 EMPG Sub-Grant will be made for the Third Quarter after July 15, 2016 upon receipt of the quarterly request letter and when terms of the agreement have been met and affirmed by the Oklahoma Department of Emergency Management Regional Coordinator.
4. Final payment in the amount of 25% of the awarded FY 2016 EMPG Sub-Grant will be made for the fourth quarter after October 15, 2016, upon receipt of the quarterly request letter and terms of the agreement have been met and affirmed by the Oklahoma Department of Emergency Management Regional Coordinator.

#### **Article 6. Amendments**

Any alterations or deviations to this agreement shall be executed only upon written agreement of both parties, and if there is a change to the agreement award for such alteration or deviation, it shall be noted.

#### **Article 7. Waiver of Scope of Work Line Items**

During the performance period of the Sub-Grant, only (1) waiver relieving the jurisdiction from having to complete a basic scope of work line item (I-VIII) may be approved. In no case will a

Sub-Grant recipient be permitted to request a waiver for the same scope of work line item in two consecutive years.

**Article 8. Award Reduction**

If the Political Subdivision fails to complete or adhere to the performance based Sub-Grant requirements, the award amount is subject to a reduction.

**Article 9. Suspension of Sub-Grant/Debarment from Future Awards**

If the Political Subdivision fails to complete the agreed scope of work they may be barred from participation in the sub-grant program for the following Federal Fiscal Year.

**Article 10. Termination**

This agreement may be cancelled by either party by providing 15 days' notice in writing to the other party.

**Article 11. Audit Clause**

In accepting this agreement, the Political Subdivision agrees to this audit clause which provides that books, records, documents, accounting procedures, practices, or any other items of the Political Subdivision relevant to the agreement are subject to examination by the Federal Emergency Management Agency, the Oklahoma Department of Emergency Management, the State of Oklahoma and the State Auditor and Inspector.

**Article 12. Non-Collusion**

In accepting this agreement, the Political Subdivision acknowledges that they have not paid, given, or donated or agreed to pay, give, or donate to any officer or employee of the State of

Oklahoma any money or other thing of value, either directly or indirectly, in procuring this agreement.

**Article 13. National Environmental Policy Act (NEPA)**

The recipient shall comply with all applicable Federal, State, and local environment and historic preservation (EHP) requirements and shall provide any information requested by FEMA to ensure compliance with applicable laws including: National Environment Policy Act, National Historic Preservation Act, Endangered Species Act, and Executive Orders on Floodplains (11990) and Environmental Justice (12898). Failure of the recipient to meet Federal, State, and local EHP requirements and obtain applicable permits may jeopardize Federal funding.

Recipients shall not undertake any project having the potential to impact EHP resources without the prior approval of FEMA, including but not limited to communications towers, physical security enhancements, new construction, and modifications to buildings that are 50 years old or greater. Recipient must comply with all conditions placed on the project as the result of the EHP review. Any change to the approved project scope of work will require re-evaluation for compliance with these EHP requirements. If ground disturbance activities occur during project implementation, the recipient must ensure monitoring of ground disturbance and if any potential archeological resources are discovered, the recipient will immediately cease construction in that area and notify FEMA and the appropriate State Historic Preservation Office. Any construction activities that have been initiated prior to the full environmental and historic preservation review could result in non-compliance finding. The Screening Form is available at:

([www.fema.gov/doc/government/grant/bulletins/infor329\\_final\\_screening\\_memo.doc](http://www.fema.gov/doc/government/grant/bulletins/infor329_final_screening_memo.doc)). For these types of projects, grantees must complete the FEMA EHP Screening Form (OMB Number 1660-0115/FEMA Form 024-0-01) and submit it, with all supporting documentation, to Oklahoma

Department of Emergency Management. Grantees should submit the FEMA EHP Screening Form for each project as soon as possible upon receiving their grant award.

#### **Article 14. Trafficking in Persons**

A. Provisions applicable to a recipient.

1. You as the recipient, your employees, subrecipients under this award, and subrecipients' employees may not:
  - a. Engage in sever forms of trafficking in persons during the period of time that the award is in effect;
  - b. Procure a commercial sex act during the period of time that the award is in effect;  
or
  - c. Use forced labor in the performance of the award or subawards under the award.
2. We, as the State awarding agency, may unilaterally terminate this award, without penalty, if you or a subrecipient that is a private entity:
  - a. Is determined to have violated a prohibition in paragraph A.1 of this award term;  
or
  - b. Has an employee who is determined by the agency official authorized to terminate the award to have violated a prohibition in paragraph A.1 of this award term through conduct that is either:
    - i. Associated with performance under this award; or
    - ii. Imputed to you or the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR Part 180, "OMB Guidelines to Agencies on Government wide Debarment and Suspension (Non-procurement)," as implemented by our agency at 2 CFR Part 3000.

B. Provisions applicable to a recipient other than a private entity. We as the State awarding agency may unilaterally terminate this award, without penalty, if a subrecipient that is a private entity:

1. Is determined to have violated an applicable prohibition in paragraph A.1 of this award term; or
2. Has an employee who is determined by the agency official authorized to terminate the award to have violated an applicable prohibition in paragraph A.1 of this award term through conduct that is either:
  - a. Associated with performance under this award; or
  - b. Imputed to the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR part 180, “OMB Guidelines to Agencies on Government-wide Debarment and Suspension (Non-procurement),” as implemented by our agency at 2 CFR part 3000.

C. Provisions applicable to any recipient.

1. You must inform us immediately of any information you receive from any source alleging a violation of a prohibition in paragraph A.1 of this award term.
2. Our right to terminate unilaterally that is described in paragraph A.2 or B of this section:
  - a. Implements section 106(g) of the Trafficking Victims Protection Act 2000 (TVPA), as amended (22 U.S.C. 7104(g), and
  - b. Is in addition to all other remedies for noncompliance that are available to us under this award.
3. You must include the requirements of paragraph A.1 of this award term in any subaward you make to a private entity.

D. Definitions. For purposes of this award term:

1. “Employee” means either:
  - a. An individual employed by you or a subrecipient who is engaged in the performance of the project or program under this award; or
  - b. Another person engaged in the performance of the project or program under this award and not compensated by you including, but not limited to, a volunteer or individual whose services are contributed by a third party as an in-kind contribution toward cost sharing or matching requirements.
2. “Forced labor” means labor obtained by any of the following methods: the recruitment, harboring, transportation, provisions, or obtaining of a person for labor or services, through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery.
3. “Private entity” means:
  - a. Any entity other than a State, local government, Indian Tribe, or foreign public entity, as those terms are, defined in 2 CFR 175.25.
  - b. Includes:
    - i. A nonprofit organization, including any nonprofit institution of higher education, hospital, or tribal organization other than one included in the definition of Indian Tribe at 2 CFR 175.25(b).
    - ii. A for-profit organization.
4. “Severe forms of trafficking in person,” “commercial sex act,” and “coercion” have the meaning given at section 103 of the TVPA, as amended (22 U.S.C. 7102).

#### **Article 15. General Provisions**

1. All work shall be completed in a professional manner and in compliance with all applicable laws.

2. To the extent required by law, individuals duly licensed and authorized by law to do so shall perform all work.
3. The Political Subdivision warrants that it is adequately insured for injury to its employees and others incurring loss or injury as a result of the acts of the Political Subdivision or its employees or agents.
4. The Political Subdivision agrees that neither it nor its employees or agents are covered under insurance paid for by the State of Oklahoma, and are not authorized to obligate the State of Oklahoma, its employees or agents.
5. The Oklahoma Department of Emergency Management shall provide to the Political Subdivision technical assistance in fulfilling this contractual agreement to the extent resources are available.
6. The Standard Assurances for Federal Funds submitted by the Political Subdivision, as part of their application package, are hereby referenced and incorporated into this agreement.

# **FY 2016 Emergency Management Program Grant**

## **Required Documentation**

As proof of compliance with Federal regulations, the following documents must be submitted to the Oklahoma Department of Emergency Management.

**Please read and/or complete the following provided documents:**

1. FEMA Form 20-16, Summary Sheet for Assurances and Certifications
2. FEMA Form 20-16A, Assurances Non-Construction Programs
3. FEMA Form 20-16C, Certifications Regarding Lobbying, Debarment, Suspension and Other Responsibility Matters and Drug-Free Workplace Requirements
4. Disclosure of Lobbying Activities

FEDERAL EMERGENCY MANAGEMENT AGENCY  
SUMMARY SHEET FOR ASSURANCES AND CERTIFICATIONS

FOR  
FY 2016

CA FOR (Name of Applicant)  
Sand Springs, Oklahoma

This summary sheet includes Assurances and Certifications that must be read, signed, and submitted as a part of the Application for Federal Assistance.

An applicant must check each item that they are certifying to:

- Part I  FEMA Form 20-16A, Assurances-Nonconstruction Programs
- Part II  FEMA Form 20-16C, Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements
- Part III  SF LLL, Disclosure of Lobbying Activities (If applicable)

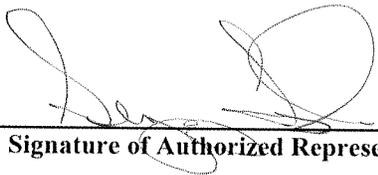
As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the identified attached assurances and certifications.

Gregory Fisher

Typed Name of Authorized Representative

Emergency Management Director

Title



Signature of Authorized Representative

05/23/2016

Date Signed

NOTE: By signing the certification regarding debarment, suspension, and other responsibility matters for primary covered transaction, the applicant agrees that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by FEMA entering into this transaction.

The applicant further agrees by submitting this application that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," provided by the FEMA Regional Office entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions. (Refer to 44 CFR Part 17.)

"Public reporting burden for this form is estimated to average 1.7 hours per response. Burden means the time, effort and financial resources expended by persons to generate, maintain, retain, disclose, or to provide information to us. You may send comments regarding the burden estimate or any aspect of the form, including suggestions for reducing the burden to: Information Collections Management, Federal Emergency Management Agency, 500 C Street, SW, Washington, DC 20472, Paperwork Reduction Project (3067-0206). You are not required to respond to this collection of information unless a valid OMB control number appears in the upper right corner of this form. Please do not send your completed form to the above address.

FEDERAL EMERGENCY MANAGEMENT AGENCY  
ASSURANCES-NON-CONSTRUCTION PROGRAMS

Note: Certain assurances may not be applicable to your project or program. If you have any questions, please contact the awarding agency. Furthermore, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. Section 4728-4763) relating to prescribed standards for merit systems for programs funded under one of the nineteen statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will not discriminate on the basis of race, color, sex, religion, national origin, or ancestry; (b) the Age Discrimination Act of 1975 as amended (42 U.S.C. age; Sections 6101-6107), which prohibits discrimination on the basis of age; (c) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (d) the comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (e) Sections 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290-dd-3 and 290-ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (f) Title VIII of the Civil Rights Acts of 1968 (42 U.S.C. Section 3601 et seq.), as amended relating to nondiscrimination in the sale, rental or financing of housing; (g) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (h) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Title II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or Federally assisted programs. These requirements apply to all interest in real property acquired for project purposes regardless of Federal participation in purchases.

6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education of 1972, as amended (20 U.S.C. Sections 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. Section 794), which prohibits

8. Will comply with provisions of the Hatch Act (5 U.S.C. Sections 1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. Sections 276a to 276a-7), the Copeland Act (40

FENSA, 29 U.S.C. Sections 161, 276c-94, and 18 U.S.C. Sections 874), handicaps; (d) the Age Discrimination Act of Standards Act (40 U.S.C. Sections 327-333), regarding labor standards for federally assisted construction subagreements.

7 U.S.C. 2131 et seq.) pertaining to the care, and the Contract Work Hours and Safety handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.

10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.

16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. Section 4801 et seq.) which prohibits the use of lead based paint in construction or rehabilitation of residence structures.

11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. Section 1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. Section 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended, (P.L. 93-205).

17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act of 1984.

18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations and policies governing this program.

12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. Section 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.

19. It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act (29 U.S.C. 201), as they apply to employees of institutions of higher education, hospitals, and other non-profit organizations.

13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and

protection of historic properties), and the  
Archaeological and Historic Preservation Act of  
1974 (16 U.S.C. 469a-1 et seq.).

14. Will comply with P.L. 93-348 regarding the  
protection of human subjects involved in  
research, development, and related activities  
supported by this award of assistance.

15. Will comply with the Laboratory Animal

FEMA Form 20-16A, JUN 94

FEDERAL EMERGENCY MANAGEMENT AGENCY  
CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND  
OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature on this form provides for compliance with certification requirements under 44 CFR Part 18, "New Restrictions on Lobbying; and 28 CFR Part 17, "Government-wide Debarment and suspension (Nonprocurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Federal Emergency Management Agency (FEMA) determines to award the covered transaction, grant, or cooperative agreement.

**1. LOBBYING**

A. As required by section 1352, Title 31 of the U.S. Code, and implemented at 44 CFR Part 18, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 44 CFR Part 18, the applicant certifies that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If any other funds than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or an employee of Congress, or employee of a member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure of Lobbying Activities," in accordance with its instructions;

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontract(s) and that all subrecipients shall certify and disclose accordingly.

**PLEASE NOTE:** The attached Standard Form LLL, "Disclosure of Lobbying Activities" must be attached to certification if nonappropriated funds are to be used to influence activities.

**2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS (DIRECT RECIPIENT)**

As required by Executive Order 12549, Debarment and Suspension, and implemented at 44 CFR Part 67, for prospective participants in Primary covered transactions, as defined at 44 CFR Part 17, Section 17.510-A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of or had a civilian judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or perform a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(c) Making it a requirement that each employee to be engaged in the performance of the grant to be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will:

(1) Abide by the terms of the statement; and

(2) Notify the employee in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction.

(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to the applicable FEMA awarding office, i.e., regional office or FEMA office.

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted:

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency.

(g) Making a good faith effort to continue to maintain a drug free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

8. the grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, City, County, State, Zip code)

Sand Springs, Oklahoma

100 East Broadway Street

Sand Springs, OK 74063

Check  if there are workplaces on file that are not identified here.

Section 17.630 of the regulations provide that a grantee that is a State may elect to make one certification in each Federal fiscal year. A copy of which should be included with each application for FEMA funding. States and State agencies may elect to use a Statewide certification.

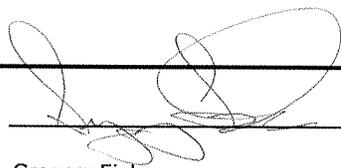
## DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352

Approved by OMB

0348-0046

(See reverse for public burden disclosure)

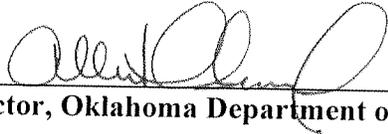
|   |  |  |
|---|--|--|
| <b>1. Type of Federal Action:</b><br><input checked="" type="checkbox"/> a. contract<br>b. grant<br>c. cooperative agreement<br>d. loan<br>e. loan guarantee<br>f. loan insurance   | <b>2. Status of Federal Action:</b><br><input checked="" type="checkbox"/> a. bid/offer/application<br>b. initial award<br>c. post-award   | <b>3. Report Type:</b><br><input checked="" type="checkbox"/> a. initial filing<br>b. material change<br>For Material Change Only:<br>year _____ quarter _____<br>date of last report _____  |
| <b>4. Name and Address of Reporting Entity:</b><br><input type="checkbox"/> Prime <input checked="" type="checkbox"/> Subawardee<br>Tier <u>  1  </u> , if known:<br><br>Congressional District, if known:  |  | <b>5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime:</b><br>Oklahoma Department of Emergency Management<br>P.O. Box 53365<br>Oklahoma City, Ok. 73152-3365<br>Congressional District, if known: <u>  5  </u> |
| <b>6. Federal Department/Agency:</b>  | <b>7. Federal Program Name/Description:</b><br><br>CFDA Number, if applicable: <u>                  83.552                  </u>   |  |
| <b>8. Federal Action Number, if known:</b>  | <b>9. Award Amount, if known:</b><br>\$  |  |
| <b>10. a. Name and Address of Lobbying Registrant</b><br>(if individual, last name, first name, MI):  | <b>b. Individuals Performing Services</b> (including address if different from No. 10a)<br>(last name, first name, MI):  |  |
| <b>11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.</b> | <b>Signature:</b> <br><b>Print Name:</b> <u>Gregory Fisher</u><br><br><b>Title:</b> <u>Emergency Management Director</u><br><br><b>Telephone No.:</b> <u>918-246-2537</u> <b>Date:</b> <u>5/23/2016</u> |  |
| <b>Federal Use Only:</b>  |  | Authorized for Local Reproduction<br>Standard Form LLL (Rev. 7-97)   |

# FY 2016 Emergency Management Program Grant Signature Page

Approved by the Oklahoma Department of Emergency Management

this 23<sup>rd</sup> day of November, 2015:

Name



\_\_\_\_\_  
Director, Oklahoma Department of Emergency Management

I certify the The City of Sand Springs is budgeting 20,000.00 dollars (The aforementioned amount must be equal to or exceed the grant dollar amount you are receiving) to match this EMPG Sub-Grant of 20,000.00 dollars. The Political Subdivision matching dollars cannot be federal dollars, dollars from another grant or budgeted dollars used to match any other grant.

Approved by the Governing body of the The City of Sand Springs, Oklahoma

this \_\_\_\_\_ day of \_\_\_\_\_, 2015:

Name

\_\_\_\_\_  
Chief Elected Official

**PLEASE NOTE: The FY 2016 Emergency Management Program Grant signed Contractual Agreement, as well as required documents, must be submitted to the Political Subdivisions Regional Coordinator no later than January 15, 2016.**



Agenda item # C11

**CITY OF SAND SPRINGS  
COUNCIL STAFF REPORT  
MEETING DATE: May 23, 2016**

**SUBJECT:**

**RESOLUTION NO. 16-40 – AFFIRMING DILAPIDATION PUBLIC NUISANCE ADMINISTRATIVE HEARING FINDINGS AND AUTHORIZING THE BRINGING OF ANY ACTION NECESSARY IN DISTRICT COURT.**

**STAFF RECOMMENDATION:**

Approve Resolution No. 16-40.

**BACKGROUND AND HISTORY:**

On April 19, 2016, Administrative Hearing Officer T.J. Davis heard the two dilapidated building public nuisance cases that are being forwarded for Council affirmation. Mr. Davis determined the affected buildings to be dilapidation public nuisances and ordered them abated by demolition and removal on or after Thursday, July 27, 2016. Attached are copies of the abatement order and photo representing dilapidated conditions for each building. The 10-day administrative appeals process has expired, and no appeals were received. Should Council approve the resolution, State law provides interested parties 30 business days to challenge such.

**EXECUTIVE SUMMARY:**

The house at 714 N. Washington Ave. is currently vacant has and only been sporadically occupied, if at all, for the past 1½ years, according to City utility records. It has extensive structural decay, deterioration and deformity. Restoration costs would well exceed the \$24,000 fair market value of structures upon the property as determined by the Tulsa County Assessor. A secondary garage/apartment on the property is not a part of the abatement action. The house at 503 N. Industrial Ave. has been vacant since 2009, according to City utility records. It has been the subject of repeated weed and trash abatements and recently had to be secured to prevent illicit activities from occurring inside. Unrepaired damage on the north side of the house allowed the elements to penetrate the interior structure and systems. Restoration costs would likely exceed 50% of its \$48,000 fair market value. No property owners appeared on behalf of either property. However, two neighbors appeared on behalf of 503 N. Industrial Ave. and encouraged the City to declare it dilapidated and demolish it.

**BUDGETARY IMPACT:**

Funds for these abatement demolitions would come from the FY 2017 budget.

**COMPILED BY:** A. W. Templeton **PRESENTED BY:** A. W. Templeton

# ORDER OF ABATEMENT

## Public Nuisance Administrative Hearing

City of Sand Springs, Oklahoma  
Sand Springs Fire Department – Neighborhood Services Division

Fire Administration Office – 108 E. Broadway – P.O. Box 338  
Sand Springs, Oklahoma 74063  
PHONE: (918) 246-2574 / FAX: (918) 245-0372  
E-mail: neighborhoodservices@sandsspringsok.org

**LOCATION:** 714 N. Washington Ave.  
(Principal Residential Building)

**LEGAL:** LT 2 BLK 5  
EAST RIDGE ADDN

**PROPERTY OWNER(S):** James A. Parker  
PO Box 966  
Sand Springs OK 74063

**MORTGAGEES/OTHERS:** None

**HEARING DATE:** April 19, 2016

An administrative hearing was held before **T.J. Davis, acting on behalf of Elizabeth Gray, City Manager of the City of Sand Springs, Oklahoma**, on this date concerning the existence of a public nuisance on the property described above.

A determination was made that written notice had been properly served upon the property owner as shown by the records of the **County Treasurer of Tulsa County, Oklahoma**, in accordance with the Code of Ordinances of the City of Sand Springs, Oklahoma.

As a result of this hearing, a public nuisance was determined to exist as defined by the Code of Ordinances of the City of Sand Springs, Oklahoma, to-wit:

### **SECTION 15.36.010: Dilapidated Building(s)**

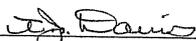
THEREFORE, it is ordered by **T.J. Davis, acting on behalf of Elizabeth Gray, City Manager of the City of Sand Springs, Oklahoma**, that authorized officers of the City of Sand Springs, Oklahoma, or designated agents thereof, shall take action to abate the public nuisance existing upon the property by any procedure necessary.

A bill for all costs and expenses associated with the abatement of this public nuisance shall be prepared by the City Clerk, certified by the City Manager or her designee, and forwarded to the property owner shown above. Should said bill not be paid in full within the time period allowed by the Code of Ordinances of the City of Sand Springs, Oklahoma, said costs and expenses shall be certified to the **County Treasurer of Tulsa County, Oklahoma**, and shall be placed on the tax rolls for said property, and thereby become a lien against the property.

An appeal of this Order may be made to the City Council of the City of Sand Springs, Oklahoma, by the property owner filing written notice with the City Clerk, Room 200, Municipal Building, 100 E. Broadway, Sand Springs, Oklahoma 74063, within ten (10) days from the date of this Order. The filing of said notice shall operate to stay the enforcement of this Order. As soon as thereafter possible, and upon not less than ten (10) days notice to the property owner, the City Council shall consider this matter in its entirety.



Janice L. Almy, City Clerk

  
T.J. Davis, Hearing Officer

# **ORDER OF ABATEMENT**

## **Public Nuisance Administrative Hearing**

**City of Sand Springs, Oklahoma  
Sand Springs Fire Department – Neighborhood Services Division**

Fire Administration Office – 108 E. Broadway – P.O. Box 338  
Sand Springs, Oklahoma 74063  
PHONE: (919) 246-2574 / FAX: (918) 245-0372  
E-mail: [neighborhoodservices@sandsspringsok.org](mailto:neighborhoodservices@sandsspringsok.org)

**LOCATION:** 503 N. Industrial Ave.

**LEGAL:** W100 LT 7 BLK 23  
SUNRISE SECOND ADDN

**PROPERTY OWNER(S):** Emma J and Joel Kelley  
5553 B County Rd 10E  
Greensburg IN 48240

**MORTGAGEES/OTHERS:** Windsor Capital Mortgage Corp  
Nationstar Mortgage

**HEARING DATE:** April 19, 2016

An administrative hearing was held before **T.J. Davis, acting on behalf of Elizabeth Gray, City Manager of the City of Sand Springs, Oklahoma**, on this date concerning the existence of a public nuisance on the property described above.

A determination was made that written notice had been properly served upon the property owner as shown by the records of the **County Treasurer of Tulsa County, Oklahoma**, in accordance with the Code of Ordinances of the City of Sand Springs, Oklahoma.

As a result of this hearing, a public nuisance was determined to exist as defined by the Code of Ordinances of the City of Sand Springs, Oklahoma, to-wit:

### **SECTION 15.36.010: Dilapidated Building(s)**

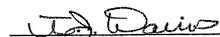
THEREFORE, it is ordered by **T.J. Davis, acting on behalf of Elizabeth Gray, City Manager of the City of Sand Springs, Oklahoma**, that authorized officers of the City of Sand Springs, Oklahoma, or designated agents thereof, shall take action to abate the public nuisance existing upon the property by any procedure necessary.

A bill for all costs and expenses associated with the abatement of this public nuisance shall be prepared by the City Clerk, certified by the City Manager or her designee, and forwarded to the property owner shown above. Should said bill not be paid in full within the time period allowed by the Code of Ordinances of the City of Sand Springs, Oklahoma, said costs and expenses shall be certified to the **County Treasurer of Tulsa County, Oklahoma**, and shall be placed on the tax rolls for said property, and thereby become a lien against the property.

**An appeal of this Order may be made to the City Council of the City of Sand Springs, Oklahoma, by the property owner filing written notice with the City Clerk, Room 200, Municipal Building, 100 E. Broadway, Sand Springs, Oklahoma 74063, within ten (10) days from the date of this Order. The filing of said notice shall operate to stay the enforcement of this Order. As soon as thereafter possible, and upon not less than ten (10) days notice to the property owner, the City Council shall consider this matter in its entirety.**



Janice L. Almy, City Clerk

  
T.J. Davis, Hearing Officer

**714 N Washington Ave – Parker**



**503 N Industrial Ave – Kelley**



**RESOLUTION NO. 16-40**

**A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF SAND SPRINGS, OKLAHOMA, AFFIRMING DECLARATIONS OF DILAPIDATION PUBLIC NUISANCES FOR REAL PROPERTIES CONTAINED IN EXHIBIT "A" OF THIS RESOLUTION AND AUTHORIZING THE BRINGING OF ANY ACTION NECESSARY IN DISTRICT COURT TO ABATE SUCH PUBLIC NUISANCES.**

WHEREAS, a finding was made by an administrative officer of the City of Sand Springs, Oklahoma, in an administrative hearing held before same on Tuesday, April 19, 2016, that a building or buildings situated upon real property described herein constituted a dilapidation public nuisance in accordance with Section 15.36.010 of the City's Code of Ordinances, and that such shall be abated by demolition and removal;

WHEREAS, the owner of the property contained herein was properly served notice of such hearing and was provided an opportunity to appear before the hearing officer to show cause why the property should not be declared a dilapidation public nuisance; and

WHEREAS, a finding of a dilapidation public nuisance shall result in the demolition and removal of the affected building by the City on or after Wednesday, Thursday, July 7, 2016, and that all expenses incurred for such shall be the personal responsibility of the property owner as provided for in Section 15.36.050 of the City's Code of Ordinances and in State law 11 O.S. 22-112(A)(5);

THEREFORE, BE IT RESOLVED by the City Council of the City of Sand Springs, Oklahoma, that the declaration of dilapidation public nuisances for a building or buildings situated upon real property contained herein is hereby affirmed by the City Council, and that demolition and removal shall commence on or after Thursday, July 7, 2016. The City Council also authorizes the City Manager, City Attorney, or designees thereof, to pursue any actions necessary in the District Court of Tulsa County to effect demolition and removal.

(remainder of page left intentionally blank)

Approved this 23<sup>rd</sup> day of May, 2016.

CITY OF SAND SPRINGS, OKLAHOMA

\_\_\_\_\_  
Mike Burdge, Mayor

ATTEST:

\_\_\_\_\_  
Janice L. Almy, City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
David L. Weatherford, City Attorney

**RESOLUTION No. 16-40  
EXHIBIT "A"**

**City Council Affirmation of Properties Declared Dilapidated Public Nuisances  
Administrative Hearing Date: April 19, 2016  
Hearing Officer: T.J. Davis**

- (1) 714 N. Washington Ave., LT 2 BLK 5 EAST RIDGE ADDN; Case No. 16-0079; Violation of SECTION 15.36.010 – Dilapidated Building(s); and Specifically Defined As:**

SECTION 15.020(a): Through neglect and the lack of necessary repairs, building(s) is in a state of decay or partial ruin and is hazardous to the health, safety or welfare of the public.

- (2) 503 N. Industrial Ave., W100 LT 7 BLK 23 SUNRISE SECOND ADDN; Case No. 16-0366; Violation of SECTION 15.36.010 – Dilapidated Building; and Specifically Defined As:**

SECTION 15.020(a): Through neglect and the lack of necessary repairs, building is in a state of decay or partial ruin and is hazardous to the health, safety or welfare of the public.



# CITY OF SAND SPRINGS

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

MEETING DATE: May 23<sup>rd</sup>, 2016

## **SUBJECT:**

**Resolution CC-1641**, a resolution establishing economic development goals and objectives in the best interest of the residents of the City of Sand Springs.

## **STAFF RECOMMENDATION:**

Approval of Resolution CC-1641

## **BACKGROUND AND HISTORY:**

Staff and city council have reviewed and identified goals and objectives related to economic development for the City. The resolution establishes a clearly defined list of goals and objectives to assist with the city achieving its objectives, and improving the overall economic objectives of the City. There are seven main areas of focus included in the resolution that are listed below:

1. The City of Sand Springs will strive to promote local commerce, trade, and commodities by strengthening working relationships with the local/regional entities, existing businesses and institutions.
2. Aggressively pursue new local, regional, or national restaurant and retail businesses.
3. Identify some projects that will beautify Sand Springs and assist with marketing and economic development, and complete those projects.
4. Evaluate and consider the acquisition of real estate for future development purposes
5. Encourage and engage Subdivision and Multi-Family Developers/Developments
6. Develop an Economic Development website resource hub and strive to educate and advance the objective of all involved with the City to be involved in assisting with economic development as possible.
7. Sand Springs will have a strong independent local economy that compliments the surrounding region but is not dependent on it.

City Council reviewed the proposed resolution at their workshop held on 04/27 at the Case Community Center. Council provided feedback on the resolution and instructed staff to move forward with bringing the resolution to the council for consideration.

**COMPILED BY:** Brad Bates

**PRESENTED BY:** Brad Bates

## **Attachments:**

Resolution CC-1641

**RESOLUTION NO. 16-41**

**A RESOLUTION ESTABLISHING  
ECONOMIC GOALS AND OBJECTIVES  
FOR THE CITY OF SAND SPRINGS**

WHEREAS, the staff and city council for the city have reviewed and identified goals and objectives related to economic development for the City;

WHEREAS review, consideration and approval of a clearly defined list of goals and objectives with assist the city with achieving its objectives, and improve the economic objectives of the City;

WHEREAS, approval of a resolution establishing economic goals and objectives is in the best interest of the residents of the City of Sand Springs;

**THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAND SPRINGS AS FOLLOWS:**

The City Council finds that the following goals are appropriate economic development goals for the City:

**1. The City of Sand Springs will strive to promote local commerce, trade, and commodities by strengthening working relationships with the local/regional Chamber of Commerce, existing businesses and institutions.**

- a. Maintain a list of Top 10 employers and actively engage them to evaluate workforce objectives and collaboration with other local businesses.
- b. Support local businesses through shopping and dining campaigns/programs, including but not limited to the purchase with a purpose campaign.
- c. Promote shop local campaigns and events.
- d. Provide links to local hospitality, dining and retail establishments on a Sand Springs website.
- e. Pursue alternative methods of internet driven traffic through search engine providers and promote usage of local businesses
- f. Produce marketing material for distribution at trade shows and conventions.
- g. Expand the local business managers' quarterly meeting with City Officials to discuss concerns, achievements and future suggestions for how the City can help improve local business success

- h. Collaborate with schools and non-profit organizations on workforce development to create a sustainable workforce in Sand Springs.
- i. Create a one page handout on "What shopping local means to you!" Have facts on how much taxable sales to fund one police officer. So if it's \$40,000 average for a police officer that requires \$2,000,000 in taxable sales of .02 sales tax that goes to the general fund.

**2. Aggressively pursue new local, regional, or national restaurant and retail businesses.**

- a. Create an inventory of City and privately owned properties that will be made available to interested parties
- b. Actively work to broker/initiate development deals and transactions
- c. Have strong code enforcement of existing properties by strengthening property management codes and regulations
- d. Attend regional and national trade shows, expos, and conventions promoting the City of Sand Springs
- e. Update the City's incentives policy to direct the long-term process of economic development
- f. Explore and employ non-traditional incentive methods where appropriate, with specific attention to fostering small businesses and entrepreneurship.
- g. Expand and grow the City's population through development of new single-family, multi-family, and elderly housing, in addition to actively encouraging annexation of property
- h. Continue to monitor and evaluate the City's permit fees and development process to stay competitive with other Tulsa Metro communities.
- i. Have a team ready of citizen ambassadors to call upon to meet with prospects.

**3. Identify some projects that will beautify Sand Springs and assist with marketing and economic development, and complete those projects.**

- a. Develop a highway corridor improvement plan or concept for implementation as part of the Vision 2025 approved project and funding
- b. Create a timeline for corridor improvements and begin implementation accordingly

- c. Identify beautification projects that serve a multipurpose through enhancing properties or businesses that simultaneously improve the public image
- d. Engage local civic organizations, schools, and neighborhood associations to organize cleanup efforts or beautification projects
- e. Continue renovation and construction projects for city owned properties with functionality and aesthetics being considered in design
- f. Review city ordinances on landscape requirements for development with possible modifications of requirements strengthening and encouraging property beautification.
- g. Have work days more often and announced early enough that people can plan ahead.

**4. Evaluate and consider the acquisition of real estate for future development purposes**

- a. Determine the need and identify areas for property acquisition to help drive development transactions
- b. Formalize a process for which property can be bought by the City in a timely and efficient manner
- c. Develop a criteria for real estate purchasing as a form of a development incentive
- d. Initiate land use workshops with staff to engage primary land owners in goal accomplishment.

**5. Encourage and engage Subdivision and Multi-Family Developers/Developments**

- a. Work with developers to identify properties that are available for development
- b. Continue to monitor and evaluate the City's permit fees and development process to stay competitive with other Tulsa Metro cities.
- c. Expedite processes when possible to speed up the overall development time
- d. Evaluate infrastructure development as an incentive where deemed appropriate and beneficial.
- e. Attend Tulsa Home Builders Association meetings and gatherings to promote Sand Springs as a community.

- f. Contact and meet with Multi-Family Developers to inform them about Sand Springs and promote the need for additional housing options within the community.
- g. Make incentive policy options available for subdivision and multi-family developments.

**6. Develop an Economic Development website resource hub and strive to educate and advance the objective of all involved with the City to be involved in assisting with economic development as possible.**

- a. Set a public launch date of the seesandsprings.com website and begin to promote the site through social media platforms
- b. Create handout materials (cards, flyers, etc.) that can be distributed to businesses, developers, brokers, and citizens promoting seesandsprings.com
- c. Create and maintain an inventory of available city owned properties for development
- d. Provide links to active real estate professionals/organizations listings in the area
- e. Provide Demographic and Market Profile information for easy review and utilization, updated annually.
- f. Provide Economic Development Incentive information, policies, and guidelines once developed and implemented
- g. Provide links to zoning/building regulations, building permit forms and guidelines, engineering design criteria, and the Sand Springs Comprehensive Plan
- h. Provide digital links to zoning and comprehensive plan land use maps
- i. Provide links to State of Oklahoma Business Resources (ie: Small Business Incentive, Department of Commerce, etc)

**7. Sand Springs will have a strong independent local economy that compliments the surrounding region but is not dependent on it.**

- a. Collaborate with local and regional partners regarding economic development opportunities
- b. Encourage the development of offices, professional services, and industry in appropriate locations within the City
- c. Continue to support and promote the downtown commercial area

- d. Develop a new economic development grant program for downtown development.
- e. Promote housing rehabilitation, revitalization and infrastructure improvements within neighborhoods in need
- f. Increase retail/shopping and dining availability within Sand Springs.
- g. We should encourage and find sights that may be appealing to both developers and citizens.

This resolution is approved in open meeting of the City Council of the City of Sand Springs on the \_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
Mike Burdge, Mayor

\_\_\_\_\_  
Janice Almy, City Clerk

\_\_\_\_\_  
David L. Weatherford, City Attorney



# 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 STAFF REPORT  
MEETING DATE: May 23, 2016**

**SUBJECT:**

**Park Shelter Rental Fee Schedule**

**STAFF RECOMMENDATION:**

Approval of the Parks Advisory Board Recommendation

**BACKGROUND AND HISTORY:**

The City of Sand Springs is experiencing larger than normal demand for park shelter rentals, especially at Pratt Civitan Park (which additionally holds a new splash pad feature). Staff has anticipated this and is proposing a revised park shelter rental fee schedule, based off of some similar park department policies in our region and our specific park plans. This proposal changes from a \$25/ half day rental to a \$40 per 2-hour block reservation for special events and gatherings at a single shelter. This fee has not been changed in nearly 20 years.

The Sand Springs Park Advisory Board reviewed this proposal at their May 5th regular meeting and voted in favor 4-0-0. Additionally, this proposal was reviewed at the Public Works Advisory Committee meeting on May 17th.

**BUDGETARY IMPACT:** An undetermined increase in revenue for the general fund for park rental fees.

**COMPILED BY:** Gerondale

**PRESENTED BY:** Gerondale

**ATTACHMENTS:**

Staff memo to Parks Advisory Board (April 28th); Parks Advisory Board meeting minutes (May 5th); Park Shelter Fee Rental Schedule

# MEMO



**To:** Sand Springs Parks Advisory Board Members  
**From:** Grant Gerondale, Director of Parks  
**Subject:** Park Shelter Rental Fee Schedule  
**Date:** April 28, 2016

## Discussion

Fees at the various public park shelters have not been adjusted in more than twelve (12) years. With the arrival of two new splash pads this spring, and with heavier demands on the shelters already building- a revision of this policy is needed. Currently the "old" policy is vague and open to interpretation by staff and the public. Shelter rental is stated as \$25/ day and \$35/day with electric.

We need a more refined schedule of rental availability. Staff proposes two (2) hour blocks of time to allow guests to have birthday parties, graduation celebration and other brief outdoor events. For clarity, we'll suggest six different blocks of time should be created to coincide with splash pad hours of operation (9am-9pm). We feel this will cover nearly all requests.

While no two communities or park settings are the same, staff has also completed some simple research into other communities rental rates for comparison. We feel the rates offered here are reasonable and help offset the cost of the increased trash removal and overall maintenance that will come with the rentals.

## Recommendation

Staff recommends approval of the proposed Park Shelter Rental Fee Schedule.

Please let me know if I can provide additional information regarding this subject.

Thank you.

A handwritten signature in black ink, appearing to read "Grant Gerondale".

Grant Gerondale  
Director, Parks and Recreation  
City of Sand Springs



# PARK SHELTER RENTAL FEE SCHEDULE

---

Spring 2016

**SUMMARY:** Park shelters are located at the following parks in North Sand Springs:

- Page Park (10th/Roosevelt)
- Ray Brown Park (104 E. 6th)
- Sand Springs Lake Park (Lake Dr. & Park Rd)
- River City Park (2500 S. River City Park Road)

Park shelters are located at the following parks in South Sand Springs:

- Pratt Civitan Park (104 W. 43rd)

Park shelters may be reserved for two (2) hour blocks of time for private use.  
No splitting of blocks of time please.  
Rental fees shall be \$40/block; fees apply for each block of time reserved.  
Park shelters may be reserved for multiple blocks of time.

Park shelter rental fee blocks of time are:

- 9am- 11am
- 11am- 1pm
- 1pm- 3pm
- 3pm -5pm
- 5pm -7pm
- 7pm -9pm

**INSTRUCTIONS:**

1. Please fill out **Park Shelter Rental Fee Schedule Form (below)**, indicating the park/shelter(s) you wish to reserve and the hours you wish to reserve it.
2. Bring the completed and signed form to the Sand Springs Parks & Recreation Department (1050 W. Wekiwa Road inside the Case Community Center) M-Friday between 8am-5pm.
3. Please make payment at the time of rental at the Parks office.
4. Parks staff will issue a receipt for your use as proof of shelter rental.

# PARK SHELTER RENTAL FEE SCHEDULE



Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

Ph: \_\_\_\_\_

Email: \_\_\_\_\_

Each two(2) hour block rents for \$40.00.

Please check the time block(s) you wish to reserve at the park shelter(s) of your choice.

| Park Location:  | 9am-11am | 11am-1pm | 1pm-3pm | 3pm-5pm | 5pm-7pm | 7pm-9pm |
|---|----------|----------|---------|---------|---------|---------|
| <b>Page Park</b><br>(10th/Roosevelt)                  |          |          |         |         |         |         |
| <b>Ray Brown Park</b><br>(104 E. 6th)                 |          |          |         |         |         |         |
| <b>Sand Springs Lake Park</b><br>(Lake Dr. & Park Rd) |          |          |         |         |         |         |
| <b>River City Park</b><br>(2500 S. River City Pk Rd)  |          |          |         |         |         |         |
| <b>Pratt Civitan Park</b><br>(104 W. 43rd)            |          |          |         |         |         |         |

Total Park Shelter Rental Fee Paid: \$ \_\_\_\_\_

By signing below, renter/responsible party agrees to abide by all City of Sand Springs Park Rules & Regulations and/or City Ordinances.

Signatures:

\_\_\_\_\_  
Renter/ Responsible Party

\_\_\_\_\_  
Date

\_\_\_\_\_  
Accepted by Sand Springs Parks Staff

\_\_\_\_\_  
Date

**MINUTES OF REGULAR MEETING  
SAND SPRINGS PARK ADVISORY BOARD**

**Monday, May 5, 2016  
Case Community Center  
1050 W. Wekiwa Rd. - Sand Springs, OK  
Room AB - 6:30pm**

**May 2016 to April 2017**

|                  |                |     |
|------------------|----------------|-----|
| MEMBERS PRESENT: | Cathy Burdge   | 1-0 |
|                  | Kathe Crapster | 1-0 |
|                  | Phil Nollan    | 1-0 |
|                  | Wendy Wygle    | 1-0 |

|                 |                |     |
|-----------------|----------------|-----|
| MEMBERS ABSENT: | Daniel Comer   | 0-1 |
|                 | Jennifer Smith | 0-1 |

ALSO PRESENT: Grant Gerondale, Parks Director  
Paula Jones, Recording Secretary  
Jeff Edwards, Projects & Facilities Mgr.  
Joe Medlin, Parks Superintendent  
Elisabeth Selensky, Parks

The Sand Springs Park Board met for a regular meeting pursuant to the agenda filed at the City Clerk's office and posted on the digital board located in the first floor lobby of the Sand Springs Municipal Building, 100 E. Broadway, Sand Springs, Oklahoma.

**1. CALL TO ORDER –**

Chairman, Cathy Burdge, called the meeting to order at the noted time of 6:27pm.

**2. ROLL CALL –**

Chairman, Cathy Burdge, called for an individual roll call with members replying in the following manner:

|                  |                  |                |              |
|------------------|------------------|----------------|--------------|
| Burdge, here     | Comer, no answer | Crapster, here | Nollan, here |
| Smith, no answer | Wygle, here      |                |              |

**3. INVOCATION –**

Chairman Cathy Burdge asked Phil Nollan to deliver the invocation.

**4. MINUTES (April 4, 2016) –**

Phil Nollan made the motion to approve the Minutes, as presented. Wendy Wygle seconded the motion.

Chairman, Cathy Burdge, called for the vote recorded as follows:

Burdge, aye    Crapster, aye    Nollan, aye    Wygle, aye

The motion carried 4-0-0

**5. PARK SHELTER RENTAL FEE PROPOSAL –**

Wendy Wygle made the motion to approve adopting the proposed park shelter rental fees. Fee will now be \$40.00 per each 2 hour block for all covered shelters, and send to City Council for their review and/or consideration. Kathe Crapster seconded the motion.

Chairman, Cathy Burdge, called for the vote recorded as follows:

Burdge, aye    Crapster, aye    Nollan, aye    Wygle, aye

The motion carried 4-0-0

**6. DIRECTOR'S REPORT –**

Information only – no action taken

**7. ADJOURNMENT - 7:02pm**

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Cathy Burdge, Chairman

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Date of Approval

PFJ  
pb-min



# 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 STAFF REPORT  
MEETING DATE: May 23, 2016**

**SUBJECT:**

**Vision 2025- Amendment to Capital Improvements Agreement**

**STAFF RECOMMENDATION:**

Authorize the Mayor to execute the agreement

**BACKGROUND AND HISTORY:**

The Vision 2025 approved project to rework River City Park will commence later this year. The staff with the PMG program have recognized that our work will not be completed before the original agreement expires. This amendment to the agreement is now suggesting a completion date of no later than May 1, 2017. This agreement was also reviewed by the City Attorney.

**BUDGETARY IMPACT:** None at this time.

**COMPILED BY:** Gerondale

**PRESENTED BY:** Gerondale

**ATTACHMENTS:**

Amendment to Capital Improvements Agreement  
(Sand Springs River City Park Project #1)

JAMES C. ORBISON, ESQ.  
PHONE: (918) 587-3161  
FACSIMILE: (918) 584-1603  
E-MAIL: [jorbison@riggsabney.com](mailto:jorbison@riggsabney.com)

April 26, 2016

David Weatherford, City Attorney  
City of Sand Springs, Oklahoma  
P. O. Box 338  
Sand Springs, OK 74063

Re: Amendment to Capital Improvements Agreement by and between the Board of County Commissioners of Tulsa County, Oklahoma and the City of Sand Springs, Oklahoma (Sand Springs River City Park Project #1)

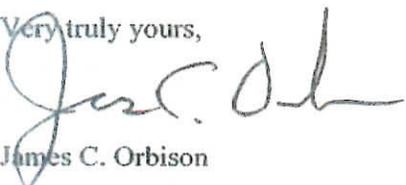
Dear David:

Attached for your use are three (3) Amendment to Capital Improvements Agreements referenced above. The form of this Agreement was approved by the Board of County Commissioners of Tulsa County on April 25, 2016. Please let me know if you have changes or comments to this Amendment.

Once you have approved the Amendment, please have the City of Sand Springs execute all three originals and return all originals to the undersigned. I will obtain the signature of the Board of County Commissioner's Chairman and return one fully-executed original to you.

Please call me if you have any questions.

Very truly yours,



James C. Orbison

JCO/bba  
Enclosures: Encl.

AMENDMENT TO CAPITAL IMPROVEMENTS AGREEMENT  
(SAND SPRINGS RIVER CITY PARK PROJECT #1)

THIS AMENDMENT TO CAPITAL IMPROVEMENTS AGREEMENT (this "Amendment") is entered into as of \_\_\_\_\_, 2016, by and between the BOARD OF COUNTY COMMISSIONERS OF TULSA COUNTY, OKLAHOMA (the "Board") and the CITY OF SAND SPRINGS, OKLAHOMA, a municipal corporation (the "Contracting Party").

WITNESSETH:

WHEREAS, the Board and the Contracting Party have heretofore entered into that certain Capital Improvements Agreement (the "Agreement"), dated May 4, 2015; and

WHEREAS, the Board and the Contracting Party now desire to amend the Agreement.

NOW, THEREFORE, for and in consideration of the premises, the Board and the Contracting Party hereby agree as follows:

1. The words and terms not expressly defined herein and used herein with initial capitalization where rules of grammar do not otherwise require capitalization shall have the meanings set forth in the Agreement.

2. Section 6.6 of the Agreement is hereby amended and restated in its entirety as follows:

"6.6. Date after which Advances Cease. Notwithstanding anything herein to the contrary, the Board shall have no duty to make or cause the making of Advances hereunder to the Contracting Party after May 1, 2017."

3. The Board and the Contracting Party acknowledge and agree that the Agreement, as amended hereby, is in full force and effect and is hereby ratified and confirmed.

4. Section 10 of the Agreement is hereby amended and restated in its entirety as follows:

"10. COMPLETION OF THE PROJECT. The Contracting Party shall complete the construction, equipping and furnishing of the Improvements in accordance with the Plans and submit to the Board a Certificate of Completion on or before May 1, 2017.

5. This Amendment may be executed in as many counterparts as may be required and all counterparts shall collectively constitute a single instrument. An executed copy of this Amendment delivered by facsimile shall have the effect of an original executed instrument.

EXECUTED as of the date first set out above.

ATTEST:

\_\_\_\_\_  
City Clerk

"Contracting Party"

CITY OF SAND SPRINGS, OKLAHOMA

APPROVED AS TO FORM:

\_\_\_\_\_  
City Attorney

By \_\_\_\_\_  
Name \_\_\_\_\_  
Title \_\_\_\_\_

"Board"

BOARD OF COUNTY COMMISSIONERS OF  
TULSA COUNTY

By \_\_\_\_\_  
Name Karen Keith  
Title Chairman

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 18<sup>th</sup> day of

May 2016

*Janice L Almy*  
Notary Public



My Commission Expires \_\_\_\_\_

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**CITY OF SAND SPRINGS  
CITY COUNCIL BILLS**

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**05/23/2016**

**210 GENERAL FUND**

|  |                           |                  |
|--|---------------------------|------------------|
| 003255 AMERICAN MUNICIPAL SERVICES CORP  |                           | 1,782.65         |
| PI5112 AUTOZONE                          | FREON CYLINDER            | 79.99            |
| 003434 CLEET                             | APRIL 2016-CLEET          | 1,320.16         |
| PR0513 FRATERNAL ORDER OF POLICE         | PPE 05/06/2016            | 700.00           |
| PI5110 INDUSTRIAL MAINTENANCE SUPPLY INC | TLTPAP-2PLY 500/SHT 96 RL | 609.18           |
| PI5111 INDUSTRIAL MAINTENANCE SUPPLY INC | MOP-WET COTTON REG        | 49.32            |
| PI5433 INDUSTRIAL MAINTENANCE SUPPLY INC | BIGFOLD PAPER TOWELS      | 860.00           |
| PI5434 INDUSTRIAL MAINTENANCE SUPPLY INC | LATES PWDR FREE MED GLVS  | 25.50            |
| PI5435 INDUSTRIAL MAINTENANCE SUPPLY INC | NOVEL BLEACH,CLNR DIS     | 467.35           |
| PR0513 INT'L ASSOC OF FIREFIGHTERS       | PPE 5/06/16               | 673.00           |
| 003357 LEGAL SHIELD                      |                           | 290.05           |
| 003593 NEOFUNDS BY NEOPOST               |                           | 804.77           |
| 003430 OK UNIFORM BLDG CODE COMMISSION   | MON PERMIT FEES           | 168.00           |
| 003433 OKLAHOMA BUREAU OF NARCOTICS      | APRIL 2016                | 10.00            |
| PR0429 OKLAHOMA FIREFIGHTERS PENSION BRD | PPE 04/22/2016 PP#09      | 17,144.51        |
| PR0513 OKLAHOMA FIREFIGHTERS PENSION BRD | PP#10 PPE 05/06/16        | 17,567.46        |
| PR0429 OKLAHOMA POLICE PENSION           | PPE 04/22/2016 PP#09      | 12,387.23        |
| PR0513 OKLAHOMA POLICE PENSION           | PP#10 PPE 05/06/2016      | 12,840.52        |
| 003432 OSBI                              | APRIL 2016                | 1,448.84         |
| PI4968 SIGN IT INC                       | CUT VINYL DECALS-NO BCKGR | 216.00           |
| PR0513 SS FIREFIGHTERS STATION FUND      | PPE 05/06/2016            | 258.50           |
| PR0513 TULSA AREA UNITED WAY INC         | PAYROLL SUMMARY           | 167.45           |
| PR0513 TULSA AREA UNITED WAY INC         | PAYROLL SUMMARY           | 162.43           |
| <b>TOTAL</b>                             |                           | <b>70,032.91</b> |

**MUNICIPAL COURT**

|   |                           |                 |
|---|---------------------------|-----------------|
| 160053 EXPRESS SERVICES INC                 | TEMP LABOR W/E 03.27.16   | 519.75          |
| 161180 OKLAHOMA STAFFING SPECIALISTS, LLC   | TEMP LABOR W/E 4/17 JW    | 532.80          |
| 161119 SUNDANCE OFFICE SUPPLY               | SHARPIE MARKERS,DEPOSIT B | 157.43          |
| 160207 SUNGARD PUBLIC SECTOR INC            | MAIN MAY 2016             | 883.38          |
| <b>MUNICIPAL COURT ADMINISTRATION TOTAL</b> |                           | <b>2,093.36</b> |

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**CITY OF SAND SPRINGS  
CITY COUNCIL BILLS**

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**05/23/2016**

**CITY MANAGER**

|  |                             |                         |               |
|--|-----------------------------|-------------------------|---------------|
| 003272                                   | BANK OF AMERICA             | CDW GOVERNMENT          | 70.12         |
| 003450                                   | BANK OF AMERICA             | BHM OK NEWSPAPERS       | 5.05          |
| 003451                                   | BANK OF AMERICA             | BHM OK NEWSPAPERS       | 11.53         |
| 003411                                   | CITY OF SAND SPRINGS        | E.GRAY - SS ROTARY CLUB | 20.00         |
| 160113                                   | SS AREA CHAMBER OF COMMERCE | OPEN FORUM MARCH-EG&BJ  | 10.00         |
| 003543                                   | VERIZON WIRELESS            |                         | 120.03        |
| 161144                                   | WORLD MEDIA ENTERPRISES INC | E-EDITION TULSA WRLD    | 126.00        |
| <b>CITY MANAGER ADMINISTRATION TOTAL</b> |                             |                         | <b>362.73</b> |

**CITY CLERK**

|                                    |                         |                           |                 |
|------------------------------------|-------------------------|---------------------------|-----------------|
| 161194                             | CDW GOVERNMENT LLC      | HP COLOR, TONERS          | 1,622.53        |
| 161194                             | CDW GOVERNMENT LLC      | 3YR EXTENDED WARR-HPM452D | 83.49           |
| 003417                             | CITY OF SAND SPRINGS    | P.BOONE-USPS              | 1.19            |
| 160082                             | NEIGHBOR NEWS-LEGAL ADS | LEGAL NOTICES PUBLISHING  | 235.36          |
| 160131                             | TULSA COUNTY CLERK      | MONTHLY RECORD FILINGS    | 108.00          |
| 160131                             | TULSA COUNTY CLERK      | FILING FEES               | 127.00          |
| 003544                             | VERIZON WIRELESS        |                           | 40.01           |
| <b>CITY CLERK CITY CLERK TOTAL</b> |                         |                           | <b>2,217.58</b> |

**GENERAL ADMINISTRATION**

|        |                           |                           |          |
|--------|---------------------------|---------------------------|----------|
| 003273 | BANK OF AMERICA           | CDW GOVERNMENT            | 180.98   |
| 003275 | BANK OF AMERICA           | CDW GOVERNMENT            | 53.80    |
| 003453 | BANK OF AMERICA           | SOUTHWEST TULSA TR        | 128.00   |
| 003454 | BANK OF AMERICA           | SOUTHWEST TULSA TR        | 171.00   |
| 003460 | BANK OF AMERICA           | BROADCAST MUSIC INC       | 336.00   |
| 003263 | BANK OF AMERICA           | PIZZA HUT                 | 104.00   |
| 003449 | BANK OF AMERICA           | DEAN'S CONEY ISLAND       | 20.00    |
| 003456 | BANK OF AMERICA           | WM SUPERCENTER #838       | 48.65    |
| 003458 | BANK OF AMERICA           | EL MAGUEY MEXICAN RESTAUR | 215.00   |
| 003452 | BANK OF AMERICA           | MARRIOTT JW WASH DC       | 1,130.13 |
| 003457 | BANK OF AMERICA           | PAYPAL OKLAHOMAMUN        | 170.00   |
| 003400 | CITY OF SAND SPRINGS      | D.WOOD-AMAZON             | 21.94    |
| 161113 | JACKSON, BRIAN            | WASH DC-MEALS REIMBURMNT  | 334.64   |
| 161142 | OKLAHOMA MUNICIPAL LEAGUE | MIKE BURDGE DAY AT CAPITO | 35.00    |

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**CITY OF SAND SPRINGS  
CITY COUNCIL BILLS**

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**05/23/2016**

|  |                             |                           |                 |
|--|-----------------------------|---------------------------|-----------------|
| 161177   | RIDDLE & WIMBISH, P.C.      | PROF SERVICES-MAR 2016    | 1,031.25        |
| 161156   | SS AREA CHAMBER OF COMMERCE | CHILLIN N GRILLING TENT R | 500.00          |
| 160113   | SS AREA CHAMBER OF COMMERCE | OPEN FORUM MARCH-EG&BJ    | 10.00           |
| 160113   | SS AREA CHAMBER OF COMMERCE | OPEN FORUM-BJ & MAYOR BUR | 20.00           |
| <b>GENERAL ADMINISTRATION GENERAL ADMINISTRATION TOTAL</b> |                             |                           | <b>4,510.39</b> |

**PLANNING & DEVELOPMENT**

|  |                  |                     |              |
|--|------------------|---------------------|--------------|
| 003459   | BANK OF AMERICA  | OKCOUNTYRECORDS COM | 25.00        |
| 003554   | VERIZON WIRELESS |                     | 40.01        |
| <b>PLANNING &amp; DEVELOPMENT ADMINISTRATION TOTAL</b> |                  |                     | <b>65.01</b> |

**HUMAN RESOURCES**

|   |                           |                         |                 |
|---|---------------------------|-------------------------|-----------------|
| 160011                                      | AMERICAN CHECKED INC      | BACKGROUND CHECKS       | 36.00           |
| 003261                                      | BANK OF AMERICA           | BAUDVILLE INC.          | 79.45           |
| 003455                                      | BANK OF AMERICA           | SOUTHWEST TULSA TR      | 306.00          |
| 003262                                      | BANK OF AMERICA           | WAL-MART #0838          | 3.77            |
| 003269                                      | BANK OF AMERICA           | CDW GOVERNMENT          | 247.67          |
| 003402                                      | CITY OF SAND SPRINGS      | M.ADU - SS TAG AGENCY   | 50.00           |
| 003410                                      | CITY OF SAND SPRINGS      | M.ADU - SS TAG AGENCY   | 25.00           |
| 003412                                      | CITY OF SAND SPRINGS      | M.ADU - SS TAG AGENCY   | 25.00           |
| 160038                                      | CONCENTRA MEDICAL CENTERS | DRUG SCREENS            | 190.00          |
| 160038                                      | CONCENTRA MEDICAL CENTERS | DRUG SCREENS - MG       | 50.00           |
| 160038                                      | CONCENTRA MEDICAL CENTERS | DRUG SCREENS-JC,TB,JT   | 156.00          |
| 160038                                      | CONCENTRA MEDICAL CENTERS | DRUG SCREENS-B.F.       | 53.00           |
| 160038                                      | CONCENTRA MEDICAL CENTERS | DRUG SCREENS            | 100.00          |
| 160179                                      | EON APPLICATIONS INC      | HR APPLICATION SOFTWARE | 279.85          |
| 160179                                      | EON APPLICATIONS INC      | HR APPLICATION SOFTWARE | 279.85          |
| 160133                                      | TULSA COUNTY PRINT SHOP   | AMY FAIRCHILD BUS CARDS | 20.00           |
| <b>HUMAN RESOURCES ADMINISTRATION TOTAL</b> |                           |                         | <b>1,901.59</b> |

**FINANCE**

|        |                                |                      |          |
|--------|--------------------------------|----------------------|----------|
| 003406 | CITY OF SAND SPRINGS           | A.BARNES-TRAV RECON  | 41.04    |
| 003431 | INTERNAL REVENUE SERVICE-OGDEN | FORM 941 SEP 30,2015 | 1,943.65 |

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**CITY OF SAND SPRINGS  
CITY COUNCIL BILLS**

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**05/23/2016**

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|-------------------------------------|------------------------------|---------------------------|-----------------|
| 161052                              | METRO COMPUTER SOLUTIONS INC | KYOCERA TONER             | 146.50          |
| 160116                              | METRO COMPUTER SOLUTIONS INC | PRINT CARTRIDGE SHIP COST | 7.50            |
| 160116                              | METRO COMPUTER SOLUTIONS INC | YRLY MAINT SAVIN/5054     | 565.00          |
| 160116                              | METRO COMPUTER SOLUTIONS INC | YRLY MAIN KYOCERA/ FS1920 | 195.00          |
| 160082                              | NEIGHBOR NEWS-LEGAL ADS      | LEGAL NOTICES PUBLISHING  | 38.40           |
| 160082                              | NEIGHBOR NEWS-LEGAL ADS      | LEGAL NOTICES PUBLISHING  | 268.80          |
| 161181                              | STANDLEY SYSTEMS LLC         | KYOCERA TONER-FINANCE     | 90.66           |
| 161129                              | SUNDANCE OFFICE SUPPLY       | CLEATED CHAIR MAT         | 18.97           |
| 161129                              | SUNDANCE OFFICE SUPPLY       | CLEATED CHAIR MAT         | 30.14           |
| 161051                              | SUNDANCE OFFICE SUPPLY       | C-LINE ALL PURPOSE SORTER | 72.13           |
| 160207                              | SUNGARD PUBLIC SECTOR INC    | MAIN MAY 2016             | 3,192.61        |
| 160133                              | TULSA COUNTY PRINT SHOP      | 2015 CAFR                 | 644.70          |
| 003545                              | VERIZON WIRELESS             |                           | 80.02           |
| <b>FINANCE ADMINISTRATION TOTAL</b> |                              |                           | <b>7,335.12</b> |

**CITY ATTORNEY**

|   |                      |                           |                 |
|---|----------------------|---------------------------|-----------------|
| 160042                                    | WEATHERFORD, DAVID L | GENERAL CITY LEGAL MATTER | 6,204.00        |
| <b>CITY ATTORNEY ADMINISTRATION TOTAL</b> |                      |                           | <b>6,204.00</b> |

**INFORMATION SERVICES**

|        |                                   |                           |          |
|--------|-----------------------------------|---------------------------|----------|
| 003354 | A T & T                           |                           | 805.86   |
| 003557 | A T & T                           |                           | 50.00    |
| 003558 | A T & T                           |                           | 236.90   |
| 003557 | A T & T                           |                           | -50.00   |
| 003558 | A T & T                           |                           | -236.90  |
| 003564 | A T & T                           |                           | 236.90   |
| 003565 | A T & T                           |                           | 50.00    |
| 003268 | BANK OF AMERICA                   | WWW EARTHLINK.NET         | 21.95    |
| 003470 | BANK OF AMERICA                   | IN NETLINK SOLUTIONS, LL  | 2,067.43 |
| 003397 | CITY OF SAND SPRINGS              | C.SALES TRVL RECON        | 47.72    |
| 003256 | COX COMMUNICATIONS CENTRAL II INC |                           | 181.89   |
| 003258 | COX COMMUNICATIONS CENTRAL II INC |                           | 3,959.51 |
| 003535 | COX COMMUNICATIONS CENTRAL II INC |                           | 675.64   |
| 160750 | NETLINK SOLUTIONS LLC             | IT SERVER,LICENSE&SPAM FI | 1,406.50 |
| 161169 | NETLINK SOLUTIONS LLC             | SOFTWARE: STORAGECRAFT 3P | 2,007.40 |
| 161081 | NETLINK SOLUTIONS LLC             | 25HRS BLOCK TIME CONSULT  | 3,125.00 |
| 160207 | SUNGARD PUBLIC SECTOR INC         | MAIN MAY 2016             | 614.97   |

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**CITY OF SAND SPRINGS  
CITY COUNCIL BILLS**

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**05/23/2016**

|  |                  |                           |                  |
|--|------------------|---------------------------|------------------|
| 003546   | VERIZON WIRELESS |                           | 160.04           |
| 161013   | WOOD, DEBRA      | OKC DELL CONFERENCE       | 114.48           |
| 161184   | WOOD, DEBRA      | MULTIPLE MILEAGE REIMBURS | 286.74           |
| <b>INFORMATION SERVICES ADMINISTRATION TOTAL</b> |                  |                           | <b>15,762.03</b> |

**FACILITIES MANAGEMENT**

|        |                                   |                           |        |
|--------|-----------------------------------|---------------------------|--------|
| 161159 | ADVANCE ALARMS INC                | SR CNTR ALARM REPAIR      | 147.42 |
| 161097 | ALARMWORKS                        | FIRE INSPECTION CITY HALL | 175.00 |
| 003514 | AMERICAN ELECTRIC POWER           | AEP                       | 315.39 |
| 003515 | AMERICAN ELECTRIC POWER           | AEP                       | 101.47 |
| 003516 | AMERICAN ELECTRIC POWER           | AEP                       | 157.70 |
| 003567 | AMERICAN ELECTRIC POWER           |                           | 24.02  |
| 003568 | AMERICAN ELECTRIC POWER           |                           | 127.73 |
| 003277 | BANK OF AMERICA                   | STAN CARDER PLUMBING INC  | 105.00 |
| 003278 | BANK OF AMERICA                   | AMERICAN OVERHEAD DOOR    | 105.00 |
| 003301 | BANK OF AMERICA                   | 365GARAGEDO               | 60.80  |
| 003472 | BANK OF AMERICA                   | STAN CARDER PLUMBING INC  | 190.00 |
| 003476 | BANK OF AMERICA                   | STAN CARDER PLUMBING INC  | 95.00  |
| 003238 | CENTER POINT ENERGY SERVICES INC  | CENTER POINT              | 32.08  |
| 003239 | CENTER POINT ENERGY SERVICES INC  | CENTER POINT              | 30.29  |
| 003240 | CENTER POINT ENERGY SERVICES INC  | CENTER POINT              | 80.19  |
| 160032 | CHARLES PEST CONTROL INC          | APRIL-MONTHLY PEST CTRL   | 76.12  |
| 160032 | CHARLES PEST CONTROL INC          | APRIL-MONTHLY PEST CTRL   | 12.87  |
| 160032 | CHARLES PEST CONTROL INC          | APRIL-MONTHLY PEST CTRL   | 12.87  |
| 160032 | CHARLES PEST CONTROL INC          | APRIL-MONTHLY PEST CTRL   | 12.88  |
| 160032 | CHARLES PEST CONTROL INC          | APRIL-MONTHLY PEST CTRL   | 61.78  |
| 160032 | CHARLES PEST CONTROL INC          | APRIL-MONTHLY PEST CTRL   | 17.30  |
| 160032 | CHARLES PEST CONTROL INC          | APRIL-MONTHLY PEST CTRL   | 17.30  |
| 160032 | CHARLES PEST CONTROL INC          | MAY-MONTHLY PEST CNTRL    | 76.12  |
| 160032 | CHARLES PEST CONTROL INC          | MAY-MONTHLY PEST CNTRL    | 12.87  |
| 160032 | CHARLES PEST CONTROL INC          | MAY-MONTHLY PEST CNTRL    | 12.87  |
| 160032 | CHARLES PEST CONTROL INC          | MAY-MONTHLY PEST CNTRL    | 12.88  |
| 160032 | CHARLES PEST CONTROL INC          | MAY-MONTHLY PEST CNTRL    | 61.78  |
| 160032 | CHARLES PEST CONTROL INC          | MAY-MONTHLY PEST CNTRL    | 17.30  |
| 160032 | CHARLES PEST CONTROL INC          | MAY-MONTHLY PEST CNTRL    | 17.30  |
| 161175 | COMMERCIAL CLEANING SERVICES      | SENIOR CENTER, STRIP & WA | 803.25 |
| 160037 | COMMERCIAL CLEANING SERVICES      | SENIOR CENTER MAY CLEANGI | 580.00 |
| 160927 | HI-TECH SYSTEMS INC               | RESEALED CNTR FLASHINGS   | 350.00 |
| 161067 | INDUSTRIAL MAINTENANCE SUPPLY INC | HNDL-MOP PLAS SPEED CHANG | 41.00  |
| 161146 | OKLAHOMA DEPARTMENT OF LABOR      | HOT WTR HEATER INSP FEES  | 115.00 |

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**CITY OF SAND SPRINGS  
CITY COUNCIL BILLS**

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**05/23/2016**

|   |                              |                           |                 |
|---|------------------------------|---------------------------|-----------------|
| 003360  | OKLAHOMA NATURAL GAS         | ONG                       | 127.07          |
| 003361  | OKLAHOMA NATURAL GAS         | ONG                       | 43.68           |
| 003362  | OKLAHOMA NATURAL GAS         | ONG                       | 126.41          |
| 003363  | OKLAHOMA NATURAL GAS         | ONG                       | 123.90          |
| 003364  | OKLAHOMA NATURAL GAS         | ONG                       | 28.45           |
| 003365  | OKLAHOMA NATURAL GAS         | ONG                       | 197.59          |
| 003366  | OKLAHOMA NATURAL GAS         | ONG                       | 144.17          |
| 003367  | OKLAHOMA NATURAL GAS         | ONG                       | 61.98           |
| 003368  | OKLAHOMA NATURAL GAS         | ONG                       | 64.69           |
| 003369  | OKLAHOMA NATURAL GAS         | ONG                       | 63.26           |
| 003370  | OKLAHOMA NATURAL GAS         | ONG                       | 141.03          |
| 003371  | OKLAHOMA NATURAL GAS         | ONG                       | 123.96          |
| 003372  | OKLAHOMA NATURAL GAS         | ONG                       | 115.35          |
| 160092  | PIONEER SECURITY SYSTEMS INC | MAY 2016-MON FEE-ANIMAL C | 37.00           |
| 003353  | SAPULPA RURAL WATER CO       | ACCT 20025                | 34.95           |
| 003589  | SAPULPA RURAL WATER CO       |                           | 20.50           |
| 160207  | SUNGARD PUBLIC SECTOR INC    | MAIN MAY 2016             | 614.97          |
| 003547  | VERIZON WIRELESS             |                           | 40.01           |
| <b>FACILITIES MANAGEMENT ADMINISTRATION TOTAL</b> |                              |                           | <b>6,167.55</b> |

**FLEET MAINTENANCE**

|        |                            |                           |           |
|--------|----------------------------|---------------------------|-----------|
| 160001 | A-1 RENTAL & SUPPLY CO,INC | GASKET, VALVE FLOAT       | 24.11     |
| 160016 | ATC FREIGHTLINER GROUP     | RADIATOR                  | 650.00    |
| 160019 | AUTOZONE                   | ACCESSORY RELAY-UNIT 722  | 25.33     |
| 160019 | AUTOZONE                   | V-RIBBED BELT DAYCO       | 29.70     |
| 160019 | AUTOZONE                   | CREDIT                    | -0.01     |
| 160019 | AUTOZONE                   | V-RIBBED BELT DAYCO CREDI | -29.70    |
| 160019 | AUTOZONE                   | NEUTRAL SAFETY SWITCH     | 39.27     |
| 160019 | AUTOZONE                   | IGNITION COIL             | 41.92     |
| 160024 | BOB HURLEY FORD LLC        | A/C SERVICE & DIAG        | 220.00    |
| 160024 | BOB HURLEY FORD LLC        | AIR SWITCH                | 48.58     |
| 160025 | BOB MOORE OF TULSA LLC     | CABLE - SHIFT             | 186.27    |
| 160033 | CHEROKEE HOSE & SUPPLY     | 3/4 FULL PORT BALL VALVE  | 13.49     |
| 160033 | CHEROKEE HOSE & SUPPLY     | 3/4"4W HOSE X 1"FJ        | 83.22     |
| 160033 | CHEROKEE HOSE & SUPPLY     | 1 1/4" RUBBER CLAMP       | 135.49    |
| 160033 | CHEROKEE HOSE & SUPPLY     | 3/8" 2W HOSE X 3/8" FJ    | 18.49     |
| 160033 | CHEROKEE HOSE & SUPPLY     | 1/2" HOSES                | 86.60     |
| 160033 | CHEROKEE HOSE & SUPPLY     | 3/8" 2W HOSE X 3/8' FJ    | 38.52     |
| 160036 | COMDATA                    | APRIL FUEL CARD PURCHASES | 15,777.79 |
| 160045 | DISCOUNT MOBILE AUTO GLASS | BACKGLASS - UNIT 325      | 265.00    |

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**CITY OF SAND SPRINGS  
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|        |                             |                           |        |
|--------|-----------------------------|---------------------------|--------|
| 160078 | MIDWEST RADIATOR REPAIR LLC | CLEAN & REPAIR RADIATOR   | 125.00 |
| 160089 | O'REILLY AUTO PARTS - S.S.  | AIR,FUEL & OIL FILTERS    | 58.62  |
| 160089 | O'REILLY AUTO PARTS - S.S.  | AIR & OIL FILTER          | 18.80  |
| 160089 | O'REILLY AUTO PARTS - S.S.  | AIR FILTER                | -15.79 |
| 160089 | O'REILLY AUTO PARTS - S.S.  | WATER PUMP                | 86.40  |
| 160089 | O'REILLY AUTO PARTS - S.S.  | HOOD SUPPORT              | 45.22  |
| 160089 | O'REILLY AUTO PARTS - S.S.  | WINDOW REG & WDOWN SWITCH | 175.92 |
| 160089 | O'REILLY AUTO PARTS - S.S.  | TOGGLE SWITCH             | 9.98   |
| 160089 | O'REILLY AUTO PARTS - S.S.  | ACCEL CABLE               | 13.19  |
| 160089 | O'REILLY AUTO PARTS - S.S.  | WIPER BLADES              | 49.98  |
| 160089 | O'REILLY AUTO PARTS - S.S.  | SPRINGS                   | 6.39   |
| 160089 | O'REILLY AUTO PARTS - S.S.  | FAN ASSEMBLY              | 186.20 |
| 160089 | O'REILLY AUTO PARTS - S.S.  | AIR & OIL FILTERS         | 10.55  |
| 160089 | O'REILLY AUTO PARTS - S.S.  | AIR, OIL FILTERS          | 13.97  |
| 160089 | O'REILLY AUTO PARTS - S.S.  | SPARK PLUG & AIR FILTER   | 10.18  |
| 160089 | O'REILLY AUTO PARTS - S.S.  | AIR,OIL,CABIN FILTERS     | 44.94  |
| 160089 | O'REILLY AUTO PARTS - S.S.  | MALE-CLAMP, STREET TEE    | 32.00  |
| 160089 | O'REILLY AUTO PARTS - S.S.  | HYD,AIR,OIL FILTERS       | 92.60  |
| 160089 | O'REILLY AUTO PARTS - S.S.  | OIL & AIR FILTER          | 13.57  |
| 160089 | O'REILLY AUTO PARTS - S.S.  | AIR,OIL FILTERS & WIPERS  | 13.14  |
| 160089 | O'REILLY AUTO PARTS - S.S.  | A/C SEAL KIT              | 30.27  |
| 160089 | O'REILLY AUTO PARTS - S.S.  | A/C SEAL KIT              | -12.99 |
| 160089 | O'REILLY AUTO PARTS - S.S.  | GAS/FLEXJ MINI BULB       | 5.36   |
| 160089 | O'REILLY AUTO PARTS - S.S.  | FUEL FILTER               | 4.29   |
| 160089 | O'REILLY AUTO PARTS - S.S.  | LACQUER PNT               | 11.98  |
| 160089 | O'REILLY AUTO PARTS - S.S.  | PAL050BP 50A              | 7.98   |
| 160089 | O'REILLY AUTO PARTS - S.S.  | FUEL HOSE                 | 7.92   |
| 160089 | O'REILLY AUTO PARTS - S.S.  | TERMINAL                  | 6.18   |
| 160089 | O'REILLY AUTO PARTS - S.S.  | AIR,CABIN, OIL FILTERS    | 15.96  |
| 160089 | O'REILLY AUTO PARTS - S.S.  | AIR,FUEL,OIL FILTERS      | 20.26  |
| 160089 | O'REILLY AUTO PARTS - S.S.  | AIR,FUEL,OIL FILTERS      | 16.63  |
| 160089 | O'REILLY AUTO PARTS - S.S.  | WIPER BLADES              | 45.98  |
| 160089 | O'REILLY AUTO PARTS - S.S.  | PWR STG PUMP              | 96.17  |
| 160089 | O'REILLY AUTO PARTS - S.S.  | BATTERY                   | 129.32 |
| 160089 | O'REILLY AUTO PARTS - S.S.  | BATTERY CORE RETURN       | -18.00 |
| 160089 | O'REILLY AUTO PARTS - S.S.  | BATTERY                   | 307.17 |
| 160089 | O'REILLY AUTO PARTS - S.S.  | AIR,FUEL,OIL FILTERS      | 55.96  |
| 160089 | O'REILLY AUTO PARTS - S.S.  | KNOCK SENSOR,MANIFOLD SET | 181.05 |
| 160089 | O'REILLY AUTO PARTS - S.S.  | TOUCH UP - STRATCH OUT    | 15.98  |
| 160089 | O'REILLY AUTO PARTS - S.S.  | PWR STG PUMP - RETURN     | -25.00 |
| 160089 | O'REILLY AUTO PARTS - S.S.  | TPMS SENSOR               | 44.79  |
| 160089 | O'REILLY AUTO PARTS - S.S.  | FUEL,CABIN,OIL FILTERS    | 124.51 |
| 160089 | O'REILLY AUTO PARTS - S.S.  | TPMS SENSOR               | 44.79  |
| 160089 | O'REILLY AUTO PARTS - S.S.  | REFILL KIT                | 4.09   |

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**CITY OF SAND SPRINGS  
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|   |                               |                           |                  |
|---|-------------------------------|---------------------------|------------------|
| 160089  | O'REILLY AUTO PARTS - S.S.    | AIR,OIL,FUEL FILTERS      | 23.94            |
| 160089  | O'REILLY AUTO PARTS - S.S.    | AIR,CABIN, OIL FILTERS    | 18.55            |
| 160089  | O'REILLY AUTO PARTS - S.S.    | AIR, CABIN, OIL FILTERS   | 15.96            |
| 160089  | O'REILLY AUTO PARTS - S.S.    | FUSE ASSRTMNT             | 16.99            |
| 160089  | O'REILLY AUTO PARTS - S.S.    | A/C SEAL KIT              | 12.99            |
| 160089  | O'REILLY AUTO PARTS - S.S.    | WATER PUMP                | -91.19           |
| 160089  | O'REILLY AUTO PARTS - S.S.    | ERASE WHEEL               | 160.02           |
| 160089  | O'REILLY AUTO PARTS - S.S.    | START SWITCH              | 15.99            |
| 160089  | O'REILLY AUTO PARTS - S.S.    | AIR,FUEL,OIL FILTERS WIPE | 23.54            |
| 161070  | POWER TRAIN INC               | DRIVE SHAFT KIT,UNIT 484  | 175.00           |
| 161037  | SULLIVAN'S BODY SHOP LLC      | REPAIR BUMPER,BRACKETS,HE | 2,533.19         |
| 161128  | SUNDANCE OFFICE SUPPLY        | TWO-COLOR PRINTING CALCUL | 37.95            |
| 160207  | SUNGARD PUBLIC SECTOR INC     | MAIN MAY 2016             | 614.97           |
| 160138  | UNITED FORD LLC               | VALVE - UNIT 638          | 37.94            |
| 160138  | UNITED FORD LLC               | 6E5Z-19B596-A KIT-UNIT638 | 19.58            |
| 160233  | WHITE STAR MACHINERY & SUPPLY | PICK UP KIT               | 23.37            |
| 160233  | WHITE STAR MACHINERY & SUPPLY | IDLER ASSEMBLY            | 516.76           |
| 160233  | WHITE STAR MACHINERY & SUPPLY | IDLER ASSEMBLY RETURN-CRE | -516.76          |
| 160233  | WHITE STAR MACHINERY & SUPPLY | SPRING & FREIGHT          | 14.43            |
| <b>FLEET MAINTENANCE ADMINISTRATION TOTAL</b> |                               |                           | <b>23,418.80</b> |

**POLICE**

|        |                 |                          |          |
|--------|-----------------|--------------------------|----------|
| 003479 | BANK OF AMERICA | GALLS                    | 86.90    |
| 003480 | BANK OF AMERICA | SPECIAL OPS UNIFORMS     | 2,156.02 |
| 003294 | BANK OF AMERICA | INTEGRIS BMC EMPL HLTH   | 475.00   |
| 003279 | BANK OF AMERICA | DELTA AIR BAGGAGE FEE    | 60.00    |
| 003280 | BANK OF AMERICA | DELTA AIR BAGGAGE FEE    | 60.00    |
| 003281 | BANK OF AMERICA | LONG BEACH YELLOW CAB    | 7.55     |
| 003282 | BANK OF AMERICA | LONG BEACH HILTON        | 28.42    |
| 003283 | BANK OF AMERICA | PARKER'S LIGHTHOUSE      | 51.03    |
| 003284 | BANK OF AMERICA | YARD HOUSE 83000083014   | 27.63    |
| 003285 | BANK OF AMERICA | LONG BEACH YELLOW CAB    | 25.74    |
| 003286 | BANK OF AMERICA | LONG BEACH YELLOW CAB    | 17.82    |
| 003287 | BANK OF AMERICA | LONG BEACH YELLOW CAB    | 10.65    |
| 003288 | BANK OF AMERICA | BLUEWATER GRILL CATALINA | 80.70    |
| 003289 | BANK OF AMERICA | FINE AIRPORT PARKING     | 28.21    |
| 003290 | BANK OF AMERICA | LONG BEACH YELLOW CAB    | 26.00    |
| 003291 | BANK OF AMERICA | DELTA AIR BAGGAGE FEE    | 60.00    |
| 003292 | BANK OF AMERICA | HYATT REGENCY LONG BEACH | 510.11   |
| 003293 | BANK OF AMERICA | LONG BEACH 0962PC1       | 32.93    |

**CITY OF SAND SPRINGS  
CITY COUNCIL BILLS**

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|        |   |                           |                 |
|--------|---|---------------------------|-----------------|
| 003295 | BANK OF AMERICA                           | MDE INC                   | 500.00          |
| 003300 | BANK OF AMERICA                           | AMAZON MKTPLACE PMTS      | 72.99           |
| 003296 | BANK OF AMERICA                           | SIRCHIE FINGER PRINT LABO | 119.41          |
| 003478 | BANK OF AMERICA                           | 1745 LKQ APEX AUTO PARTS  | 140.00          |
| 003481 | BANK OF AMERICA                           | SIGN IT                   | 200.00          |
| 003302 | BANK OF AMERICA                           | BOX BOX.NET BUS SRVCS     | 5.00            |
| 003303 | BANK OF AMERICA                           | WWW.READFRONTIER.COM      | 30.00           |
| 003483 | BANK OF AMERICA                           | TALLYS CAFE               | 52.47           |
| 161163 | BARNETT, JAY                              | MEALS REIMBURSEMENT       | 60.00           |
| 160031 | CHARLES PAGE FAM CARE CHARIT              | POLICE FIRING RANGE LEASE | 300.00          |
| 003399 | CITY OF SAND SPRINGS                      | J.FOGLEMAN-OK POL SUPPLY  | 5.95            |
| 003396 | CITY OF SAND SPRINGS                      | CTY PETTY CASH RECONCILIA | 30.00           |
| 003398 | CITY OF SAND SPRINGS                      | D.LLEWELLYNTRVL RECON     | 30.00           |
| 003401 | CITY OF SAND SPRINGS                      | M.LEMON-TRVL RECO         | 20.00           |
| 003416 | CITY OF SAND SPRINGS                      | J.REED-TRVL RECON         | 20.00           |
| 003407 | CITY OF SAND SPRINGS                      | F.BEHAR - SAM'S           | 27.96           |
| 160867 | DEGAN, SHAWN                              | MEALS REIMBSMNT-SWAT      | 100.00          |
| 160046 | DRAKE SYSTEMS, INC                        | PRINTER/COPIER MAINTENANC | 48.73           |
| 160981 | ERWIN, DUSTIN                             | CRISIS INTERVNTION TRAINI | 100.00          |
| 160982 | FISHER, GREG                              | MILEAGE REIMBURSEMENT     | 126.54          |
| 161183 | FISHER, GREG                              | MILEAGE REIMBSMNT NOV PD  | 128.72          |
| 161183 | FISHER, GREG                              | MILAGE REIMBUR-DEC - PD   | 177.67          |
| 160933 | KIMURA, ERIC                              | CRISIS INVT TEAM TRNING   | 100.00          |
| 160092 | PIONEER SECURITY SYSTEMS INC              | MAY 2016-MON FEE-RNG TRLR | 37.50           |
| 161015 | REED, JOSHUA                              | MEALS REIMBSMNT-VALOR EXE | 60.00           |
| 161122 | SALTUS TECHNOLOGIES LLC                   | MONTHLY HOSTING FEES      | 2,400.00        |
| 160122 | THOMAS ALLEN CUPPS TRUST                  | MCKINLEY PRKING LOT LEASE | 300.00          |
| 160122 | THOMAS ALLEN CUPPS TRUST                  | MCKINLEY PRKNG LEASE-JUNE | 300.00          |
| 160870 | TWIST, DANIEL                             | SWAT TRAINING             | 100.00          |
| 160931 | WILLITS, MARK                             | MEALS REIMBURSEMENT       | 100.00          |
|        | <b>POLICE ADMINISTRATION/PATROL TOTAL</b> |                           | <b>9,437.65</b> |
| 003325 | BANK OF AMERICA                           | RIB CRIB 34               | 71.83           |
| 003326 | BANK OF AMERICA                           | SWEETIE PIE'S BAKE        | 16.81           |
| 003318 | BANK OF AMERICA                           | WALGREENS #7857           | 9.79            |
| 003314 | BANK OF AMERICA                           | RANKIN VETERINARY HOSP.   | 65.00           |
| 003316 | BANK OF AMERICA                           | MANNFORD VETERINARY SERVI | 362.00          |
| 003317 | BANK OF AMERICA                           | RANKIN VETERINARY HOSP.   | 40.00           |
| 003319 | BANK OF AMERICA                           | MANNFORD VETERINARY SERVI | 629.38          |
| 003320 | BANK OF AMERICA                           | RANKIN VETERINARY HOSP.   | 65.00           |
| 003323 | BANK OF AMERICA                           | RANKIN VETERINARY HOSP.   | 65.00           |
| 003324 | BANK OF AMERICA                           | RANKIN VETERINARY HOSP.   | 225.00          |
| 003491 | BANK OF AMERICA                           | RANKIN VETERINARY HOSP.   | 65.00           |
| 003492 | BANK OF AMERICA                           | RANKIN VETERINARY HOSP.   | 465.00          |

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**CITY OF SAND SPRINGS  
CITY COUNCIL BILLS**

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**05/23/2016**

|                                      |                        |                 |
|--------------------------------------|------------------------|-----------------|
| 161032 OKLAHOMA ANIMAL CONTROL ASSOC | OACA SPRING CONFERENCE | 175.00          |
| <b>POLICE ANIMAL CONTROL TOTAL</b>   |                        | <b>2,254.81</b> |

**COMMUNICATIONS**

|  |                           |                 |
|--|---------------------------|-----------------|
| 003559 A T & T                             |                           | 284.14          |
| 003559 A T & T                             |                           | -284.14         |
| 003253 AT&T LONG DISTANCE                  |                           | 42.11           |
| 003563 AT&T LONG DISTANCE                  |                           | 284.14          |
| 003298 BANK OF AMERICA                     | WM SUPERCENTER #838       | 33.24           |
| 003299 BANK OF AMERICA                     | REASOR'S #21              | 254.02          |
| 003297 BANK OF AMERICA                     | J2 FAX.COM                | 3.00            |
| 160044 DEPARTMENT OF PUBLIC SAFETY         | OLETS USER FEE - APRIL    | 350.00          |
| 160044 DEPARTMENT OF PUBLIC SAFETY         | OLETS USER FEE - MAY 2016 | 350.00          |
| 161064 FISHER, GREG                        | PRINTER CARTRIDGE FOR OLE | 124.99          |
| 160063 INCOG-E911                          | TERMINAL CHRGES-041916    | 4,611.38        |
| 161018 MOTOROLA SERVICE INC                | SEC MONITORING-MAY 2016   | 2,427.21        |
| 003540 VERIZON WIRELESS                    |                           | 40.01           |
| 003541 VERIZON WIRELESS                    |                           | 40.01           |
| 003542 VERIZON WIRELESS                    |                           | 1,069.91        |
| <b>COMMUNICATIONS ADMINISTRATION TOTAL</b> |                           | <b>9,630.02</b> |

**FIRE**

|                                    |                           |        |
|------------------------------------|---------------------------|--------|
| 160017 ATWOODS-SAND SPRINGS        | NOZZLE BRASS 5" ADJUSTABL | 6.99   |
| 003305 BANK OF AMERICA             | CIRCLE SIGNIA             | 422.07 |
| 003306 BANK OF AMERICA             | EISEMAN-LUDMAR CO INC     | 65.24  |
| 003308 BANK OF AMERICA             | WPSG. INC 800-852-6088    | 347.39 |
| 003307 BANK OF AMERICA             | PROMOTIONS NOW            | 195.28 |
| 003309 BANK OF AMERICA             | SQ OKLAHOMA CHAPTE        | 20.00  |
| 003311 BANK OF AMERICA             | B&H PHOTO, 800-606-6969   | 239.90 |
| 003312 BANK OF AMERICA             | AMAZON MKTPLACE PMTS      | 99.99  |
| 003310 BANK OF AMERICA             | THE KNOX COMPANY          | 346.00 |
| 003487 BANK OF AMERICA             | LOWES #02756              | -62.00 |
| 003488 BANK OF AMERICA             | LOWES #02756              | 789.99 |
| 003304 BANK OF AMERICA             | POWERWERX PO 095416562    | 505.51 |
| 003489 BANK OF AMERICA             | NAFECO INTERNET           | 495.00 |
| 160029 CECIL & SONS DISCOUNT TIRES | GY WRANGLER DURATRAC LRE  | 341.04 |
| 160054 FASTENAL                    | PPH SMS 8X1.5 ZA KEG      | 2.00   |

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**CITY OF SAND SPRINGS  
CITY COUNCIL BILLS**

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**05/23/2016**

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|--------|----------------------------------|---------------------------|-----------------|
| 160058 | FULLERTON WELDING SUPPLY         | MEDICAL OXYGEN LEASE      | 120.00          |
| 160058 | FULLERTON WELDING SUPPLY         | K-MED-02 2.2 UN1072       | 43.50           |
| 160089 | O'REILLY AUTO PARTS - S.S.       | 2.60Z E CYCLE             | 7.16            |
| 160089 | O'REILLY AUTO PARTS - S.S.       | LITHIUM GRSE              | 20.86           |
| 160089 | O'REILLY AUTO PARTS - S.S.       | MINI LAMP                 | 18.52           |
| 160089 | O'REILLY AUTO PARTS - S.S.       | BATTERY                   | 34.99           |
| 160102 | SAM'S CLUB                       | PAPER TOWELS              | 92.72           |
| 160102 | SAM'S CLUB                       | BLUE DEF                  | 131.28          |
| 161059 | SUNDANCE OFFICE SUPPLY           | COMPUTER PAPER            | 278.73          |
| 161060 | SUNDANCE OFFICE SUPPLY           | STORAGE CLIPBOARD         | 24.99           |
| 161001 | TRI AIR TESTING INC              | BI-ANNUAL BREATHING AIR T | 154.00          |
| 160136 | TULSA TURNOUT GEAR REPAIR        | BUNKER UNIFORM REPAIRS    | 110.00          |
| 003548 | VERIZON WIRELESS                 |                           | 481.43          |
|        | <b>FIRE ADMINISTRATION TOTAL</b> |                           | <b>5,332.58</b> |

**EMERGENCY MANAGEMENT**

|        |  |                           |               |
|--------|--|---------------------------|---------------|
| 003569 | AMERICAN ELECTRIC POWER                          |                           | 34.01         |
| 003484 | BANK OF AMERICA                                  | MCAFEE INTEL SECURITY     | 89.99         |
| 161183 | FISHER, GREG                                     | NOV MILEAGE REIMBURS      | 17.25         |
| 161183 | FISHER, GREG                                     | EMERG MNGT MILEAGE REIMBU | 17.82         |
| 003590 | INDIAN ELECTRIC COOP INC                         |                           | 24.59         |
|        | <b>EMERGENCY MANAGEMENT ADMINISTRATION TOTAL</b> |                           | <b>183.66</b> |

**NEIGHBORHOOD SERVICES**

|        |                           |                           |          |
|--------|---------------------------|---------------------------|----------|
| 003313 | BANK OF AMERICA           | STAPLES DIRECT            | 65.31    |
| 003321 | BANK OF AMERICA           | WALMART.COM               | 30.40    |
| 003322 | BANK OF AMERICA           | WALMART.COM               | 64.26    |
| 003315 | BANK OF AMERICA           | WALGREENS #7857           | 12.83    |
| 003409 | CITY OF SAND SPRINGS      | A.TEMPLETON-TRVL RECON    | 17.24    |
| 160207 | SUNGARD PUBLIC SECTOR INC | MAIN MAY 2016             | 2,455.60 |
| 160123 | THULIN, HOVEY             | ABATEMENT CLEANUPS        | 684.49   |
| 160123 | THULIN, HOVEY             | ABATEMENT CLEANUPS-3300 S | 225.00   |
| 160123 | THULIN, HOVEY             | WILSON AVE-MOW YARD       | 90.00    |
| 160123 | THULIN, HOVEY             | ABATEMENT CLEANUP         | 225.00   |
| 160133 | TULSA COUNTY PRINT SHOP   | BUS CARDS-A.T.,BJ.K.& B.F | 75.00    |
| 003549 | VERIZON WIRELESS          |                           | 65.85    |

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**CITY OF SAND SPRINGS  
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**05/23/2016**

**NEIGHBORHOOD SERVICES ADMINISTRATION TOTAL**

**4,010.98**

**STREET**

|  |                                |                           |                  |
|--|--------------------------------|---------------------------|------------------|
| 003517                                 | AMERICAN ELECTRIC POWER        | AEP                       | 4,706.92         |
| 003570                                 | AMERICAN ELECTRIC POWER        |                           | 1,208.94         |
| 160017                                 | ATWOODS-SAND SPRINGS           | MINI ROLLER 3IN TRIM ROLL | 9.95             |
| 160047                                 | DUNHAM'S ASPHALT SERVICES, INC | TCKT 993663-ASPHALT       | 58.74            |
| 160047                                 | DUNHAM'S ASPHALT SERVICES, INC | TCKT 993792-ASPHALT       | 254.54           |
| 160047                                 | DUNHAM'S ASPHALT SERVICES, INC | TCKT 993827-ASPHALT       | 53.85            |
| 160047                                 | DUNHAM'S ASPHALT SERVICES, INC | TCKT 993884-ASPHALT       | 53.40            |
| 160053                                 | EXPRESS SERVICES INC           | TEMP LABOR W/E 04.03.16   | 579.60           |
| 160053                                 | EXPRESS SERVICES INC           | TEMP LABOR 04.03.16       | 644.00           |
| 160053                                 | EXPRESS SERVICES INC           | TEMP LABOR W/E 04.03.16   | 449.25           |
| 160053                                 | EXPRESS SERVICES INC           | TEMP LABOR W/E 03.27.16   | 463.68           |
| 160053                                 | EXPRESS SERVICES INC           | TEMP LABOR W/E 03.27.16   | 515.20           |
| 160053                                 | EXPRESS SERVICES INC           | TEMP LABOR W/E 03.27.16   | 383.36           |
| 160054                                 | FASTENAL                       | AIRLESS SPRAY GUN         | 199.87           |
| 160065                                 | J&R EQUIPMENT LLC              | DIRT SHOE RUNNER, LONG    | 586.90           |
| 160089                                 | O'REILLY AUTO PARTS - S.S.     | BATTERY                   | 109.98           |
| 160105                                 | SAND SPRINGS SAND & GRAVEL INC | 3/4" CLASS A-TCKT133711   | 246.50           |
| 161148                                 | VULCAN INDUSTRIES INC          | HIP WH 12" X 50 YDS1      | ,337.04          |
| 161148                                 | VULCAN INDUSTRIES INC          | R1-1 30" OCT HIP RSA STOP | 793.75           |
| <b>STREET STREET MAINTENANCE TOTAL</b> |                                |                           | <b>12,655.47</b> |

**PARKS & RECREATION**

|        |                        |                           |        |
|--------|------------------------|---------------------------|--------|
| 003501 | BANK OF AMERICA        | WAL-MART #0838            | 92.37  |
| 003327 | BANK OF AMERICA        | LOS PRIMOS RESTAURANT     | 25.63  |
| 003493 | BANK OF AMERICA        | JIMMY HULAS TULSA YALE    | 56.75  |
| 003494 | BANK OF AMERICA        | HIDEAWAY PIZZA #1         | 124.74 |
| 003495 | BANK OF AMERICA        | WAREHOUSE MARKET - 35     | 5.02   |
| 003496 | BANK OF AMERICA        | EL MAGUEY MEXICAN RESTAUR | 25.31  |
| 003499 | BANK OF AMERICA        | WAL-MART #0838            | 3.50   |
| 160046 | DRAKE SYSTEMS, INC     | PRINTER/COPIER MAINTENANC | 111.45 |
| 161068 | SIGN IT INC            | RESTROOM METAL SIGNS      | 150.00 |
| 161178 | SOUTHWEST TULSA TROPHY | PLAQUE                    | 67.50  |
| 161058 | SUNDANCE OFFICE SUPPLY | LARGE BINDER CLIPS        | 41.54  |
| 003550 | VERIZON WIRELESS       |                           | 80.02  |

**CITY OF SAND SPRINGS  
CITY COUNCIL BILLS**

**05/23/2016**

**PARKS & RECREATION ADMINISTRATION TOTAL**

**783.83**

|        |                             |                           |          |
|--------|-----------------------------|---------------------------|----------|
| 003573 | AMERICAN ELECTRIC POWER     |                           | 2,287.49 |
| 161048 | AMSAN                       | LITE N FOAMY PEARLUX HAND | 254.05   |
| 160019 | AUTOZONE                    | VACUUM HOSE               | 9.73     |
| 003497 | BANK OF AMERICA             | PAYPAL OKLAHOMAREC        | 37.00    |
| 003338 | BANK OF AMERICA             | MAGAZINELINE              | 63.00    |
| 003334 | BANK OF AMERICA             | THE HOME DEPOT #3913      | 54.90    |
| 003500 | BANK OF AMERICA             | WAL-MART #0838            | 40.98    |
| 003333 | BANK OF AMERICA             | CORE HEALTH & FITNESS     | 218.43   |
| 003336 | BANK OF AMERICA             | WM SUPERCENTER #838       | 42.92    |
| 003448 | BANK OF AMERICA             | MISCINC GAME TABLES       | 90.00    |
| 003337 | BANK OF AMERICA             | FIREY MUSIC & LESSONS L   | 99.99    |
| 003276 | BANK OF AMERICA             | ASSOCIATED PARTS & SPLY   | 17.65    |
| 003471 | BANK OF AMERICA             | LIGHTING INC              | 63.60    |
| 003475 | BANK OF AMERICA             | STAN CARDER PLUMBING INC  | 850.00   |
| 160032 | CHARLES PEST CONTROL INC    | APRIL-MONTHLY PEST CTRL   | 18.53    |
| 160032 | CHARLES PEST CONTROL INC    | MAY-MONTHLY PEST CNTRL    | 18.53    |
| 161000 | EMERGENCY POWER SYSTEMS,INC | LOW COOLANT ALARM SRVCE   | 197.00   |
| 160054 | FASTENAL                    | 10 X 1 HWH SDS Z          | 4.18     |
| 161023 | FIREMASTER                  | RECHARGE,EXT DC 5LB       | 50.00    |
| 161132 | GRAINGER INC                | BLACK TRASH BAGS          | 238.44   |
| 160072 | LOCKE SUPPLY                | PLEATED FILTERS           | 225.13   |
| 160072 | LOCKE SUPPLY                | ENV FLUOR                 | 85.20    |
| 160089 | O'REILLY AUTO PARTS - S.S.  | PWR RTD BELT WO 123607    | 35.56    |
| 003374 | OKLAHOMA NATURAL GAS        | ONG                       | 149.53   |
| 161107 | SPORTSMITH                  | DISINFECTING WIIPES       | 1,432.50 |
| 161058 | SUNDANCE OFFICE SUPPLY      | LARGE BINDER CLIPS        | 104.10   |

**PARKS & RECREATION COMMUNITY CENTER TOTAL**

**6,688.44**

|        |                            |                           |          |
|--------|----------------------------|---------------------------|----------|
| 160001 | A-1 RENTAL & SUPPLY CO,INC | STIHL TOOL POWER EQUIP    | 479.96   |
| 160001 | A-1 RENTAL & SUPPLY CO,INC | MOWER BLADES              | 28.44    |
| 003571 | AMERICAN ELECTRIC POWER    |                           | 36.56    |
| 003518 | AMERICAN ELECTRIC POWER    | AEP                       | 27.74    |
| 003572 | AMERICAN ELECTRIC POWER    |                           | 25.13    |
| 160012 | AMERICAN WASTE CONTROL INC | DUMP FEES AT RCP          | 215.00   |
| 161048 | AMSAN                      | LITE N FOAMY PEARLUX HAND | 254.06   |
| 160015 | APAC-CENTRAL INC           | ASPHALT, CRUSHER RUNS     | 2,261.75 |
| 160015 | APAC-CENTRAL INC           | ASPHALT, CRUSHER RUNS     | 233.33   |
| 160017 | ATWOODS-SAND SPRINGS       | HITCH PIN 1 1/8 X 6 1/4   | 57.15    |
| 160017 | ATWOODS-SAND SPRINGS       | 9VOLT BATTERY             | 7.99     |
| 160017 | ATWOODS-SAND SPRINGS       | WASHER 5 RUBBER = 5 O-RIN | 13.13    |
| 160017 | ATWOODS-SAND SPRINGS       | PLUG 230V PIN             | 18.99    |
| 160017 | ATWOODS-SAND SPRINGS       | CABLE TIE 120#            | 59.94    |

**CITY OF SAND SPRINGS  
CITY COUNCIL BILLS**

**05/23/2016**

|                   |   |                           |                 |
|-------------------|---|---------------------------|-----------------|
| 160017            | ATWOODS-SAND SPRINGS                                | WD-40 AEROSOL             | 7.23            |
| 160017            | ATWOODS-SAND SPRINGS                                | COUPLING BRASS SHUT-OFF   | 20.96           |
| 160017            | ATWOODS-SAND SPRINGS                                | SPEEDI-PLUMB              | 7.98            |
| 160017            | ATWOODS-SAND SPRINGS                                | HOSE Y BRASS SHUT-OFF     | 13.98           |
| 160017            | ATWOODS-SAND SPRINGS                                | BULK BOLTS                | 0.57            |
| 003498            | BANK OF AMERICA                                     | PAYPAL OKLAHOMAREC        | 37.00           |
| 003331            | BANK OF AMERICA                                     | SPORTS TURF MANAGERS ASSO | 120.00          |
| 003329            | BANK OF AMERICA                                     | SITE ONE LANDSCAPES250    | 172.43          |
| 003335            | BANK OF AMERICA                                     | THE HOME DEPOT 3904       | 68.74           |
| 160029            | CECIL & SONS DISCOUNT TIRES                         | REPAIR / PATCH - RADIAL T | 113.45          |
| 160072            | LOCKE SUPPLY  | MIDGET FAST ACTING FUSE   | 938.01          |
| 160072            | LOCKE SUPPLY  | KT-EMERG-500 EMER BAL     | 45.29           |
| 160089            | O'REILLY AUTO PARTS - S.S.                          | BATTERY                   | 81.51           |
| 003373            | OKLAHOMA NATURAL GAS                                | ONG                       | 44.47           |
| 161063            | SUNDANCE OFFICE SUPPLY                              | RMC SANITARY LINERS       | 48.44           |
| 003422            | WATER IMPROVEMENT DIST #14                          |                           | 23.34           |
|                   | <b>PARKS &amp; RECREATION MAINTENANCE TOTAL</b>     |                           | <b>5,462.57</b> |
| 003328            | BANK OF AMERICA                                     | REASOR'S #21              | 289.03          |
| 160347            | GRAFING, JOHN E                                     | KAF OPEN TRAILS-J.GRAFING | 120.00          |
|                   | <b>PARKS &amp; RECREATION SPECIAL EVENTS TOTAL</b>  |                           | <b>409.03</b>   |
| 003519            | AMERICAN ELECTRIC POWER                             | AEP                       | 230.79          |
| 003574            | AMERICAN ELECTRIC POWER                             |                           | 350.81          |
| 003332            | BANK OF AMERICA                                     | SIGN IT                   | 25.00           |
| 003330            | BANK OF AMERICA                                     | PIONEER DILFIELD SUPPLY L | 81.85           |
| 161086            | COMMERCIAL CLEANING SERVICES                        | SPORTS COMPLEX-APRIL      | 258.00          |
| 160089            | O'REILLY AUTO PARTS - S.S.                          | RV ANTIFREEZE             | 99.78           |
| 161103            | UNITED RENTALS                                      | BOOM 76 - 80" ARTICULATIN | 885.03          |
|                   | <b>PARKS &amp; RECREATION SPORTS PROGRAMS TOTAL</b> |                           | <b>1,931.26</b> |
| <br><b>MUSEUM</b> |   |                           |                 |
| 160008            | ALLIANCE MAINTENANCE INC                            | APRIL JANITORIAL          | 235.00          |
| 160008            | ALLIANCE MAINTENANCE INC                            | MAY JANITORIAL            | 235.00          |
| 003520            | AMERICAN ELECTRIC POWER                             | AEP                       | 152.22          |
| 003575            | AMERICAN ELECTRIC POWER                             |                           | 88.12           |
| 003576            | AMERICAN ELECTRIC POWER                             |                           | 28.54           |
| 003477            | BANK OF AMERICA                                     | INTERSATE ALL BATTERIE    | 39.00           |
| 160032            | CHARLES PEST CONTROL INC                            | APRIL-MONTHLY PEST CTRL   | 41.00           |
| 160032            | CHARLES PEST CONTROL INC                            | MAY-MONTHLY PEST CNTRL    | 41.00           |

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**CITY OF SAND SPRINGS  
CITY COUNCIL BILLS**

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**05/23/2016**

|        |                                    |                            |                 |
|--------|------------------------------------|----------------------------|-----------------|
| 161172 | CHARLES PEST CONTROL INC           | ANN RENEWAL-TERMITE TRTMN  | 1,488.00        |
| 160072 | LOCKE SUPPLY                       | LED 16A21D50K 100W EQUIV   | 26.00           |
| 160072 | LOCKE SUPPLY                       | LED 7W A-LAMP 40W EQUIV    | 100.44          |
| 160072 | LOCKE SUPPLY                       | LED 7W A-LAMP 40W EQUIV    | 410.13          |
| 003375 | OKLAHOMA NATURAL GAS               | ONG                        | 105.74          |
| 003376 | OKLAHOMA NATURAL GAS               | ONG                        | 21.42           |
| 160092 | PIONEER SECURITY SYSTEMS INC       | MAY 2016-MON FEE MUSEUM    | 20.00           |
| 160098 | POWELL, RICK                       | MUSEUM STRGE RENTAL-MAY    | 600.00          |
| 160098 | POWELL, RICK                       | JUNE-MUSEUM STOR RENTAL    | 600.00          |
| 161077 | SPRING CREEK NURSERY               | ANNUAL, ANGELONIA, MISC PL | 493.75          |
| 161058 | SUNDANCE OFFICE SUPPLY             | LARGE BINDER CLIPS         | 29.80           |
|        | <b>MUSEUM ADMINISTRATION TOTAL</b> |                            | <b>4,755.16</b> |

**SENIOR CITIZENS**

|        |   |                        |               |
|--------|---|------------------------|---------------|
| 161077 | SPRING CREEK NURSERY                        | GROUND CVR, MISC FLWRS | 288.50        |
| 161058 | SUNDANCE OFFICE SUPPLY                      | LARGE BINDER CLIPS     | 179.95        |
|        | <b>SENIOR CITIZENS ADMINISTRATION TOTAL</b> |                        | <b>468.45</b> |

**ECONOMIC DEVELOPMENT**

|        |                         |                          |           |
|--------|-------------------------|--------------------------|-----------|
| 003521 | AMERICAN ELECTRIC POWER | AEP                      | 140.48    |
| 003344 | BANK OF AMERICA         | ADOBE CREATIVE CLOUD     | 49.99     |
| 003348 | BANK OF AMERICA         | DROPBOX FX2H1SZHRW1B     | 9.99      |
| 003341 | BANK OF AMERICA         | PARTY PRO RENTS          | 1,245.00  |
| 003342 | BANK OF AMERICA         | SIGN IT                  | 55.00     |
| 003343 | BANK OF AMERICA         | SIGN IT                  | 24.00     |
| 003345 | BANK OF AMERICA         | WAL-MART #0838           | 14.67     |
| 003346 | BANK OF AMERICA         | QUICK PRINT OF TULSA INC | 53.61     |
| 003347 | BANK OF AMERICA         | THE HOME DEPOT 3904      | 83.72     |
| 003349 | BANK OF AMERICA         | TMS DARREN MILLS         | 65.00     |
| 003502 | BANK OF AMERICA         | SIGN IT                  | 20.00     |
| 003503 | BANK OF AMERICA         | DOLRTREE 5326 00053264   | 17.00     |
| 003504 | BANK OF AMERICA         | PARTY PRO RENTS          | 1,123.59  |
| 003505 | BANK OF AMERICA         | PARTY PRO RENTS          | 1,245.00  |
| 003506 | BANK OF AMERICA         | WM SUPERCENTER #838      | 20.56     |
| 160072 | LOCKE SUPPLY            | ENCLOSURE W/30A RV REC   | 38.97     |
| 003237 | REASOR LLC              | REASOR'S INC             | 24,066.92 |
| 160133 | TULSA COUNTY PRINT SHOP | 2015 PAFR-CVR            | 2,826.28  |

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**CITY OF SAND SPRINGS  
CITY COUNCIL BILLS**

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**05/23/2016**

**ECONOMIC DEVELOPMENT ADMINISTRATION TOTAL 31,099.78**

|                             |                     |
|-----------------------------|---------------------|
| <b>GRAND TOTAL FOR FUND</b> | <b>\$235,174.76</b> |
|-----------------------------|---------------------|

**410 GO BOND 2014 FUND**

**PARKS & RECREATION**

|   |                          |                         |                  |
|---|--------------------------|-------------------------|------------------|
| 160788  | CMSWILLOWBROOK INC       | RVR CTY CONCESSION BLDG | 38,718.02        |
| 141407  | LANDPLAN CONSULTANTS INC | E-SR LAND DES-6.50HRS   | 552.50           |
| <b>PARKS &amp; RECREATION MAINTENANCE TOTAL</b> |                          |                         | <b>39,270.52</b> |

|                             |                    |
|-----------------------------|--------------------|
| <b>GRAND TOTAL FOR FUND</b> | <b>\$39,270.52</b> |
|-----------------------------|--------------------|

**420 CAPITAL IMPROVEMENT FUND**

**ECONOMIC DEVELOPMENT**

|  |                         |                        |               |
|--|-------------------------|------------------------|---------------|
| 003577   | AMERICAN ELECTRIC POWER |                        | 36.33         |
| 160042   | WEATHERFORD, DAVID L    | APRIL-SSDA-VISION 2025 | 88.00         |
| <b>ECONOMIC DEVELOPMENT ADMINISTRATION TOTAL</b> |                         |                        | <b>124.33</b> |

|                             |                 |
|-----------------------------|-----------------|
| <b>GRAND TOTAL FOR FUND</b> | <b>\$124.33</b> |
|-----------------------------|-----------------|

**440 STREET IMPROVEMENT FUND**

**STREET**

|  |                                 |                          |                  |
|--|---------------------------------|--------------------------|------------------|
| 160717                                 | MIDSTATE TRAFFIC CONTROL INC    | SSPRINGS TRAFFIC SIGNAL  | 18,538.91        |
| 140634                                 | TRAFFIC ENGINEERING CONSULTANTS | W 41ST ST & SH 97 SIGNAL | 1,385.94         |
| <b>STREET STREET MAINTENANCE TOTAL</b> |                                 |                          | <b>19,924.85</b> |

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**CITY OF SAND SPRINGS  
CITY COUNCIL BILLS**

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**05/23/2016**

|                             |                    |
|-----------------------------|--------------------|
| <b>GRAND TOTAL FOR FUND</b> | <b>\$19,924.85</b> |
|-----------------------------|--------------------|

**470 CAPITAL IMPR W & WW FUND**

**PUBLIC WORKS**

|        |  |                           |                   |
|--------|--|---------------------------|-------------------|
| 003404 | CITY OF SAND SPRINGS                     | D.CAMPBELL-LOWES          | 62.23             |
| 161125 | CMSWILLOWBROOK INC                       | SAND SPRINGS MUN COMPLEX  | 232,548.73        |
| 161160 | FIREY BROTHERS MUSIC & PRO AUDIO TU      | RELOCATE AND REINSTALL SM | 1,357.83          |
| 161158 | IMAJENUS INC                             | WILSON PRO 70 PLUS CELL B | 2,700.00          |
|        | <b>PUBLIC WORKS ADMINISTRATION TOTAL</b> |                           | <b>236,668.79</b> |

**WATER**

|        |                              |                           |                  |
|--------|------------------------------|---------------------------|------------------|
| 003436 | RUHRPUMPEN INC               | VENDOR CREDITED FREIGHT   | -293.25          |
| 003437 | RUHRPUMPEN INC               | VENDOR CREDITED FREIGHT   | -258.75          |
| 161096 | RUHRPUMPEN INC               | VERTICAL PUMP REBUILD     | 26,058.25        |
| 160544 | TETRA TECH INC               | WTP FILTER BACKWASH PUMPS | 14,131.81        |
|        | <b>WATER TREATMENT TOTAL</b> |                           | <b>39,638.06</b> |

|        |   |                           |                   |
|--------|---|---------------------------|-------------------|
| 160843 | CIRCLE P WELDING INC                            | COYOTE TRAIL WTR STANDPIP | 211,986.48        |
| 140933 | DEWBERRY ENGINEERS INC                          | MCKINLEY HILLS WTR STRGE  | 4,010.00          |
| 160652 | DEWBERRY ENGINEERS INC                          | COYOTE TRAIL TNK REPLCMNT | 2,680.00          |
| 161093 | H&E ENGINEERED EQUIPMENT CO INC                 | INDICATOR ROD/LIMIT SWITC | 896.00            |
| 160946 | JEFFERS CONSTRUCTION AND ROOFING                | REROOFED PUMP HOUSE X2    | 1,985.00          |
| 160626 | SCHUERMANN ENTERPRISES INC                      | PLC/TELEMETRY FOR SS CTRL | 21,600.00         |
| 161176 | SCHUERMANN ENTERPRISES INC                      | INSTALL SCADA CONNECTION  | 2,000.00          |
| 160642 | SHRUM EXCAVATING INC                            | SS CONTROL VALVE          | 1,910.16          |
| 160642 | SHRUM EXCAVATING INC                            | SS CONTROL VALVE          | 6,203.05          |
|        | <b>WATER WATER MAINT &amp; OPERATIONS TOTAL</b> |                           | <b>253,270.69</b> |

**WASTEWATER**

|        |                                   |                      |                  |
|--------|-----------------------------------|----------------------|------------------|
| 161208 | SCHUERMANN ENTERPRISES INC        | WWTP SCADA PHASE III | 88,993.00        |
|        | <b>WASTEWATER TREATMENT TOTAL</b> |                      | <b>88,993.00</b> |

**CITY OF SAND SPRINGS  
CITY COUNCIL BILLS**

**05/23/2016**

**GRAND TOTAL FOR FUND \$618,570.54**

**480 AIRPORT CONSTRUCTION FUND**

**AIRPORT**

|        |                                 |                           |                   |
|--------|---------------------------------|---------------------------|-------------------|
| 160718 | GARVER LLC                      | RUNWAY 35 LIGHT SYSTEM    | 3,590.08          |
| 160718 | GARVER LLC                      | OMNI-DIRECTIONAL APP LGHT | 4,894.89          |
| 160715 | LIBRA ELECTRIC CO               | OMNI DIR APPROACH LIGHTIN | 124,357.85        |
| 160715 | LIBRA ELECTRIC CO               | SSPRINGS POGUE ODALS      | 29,649.34         |
|        | <b>AIRPORT OPERATIONS TOTAL</b> |                           | <b>162,492.16</b> |

**GRAND TOTAL FOR FUND \$162,492.16**

**510 SPECIAL PROGRAMS FUND**

**POLICE**

|        |   |                           |               |
|--------|---|---------------------------|---------------|
| 161130 | BARNETT, JAY                              | FITNESS FACILITY REIMBURS | 100.00        |
|        | <b>POLICE ADMINISTRATION/PATROL TOTAL</b> |                           | <b>100.00</b> |

**FIRE**

|        |                                  |                        |               |
|--------|----------------------------------|------------------------|---------------|
| 003490 | BANK OF AMERICA                  | WM SUPERCENTER #838    | 21.90         |
| 161088 | OSU FIRE SERVICE TRAINING        | FIRST AID CPR AED CARD | 240.00        |
|        | <b>FIRE ADMINISTRATION TOTAL</b> |                        | <b>261.90</b> |

**GRAND TOTAL FOR FUND \$361.90**

**530 GENERAL STCF**

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**CITY OF SAND SPRINGS  
CITY COUNCIL BILLS**

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**05/23/2016**

**COMMUNICATIONS**

|  |                 |              |          |               |
|--|-----------------|--------------|----------|---------------|
| 003485                                     | BANK OF AMERICA | BEST BUY     | 00014993 | 199.99        |
| 003486                                     | BANK OF AMERICA | BEST BUY MHT | 00002212 | 399.98        |
| <b>COMMUNICATIONS ADMINISTRATION TOTAL</b> |                 |              |          | <b>599.97</b> |

|                             |                 |
|-----------------------------|-----------------|
| <b>GRAND TOTAL FOR FUND</b> | <b>\$599.97</b> |
|-----------------------------|-----------------|

**540 VISION 2025**

**PARKS & RECREATION**

|   |                           |                           |           |                   |
|---|---------------------------|---------------------------|-----------|-------------------|
| 160788  | CMSWILLOWBROOK INC        | RVR CTY CONCESSION BLDG   | 13,892.14 |                   |
| 160781  | STUDIO 45 ARCHITECTS PLLC | RVR CTY PRK & SS EXWY COR | 25,875.00 |                   |
| 160781  | STUDIO 45 ARCHITECTS PLLC | RVR CTY PARK & SS EXPRES  | 69,000.00 |                   |
| <b>PARKS &amp; RECREATION MAINTENANCE TOTAL</b> |                           |                           |           | <b>108,767.14</b> |

|                             |                     |
|-----------------------------|---------------------|
| <b>GRAND TOTAL FOR FUND</b> | <b>\$108,767.14</b> |
|-----------------------------|---------------------|

**550 PUB SAFETY CAP IMPR FUND**

**POLICE**

|   |                       |                           |          |                 |
|---|-----------------------|---------------------------|----------|-----------------|
| 161216                                    | GREAT PLAINS RESOURCE | CASE OF LOBBYGUARD BADGES | 7,500.00 |                 |
| <b>POLICE ADMINISTRATION/PATROL TOTAL</b> |                       |                           |          | <b>7,500.00</b> |

|                             |                   |
|-----------------------------|-------------------|
| <b>GRAND TOTAL FOR FUND</b> | <b>\$7,500.00</b> |
|-----------------------------|-------------------|

|                    |                       |
|--------------------|-----------------------|
| <b>GRAND TOTAL</b> | <b>\$1,192,786.17</b> |
|--------------------|-----------------------|

CITY OF SAND SPRINGS  
CITY COUNCIL BILLS  
WIRE TRANSFERS

05/23/2016

FUND 210 GENERAL FUND

|                  |  |           |                   |
|------------------|--|-----------|-------------------|
| 5/6/2016 JE1681  | Prepaid Flex Benefits                            | \$        | 769.90            |
| 5/5/2016 JE1724  | FSA Fees-May Premium                             |           | 301.00            |
| 5/5/2016 JE1726  | Health-May Premium General                       |           | 38,779.49         |
| 5/5/2016 JE1727  | Health-May Premium Fire & Police                 |           | 73,021.11         |
| 5/5/2016 JE1731  | Vision-May Premium                               |           | 744.83            |
| 5/3/2016 JE1682  | Aflac-April Premium                              |           | 1,138.38          |
| 4/30/2016 JE1749 | CC Fees-AmEx-Apr                                 |           | 15.88             |
| 4/30/2016 JE1766 | Acct Analysis Fee- April                         |           | 1,638.98          |
| 4/30/2016 JE1780 | Accrue Mar/Apr Sales Tax                         |           | 671.49            |
| 4/30/2016 JE1796 | CC Fees-AMS-Apr                                  |           | 184.26            |
| 4/29/2016 JE1672 | Prepaid Flex Benefits                            |           | 138.75            |
| 4/29/2016 JE1704 | State Tax p/d 4/29/16 General                    |           | 2,623.80          |
| 4/29/2016 JE1705 | State Tax p/d 4/29/16 Fire & Police              |           | 5,524.92          |
| 4/29/2016 JE1707 | Child Supp Pmt Bi-wkly p/d 4/29/16               |           | 873.77            |
| 4/29/2016 JE1707 | Child Supp Pmt Bi-wkly p/d 4/29/16               |           | 154.31            |
| 4/29/2016 JE1708 | OMRF p/d 4/29/16                                 |           | 11,497.41         |
| 4/29/2016 JE1708 | OMRF p/d 4/29/16                                 |           | 400.92            |
| 4/29/2016 JE1709 | Payroll p/d 4/29/16 Fire & Police                |           | 119,050.78        |
| 4/29/2016 JE1710 | Payroll p/d 4/29/16 General                      |           | 60,746.34         |
| 4/29/2016 JE1712 | Federal Tax p/d 4/29/16 Fire & Police            |           | 32,306.13         |
| 4/29/2016 JE1714 | Federal Tax p/d 4/29/16 General                  |           | 21,150.35         |
| 4/28/2016 JE1703 | Record Rock Fire Wire Pmt March 28 thru April 27 |           | 1,680.29          |
| 4/26/2016 JE1674 | Fire radios-Motorola Contract# 678-0023714-000   |           | 10,410.85         |
| 4/25/2016 JE1663 | Life-May Premium                                 |           | 4,253.32          |
| 4/25/2016 JE1664 | Delta Dental-May Premium                         |           | 7,518.72          |
| 4/22/2016 JE1671 | Prepaid Flex Benefits                            |           | 1,390.09          |
|                  | <b>FUND TOTAL</b>                                | <b>\$</b> | <b>396,986.07</b> |
|                  | <b>GRAND TOTAL</b>                               | <b>\$</b> | <b>396,986.07</b> |

Elizabeth:

C16B

Thank you very much for taking time to visit with me about the potential senior housing project for your community. The guided tour of your city was very nice. You made me feel like a diplomat! Again, Thank you.

Mike Williams



**GARDNER CAPITAL**

---

Lloyd W. Snow  
Dear City Council & Manager  
Elizabeth

C16C

Thanks for recognizing me  
at the Council meeting - I  
appreciate the many years of  
support for our schools -

P.O. Box 970 • Sand Springs, Oklahoma 74063  
Think Right

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Bob Wether  
Respectfully  
Lloyd W. Snow

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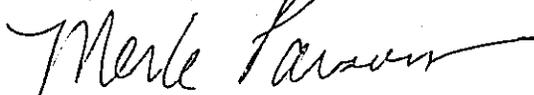
May 13, 2016

Mayor Burdge and members of the City Council:

It has been my honor and privilege to serve the City of Sand Springs and its citizens as a member of the Planning Commission for the past 10 plus years. However, it is now time for me to step aside and allow someone else to serve in this capacity. My appointment will expire in July 2016; therefore, I hereby submit my resignation from the Planning Commission, effective June 30, 2016.

Thank you again for the opportunity to serve.

Respectfully submitted,

A handwritten signature in black ink that reads "Merle Parsons". The signature is written in a cursive style with a long horizontal stroke at the end.

Merle Parsons



# MEMO ...

**Andy Templeton, Code Enforcement Manager**

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**TO:** City Council  
**RE:** Disposition of Dilapidated Buildings 2012 to 2016  
**DATE:** May 16, 2016

**OVERVIEW:** In July 2012, the City's Neighborhood Services office was tasked with increasing its focus on dispensing with dilapidated buildings within the city limits. Staff has periodically reported to Council on its progress. The attached spreadsheet reflects information compiled from code enforcement case files and building permit records through April of this year. It only includes habitable (residential, commercial or industrial) buildings. Numerous accessory structures have also been addressed but are not shown.

As the time the report was compiled, there were approximately eight dilapidation cases still active and unresolved. Other cases are added as buildings are located by staff or reported by citizens. Administrative hearings are held on an as needed basis – usually three to four times a year. The length of time it takes for a dilapidated building to be abated by the city can vary widely based on a number of factors. However, the minimum timeframe to provide property owners with due process and hire a demolition contractor is approximately three months.

**OBSERVATIONS:** The City has engaged in dilapidation abatement activities in one form or another for the past quarter century and has resulted in clearing much of the deteriorated housing stock in older parts of the city north that was built 80 to 100 years ago primarily for factory workers. As time passed, the quality of that housing stock outlived its design capacity and transitioned to revolving door rental property.

When the most recent initiative began in 2012, much of that housing stock had vanished. However, there remained plenty of unlivable or unusable properties. The city has removed about a quarter of those buildings through public nuisance abatement demolition at a cost of approximately \$71,000. Through the code enforcement process, property owners have agreed to voluntarily remove about half of the buildings with the approximately \$180,000 cost borne by them. The remaining quarter of buildings involved in the process have been restored to usable, beneficial and code compliant condition at an approximate cost of \$940,000.

**CONCLUSION:** Staff is very appreciative of Council's support for this program. As housing and building stock continues to age, falls into disrepair, or is damaged by calamity; there will be a continued need for investment in dilapidation abatements. The tangible returns are often modest as demolition costs are often a challenge to recoup in full. However, the intangible benefits to the community are perhaps immeasurable.

## Fast facts:

- ✓ The average cost for an abatement demolition in Sand Springs is \$3,940 – or \$2.75 per square foot of building footprint. The average cost is on par with the regional average and the cost per square foot is a little lower than the regional average of around \$3 per square foot. The city seeks competitive quotations for abatement demolition projects.
- ✓ Since July 2012, the City has demolished 20 buildings at an overall cost of \$70,954.
- ✓ During the same period, 44 dilapidated buildings have been demolished by property owners at an overall cost of \$181,730.
- ✓ Some 22 dilapidated buildings have been restored to code compliance and beneficial usage over the past four years with an estimated investment totaling \$938,170.
- ✓ Neighborhood Services staff continues to work with property owners and prospective property purchasers to resolve dilapidated building issues. A couple examples of this are working with a property owner and a purchaser looking to restore and sell the house (commonly referred to as a “flipper”) to restore a fire-damaged house that was formerly a den of nefarious activity to a home that benefits the neighborhood. In another case, staff facilitated a complex purchase arrangement for a dilapidation property that allowed the new owner to voluntarily demolish the house.
- ✓ A critical factor used in determining dilapidation is the restoration cost versus the building's fair market value as determined by the Tulsa County Assessor. In general, the threshold for restorative repairs should exceed 50% of the building's value to be considered dilapidated.
- ✓ In addition to actual costs to demolish a dilapidated building by abatement, the City adds a \$400 administrative fee as set by Council to cover a notable portion of its costs to process the abatement. The fee is comparable to other cities. At last measure, the average administrative cost to abate a dilapidated building was around \$566.

Recent activities:

402 N. Garfield Ave. (deteriorated and unfit for human habitation)



Before



After

This house had severe structural and trade system deficiencies. After tenants moved, its proximity to several schools made it a hazard for children.

13 W. 35<sup>th</sup> St. (structural deformities)



Before



After

Lot recently purchased for redevelopment.

**3801 S. Summit Blvd. (deteriorated and unfit for human habitation)**



Before



During



After

**It took nearly 2½ years to address this case, but the house was finally demolished and the large lot remaining is in a prime location for a variety of future uses.**

**3215 S. Summit Blvd. (unfit for human habitation)**



**Before**



**After**

**After being declared dilapidated due to uninhabitable conditions, NS staff facilitated this home's purchase by a responsible entity that corrected the problematic conditions and "flipped" it to a new owner. It's now an asset to the neighborhood.**

# Dilapidation Public Nuisance Residential and Commercial Buildings

(Does not include garages and accessory buuildings)

## City of Sand Springs, Oklahoma -- July 2012 to April 2016

| ADDRESS AND OWNER:                        | YEAR: | ABATEMENT   |             | OWNER | BUILDING  |            | NOTES / COMMENTS                 |
|---|-------|-------------|-------------|-------|-----------|------------|----------------------------------|
|   |       | DEMOLITION: | DEMOLITION: |       | RESTORED: | RESTORED:  |                                  |
| 509 N Birch Ave - Borders                 | 2012  | \$          | 4,102.00    |       |           |            |                                  |
| 1000 N Birch Ave - Sims                   | 2016  |             |             |       |           |            | Demolition pending - fire damage |
| 112 E Broadway St - Turck                 | 2015  |             |             |       |           |            | Demolition pending               |
| 110 W Broadway St - Taylor                | 2014  | \$          | 3,000.00    |       |           |            |                                  |
| 203-207 W Broadway St - Cleary            | 2013  | \$          | 2,000.00    |       |           |            |                                  |
| 601 W Broadway St - Cornerstone Rem       | 2012  | \$          | 1,000.00    |       |           |            |                                  |
| 904 N Cedar Ave - Hendricks               | 2014  | \$          | 3,300.00    |       |           |            | Damaged by fire                  |
| 201 N Cleveland Ave - Taylor              | 2014  | \$          | 5,000.00    |       |           |            |                                  |
| 205 N Cleveland Ave - Taylor              | 2012  | \$          | 3,250.00    |       |           |            |                                  |
| 304 N Cleveland Ave - Holloway            | 2013  |             |             |       | \$        | 10,000.00  | Restored to SFR                  |
| 315 N Cleveland Ave - Taylor              | 2012  | \$          | 3,000.00    |       |           |            |                                  |
| 409 1/2 N Cleveland Ave - Barnes          | 2013  |             |             |       |           |            | Used for Storage by Agreement    |
| 612 N Cleveland Ave - Campbell            | 2013  | \$          | 2,000.00    |       |           |            | Voluntary Abatement - Paid Back  |
| 618 N Cleveland Ave - Campbell            | 2012  | \$          | 2,500.00    |       |           |            |                                  |
| 702 N Cleveland Ave - Infinity Investment | 2016  | \$          | 5,000.00    |       |           |            | Permit issued - Awaiting Demo    |
| 104 N Franklin Ave - Hobbaugh             | 2016  |             |             |       |           |            | Awaiting hearing                 |
| 107 N Franklin Ave - Vann                 | 2013  | \$          | 500.00      |       |           |            | Owner Demo                       |
| 114 N Franklin Ave - Dodson               | 2012  |             |             |       | \$        | 110,991.00 | Restoration in progress          |
| 200 N Franklin Ave - Lewallen             | 2013  | \$          | 2,000.00    |       |           |            |                                  |
| 202 N Franklin Ave - Lewallen             | 2013  | \$          | 2,000.00    |       |           |            |                                  |
| 207 N Franklin - Baker                    | 2013  | \$          | 2,700.00    |       |           |            |                                  |
| 219 N Franklin Ave - Luce                 | 2013  |             |             |       | \$        | 8,000.00   | Restored to SFR                  |
| 219 1/2 N Franklin Ave - Luce             | 2013  | \$          | 3,000.00    |       |           |            | Restoration in progress          |
| 306 N Franklin Ave - Cornerstone Rem      | 2012  | \$          | 750.00      |       |           |            | Restored to SFR                  |
| 307 N Franklin Ave - Jones/Duvall         | 2014  | \$          | 3,678.00    |       |           |            | Damaged by fire                  |
| 308 N Franklin Ave - Luce                 | 2013  | \$          | 3,000.00    |       |           |            |                                  |

|   |      |    |          |           |    |  |
|---|------|----|----------|-----------|----|--|
| 403 N Franklin Ave - Bowden             | 2012 |    | \$       | 500.00    |    | Owner demo                             |
| 403 1/2 N Franklin Ave - Bowden         | 2012 |    | \$       | 460.00    |    | Owner demo                             |
| 407 N Franklin - Parker Trust           | 2013 |    | \$       | 4,710.00  |    |  |
| 414 N Franklin Ave - Mathena            | 2016 |    |          |           |    | Demolition pending - fire damaged      |
| 601 N Franklin Ave - Parker Trust       | 2015 | \$ | 3,303.00 |           |    |  |
| 610 N Franklin Ave - David              | 2016 |    |          |           |    | Demolition pending                     |
| 400 N Garfield Ave - SS Schools         | 2012 |    | \$       | 2,000.00  |    |  |
| 402 N Garfield Ave - Parker Trust       | 2016 | \$ | 3,801.00 |           |    |  |
| 415 1/2 N Garfield Ave - Rollyson       | 2014 |    |          |           | \$ | 10,000.00 Restoration in progress      |
| 705 N Garfield Ave - Henderson          | 2014 |    | \$       | 3,500.00  | \$ | 116,231.00 Replaced with new house     |
| 721 N Garfield Ave - Wells Fargo/City   | 2016 |    |          |           |    | Demolition pending                     |
| 1006 N Garfield Ave - Wright/Bagley     | 2016 |    |          |           |    | Demolition pending                     |
| 1117-1119 N Garfield Ave - Parker Trust | 2015 | \$ | 3,900.00 |           |    | Damaged by fire                        |
| 1212 N Garfield Ave - Holley            | 2014 |    | \$       | 7,900.00  |    |  |
| 312 N Grant Ave - McLaughlin            | 2013 | \$ | 3,940.00 |           |    |  |
| 416 N Grant Ave - Bush                  | 2014 | \$ | 2,500.00 |           |    |  |
| 615 N Grant Ave - Gee                   | 2016 |    |          |           |    | Awaiting hearing                       |
| 503 N Industrial Ave - Kelley           | 2016 |    |          |           |    | Awaiting hearing                       |
| 905 N Industrial Ave - Parker Trust     | 2012 |    | \$       | 12,000.00 |    |  |
| 909 N Industrial Ave - Edwards          | 2015 | \$ | 2,400.00 |           |    |  |
| 1001 N Industrial Ave - Taylor          | 2012 |    | \$       | 1,000.00  |    | Used for fire training                 |
| 419 N Lincoln Ave - 419 Apartments      | 2013 |    |          |           | \$ | 138,500.00 Restored to apartments      |
| 517 N Lincoln Ave - Moore               | 2015 |    |          |           | \$ | 5,000.00 Repaired fire damage          |
| 521 N Lincoln Ave - Adams/Beesinger     | 2013 |    | \$       | 2,000.00  |    | Damaged by fire                        |
| 606 N Lincoln Ave - Turn Key LLC        | 2014 |    |          |           | \$ | 20,000.00 Habitability restoration     |
| 607 N Lincoln Ave - Riggs               | 2013 |    | \$       | 2,500.00  |    |  |
| 620 N Lincoln Ave - Williams/Neison     | 2013 | \$ | 4,700.00 |           |    |  |
| 704 N Lincoln Ave - Cleanup Properties  | 2014 |    |          |           | \$ | 45,000.00 Duplex restoration from fire |
| 102 N Main St - Harris                  | 2014 |    | \$       | 4,000.00  |    | Damaged by fire                        |
| 320 N McKinley Ave - Nail               | 2014 |    | \$       | 3,000.00  |    |  |
| 510 1/2 N McKinley Ave - Crawford       | 2015 |    | \$       | 2,500.00  |    | Large garage with apartment            |
| 521 N McKinley Ave - Fielden            | 2013 |    | \$       | 2,000.00  |    |  |
| 604 N McKinley Ave - Luce               | 2016 |    |          |           |    | Awaiting hearing                       |
| 610 1/2 N McKinley Ave - Parks LLC      | 2013 |    | \$       | 7,500.00  |    | Restored for secondary residence       |

|                                      |      |    |            |               |                                   |
|--------------------------------------|------|----|------------|---------------|-----------------------------------|
| 107 E Morrow Rd - SS Railway         | 2014 | \$ | 6,000.00   |               | Comm bldg destroyed by fire       |
| 110 E Morrow Rd - SS Home            | 2013 | \$ | 10,000.00  |               | Vacant industrial bldg            |
| 196 1/2 E Morrow Rd - Comm Roofing   | 2016 | \$ | 500.00     |               | Vacant house on comm property     |
| 2703 S Nassau Ave - Terry            | 2014 | \$ | 4,100.00   |               |                                   |
| 210 N Oak Ridge Rd - Maples          | 2015 | \$ | 20,000.00  |               | Restored to SFR                   |
| 1124 N Pin Oak Ct - McCumber         | 2013 |    |            |               | Long-term vacancy - case inactive |
| 207 E Rawson Rd - Cabioc             | 2015 | \$ | 5,000.00   |               | Damaged by fire                   |
| 3218 S Rawson Rd - Cue               | 2013 | \$ | 3,780.00   |               |                                   |
| 3224 S Rawson Rd - Lee               | 2012 | \$ | 2,910.00   | \$ 143,798.00 | Replaced with new house           |
| 3510 S Rawson Rd - Yaws              | 2013 | \$ | 3,000.00   |               | Voluntary abatement - lien open   |
| 3511 S Rawson Rd - Parker Trust      | 2016 |    |            |               | Demolition pending                |
| 225 N Roosevelt Ave - Taylor         | 2014 | \$ | 3,000.00   |               |                                   |
| 300 N Roosevelt Ave - Cleary         | 2013 | \$ | 3,500.00   |               | Damaged by fire                   |
| 302 N Roosevelt Ave - Cleary         | 2013 | \$ | 3,000.00   |               |                                   |
| 302 1/2 N Roosevelt Ave - Cleary     | 2013 | \$ | 3,000.00   |               |                                   |
| 510 N Roosevelt Ave - Ramsey         | 2013 | \$ | 3,500.00   |               | Voluntary abatement - lien open   |
| 3115 S Summit Blvd - Barretto        | 2013 | \$ | 49,400.00  |               | Restored to SFR                   |
| 3801 S Summit Blvd - Hartman/Bray    | 2015 | \$ | 6,100.00   |               |                                   |
| 4210 S Sunburst W - Sunburst Estates | 2016 | \$ | 3,000.00   |               | Damaged by fire - MH              |
| 606 W Sunset Ln - Sunburst Estates   | 2015 | \$ | 3,000.00   |               | Damaged by fire - MH              |
| 3906 S Walnut Creek Dr - Bland       | 2013 | \$ | 5,000.00   |               |                                   |
| 3913 S Walnut Creek Dr - Kaser       | 2013 | \$ | 20,000.00  |               | Restored to SFR                   |
| 303 1/2 N Washington Ave - Harrison  | 2013 | \$ | 4,000.00   |               |                                   |
| 314 N Washington Ave - Parker Trust  | 2013 | \$ | 20,000.00  |               | Large apartment building          |
| 714 N Washington Ave - Parker Trust  | 2016 |    |            |               | Awaiting hearing                  |
| 511 N Wilson Ave - Hawk              | 2012 | \$ | 25,000.00  |               | Restored to SFR                   |
| 1005 N Wilson Ave - Parker Trust     | 2014 | \$ | 3,000.00   |               |                                   |
| 615 W 11th St - Ware                 | 2015 | \$ | 3,500.00   |               |                                   |
| 3216 S 113th W Ave - Ramezani        | 2013 | \$ | 9,750.00   |               |                                   |
| 26-30 E 2nd St - SS Home             | 2015 | \$ | 12,750.00  |               | Damaged by fire                   |
| 402 S 204th W Ave - Taylor           | 2013 | \$ | 120,000.00 |               | Damaged by fire/Restored to SFR   |
| 13 W 35th St - Nationstar Mortgage   | 2015 | \$ | 4,100.00   |               |                                   |
| 619 W 4th St - Oakley                | 2012 | \$ | 15,000.00  |               | Restored to SFR                   |
| 8 W 44th St - Szabo                  | 2013 | \$ | 50,000.00  |               | Restored to SFR                   |

|                             |      |    |           |                              |
|-----------------------------|------|----|-----------|------------------------------|
| 107 E 5th St - Parker Trust | 2012 | \$ | 4,000.00  |                              |
| 213 W 5th St - Deppe        | 2013 | \$ | 2,550.00  |                              |
| 500 W 9th St - Schwerzel    | 2012 |    |           | Voluntary abatement - closed |
| 510 W 9th St - Oakley       | 2013 |    |           | Permit expired               |
|                             |      | \$ | 10,000.00 | Restored to SFR              |
|                             |      | \$ | 10,000.00 |                              |
| <b>TOTALS:</b>              |      | \$ | 70,954.00 | \$ 181,730.00                |
|                             |      | \$ |           | \$ 938,170.00                |

98 Total Building Entries

20 Abatement Demo Buildings

44 Owner Demo Buildings

22 Restored/Replaced Buildings

NOTE: Some dispositions are pending  
Some entries include two actions