REGULAR MEETING OF THE BARTLESVILLE CITY COUNCIL

Monday, May 1, 2017
7 p.m.

City Hall, Council Chambers
401 S. Johnstone Avenue
Bartlesville, OK 74003

Mayor Dale Copeland
918-338-4282

AGENDA

1. **Call to order the business meeting of the Bartlesville City Council by Mayor Copeland.**

2. **Roll Call and Establishment of a Quorum.**

3. **The Invocation will be provided by Associate Pastor Tari Carbaugh, Bartlesville First Church.**

4. **Citizens to be heard.**

5. **City Council Announcements and Proclamations.**
   - Flood Insurance Month May, 2017.

6. **Authorities, Boards, Commissions and Committee Openings**
   - One opening on the Ambulance Commission
   - One opening on the Bartlesville Library Trust Authority
   - One opening on the Bartlesville Redevelopment Trust Authority
   - One opening on the Sanitary Sewer Improvement Oversight Committee
   - One opening on the Tree Committee
   - One opening on Visitor's Inc.
   - One opening on the White Rose Cemetery Board

7. **Consent Docket**
   a. **Approval of Minutes**
      i. The Special Meeting Minutes of April 13 and April 17, 2017.

   b. **Approval and/or Ratification of Appointments and Reappointments to Authorities, Boards, Commissions and Committees**
      i. Reappointment of Ms. Pam Crawford to an additional term on the Bartlesville Library trust Authority at the recommendation of Vice Mayor Kane.

   c. **Approval of Agreements and Contracts**
      i. Professional Service Contract with Brown Engineers LLC for engineering design services to add a generator to the Circle Mountain Pump Station.
      ii. Memorandum of Agreement between the Bartlesville Police Department and the Office of the District Attorney for the Eleventh Judicial District to share equally (50%) in all forfeitures which the Bartlesville Police Department is the arresting agency and/or participates in the seizure of the forfeitable property.

   d. **Approval of Revocation of Policy**
      i. To revoke policy adopted in 2004 pertaining to the Service and Consumption of Intoxicating Alcoholic Beverages in Downtown Bartlesville.

   e. **Approval of Determination of Surplus Property**
      i. To declare the Art Center Building in Johnstone Park surplus and authorize removal.

   f. **Approval of Vote on OMAG Board**
      i. Vote to reelect Earl Burson, Janice Cain, and Pam Polk to the Oklahoma Municipal Assurance Group (OMAG) Board of Trustees.

g. Receipt of Financials

i. Interim Financials for the Seven Months Ended January 31, 2017
ii. Interim Financials for the Eight Months Ended February 28, 2017
iii. Interim Financials for the Nine Months Ended March 31, 2017

h. Receipt of Bids

i. Bid 2016-2017-038 for Concrete Street Rehabilitation-Sirrocco Place, Moonlight Drive and Skyline Drive.
ii. Bid No. 2016-2017-040 for Asphalt Rehabilitation-Osage, Rogers, Penn, Lannom and Spruce.

8. **Discuss and take action on the transfer of ownership of Caboose No. 2259 and Tank Car No. 930 at the display from the Friends of 940 to the City of Bartlesville. Presented by Dan Droege, Friends of 940.**

9. **Discuss and take action to approve the acceptance of a 25-year lease agreement for Stock (cattle) Car No. 26754 between the Osage County Historical Society and the Friends of 940 and the City of Bartlesville in the amount of $1 per year. Presented by Dan Droege, Friends of 940.**

10. **Discuss and take action to receive a modular office building as a donation from Armstrong Bank. Presented by Lisa Beeman, Director, Community Development and Parks Planner.**

11. **Discuss and take action on an appeal filed by Clayton Black of an order to remove two structures located at 911 SE Dewey Avenue aka 911 ½ SE Dewey Ave, Bartlesville, Oklahoma. This appeal was continued by the City Council at their April 3, 2017 City Council Meeting. Presented by Larry Silver, Supervisor, Neighborhood Services.**

12. **New Business**

13. **City Manager and Staff Reports.**

14. **City Council Comments and Inquiries.**

15. **Recess to the 1st floor conference room for a workshop session to discuss the findings of the Downtown Landscape Task Force as established by Resolution #3405.**

16. **Adjournment.**

The Agenda was received and filed in the Office of the City Clerk and posted in prominent public view at City Hall at 5 p.m. on Thursday, April 27, 2017.

Michael Bailey, City Clerk
Administrative Director/CFO

/s/ Elaine Banes
by Elaine Banes, Deputy City Clerk

All discussion items are subject to possible action by the City Council. Agenda items requiring a public hearing as required by law will be so noted. The City Council may at their discretion change the order of the business agenda items. City of Bartlesville encourages participation from all its citizens. If participation at any public meeting is not possible due to a disability, notification to the City Clerk at least one working day prior to the scheduled meeting is encouraged to make the necessary accommodations. The City may waive this rule if signing is not the necessary accommodation.

city of bartlesville
CONNECTED / CREATIVE / VIBRANT

Official Proclamation

"FLOOD INSURANCE MONTH"
May 2017

WHEREAS, each year, many Oklahoma citizens are victims of flood damage, yet have no flood insurance protection; and

WHEREAS, property owners and renters often become aware of flood insurance and other protection measures only after a flood has financially devastated them and/or their community; and

WHEREAS, Congress created the National Flood Insurance Program (NFIP) in 1968 to mitigate future flood damage and provide citizens with protection against potential losses; and

WHEREAS, Bartlesville participates in the NFIP by agreeing to regulate development in the floodplain in exchange for the offering of affordable flood insurance and enhanced protection against future flooding episodes; and

WHEREAS, flood insurance is available to any property in Bartlesville whether located in or out of the floodplain; and

WHEREAS, only 12 percent of all structures residing in Oklahoma's designated 100-year floodplains are currently afforded protection through flood insurance; and

WHEREAS, a flood insurance policy may be purchased from any licensed property insurance agent or broker in good standing; and

WHEREAS, flood insurance policies generally require a mandatory 30-day waiting period and, all too often, flood disasters occur during this period; and

WHEREAS, there is a need to promote the timely purchase of flood insurance well in advance of Oklahoma's spring flooding period;

NOW THEREFORE, the Bartlesville City Council does hereby officially proclaim the month of May, 2017 as "Flood Insurance Month" in the City of Bartlesville, Oklahoma.

IN WITNESS WHEREOF, we hereunto set our hands and caused the Official Seal of the City of Bartlesville, Oklahoma, to be affixed this 1st day of May in the year of our Lord Two Thousand and Seventeen.

_____
Dale Copeland, Ward 1 and Mayor

_____
John J. Kane, Ward 2 and Vice Mayor

_____
Jim Curd, Jr., Ward 3

_____
Alan Gentges, Ward 4

_____
Joseph Callahan, Ph.D., Ward 5

MINUTES OF SPECIAL MEETING
OF THE
BARTLESVILLE CITY COUNCIL

Thursday, April 13, 2017
12:00 o'clock p.m.

Mayor Dale Copeland
918-338-4282

City Hall, 1st Floor Conference Room
401 S. Johnstone Avenue
Bartlesville, OK 74003

MINUTES

(Notice and Agenda posted at 5:00 p.m. on Tuesday, April 11, 2017.)

Council Members present were Mayor Dale Copeland, Vice Mayor John J. Kane, Joseph Callahan, Ph.D., Jim Curd, Jr., and Alan Gentges.

Staff present were: Ed Gordon, City Manager, Jerry Maddux, City Attorney, Mike Bailey Administrative Director/CFO, Jason Muninger, Internal Services Supervisor; David Topping, Assistant Fire Chief; and Elaine Banes, Executive Assistant.

1. **Mayor Copeland called to order the business meeting of the Bartlesville City Council at 12:00 p.m.**

2. **Roll Call was conducted and a quorum established.**

3. **The Invocation was provided by Mr. Gordon.**

4. **Citizens to be heard.**

   Mr. Bill Buckles complimented Ms. Williams on the good job she is doing with the City's newsletter. He also inquired if widening and improving Hillcrest between 20th street and the bridge was on the list of projects addressed in today's meeting.

5. **Discuss and take action on a resolution fixing the amount of combined purpose bonds to mature each year; fixing the time and place the bonds are to be sold; designating a paying agent/registrar; approving and authorizing execution of professional services agreements with respect to the issuance of the bonds; approving the preliminary official statement and distribution thereof; ratifying and confirming continuing disclosure policies and procedures; and authorizing the clerk to give notice of said sale as required by law and fixing other details of the issue.**

   Mr. Wolff, Vice President, Municipal Finance Services, Inc. presented the resolution reporting that the sale will occur on May 15 at 11 a.m. He provided a brief review of the projects and reported that this will complete the 2012 G.O.Bond, in the amount of $3.3 million.

   Dr. Callahan moved to approve the resolution as presented, seconded by Vice Mayor Kane.

   Ayes: Mr. Gentges, Mr. Curd, Dr. Callahan, Vice Mayor Kane, Mayor Copeland
   Nays: None
   Motion: Passed

6. City Manager and Staff Reports.

Mr. Gordon provided information about the S.E.C., banking bills and controls, which is the reason for the additional professional services agreement that is included in the action taken above. He added his appreciation of Mr. Wolff, Allen Brooks and Rick Smith and their firm for splitting the expense of the additional agreement with the City.

In response to Mr. Buckles' inquiry about Hillcrest Drive, Mr. Gordon reported that it is on the half cent project list for fiscal year 2017-2018. He added that the funds for the project may have to be re-directed for necessary storm drain repairs on Silas Street. If that happens the Hillcrest project will be addressed in the following fiscal year.

7. City Council Comments and Inquiries.

There were no comments or inquiries from the City Council.

8. There being no further business, the meeting was adjourned at 12:20 p.m.

Dale W. Copeland, Mayor

Mike Bailey, City Clerk
Administrative Director/CFO

SPECIAL MEETING MINUTES
OF THE
BARTLESVILLE CITY COUNCIL

Monday, April 17, 2017
7 p.m.

City Hall, Council Chambers
401 S. Johnstone Avenue
Bartlesville, OK 74003

Mayor Dale Copeland
918-338-4282

MINUTES

(Notice and Agenda posted at 5:00 p.m. on Thursday, March 16, 2017.)

Council Members present were Mayor Dale Copeland, Vice Mayor John J. Kane, Joseph Callahan, Ph.D., Jim Curd, Jr., and Alan Gentges.

Staff present were: Ed Gordon, City Manager, Jerry Maddux, City Attorney, Mike Bailey Administrative Directoe/CFO, Micah Siemers, P.E., Director of Engineering; Keith Henry, Director of Public Works; Kelli Williams, Chief Communications Officer; Jason Muninger, Internal Services Supervisor; Larry Silver, Neighborhood Services Supervisor; Mike Wickham, Neighborhood Services, and Elaine Banes, Executive Assistant.

1. **Mayor Copeland called the business meeting of the Bartlesville City Council to order at 7:00 p.m.**

2. **Roll call was taken and a quorum was established.**

3. **The Invocation was provided by Minister Kelley Becker, Disciples Christian Church.**

4. **Citizens to be heard.**

   Joel Rabin reported that he had been attending the Downtown Landscape Task Force meetings and asked for clarification as to whether city staff who are members of the Task Force should be voting members of the Task Force.

5. **City Council Announcements and Proclamations.**

   - Vice Mayor Kane read the Flood Awareness Month-April 2017 proclamation.
   - Dr. Callahan read the Arbor Day, April 22, 2017 proclamation

6. **Authorities, Boards, Commissions and Committee Openings**
   - One opening on the Ambulance Commission
   - Two openings on the Bartlesville Library Trust Authority
   - One opening on the Bartlesville Redevelopment Trust Authority
   - One opening on the Sanitary Sewer Improvement Oversight Committee
   - One opening on the Tree Committee
   - One opening on Visitors, Inc.
   - One opening on the White Rose Cemetery Board

Mayor Copeland invited citizens who wish to volunteer to visit the City Manager's Office or to complete an application on the City's website, www.cityofbartlesville.org.

7. **Consent Docket**
   - **a. Approval of Minutes**
     - i. The Regular Meeting Minutes of April 3, 2017.

   - **b. Approval and/or Ratification of Appointments and Reappointments to Authorities, Boards, Commissions and Committees**
     - i. Appoint Mr. George Halkiades to a three-year term on the Bartlesville Library Trust Authority at the recommendation of Vice Mayor Kane.
     - ii. Reappoint Ms. Sandra Wade, Ms. Leah Anderson and Mr. Eldred Traxon to additional terms on the Adult Center Trust Authority.

c. Receipt of Bids

i. Bid No. 2016-2017-037 for Johnstone Pavilion Phase 3.

Mayor Copeland read the consent docket in full.

Mr. Gentges moved to approve the consent docket as presented, seconded by Vice Mayor Kane.

Ayes: Mr. Gentges, Mr. Curd, Dr. Callahan, Vice Mayor Kane, Mayor Copeland
Nays: None
Motion: Passed

8. Discuss and take action to award Bid No. 2016-2017-035 for Two (2) New 2017 Single Axle Cab & Chassis with New 20 Yard Rear Load Packer. Presented by Dr. Callahan.

Dr. Callahan moved to award Bid No. 2016-2017-035 to Premier Truck Group of Tulsa, Oklahoma, in the amount of $273,971.42 including all items and options (funding from the Capital Reserve Fund), seconded by Vice Mayor Kane.

Ayes: Mr. Curd, Dr. Callahan, Vice Mayor Kane, Mr. Gentges, Mayor Copeland
Nays: None
Motion: Passed

9. Discuss and take action to award Bid No. 2016-2017-036 for One (1) Half Ton Pickup 4x4 Super Crew Cab. Presented by Dr. Callahan.

Dr. Callahan moved to award Bid No. 2016-2017-036 for One (1) Half Ton Pickup 4x4 Super Crew Cab to Bob Hurley Ford of Tulsa, Oklahoma, in the amount of $30,643 including all items and option is (funding from the Capital Reserve Fund), seconded by Mr. Curd.

Ayes: Dr. Callahan, Vice Mayor Kane, Mr. Gentges, Mr. Curd, Mayor Copeland
Nays: None
Motion: Passed

10. Discuss and take action to award Bid No. 2016-2017-037 for Johnstone Pavilion Phase 3. Presented by Vice Mayor Kane.

Vice Mayor Kane reported that the low bidder did not meet specs, therefore the second low bid has been chosen.

Vice Mayor Kane moved to award Bid No. 2016-2017-037 for Johnstone Pavilion Phase 3 to KSL Dirtworks, Bartlesville, Oklahoma, in the amount of $268,866, seconded by Dr. Callahan.

Discussion covered the outlay of sidewalks, sod, grading, drainage, parking and the inspection process.

Ayes: Vice Mayor Kane, Mr. Gentges, Mr. Curd, Dr. Callahan, Mayor Copeland
Nays: None
Motion: Passed

11. Discuss and take action on an appeal filed by Arlando Parker on behalf of Nehemiah Community Development Corporation on a dilapidated structure order to remove structure on property located at 504 Cherokee Avenue. Presented by Larry Silver, Supervisor, Neighborhood Services.

Mr. Silver provided his staff report adding that Mr. Parker's plan of action to bring the house up to code is one of the better plans he has seen in these types of situations. He recommended that the City Council approve Mr. Parker's appeal, grant him 90 days for the exterior to be brought up to code, and six months to complete the structure as a whole. He asked for direction from the City Council if Mr. Parker fails to bring the house up to code. Mr. Parker stated that he is ready to begin construction as soon as the City issues his permit. He also explained that a year ago when the property was first cited, he did not have the funds to bring it up to code. He told the City Council that he had the funds now and that he agreed that he could have the exterior in compliance within 90 days. He also confirmed that he understood that if the exterior is not in compliance within 90 days, that the demolition order was reinstated. Mr. Gentges stated the he would like the 90 days to begin the date the permit is issued and that the City would use discretion if at the end of the 90 days to not demolish if there is only one item left undone. It was discussed that prior to Mr. Parker moving into the home, a certificate of occupancy must be obtained from the City.

Vice Mayor Kane moved to grant Mr. Parker's appeal, approve Mr. Parker's plan of action on the property, and allow Mr. Parker 90 days from issuance of permit to bring the exterior of the house up to code, and that a certificate of occupancy is to be issued before the house can be occupied, seconded by Mr. Gentges.

Ayes:	Mr. Gentges, Mr. Curd, Dr. Callahan, Vice Mayor Kane, Mayor Copeland
Nays:	None
Motion:	Passed

12. Discuss and take possible action on a report from the Downtown Landscape Task Force created for the purpose of validating and refining the recommendation is in the downtown Landscape Plan in compliance with Resolution No. 3405. Presented by Mr. Gentges.

Mr. Gentges reported that the Task Force has been meeting, reviewing plans, discussing options and developing recommendations. He added that the first four recommendations were approved unanimously by the task force. Recommendation five through nine are options identified for long-term maintenance of the Second and Dewey Project and the Downtown Business District. Mr. Gentges suggested to the Council not to take action at this meeting, but to look over the information for a couple of weeks, with the plan to take action at the May 1 City Council meeting. Task Force members present that he thanked for their participation on the task force was Mr. Curd, Mr. Haskell, Ms. Hurst, Mr. Siemers, Mr. Vaclaw (not present) and Mr. Robinson. Vice Mayor Kane and Mayor Copeland stated their appreciation for everyone's work on the task force.

Mr. Gentges moved to table action until the May 1, 2017 City Council Meeting, seconded by Mr. Curd.

Ayes:	Mr. Curd, Dr. Callahan, Vice Mayor Kane, Mr. Gentges, Mayor Copeland
Nays:	None
Motion:	Passed

13. Discuss and take action on an agreement between the City of Bartlesville and Government Finance Officers Association for consulting services related to the implementation of the City's Enterprise Resource Management System. Presented by Mike Bailey, Administrative Director/CFO.

Mr. Bailey reported that this is the third meeting we have discussed this topic. This is engaging GFAO to stay on board throughout implementation with Tyler Technologies as an expert advocate for the City during implementation.. Three major points in the proposals are (1) implementation transition; (20 project assistance and (3) business process overview. The amount of the agreement is $156,000, which is an estimate based on approximately 230 hours. Staff will work with GFOA to ensure that these hours are budgeted at the appropriate time. Dr. Callahan asked if there could be additional hours. Mr. Bailey said that additional hours may be needed, but they will be budgeted. Mayor Copeland agreed that GFOA would be beneficial to such a large project.

Mr. Gentges moved to approve the agreement between the City of Bartlesville and Government Finance Officers Association in the amount of $156,000 to cover the three tasks presented, seconded by Vice Mayor Kane.

Ayes:	Dr. Callahan, Vice Mayor Kane, Mr. Gentges, Mr. Curd, Mayor Copeland
Nays:	None
Motion:	Passed

14. City Manager and Staff Reports.

Mr. Gordon appreciated Ms. Williams for a job well done on the City's website, keeping good and pertinent information available to citizens.

Mr. Gordon also reported the budget process has begun for fiscal year 2017-2018. He continued stating that eleven years ago, an oversight committee was formed to put an IT system together for the City, Mr. Mulva and Mr. Batchelder, from Phillips 66 Company, loaned the City an IT person and worked with city staff for weeks to put together what is now the current system. IT systems and software are constantly evolving, and implementing new software and keeping current with them is an ongoing challenge. Discussions regarding future technology needs are included in the annual budget meetings.

In regard to Councilmember Curd's inquiries about parking at the pavilion, Mr. Gordon responded that although parking is always a challenge downtown, there are good options available. The Oklahoma Department of Transportation continues to have the Cherokee Bridge Project in their budget. If the proposed alignment of the new bridge moves to Delaware Ave, and the old bridge demolished, this would open up a parking area. There is also

the north side of pavilion available for parking. The art club has moved to the Price Tower and the old art center near the pavilion will be removed which will provide additional parking for the pavilion and the Kiddie Park.

Mr. Gordon provided information the Spring Coupon for a free visit to the Osage Landfill is good through June 30, 2017. He reported that Operation Clean House is scheduled for April 22 from 8 a.m. to 2 p.m., with two locations, Phillips 66 Parking Lot and Washington County District 2 Barn on W 1500 Road in Dewey. Also, the week of May 1, place bags of yard waste on the curb for a free pick up on citizens' regular pick up day.

15. City Council Comments and Inquiries.

Mr. Gentges stated his appreciation to Tyler Vaclaw who arrived later in the meeting, for his service on the Downtown Landscape Task Force.

16. There being no further business to conduct, Mayor Copeland adjourned the meeting at 7:57 p.m.

Dale W. Copeland, Mayor

Mike Bailey, City Clerk
Administrative Director/CFO

Bartlesville Public Library

April 26, 2017

Mr. John J. Kane
City Council Representative

Mr. Kane:

Library Trust Authority Member Pam Crawford will complete her first term in April 2017. I would like to request City Council's consideration to reappoint her for a second term. Ms. Crawford has been an excellent member and was elected as Chair at the Trust Authority's last meeting. I believe she will serve the Trust very well in this position. She is a long standing library patron and we are pleased to have her.

Thank you for your consideration. If you have any questions, please do not hesitate to let me know

Sincerely,

Shellie McGill, Interim Director
Bartlesville Public Library/Bartlesville Area History Museum

Cc: Ed Gordon, City Manager

Water Utilites Department

DATE: April 26, 2017

TO: Ed Gordon, City Manager

FROM: Terry Lauritsen, P.E., Director of Water Utilities

SUBJECT: Professional Service Contract with Brown Engineers LLC for engineering design services to add a generator to the Circle Mountain Pump Station

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In 2010, the City of Bartlesville received a grant to install backup generators to critical facilities within our water distribution system. Generators were added to 4 of the 5 pump stations currently in the distribution system. However, a generator was not added to the Circle Mountain pump station, which serves the Circle Mountain subdivision. This pump station has an electrical feed from two different substations within the PSO power grid with a transfer switch that is set to automatically switch power feeds in the event of an outage (assuming that power is still available from one of the substations). While this pump station has not experienced a loss of mainline power in the last 5 years, this power supply is through overhead power lines, which can be susceptible to wind storms or other potential disasters. Since this entire subdivision relies solely on this pump station, any loss of electrical power will shut down water supply for the entire addition. Thus, providing on-site electrical redundancy is critical to ensure water supply in the event of a power outage.

Staff is recommending Brown Engineers for the professional services to perform these design services. Brown Engineers specializes in electrical design and backup power for water and wastewater facilities as well as IT data centers. They have previously worked for the City on several projects involving the water treatment plant, wastewater lift stations, and water pump stations. The proposed contract, which is attached, will provide the necessary professional services to complete the design and contract documents by the end of June 2017. The cost for these services is $9,000 and will be paid through savings within the water operation funds. A capital project to move forward with the construction of these improvements is proposed in next fiscal year's budget.

BROWN ENGINEERS

17200 Chenal Pkwy. Suite 300, PMB 324
Little Rock, Arkansas 72223
501-448-0100
www.BrownEngineers.net

April 24, 2017

Mr. Terry Lauritsen, PE
Director of Water Utilities
401 South Johnstone Ave.
Bartlesville, OK 74003

Re: Circle Mtn Pump Station Emergency Back up Power
Electrical Engineering Services

Dear Terry:

We are pleased to propose our services for the electrical design of the above referenced project. This letter will describe our proposed scope of services, performance schedule, and payment terms.

Scope of Services
The scope of our services will include electrical engineering design services to accomplish the following:

- Site trip for field investigation
- New generator and ATS
- Power distribution from new ATS to existing pump station
- Additional power and control circuits to power the battery charger, block heater, and to connect into existing SCADA system
- 120 volt UPS power / 120 volt utility power ATS system for control power to the SCADA RTU
- Alarm relay panel to derive UPS / utility power fail alarms for SCADA RTU
- Configuration of existing SCADA for new generator
- Shop Drawing Review

Items excluded (but may be included as additional services)
Contract Administration

Items Furnished by Bartlesville
Project bidding services.

Engineering work will begin upon receipt of signed Proposal and be completed on a mutually agreeable schedule. For the engineering services listed above we propose to work for the fee below. Invoices will be prepared monthly based on percent complete. Invoices are due upon receipt.

	Fee
Electrical engineering design services	**9,000**

Any additional services beyond the scope of work specifically listed herein would be performed as requested based on current hourly rates plus reimbursable expenses such as printing and parking, at a direct rate or as a negotiated lump sum agreement.

General Considerations

The standard of care for all professional engineering and related services performed or furnished under this Agreement will be the care and skill ordinarily used by members of the profession practicing under similar circumstances at the same time and in the same locality. Engineer makes no warranties, express or implied, under this Agreement, in connection with Engineer's services. Engineer and its consultants may use or rely upon the design services of others, including but not limited to contractors, manufacturers, and suppliers.

Engineer shall not be responsible for the acts or omissions of any contractor, subcontractor, or supplier or any of contractor's agents or employees or any other persons (except Engineer's own employees) at the Project site or otherwise furnishing or performing any construction work; or for any decision made on interpretations or clarifications of the construction contract given by Owner without consultation and advice of Engineer.

To the fullest extent permitted by law, Owner and Engineer (1) waive against each other any and all claims for consequential damages arising out of or resulting from the Project, and (2) agree that the scope of the Engineer's total liability under this Agreement shall be limited to the scope of Professional Design Services provided.

Please indicate your acceptance of this proposal by signing below. Your acceptance of this proposal indicates authority to proceed with the work.

If you have any questions, please give us a call.

Sincerely,

BROWN ENGINEERS, LLC

Bruce Brown, P.E.
Principal

Accepted for City of Bartlesville:

_____ _____

Name Date

Washington County Office
420 S Johnstone, #222
Bartlesville, OK 74003
(918) 337-2860
FAX (918) 337-2896

Victim Services Center
420 S Johnstone, #222
Bartlesville, OK 74003
(918) 337-2816

OFFICE OF
District Attorney

Nowata County Office
Nowata County Courthouse
Nowata, OK 74048
(918) 273-3167

Bogus Check Division
420 S Johnstone, #222
Bartlesville, OK 74003
(918) 337-2824

Kevin D. Buchanan
Eleventh Judicial District
State of Oklahoma

April 21, 2017

Bartlesville Police Department
Chief Tom Holland
100 E. Hensley
Bartlesville, OK 74003

Dear Chief Holland,

Enclosed please find a proposed Memorandum of Agreement. The purpose of this agreement is to document the division of forfeiture proceeds. This proposed agreement would run from the date of signature until June 30th of 2018 which, I would hope from this point forward to simply renew on a yearly basis.

If you have any questions or comments regarding the proposed agreement please do not hesitate to contact me.

Sincerely,

Kevin D. Buchanan
District Attorney, 11th Judicial District
Washington County Courthouse
420 S. Johnstone, Rm 222
Bartlesville, OK 74003
918-337-2860

KB/jb

Enclosure

Washington County Office
420 S Johnstone, #222
Bartlesville, OK 74003
(918) 337-2860
FAX (918) 337-2696

Victim Services Center
420 S Johnstone, #222
Bartlesville, OK 74003
(918) 337-2816

OFFICE OF
District Attorney

Nowata County Office
Nowata County Courthouse
Nowata, OK 74048
(918) 273-3167

Bogus Check Division
420 S Johnstone, #222
Bartlesville, OK 74003
(918) 337-2824

Kevin D. Buchanan
Eleventh Judicial District
State of Oklahoma

MEMORANDUM OF AGREEMENT

This agreement made and entered into on this _____ day of _____, 2017, by and between the Bartlesville Police Department, and the Office of the District Attorney for the Eleventh Judicial District, Kevin D. Buchanan, District Attorney, hereinafter referred to as District Attorney.

WHEREAS, the Oklahoma Inter-local Cooperation Act, 74 Okla. Stat. Ann., § 1001, et seq. provides for agreements between political subdivisions of the State to jointly provide law enforcement services;

NOW, THEREFORE, the parties to this Agreement agree as follows:

1. That the term of this Agreement shall be from date of signature below, until June 30, 2018.

2. That the Oklahoma Statutes provide for the seizure and forfeiture of a myriad of items connected to the commission of crimes or proceeds from the commission of crimes by Law Enforcement. These forfeitures are to be prosecuted in the District Court by District Attorney.

3. In consideration of the efforts of both agencies, the Bartlesville Police Department, and District Attorney shall share equally (50%) in all forfeitures which the Bartlesville Police Department is the arresting agency and/or participates in the seizure of the forfeitable property.

Signed and agreed to this _____ day of _____, 2017.

City of Bartlesville-"City"

_____
Bartlesville Police Department

_____
City Manager

_____
Mayor

_____
Office of the District Attorney,
11th Judicial District
Kevin D. Buchanan

city of bartlesville
CONNECTED / CREATIVE / VIBRANT

MEMO

TO: Ed Gordon, City Manager
FROM: Lisa Beeman, Community Development Director
DATE: April 26, 2017

RE: Service and consumption of intoxicating alcoholic beverages in public

Per Oklahoma State Statutes, it is illegal to consume any intoxicating alcoholic beverage (greater than 3.2% alcohol content) in public except on a premise that has been licensed by the Oklahoma Alcoholic Beverage Laws Enforcement (ABLE) Commission to serve alcoholic beverages by the drink. (Ok. Stat. §37-537). The ABLE Commission licenses specific premises through the approval of event licenses. There are three general categories of event licenses: Charitable Event, Special Event, and Public Event Licenses. The primary difference between each license is the type of organization that may apply and how the alcoholic beverages may be acquired and dispensed. The ABLE Commission requires all events to have a clearly defined event premise or site area to ensure that alcohol is consumed only within this area and is not carried outside thereof, but no specific requirements on how that premise or site area is defined. It is left to local municipalities to establish guidelines for events that occur on public property.

Section 13.6 of the Bartlesville Municipal Code, Parks and Recreation, prohibits selling or dispensing any intoxicating or non-intoxicating beverages in any city park, facility, public space, or public roadway, except pertaining to special events approved in advance or with permission granted by the city manager. The administrative process of issuing a special events permit contains several performance-related conditions as part of the approval process to protect public health, safety, and welfare and to ensure compliance with all applicable City, County, State or Federal laws.

However, in 2004, a policy (copy attached) was adopted by the City Council that conflicts with the city ordinance as it pertains to downtown city streets and Doenges Stadium. This was done in conjunction with the first Hot Street Party community event. This policy, later amended in 2005 and 2006 by the City Council, limits the service and consumption of alcoholic beverages in these areas to non-intoxicating beverages only, or those which are 3.2% or less in alcohol content. OK Mozart, the Price Tower, and other downtown establishments have expressed an interest in hosting special community events which would also include the service of wine, champagne, or other intoxicating beverages. In order to approve these events, this policy needs to be revoked and the Municipal Code provisions enforced for all public areas within the city limits.

Municipal Policy Concerning the
Distribution of Alcoholic Beverages on Downtown City Rights-of-Way
and Bill Doenges Memorial Stadium

The sale and distribution of alcoholic beverages on City rights-of-way within the Downtown Central Business District, including Bill Doenges Memorial Stadium, may be approved for community events at the discretion of and as authorized by the City Manager and as further restricted by this policy.

1. **Applicable Laws, Permits, and Licenses.** Said alcoholic beverage distribution shall be in compliance with all applicable State and County laws. It is the applicant's responsibility to check with these authorities on the necessity for any required permits and licenses and secure same.
2. **Types of Alcohol.** Low alcohol beverages (beer and/or wine coolers containing an alcohol content of 3.2 percent or less) are the only alcoholic beverages that may be served. Hard liquor is not permitted. Containers shall be limited in size to 18 ounces or less.
3. **Sale of Alcoholic Beverages.** Said alcoholic beverages shall not be given away, but must be individually sold.
4. **Service of Alcohol to Minors Prohibited**. Consumption of alcoholic beverages is limited to persons twenty-one years of age or older. No one under the age of twenty-one will be served alcoholic beverages. It is also understood that should instances of minors in possession of alcohol and/or sales of alcohol to minors be discovered, police may direct that all alcohol sales within the event be terminated for the remainder of the event or other corrective action as police deem necessary.
5. **Food and Nonalcoholic Beverages Must Be Made Available For Sale.** Alternate non-alcoholic beverages and food must also be provided for sale at any event at which alcoholic beverages are served or sold. Failure to provide adequate alternative non-alcoholic beverages and food for sale may result in the termination or delay of the event.
6. **Alcohol Must Remain in Designated Area**. Alcoholic beverages may not be carried or consumed outside areas designated for the sale and consumption of alcoholic beverages. Alcohol sales shall be limited to one point of sale and shall be conducted within the designated area. The identified alcohol sales locations will at all times have at least one responsible adult person assigned the specific task of checking identification of purchasers to assure that no alcoholic beverages are sold to minors. Additionally, responsible adult personnel will be posted at the entrances to the designated area to control entry and exit as described above.
7. **Time and Duration of Events with Alcohol.** Alcoholic beverages may not be sold or served prior to 3 pm Monday through Friday and 12 noon on Saturday and Sunday unless authorized by the City Manager. The maximum duration of a special event with alcohol service is five (5) hours. Special events scheduled Sunday through Thursday must conclude by midnight and events scheduled Friday and Saturday must conclude by 1 am

unless prior authorization has been granted by the City Manager. Alcohol sales shall cease ½ hour prior to the scheduled closure of the event.

8. **Location.** Events involving the distribution and sale of alcoholic beverages will not be authorized for outside public areas which are inappropriate due to their proximity to residential areas.
9. **Event Sponsor Required.** Each special event involving alcohol must have at least one individual designated as the Event Manager. The Event Manager takes full responsibility for the management of the event.
10. **Serving of Alcoholic Beverages.** When alcohol is being served (by a designated server), it must be served to an individual and is limited to two drinks per person at the time of serving. Self-service bars, taps, and beer trucks or trailers with open taps are not permitted. No alcohol may be served or consumed in glass containers.
11. **Additional Precautions or Restrictions May Be Required.** The City, as owner of the rights-of-way and Bill Doenges Memorial Stadium reserves the right to require additional precautions such as the use of trained persons to dispense alcoholic beverages, the use of on-site security, greater limitations on time of service, and/or provision of liability insurance coverage (for bodily injury and property damage) during the term of the event which names the City of Bartlesville as an "additional insured". Additionally, the City reserves the right to limit the number, frequency, and duration of events as well as the type and amount of alcohol that may be distributed and sold at any special event.
12. **Reimbursement of Costs for City Services, If Needed.** The applicant agrees to fully reimburse the City for all costs associated with the response of City services which are necessary as a result of the distribution and sale of alcohol at the special event. Such City services shall include, but not be limited to, Police, Fire, Public Works and Solid Waste.
13. **Amendment, Modification, Expansion or Repeal.** This policy may be amended, modified, expanded, or repealed at any time with approval of the Bartlesville City Council.

Originally adopted the 3rd day of May, 2004, by the City Council, Bartlesville, Oklahoma, amended by the City Council the 20th day of June, 2005, and is amended on the 8th day of May, 2006 by the City Council, Bartlesville, Oklahoma.

Julie Daniels, Mayor

ATTEST:

CITY OF BARTLESVILLE OFFICIAL SEAL OKLAHOMA

Kelly M. Jones, City Clerk

MEMO

TO: Ed Gordon, City Manager
FROM: Lisa Beeman, Community Development Director
DATE: April 26, 2017

RE: Art Center Building in Johnstone Park

The Bartlesville Art Association has been meeting in the Art Center Building in Johnstone Park since its formation in 1952. They have recently relocated to the Price Tower Design Center. In light of this, city staff completed a thorough inspection of the building to determine its condition. This assessment has verified that the building is in a severely deteriorated condition and as is, has been posted as unfit for occupancy. The building is on raised piers which has failed in areas, identified by uneven concrete slab flooring and foundation cracks in both the building and the surrounding raised porch. This has caused a significant number of trip hazards due to the offsets. There is termite damage in the wooden portions of the building, along with various electrical violations and noncompliance with ADA requirements. The building has suffered flooding in the past and it is located in the Caney River floodway. As such, repairs to the building are limited by Federal Law to no more than 50% of the value of the building. Our estimate for repairs to this building to make it safe for occupancy would exceed this amount, making it unsuitable to be renovated and occupied in the future.

We believe the building has outlived its useful life and recommend the building be declared surplus and removed.

ACCOUNTING AND FINANCE

MEMORANDUM

TO: Ed Gordon, City Manager

FROM: Mike Bailey, Administrative Director/CFO

SUBJECT: City of Bartlesville's ballot for OMAG Trustees.

GENERAL INFORMATION:

The City of Bartlesville is a member of the Oklahoma Municipal Assurance Group (OMAG), which is a non-profit, risk sharing pool for Oklahoma municipalities formed as an inter-local trust that provides our liability and property insurances.

The governing body of OMAG is comprised of 7 trustees who are elected from OMAG's members. Trustees can be elected or appointed officials of the member municipality. I currently serve on the OMAG Board of Trustees but am not up for reelection this term.

There are three incumbents who are up for reelection at this time. They are:

Earl Burson, City Manager of Harrah
Janice Cain, City Manager of Altus
Pam Polk, City Manager of Collinsville

There are 10 other candidates for these 3 positions. Having worked with all three incumbents for a number of years, it would be my recommendation that the City of Bartlesville cast its 3 votes for the incumbents listed above.

Please schedule this item for the Consent Docket of the next City Council Meeting.

COUNCIL ACTION REQUESTED:

Vote to reelect Earl Burson, Janice Cain, and Pam Polk to the OMAG Board of Trustees.

Oklahoma Municipal Assurance Group

3650 S. Boulevard • Edmond, OK 73013-5581 • 405/657-1400 • 800/234-9461 • fax: 405/657-1401 • www.omag.org

TO: Members of the Oklahoma Municipal Assurance Group

FROM: Jon Woods, Chief Executive Officer

DATE: April 6, 2017

SUBJECT: Election of Three Trustees

Herein is the **OFFICIAL BALLOT** for the governing body of your municipality to use in electing three (3) members to the Board of Trustees of the Oklahoma Municipal Assurance Group for three-year terms commencing July 1, 2017.

Trustees whose terms expire on June 30, 2017 are:

Mr. Earl Burson, City Manager of the City of Harrah
Ms. Janice Cain, City Manager of the City of Altus
Ms. Pam Polk, City Manager of the City of Collinsville

PLEASE BE ADVISED THAT THE FAILURE TO PROPERLY SUBMIT THIS BALLOT WILL INVALIDATE THE BALLOT!

Your Ballot must be:

(1) Signed by the Mayor;
(2) Attested by the City Clerk; and
(3) Received by OMAG no later than May 31, 2017, by:
  (a) sending a facsimile of the ballot to OMAG at (405) 657-1401;
  (b) sending the ballot to Kelsie Willis at kwillis@omag.org; or
  (c) sending OMAG the ballot by certified mail.

BALLOT

OKLAHOMA MUNICIPAL ASSURANCE GROUP
2017 Election of Three Trustees

The biographical sketch for each nominee was written by the person(s) who made the nomination. Nominees are listed in alphabetical order. YOU MAY VOTE FOR THREE (3) NOMINEES.

____ **EARL BURSON, City Manager, City of Harrah.** Earl Burson has been in City management since 1990 and presently City Manager of Harrah, Oklahoma. He is a graduate of Oral Roberts University. He is the Chairman of the Managers in Transition Committee through OCMA and credentialed through ICMA. He has served for 6 years on the OMAG Board. **(The City of Harrah participates in the Municipal Liability Protection Plan, the Municipal Property Protection Plan, and the Workers' Compensation Plan.)**

____ **JANICE CAIN, City Manager, City of Altus.** Altus City Manager since 7-2016; Served in City Manager positions since 1989: Marlow, Lindsay, Comanche: Interim Finance Director in Duncan. Currently on OMAG Board of Directors. Previously served on Board of Directors of City Management Association of Oklahoma, Municipal Electric Systems of Oklahoma, Oklahoma Municipal Power Authority, Altus Rotary Club. **(The City of Altus participates in the Municipal Liability Protection Plan, the Municipal Property Protection Plan, and the Workers' Compensation Plan.)**

____ **BUCK DAY, City Manager, City of McLoud.** City Manager 1 ½ years; County Commissioner (Pottawatomie County) 25 years; County Health Dept. Board; County Tax Roll Collections Board; Project Heart Nutrition Board – 30 years, COEDD Board – 20 years and member of DOC Advisory Board – Mabel Bassett Correctional Facility. **(The City of McLoud participates in the Municipal Liability Protection Plan, the Municipal Property Protection Plan, and the Workers' Compensation Plan.)**

____ **CAMILLE DOWERS, City Clerk and Attorney for City Manager, City of Newcastle.** Camille has 13 years of municipal experience. Her memberships include: OMCTFOA, IIMC, OML Legislative Committee, OBA Government and Administrative Law Practice Section, OBA Disaster Relief Committee. Professional designations include: OML Community Leadership Development Graduate, CMO, CMC. Degrees include: B.A. (Journalism), J.D. (Law). Past experience: Private attorney, OU Professor – Legal Studies. **(The City of Newcastle participates in the Municipal Liability Protection Plan, the Municipal Property Protection Plan, and the Workers' Compensation Plan.)**

____ **ROGER KOLMAN, City Manager, City of Glenpool.** Roger Kolman has been City Manager of Glenpool since 2014; previously serving as City Manager in Anadarko, and Assistant City Manager and Finance Director for Maricopa, AZ. He has audited governmental entities, including municipal risk pools. Roger holds Master of Administration and Bachelor of Science degrees and is a CPA. **(The City of Glenpool participates in the Municipal Liability Protection Plan, the Municipal Property Protection Plan, and the Workers' Compensation Plan.)**

____ **CLAYTON E. LUCAS, II, City Manager, City of Sallisaw.** Clayton Lucas serves as the City Manager of Sallisaw and is on the Board of the City Manager's Association of Oklahoma. He has a Bachelor's degree in Geography and a Master's degree in Public Administration. He is a sixth-generation Oklahoman and a third generation native of Sallisaw. **(The City of Sallisaw participates in the Municipal Liability Protection Plan and the Workers' Compensation Plan.)**

____ **RUSS MEACHAM, CFO, City of Perry.** Russ Meacham, CPA, has served as the CFO for the City of Perry since June 2008. Russ also serves as a consultant to over 40 municipalities across the state, assisting them with their financial needs. Russ's career began at Deloitte & Touche after graduation from the University of Oklahoma. **(The City of Perry participates in the Municipal Liability Protection Plan, the Municipal Property Protection Plan, and the Workers' Compensation Plan.)**

SEE REVERSE FOR ADDITIONAL NOMINEES

____ **PAM POLK, City Manager, City of Collinsville.** Ms. Polk has 23 years municipal government experience. She holds a BS in Business Administration/Management and an MBA. Pam is a certified investment funds manager, certified municipal official, certified grants administrator and is the first, and only, Oklahoma female credentialed city manager. She currently serves OMAG member cities. **(The City of Collinsville participates in the Municipal Liability Protection Plan, the Municipal Property Protection Plan and the Workers' Compensation Plan.)**

____ **MARK SKILES, City Manager, City of Clinton.** Mark has 14+ years of municipal experience. He holds a Bachelor's Degree from OSU and Master's Degree from SEOSU. He has served on multiple local and state boards. He understands the importance of OMAG and would like to be part of the sustainability of same. **(The City of Clinton participates in the Municipal Liability Protection Plan, the Municipal Property Protection Plan, and the Workers' Compensation Plan.)**

____ **JANET SMITH, City Manager, City of Crescent.** Janet is an energetic leader dedicated to improving public trust through transparency, fairness, and strategic planning. She brings a positive perspective to complex issues, personnel matters, and organizational change. Currently overseeing major infrastructure improvements, she has prioritized financial solvency, revitalized business growth, and enjoys building relationships with our residents. **(The City of Crescent participates in the Municipal Liability Protection Plan, the Municipal Property Protection Plan, and the Workers' Compensation Plan.)**

____ **DANIEL TARKINGTON, Mayor, City of Checotah.** Born and raised in Checotah, 2005 graduate of Checotah High School. Employed with the City of Checotah 5 years prior to being elected Mayor in 2015. Member of Mayors Council of Oklahoma. Focusing on growth and the betterment of the community for our children and families. **(The City of Checotah participates in the Municipal Liability Protection Plan, the Municipal Property Protection Plan, and the Workers' Compensation Plan.)**

____ **LARRY THOMA, Mayor, City of Elgin.** Larry has served over 25 years in Elgin as Council Member and Mayor. He served as OML President for almost three years. Larry is a member of MCO and Chairman of OMSC. Larry believes his work with past boards would serve him well as a member of the OMAG organization. **(The City of Elgin participates in the Municipal Liability Protection Plan, the Municipal Property Protection Plan, and the Workers' Compensation Plan.)**

____ **MARK WHINNERY, City Manager, City of Drumright.** Mark Whinnery has been Drumright's City Manager since October 2012. Mark served 25 years in the Air Force and retired as a Colonel. His last assignment was the Mission Support Group Commander at Scott AFB, Illinois. Mark has a Bachelor's Degree in Communications and a Master's Degree in Human Resources. **(The City of Drumright participates in the Municipal Liability Protection Plan, the Municipal Property Protection Plan, and the Workers' Compensation Plan.)**

SIGN AND ATTEST

Ballot cast for the governing body of the municipality of _____

Signed: _____
Mayor

Attested: _____ Date: _____, 2017
Clerk

PLEASE BE ADVISED THAT THE FAILURE TO PROPERLY SUBMIT THIS BALLOT WILL INVALIDATE THE BALLOT!

Your Ballot must be received by the Oklahoma Municipal Assurance Group, 3650 S. Boulevard, Edmond, OK 73013 no later than *May 31, 2017*, by:

(1) sending a facsimile of the ballot to OMAG at (405) 657-1401;
(2) sending the ballot to Kelsie Willis at kwillis@omag.org; or
(3) sending OMAG the ballot by certified mail.

REPORT OF REVENUE, EXPENDITURES AND CHANGES IN FUND BALANCES

For The Seven Months Ended January 31, 2017

CITY COUNCIL

Ward 1 - Dale Copeland, Mayor
Ward 2 - John Kane, Vice Mayor
Ward 3 - Jim Curd
Ward 4 - Alan Gentges
Ward 5 - Joseph Callahan

City Manager
Ed Gordon

Prepared by:

Mike Bailey
Administrative Director/CFO

Jason Muninger
Internal Services Supervisor

Alicia Shelton
Accountant

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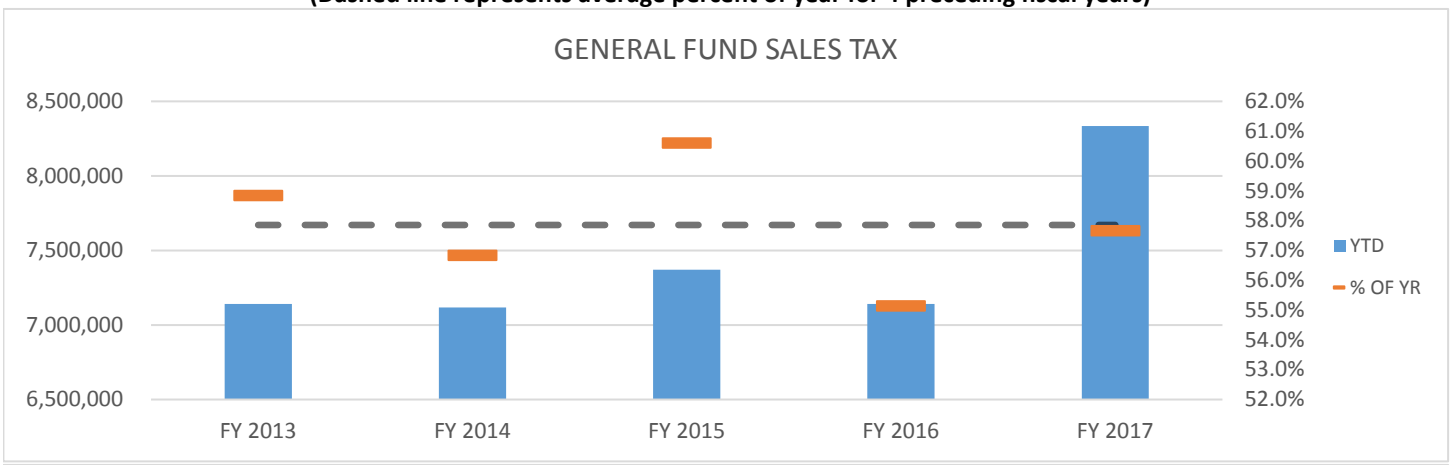
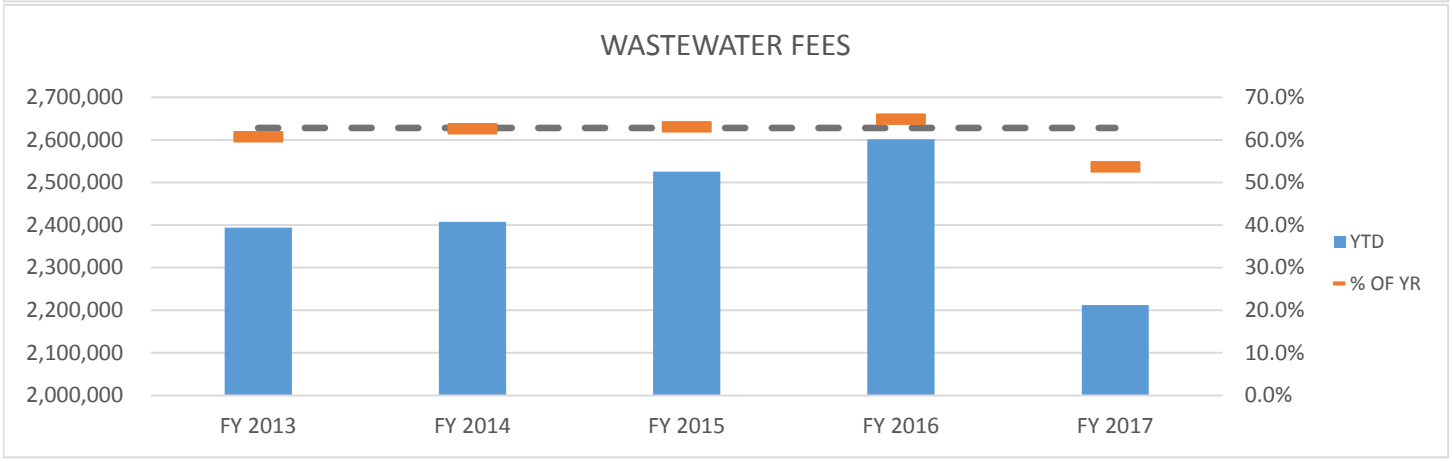
EXPENDITURE BUDGET STATUS
CHANGE IN FUND BALANCE

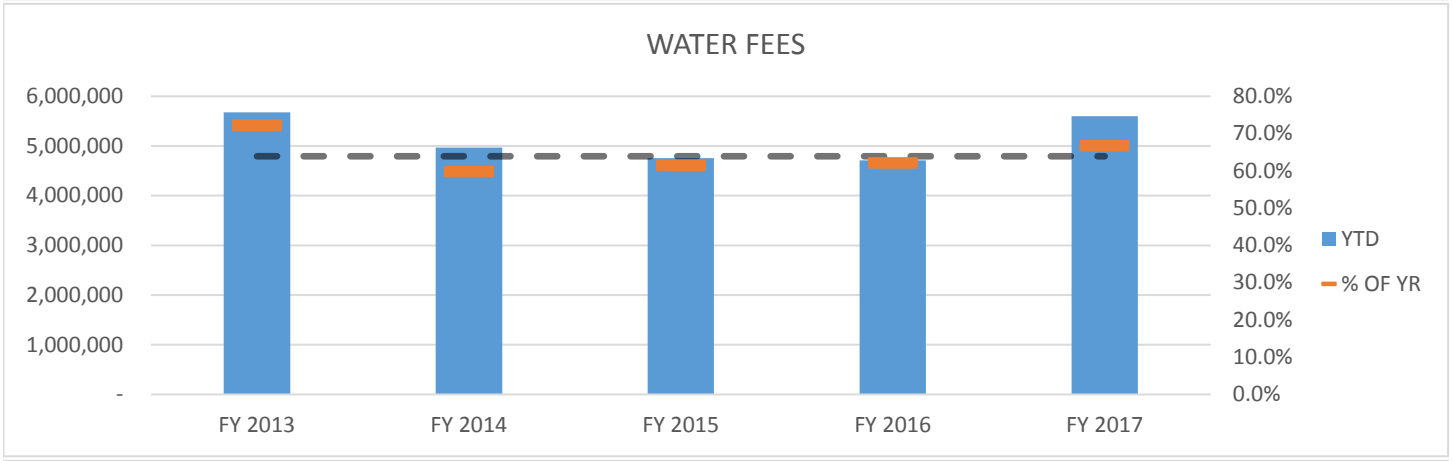
EXPLANATORY MEMO

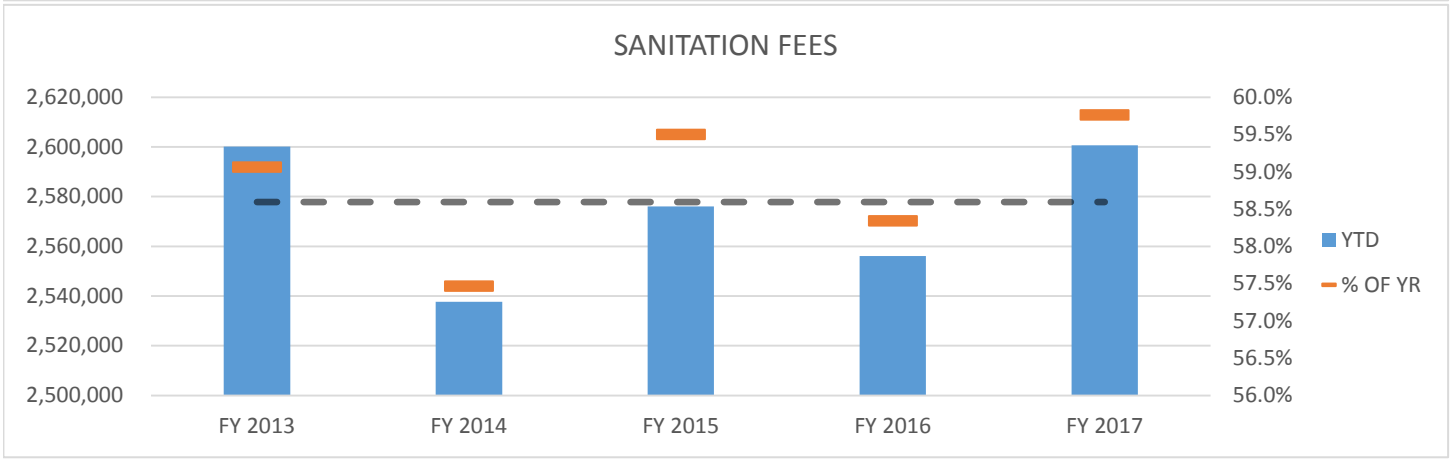
FINANCIAL STATEMENT REVENUE HIGHLIGHTS

(Dashed line represents average percent of year for 4 preceding fiscal years)









GENERAL FUND

Statement of Revenue, Expenditures, and Changes in Fund Balances

58% of Year Lapsed

	2016-17 Fiscal Year						2015-16 Fiscal Year	
	Total Budget	YTD Budget	YTD Actual	YTD Encum	YTD Total	% of Budget	YTD Total	% Total Year
Revenue:								
Sales Tax	$ 14,452,529	$ 8,430,642	$ 8,326,416	$ -	$ 8,326,416	57.6%	$ 7,140,749	55.1%
Gross Receipt Tax	1,436,500	837,958	782,674	-	782,674	54.5%	781,077	55.7%
Licenses and Permits	220,800	128,800	174,648	-	174,648	79.1%	179,863	79.8%
Intergovernmental	646,600	377,183	383,629	-	383,629	59.3%	377,967	58.3%
Charges for Services	360,600	210,350	227,886	-	227,886	63.2%	209,153	56.2%
Court Costs	147,500	86,042	81,309	-	81,309	55.1%	76,435	53.5%
Police/Traffic Fines	466,100	271,892	223,422	-	223,422	47.9%	248,489	54.5%
Parking Fines	124,700	72,742	63,110	-	63,110	50.6%	61,260	56.4%
Other Fines	36,100	21,058	21,220	-	21,220	58.8%	22,680	54.3%
Investment Income	-	-	42,982	-	42,982	N.A.	16,981	40.7%
Miscellaneous Income	199,700	116,492	248,665	-	248,665	124.5%	175,466	62.7%
Transfers In	3,552,756	2,072,441	2,072,436	-	2,072,436	58.3%	1,906,006	58.3%
Total	**$ 21,643,885**	**$ 12,625,600**	**$ 12,648,397**	**$ -**	**$ 12,648,397**	**58.4%**	**$ 11,196,126**	**56.2%**
Expenditures:								
General Government	$ 5,878,676	$ 3,429,228	$ 3,319,714	$ 361,420	$ 3,681,134	62.6%	$ 3,470,035	64.8%
Public Safety	10,742,120	6,266,237	6,038,111	82,292	6,120,403	57.0%	5,807,160	58.5%
Street	1,468,804	856,802	825,904	(77,831)	748,073	50.9%	640,811	53.9%
Culture and Recreation	2,615,378	1,525,637	1,456,607	(8,771)	1,447,836	55.4%	1,195,441	59.3%
Transfers Out	1,900,704	1,108,744	1,108,744	-	1,108,744	58.3%	649,058	58.3%
Reserves	860,494	501,955	-	-	-	0.0%	-	N.A.
Total	**$ 23,466,176**	**$ 13,688,603**	**$ 12,749,080**	**$ 357,110**	**$ 13,106,190**	**55.9%**	**$ 11,762,505**	**60.0%**
Changes in Fund Balance:								
Fund Balance 7/1			$ 2,402,102					
Net Revenue (Expense)			(100,683)					
Ending Fund Balance			**$ 2,301,419**					

COMBINED WASTEWATER OPERATING & BMA WASTEWATER FUNDS

Statement of Revenue, Expenditures, and Changes in Fund Balances

58% of Year Lapsed

	2016-17 Fiscal Year						2015-16 Fiscal Year	
	Total Budget	YTD Budget	YTD Actual	YTD Encum	YTD Total	% of Budget	YTD Total	% Total Year
Revenue:								
Wastewater Fees	$ 4,130,008	$ 2,409,171	$ 2,216,948	$ -	$ 2,216,948	53.7%	$ 2,606,560	64.9%
Investment Income	-	-	300	-	300	N.A.	117	42.9%
Debt Proceeds	-	-	-	-	-	N.A.	-	N.A.
Miscellaneous	50,000	29,167	61,040	-	61,040	122.1%	50,610	66.1%
Total	**$ 4,180,008**	**$ 2,438,338**	**$ 2,278,288**	**$ -**	**$ 2,278,288**	**54.5%**	**$ 2,657,287**	**64.9%**
Expenditures:								
Wastewater Plant	$ 2,290,987	$ 1,336,409	$ 1,489,437	$ 742,369	$ 2,231,806	97.4%	$ 2,226,262	99.2%
Wastewater Maint	797,778	465,371	428,688	8,333	437,021	54.8%	538,068	57.3%
BMA Expenses	29,500	17,208	14,303	-	14,303	48.5%	12,096	45.5%
Transfers Out	1,200,035	700,020	700,020	-	700,020	58.3%	587,010	58.3%
Reserves	82,206	47,954	-	-	-	0.0%	-	N.A.
Total	**$ 4,400,506**	**$ 2,566,962**	**$ 2,632,448**	**$ 750,702**	**$ 3,383,150**	**76.9%**	**$ 3,363,436**	**79.8%**
Changes in Fund Balance:								
Fund Balance 7/1			$ 554,937					
Net Revenue (Expense)			(354,160)					
Ending Fund Balance			**$ 200,777**					

COMBINED WATER OPERATING & BMA WATER FUNDS

Statement of Revenue, Expenditures, and Changes in Fund Balances

58% of Year Lapsed

	2016-17 Fiscal Year						2015-16 Fiscal Year	
	Total Budget	YTD Budget	YTD Actual	YTD Encum	YTD Total	% of Budget	YTD Total	% Total Year
Revenue:								
Water Fees	$ 8,723,081	$ 5,088,464	$ 5,792,828	$ -	$ 5,792,828	66.4%	$ 4,911,134	62.2%
Investment Income	-	-	1,940	-	1,940	N.A.	4,485	59.6%
Debt Proceeds	-	-	-	-	-	N.A.	-	N.A.
Miscellaneous	-	-	1,962	-	1,962	N.A.	13,654	59.2%
Total	**$ 8,723,081**	**$ 5,088,464**	**$ 5,796,730**	**$ -**	**$ 5,796,730**	**66.5%**	**$ 4,929,273**	**62.2%**
Expenditures:								
Water Plant	$ 2,741,818	$ 1,599,394	$ 1,971,194	$ (336,232)	$ 1,634,962	59.6%	$ 1,066,375	44.0%
Water Administration	317,146	185,002	178,042	(6,378)	171,664	54.1%	152,692	51.5%
Water Distribution	1,525,469	889,857	799,951	9,600	809,551	53.1%	907,457	61.3%
BMA Expenses	3,115,000	1,817,083	1,469,353	-	1,469,353	47.2%	1,549,582	49.4%
Transfers Out	1,668,053	973,031	973,033	-	973,033	58.3%	889,170	58.3%
Reserves	171,651	100,130	-	-	-	0.0%	-	N.A.
Total	**$ 9,539,137**	**$ 5,564,497**	**$ 5,391,573**	**$ (333,010)**	**$ 5,058,563**	**53.0%**	**$ 4,565,276**	**51.5%**
Changes in Fund Balance:								
Fund Balance 7/1			$ 1,374,720					
Net Revenue (Expense)			405,157					
Ending Fund Balance			**$ 1,779,877**					

SANITATION FUND

Statement of Revenue, Expenditures, and Changes in Fund Balances

58% of Year Lapsed

	2016-17 Fiscal Year						2015-16 Fiscal Year	
	Total Budget	YTD Budget	YTD Actual	YTD Encum	YTD Total	% of Budget	YTD Total	% Total Year
Revenue:								
Collection Fees	$ 4,351,589	$ 2,538,427	$ 2,600,688	$ -	$ 2,600,688	59.8%	$ 2,556,039	58.3%
Investment Income	-	-	4,348	-	4,348	N.A.	1,864	40.7%
Miscellaneous	177,090	103,303	24,508	-	24,508	13.8%	19,290	49.3%
Total	**$ 4,528,679**	**$ 2,641,730**	**$ 2,629,544**	**$ -**	**$ 2,629,544**	**58.1%**	**$ 2,577,193**	**58.2%**
Expenditures:								
Sanitation	$ 2,993,660	$ 1,746,302	$ 1,613,097	$ (11,212)	$ 1,601,885	53.5%	$ 1,465,175	55.3%
Transfers Out	1,879,621	1,096,446	1,096,446		1,096,446	58.3%	762,837	58.3%
Reserves	129,079	75,296	-	-	-	0.0%	-	N.A.
Total	**$ 5,002,360**	**$ 2,918,044**	**$ 2,709,543**	**$ (11,212)**	**$ 2,698,331**	**53.9%**	**$ 2,228,012**	**56.3%**
Changes in Fund Balance:								
Fund Balance 7/1			$ 1,706,520					
Net Revenue (Expense)			(79,999)					
Ending Fund Balance			**$ 1,626,521**					

ALL OTHER FUNDS

Revenue Budget Report - Budget Basis

58% of Year Lapsed

	Budget	Actuals	Percent of Budget
Special Revenue Funds:			
Economic Development Fund	1,540,946	921,544	60%
E-911 Fund	991,724	554,461	56%
Special Library Fund	85,000	99,406	117%
Special Museum Fund	16,500	19,677	119%
Municipal Airport Fund	-	1,279	N/A
Harshfield Library Donation Fund	-	3,212	N/A
Restricted Revenue Fund	60,000	94,343	157%
Golf Course Memorial Fund	-	1,436	N/A
Justice Assistance Grant Fund	-	924	N/A
Neighborhood Park Fund	-	32	N/A
Cemetery Care Fund	1,500	1,845	123%
Memorial Stadium Operating Fund	31,529	5,773	18%
Debt Service Fund	3,663,878	2,717,199	74%
Capital Project Funds:			
Sales Tax Capital Improvement Fund	2,726,892	1,585,941	58%
Park Capital Improvement Fund	-	-	N/A
Wastewater Capital Improvement Fund	-	25,764	N/A
Wastewater Regulatory Capital Fund	-	10,486	N/A
City Hall Capital Improvement Fund	117,879	40,501	34%
Storm Drainage Capital Improvement Fund	-	24,996	N/A
Community Development Block Grant Fund	-	106,152	N/A
2008B G.O. Bond Fund	-	26	N/A
2009 G.O. Bond Fund	-	71	N/A
2010 G.O. Bond Fund	-	210	N/A
2012 G.O. Bond Fund	-	48,381	N/A
2014 G.O. Bond Fund	-	5,780	N/A
2014B G.O. Bond Fund	-	7,445	N/A
2015 G.O. Bond Fund	-	7,540	N/A
Proprietary Funds:			
Adams Golf Course Operating Fund	428,005	249,844	58%
Sooner Pool Operating Fund	44,311	25,923	59%
Frontier Pool Operating Fund	57,117	33,399	58%
Internal Service Funds:			
Worker's Compensation Fund	304,929	178,454	59%
Health Insurance Fund	3,124,496	1,763,547	56%
Auto Collision Insurance Fund	1,707	2,832	166%
Stabilization Reserve Fund	792,504	462,294	58%
Capital Improvement Reserve Fund	4,508,160	2,455,401	54%
Mausoleum Trust Fund	-	31	N/A

ALL OTHER FUNDS

Expenditure Budget Report - Budget Basis

58% of Year Lapsed

	Budget	Actuals	Percent of Budget
Special Revenue Funds:			
Economic Development Fund	3,334,519	2,752,653	83%
E-911 Fund	981,596	541,349	55%
Special Library Fund	152,700	34,246	22%
Special Museum Fund	45,500	18,672	41%
Municipal Airport Fund	265,599	56,807	21%
Harshfield Library Donation Fund	851,739	55,824	7%
Restricted Revenue Fund	308,006	25,363	8%
Golf Course Memorial Fund	18,414	14,927	81%
Justice Assistance Grant Fund	39,606	6,930	17%
Neighborhood Park Fund	8,108	-	0%
Cemetery Care Fund	72,745	(1,400)	-2%
Memorial Stadium Operating Fund	30,000	(1,968)	-7%
Debt Service Fund	3,239,700	2,320,132	72%
Capital Project Funds:			
Sales Tax Capital Improvement Fund	5,895,766	2,978,019	51%
Park Capital Improvement Fund	-	-	N/A
Wastewater Capital Improvement Fund	353,305	266,650	75%
Wastewater Regulatory Capital Fund	4,374,787	1,003,770	23%
City Hall Capital Improvement Fund	405,761	26,764	7%
Storm Drainage Capital Improvement Fund	92,493	12,923	14%
Community Development Block Grant Fund	-	29,348	N/A
2008B G.O. Bond Fund	15,368	15,334	100%
2009 G.O. Bond Fund	17,821	-	0%
2010 G.O. Bond Fund	81,367	47,462	58%
2012 G.O. Bond Fund	228,246	56,632	25%
2014 G.O. Bond Fund	1,454,837	6,802	0%
2014B G.O. Bond Fund	106,201	4,005	4%
2015 G.O. Bond Fund	1,889,819	-	0%
Proprietary Funds:			
Adams Golf Course Operating Fund	479,213	297,076	62%
Sooner Pool Operating Fund	46,104	4,964	11%
Frontier Pool Operating Fund	58,446	7,016	12%
Internal Service Funds:			
Worker's Compensation Fund	450,000	167,347	37%
Health Insurance Fund	3,728,167	1,623,217	44%
Auto Collision Insurance Fund	300,000	47,956	16%
Stabilization Reserve Fund	5,268,958	-	0%
Capital Improvement Reserve Fund	3,719,100	817,903	22%
Mausoleum Trust Fund	5,000	2,000	40%

ALL OTHER FUNDS

Fund Balance Report - Modified Cash Basis

58% of Year Lapsed

	Beginning of Year	Change	Current
Special Revenue Funds:			
Economic Development Fund	1,829,731	(1,274,753)	554,978
E-911 Fund	354	20,088	20,442
Special Library Fund	305,612	45,798	351,410
Special Museum Fund	105,950	1,005	106,955
Municipal Airport Fund	343,890	(31,498)	312,392
Harshfield Library Donation Fund	859,964	(53,135)	806,829
Restricted Revenue Fund	249,531	66,969	316,500
Golf Course Memorial Fund	22,758	(13,491)	9,267
Justice Assistance Grant Fund	40,378	(5,236)	35,142
Neighborhood Park Fund	8,122	32	8,154
Cemetery Care Fund	75,377	(74,551)	826
Memorial Stadium Operating Fund	6,316	5,741	12,057
Debt Service Fund	2,826,462	405,680	3,232,142
Capital Project Funds:			
Sales Tax Capital Improvement Fund	3,160,780	(445,751)	2,715,029
Park Capital Improvement Fund	-	-	-
Wastewater Capital Improvement Fund	350,753	(195,844)	154,909
Wastewater Regulatory Capital Fund	4,115,253	(667,472)	3,447,781
City Hall Capital Improvement Fund	281,660	22,377	304,037
Storm Drainage Capital Improvement Fund	59,978	12,073	72,051
Community Development Block Grant Fund	-	(95,965)	(95,965)
2008B G.O. Bond Fund	15,395	(15,308)	87
2009 G.O. Bond Fund	17,852	71	17,923
2010 G.O. Bond Fund	81,522	(47,252)	34,270
2012 G.O. Bond Fund	294,056	(75,866)	218,190
2014 G.O. Bond Fund	1,456,173	(1,022)	1,455,151
2014B G.O. Bond Fund	4,833,644	(4,266,124)	567,520
2015 G.O. Bond Fund	1,902,978	(1,383)	1,901,595
Proprietary Funds:			
Adams Golf Course Operating Fund	93,837	(17,067)	76,770
Sooner Pool Operating Fund	25,441	2,156	27,597
Frontier Pool Operating Fund	27,170	3,274	30,444
Internal Service Funds:			
Worker's Compensation Fund	237,675	25,149	262,824
Health Insurance Fund	841,691	198,211	1,039,902
Auto Collision Insurance Fund	276,315	(45,124)	231,191
Stabilization Reserve Fund	4,476,454	462,294	4,938,748
Capital Improvement Reserve Fund	2,507,223	1,478,780	3,986,003
Mausoleum Trust Fund	7,880	31	7,911

ACCOUNTING AND FINANCE

MEMORANDUM

FROM: Mike Bailey, Administrative Director/CFO

SUBJECT: Financial Statement Explanatory Memo

GENERAL INFORMATION

The purpose of this memo is to provide some insight as to the construction of the attached financial statements and to provide some guidance as to their use.

The format of the attached financial statements is intended to highlight our most important revenue sources, provide sufficient detail on major operating funds, and provide a high level overview of all other funds. The level of detail presented is sufficient to assist the City Council in conducting their fiduciary obligations to the City without creating a voluminous document that made the execution of that duty more difficult.

This document provides three different types of analyses for the Council's use. The first is an analysis of revenue vs budgeted expectations. This allows the Council to see how the City's revenues are performing and to have a better idea if operational adjustments are necessary.

The second analysis compares expenditures to budget. This allows the Council to ensure that the budgetary plan that was set out for the City is being followed and that Staff is making the necessary modifications along the way.

The final analysis shows the fund balance for each fund of the City. This is essentially the "cash" balance for most funds. However, some funds include short term receivables and payables depending on the nature of their operation. With very few exceptions, all funds must maintain positive fund balance by law. Any exceptions will be noted where they occur.

These analyses are presented in the final manner:

Highlights:

The Highlights section presents a 5 year snap shot of the performance of the City's 4 most important revenue sources. Each bar represents the actual amounts earned in each year through the period of the report. Each dash represents the percent of the year's revenue that had been earned through that period. The current fiscal year will always represent the percent of the budget that has been earned, while all previous fiscal years will always represent the percent of the actual amount earned. This analysis highlights and compares not only amounts earned, but gives a better picture of how much should have been earned in order to meet budget for the year.

Major Operating Funds:

The City's major operating funds are presented in greater detail than the remainder of the City's funds. These funds include the General, Wastewater Operating, BMA – Wastewater, Water Operating, BMA – Water, and Sanitation. Due to the interrelated nature of the Wastewater Operating/BMA – Wastewater and the Water Operating/BMA – Water funds, these have been combined into Wastewater Combined and Water Combined funds. This should provide a better picture of the overall financial condition of these operating segments by combining revenues, operating expenses, and financing activities in a single report.

Other Funds:

All other funds of the City are reported at a high level. These funds are often created for a limited purpose, limited duration, and frequently contain only a one-time revenue source. This high level overview will provide Council with sufficient information for a summary review. Any additional information that is required after that review is available.

These condensed financial statement should provide sufficient information for the City Council to perform its fiduciary responsibility while simplifying the process. All supplementary, detailed information is available for the Council's use at any time upon request. Additionally, any other funds that the Council chooses to classify as a Major Operating fund can be added to that section to provide greater detail in the future.

REPORT OF REVENUE, EXPENDITURES AND CHANGES IN FUND BALANCES

For The Eight Months Ended February 28, 2017

CITY COUNCIL

Ward 1 - Dale Copeland, Mayor
Ward 2 - John Kane, Vice Mayor
Ward 3 - Jim Curd
Ward 4 - Alan Gentges
Ward 5 - Joseph Callahan

City Manager
Ed Gordon

Prepared by:

Mike Bailey
Administrative Director/CFO

Jason Muninger
Internal Services Supervisor

Alicia Shelton
Accountant

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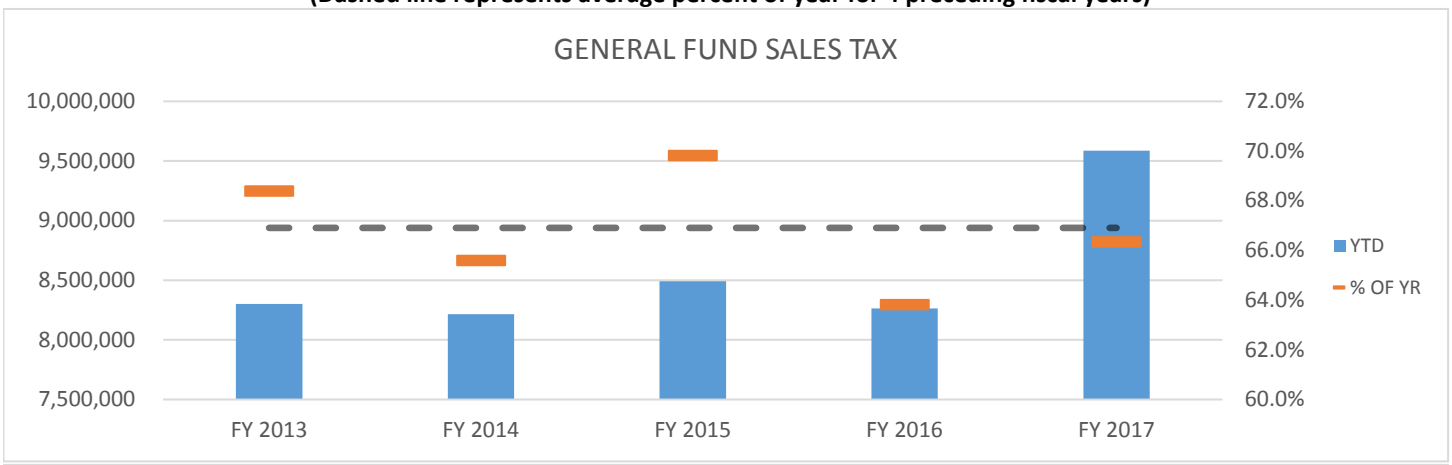
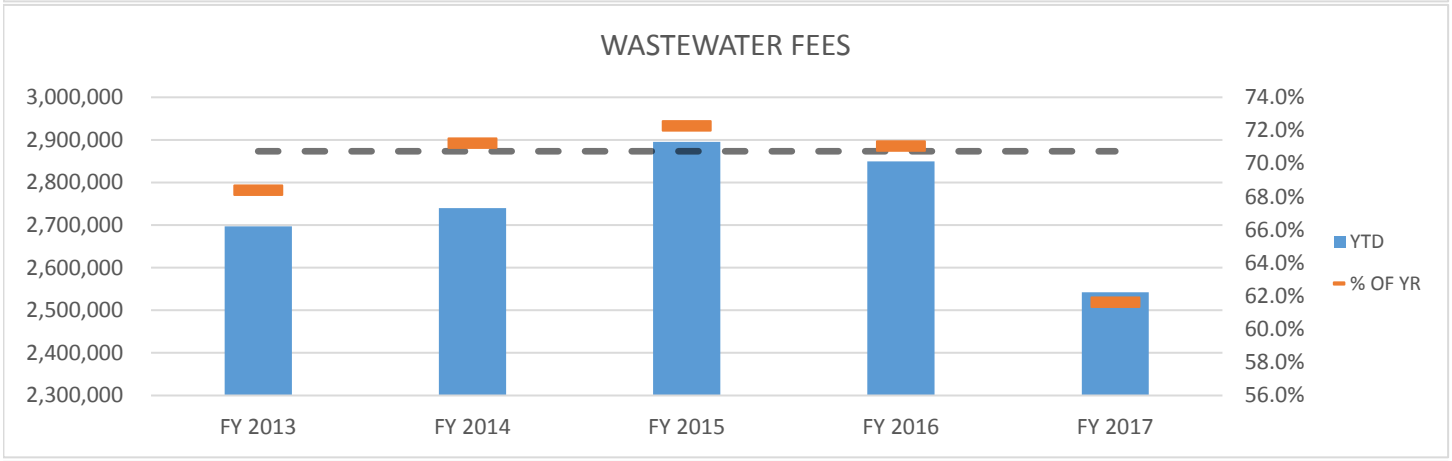
EXPENDITURE BUDGET STATUS
CHANGE IN FUND BALANCE

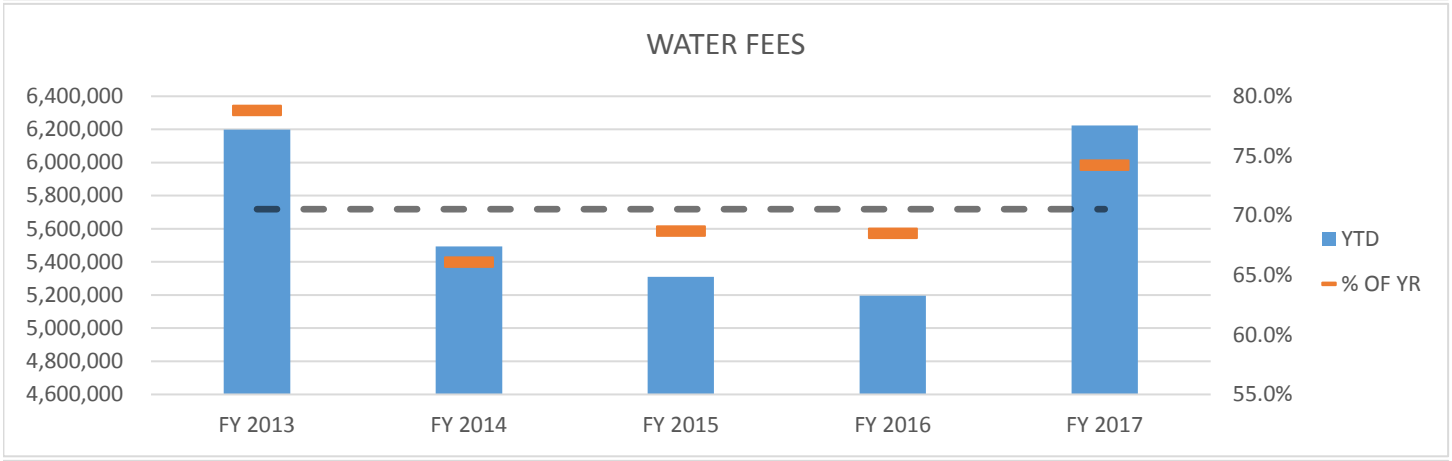
EXPLANATORY MEMO

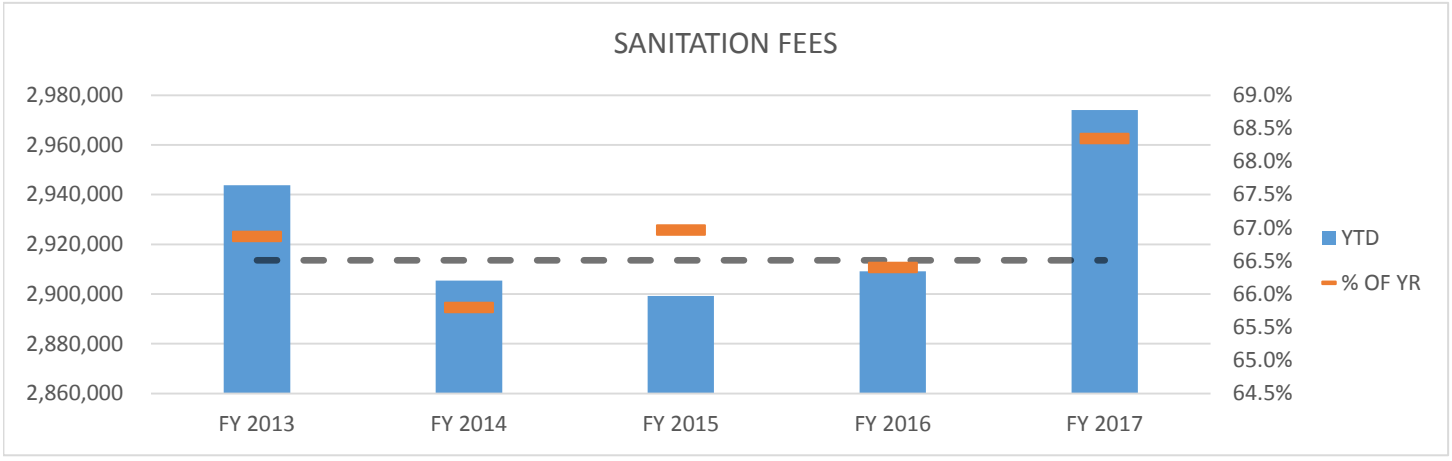
FINANCIAL STATEMENT REVENUE HIGHLIGHTS

(Dashed line represents average percent of year for 4 preceding fiscal years)









GENERAL FUND

Statement of Revenue, Expenditures, and Changes in Fund Balances

67% of Year Lapsed

	2016-17 Fiscal Year						2015-16 Fiscal Year	
	Total Budget	YTD Budget	YTD Actual	YTD Encum	YTD Total	% of Budget	YTD Total	% Total Year
Revenue:								
Sales Tax	$ 14,452,529	$ 9,635,019	$ 9,579,974	$ -	$ 9,579,974	66.3%	$ 8,264,895	63.8%
Gross Receipt Tax	1,436,500	957,667	967,218	-	967,218	67.3%	981,020	70.0%
Licenses and Permits	220,800	147,200	193,421	-	193,421	87.6%	189,907	84.3%
Intergovernmental	646,600	431,067	435,995	-	435,995	67.4%	428,568	66.1%
Charges for Services	360,600	240,400	264,298	-	264,298	73.3%	245,718	66.0%
Court Costs	147,500	98,333	91,837	-	91,837	62.3%	93,358	65.3%
Police/Traffic Fines	466,100	310,733	266,516	-	266,516	57.2%	303,248	66.5%
Parking Fines	124,700	83,133	74,008	-	74,008	59.3%	71,425	65.7%
Other Fines	36,100	24,067	25,285	-	25,285	70.0%	26,482	63.4%
Investment Income	-	-	51,021	-	51,021	N.A.	21,555	51.6%
Miscellaneous Income	199,700	133,133	266,251	-	266,251	133.3%	188,566	67.4%
Transfers In	3,552,756	2,368,504	2,368,500	-	2,368,500	66.7%	2,178,292	66.7%
Total	**$ 21,643,885**	**$ 14,429,256**	**$ 14,584,324**	**$ -**	**$ 14,584,324**	**67.4%**	**$ 12,993,034**	**65.2%**
Expenditures:								
General Government	$ 5,878,676	$ 3,919,117	$ 3,715,192	$ 326,872	$ 4,042,064	68.8%	$ 3,846,162	71.8%
Public Safety	10,742,120	7,161,413	6,907,747	64,731	6,972,478	64.9%	6,558,764	66.1%
Street	1,468,804	979,203	935,954	(83,920)	852,034	58.0%	731,743	61.6%
Culture and Recreation	2,615,378	1,743,585	1,648,486	2,923	1,651,409	63.1%	1,334,403	66.1%
Transfers Out	1,900,704	1,267,136	1,267,136	-	1,267,136	66.7%	741,778	66.7%
Reserves	860,494	573,663	-	-	-	0.0%	-	N.A.
Total	**$ 23,466,176**	**$ 15,644,117**	**$ 14,474,515**	**$ 310,606**	**$ 14,785,121**	**63.0%**	**$ 13,212,850**	**67.4%**
Changes in Fund Balance:								
Fund Balance 7/1			$ 2,402,102					
Net Revenue (Expense)			109,809					
Ending Fund Balance			**$ 2,511,911**					

COMBINED WASTEWATER OPERATING & BMA WASTEWATER FUNDS

Statement of Revenue, Expenditures, and Changes in Fund Balances

67% of Year Lapsed

	2016-17 Fiscal Year						2015-16 Fiscal Year	
	Total Budget	YTD Budget	YTD Actual	YTD Encum	YTD Total	% of Budget	YTD Total	% Total Year
Revenue:								
Wastewater Fees	$ 4,130,008	$ 2,753,339	$ 2,547,164	$ -	$ 2,547,164	61.7%	$ 2,855,623	71.1%
Investment Income	-	-	349	-	349	N.A.	145	53.1%
Debt Proceeds	-	-	-	-	-	N.A.	-	N.A.
Miscellaneous	50,000	33,333	64,231	-	64,231	128.5%	50,610	66.1%
Total	**$ 4,180,008**	**$ 2,786,672**	**$ 2,611,744**	**$ -**	**$ 3,750,000**	**89.7%**	**$ 2,906,378**	**71.0%**
Expenditures:								
Wastewater Plant	$ 2,290,987	$ 1,527,325	$ 1,675,489	$ 556,317	$ 2,231,806	97.4%	$ 2,226,262	99.2%
Wastewater Maint	797,778	531,852	489,339	5,983	495,322	62.1%	612,786	65.3%
BMA Expenses	29,500	19,667	14,303	-	14,303	48.5%	26,502	99.7%
Transfers Out	1,200,035	800,023	800,023	-	800,023	66.7%	670,869	66.7%
Reserves	82,206	54,804	-	-	-	0.0%	-	N.A.
Total	**$ 4,400,506**	**$ 2,933,671**	**$ 2,979,154**	**$ 562,300**	**$ 4,294,976**	**97.6%**	**$ 3,536,419**	**83.9%**
Changes in Fund Balance:								
Fund Balance 7/1			$ 554,937					
Net Revenue (Expense)			(367,410)					
Ending Fund Balance			**$ 187,527**					

COMBINED WATER OPERATING & BMA WATER FUNDS

Statement of Revenue, Expenditures, and Changes in Fund Balances

67% of Year Lapsed

	2016-17 Fiscal Year						2015-16 Fiscal Year	
	Total Budget	YTD Budget	YTD Actual	YTD Encum	YTD Total	% of Budget	YTD Total	% Total Year
Revenue:								
Water Fees	$ 8,723,081	$ 5,815,387	$ 6,454,159	$ -	$ 6,454,159	74.0%	$ 5,411,483	68.5%
Investment Income	-	-	2,229	-	2,229	N.A.	5,584	74.3%
Debt Proceeds	-	-	-	-	-	N.A.	-	N.A.
Miscellaneous	-	-	3,549	-	3,549	N.A.	13,654	59.2%
Total	**$ 8,723,081**	**$ 5,815,387**	**$ 6,459,937**	**$ -**	**$ 6,459,937**	**74.1%**	**$ 5,430,721**	**68.5%**
Expenditures:								
Water Plant	$ 2,741,818	$ 1,827,879	$ 2,137,711	$ (328,073)	$ 1,809,638	66.0%	$ 1,522,196	62.8%
Water Administration	317,146	211,431	199,616	(6,453)	193,163	60.9%	207,351	69.9%
Water Distribution	1,525,469	1,016,979	899,485	4,631	904,116	59.3%	1,013,175	68.5%
BMA Expenses	3,115,000	2,076,667	1,469,353	1,246,445	2,715,798	87.2%	2,782,807	88.7%
Transfers Out	1,668,053	1,112,035	1,112,037	-	1,112,037	66.7%	1,016,194	66.7%
Reserves	171,651	114,434	-	-	-	0.0%	-	N.A.
Total	**$ 9,539,137**	**$ 6,359,425**	**$ 5,818,202**	**$ 916,550**	**$ 6,734,752**	**70.6%**	**$ 6,541,723**	**73.8%**
Changes in Fund Balance:								
Fund Balance 7/1			$ 1,374,720					
Net Revenue (Expense)			641,735					
Ending Fund Balance			**$ 2,016,455**					

SANITATION FUND

Statement of Revenue, Expenditures, and Changes in Fund Balances

67% of Year Lapsed

	2016-17 Fiscal Year						2015-16 Fiscal Year	
	Total Budget	YTD Budget	YTD Actual	YTD Encum	YTD Total	% of Budget	YTD Total	% Total Year
Revenue:								
Collection Fees	$ 4,351,589	$ 2,901,059	$ 2,974,071	$ -	$ 2,974,071	68.3%	$ 2,909,174	66.4%
Investment Income	-	-	5,052	-	5,052	N.A.	2,361	51.5%
Miscellaneous	177,090	118,060	30,152	-	30,152	17.0%	22,179	56.7%
Total	**$ 4,528,679**	**$ 3,019,119**	**$ 3,009,275**	**$ -**	**$ 3,009,275**	**66.4%**	**$ 2,933,714**	**66.3%**
Expenditures:								
Sanitation	$ 2,993,660	$ 1,995,773	$ 1,854,835	$ (44,324)	$ 1,810,511	60.5%	$ 1,670,851	63.1%
Transfers Out	1,879,621	1,253,081	1,253,081		1,253,081	66.7%	871,812	66.7%
Reserves	129,079	86,053	-	-	-	0.0%	-	N.A.
Total	**$ 5,002,360**	**$ 3,334,907**	**$ 3,107,916**	**$ (44,324)**	**$ 3,063,592**	**61.2%**	**$ 2,542,663**	**64.3%**
Changes in Fund Balance:								
Fund Balance 7/1			$ 1,706,520					
Net Revenue (Expense)			(98,641)					
Ending Fund Balance			**$ 1,607,879**					

ALL OTHER FUNDS

Revenue Budget Report - Budget Basis

67% of Year Lapsed

	Budget	Actuals	Percent of Budget
Special Revenue Funds:			
Economic Development Fund	1,540,946	1,055,198	68%
E-911 Fund	991,724	634,727	64%
Special Library Fund	85,000	106,398	125%
Special Museum Fund	16,500	19,744	120%
Municipal Airport Fund	479,639	350,851	73%
Harshfield Library Donation Fund	-	3,727	N/A
Restricted Revenue Fund	60,000	94,643	158%
Golf Course Memorial Fund	-	1,442	N/A
Justice Assistance Grant Fund	-	946	N/A
Neighborhood Park Fund	-	38	N/A
Cemetery Care Fund	1,500	1,957	130%
Memorial Stadium Operating Fund	31,529	6,600	21%
Debt Service Fund	3,663,878	2,988,247	82%
Capital Project Funds:			
Sales Tax Capital Improvement Fund	2,726,892	1,824,609	67%
Park Capital Improvement Fund	-	-	N/A
Wastewater Capital Improvement Fund	-	61,486	N/A
Wastewater Regulatory Capital Fund	-	12,606	N/A
City Hall Capital Improvement Fund	117,879	43,776	37%
Storm Drainage Capital Improvement Fund	-	25,042	N/A
Community Development Block Grant Fund	-	174,302	N/A
2008B G.O. Bond Fund	-	26	N/A
2009 G.O. Bond Fund	-	82	N/A
2010 G.O. Bond Fund	-	228	N/A
2012 G.O. Bond Fund	-	55,300	N/A
2014 G.O. Bond Fund	-	6,709	N/A
2014B G.O. Bond Fund	-	7,582	N/A
2015 G.O. Bond Fund	-	8,755	N/A
Proprietary Funds:			
Adams Golf Course Operating Fund	428,005	267,392	62%
Sooner Pool Operating Fund	44,311	29,635	67%
Frontier Pool Operating Fund	57,117	38,182	67%
Internal Service Funds:			
Worker's Compensation Fund	304,929	203,976	67%
Health Insurance Fund	3,124,496	2,074,027	66%
Auto Collision Insurance Fund	1,707	2,974	174%
Stabilization Reserve Fund	792,504	528,336	67%
Capital Improvement Reserve Fund	4,508,160	2,783,178	62%
Mausoleum Trust Fund	-	36	N/A

ALL OTHER FUNDS

Expenditure Budget Report - Budget Basis

67% of Year Lapsed

	Budget	Actuals	Percent of Budget
Special Revenue Funds:			
Economic Development Fund	3,334,519	2,752,653	83%
E-911 Fund	981,596	621,962	63%
Special Library Fund	152,700	58,700	38%
Special Museum Fund	45,500	22,472	49%
Municipal Airport Fund	745,238	500,940	67%
Harshfield Library Donation Fund	851,739	56,676	7%
Restricted Revenue Fund	308,006	28,943	9%
Golf Course Memorial Fund	18,414	14,927	81%
Justice Assistance Grant Fund	39,606	6,930	17%
Neighborhood Park Fund	8,108	-	0%
Cemetery Care Fund	72,745	(1,400)	-2%
Memorial Stadium Operating Fund	30,000	(1,968)	-7%
Debt Service Fund	3,239,700	2,829,256	87%
Capital Project Funds:			
Sales Tax Capital Improvement Fund	5,895,766	3,006,471	51%
Park Capital Improvement Fund	-	-	N/A
Wastewater Capital Improvement Fund	353,305	266,650	75%
Wastewater Regulatory Capital Fund	4,374,787	1,007,900	23%
City Hall Capital Improvement Fund	405,761	32,966	8%
Storm Drainage Capital Improvement Fund	92,493	12,923	14%
Community Development Block Grant Fund	-	29,348	N/A
2008B G.O. Bond Fund	15,368	15,334	100%
2009 G.O. Bond Fund	17,821	-	0%
2010 G.O. Bond Fund	81,367	54,243	67%
2012 G.O. Bond Fund	228,246	60,839	27%
2014 G.O. Bond Fund	1,454,837	7,385	1%
2014B G.O. Bond Fund	106,201	4,005	4%
2015 G.O. Bond Fund	1,889,819	-	0%
Proprietary Funds:			
Adams Golf Course Operating Fund	479,213	321,391	67%
Sooner Pool Operating Fund	46,104	5,041	11%
Frontier Pool Operating Fund	58,446	7,492	13%
Internal Service Funds:			
Worker's Compensation Fund	450,000	176,348	39%
Health Insurance Fund	3,728,167	1,926,148	52%
Auto Collision Insurance Fund	300,000	70,994	24%
Stabilization Reserve Fund	5,268,958	-	0%
Capital Improvement Reserve Fund	3,719,100	848,266	23%
Mausoleum Trust Fund	5,000	2,000	40%

ALL OTHER FUNDS

Fund Balance Report - Modified Cash Basis

67% of Year Lapsed

	Beginning of Year	Change	Current
Special Revenue Funds:			
Economic Development Fund	1,829,731	(1,229,536)	600,195
E-911 Fund	354	25,470	25,824
Special Library Fund	305,612	36,742	342,354
Special Museum Fund	105,950	(852)	105,098
Municipal Airport Fund	343,890	(33,850)	310,040
Harshfield Library Donation Fund	859,964	(53,090)	806,874
Restricted Revenue Fund	249,531	65,319	314,850
Golf Course Memorial Fund	22,758	(13,485)	9,273
Justice Assistance Grant Fund	40,378	(5,984)	34,394
Neighborhood Park Fund	8,122	38	8,160
Cemetery Care Fund	75,377	(74,439)	938
Memorial Stadium Operating Fund	6,316	6,568	12,884
Debt Service Fund	2,826,462	668,116	3,494,578
Capital Project Funds:			
Sales Tax Capital Improvement Fund	3,160,780	(449,459)	2,711,321
Park Capital Improvement Fund	-	-	-
Wastewater Capital Improvement Fund	350,753	(160,122)	190,631
Wastewater Regulatory Capital Fund	4,115,253	(815,461)	3,299,792
City Hall Capital Improvement Fund	281,660	19,450	301,110
Storm Drainage Capital Improvement Fund	59,978	12,119	72,097
Community Development Block Grant Fund	-	(27,815)	(27,815)
2008B G.O. Bond Fund	15,395	(15,308)	87
2009 G.O. Bond Fund	17,852	82	17,934
2010 G.O. Bond Fund	81,522	(54,015)	27,507
2012 G.O. Bond Fund	294,056	(78,154)	215,902
2014 G.O. Bond Fund	1,456,173	(676)	1,455,497
2014B G.O. Bond Fund	4,833,644	(4,618,977)	214,667
2015 G.O. Bond Fund	1,902,978	(168)	1,902,810
Proprietary Funds:			
Adams Golf Course Operating Fund	93,837	(30,777)	63,060
Sooner Pool Operating Fund	25,441	5,719	31,160
Frontier Pool Operating Fund	27,170	7,501	34,671
Internal Service Funds:			
Worker's Compensation Fund	237,675	40,376	278,051
Health Insurance Fund	841,691	264,545	1,106,236
Auto Collision Insurance Fund	276,315	(45,668)	230,647
Stabilization Reserve Fund	4,476,454	528,336	5,004,790
Capital Improvement Reserve Fund	2,507,223	1,735,270	4,242,493
Mausoleum Trust Fund	7,880	36	7,916

ACCOUNTING AND FINANCE

MEMORANDUM

FROM: Mike Bailey, Administrative Director/CFO

SUBJECT: Financial Statement Explanatory Memo

GENERAL INFORMATION

The purpose of this memo is to provide some insight as to the construction of the attached financial statements and to provide some guidance as to their use.

The format of the attached financial statements is intended to highlight our most important revenue sources, provide sufficient detail on major operating funds, and provide a high level overview of all other funds. The level of detail presented is sufficient to assist the City Council in conducting their fiduciary obligations to the City without creating a voluminous document that made the execution of that duty more difficult.

This document provides three different types of analyses for the Council's use. The first is an analysis of revenue vs budgeted expectations. This allows the Council to see how the City's revenues are performing and to have a better idea if operational adjustments are necessary.

The second analysis compares expenditures to budget. This allows the Council to ensure that the budgetary plan that was set out for the City is being followed and that Staff is making the necessary modifications along the way.

The final analysis shows the fund balance for each fund of the City. This is essentially the "cash" balance for most funds. However, some funds include short term receivables and payables depending on the nature of their operation. With very few exceptions, all funds must maintain positive fund balance by law. Any exceptions will be noted where they occur.

These analyses are presented in the final manner:

Highlights:

The Highlights section presents a 5 year snap shot of the performance of the City's 4 most important revenue sources. Each bar represents the actual amounts earned in each year through the period of the report. Each dash represents the percent of the year's revenue that had been earned through that period. The current fiscal year will always represent the percent of the budget that has been earned, while all previous fiscal years will always represent the percent of the actual amount earned. This analysis highlights and compares not only amounts earned, but gives a better picture of how much should have been earned in order to meet budget for the year.

Major Operating Funds:

The City's major operating funds are presented in greater detail than the remainder of the City's funds. These funds include the General, Wastewater Operating, BMA – Wastewater, Water Operating, BMA – Water, and Sanitation. Due to the interrelated nature of the Wastewater Operating/BMA – Wastewater and the Water Operating/BMA – Water funds, these have been combined into Wastewater Combined and Water Combined funds. This should provide a better picture of the overall financial condition of these operating segments by combining revenues, operating expenses, and financing activities in a single report.

Other Funds:

All other funds of the City are reported at a high level. These funds are often created for a limited purpose, limited duration, and frequently contain only a one-time revenue source. This high level overview will provide Council with sufficient information for a summary review. Any additional information that is required after that review is available.

These condensed financial statement should provide sufficient information for the City Council to perform its fiduciary responsibility while simplifying the process. All supplementary, detailed information is available for the Council's use at any time upon request. Additionally, any other funds that the Council chooses to classify as a Major Operating fund can be added to that section to provide greater detail in the future.

REPORT OF REVENUE, EXPENDITURES AND CHANGES IN FUND BALANCES

For The Nine Months Ended March 31, 2017

CITY COUNCIL

Ward 1 - Dale Copeland, Mayor
Ward 2 - John Kane, Vice Mayor
Ward 3 - Jim Curd
Ward 4 - Alan Gentges
Ward 5 - Joseph Callahan

City Manager
Ed Gordon

Prepared by:

Mike Bailey
Administrative Director/CFO

Jason Muninger
Internal Services Supervisor

Alicia Shelton
Accountant

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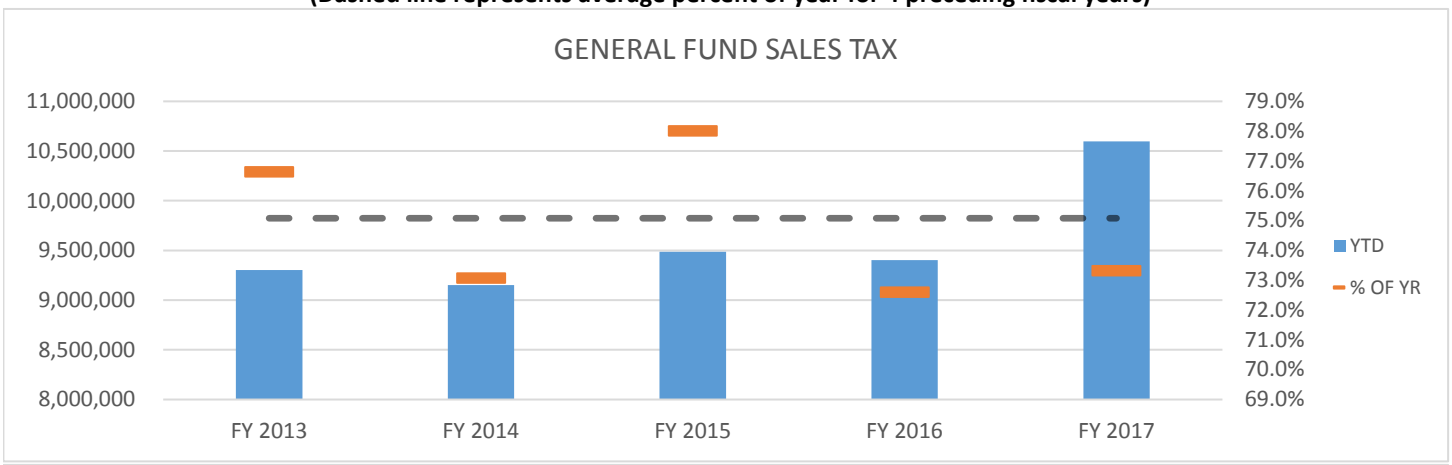
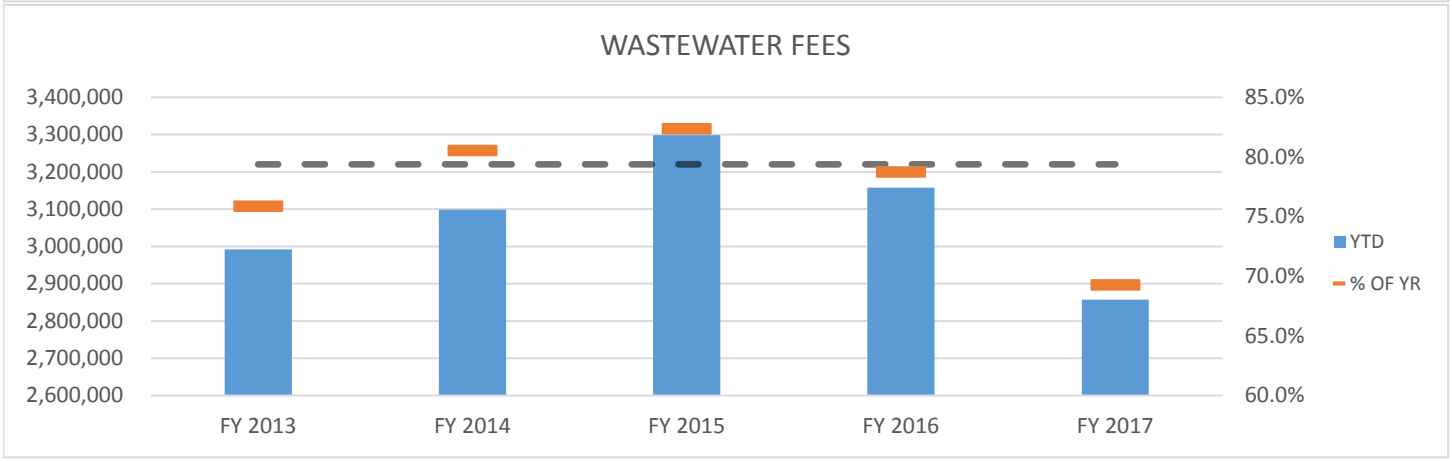
EXPENDITURE BUDGET STATUS
CHANGE IN FUND BALANCE

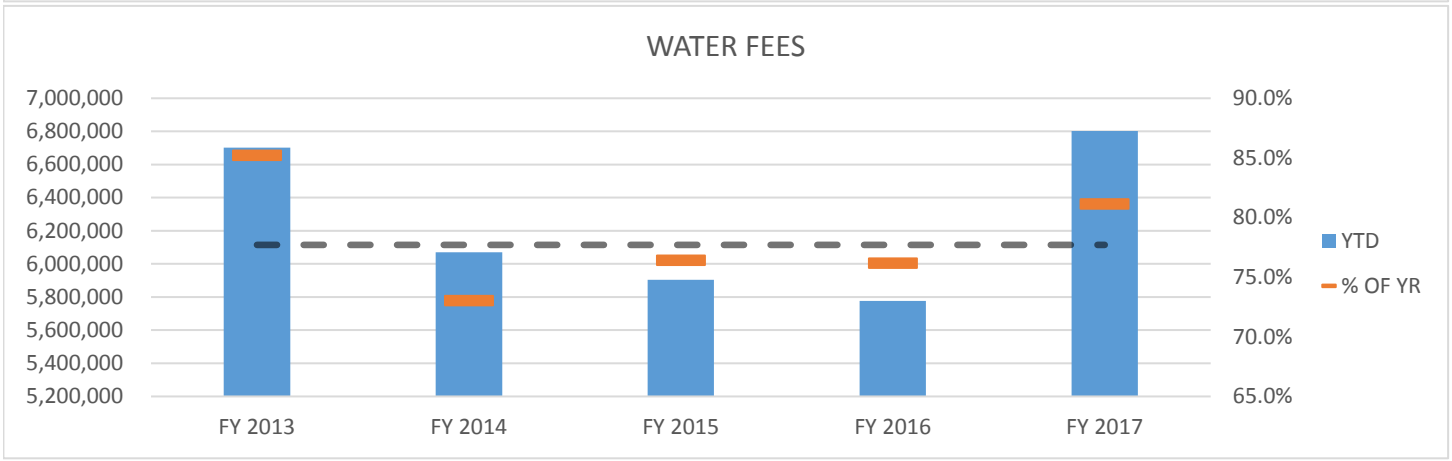
EXPLANATORY MEMO

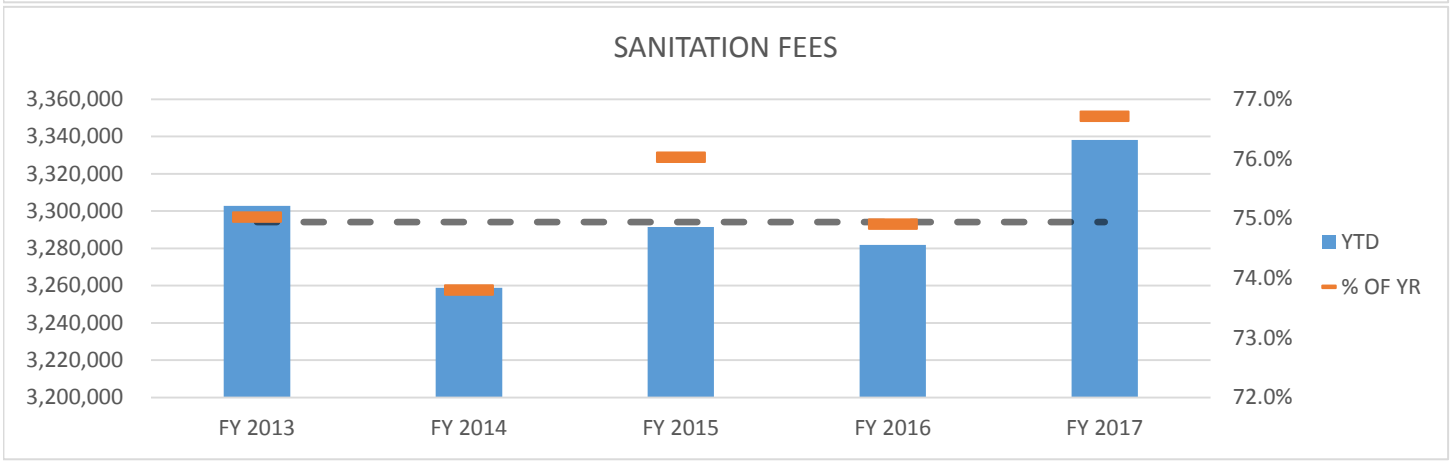
FINANCIAL STATEMENT REVENUE HIGHLIGHTS

(Dashed line represents average percent of year for 4 preceding fiscal years)









GENERAL FUND

Statement of Revenue, Expenditures, and Changes in Fund Balances

75% of Year Lapsed

	2016-17 Fiscal Year						2015-16 Fiscal Year	
	Total Budget	YTD Budget	YTD Actual	YTD Encum	YTD Total	% of Budget	YTD Total	% Total Year
Revenue:								
Sales Tax	$ 14,452,529	$ 10,839,397	$ 10,582,917	$ -	$ 10,582,917	73.2%	$ 9,402,138	72.6%
Gross Receipt Tax	1,436,500	1,077,375	1,065,673	-	1,065,673	74.2%	1,075,077	76.7%
Licenses and Permits	220,800	165,600	201,502	-	201,502	91.3%	198,203	88.0%
Intergovernmental	646,600	484,950	491,844	-	491,844	76.1%	475,706	73.4%
Charges for Services	360,600	270,450	295,462	-	295,462	81.9%	278,102	74.7%
Court Costs	147,500	110,625	104,651	-	104,651	70.9%	109,112	76.3%
Police/Traffic Fines	466,100	349,575	303,776	-	303,776	65.2%	350,380	76.8%
Parking Fines	124,700	93,525	83,108	-	83,108	66.6%	84,785	78.0%
Other Fines	36,100	27,075	29,678	-	29,678	82.2%	30,899	74.0%
Investment Income	-	-	58,137	-	58,137	N.A.	26,638	63.8%
Miscellaneous Income	199,700	149,775	279,294	-	279,294	139.9%	209,145	74.7%
Transfers In	3,552,756	2,664,567	2,664,564	-	2,664,564	75.0%	2,450,578	75.0%
Total	**$ 21,643,885**	**$ 16,232,914**	**$ 16,160,606**	**$ -**	**$ 16,160,606**	**74.7%**	**$ 14,690,763**	**73.7%**
Expenditures:								
General Government	$ 5,878,676	$ 4,409,007	$ 4,294,359	$ 242,367	$ 4,536,726	77.2%	$ 4,260,942	79.5%
Public Safety	10,742,120	8,056,590	8,095,761	53,962	8,149,723	75.9%	7,313,899	73.7%
Street	1,468,804	1,101,603	1,073,306	(85,027)	988,279	67.3%	809,110	68.1%
Culture and Recreation	2,615,378	1,961,534	1,903,282	30,036	1,933,318	73.9%	1,481,987	73.5%
Transfers Out	1,900,704	1,425,528	1,425,528	-	1,425,528	75.0%	834,498	75.0%
Reserves	860,494	645,371	-	-	-	0.0%	-	N.A.
Total	**$ 23,466,176**	**$ 17,599,633**	**$ 16,792,236**	**$ 241,338**	**$ 17,033,574**	**72.6%**	**$ 14,700,436**	**75.0%**
Changes in Fund Balance:								
Fund Balance 7/1			$ 2,402,102					
Net Revenue (Expense)			(631,630)					
Ending Fund Balance			**$ 1,770,472**					

COMBINED WASTEWATER OPERATING & BMA WASTEWATER FUNDS

Statement of Revenue, Expenditures, and Changes in Fund Balances

75% of Year Lapsed

	2016-17 Fiscal Year						2015-16 Fiscal Year	
	Total Budget	YTD Budget	YTD Actual	YTD Encum	YTD Total	% of Budget	YTD Total	% Total Year
Revenue:								
Wastewater Fees	$ 4,130,008	$ 3,097,506	$ 2,863,895	$ -	$ 2,863,895	69.3%	$ 3,163,634	78.8%
Investment Income	-	-	396	-	396	N.A.	176	64.5%
Debt Proceeds	-	-	-	-	-	N.A.	-	N.A.
Miscellaneous	50,000	37,500	64,231	-	64,231	128.5%	50,610	66.1%
Total	**$ 4,180,008**	**$ 3,135,006**	**$ 2,928,522**	**$ -**	**$ 3,750,000**	**89.7%**	**$ 3,214,420**	**78.5%**
Expenditures:								
Wastewater Plant	$ 2,290,987	$ 1,718,240	$ 1,861,565	$ 399,822	$ 2,261,387	98.7%	$ 2,222,056	99.1%
Wastewater Maint	797,778	598,334	571,669	12,864	584,533	73.3%	685,903	73.1%
BMA Expenses	29,500	22,125	14,303	-	14,303	48.5%	26,502	99.7%
Transfers Out	1,200,035	900,026	900,026	-	900,026	75.0%	754,728	75.0%
Reserves	82,206	61,655	-	-	-	0.0%	-	N.A.
Total	**$ 4,400,506**	**$ 3,300,380**	**$ 3,347,563**	**$ 412,686**	**$ 4,294,976**	**97.6%**	**$ 3,689,189**	**87.5%**
Changes in Fund Balance:								
Fund Balance 7/1			$ 554,937					
Net Revenue (Expense)			(419,041)					
Ending Fund Balance			**$ 135,896**					

COMBINED WATER OPERATING & BMA WATER FUNDS

Statement of Revenue, Expenditures, and Changes in Fund Balances

75% of Year Lapsed

	2016-17 Fiscal Year						2015-16 Fiscal Year	
	Total Budget	YTD Budget	YTD Actual	YTD Encum	YTD Total	% of Budget	YTD Total	% Total Year
Revenue:								
Water Fees	$ 8,723,081	$ 6,542,311	$ 7,060,329	$ -	$ 7,060,329	80.9%	$ 6,019,226	76.2%
Investment Income	-	-	2,504	-	2,504	N.A.	6,261	83.3%
Debt Proceeds	-	-	-	-	-	N.A.	-	N.A.
Miscellaneous	-	-	9,238	-	9,238	N.A.	22,952	99.6%
Total	**$ 8,723,081**	**$ 6,542,311**	**$ 7,072,071**	**$ -**	**$ 7,072,071**	**81.1%**	**$ 6,048,439**	**76.3%**
Expenditures:								
Water Plant	$ 2,741,818	$ 2,056,364	$ 2,352,070	$ (334,196)	$ 2,017,874	73.6%	$ 1,712,272	70.6%
Water Administration	317,146	237,860	236,890	(14,268)	222,622	70.2%	226,727	76.4%
Water Distribution	1,525,469	1,144,102	1,026,443	19,259	1,045,702	68.5%	1,164,520	78.7%
BMA Expenses	3,115,000	2,336,250	2,715,507	-	2,715,507	87.2%	2,782,807	88.7%
Transfers Out	1,668,053	1,251,040	1,251,041	-	1,251,041	75.0%	1,143,218	75.0%
Reserves	171,651	128,738	-	-	-	0.0%	-	N.A.
Total	**$ 9,539,137**	**$ 7,154,354**	**$ 7,581,951**	**$ (329,205)**	**$ 7,252,746**	**76.0%**	**$ 7,029,544**	**79.3%**
Changes in Fund Balance:								
Fund Balance 7/1			$ 1,374,720					
Net Revenue (Expense)			(509,880)					
Ending Fund Balance			**$ 864,840**					

SANITATION FUND

Statement of Revenue, Expenditures, and Changes in Fund Balances

75% of Year Lapsed

	2016-17 Fiscal Year						2015-16 Fiscal Year	
	Total Budget	YTD Budget	YTD Actual	YTD Encum	YTD Total	% of Budget	YTD Total	% Total Year
Revenue:								
Collection Fees	$ 4,351,589	$ 3,263,692	$ 3,340,701	$ -	$ 3,340,701	76.8%	$ 3,281,913	74.9%
Investment Income	-	-	5,741	-	5,741	N.A.	2,927	63.9%
Miscellaneous	177,090	132,818	33,234	-	33,234	18.8%	28,920	73.9%
Total	**$ 4,528,679**	**$ 3,396,510**	**$ 3,379,676**	**$ -**	**$ 3,379,676**	**74.6%**	**$ 3,313,760**	**74.9%**
Expenditures:								
Sanitation	$ 2,993,660	$ 2,245,245	$ 2,090,078	$ 7,482	$ 2,097,560	70.1%	$ 1,893,526	71.5%
Transfers Out	1,879,621	1,409,716	1,409,716		1,409,716	75.0%	980,787	75.0%
Reserves	129,079	96,809	-	-	-	0.0%	-	N.A.
Total	**$ 5,002,360**	**$ 3,751,770**	**$ 3,499,794**	**$ 7,482**	**$ 3,507,276**	**70.1%**	**$ 2,874,313**	**72.6%**
Changes in Fund Balance:								
Fund Balance 7/1			$ 1,706,520					
Net Revenue (Expense)			(120,118)					
Ending Fund Balance			**$ 1,586,402**					

ALL OTHER FUNDS

Revenue Budget Report - Budget Basis

75% of Year Lapsed

	Budget	Actuals	Percent of Budget
Special Revenue Funds:			
Economic Development Fund	1,540,946	1,164,391	76%
E-911 Fund	991,724	712,547	72%
Special Library Fund	85,000	107,205	126%
Special Museum Fund	16,500	19,807	120%
Municipal Airport Fund	479,639	420,444	88%
Harshfield Library Donation Fund	-	4,227	N/A
Restricted Revenue Fund	60,000	98,759	165%
Golf Course Memorial Fund	-	1,448	N/A
Justice Assistance Grant Fund	-	6,320	N/A
Neighborhood Park Fund	-	43	N/A
Cemetery Care Fund	1,500	2,103	140%
Memorial Stadium Operating Fund	31,529	7,428	24%
Debt Service Fund	3,663,878	3,051,201	83%
Capital Project Funds:			
Sales Tax Capital Improvement Fund	2,726,892	2,015,729	74%
Park Capital Improvement Fund	-	-	N/A
Wastewater Capital Improvement Fund	-	63,601	N/A
Wastewater Regulatory Capital Fund	-	14,567	N/A
City Hall Capital Improvement Fund	117,879	45,506	39%
Storm Drainage Capital Improvement Fund	-	25,087	N/A
Community Development Block Grant Fund	-	174,302	N/A
2008B G.O. Bond Fund	-	26	N/A
2009 G.O. Bond Fund	-	94	N/A
2010 G.O. Bond Fund	-	241	N/A
2012 G.O. Bond Fund	-	62,210	N/A
2014 G.O. Bond Fund	-	7,613	N/A
2014B G.O. Bond Fund	-	7,649	N/A
2015 G.O. Bond Fund	-	9,939	N/A
Proprietary Funds:			
Adams Golf Course Operating Fund	428,005	297,538	70%
Sooner Pool Operating Fund	44,311	33,350	75%
Frontier Pool Operating Fund	57,117	42,966	75%
Internal Service Funds:			
Worker's Compensation Fund	304,929	229,501	75%
Health Insurance Fund	3,124,496	2,366,418	76%
Auto Collision Insurance Fund	1,707	4,652	273%
Stabilization Reserve Fund	792,504	594,378	75%
Capital Improvement Reserve Fund	4,508,160	3,097,310	69%
Mausoleum Trust Fund	-	41	N/A

ALL OTHER FUNDS

Expenditure Budget Report - Budget Basis

75% of Year Lapsed

	Budget	Actuals	Percent of Budget
Special Revenue Funds:			
Economic Development Fund	3,334,519	2,752,653	83%
E-911 Fund	981,596	716,306	73%
Special Library Fund	152,700	81,472	53%
Special Museum Fund	45,500	25,377	56%
Municipal Airport Fund	745,238	436,467	59%
Harshfield Library Donation Fund	851,739	59,752	7%
Restricted Revenue Fund	308,006	30,492	10%
Golf Course Memorial Fund	18,414	14,927	81%
Justice Assistance Grant Fund	39,606	6,930	17%
Neighborhood Park Fund	8,108	-	0%
Cemetery Care Fund	72,745	(400)	-1%
Memorial Stadium Operating Fund	30,000	(1,968)	-7%
Debt Service Fund	3,239,700	2,844,254	88%
Capital Project Funds:			
Sales Tax Capital Improvement Fund	5,895,766	3,354,648	57%
Park Capital Improvement Fund	-	-	N/A
Wastewater Capital Improvement Fund	353,305	266,650	75%
Wastewater Regulatory Capital Fund	4,374,787	1,011,883	23%
City Hall Capital Improvement Fund	405,761	32,966	8%
Storm Drainage Capital Improvement Fund	92,493	12,923	14%
Community Development Block Grant Fund	-	29,348	N/A
2008B G.O. Bond Fund	15,368	15,334	100%
2009 G.O. Bond Fund	17,821	-	0%
2010 G.O. Bond Fund	81,367	61,024	75%
2012 G.O. Bond Fund	228,246	74,515	33%
2014 G.O. Bond Fund	1,454,837	10,970	1%
2014B G.O. Bond Fund	106,201	105,302	99%
2015 G.O. Bond Fund	1,889,819	-	0%
Proprietary Funds:			
Adams Golf Course Operating Fund	479,213	367,438	77%
Sooner Pool Operating Fund	46,104	5,132	11%
Frontier Pool Operating Fund	58,446	7,878	13%
Internal Service Funds:			
Worker's Compensation Fund	450,000	201,077	45%
Health Insurance Fund	3,728,167	2,173,615	58%
Auto Collision Insurance Fund	300,000	72,518	24%
Stabilization Reserve Fund	5,268,958	-	0%
Capital Improvement Reserve Fund	3,719,100	894,559	24%
Mausoleum Trust Fund	5,000	2,000	40%

ALL OTHER FUNDS

Fund Balance Report - Modified Cash Basis

75% of Year Lapsed

	Beginning of Year	Change	Current
Special Revenue Funds:			
Economic Development Fund	1,829,731	(1,282,948)	546,783
E-911 Fund	354	89	443
Special Library Fund	305,612	19,135	324,747
Special Museum Fund	105,950	(3,694)	102,256
Municipal Airport Fund	343,890	(35,777)	308,113
Harshfield Library Donation Fund	859,964	(56,063)	803,901
Restricted Revenue Fund	249,531	66,606	316,137
Golf Course Memorial Fund	22,758	(13,479)	9,279
Justice Assistance Grant Fund	40,378	(610)	39,768
Neighborhood Park Fund	8,122	43	8,165
Cemetery Care Fund	75,377	(75,293)	84
Memorial Stadium Operating Fund	6,316	7,396	13,712
Debt Service Fund	2,826,462	221,945	3,048,407
Capital Project Funds:			
Sales Tax Capital Improvement Fund	3,160,780	(812,890)	2,347,890
Park Capital Improvement Fund	-	-	-
Wastewater Capital Improvement Fund	350,753	(166,021)	184,732
Wastewater Regulatory Capital Fund	4,115,253	(995,270)	3,119,983
City Hall Capital Improvement Fund	281,660	21,180	302,840
Storm Drainage Capital Improvement Fund	59,978	12,164	72,142
Community Development Block Grant Fund	-	(27,815)	(27,815)
2008B G.O. Bond Fund	15,395	(15,308)	87
2009 G.O. Bond Fund	17,852	94	17,946
2010 G.O. Bond Fund	81,522	(60,783)	20,739
2012 G.O. Bond Fund	294,056	(86,720)	207,336
2014 G.O. Bond Fund	1,456,173	(3,357)	1,452,816
2014B G.O. Bond Fund	4,833,644	(4,685,335)	148,309
2015 G.O. Bond Fund	1,902,978	1,016	1,903,994
Proprietary Funds:			
Adams Golf Course Operating Fund	93,837	(41,385)	52,452
Sooner Pool Operating Fund	25,441	9,344	34,785
Frontier Pool Operating Fund	27,170	11,785	38,955
Internal Service Funds:			
Worker's Compensation Fund	237,675	50,456	288,131
Health Insurance Fund	841,691	239,393	1,081,084
Auto Collision Insurance Fund	276,315	(43,990)	232,325
Stabilization Reserve Fund	4,476,454	594,378	5,070,832
Capital Improvement Reserve Fund	2,507,223	1,888,957	4,396,180
Mausoleum Trust Fund	7,880	41	7,921

ACCOUNTING AND FINANCE

MEMORANDUM

FROM: Mike Bailey, Administrative Director/CFO

SUBJECT: Financial Statement Explanatory Memo

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The purpose of this memo is to provide some insight as to the construction of the attached financial statements and to provide some guidance as to their use.

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The Highlights section presents a 5 year snap shot of the performance of the City's 4 most important revenue sources. Each bar represents the actual amounts earned in each year through the period of the report. Each dash represents the percent of the year's revenue that had been earned through that period. The current fiscal year will always represent the percent of the budget that has been earned, while all previous fiscal years will always represent the percent of the actual amount earned. This analysis highlights and compares not only amounts earned, but gives a better picture of how much should have been earned in order to meet budget for the year.

Major Operating Funds:

The City's major operating funds are presented in greater detail than the remainder of the City's funds. These funds include the General, Wastewater Operating, BMA – Wastewater, Water Operating, BMA – Water, and Sanitation. Due to the interrelated nature of the Wastewater Operating/BMA – Wastewater and the Water Operating/BMA – Water funds, these have been combined into Wastewater Combined and Water Combined funds. This should provide a better picture of the overall financial condition of these operating segments by combining revenues, operating expenses, and financing activities in a single report.

Other Funds:

All other funds of the City are reported at a high level. These funds are often created for a limited purpose, limited duration, and frequently contain only a one-time revenue source. This high level overview will provide Council with sufficient information for a summary review. Any additional information that is required after that review is available.

These condensed financial statement should provide sufficient information for the City Council to perform its fiduciary responsibility while simplifying the process. All supplementary, detailed information is available for the Council's use at any time upon request. Additionally, any other funds that the Council chooses to classify as a Major Operating fund can be added to that section to provide greater detail in the future.

(Published in Bartlesville, OK Examiner-Enterprise March 26, March 29, & April 2, 2017)

INVITATION FOR BIDS

City of Bartlesville
Concrete Street Rehabilitation - Sirrocco Pl, Moonlight Dr & Skyline Dr
Bid No. 2016-2017-038

Notice is hereby given that the City of Bartlesville will receive sealed bids at the office of the City Clerk until **2:00 p.m.** on the 24th day of April, 2017 at such time bids will be opened and publicly read.

The project consists of furnishing all materials, labor, and expenses necessary to construct the project as called for in the plans and specifications on file in the Engineering Department, 3rd Floor, City Hall, 401 S. Johnstone, Bartlesville, Oklahoma 74003, (918) 338-4251. Plans, specifications, and contract documents may be examined and are available at a nonrefundable charge of **$25.00** in this office.

No documents will be mailed until payment is received in full.

A mandatory pre-bid conference will be held on April 11, 2017 at 10:00 a.m. in the City Hall, 3rd Floor Conference Room, 401 S. Johnstone, Bartlesville, Oklahoma.

The major work on the project shall consist of the following:

8211	**SY**	**7" Thick Dowell Jointed PCC Pavement (HES)**
8211	**SY**	**Removal of Pavement and Base Materials up to 13 inches thick**
8211	**SY**	**6" Thick Aggregate Base**

Proposals shall be submitted in sealed envelopes and marked, "City Clerk, City Hall, 401 S. Johnstone, Bartlesville, Oklahoma 74003, **Concrete Street Rehabilitation - Sirrocco Pl, Moonlight Dr & Skyline Dr, Bid No. 2016-2017-038**". Proposals shall be accompanied by a five percent (5%) bid guarantee.

Each Bidder must deposit with his Bid, security in the amount, form, and subject to the conditions provided in the Information for Bidders. All Bids must be made on the required Bid form and Bidder shall be a record plan holder with the City.

The Owner reserves the right to waive any informality or to reject any or all Bids and select the lowest and best bid.

Bids received more than ninety-six (96) hours (excluding Saturdays, Sundays and Holidays) before the time set for receiving bids as well as bids received after the time set for receipt of bids will not be considered, and will be returned unopened. No Bidder may withdraw his Bid within 30 days after the actual date of the opening thereof.

DATED this 22nd day of March, 2017.

Mike Bailey
City Clerk

By: Kim Doulouse
Deputy Clerk

(Published in Bartlesville, OK Examiner-Enterprise April 2, 5 and 9, 2017)

INVITATION FOR BIDS

City of Bartlesville
Asphalt Rehabilitation-Osage, Rogers, Penn, Lannom and Spruce
Bid No. 2016-2017-040

Notice is hereby given that the City of Bartlesville will receive sealed bids at the office of the City Clerk until **2:00 p.m.** on the 24th day of April, 2017 at such time bids will be opened and publicly read.

The project consists of furnishing all materials, labor, and expenses necessary to construct the project as called for in the plans and specifications on file in the Engineering Department, 3rd Floor, City Hall, 401 S. Johnstone, Bartlesville, Oklahoma 74003, (918) 338-4251. Plans, specifications, and contract documents may be examined and are available at a nonrefundable charge of **$25.00** in this office.

No documents will be mailed until payment is received in full.

A mandatory pre-bid conference will be held on April 18, 2017 at 2:00 p.m. in the City Hall, 3rd Floor Conference Room, 401 S. Johnstone, Bartlesville, Oklahoma.

The major work on the project shall consist of the following:

15,298	**SY**	**Cold Milling Pavement**
3,175	**TON**	**Asphalt Paving**
2,176	**SY**	**Full Depth Asphalt Repair**

Proposals shall be submitted in sealed envelopes and marked, "City Clerk, City Hall, 401 S. Johnstone, Bartlesville, Oklahoma 74003. Asphalt Rehabilitation-Osage, Rogers, Penn, Lannom and Spruce, **Bid No. 2016-2017-040".** Proposals shall be accompanied by a five percent (5%) bid guarantee.

Each Bidder must deposit with his Bid, security in the amount, form, and subject to the conditions provided in the Information for Bidders. All Bids must be made on the required Bid form and Bidder shall be a record plan holder with the City.

The Owner reserves the right to waive any informality or to reject any or all Bids and select the lowest and best bid.

Bids received more than ninety-six (96) hours (excluding Saturdays, Sundays and Holidays) before the time set for receiving bids as well as bids received after the time set for receipt of bids will not be considered, and will be returned unopened. No Bidder may withdraw his Bid within 30 days after the actual date of the opening thereof.

DATED this 29th day of March, 2017.

Mike Bailey
City Clerk

By: Kim Toulouse
Deputy Clerk

Friends of AT&SF Locomotive No. 940
Website: www.bartlesvillelocomotive.org
Contact: Dan Droege
918-331-7936 or dbdcomm@aol.com
20412 N. 4030 Rd.
Bartlesville, OK 74006

April 20, 2017

City of Bartlesville
401 S. Johnstone Ave.
Bartlesville, OK 74003

Enclosed are two documents related to the Depot Train Display adjacent to the Bartlesville depot at 201 SW Keeler Ave. maintained by the Friends of 940. The Friends organization is seeking the approval of the Bartlesville City Council on:

1) The transfer of ownership of caboose no. 2259 and tank car no. 930 at the display from the Friends of 940 to the City of Bartlesville.

2) The acceptance of a 25-year lease agreement for stock (cattle) car no. 26754 between the Osage County Historical Society and the Friends and the City of Bartlesville. As outlined in the agreement, the Friends will be responsible for the restoration of the car and its movement from Pawhuska to the Depot Train Display.

We look forward to answering any questions about these transactions at the May 1, 2017 meeting of the City Council.

Dan Droege
Friends of 940

BILL OF GIFT

THIS BILL OF GIFT is made and entered into this 1st day of May, 2017, by and between FRIENDS OF 940, hereinafter referred to as "FRIENDS" and the CITY OF BARTLESVILLE, OKLAHOMA, hereinafter referred to as "CITY"; WITNESSETH:

As a gift and for other good and valuable considerations, the receipt of which is hereby acknowledged, FRIENDS hereby bargain, sell, grant and convey unto CITY the following items:

Caboose: ATSF (Santa Fe) No. 2259

Tank Car: AOX (Tidewater Associated Oil Co.) No. 930

Now belonging to FRIENDS and in its possession.

TO HAVE AND TO HOLD unto said CITY, its Successors and Assigns, forever, and FRIENDS does for itself warrant and defend the gift of said tank car and caboose hereby made unto CITY and certifies that it is the lawful owner thereof and has full authority to make such conveyance.

IN WITNESS WHEREOF the Parties hereto have executed the same.

FRIENDS OF 940

Tom Birkett

Tom Birkett, Authorized Representative

FRIENDS OF 940

Dan Droege, Authorized Representative

ACCEPTANCE

The City of Bartlesville hereby accepts with appreciation the Tank Car and Caboose above described.

Executed this 1st day of May, 2017.

CITY OF BARTLESVILLE

BY: _____
Mayor

Friends of AT&SF Locomotive No. 940
Website: www.bartlesvillelocomotive.org
Contact: Dan Droege
918-331-7936 or dbdcomm@aol.com
20412 N. 4030 Rd.
Bartlesville, OK 74006

April 20, 2017

City of Bartlesville
401 S. Johnstone Ave.
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2) The acceptance of a 25-year lease agreement for stock (cattle) car no. 26754 between the Osage County Historical Society and the Friends and the City of Bartlesville. As outlined in the agreement, the Friends will be responsible for the restoration of the car and its movement from Pawhuska to the Depot Train Display.

We look forward to answering any questions about these transactions at the May 1, 2017 meeting of the City Council.

Dan Droege
Friends of 940

Osage County Historical Society Museum, 700 North Lynn Avenue, Pawhuska, Oklahoma 74056

April 13, 2017

Friends of 940, Dan Drouge, Authorized Representative

City of Bartlesville, Oklahoma

Bartlesville, Oklahoma

Dear Sir:

Find enclosed the signed agreement between Osage County Historical Society Board of Directors and the assigned parties for the 25 year lease of Railroad Stock (Cattle) Car: ATSF (Santa Fe) No. 26754. Osage County Historical Society Board of Directors extends our sincere gratitude for the efforts of the Friends of 940, Bartlesville, Oklahoma, in their assistance of preservation of a valuable historical artifact. Find enclosed the signed lease agreement.

Osage County Historical Society Museum Board of Directors

Joyce Lyons, Secretary

Joyce Lyons, Secretary, Authorized Representative

LEASE AGREEMENT

This LEASE AGREEMENT is made and entered into this 13th day of April, 2017, by and between OSAGE COUNTY HISTORICAL SOCIETY, "SOCIETY", CITY OF BARTLESVILLE, OKLAHOMA, "CITY", AND FRIEND OF 940, "FRIENDS"; WITNESSETH:

WHEREAS, SOCIETY is the owner of the following described railroad stock (cattle) car, to-wit:

Railroad Stock (Cattle) Car: ATSF (Santa Fe) No. 26754.

WHEREAS, SOCIETY desires to lease said stock car to City with the understanding that FRIENDS will maintain said stock car and the CITY and FRIENDS are willing to accept the responsibilities hereinafter set forth.

NOW THEREFORE, it is hereby agreed as follows:

1. SOCIETY hereby leases to CITY, the above described stock car for a period of Twenty-five (25) years, at One-dollar per year.

2. CITY is granted the option to renew said lease for an additional Twenty-five (25) years on the same terms.

3. FRIENDS will remove, transport to Bartlesville, and renovate the cattle car to high standards.

4. FRIENDS will give to SOCIETY an annual Letter of Condition of the stock car.

5. FRIENDS will give periodic presentations to school groups and other groups on the history of railroad at such times as FRIENDS and SOCIETY mutually agree.

6. CITY and FRIENDS will erect at the Bartlesville location of the stock car an appropriate sign acknowledging the ownership of the stock car and generosity of SOCIETY.

THIS AGREEMENT shall be binding upon the Parties hereto, their Successors and Assigns.

OSAGE COUNTY HISTORICAL SOCIETY

BY: Shirley Roberts
Authorized Representative
(OCHS President)

FRIENDS OF 940

BY: Tom Birkett

Tom Birkett, Authorized Representative

FRIENDS OF 940

BY:

Dan Droege, Authorized Representative

CITY OF BARTLESVILLE

BY: _____

Mayor

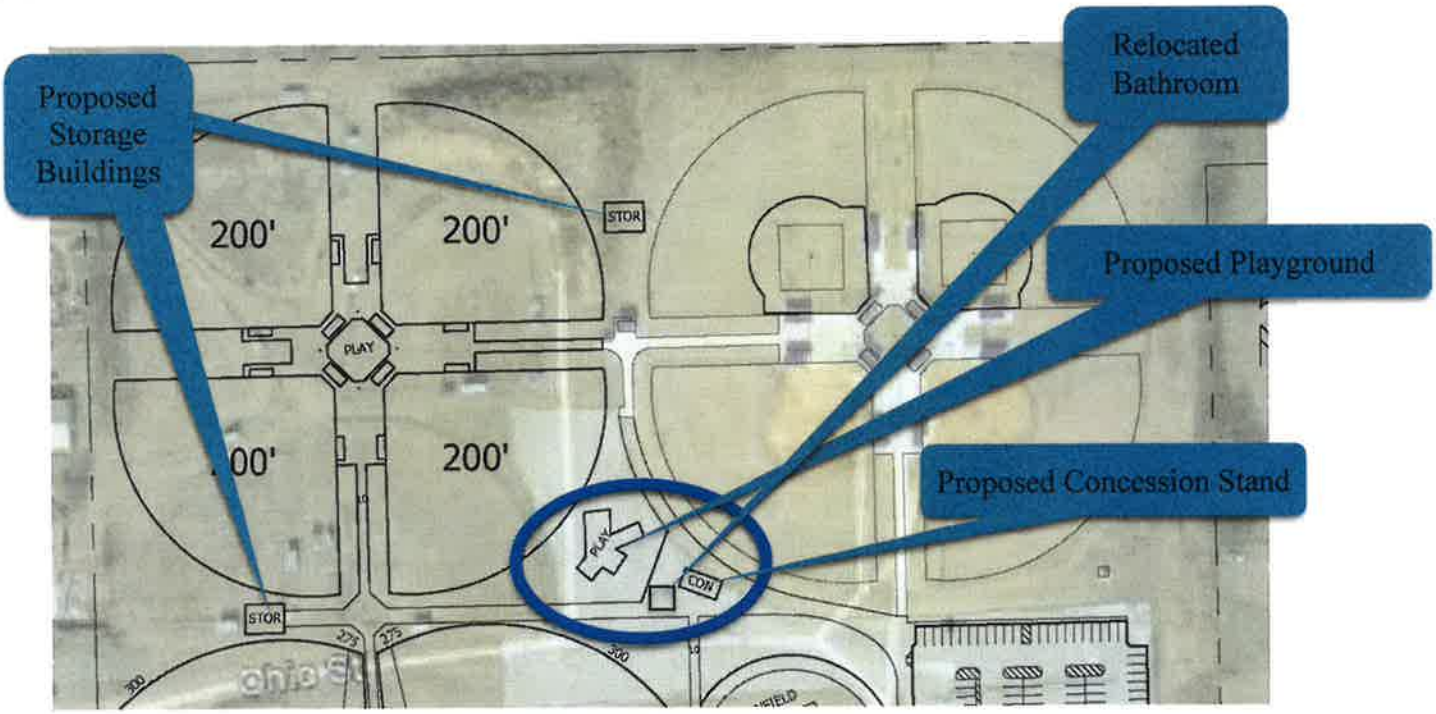
city of bartlesville
CONNECTED / CREATIVE / VIBRANT

MEMO

TO: Ed Gordon, City Manager
FROM: Lisa Beeman, Community Development Director
DATE: April 26, 2017

RE: Consider and take action on receipt of the donation of building from Armstrong Bank

As explained in the attached letter, Armstrong Bank would like to donate a modular office building to the City of Bartlesville. Staff has evaluated this building for potential use within the City facilities and believes this building would be most useful as a concession stand and storage building for Price Fields. The long-range master plan for Price Fields anticipates the construction of two additional storage buildings and the addition of a concession stand on the north end of the complex (see below). The cost for the construction of these three buildings is estimated at approximately $200,000 depending upon the size and complexity of the buildings. Because funding for such building construction has not been identified at this time, and likely no such construction is practical for at least five, or more likely, ten years, staff believes this building could be located on the north end of the complex, as anticipated in the master plan, to provide service to the two newest baseball/softball quads in the location where a small children's playground will be located. Funding for the children's playground is available for installation this Fall.



The donated building is a 25' x 70' frame structure, 1,750 square feet, with a 15' x 20' cover on the south end. The windows on the south side of the building are large glass bank-teller type windows which can be converted to serve as concession stand windows, with the cover used as a patio area. There is an internal restroom and plenty of room on the north end of the structure for additional storage of materials and supplies. The building has a wood sub-floor and utilities are provided through a crawl-space. The building would be moved from its location and placed on the Price Fields site in a like manner. The estimated cost to move the building and reset it at Price Fields as recommended by Staff is $20,000-$22,000. In-kind labor will be utilized where practical.

In 2011, the City constructed an addition to the Sooner Pool building to serve as a concession stand. The building is a concrete block building with a metal roof, measuring 19' x 32' with one unisex restroom. The construction cost was $85,000 at the time (building only without equipment) or $140 per square foot. In today's dollars, this would be closer to $95,000 for the same size building (806 sq. ft.) of the same construction.

By comparison, the proposed building will cost the City $12.50 per square foot to move and install it on this site.

The Council is requested to accept the donation of the building from Armstrong Bank and specify the future use of the building. City Staff recommends that it be used as a concession and storage building for Price Fields as set forth herein. Funding to cover the estimated $22,000 expense for the project is available in the ½ cent CIP fund. $20,000 remains in the miscellaneous building and facilities category and $50,000 remains in the unallocated category.

Armstrong BANK

April 24, 2017

VIA HAND DELIVERY

City of Bartlesville
Bartlesville, OK

RE: Modular Office Building Donation

Dear Sir or Madam:

Armstrong Bank has built a new branch office in Dewey. As a result, we will be vacating the modular office building we are currently occupying as our branch location. Armstrong Bank would like to donate the modular office building to the City of Bartlesville. This donation will be available as soon as we move into our new branch facility. We anticipate this move to occur by the middle of May 2017. The donation will include the air conditioning unit, everything attached to the building and inside the building except the lobby chairs, computer equipment, and Diebold safe. If the City accepts this donation the City would be responsible for all costs association with the relocation of the building.

I look forward to working with you on this matter. If you have any questions please do not hesitate to contact me at (918) 351-9300.

Sincerely,

Wyatt Seward

Wyatt Seward
VP, Facilities Maintenance Manager

Office of Larry Silver
Neighborhood Services,
401 S. Johnstone, Bartlesville, OK 74003
918.338.4242 office 918.214.4771
ldsilver@cityofbartlesville.org

4/26/17

To: Bartlesville City Council

From: Larry Silver-Neighborhood Services Supervisor

Subject: Staff Report-Appeal of an order to remove (2) structures Dilapidated/Unsecured Structure-(Single Family Dwelling) & (Detached 2 Story Garage/ Apartment Building on the rear yard). Located at 911 SE DEWEY AVE AKA 911 1/2 SE DEWEY AVE, Bartlesville, Oklahoma. Case # DS-17-024

4/3/17 at 7:00 pm-Clayton Black appears as the owner of record at the City Council meeting, regarding his appeal.

It was apparent to staff that Mr. Black was not prepared and presenting a strong argument to the City Council. After hearing from Mr. Black, and Larry Silver along with interaction from various Council members, Larry Silver recommended that the appeal be continued until the next City Council meeting in 2 weeks (re-scheduled until 5/1/17). At that time, Mr. Black is to have a plan of action with contractors, to include start dates, completion dates, etc.

Since the initial appeal date (4/3/17) and this date (4/26/17) the only interaction that has transpired between the property owner and myself has been on the (2) occasions where I have contacted Mr. Black about his appeal continuance date.

Staff recommendations:

Unless the owner of the property can convince the City Council that he has a serious commitment to start & finish the project (with realistic time frames), staff would ask that the City Council support the decision that the structures are to be removed no later than 7/1/2017 by the owner and that if not done, that the city is authorized to do the work.

Larry Silver

Neighborhood Services Supervisor

DOWNTOWN LANDSCAPE TASKFORCE

RECOMMENDATIONS

1. REVIEW AND APPROVE CONSTRUCTION DOCUMENTS FOR THE 2ND AND DEWEY LANDSCAPE PROJECT. ATTACHED AS EXHIBIT 1.

2. LET BIDS FOR THE PROJECT AND MOVE FORWARD WITH THE CONSTRUCTION AND COMPLETION OF THE PROJECT.

3. APPROVE WARRANTY AND MAINTAINANCE OF THE PROJECT OR FUTURE PHASES FOR THE PERIOD OF 3 YEARS FROM THE $140,000.00 TIF 1 FUNDS.

4. APPROVE ESTABLISHMENT AND BASELINE MAINTAINANCE BY THE CITY OF BARTLESVILLE FOR A PERIOD OF 3 YEARS FOR THE REMAINDER OF THE DOWNTOWN CENTRAL BUSINESS DISTRICT LANDSCAPING CORE AS SHOWN ON AS SHOWN PAGES 12 AND 13 OF THE DOWNTOWN LANDSCAPING PLAN PRESENTED BY MAIN STREET BARTLESVILLE ON MAY 12, 2016.

Options identified by the Taskforce for long term maintenance of the second and Dewey project and the Downtown Business District.

5. AUTHORIZE THE HIRING OF A QUALIFIED CONSULTANT TO ADVISE THE COUNCIL ON THE FEASIBLITY AND IF FEASIBLE DEVELOP AND IMPLEMENT A PLAN FOR A BUSINESS IMPROVEMENT DISTRICT (BID) FOR THE BARTLESVILLE DOWNTOWN CENTRAL BUSINESS DISTRICT BY OBTAINING SIGNATURES OF THE RECORD OWNERS OF NOT LESS THAN ONE-HALF (1/2) OF THE AREA LIABLE FOR ASSESSMENT UNDER THE PROPOSED DISTRICT.

6. APPROVE ESTABLISHMENT AND BASELINE MAINTAINANCE BY THE CITY OF BARTLESVILLE FOR THE DOWNTOWN CENTRAL BUSINESS DISTRICT LANDSCAPING CORE AS SHOWN ON AS SHOWN PAGES 12 AND 13 OF THE DOWNTOWN LANDSCAPING PLAN PRESENTED BY MAIN STREET BARTLESVILLE ON MAY 12, 2016, UNTIL A BID IS FORMED, BUT NOT TO EXCEED 7 YEARS FOR A TOTAL OF 10 YEARS.

7. The City of Bartlesville will provide long-term funding for basic weed, shrub and tree maintenance services to all existing landscaping until such time as it is converted or removed, as per the Downtown Landscape Plan dated 4/28/2016.

8. The City of Bartlesville will provide long-term funding for landscape maintenance in areas converted as per the Downtown Landscape Plan, once the BRTA and TIF District #1 short-term (establishment) funding has been depleted.

9. The Downtown property owners within the areas affected by long-term landscape maintenance, in partnership with downtown business owners and the City of Bartlesville, will determine the feasibility of some alternate source of long-term funding for landscape maintenance, including a Business Improvement District (BID), Economic Development (ED) Funds, etc. Consultants may be hired to help with this feasibility assessment.

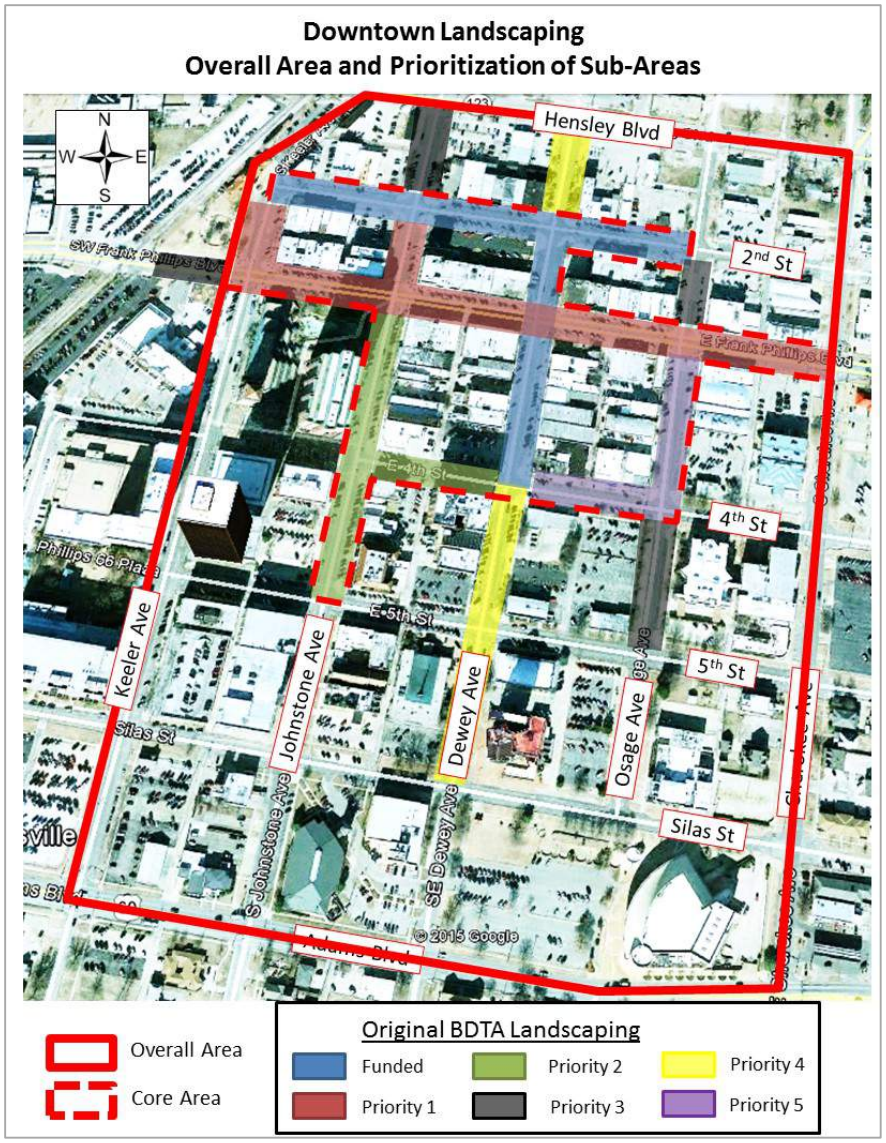
Downtown Landscape Task Force

Presented to Bartlesville City Council on 5/1/2017

Downtown Landscape Task Force

- 8 members: City Council (2), City Staff (2), Main Street Bartlesville (3), and BRTA (1)
- Tasked with:
  - Validating and refining Downtown Landscape Plan, dated 4/28/2016
  - Finalizing plans for 2nd Street & Dewey Avenue Streetscape Capital Improvement Project
  - Recommending options for short-term funding of landscape maintenance
  - Recommending options for long-term funding of landscape maintenance

Downtown Landscape Plan revisions



Downtown Landscape Plan revisions

- Modifications to Howell & VanCuren design
  - Use brick to match street lighting phase
  - Retain existing irrigation as possible
  - Remove pots from planned design, with option to retain on future phases

2nd & Dewey Project Overview

DOWNTOWN LANDSCAPE PROJECT — **17-Apr-17**
SECOND STREET - PHASE ONE — **Rev 3**

Preliminary Cost Estimate
Prepared by R.D. Weatherly

Second Street from Keeler to Johnstone

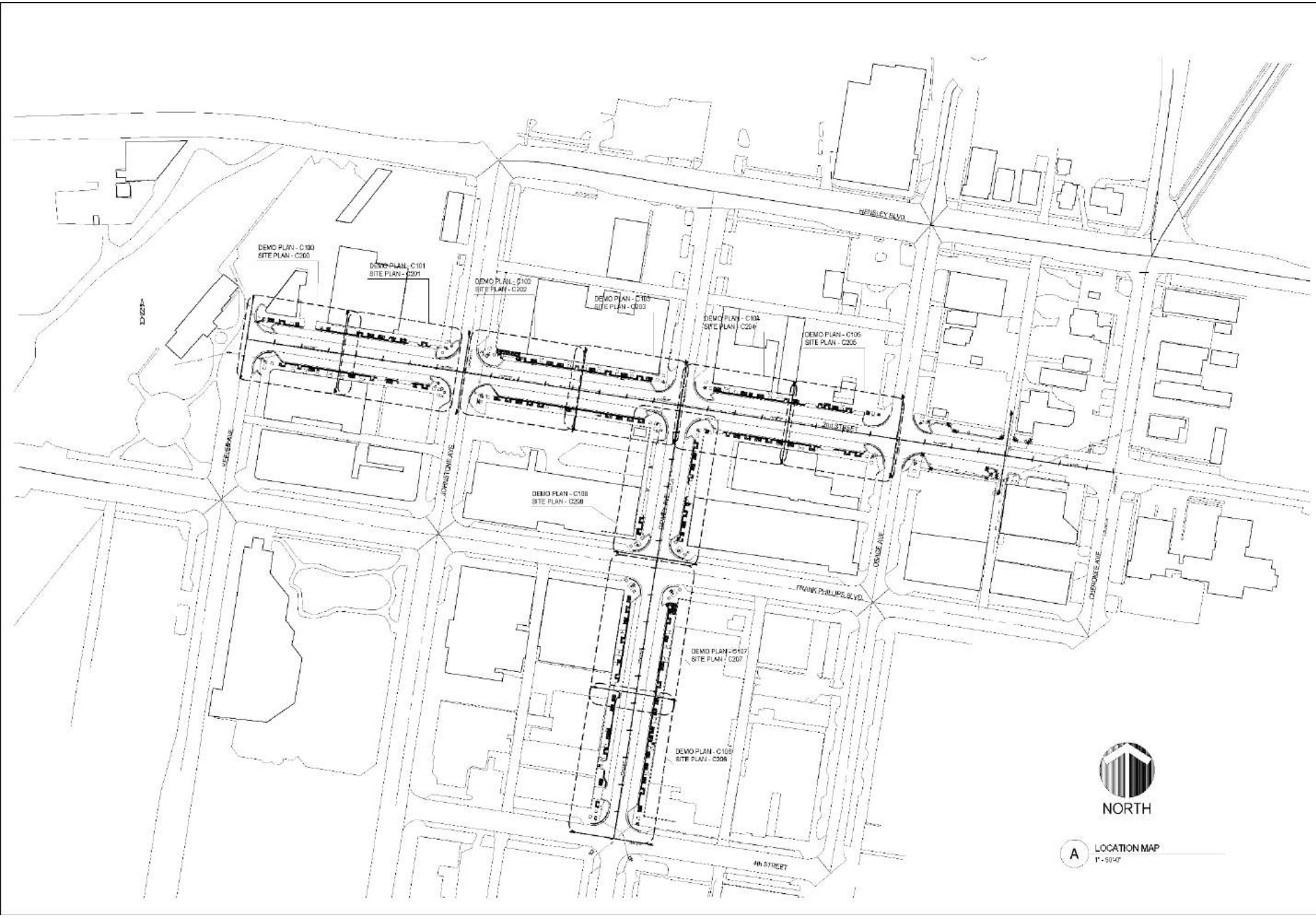
North Side

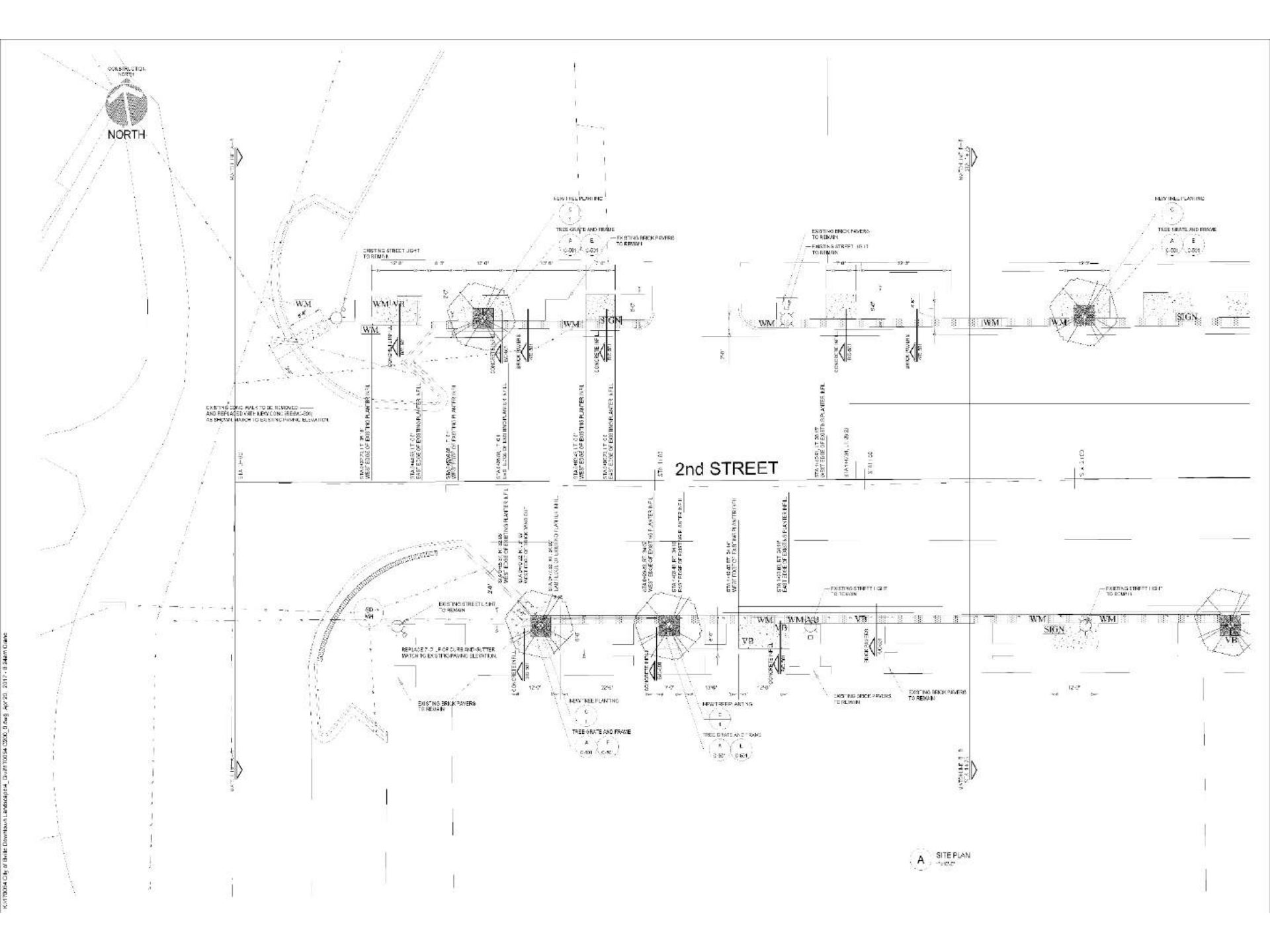
Demo	**units**	**quantity**	**Unit Cost**	**Cost Estimate**	
Saw cut Existing Concrete	lf	825	$1.50	$1,238	
Concrete Raised Curb Removal	sf	224	$2.00	$448	
Concrete Paving Removal	sf	478	$2.00	$956	
Planter Bed Excavation - Struct. Soil	cy	36	$10.00	$360	
Planter Bed excavation - Closed Bed	cy	20	$10.00	$200	
Electrical Outlet Removal	per bed	10	$150.00	$1,500	
Cap irrigation system (Closed Beds)	each bed	6	$75.00	$450	
Tree Removal	each	4	$500.00	$2,000	
			Sub Total		$7,152
Improvements					
Installation/compaction of backfill at beds (Closed Beds)	cy	20	$8.00	$160	
Installation of structural soil	cy	36	$120.00	$4,320	
Concrete paving infill	sf	616	$6.00	$3,696	
Irrigation Modifications	each bed	4	$250.00	$1,000	
Brick Pavers	sf	436	$15.00	$6,540	
Tree Installation	each	4	$1,200.00	$4,800	
Tree Grate	each	4	$1,500.00	$6,000	
Shredded Hardwood Mulch	lump sum	4	$50.00	$200	
			Sub Total		$26,716

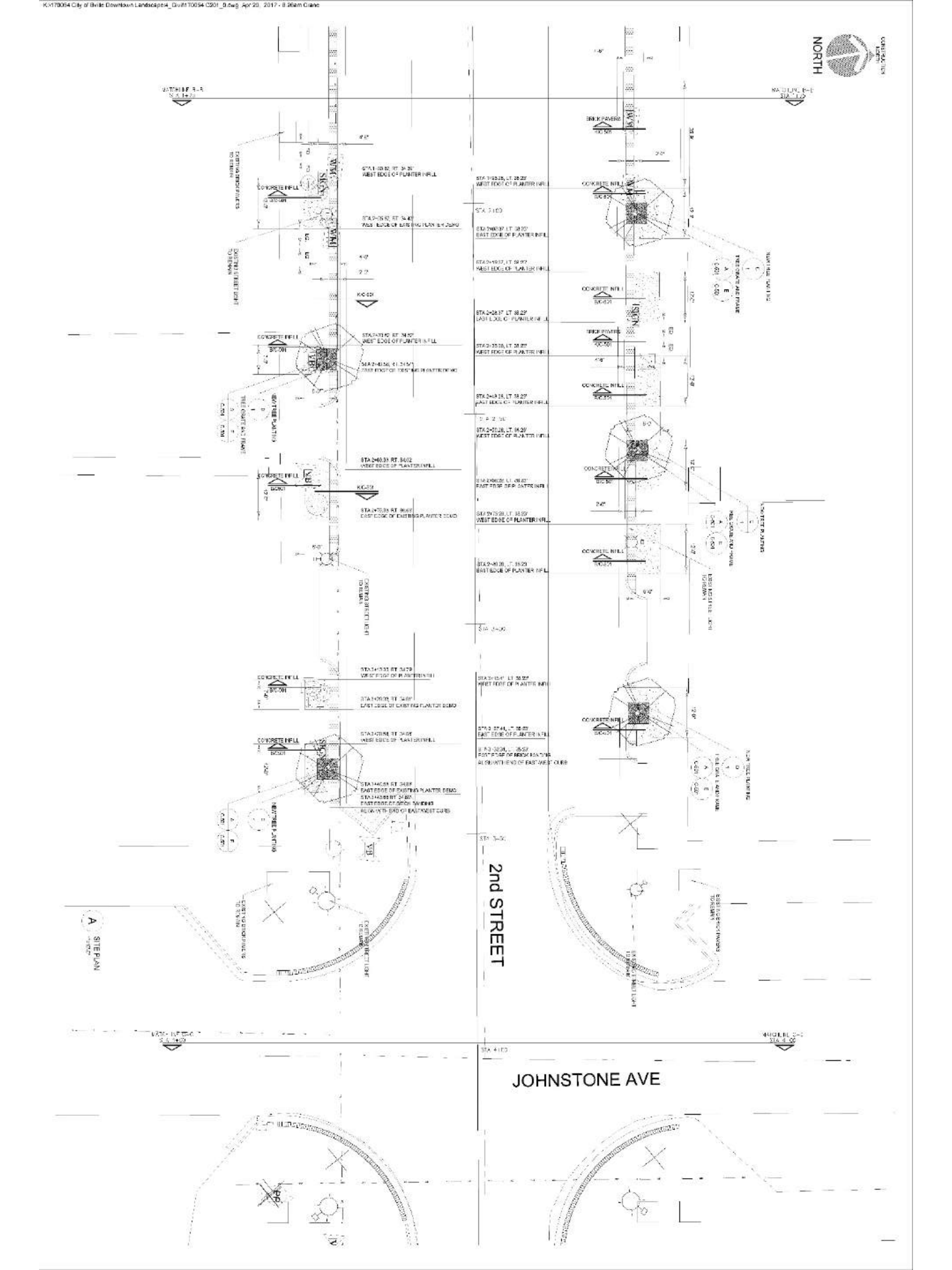
South Side

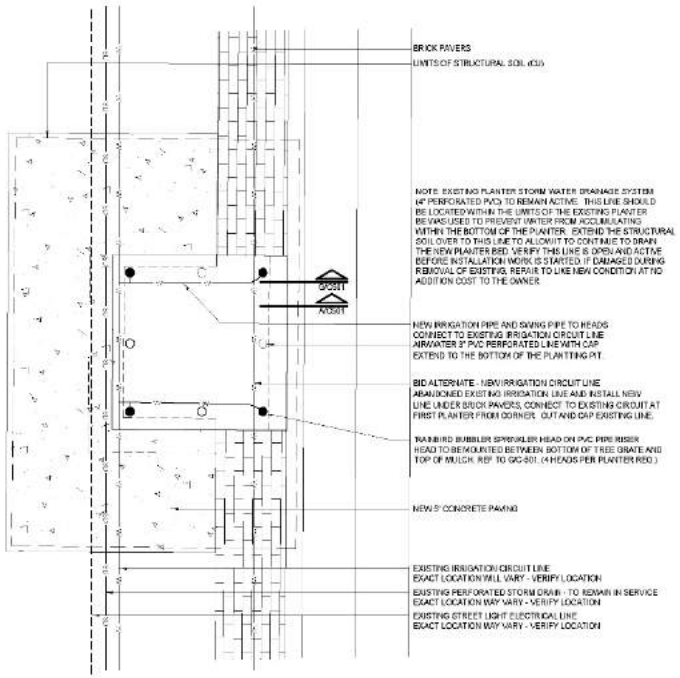
Demo	**units**	**quantity**	**Unit Cost**	**Cost Estimate**	
Saw cut Existing Concrete	lf	390	$1.50	$585	
Concrete Raised Curb Removal	sf	168	$2.00	$336	
Concrete Paving Removal	sf	461	$2.00	$922	
Planter Bed Excavation - Struct. Soil	cy	27	$10.00	$270	
Planter Bed excavation - Closed Bed	cy	21	$10.00	$210	
Electrical Outlet Removal	per bed	8	$150.00	$1,200	
Cap irrigation system (Closed Beds)	each bed	4	$75.00	$300	
Tree Removal	each	5	$500.00	$2,500	
			Sub Total		$6,323
Improvements					
Installation/compaction of backfill at beds (Closed Beds)	cy	21	$8.00	$168	
Installation of structural soil	cy	27	$120.00	$3,240	
Concrete paving infill	sf	407	$6.00	$2,442	

Tree Removal	each	7	$500.00	$3,500	
			Sub Total		$11,575
Improvements					
Installation/compaction of backfill at beds (Closed Beds)	cy	63	$8.00	$504	
Installation of structural soil	cy	36	$120.00	$4,320	
Concrete paving infill	sf	1258	$6.00	$7,548	
Irrigation Modifications	each bed	4	$250.00	$1,000	
Brick Pavers	sf	663	$15.00	$9,945	
Planter Preparation	each	2	$200.00	$400	
Planter Plantings	each	2	$450.00	$900	
Tree Installation	each	4	$1,200.00	$4,800	
Tree Grate	each	4	$1,500.00	$6,000	
Shredded Hardwood Mulch	each	4	$50.00	$200	
			Sub Total		$35,617
Planter Pots (2 per block)	each	0		$1,400	$0
Irrigation Main Line Repairs	lump sum	1		$6,624	$6,624
	Project Estimated Cost				$379,961
Contractor Overhead/Profit		15%			$56,994
Contingency		10%			$37,996
	Project Total				$474,951

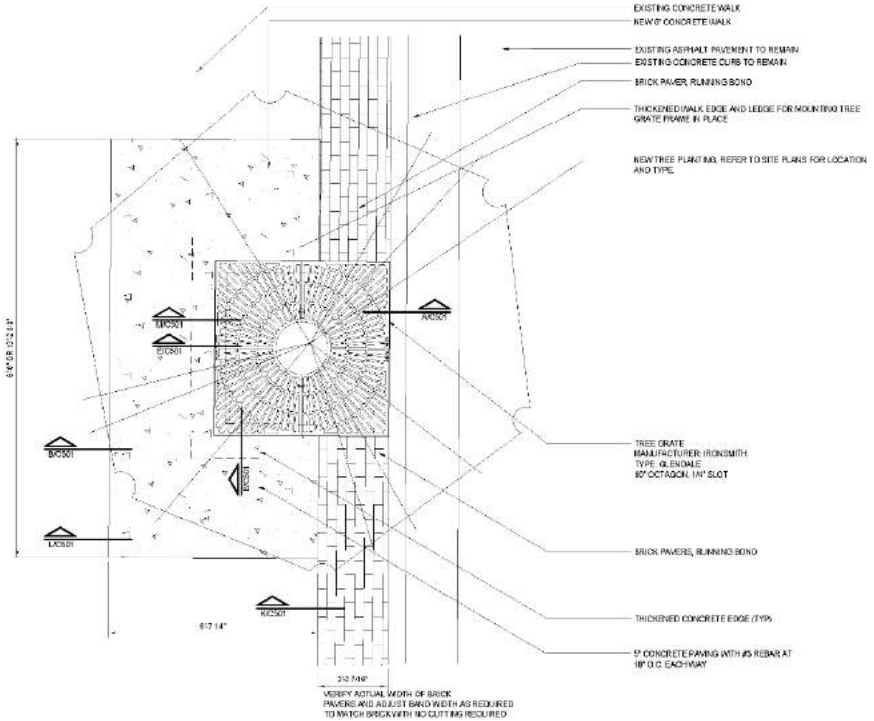

HENSLEY BLVD
DEMO PLAN - C100
SITE PLAN - C200
DEMO PLAN - C101
SITE PLAN - C201
DEMO PLAN - C102
SITE PLAN - C202
DEMO PLAN - C103
SITE PLAN - C203
DEMO PLAN - C104
SITE PLAN - C204
DEMO PLAN - C105
SITE PLAN - C205
2nd STREET
ICEHOUSE AVE
JOHNSTONE AVE
DEMO PLAN - C106
SITE PLAN - C206
ORAGE AVE
CHEROKEE AVE
FRANK PHILLIPS BLVD
DEMO PLAN - C107
SITE PLAN - C207
DEMO PLAN - C108
SITE PLAN - C208
4th STREET
NORTH
A
LOCATION MAP
1" = 500'-0"


NORTH
2nd STREET
A SITE PLAN

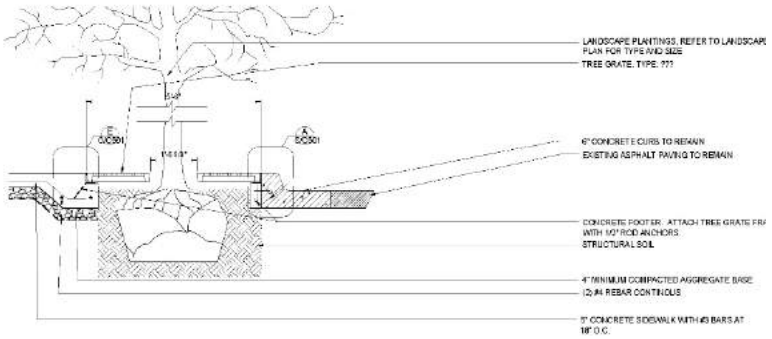

NORTH
2nd STREET
JOHNSTONE AVE
SITE PLAN



H UTILITY PLAN AT PLANTER
1" = 1'-0"



J PLANTER SECTION
1" = 1'-0"



M PLANTER SECTION
1" = 1'-0"

2nd & Dewey Project Funding Sources

Source	Description	Amount
1/2 Cent - CIP Sales Tax Fund	Sales tax for 2nd & Dewey Light/Landscape Project	$ 400,000
Special Revenue Fund	Funds received from sale of 119 SW 2nd St Property	34,851
TIF 1 Fund (BRTA) *	Funds committed by BRTA for landscape capital & "establishment" maintenance	140,000
	TOTAL	**$ 574,851**

*** Footnote:**

- $45,100 of $140,000 TIF 1 funds to be used to supplement 2nd & Dewey Project capital needs
- Remaining $94,900 of $140,000 TIF 1 funds to be used for initial "establishment" periods for 2nd & Dewey Project and other future phases, not to exceed 3 years for each phase

Short-Term Landscape Maintenance

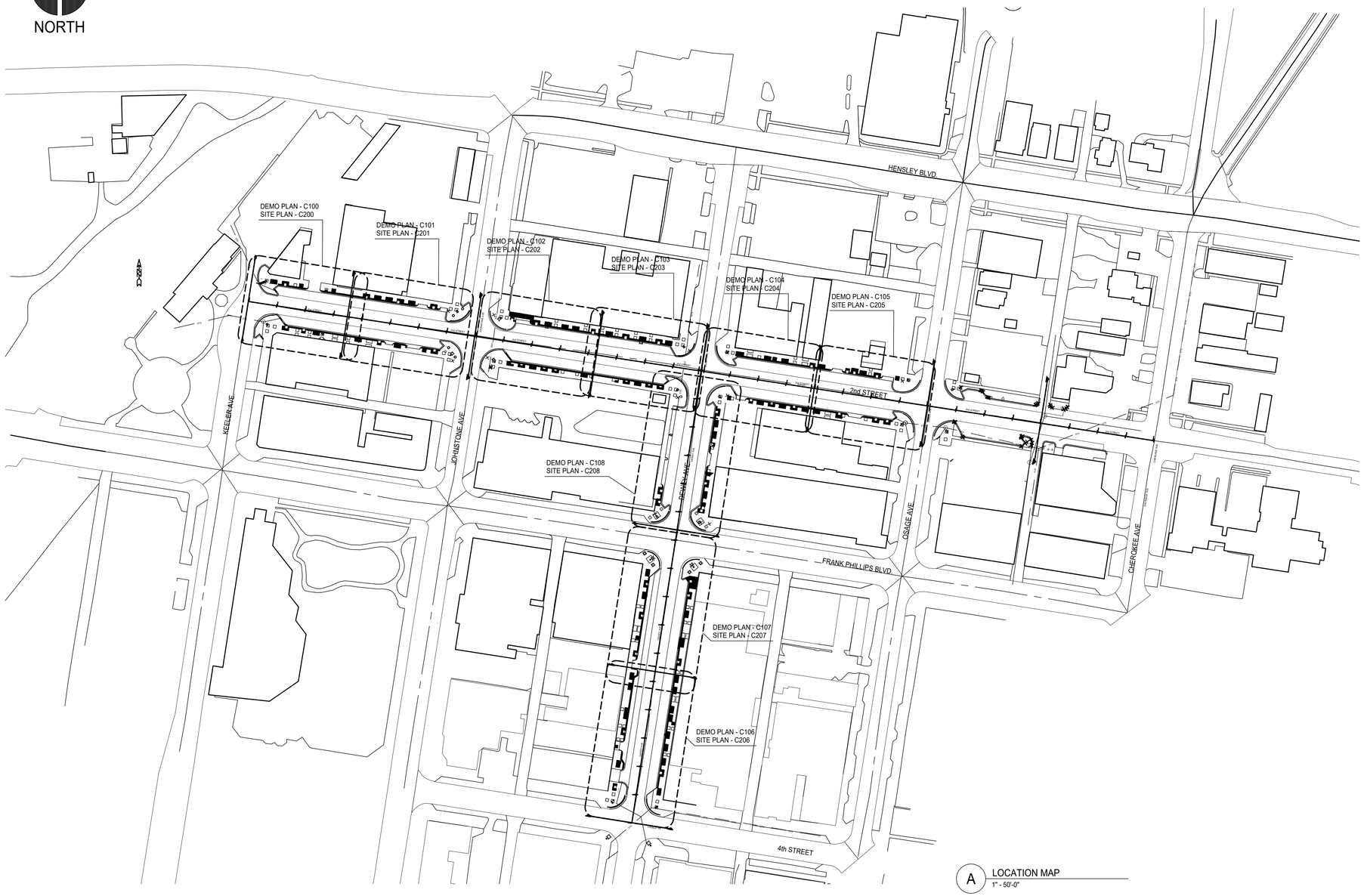
- TIF 1 funds (estimated $94,900 after capital needs) to be used for initial “establishment” periods on 2nd & Dewey Project and other future phases, not to exceed 3 years
- City to continue “establishment” maintenance on all phases for up to 3 years after TIF 1 funds depleted
- City to provide baseline maintenance on existing landscaping for up to 3 years

Long-Term Landscape Maintenance

- City to provide baseline maintenance on all existing landscaping
- City to provide maintenance on all areas converted as per the Downtown Landscape Plan once TIF 1 funds depleted
- Downtown property owners, in partnership with businesses and City, to determine feasibility of alternate source of long-term maintenance funding
- Hire consultant to determine feasibility of BID and, if feasible, help develop and implement
- City to provide baseline maintenance on existing landscaping for additional 7 years but no longer than a total of 10 years
- City to provide maintenance on all areas converted as per the Downtown Landscape Plan for an additional 7 years but no longer than a total of 10 years

CITY OF BARTLESVILLE
DOWNTOWN LANDSCAPE - PHASE I
401 S JOHNSTONE AVE,
BARTLESVILLE, OK 74003

NORTH



A LOCATION MAP
1" - 50'-0"

DRAWING SHEET INDEX

SHEET NO.	SHEET NAME	REVISION	DATE
G001	COVER SHEET	-	-
G002	CIVIL NOTES/LANDSCAPE NOTES	-	-
G003	BID SHEET	-	-
C100	DEMO PLAN - SECOND STREET	-	-
C101	DEMO PLAN - SECOND STREET	-	-
C102	DEMO PLAN - SECOND STREET	-	-
C103	DEMO PLAN - SECOND STREET	-	-
C104	DEMO PLAN - SECOND STREET	-	-
C105	DEMO PLAN - SECOND STREET	-	-
C106	DEMO PLAN - DEWEY AVENUE	-	-
C107	DEMO PLAN - DEWEY AVENUE	-	-
C108	DEMO PLAN - DEWEY AVENUE	-	-
C200	SITE PLAN - SECOND STREET	-	-
C201	SITE PLAN - SECOND STREET	-	-
C202	SITE PLAN - SECOND STREET	-	-
C203	SITE PLAN - SECOND STREET	-	-
C204	SITE PLAN - SECOND STREET	-	-
C205	SITE PLAN - SECOND STREET	-	-
C206	SITE PLAN - DEWEY AVENUE	-	-
C207	SITE PLAN - DEWEY AVENUE	-	-
C208	SITE PLAN - DEWEY AVENUE	-	-
C501	MISC SITE DETAILS	-	-

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City of Bartlesville
Downtown Landscape - Phase I
Bartlesville, OK

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JOB NUMBER 170054
G001
1 OF 3

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CIVIL CONSTRUCTION NOTES

GENERAL

1. ALL WORK TO BE PERFORMED IN A PROFESSIONAL AND WORKMANLIKE MANNER IN ACCORDANCE WITH THE PLANS AND SPECIFICATIONS.
2. CONTRACTOR SHALL BE RESPONSIBLE FOR PROPER BARRICADES, LIGHTING, AND SIGNAGE WITHIN THE AREA OF CONSTRUCTION. ALL CONSTRUCTION SIGNING TO BE DONE IN ACCORDANCE WITH STANDARDS SET FORTH IN THE "MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES, CURRENT VERSION, AND AS SHOWN ON TCD STANDARD DRAWINGS.
3. VERTICAL DEFLECTIONS AND PIPE SLOPES FOR EXISTING UTILITIES SHOWN ON THE PLANS WERE OBTAINED FROM RECORD DRAWINGS AND HAVE NOT BEEN FIELD VERIFIED. SOME PIPE SLOPES WERE ADJUSTED TO MATCH SURVEYED MANHOLE FLOW LINES. RIM ELEVATIONS AND HORIZONTAL LOCATIONS OF EXISTING MANHOLES WERE DETERMINED FROM FIELD SURVEYS AND PAST DRAWINGS.
4. CONTRACTOR SHALL SAW CUT EXISTING CURB AND GUTTER, PAVEMENT, DRIVEWAYS, AND SIDEWALKS AT AREAS WHERE PAVEMENT OR CONCRETE IS TO BE REMOVED. CONTRACTOR SHALL PROVIDE COMPACTED SELECT MATERIAL AS NEEDED TO REPAIR DAMAGED DRIVES, STREETS, WALKS, AND PATIOS.
5. ALL DAMAGED AREAS OF WALKS OR PAVING SHALL BE REPAIRED AT NO ADDITIONAL COST TO THE OWNER. WALKS SHALL BE CLEANED OF TIRE MARKS, OIL, AND OTHER CONSTRUCTION RELATED MARKS AT THE END OF THE PROJECT.
6. THE CONTRACTOR SHALL MAKE NECESSARY PROVISIONS FOR THE SUPPORT AND PROTECTION OF ALL UTILITY POLES, GAS MAINS, TELEPHONE CABLES, SANITARY SEWER LINES, ELECTRIC CABLES, DRAINAGE PIPES, UTILITY SERVICES, AND ALL OTHER UTILITIES AND STRUCTURES, BOTH ABOVE AND BELOW GROUND, DURING CONSTRUCTION. THE CONTRACTOR IS LIABLE FOR ALL DAMAGES DONE TO SUCH EXISTING FACILITIES AS A RESULT OF THE CONTRACTOR'S OPERATIONS.
7. AREAS WITHIN THE DOWNTOWN ARE EXTREMELY LIMITED AND LAYDOWN/STAGING AREAS WILL ALSO BE EXTREMELY LIMITED. CONTRACTOR SHALL SUBMIT WRITTEN REQUEST TO THE OWNER'S REPRESENTATIVE FOR APPROVAL OF ALL AREAS TO BE USED FOR STAGING, MOBILIZATION, EQUIPMENT AND MATERIAL STORAGE AND GENERAL PROJECT CONSTRUCTION MANAGEMENT. REQUEST SHALL BE SUBMITTED TO THE ENGINEER WITHIN 5 DAYS OF NOTICE TO PROCEED.
8. CONTRACTOR SHALL BE RESPONSIBLE FOR MAINTAINING GENERAL SAFETY AT, AND ADJACENT TO, THE PROJECT AREA, INCLUDING THE PERSONAL SAFETY OF THE CONSTRUCTION CREW AND GENERAL PUBLIC AND THE SAFETY OF PUBLIC AND PRIVATE PROPERTY. CONTRACTOR SHALL CONDUCT WORK SUCH TO ALLOW ADJACENT BUSINESSES TO REMAIN IN BUSINESS THROUGHOUT WORK. ACCESS TO THESE BUSINESSES BY THE GENERAL PUBLIC MUST BE MAINTAINED THROUGHOUT CONSTRUCTION.
9. THE CONTRACTOR IS RESPONSIBLE FOR KEEPING STREETS AND SIDEWALKS ADJACENT TO PROJECT FREE OF MUD AND DEBRIS FROM THE CONSTRUCTION. CLEAN DAILY AS REQUIRED.
10. TRAFFIC FLOW AROUND SITE MUST BE MAINTAINED AT ALL TIMES. CONTRACTOR TO PLAN SEQUENCING WITH THE CITY ENGINEER BEFORE BEGINNING WORK.
11. THE CONTRACTOR SHALL CONSTRUCT THE PROPOSED WORK UTILIZING A TRENCH SAFETY PLAN, PREPARED BY THE CONTRACTOR FOR THIS PROJECT. CONTRACTOR IS RESPONSIBLE FOR ALL TRENCH SAFETY.
12. THE CONTRACTOR SHALL CLEAN UP AND RESTORE THE AREA OF OPERATIONS TO A CONDITION AS GOOD AS OR BETTER THAN THAT WHICH EXISTED PRIOR TO THE PROJECT.
13. THE CONTRACTOR IS RESPONSIBLE FOR MAINTAINING THE EXISTING STORM DRAIN SYSTEM THROUGH THE WORK. IN NO CASE SHOULD THE CONTRACTOR LEAVE THE EXISTING STORM SEWER OUT OF SERVICE WHERE BY RUNOFF WOULD CAUSE DAMAGE TO ADJACENT OWNERS PROPERTY. INSTALL INLET PROTECTION AT ALL INLETS AFFECTED BY THE WORK PRIOR TO START OF WORK.
14. NO EQUIPMENT OR MATERIAL SHALL BE DEPOSITED ON PRIVATE PROPERTY OR CITY RIGHT-OF-VAY WITHOUT WRITTEN PERMISSION. IF THE CONTRACTOR PLACES EXCESS MATERIAL OR STAGES EQUIPMENT ON THE PROPERTY WITHOUT WRITTEN PERMISSION, HE WILL BE RESPONSIBLE FOR ALL DAMAGES RESULTING FROM SUCH ACTS AND SHALL REMOVE THE MATERIAL AND RESTORE THE PROPERTY AT HIS OVN COST.
15. THE LOCATION OF DRIVEWAYS, STEPS, AND RETAINING WALLS, ETC, AND ALL WATER, SANITARY SEWER, STORM SEWER, TELEPHONE, GAS, ELECTRIC, AND CABLE TELEVISION UTILITIES SHOVN ON THESE PLANS SHALL BE VERIFIED AT THE TIME OF CONSTRUCTION.
16. CONSTRUCTION ACTIVITIES SHALL BE LIMITED TO THE HOURS OF 8:00 A.M. TO 6:00 P.M. UNLESS APPROVED OR DIRECTED BY THE CITY ENGINEER.
17. CONSTRUCTION DEBRIS AND SURPLUS MATERIALS, SUCH AS BROKEN CONCRETE, EXCESS FILL, ETC., SHALL BECOME PROPERTY OF THE CONTRACTOR. MATERIAL SHALL BE COMPLETELY REMOVED FROM THE SITE AND DISPOSED OF IN A PROPER DISPOSAL SITE, APPROVED BY THE CITY OF BARTLESVILLE. DO NOT ALLOW THIS EXCESS MATERIAL OR DEBRIS TO ACCUMULATE ON SITE.
18. CONTRACTOR SHALL BE RESPONSIBLE FOR CLEANING AND REMOVING ANY EXCESS MATERIAL SPLATTER OR OVERSPRAY TO EXISTING CONSTRUCTION (VALKS, CURBS, PAVING, ADJACENT BUILDINGS, ETC) SHOVN TO REMAIN. CONTRACTOR TO TAKE NECESSARY ACTIONS TO PREVENT DAMAGE TO ANY EXISTING CONSTRUCTION SHOVN TO REMAIN. CONTRACTOR SHALL BE RESPONSIBLE FOR DAMAGE TO ADJACENT PARKED VEHICLES.

UTILITIES

1. PLANS SHOV APPROXIMATE LOCATIONS OF KNOVN UTILITIES. NOT ALL SERVICE CONNECTIONS ARE SHOVN. CONTRACTOR SHALL CONTACT "OKIE" AT 1-800-522-6453 AND EACH UTILITY COMPANY TO ACCURATELY LOCATE ALL MAINS AND SERVICES BEFORE PERFORMING ANY EXCAVATION. ALL INTERFERING UTILITIES SHALL BE RELOCATED AT THE EXPENSE OF THE CONTRACTOR. CONTRACTOR SHALL BE RESPONSIBLE FOR THE COST OF REPAIRS TO UTILITIES DAMAGED DURING CONSTRUCTION OF THIS VORK. CONTRACTOR SHALL, AT HIS EXPENSE, DETERMINE THE EXACT VERTICAL AND HORIZONTAL ALIGNMENT OF ALL UTILITIES VHICH MIGHT INTERFERE VITH THE PROPOSED CONSTRUCTION OR CONSTRUCTION OPERATIONS PRIOR TO BEGINNING PROPOSED CONSTRUCTION.
2. THE CONTRACTOR SHALL CONTACT THE UTILITY COMPANIES AT LEAST 48 HOURS PRIOR TO EXCAVATION AT EACH LOCATION. (SEE THIS SHEET UTILITY CONTACT INFORMATION).
3. CONTRACTOR IS RESPONSIBLE FOR MAINTAINING VATER AND SEVER CONNECTIONS IN VORKING ORDER AT ALL TIMES EXCEPT FOR BRIEF INTERRUPTIONS IN SERVICE. IN NO CASE SHALL SERVICES BE ALLOVED TO REMAIN OUT OF SERVICE OVERNIGHT. ANY OUTAGES MUST BE COORDINATED VITH CITY ENGINEERING DEPARTMENT (48 HOURS NOTICE REQUIRED).
4. CONTRACTOR SHALL VERIFY THE ELEVATION, CONFIGURATION, AND LOCATION OF EXISTING UTILITIES (VATER, STORM SEVER, SANITARY SEVER, GAS, ELECTRIC, ETC.) PRIOR TO CONSTRUCTION. SUCH VERIFICATION SHALL BE CONSIDERED SUBSIDIARY TO THE COST OF THE PROJECT AND NO ADDITIONAL COMPENSATION VILL BE ALLOVED. IN THE EVENT VHERE A DISCREPANCY IS FOUND BETVEEN THE FIELD CONDITIONS & CONSTRUCTION DOCUMENTS, CONTRACTOR IS TO NOTIFY THE ENGINEER IMMEDIATELY.
5. CONTRACTOR SHALL HAVE UTILITY COMPANIES LOCATE AND MARK ALL UNDERGROUND FACILITIES BEFORE BEGINNING EXCAVATION.

CONCRETE

1. CONCRETE SHALL HAVE A MINIMUM 28-DAY COMPRESSIVE STRENGTH OF 3500 psi, UNLESS OTHERVISE SPECIFIED.
2. ALL CONSTRUCTION JOINTS SHALL HAVE A 1-1/2" KEY VAY.
3. REINFORCEMENT SHALL HAVE 2" MIN. COVER ON EXPOSED FACES AND 2" MIN. COVER ON GROUND CONTACT SURFACES.
4. STEEL REINFORCEMENT SHALL BE GRADE 60.
5. DETAILING, FABRICATION AND ERECTION OF REINFORCING BARS SHALL BE IN ACCORDANCE VITH THE LATEST EDITION OF ACI 315, MANUAL OF STANDARD PRACTICE.
6. ALL CONCRETE TO BE REMOVED MUST BE SAV CUT IN A STRAIGHT AND TRUE LINE. AREAS DAMAGED DURING REMOVAL SHALL BE SAV CUT AND REPLACED.
7. ALL LONGITUDINAL AND CONTRACTION JOINTS, INCLUDING CURBS, SHALL BE SEALED VITH A SELF-LEVELING, LOV MODULUS, SILICON SEALANT, AS PER ODOT SPECIFICATION NO. 701.08.

GROUND AND SOILS PREPARATIONS

1. PLANTER FILL SHALL BE CU STRUCTURAL SOIL AND SHALL BE PLACED IN LIFTS AND COMPACTED PER THE SPECIFICATIONS. PLANTERS TO BE CLOSED VILL BE BACK FILLED VITH TYPE "A" AGGREGATE AND COMPACTED TO 95% STANDARD PROCTOR DENSITY.
2. REFER TO SPECIFICATIONS ON STRUCTURAL FILL FOR ADDITIONAL INFORMATION.

BACKFILL AND GRADING

1. PIPES AND BOXES SHALL BE BEDDED COMPLETELY AROUND THE PIPE/BOX.
2. BACKFILL AT TREE PLANTERS (TO REMAIN) TO BE COMPACTED AS SPECIFIED IN THE STRUCTURAL SOIL SECTION.
3. ALL OTHER BACKFILL TO BE COMPACTED TO 95% STD PROCTOR DENSITY (TYPICAL) AS A PART OF THE FINISHING OPERATIONS. COST OF FINISH GRADING AND CLEANUP TO BE INCLUDED IN BASE BID.

UTILITY COMPANY REPRESENTATIVES

WATER - CITY OF BARTLESVILLE
401 S JOHNSTONE AVENUE
BARTLESVILLE, OKLAHOMA 74003
CONTACT: TERRY LAURITSEN
(918) 338-4107

SEVER - CITY OF BARTLESVILLE
401 S JOHNSTONE AVENUE
BARTLESVILLE, OKLAHOMA 74003
CONTACT: TERRY LAURITSEN
(918) 338-4107

ENGINEERING - CITY OF BARTLESVILLE
401 S. JOHNSTONE AVENUE
BARTLESVILLE, OKLAHOMA 74003
CONTACT: MICAH SIEMERS
(918) 338-4256

TELEPHONE - AT&T COMMUNICATIONS
119 EAST SIXTH STREET
BARTLESVILLE, OKLAHOMA 74003
CONTACT: JAY HALFERTY
(918) 662-3033

CABLE - CABLE ONE
4127 S.E. NOVATA ROAD
BARTLESVILLE, OKLAHOMA 74006
CONTACT: DENNIS ANDERSON
(918) 335-0123 ext. 7700

ELECTRIC - AEP / PSO
310 S. COMANCHE AVE.
BARTLESVILLE, OKLAHOMA 74003
CONTACT: TIEN CHAO
(918) 337-1216

GAS - OKLAHOMA NATURAL GAS
3601 NE INDIANA
BARTLESVILLE, OKLAHOMA 74006
CONTACT: JELEEN CHULEEVAH
(918) 335-5701

EXISTING UTILITIES:

NO VORK IS PLANNED ON EXISTING CITY OR BUILDING UTILITIES. ONLY CITY UTILITIES ARE SHOVN ON DRAVINGS FOR LOCATION OF EXISTING UTILITIES ONLY. NO FIELD SURVEY COMPLETED. INFORMATION TAKEN FROM EXISTING DRAVINGS. CONTRACTOR TO VERIFY LOCATION OF EXISTING UTILITIES PRIOR TO START OF VORK. CONTRACTOR TO DOCUMENT LOCATION AND TYPE OF FOUND UTILITIES UNCOVERED DURING THIS PROJECT. PROVIDE RECORD DRAVINGS SHOVING EXISTING AND NEV UTILITIES.

GENERAL NOTES:

1. EXISTING STREET/DECORATIVE LIGHTS - LIGHTS TO REMAIN ACTIVE DURING AND AFTER VORK. PROTECT FIXTURE POLE AND VIRING THROUGH OUT CONSTRUCTION. FIXTURES SHOULD BE ON A SEPARATE CIRCUIT FROM ELECTRICAL OUTLET BUT CONTRACTOR MUST VERIFY CIRCUITING PRIOR TO START OF VORK.

2. VHERE NEV CONCRETE PAVING ABUTS EXISTING PAVING OR CONCRETE CURB, CONTRACTOR SHALL ENSURE A SMOOTH BARRIER-FREE TRANSITION IS MAINTAINED.

3. CONTRACTOR TO INSTALL EXPANSION JOINTS BETVEEN NEV CONCRETE PAVEMENT AND EXISTING BACK OF CURB. EXPANSION JOINT SHALL BE 1/2" EXPANSION MATERIAL VITH JOINT SEALER.

4. CONTRACTOR SHALL SAV CUT ALL PAVEMENT TO BE REMOVED PRIOR TO REMOVAL. SAV CUT SHALL BE FULL DEPTH TO PREVENT DAMAGE EXISTING CONCRETE PAVING.

5. CONTRACTOR SHALL REMOVE AND PATCH/REPAIR AREAS OF EXISTING CONCRETE PAVING AS INDICATED ON THE DRAVINGS AS DAMAGED. DAMAGED CONCRETE CURB SHALL BE REMOVED AND REPLACED AND NEV PROFILE SHALL MATCH EXISTING CURB PROFILE. IF AREAS OF DAMAGED CONCRETE ARE FOUND BUT NOT SHOVN ON THE DRAVINGS, CONSULT VITH THE CITY OF BARTLESVILLE ENGINEERING DEPARTMENT FOR DIRECTION.

6. IF EXISTING VATER METER, ELECTRICAL, VALVE, IRRIGATION OR OTHER INGROUND BOX ARE VITHIN THE VORK ARE ADJUST TO THE TOP OF THE EXISTING BOX TO MATCH THE NEV PAVEMENT ELEVATION. THIS VORK SHALL BE INCLUDED IN THE PRICE OF THE VORK AND NOT CHARGED AS AN ADDITIONAL COST.

7. NEV PAVING SURFACES TO MATCH TO EXISTING PAVING ELEVATIONS, UNLESS NOTED OTHERVISE.

ELECTRICAL NOTES:

1. ELECTRICAL VORK AS PART OF THIS PROJECT CONSIST OF REMOVAL OF EXISTING PLANTER ELECTRICAL VORK ONLY. NO VORK IS ANTICIPATED ON THE EXISTING STREET LIGHTS OR CIRCUITS. ELECTRICAL OUTLETS ARE VIRED TO A SEPARATE PANEL AND METER. HOVEVER THE STREET LIGHT VIRING RUNS DOVN THE EACH CITY BLOCK THROUGH THE EXISTING PLANTER BEDS. CARE MUST BE TAKEN NOT TO DISTURB OR DAMAGE EXISTING STREET LIGHT CIRCUIT OR CONDUIT. VERIFY LOCATION OF EXISTING UTILITIES PRIOR TO START OF VORK. ALL VORK SHALL BE BASED ON THE NATIONAL ELECTRICAL CODE.

GENERAL NOTES:

1. ALL EXISTING PLANTER ELECTRICAL / OUTLETS AND CONDUITS TO BE REMOVED TO LIMITS OF PLANTER . REMOVE EXISTING VIRING TO PREVENT REUSE OF THESE CIRCUIT.

2. EXISTING LANDSCAPE PLANTER BED IRRIGATION TO BE REMOVED BACK TO MAIN LINE. PLANTERS BEDS TO BE REMOVED AND PAVED OVER SHALL BE CAPPED AT THE MAIN LINE. PRESSURE TEST LINE BEFORE COVERING TO ASSURE NO LEAKS EXISTS. EXTEND IRRIGATION SYSTEM AS SHOVN ON SHEET C501 FOR PLANTER BEDS TO REMAIN. PROTECT EXISTING MAIN LINE TO PREVENT DAMAGE AND IF REQUIRE REPAIR MAIN LINE AS REQUIRED TO MAINTAIN AN ACTIVE SPRINKLER SYSTEM.

3. SAV CUT ALL CONCRETE TO BE REMOVED PRIOR TO REMOVAL.

GENERAL PLANTING NOTES:

1. LANDSCAPE CONTRACTOR SHALL PROVIDE ALL LABOR, MATERIALS AND SERVICES NECESSARY TO FURNISH AND INSTALL PLANTINGS AS SPECIFIED HEREIN AND AS SHOVN ON THESE PLANS.
2. ALL PLANT MATERIALS SHALL BE PROTECTED FROM THE DRYING ACTION OF THE SUN AND VIND AFTER BEING DUG UP, VHILE BEING TRANSPORTED, AND VHILE AVAITING PLANTING. BALLS OF PLANTS VHICH CANNOT BE PLANTED IMMEDIATELY SHALL BE PROTECTED FROM DRYING ACTION BY COVERING THEM VITH MOIST MULCH. VATER SHOULD BE APPLIED TO MULCH-COVERED BALLS PERIODICALLY- TO KEEP THEM MOIST. IF PLANTING SHOULD OCCUR DURING GROVING SEASON, APPLY ANTI-DESSICANT TO LEAVES BEFORE TRANSPORT TO REDUCE LIKELIHOOD OF VINDBURN. REAPPLY ANTI-DESSICANT
3. ALL PLANT MATERIAL SHALL BE VELL-FORMED AND DEVELOPED IN GOOD CONDITION, HEALTHY AND DISEASE-FREE, AND BE TYPICAL OF THE SPECIES. PLANTS SHALL COMPLY IN ALL APPLICABLE RESPECTS VITH ACCEPTABLE STANDARDS AS SET FORTH IN THE AMERICAN ASSOCIATION OF NURSERYMAN'S "AMERICAN STANDARD OF NURSERY STOCK." OVNER AND LANDSCAPE ARCHITECT RESERVE THE RIGHT TO REJECT ANY AND ALL PLANTS AT ANY TIME PRIOR TO FINAL ACCEPTANCE OF VORK, IF, IN THEIR OPINION, THEY FAIL TO MEET ANY OF THIS PROJECT'S REQUIREMENTS.
4. PLANTS DESIGNATED "CONTAINER GROVN" SHALL HAVE BEEN GROVN IN POTS, CANS OR BOXES, FOR A MINIMUM OF SIX MONTHS AND A MAXIMUM OF TVO YEARS. THESE PLANTS SHALL BE REMOVED FROM CONTAINERS BEFORE PLANTING. PLANTS THAT APPEAR ROOT-BOUND SHALL BE ROOT PRUNED THROUGH THE USE OF A VERTICAL SLICING METHOD PRIOR TO PLANTING.
5. LANDSCAPE CONTRACTOR SHALL LOCATE ALL UTILITIES PRIOR TO STARTING VORK. LANDSCAPE CONTRACTOR VILL BE RESPONSIBLE FOR THE REPAIR OF ANY DAMAGE HE/SHE MAY CAUSE TO UTILITIES.
6. BACKFILL FOR PLANT EXCAVATIONS IS TO STRUCTURAL FILL VITH ADDITIONS OF AMENDMENTS AND FERTILIZERS AS NOTED IN THE SPECIFICATIONS. PLANTER POTS TO BE PLANTED USING AN APPROVED PLANTING MIX. SUBMIT PLANTING MIX AND AMENDMENTS FOR APPROVAL PRIOR TO START OF VORK.
7. ALL PLANT MATERIALS SHALL HAVE BACKFILL CAREFULLY PLACED AROUND BASE AND SIDES OF BALL TO TVO-THIRDS (2/3) DEPTH OF BALL, THEN THOROUGHLY SOAKED VITH VATER TO ALLOV SETTLEMENT. ALL VIRE, BURLAP FASTENERS AND LOOSE BURLAP AROUND BASE OF TRUNK SHALL BE REMOVED AT THIS TIME. REMAINDER OF PIT SHALL THEN BE BACKFILLED, ALLOVING FOR DEPTH OF MULCH, SAUCER AND SETTLEMENT OF BACKFILL. BACKFILL SHALL THEN BE THOROUGHLY VATERED ONCE AGAIN. SOD TYPE SHALL BE A BERMUDA VARIETY (U-3), AS APPROVED BY THE PROJECT'S
8. THE CONTRACTOR SHALL PROVIDE ALL VATER, VATERING DEVICES AND LABOR NEEDED TO IRRIGATE PLANT MATERIALS UNTIL PROVISIONAL ACCEPTANCE OF THE PROJECT. THE CONTRACTOR SHALL SUPPLY ENOUGH VATER TO MAINTAIN THE PLANTS' HEALTHY CONDITION. AFTER PLANTING IS COMPLETED, REPAIR INJURIES TO ALL PLANTS AS REQUIRED.
9. LIMIT AMOUNT OF PRUNING TO THE MINIMUM NECESSARY TO REMOVE DEAD OR INJURED TVIGS AND BRANCHES. PRUNE IN SUCH A MANNER AS NOT TO CHANGE NATURAL HABIT OR SHAPE OF PLANT. MAKE CUTS FLUSH, LEAVING NO STUBS. CUTS OF ONE INCH (1") OR MORE TO BE PAINTED VITH TREE PAINT. CENTRAL LEADERS SHALL NOT BE REMOVED.
10. AT THE COMPLETION OF PLANTING OPERATIONS, ALL PLANTS SHALL BE INSPECTED BY THE OVNER'S REPRESENTATIVE. CONTRACTOR SHALL REPLACE IMMEDIATELY, ANY PLANTS NOT IN HEALTHY AND VIGOROUS CONDITION AT THAT TIME, AT NO EXPENSE TO THE OVNER. ANY PLANT NOT IN HEALTHY CONDITION AFTER ONE FULL YEAR FROM THE DATE OF FINAL ACCEPTANCE SHALL BE REPLACED, AS PER THE ORIGINAL SPECIFICATIONS. LANDSCAPE CONTRACTOR TO REMOVE TREE STAKES AND ALL BEAD VOOD ON TREES PRIOR TO ONE YEAR FROM THE DATE OF FINAL ACCEPTANCE. (END OF GUARANTEE

EXISTING PLANTER BED DEMO:

CARE MUST BE TAKEN IN REMOVAL OF EXISTING TREES AND PLANT MATERIAL. THE EXISTING PLANTERS ALSO CONTAIN EXISTING IRRIGATION VATER LINES, STORM DRAIN LINES, ELECTRICAL LINES AND AIR/VATER RISERS. EXISTING AIR/VATER RISERS TO BE REMOVED AND REPLACED, ALL OTHER LINES ARE TO REMAIN. TREE ROOTS MAY HAVE GROVN AROUND THE EXISTING LINE AND CARE MUST BE TAKEN IN REMOVING THESE ROOT SYSTEMS. EXISTING LINES PROVIDE POVER TO STREET LIGHTS AND MUST REMAIN ACTIVE THROUGHOUT CONSTRUCTION. THE EXISTING VATER IRRIGATION CIRCUIT LINES AND STORM DRAIN LINES ARE TO REMAIN AND BE REUSED. IF ANY LINES ARE DAMAGED DURING DEMOLITION OR CONSTRUCTION, REPAIR OR REPLACE LINES TO PRE CONSTRUCTION CONDITION, AT NO ADDITIONAL COST TO THE OVNER.

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City of Bartlesville
Downtown Landscape - Phase I
Bartlesville, OK

ORIGINAL ISSUE: 4-17-17
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DRAWN BY: RDW
CHECKED BY: RDW

. Construction Notes

REVISION NUMBER
0

JOB NUMBER 170054
G002
2 OF 3

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PLANT MATERIAL LIST:

	BOTANICAL NAME	COMMON NAME	SIZE	COND	QUANTITY	NOTES
	TREES					
A	ULMUS PARVIFOLIA 'ALLEE'	ALLEE LACEBARK ELM	3" CAL	B/B	6	YELLOW TO ROSY PINK FALL COLOR / UPRIGHT ARCHING
B	ULMUS PARVIFOLIA 'BOSQUE'	BOSQUE ELM	3" CAL	B/B	7	YELLOW TO ORANGE FALL COLOR / PYRAMIDAL SHAPED
C	PISTACIA CHINESIS	CHINESE PISTACHE	3" CAL	B/B	15	RED TO ORANGE FALL COLOR / UPRIGHT ARCHING
D	ZELKOVA SERRATA 'GREEN VASE'	GREEN VASE ZELKOVA	3" CAL	B/B	8	ORANGE BRONZE FALL COLOR
	SHRUBS/PLANTS					
E	NANDINA DOMESTICA "MURASAKI" FLIRT	FLIRT NANDINA	3 GAL	CONT	NOT USED	RED WINTER COLOR - 1' TO 2' HEIGHT, FLOWERS WHITE (MAY TO JUNE)
F	BUXUS "GREEN VELVET"	GREEN VELVET BOXWOOD	5 GAL	CONT	0	EVERGREEN 3' TO 4' HEIGHT
G	COREOPSIS VERTICILLATA "MOONBEAM"	MOONBEAM COREOPSIS	1 GAL	CONT	0	1.5' TO 2' HEIGHT, CREAMY YELLOW BLOOM (JULY TO AUGUST)
H	ABELIA "ROSE CREEK"	ROSE CREEK ABELIA	3" CAL	CONT	NOT USED	2' TO 3' HEIGHT, WHITE FLOWER (MAY TO SEPTEMBER) SOFT PURPLE/GREEN
J	NEPETA RACEMOSA "WALKER'S LOW"	WALKER'S LOW CATMINT	3" CAL	CONT	NOT USED	2' TO 2.5' HEIGHT, LAVENDER BLUE BLOOM (APRIL TO SEPTEMBER)

BID ALTERNATE 1:

THE WORK INCLUDES THE USE OF THE EXISTING IRRIGATION CIRCUIT LINE TO FEED EACH OF THE REMAINING PLANTERS. THIS LINE IS TO BE CAPPED AT EXISTING PLANTER BEDS THAT ARE TO BE ELIMINATED. THIS BID ALTERNATE CONSIST OF INSTALLING A NEW 1 1/2" PVC WATER LINE BEHIND THE CURB LINE BENEATH THE NEW BRICK PAVER BANDING. THIS WILL REQUIRE BORING OR CUTTING AND PATCHING ALL DRIVE WAY CROSSING LOCATIONS. THE NEW IRRIGATION CIRCUIT LINE IS TO BE TIE INTO THE EXISTING LINE AT THE FIRST PLANTER ADJACENT TO THE CORNER. CUT AND CAP THE EXISTING LINE FEEDING THE EXISTING PLANTERS

EXISTING THIN SET BRICK PAVERS:

EXISTING PAVERS ARE AS MANUFACTURED BY ACME "ENDECOTT IRONSPOT" THIN SET PAVERS
REPLACEMENT PAVERS EXCEPT AT BRICK BANDING SHALL MATCH EXISTING PAVERS

CONCRETE PAVERS (AT BRICK BANDING):

PAVERS SHALL BE AQUA BRIC AS MANUFACTURED BY ECO PRIORA BY PAVESTONE
SIZE: 3 3/4" X 7 3/4" - BRICK PAVERS TO MATCH THOSE USED AT THE BASE OF THE STREET LIGHTS POLES.

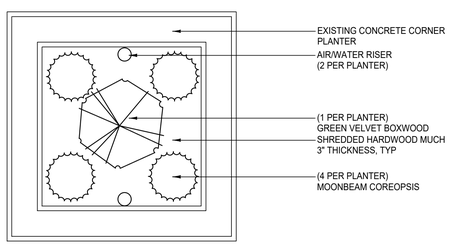
CU STRUCTURAL SOIL:

STRUCTURAL SOIL SHALL BE EQUAL TO THAT DEVELOPED BY CORNELL UNIVERSITY AND SUPPLIED BY MINICK MATERIALS (WWW.MINICKMATERIALS.COM).

TREE GRATE AND FRAME:

METROPOLITAN COLLECTION TREE GRATE AND FRAME, MODEL NO. R8714-A, AS MANUFACTURED BY NEENAH FOUNDRY. 60" X 60" CAST IRON TREE GRATE WITH A 18" OPENING. GRATE SHALL PROVIDE (4) 1" DIAMETER HOLES FOR STAKING OF TREE. APPROXIMATE WEIGHT IS 520 LBS COMPLETE. 0.375 SLOT OPENINGS.

PLANTER PREPARATION AND PLANTING NOTES: PREPARE EACH EXISTING PLANTER BY REMOVING ALL EXISTING PLANTS, PLANTING MIX, IRRIGATION SYSTEM, ETC. TO A DEPTH OF THE EXISTING IRRIGATION CIRCUIT LINE (APPROXIMATELY 1.5' BELOW THE EXISTING WALK PAVEMENT. MODIFY SPRINKLER SYSTEM AS STATED BELOW AND FILL PLANTER WITH PREPARE PLANTING SOIL MIX. CONTRACTOR TO SUBMIT PLANTING SOIL MIX PRIOR TO START OF WORK. SOIL MIX WILL CONTAIN NATIVE TOPSOIL, AMENDMENTS AND FERTILIZERS AS REQUIRED TO PROVIDE A GOOD GROWING MEDIA FOR PLANT MATERIAL. INSTALL PLANT MATERIAL AS SHOWN BELOW AND MULCH WITH 3" SHREDDED HARDWOOD MULCH



PLANTER IRRIGATION NOTE: EACH OF THE EXISTING CONCRETE CORNER PLANTERS HAVE IRRIGATION INSTALLED TO THEM. CONTRACTOR IS TO CLEAN OUT THE EXISTING PLANTERS TO THE POINT OF EXPOSING THE IRRIGATION CIRCUIT LINE. INSTALL NEW SWING PIPE AND CONNECTION JOINTS FROM THE EXISTING IRRIGATION CIRCUIT LINE TO THE NEW HEADS. INSTALL NEW HEADS (2 PER PLANTER) TO MATCH EXISTING - LOW HIGH POP UP WITH BUBBLER NOZZLES AS MANUFACTURED BY RAINBIRD COMPANY.

A EXISTING PLANTERS- PLANTING PLAN
SCALE

	DOWNTOWN LANDSCAPE - PHASE I				
PAY ITEM	ESTIMATED QUANTITY	UNIT	DESCRIPTION OF PAY ITEM	SPEC SECTION	CONSTRUCTION NOTES
1	1	LS	MOBILIZATION		
2	1	LS	TEMPORARY INLET PROTECTION		
3	A	EA	CONSTRUCTION STAKING		
4	1	LS	SAW CUTTING OF EXISTING PAVING		
5	A	SY	CONCRETE PAVING REMOVAL AND DISPOSAL		
6	A	EA	LIGHTED BOLLARD FOOTING REMOVAL		
7	A	CY	UNCLASSIFIED EXCAVATION		
8	A	CY	ROCK EXCAVATION (IF REQUIRED)		
9	A	EA	TREE REMOVAL INCLUDING STUMP AND ROOT BALL		
10	A	EA	SHRUB AND GROUND COVER REMOVAL (PER BED)		
11	A	EA	REMOVAL OF EXISTING BED ELECTRICAL OUTLET (PER BED)		
12	A	EA	REMOVAL OF EXISTING BED IRRIGATION SYSTEM (PER BED)		
13	0	CY	AGGREGATE BACK FILL AT CLOSED PLANTER BEDS		
14	A	SF	SEPARATION FABRIC		
15	A	LF	CURB AND GUTTER REMOVAL		
16	A	LF	CURB AND GUTTER REPLACEMENT		
17	A	LF	CONCRETE SIDEWALK (4" THICK) REMOVAL		
18	A	SY	CONCRETE SIDEWALK (5" THICK) REPLACEMENT		
19	A	CY	STRUCTURAL FILL, INSTALLED AND COMPACTED		
20	A	LUM	PLANTER IRRIGATION SYSTEM INSTALLED (4 HEADS PER BED)		
21	A	SF	BRICK PAVERS, INSTALLED		
22	A	EA	TREE GRATE AND FRAME, INSTALLED		
23	A	EA	WATERING TUBES, INSTALLED		
24	A	EA	TREE PLANTING, INSTALLED		
25	0	LF	CORNER AND MID BLOCK PLANTERS, INSTALLED WITH IRRIGATION		
26	0	LF	CORNER AND MID BLOCK PLANTER PLANTINGS (PER POT)		
27	4	LF	EXISTING CORNER PLANTERS - IRRIGATION REWORK		
28	4	EA	EXISTING CORNER PLANTERS - PLANTINGS (PER PLANTER)		
29	A	SF	REMOVAL OF EXISTING THIN SET BRICK PAVERS		
30	A	SF	INSTALLATION OF NEW THIN SET BRICK PAVERS TO MATCH EXISTING		
31			ENGINEERS ALLOWANCE		
32					
33	6	EA	ULMUS PARVIFOLIA 'ALLEE' ALLEE LACEBARK ELM		
34	7	EA	ULMUS PARVIFOLIA 'BOSQUE' BOSQUE ELM		
35	15	EA	PISTACIA CHINESIS CHINESE PISTACHE		
36	8	EA	ZELKOVA SERRATA 'GREEN VASE' GREEN VASE ZELKOVA		
37	4	EA	BUXUS "GREEN VELVET" GREEN VELVET BOXWOOD W/MOONBEAM		
38	12	EA	COREOPSIS VERTICILLATA "MOONBEAM" MOONBEAM COREOPSIS		
39					
40					
41					
42					
43					
44					
	ALTERNATE BID ITEMS				
1	A	LF	INSTALLATION OF NEW IRRIGATION CIRCUIT LINE UNDER BRICK PAVERS	A	A
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					

ESTIMATES SHOWN FOR CONTRACTORS CONVIENENCE, HOWEVER CONTRACTOR IS REQUIRED TO PROVIDE QUANTITIES AS SHOWN ON THE DRAWING TO PROVIDE A COMPLETE PROJECT.

PAY QUANTITY NOTES

(1) THE CONTRACTOR WILL BE RESPONSIBLE FOR MEASUREMENTS OF VOLUMES OF PAY QUANTITIES, SURVEY CONTROL OF PERMANENT FACILITIES AND FOR STAKING LINE AND GRADE OF ALL CONSTRUCTION FEATURES. ALL RECORD SURVEY MARKERS, SECTION CORNERS, ¼ CORNERS, CENTER SECTIONS AND PROJECTS SURVEY CONTROL DISTURBED DURING CONSTRUCTION BY THE CONTRACTOR OR HIS/HER SUBCONTRACTORS SHALL BE REFERENCED AND RE-ESTABLISHED UPON COMPLETION OF THE PROJECT AT NO ADDITIONAL COST TO THE TRIBE OR GOVERNMENT.

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an ambler/weatherly company
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. Bid Sheet / Notes

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3 OF 3

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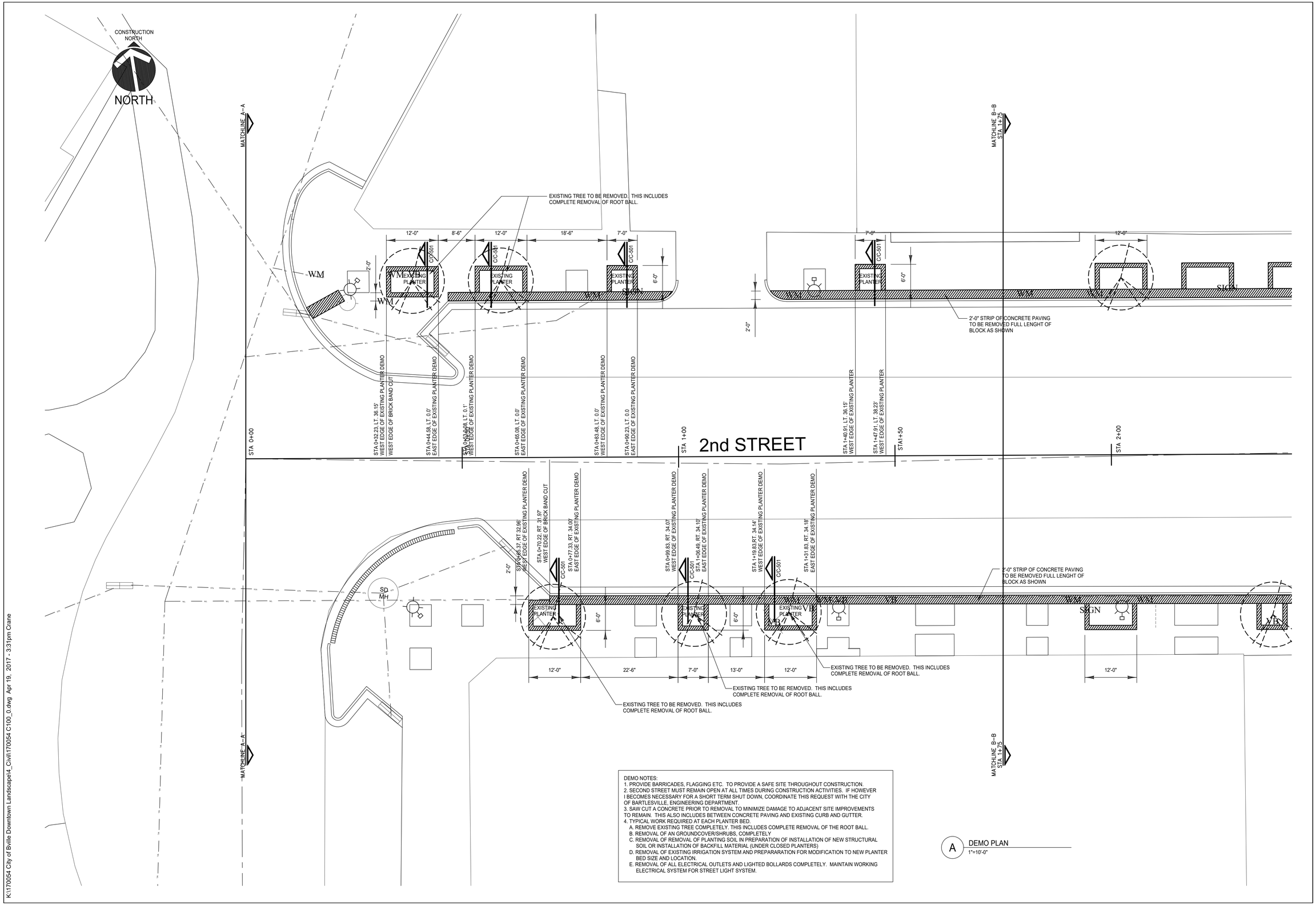

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   C. REMOVAL OF REMOVAL OF PLANTING SOIL IN PREPARATION OF INSTALLATION OF NEW STRUCTURAL SOIL OR INSTALLATION OF BACKFILL MATERIAL (UNDER CLOSED PLANTERS)
   D. REMOVAL OF EXISTING IRRIGATION SYSTEM AND PREPARARATION FOR MODIFICATION TO NEW PLANTER BED SIZE AND LOCATION.
   E. REMOVAL OF ALL ELECTRICAL OUTLETS AND LIGHTED BOLLARDS COMPLETELY. MAINTAIN WORKING ELECTRICAL SYSTEM FOR STREET LIGHT SYSTEM.

A DEMO PLAN
1"=10'-0"

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Demo Plan

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C-100
1 OF 19

CONSTRUCTION NORTH

NORTH

MATCHLINE B–B
STA 1+75

MATCHLINE C–C
STA 4+00

JOHNSTONE AVE

2nd STREET

EXISTING TREE TO BE REMOVED. THIS INCLUDES COMPLETE REMOVAL OF ROOT BALL.

2'-0" STRIP OF CONCRETE PAVING TO BE REMOVED FULL LENGHT OF BLOCK AS SHOWN

12'-0" | 12'-0" | 12'-0" | 12'-0" | 12'-0" | 12'-0"

C/C-501

EXISTING PLANTER

2'-0"

6'-0"

STA 1+96.25, LT. 38.23', WEST EDGE OF EXISTING PLANTER DEMO
STA 2+08.37, LT. 38.23', EAST EDGE OF EXISTING PLANTER DEMO
STA 2+18.37, LT. 38.23', WEST EDGE OF EXISTING PLANTER DEMO
STA 2+28.37, LT. 38.23', EAST EDGE OF EXISTING PLANTER DEMO
STA 2+48.28, LT. 38.23', WEST EDGE OF EXISTING PLANTER DEMO
STA 2+48.28, LT. 38.23', EAST EDGE OF EXISTING PLANTER DEMO
STA 2+56.28, LT. 38.23', EAST EDGE OF EXISTING PLANTER DEMO
STA 2+68.28, LT. 38.23', EAST EDGE OF EXISTING PLANTER DEMO
STA 2+76.28, LT. 38.23', EAST EDGE OF EXISTING PLANTER DEMO
STA 2+96.29, LT. 38.23', EAST EDGE OF EXISTING PLANTER DEMO
STA 3+15.41, LT. 38.23', WEST EDGE OF EXISTING PLANTER
STA 3+27.41, LT. 38.23', WEST EDGE OF EXISTING PLANTER
STA 3+32.31, LT. 38.23', WEST EDGE OF EXISTING PLANTER ALIGN WITH END OF EAST-WEST CURB

STA 1+00
STA 2+00
STA 2+50
STA 3+00
STA 3+50
STA 4+00

STA 1+93.87, RT. 34.38', WEST EDGE OF EXISTING PLANTER DEMO
STA 2+05.87, RT. 34.43', WEST EDGE OF EXISTING PLANTER DEMO
STA 2+33.82, RT. 34.52', WEST EDGE OF EXISTING PLANTER DEMO
STA 2+40.58, RT. 34.54', EAST EDGE OF EXISTING PLANTER DEMO
STA 2+63.33, RT. 34.62', WEST EDGE OF EXISTING PLANTER DEMO
STA 2+76.33, RT. 38.66', EAST EDGE OF EXISTING PLANTER DEMO
STA 3+13.33, RT. 34.79', WEST EDGE OF EXISTING PLANTER DEMO
STA 3+20.33, RT. 34.81', EAST EDGE OF EXISTING PLANTER DEMO
STA 3+26.58, RT. 34.85', EAST EDGE OF EXISTING PLANTER DEMO
STA 3+40.58, RT. 34.88', EAST EDGE OF EXISTING PLANTER DEMO
STA 3+43.08, RT. 34.89', EAST EDGE OF EXISTING PLANTER DEMO ALIGN WITH END OF EAST/WEST CURB

12'-0" | 7'-0" | 12'-0" | 7'-0" | 12'-0"

EXISTING TREE TO BE REMOVED. THIS INCLUDES COMPLETE REMOVAL OF ROOT BALL.

EXISTING TREE TO BE REMOVED. THIS INCLUDES COMPLETE REMOVAL OF ROOT BALL.

VB

PP

DEMO NOTES:
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   E. REMOVAL OF ALL ELECTRICAL OUTLETS AND LIGHTED BOLLARDS COMPLETELY. MAINTAIN WORKING

A Demo Plan
1"=10'-0"

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C-101

2 OF 19

CONSTRUCTION NORTH

NORTH

MATCHLINE C–C
STA 4+00

JOHNSTONE AVE

REET

STA 4+00

STA 4+50

STA 5+00

STA 5+50

STA 6+00

STA 6+50

2nd STREET

MATCHLINE D–D
STA 6+15

EXISTING TREE TO BE REMOVED. THIS INCLUDES COMPLETE REMOVAL OF ROOT BALL.

12'-11"

43'-5"

21'-5"

12'-0"

7'-8"

2'-0"

6'-0"

2'-0" STRIP OF CONCRETE PAVING TO BE REMOVED FULL LENGHT OF BLOCK AS SHOWN

ALIGN WITH PAVEMENT REMOVAL AT PLANTER BED

EXISTING PLANTER

C/C-501

STA 4+56.61, LT. 37.94'
WEST EDGE OF EXISTING PLANTER DEMO

STA 4+63.71, LT. 37.92'
EAST EDGE OF EXISTING PLANTER DEMO

STA 4+97.03, LT. 37.85'
WEST EDGE OF EXISTING PLANTER DEMO

STA 5+09.32, LT. 37.83'
EAST EDGE OF EXISTING PLANTER DEMO

STA 5+17.44, LT. 37.81'
WEST EDGE OF EXISTING PLANTER DEMO

STA 5+29.44, LT. 37.78'
EAST EDGE OF EXISTING PLANTER DEMO

STA 5+47.29, LT. 37.75'
WEST EDGE OF EXISTING PLANTER

STA 5+59.28, LT. 37.72
WEST EDGE OF EXISTING PLANTER

STA 5+66.28, LT. 37.70'
WEST EDGE OF EXISTING PLANTER

STA 5+78.28, LT. 37.68'
WEST EDGE OF EXISTING PLANTER

STA 4+99.78, LT. 37.64'
WEST EDGE OF EXISTING PLANTER

STA 6+07.08, LT. 37.62'
WEST EDGE OF EXISTING PLANTER DEMO

STA 4+60.66, RT. 35.32'
WEST EDGE OF EXISTING PLANTER DEMO

STA 4+82.68, RT. 35.37'
WEST EDGE OF EXISTING PLANTER DEMO

STA 4+94.65, RT. 35.41'
EAST EDGE OF EXISTING PLANTER DEMO

STA 5+02.65, RT. 35.43'
WEST EDGE OF EXISTING PLANTER DEMO

STA 5+14.65, RT. 35.47'
WEST EDGE OF EXISTING PLANTER DEMO

STA 5+22.65, RT. 35.50'
WEST EDGE OF EXISTING PLANTER DEMO

STA 5+34.65, RT. 35.54'
EAST EDGE OF EXISTING PLANTER DEMO

STA 50+42.65, RT. 35.55'
WEST EDGE OF EXISTING PLANTER DEMO

STA 5+54.65, RT. 35.61'
EAST EDGE OF EXISTING PLANTER DEMO

STA 4+49.40, RT. 35.73'
EAST EDGE OF EXISTING PLANTER DEMO

STA 6+05.40, RT. 35.77'
EAST EDGE OF EXISTING PLANTER DEMO

EXISTING TREE TO BE REMOVED. THIS INCLUDES COMPLETE REMOVAL OF ROOT BALL.

2'-0" STRIP OF CONCRETE PAVING TO BE REMOVED FULL LENGHT OF BLOCK AS SHOWN

EXISTING PLANTER

SIGN

VB

WM

PP

16'-3"

12'-0"

EXISTING TREE TO BE REMOVED. THIS INCLUDES COMPLETE REMOVAL OF ROOT BALL.

EXISTING TREE TO BE REMOVED. THIS INCLUDES COMPLETE REMOVAL OF ROOT BALL.

EXISTING TREE TO BE REMOVED. THIS INCLUDES COMPLETE REMOVAL OF ROOT BALL.

EXISTING TREE TO BE REMOVED. THIS INCLUDES COMPLETE REMOVAL OF ROOT BALL.

MATCHLINE C–C
STA 4+00

MATCHLINE D–D
STA 6+15

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A DEMO PLAN
1"=10'-0"

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C-102

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CONSTRUCTION NORTH

NORTH

MATCHLINE D–D
STA 6+45

MATCHLINE E–E
STA 8+00

EXISTING TREE TO BE REMOVED. THIS INCLUDES COMPLETE REMOVAL OF ROOT BALL.

EXISTING TREE TO BE REMOVED. THIS INCLUDES COMPLETE REMOVAL OF ROOT BALL.

EXISTING TREE TO BE REMOVED. THIS INCLUDES COMPLETE REMOVAL OF ROOT BALL.

2'-0" STRIP OF CONCRETE PAVING TO BE REMOVED FULL LENGHT OF BLOCK AS SHOWN

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EXISTING TREE TO BE REMOVED. THIS INCLUDES COMPLETE REMOVAL OF ROOT BALL.

12'-0"

2'-0"

6'-0"

C/C-501

EXISTING PLANTER

SIGN

STA 6+00

STA 6+50

STA 7+00

STA 7+50

STA 8+00

2nd STREET

DEWEY AVE

STA 6+25.42, LT. 37.58'
WEST EDGE OF EXISTING PLANTER DEMO

STA 6+37.53, LT. 37.56'
EAST EDGE OF EXISTING PLANTER DEMO

STA 6+54.78, LT. 37.52'
WEST EDGE OF EXISTING PLANTER DEMO

STA 6+66.81, LT. 37.59'
EAST EDGE OF EXISTING PLANTER DEMO

STA 6+84.42, LT. 37.46'
WEST EDGE OF EXISTING PLANTER DEMO

STA 6+96.42, LT. 37.44'
EAST EDGE OF EXISTING PLANTER DEMO

STA 7+13.28, LT. 37.40'
WEST EDGE OF EXISTING PLANTER

STA 7+25.29, LT. 37.38'
WEST EDGE OF EXISTING PLANTER

STA 7+30.53, LT. 37.36'
WEST EDGE OF EXISTING PLANTER

STA 7+40.39, LT. 37.35'
WEST EDGE OF EXISTING PLANTER

STA 7+45.44, LT. 37.34'
WEST EDGE OF EXISTING PLANTER

STA 6+54.19, RT. 38.93'
WEST EDGE OF EXISTING PLANTER DEMO

STA 6+60.19, RT. 35.95'
WEST EDGE OF EXISTING PLANTER DEMO

STA 6+69.15 RT. 35.97'
EAST EDGE OF EXISTING PLANTER DEMO

STA 6+80.15, RT. 36.02'
EAST EDGE OF EXISTING PLANTER DEMO

STA 6+85.15 RT. 36.05'
WEST EDGE OF EXISTING PLANTER DEMO

STA 7+0.15, RT. 36.08'
EAST EDGE OF EXISTING PLANTER DEMO

STA 7+08.15 RT. 36.11'
WEST EDGE OF EXISTING PLANTER DEMO

STA 7+20.15, RT. 36.15'
EAST EDGE OF EXISTING PLANTER DEMO

STA 7+28.15, RT. 36.18'
EAST EDGE OF EXISTING PLANTER DEMO

STA 7+39.12, RT. 36.21'
EAST EDGE OF BRICK BAND
ALIGN WITH BREAK IN CURB

STA 7+49.78, RT. 34.32'
EAST EDGE OF EXISTING PLANTER DEMO

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City of Bartlesville
Downtown Landscape - Phase I
Bartlesville, OK

. Demo Plan

ORIGINAL ISSUE: 4-17-17
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0

JOB NUMBER 170054

C-103

4 OF 19

CONSTRUCTION NORTH

NORTH

MATCHLINE E–E
STA 8+00

DEWEY AVE

2nd STREET

STA 8+00

STA 7+50

STA 7+00

MATCHLINE E–E
STA 8+00

MATCHLINE F–F
STA 10+00

STA 8+50

STA 9+00

STA 9+50

STA 10+00

EXISTING TREE TO BE REMOVED. THIS INCLUDES COMPLETE REMOVAL OF ROOT BALL.

14'-0"

12'-0"

7'-0"

12'-0"

7'-0"

8'-0"

2'-0"

6'-0"

CIC-501

EXISTING PLANTER

2'-0" STRIP OF CONCRETE PAVING TO BE REMOVED FULL LENGHT OF BLOCK AS SHOWN

STA 8+52.81, LT, 35.58'
WEST EDGE OF EXISTING PLANTER DEMO

STA 8+68.32, LT, 35.22'
EAST EDGE OF EXISTING PLANTER DEMO

STA 8+50.69, LT, 36.60'
WEST EDGE OF EXISTING PLANTER DEMO

STA 8+67.64, LT, 36.69'
EAST EDGE OF EXISTING PLANTER DEMO

STA 9+05.22, LT, 35.21'
WEST EDGE OF EXISTING PLANTER DEMO

STA 9+04.76, LT, 36.61'
WEST EDGE OF EXISTING PLANTER DEMO

STA 9+20.31, LT, 36.21'
EAST EDGE OF EXISTING PLANTER DEMO

STA 9+16.76, LT, 36.62'
WEST EDGE OF EXISTING PLANTER DEMO

STA 9+20.31, LT, 35.20'
EAST EDGE OF EXISTING PLANTER DEMO

STA 9+24.76, LT, 36.64'
WEST EDGE OF EXISTING PLANTER DEMO

STA 9+36.07, LT, 35.19'
WEST EDGE OF EXISTING PLANTER

STA 9+36.76, LT, 36.67'
WEST EDGE OF EXISTING PLANTER DEMO

STA 9+48.07, LT, 36.19'
WEST EDGE OF EXISTING PLANTER

STA 9+44.01, LT, 36.65'
EAST EDGE OF EXISTING PLANTER DEMO

STA 9+56.00, LT, 36.66'
EAST EDGE OF EXISTING PLANTER DEMO

STA 9+64.26, LT, 36.67'
EAST EDGE OF EXISTING PLANTER DEMO

STA 9+76.26, LT, 36.67'
EAST EDGE OF EXISTING PLANTER DEMO

STA 9+84.26, LT, 36.68'
EAST EDGE OF EXISTING PLANTER DEMO

STA 9+93.07, LT, 36.18'
WEST EDGE OF EXISTING PLANTER

STA 9+96.26, LT, 36.69'
EAST EDGE OF EXISTING PLANTER DEMO

EXISTING TREE TO BE REMOVED. THIS INCLUDES COMPLETE REMOVAL OF ROOT BALL.

EXISTING TREE TO BE REMOVED. THIS INCLUDES COMPLETE REMOVAL OF ROOT BALL.

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EXISTING TREE TO BE REMOVED. THIS INCLUDES COMPLETE REMOVAL OF ROOT BALL.

DEMO NOTES:
1. PROVIDE BARRICADES, FLAGGING ETC. TO PROVIDE A SAFE SITE THROUGHOUT CONSTRUCTION.
2. SECOND STREET MUST REMAIN OPEN AT ALL TIMES DURING CONSTRUCTION ACTIVITIES. IF HOWEVER I BECOMES NECESSARY FOR A SHORT TERM SHUT DOWN, COORDINATE THIS REQUEST WITH THE CITY OF BARTLESVILLE, ENGINEERING DEPARTMENT.
3. SAW CUT A CONCRETE PRIOR TO REMOVAL TO MINIMIZE DAMAGE TO ADJACENT SITE IMPROVEMENTS TO REMAIN. THIS ALSO INCLUDES BETWEEN CONCRETE PAVING AND EXISTING CURB AND GUTTER.
4. TYPICAL WORK REQUIRED AT EACH PLANTER BED.
   A. REMOVE EXISTING TREE COMPLETELY. THIS INCLUDES COMPLETE REMOVAL OF THE ROOT BALL.
   B. REMOVAL OF AN GROUNDCOVER/SHRUBS, COMPLETELY
   C. REMOVAL OF REMOVAL OF PLANTING SOIL IN PREPARATION OF INSTALLATION OF NEW STRUCTURAL SOIL OR INSTALLATION OF BACKFILL MATERIAL (UNDER CLOSED PLANTERS)
   D. REMOVAL OF EXISTING IRRIGATION SYSTEM AND PREPARARATION FOR MODIFICATION TO NEW PLANTER BED SIZE AND LOCATION.
   E. REMOVAL OF ALL ELECTRICAL OUTLETS AND LIGHTED BOLLARDS COMPLETELY. MAINTAIN WORKING

A DEMO PLAN
1"=10'-0"

K:\170054 City of Bville Downtown Landscape\4_Civil\170054 C104_0.dwg Apr 19, 2017 - 3:34pm Crane

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C-104

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CONSTRUCTION NORTH

NORTH

2nd STREET

OSAGE AVE

MATCHLINE F–F
STA 10+00.00

MATCHLINE G–G
STA 12+00.00

STA 10+00.97, LT. 36.15'
WEST EDGE OF EXISTING PLANTER DEMO

STA 10+04.31, LT. 36.86'
WEST EDGE OF EXISTING PLANTER DEMO

STA 10+13.06, LT. 36.15'
EAST EDGE OF EXISTING PLANTER DEMO

STA 10+16.25, LT. 36.87'
EAST EDGE OF EXISTING PLANTER DEMO

STA 10+44.25, LT. 36.84'
EAST EDGE OF EXISTING PLANTER DEMO

STA 10+48.94, LT. 36.15'
WEST EDGE OF EXISTING PLANTER DEMO

STA 10+55.25, LT. 36.77'
EAST EDGE OF EXISTING PLANTER DEMO

STA 10+55.36, LT. 36.15'
EAST EDGE OF EXISTING PLANTER DEMO

STA 10+70.66, LT. 36.15'
EAST EDGE OF EXISTING PLANTER DEMO

STA 10+74.73, LT. 36.15'
EAST EDGE OF EXISTING PLANTER DEMO

STA 10+98.00, LT. 36.15'
WEST EDGE OF EXISTING PLANTER DEMO

STA 11+08.76, LT. 36.79'
EAST EDGE OF EXISTING PLANTER DEMO

STA 11+11.00, LT. 36.15'
WEST EDGE OF EXISTING PLANTER

STA 11+20.76, LT. 36.80'
EAST EDGE OF EXISTING PLANTER DEMO

STA 11+28.76, LT. 36.82'
EAST EDGE OF EXISTING PLANTER DEMO

STA 11+37.00, LT. 36.15'
WEST EDGE OF EXISTING PLANTER

STA 11+40.76, LT. 36.82'
EAST EDGE OF EXISTING PLANTER DEMO

STA 11+44.00, LT. 36.15'
WEST EDGE OF EXISTING PLANTER

STA 10+00
STA 10+50
STA 11+00
STA 11+50
STA 12+00
STA 12+50

EXISTING PLANTER

12'-0"
7'-0"
11'-0"
2'-0"
6'-0"
O/C-50'

EXISTING TREE TO BE REMOVED. THIS INCLUDES COMPLETE REMOVAL OF ROOT BALL.

2'-0" STRIP OF CONCRETE PAVING TO BE REMOVED FULL LENGHT OF BLOCK AS SHOWN

SD MH

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A DEMO PLAN
1"=10'-0"

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C-105

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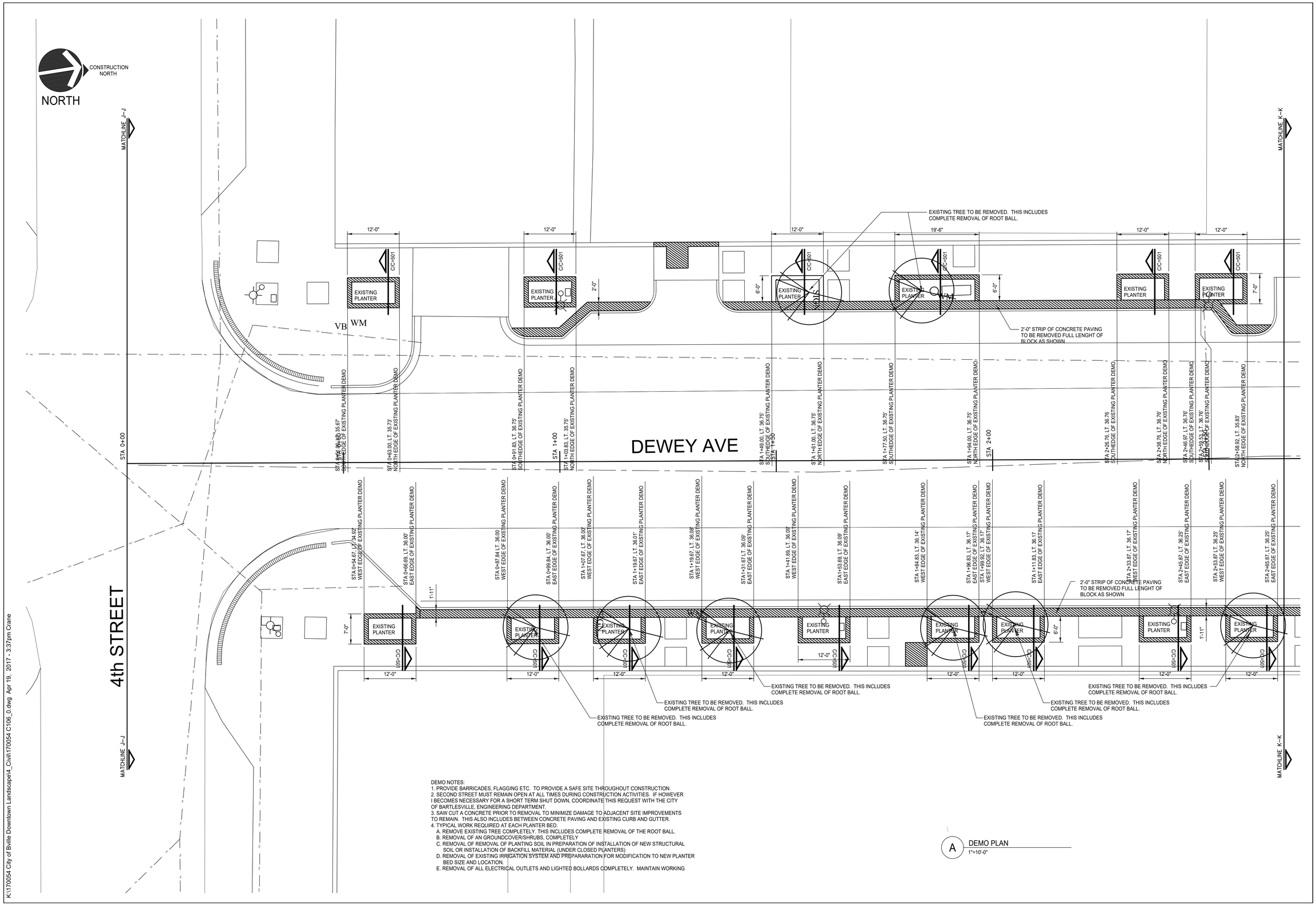

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C-106
7 OF 19

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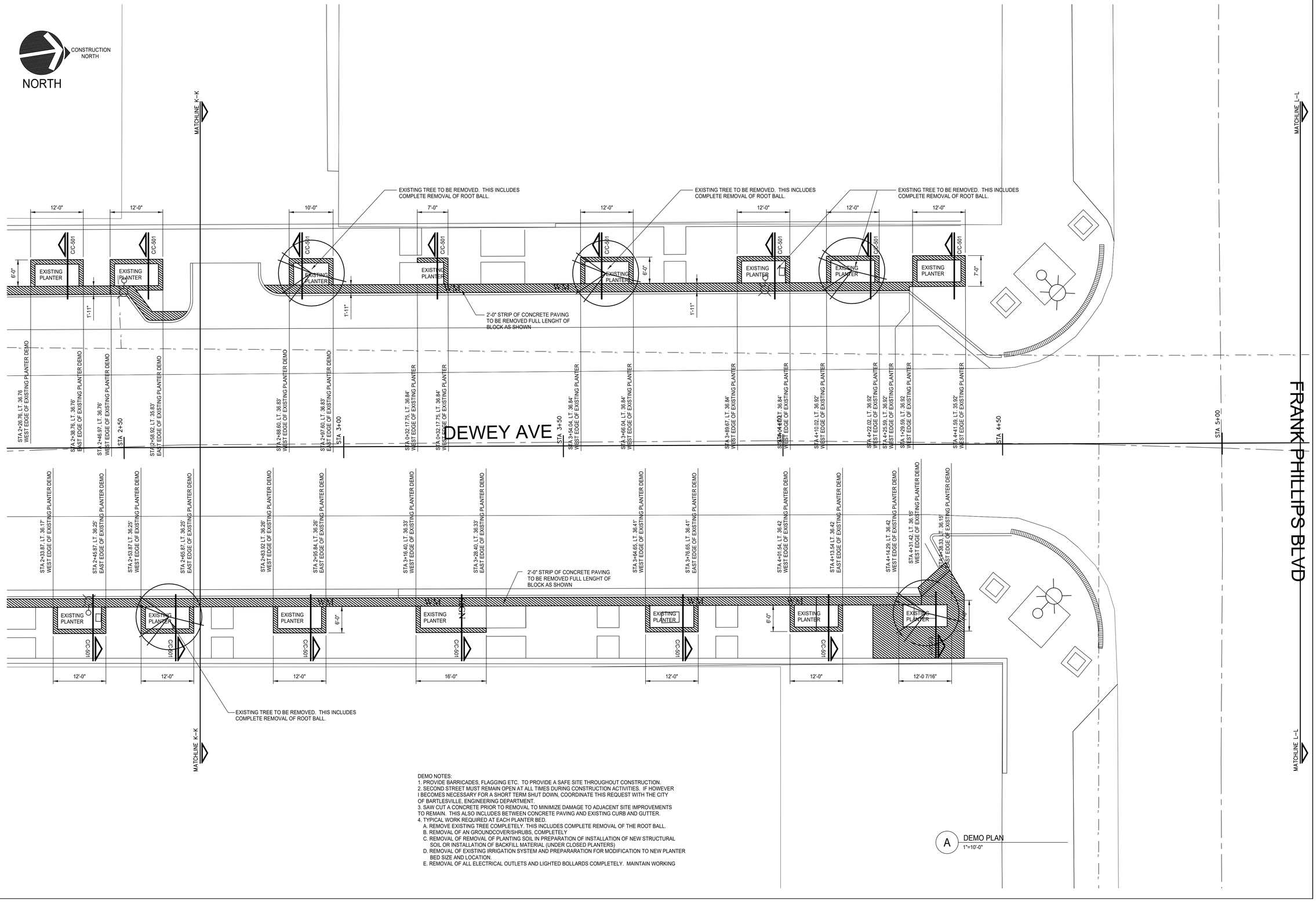

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A DEMO PLAN
1"=10'-0"

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C-107

8 OF 19

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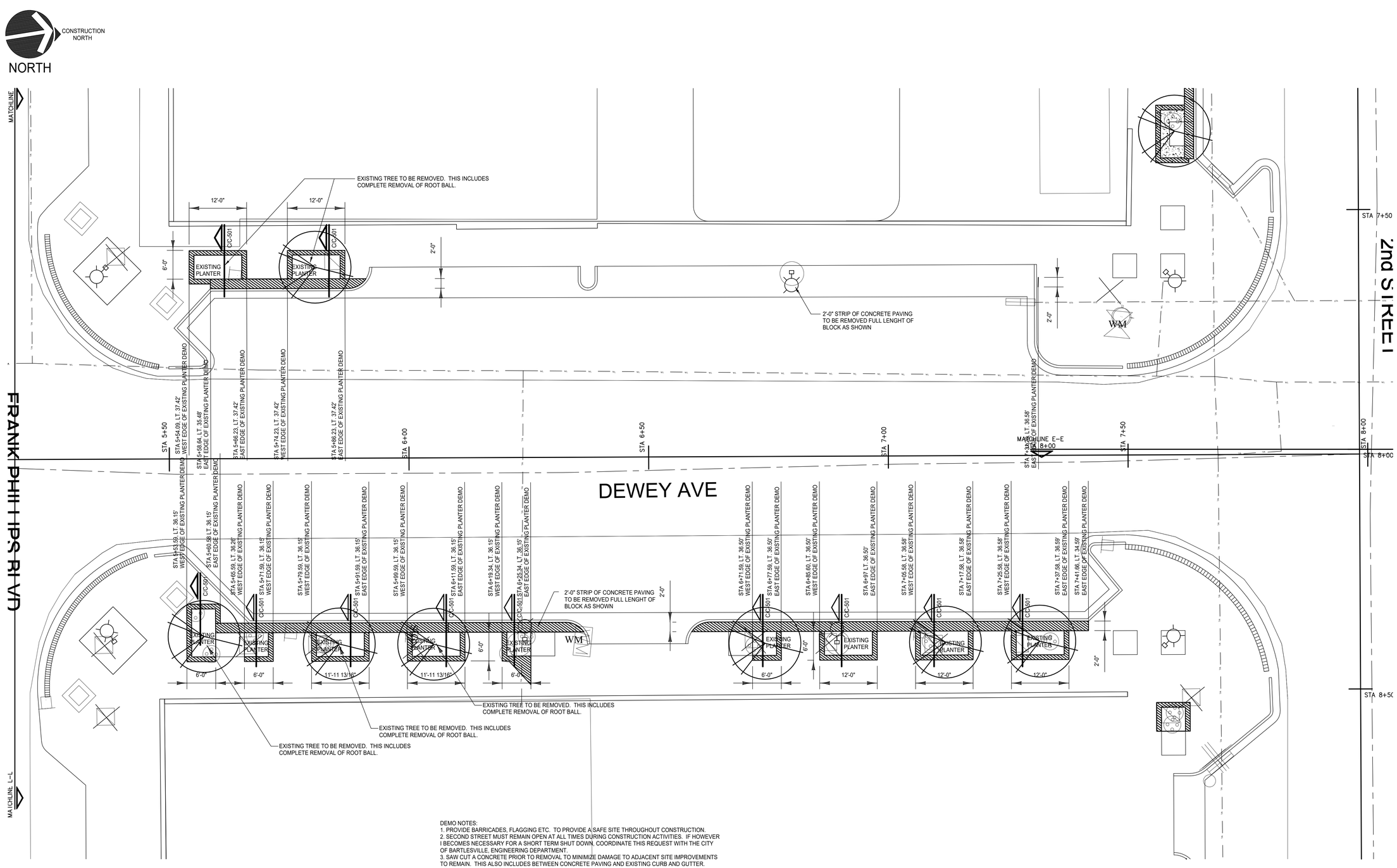

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A DEMO PLAN
1"=10'-0"

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C-108
9 OF 19

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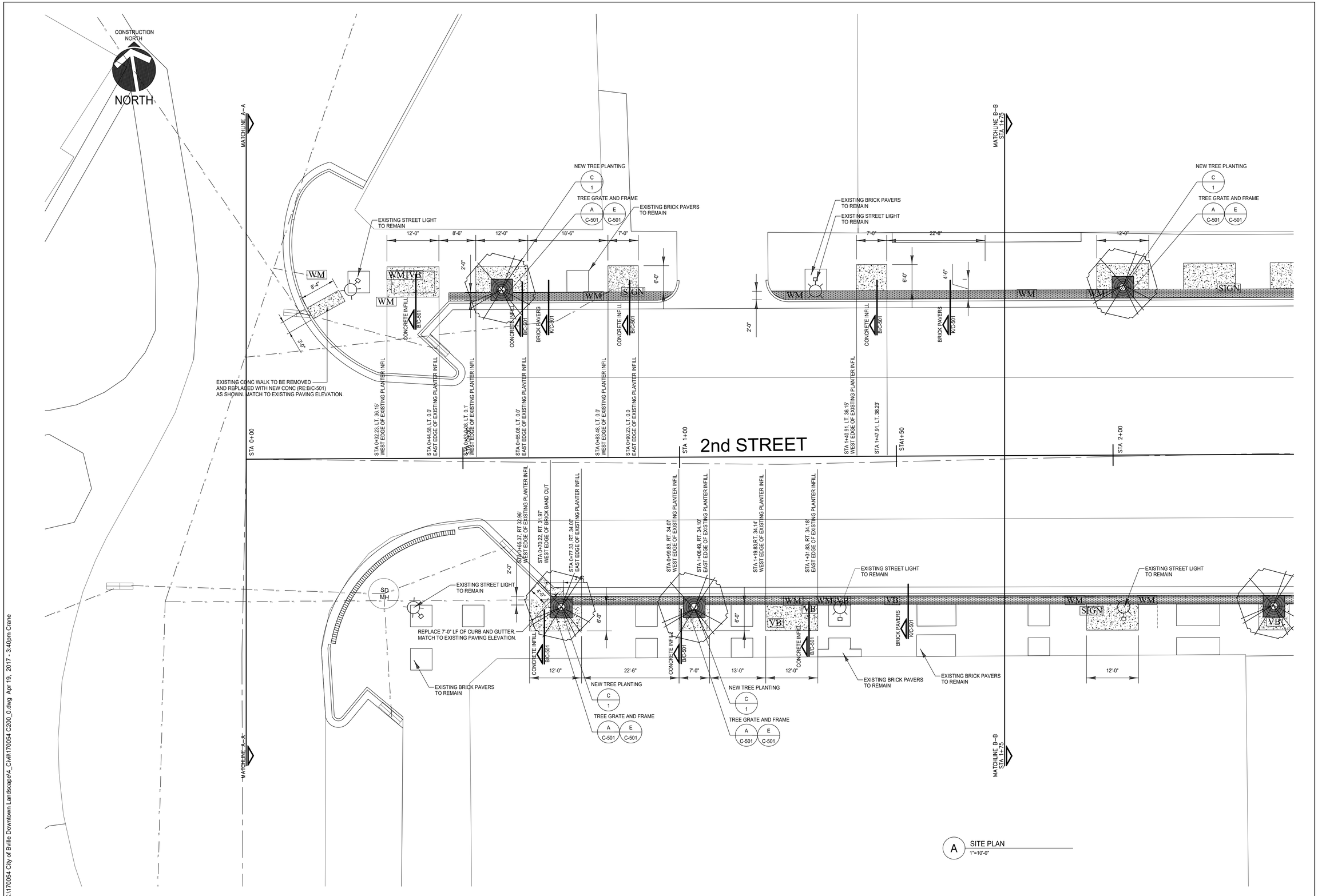

A SITE PLAN
1"=10'-0"

K:\170054 City of Bville Downtown Landscape\4_Civil\170054 C200_0.dwg Apr 19, 2017 - 3:40pm Crane

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Site Plan

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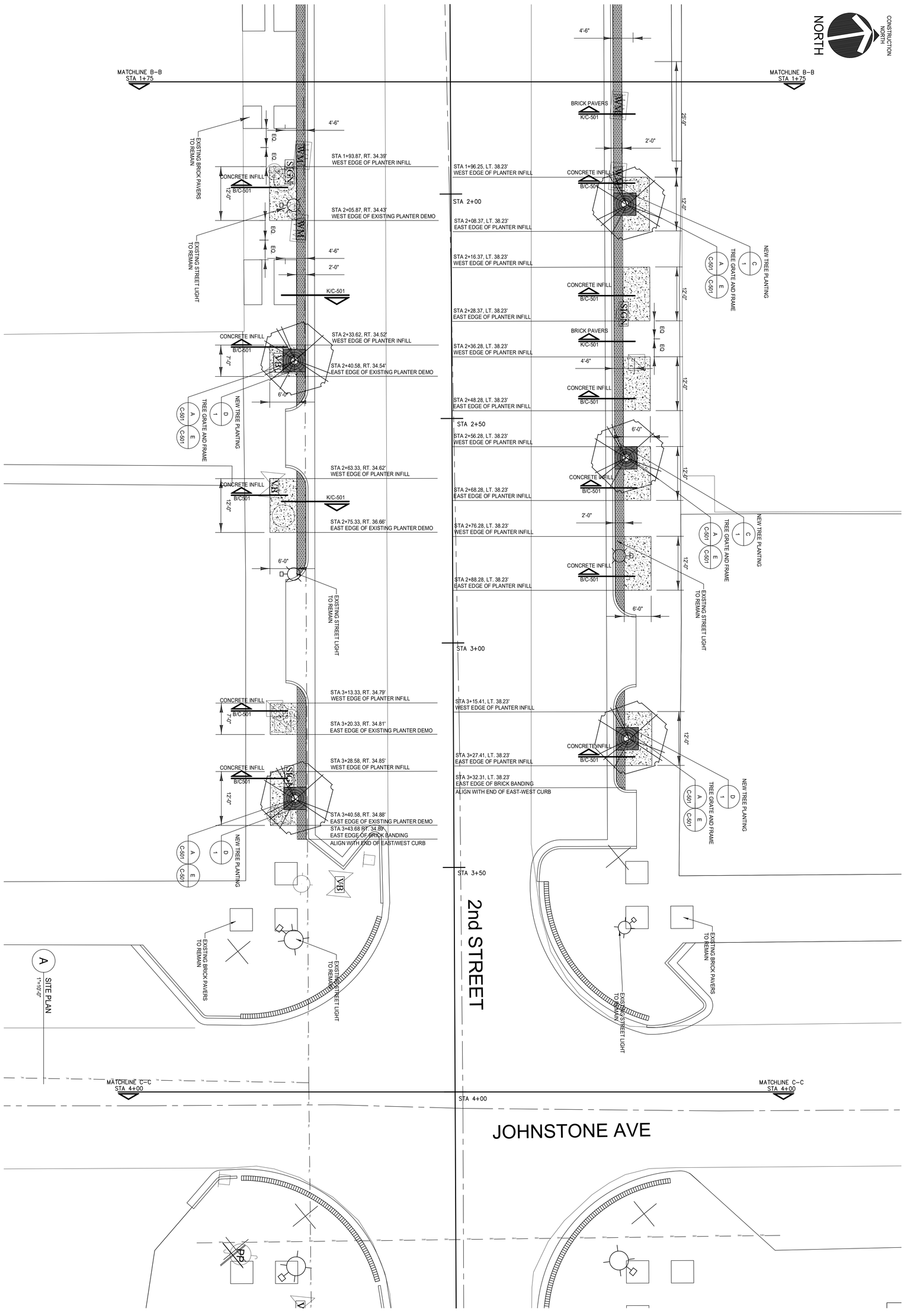
C-200



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C-201	CHECKED BY: RDW	REVISED ISSUE: -	Downtown Landscape - Phase I
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STATE OF OKLAHOMA
ROBERT D. WEATHERLY
REGISTERED LANDSCAPE ARCHITECT

CONSTRUCTION NORTH

NORTH

MATCHLINE C–C
STA 4+00

JOHNSTONE AVE

REET

STA 4+00

STA 4+50

2nd STREET

STA 5+00

STA 5+50

STA 6+00

STA 6+50

MATCHLINE D–D
STA 6+15

REMOVE EXISTING BRICK PAVERS AND FOOTING. INSTALL NEW FOOTING AND BRICK PAVERS. NEW PAVERS TO MATCH ORIGINAL PAVERS. ELEV TO MATCH ADJACENT WALK

EXISTING CONC WALK TO BE REMOVED AND REPLACED WITH NEW CONC (RE:B/C-501) AS SHOWN. MATCH TO EXISTING PAVING ELEVATION. EXISTING BRICK PAVERS TO BE REMOVED AND OMITTED FOR THE FULL WIDTH OF THE DRIVE

EXISTING STREET LIGHT TO REMAIN

EXISTING BRICK PAVERS TO REMAIN

NEW TREE PLANTING (D/1)

TREE GRATE AND FRAME (A/C-501, E/C-501)

CONCRETE INFILL XXXXX

BRICK PAVERS KIC-501

CONCRETE INFILL BIC-501

STA 4+56.61, LT. 37.94' WEST EDGE OF EXISTING PLANTER DEMO

STA 4+63.71, LT. 37.92' EAST EDGE OF EXISTING PLANTER DEMO

STA 4+97.03, LT. 37.85' WEST EDGE OF EXISTING PLANTER DEMO

STA 5+09.32, LT. 37.83' EAST EDGE OF EXISTING PLANTER DEMO

STA 5+17.44, LT. 37.81' WEST EDGE OF EXISTING PLANTER DEMO

STA 5+29.44, LT. 37.78' EAST EDGE OF EXISTING PLANTER DEMO

STA 5+47.28, LT. 37.75' WEST EDGE OF EXISTING PLANTER

STA 5+59.28, LT. 37.72' WEST EDGE OF EXISTING PLANTER

STA 5+66.28, LT. 37.70' WEST EDGE OF EXISTING PLANTER

STA 5+78.28, LT. 37.68' WEST EDGE OF EXISTING PLANTER

STA 4+99.78, LT. 37.64' WEST EDGE OF EXISTING PLANTER

STA 6+07.08, LT. 37.62' WEST EDGE OF EXISTING PLANTER

STA 4+69.40, RT. 35.73' EAST EDGE OF EXISTING PLANTER DEMO

STA 6+05.40, RT. 35.77' EAST EDGE OF EXISTING PLANTER DEMO

EXISTING STREET LIGHT TO REMAIN

EXISTING BRICK PAVERS TO REMAIN

EXISTING BRICK PAVING TO REMAIN

EXISTING STREET LIGHT TO REMAIN

REPLACE 16'-3" LF OF CURB AND GUTTER MATCH TO EXISTING PAVING ELEVATION.

EXISTING STREET LIGHT TO REMAIN

EXISTING BRICK PAVERS TO REMAIN

STA 4+60.66, RT. 35.53' WEST EDGE OF EXISTING PLANTER DEMO

STA 4+82.68, RT. 35.37' WEST EDGE OF EXISTING PLANTER DEMO

STA 4+94.65, RT. 35.41' EAST EDGE OF EXISTING PLANTER DEMO

STA 5+02.65, RT. 35.43' WEST EDGE OF EXISTING PLANTER DEMO

STA 5+14.65, RT. 35.47' WEST EDGE OF EXISTING PLANTER DEMO

STA 5+22.65, RT. 35.50' WEST EDGE OF EXISTING PLANTER DEMO

STA 5+34.65, RT. 35.54' EAST EDGE OF EXISTING PLANTER DEMO

STA 5+42.65, RT. 35.55' WEST EDGE OF EXISTING PLANTER DEMO

STA 5+54.65, RT. 35.61' EAST EDGE OF EXISTING PLANTER DEMO

A SITE PLAN
1"=10'-0"

K:\170054 City of Bville Downtown Landscape\4_Civil\170054 C202_0.dwg Apr 19, 2017 - 3:41pm Crane

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C-202

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CONSTRUCTION NORTH

NORTH

MATCHLINE D–D
STA 6+15

MATCHLINE E–E
STA 8+00

EXISTING BRICK PAVERS TO REMAIN

EXISTING STREET LIGHT TO REMAIN

NEW TREE PLANTING (C/1)

TREE GRATE AND FRAME (A/C-501, E/C-501)

GAS METER TO BE RELOCATED

4'-3"

12'-0"

2'-0"

6'-0"

4'-6"

CONCRETE INFILL BIC-501

BRICK PAVERS KIC-501

STA 6+25.42, LT. 37.58' WEST EAGE OF PLANTER INFILL

STA 6+37.53, LT. 37.56' EAST EDGE OF PLANTER INFILL

STA 6+54.78, LT. 37.52' WEST EDGE OF PLANTER INFILL

STA 6+66.81, LT. 37.50' EAST EDGE OF PLANTER INFILL

STA 6+84.42, LT. 37.46' WEST EDGE OF PLANTER INFILL

STA 6+96.42, LT. 37.44' EAST EDGE OF PLANTER INFILL

STA 7+13.28, LT. 37.40' WEST EDGE OF PLANTER INFILL

STA 7+25.29, LT. 37.38' EAST EDGE OF PLANTER INFILL

STA 7+30.53, LT. 37.36' WEST EDGE OF PLANTER INFILL

STA 7+40.39, LT. 37.35' EAST END OF BRICK BANDING

STA 7+45.44, LT. 37.34' EAST EDGE OF PLANTER INFILL

STA 6+00

STA 6+50

STA 7+00

STA 7+50

STA 8+00

STA 8+50

2nd STREET

DEWEY AVE

STA 6+54.19, RT. 36.93' WEST EDGE OF PLANTER INFILL

STA 6+60.19, RT. 35.95' EAST EDGE OF PLANTER INFILL

STA 6+69.15 RT. 35.97' WEST EDGE OF PLANTER INFILL

STA 6+80.15, RT. 36.02' EAST EDGE OF PLANTER INFILL

STA 6+89.15 RT. 36.05' WEST EDGE OF PLANTER INFILL

STA 7+0.15, RT. 36.08' EAST EDGE OF PLANTER INFILL

STA 7+08.15 RT. 36.11' WEST EDGE OF PLANTER INFILL

STA 7+20.15, RT. 36.15' EAST EDGE OF PLANTER INFILL

STA 7+28.15, RT. 36.18' WEST EDGE OF PLANTER INFILL

STA 7+39.12, RT. 36.21' EAST END OF BRICK BANDING ALIGN WITH BRICK IN CURB

STA 7+40.78, RT. 34.32' EAST EDGE OF EXISTING PLANTER DEMO

SIGN

NEW TREE PLANTING (D/1)

A SITE PLAN
1"=10'-0"

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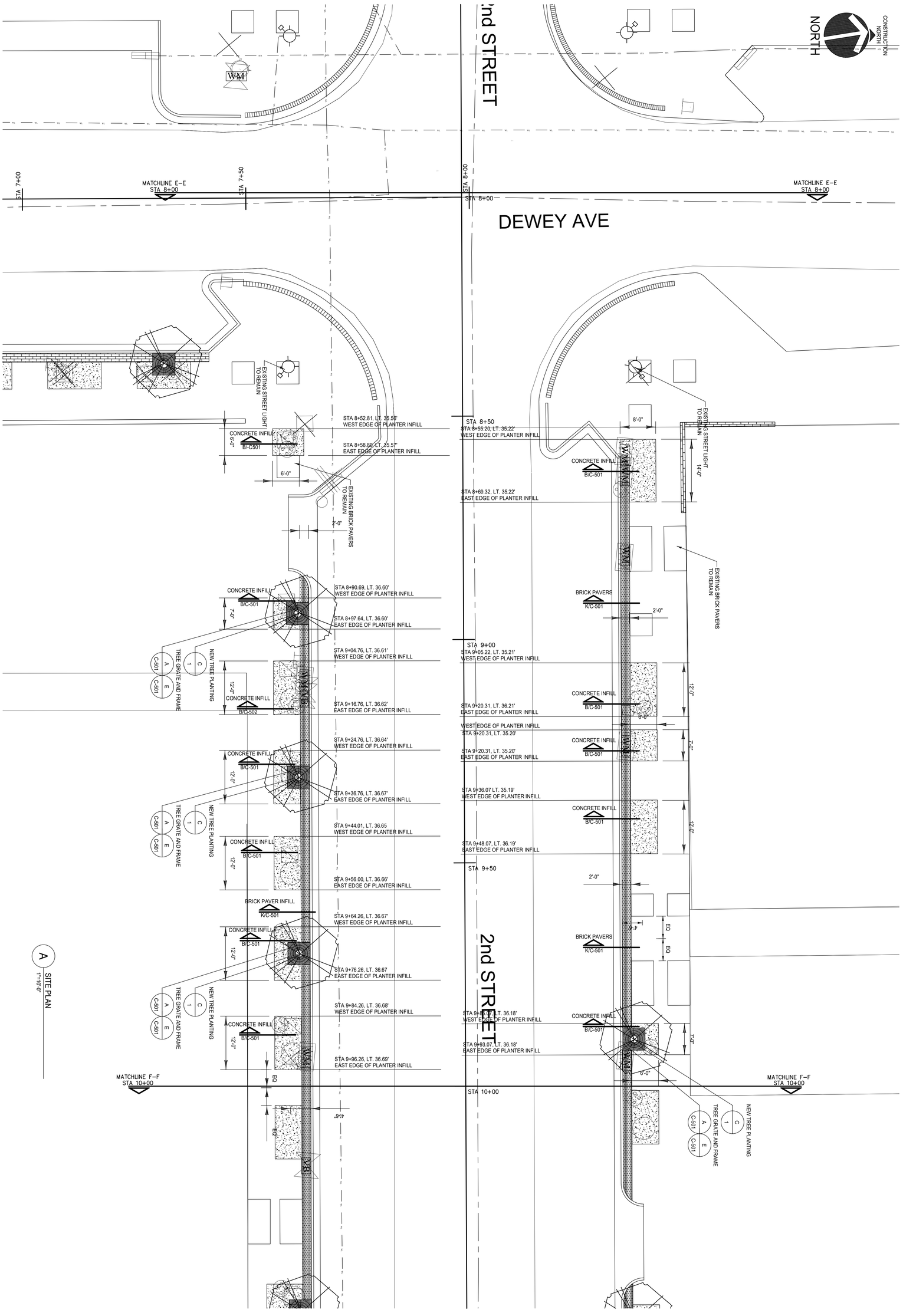

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City of Bartlesville

Downtown Landscape - Phase I

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STATE OF OKLAHOMA
RANDY D. WEATHERLY
LICENSED LANDSCAPE ARCHITECT

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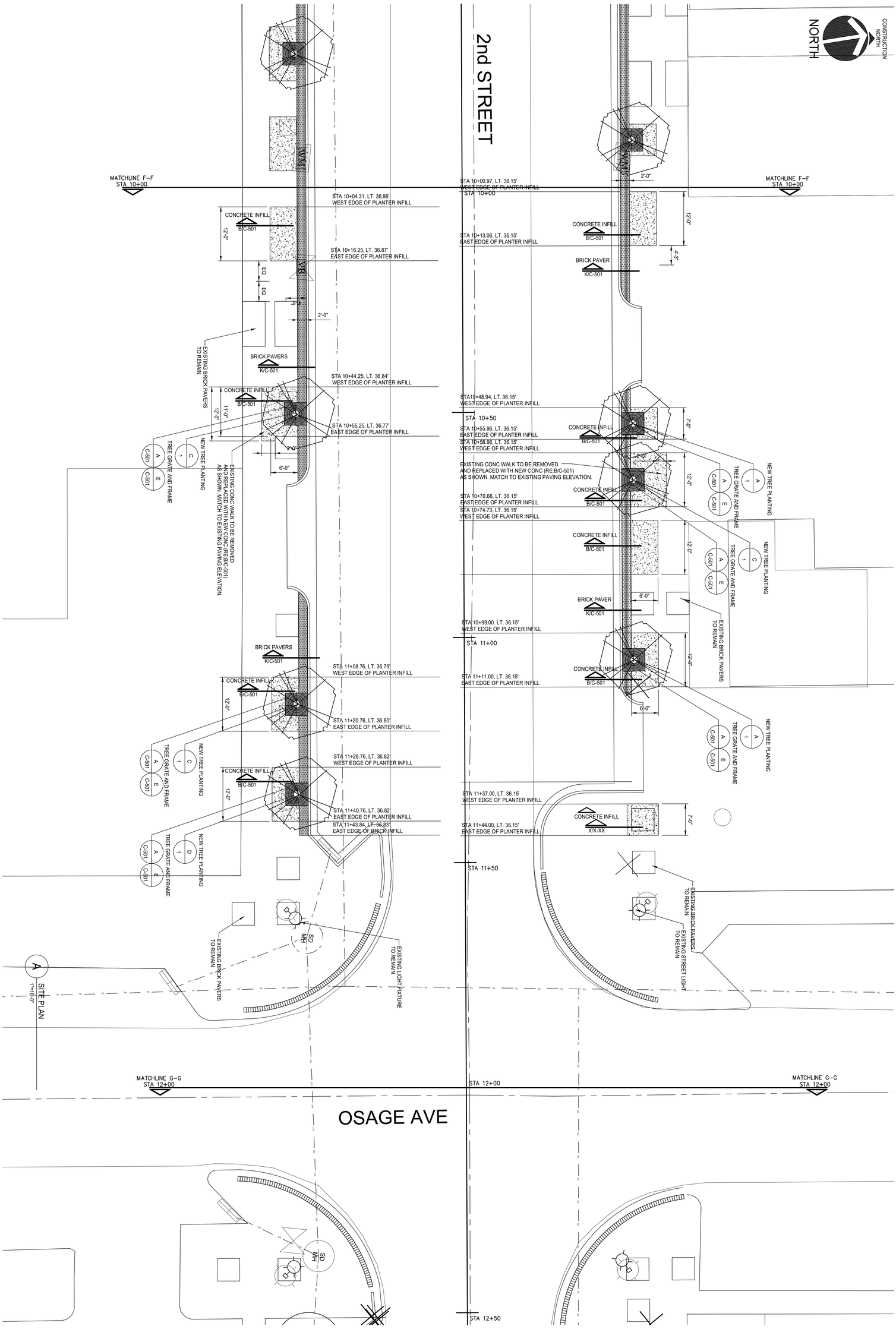

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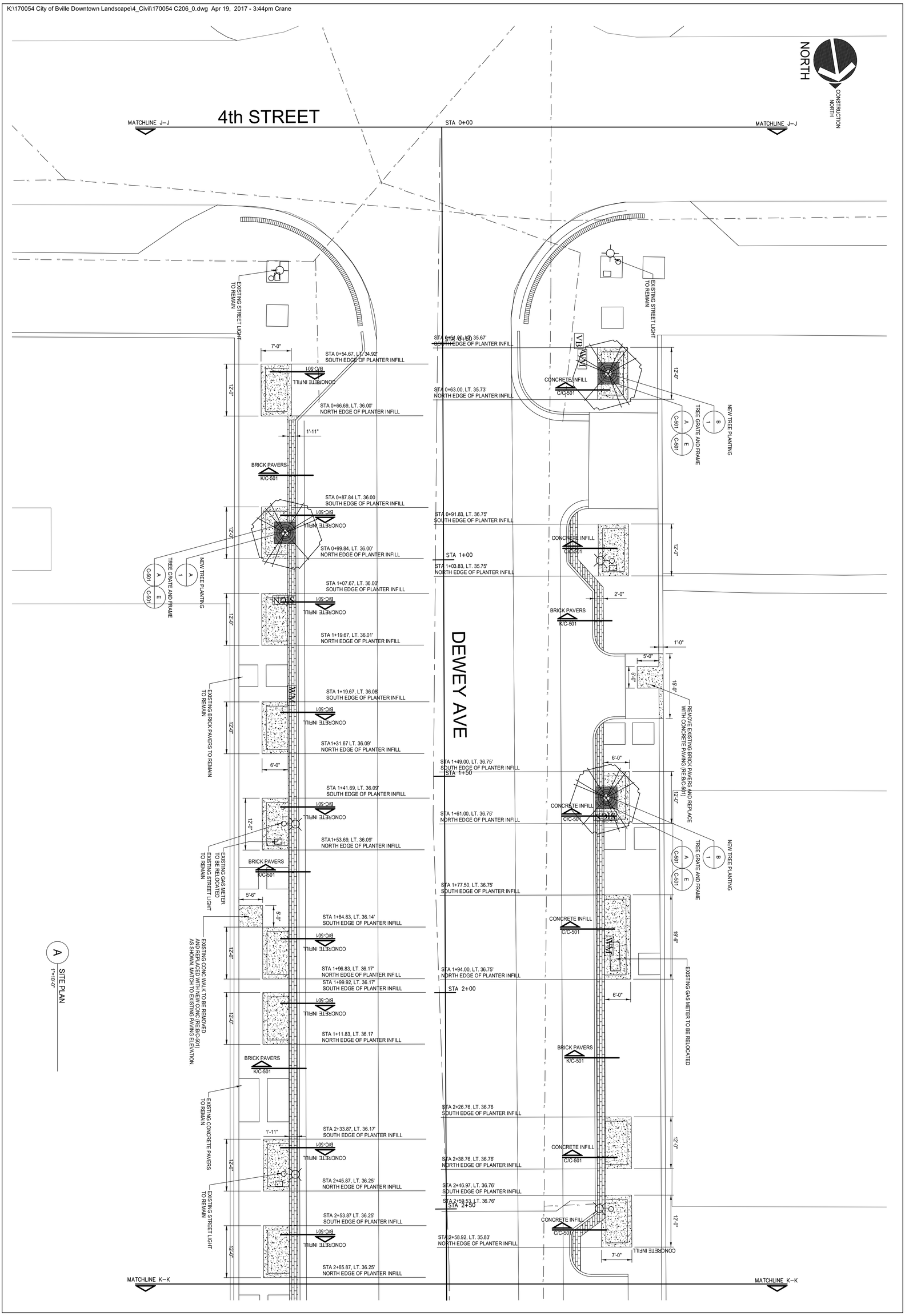

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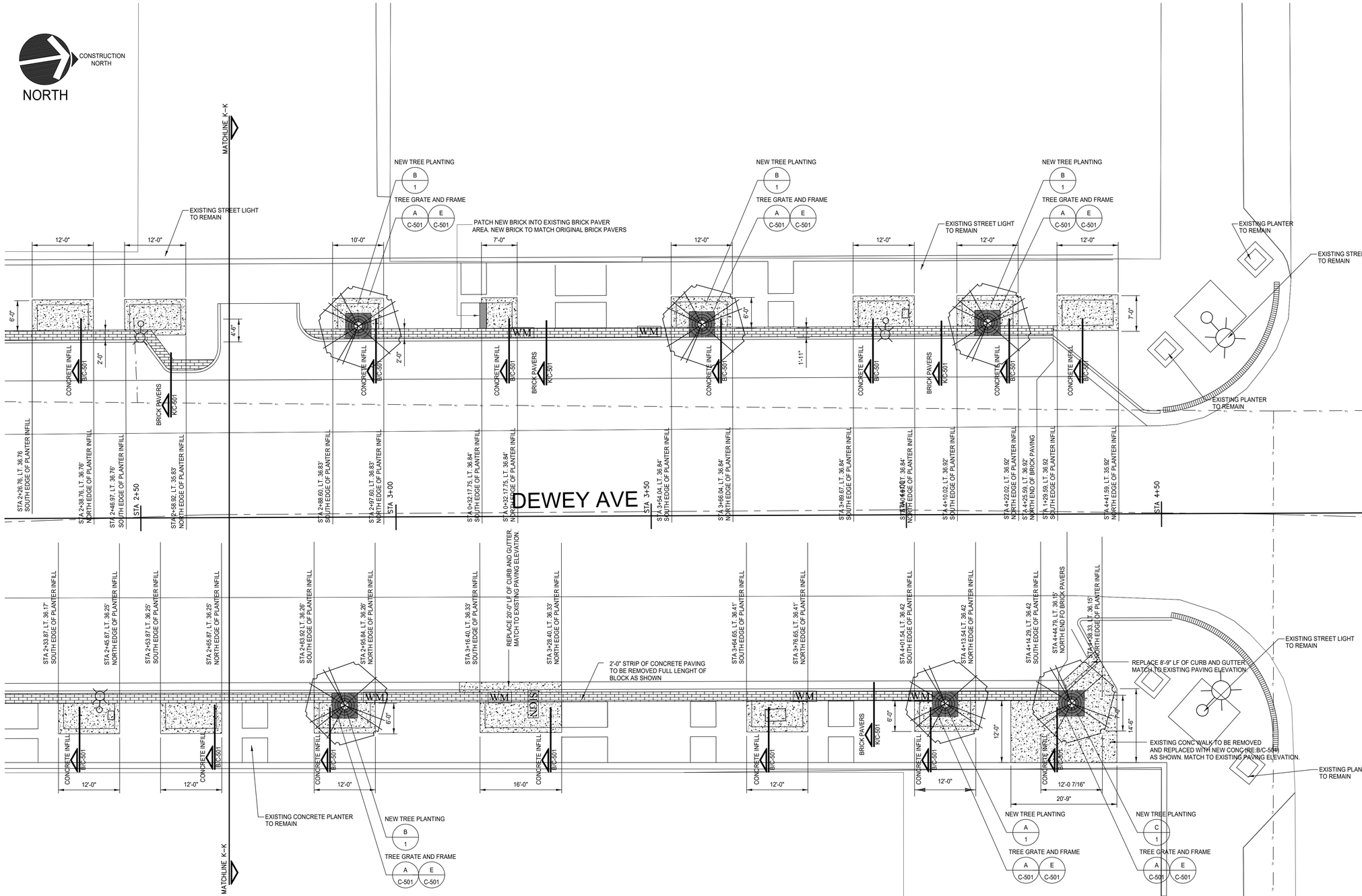

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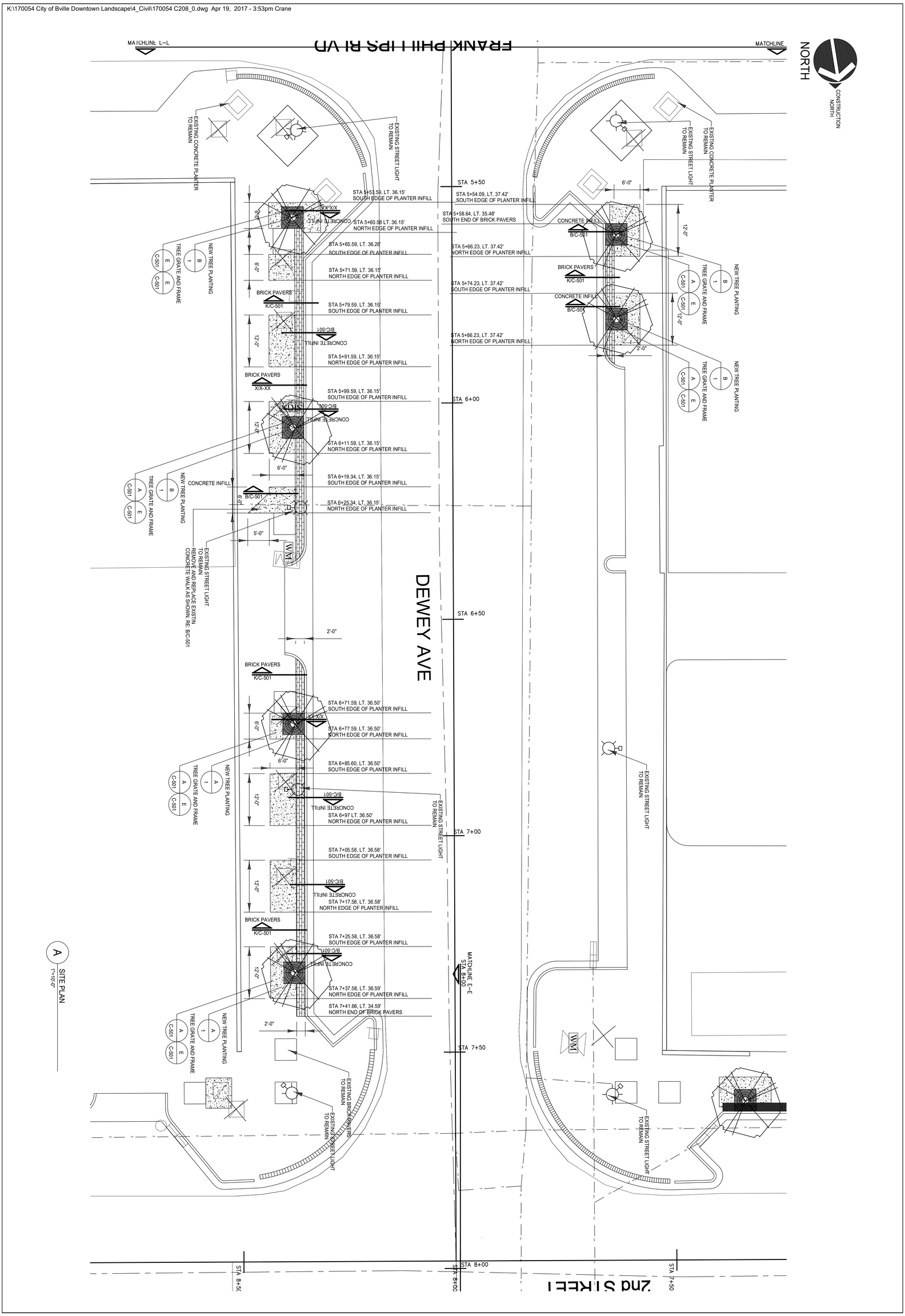

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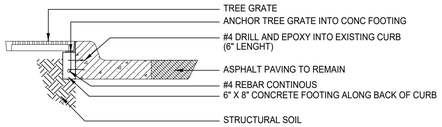
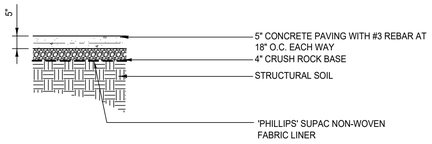
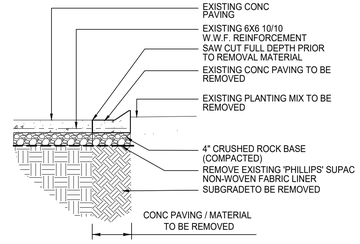


A TREE GRATE AT CURB & GUTTER
1" = 1'-0"



B CONC PAVING DETAIL
1" = 1' - 0"



C EXISTING CONC CURB DEMO DETAIL
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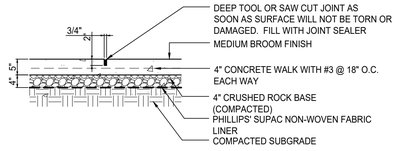

D (IF REQUIRED) CONTRACTION JOINT
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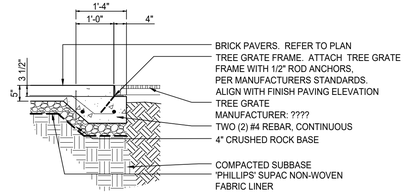

E TREE GRATE AT NEW CONC PAVING
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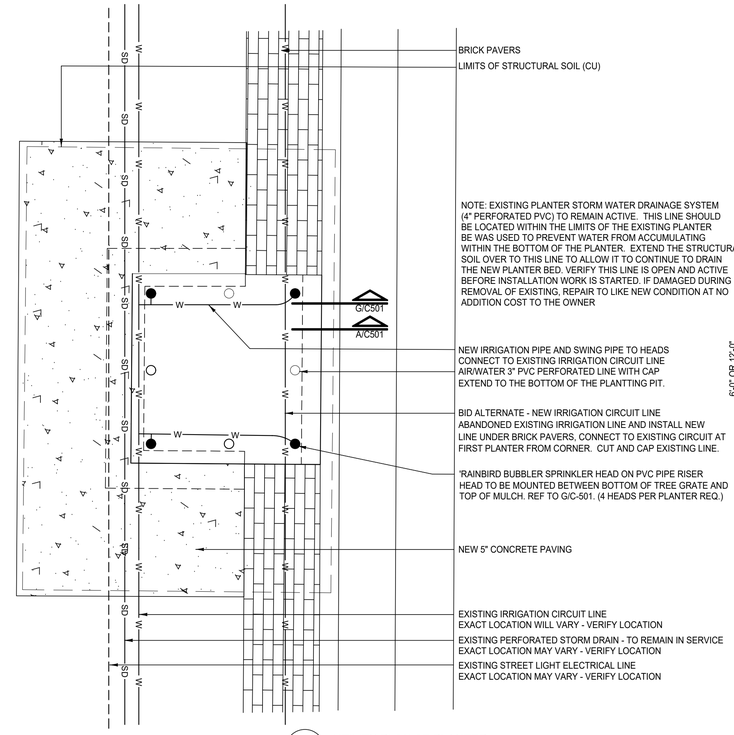

H UTILITY PLAN AT PLANTER
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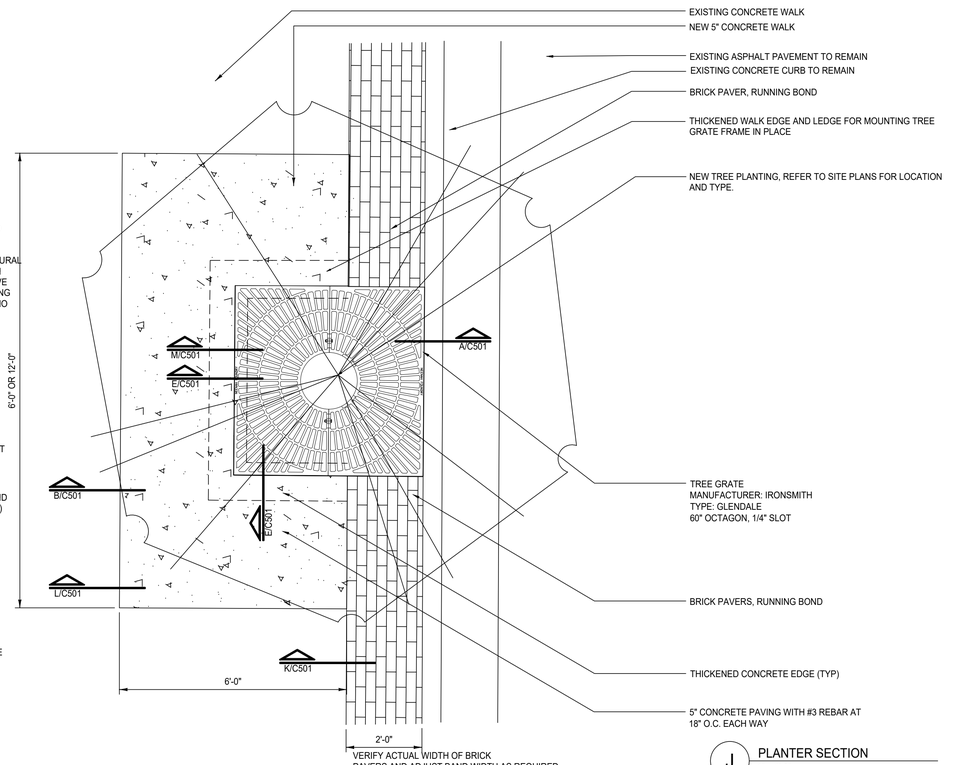
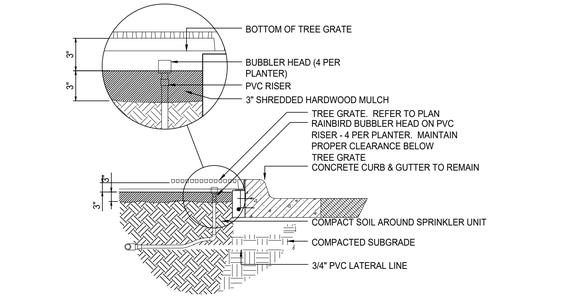


J PLANTER SECTION
1" = 1'-0"



G IRRIGATION MODIFICATION DETAIL
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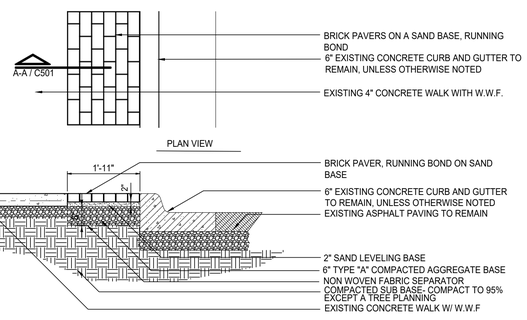
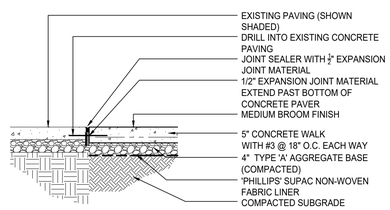
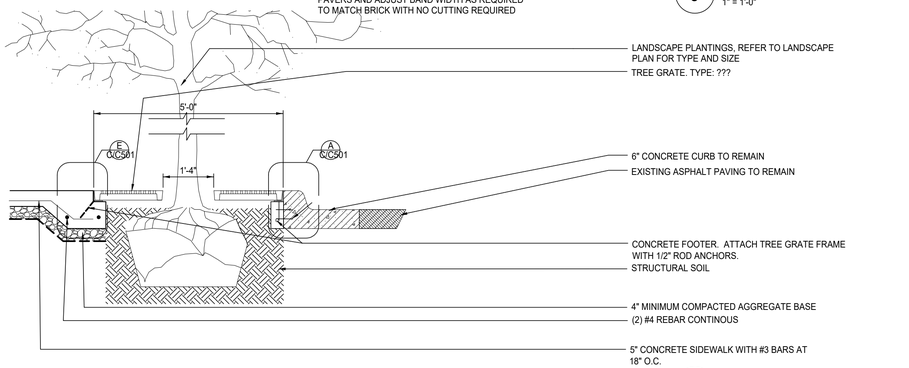


K BRICK PAVER DETAIL
SCALE



L NEW CONC PAVING AT EXISTING CONCRETE WALK
SCALE



M PLANTER SECTION
1" = 1'-0"

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City of Bartlesville
Downtown Landscape, Phase 1
Bartlesville, Ok

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City of Bartlesville

Downtown Landscape
Bartlesville, OK

Project No. 170054

PROJECT MANUAL
INCLUDING SPECIFICATIONS

April 10, 2017

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Job No. 170054
City of Bartlesville
Downtown Landscape

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SECTION 079200 - JOINT SEALANTS

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

A. Drawings and general provisions of the Contract, including General and Supplementary Conditions apply to this Section.

1.2 SUMMARY

A. This Section includes joint sealants for the following applications:
   1. Exterior joints in the following horizontal traffic surfaces:
      a. Isolation and contraction joints in cast-in-place concrete slabs.
      b. Joints between different materials listed above.
      c. Other joints as indicated.

1.3 SUBMITTALS

A. Product Data: For each joint-sealant product indicated.

B. Samples for Initial Selection: Manufacturer's color charts consisting of strips of cured sealants showing the full range of colors available for each product exposed to view.

1.4 WARRANTY

A. Special Installer's Warranty: Installer's standard form in which Installer agrees to repair or replace elastomeric joint sealants that do not comply with performance and other requirements specified in this Section within specified warranty period.
   1. Warranty Period: Two years from date of Substantial Completion.

PART 2 - PRODUCTS

2.1 MANUFACTURERS

A. Products: Subject to compliance with requirements, provide one of the products listed in Sealant Schedule in Part 3.

2.2 MATERIALS, GENERAL

A. Compatibility: Provide joint sealants, backings, and other related materials that are compatible with one another and with joint substrates under conditions of service and application, as demonstrated by sealant manufacturer, based on testing and field experience.

B. Colors of Exposed Joint Sealants: As selected by Architect/Owner’s Representative from manufacturer's full range.

2.3 JOINT-SEALANT BACKING

A. General: Provide sealant backings of material and type that are nonstaining; are compatible with joint substrates, sealants, primers, and other joint fillers; and are approved for applications indicated by sealant manufacturer based on field experience and laboratory testing.

B. Cylindrical Sealant Backings: ASTM C 1330, Type C (closed-cell material with a surface skin), and of size and density to control sealant depth and otherwise contribute to producing optimum sealant performance:

2.4 MISCELLANEOUS MATERIALS

A. Primer: Material recommended by joint-sealant manufacturer where required for adhesion of sealant to joint substrates indicated, as determined from preconstruction joint-sealant-substrate tests and field tests.

PART 3 - EXECUTION

3.1 PREPARATION

A. Surface Cleaning of Joints: Clean out joints immediately before installing joint sealants to comply with joint-sealant manufacturer's written instructions.

B. Joint Priming: Prime joint substrates, where recommended in writing by joint-sealant manufacturer, based on preconstruction joint-sealant-substrate tests or prior experience. Apply primer to comply with joint-sealant manufacturer's written instructions. Confine primers to areas of joint-sealant bond; do not allow spillage or migration onto adjoining surfaces.

3.2 INSTALLATION OF JOINT SEALANTS

A. General: Comply with joint-sealant manufacturer's written installation instructions for products and applications indicated, unless more stringent requirements apply.

B. Sealant Installation Standard: Comply with recommendations in ASTM C 1193 for use of joint sealants as applicable to materials, applications, and conditions indicated.

C. Install sealant backings of type indicated to support sealants during application and at position required to produce cross-sectional shapes and depths of installed sealants relative to joint widths that allow optimum sealant movement capability.

D. Install sealants using proven techniques that comply with the following and at the same time backings are installed:
   1. Place sealants so they directly contact and fully wet joint substrates.
   2. Completely fill recesses in each joint configuration.
   3. Produce uniform, cross-sectional shapes and depths relative to joint widths that allow optimum sealant movement capability.

E. Tooling of Nonsag Sealants: Immediately after sealant application and before skinning or curing begins, tool sealants according to requirements specified below to form smooth, uniform beads of configuration indicated; to eliminate air pockets; and to ensure contact and adhesion of sealant with sides of joint.

1. Remove excess sealant from surfaces adjacent to joints.
2. Use tooling agents that are approved in writing by sealant manufacturer and that do not discolor sealants or adjacent surfaces.
3. Provide concave joint configuration per Figure 5A in ASTM C 1193, unless otherwise indicated.

3.3 CLEANING

A. Clean off excess sealant or sealant smears adjacent to joints as the Work progresses by methods and with cleaning materials approved in writing by manufacturers of joint sealants and of products in which joints occur.

3.4 PROTECTION

A. Protect joint sealants during and after curing period from contact with contaminating substances and from damage resulting from construction operations or other causes so sealants are without deterioration or damage at time of Substantial Completion. If, despite such protection, damage or deterioration occurs, cut out and remove damaged or deteriorated joint sealants immediately so installations with repaired areas are indistinguishable from original work.

3.5 JOINT-SEALANT SCHEDULE

A. Single-Component Nonsag Urethane Sealant: Where joint sealants of this type are indicated, provide products complying with the following:
   1. Products:
      a. NP 1; Sonneborn Building Products Div., ChemRex Inc.
   2. Type and Grade: S (single component) and NS (nonsag).
   3. Class: 25.
   4. Applications: Exterior joints in horizontal and vertical surfaces between masonry, concrete, metals and wood.

B. Single-Component Pourable Urethane Sealant: Where joint sealants of this type are indicated, provide products complying with the following:
   1. Products:
      a. SL 1; Sonneborn Building Products Div., ChemRex Inc..
   2. Type and Grade: S (single component) and P (pourable).
   3. Class: 25.
   4. Applications: Exterior joints in horizontal surfaces between masonry, concrete, metals and wood.

END OF SECTION 07920

SECTION 311000 - SITE CLEARING

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY

A. Section Includes:
1. Protecting existing vegetation to remain.
2. Removing existing vegetation.
3. Clearing and grubbing.
4. Stripping and stockpiling topsoil.
5. Removing above- and below-grade site improvements.
6. Disconnecting, capping or sealing. .
7. Temporary erosion- and sedimentation-control measures.

1.3 DEFINITIONS

A. Vegetation: Trees, shrubs, groundcovers, grass, and other plants.

1.4 MATERIAL OWNERSHIP

A. Except for stripped topsoil and other materials indicated to be stockpiled or otherwise remain Owner's property, cleared materials shall become Contractor's property and shall be removed from Project site. All excess material to be removed from the site daily.

1.5 SUBMITTALS

A. Existing Conditions: Documentation of existing trees and plantings, adjoining construction, and site improvements that establishes preconstruction conditions that might be misconstrued as damage caused by site clearing.
1. Use sufficiently detailed photographs or videotape.
2. Include plans and notations to indicate specific wounds and damage conditions of each tree or other plants designated to remain.

B. Record Drawings: Identifying and accurately showing locations of capped utilities and other subsurface structural, electrical, and mechanical conditions.

1.6 PROJECT CONDITIONS

A. Traffic: Minimize interference with adjoining roads, streets, walks, and other adjacent occupied or used facilities during site-clearing operations.
1. Do not close or obstruct streets, walks, or other adjacent occupied or used facilities without permission from Owner and authorities having jurisdiction.

2. Provide alternate routes around closed or obstructed traffic ways if required by Owner or authorities having jurisdiction.
3. All shops/Businesses to remain open through-out construction.

B. Utility Locator Service: Notify CALL OKIE for area where Project is located before site clearing.

C. Do not commence site clearing operations until temporary erosion- and sedimentation-control and plant-protection measures are in place.

D. Soil Stripping, and Handling: Perform only when the topsoil is dry or slightly moist. All excess material to be removed from the site daily. Keep walks, parking, and street clean. Broom clean walks/paving weekly or more often as required.

PART 2 - PRODUCTS

2.1 MATERIALS

A. Satisfactory Soil Material: Requirements for satisfactory soil material are specified in Division 31 Section "Earth Moving."
1. Obtain approved borrow soil material on-site when satisfactory soil material is not available on-site. The bottom of the drainage area has been identified as having blue shale material. Refer to the soils report for additional information.

PART 3 - EXECUTION

3.1 PREPARATION

A. Protect and maintain benchmarks and survey control points from disturbance during construction.

B. Protect existing site improvements to remain from damage during construction.
1. Restore damaged improvements to their original condition, as acceptable to Owner at no additional cost to the project.

3.2 TEMPORARY EROSION AND SEDIMENTATION CONTROL

A. Provide temporary erosion- and sedimentation-control measures to prevent soil erosion and discharge of soil-bearing water runoff or airborne dust to adjacent properties and walkways, according to erosion- and sedimentation-control Drawings and requirements of authorities having jurisdiction.

B. Verify that flows of water redirected from construction areas or generated by construction activity do not enter adjacent structures.

C. Inspect, maintain, and repair erosion- and sedimentation-control measures during construction until permanent vegetation has been established.

D. Do not remove erosion and sedimentation controls until the project is complete.

3.3 EXISTING UTILITIES

A. Locate, identify, disconnect, and seal or cap utilities indicated to be removed .
   1. Arrange with utility companies to shut off indicated utilities.
   2. Owner will arrange to shut off indicated utilities when requested by Contractor.

B. Locate, identify, and disconnect utilities indicated to be abandoned in place.

C. Excavate for and remove underground utilities indicated to be removed.

3.4 CLEARING AND GRUBBING

A. Remove obstructions, trees, shrubs, and other vegetation to permit installation of new construction.
   1. Do not remove trees, shrubs, and other vegetation indicated to remain or to be relocated.
   2. Remove completely stumps and remove roots, obstructions, and debris to a depth of 36 inches (Verify) for planters to remain and for planters to be closed below finish grade of planters. Completely removal all stumps within the building pad area.
   3. Use only hand methods for grubbing within protection zones.
   4. Protect existing utilities (storm drainage, electrical, irrigation piping, etc.) during removal of existing plants and root system.

3.5 SITE IMPROVEMENTS

A. Remove existing above- and below-grade improvements as indicated and necessary to facilitate new construction.

3.6 DISPOSAL OF SURPLUS AND WASTE MATERIALS

A. Remove surplus soil material, unsuitable topsoil, obstructions, demolished materials, and waste materials including trash and debris daily, and legally dispose of them off Owner's property.

END OF SECTION 311000

SECTION 328400 - PLANTING IRRIGATION

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY

A. Section Includes:

1. Piping.
2. Manual valves.
3. Automatic control valves.
4. Automatic drain valves.
5. Miscellaneous piping specialties.
6. Sprinklers.
7. Controllers.
8. Boxes for automatic control valves.

1.3 DEFINITIONS

A. Circuit Piping: Downstream from control valves to sprinklers, specialties, and drain valves. Piping is under pressure during flow.

B. Drain Piping: Downstream from circuit-piping drain valves. Piping is not under pressure.

1.4 PERFORMANCE REQUIREMENTS

A. Location of Sprinklers and Specialties: Design location is approximate. Make minor adjustments necessary to avoid plantings and obstructions such as signs and light standards. Maintain 100 percent irrigation coverage of areas indicated.

B. Minimum Working Pressures: The following are minimum pressure requirements for piping, valves, and specialties unless otherwise indicated:

1. Irrigation Main Piping: 200 psig.
2. Circuit Piping: 150 psig.

1.5 SUBMITTALS

A. Product Data: For each type of product indicated. Include rated capacities, operating characteristics, and furnished specialties and accessories.

B. Qualification Data: For qualified Installer.

1.6 DELIVERY, STORAGE, AND HANDLING

A. Deliver piping with factory-applied end caps. Maintain end caps through shipping, storage, and handling to prevent pipe-end damage and to prevent entrance of dirt, debris, and moisture.

B. Store plastic piping protected from direct sunlight. Support to prevent sagging and bending.

1.7 PROJECT CONDITIONS

A. Interruption of Existing Water Service: Do not interrupt water service to facilities occupied by Owner or others unless permitted under the following conditions and then only after arranging to provide temporary water service according to requirements indicated:

1. Notify Owner's Representative no fewer than seven days in advance of proposed interruption of water service.
2. Do not proceed with interruption of water service without Owner's Representative's written permission.

1.8 EXTRA MATERIALS

A. Furnish extra materials that match products installed and that are packaged with protective covering for storage and identified with labels describing contents.
1. Bubblers: Equal to 10 percent of amount installed for each type indicated, but no fewer than 10 units.

PART 2 - PRODUCTS

2.1 PIPES, TUBES, AND FITTINGS

A. Comply with requirements in the piping schedule for applications of pipe, tube, and fitting materials, and for joining methods for specific services, service locations, and pipe sizes.

B. PVC Pipe: ASTM D 1785, PVC 1120 compound, Schedule 40 .

1. PVC Socket Fittings: ASTM D 2466, Schedule 40.
2. PVC Threaded Fittings: ASTM D 2464, Schedule 80.
3. PVC Socket Unions: Construction similar to MSS SP-107, except both headpiece and tailpiece shall be PVC with socket ends.

2.2 PIPING JOINING MATERIALS

A. Solvent Cements for Joining PVC Piping: ASTM D 2564. Include primer according to ASTM F 656.

2.3 AUTOMATIC DRAIN VALVES

A. Description: Spring-loaded-ball type of corrosion-resistant construction and designed to open for drainage if line pressure drops below 2-1/2 to 3 psig.

2.4 TRANSITION FITTINGS

A. General Requirements: Same size as, and with pressure rating at least equal to and with ends compatible with, piping to be joined.

PART 3 - EXECUTION

3.1 EARTHWORK

A. Excavating, trenching, and backfilling are specified in Division 31 Section "Earth Moving."

B. Drain Pockets: Excavate to sizes indicated. Backfill with cleaned gravel or crushed stone, graded from 3/4 to 3 inches, to 12 inches below grade. Cover gravel or crushed stone with sheet of asphalt-saturated felt and backfill remainder with excavated material.

C. Provide minimum cover over top of underground piping according to the following:
1. Circuit Piping: 8 - 12 inches.
2. Drain Piping: 8 - 12 inches.

3.2 PIPING INSTALLATION

A. Location and Arrangement: Drawings indicate location and arrangement of piping systems. Install piping as indicated unless deviations are approved on Coordination Drawings.

B. Install piping at minimum uniform slope of 0.5 percent down toward drain valves.

C. Install piping free of sags and bends.

D. Install fittings for changes in direction and branch connections.

3.3 JOINT CONSTRUCTION

A. PVC Piping Solvent-Cemented Joints: Clean and dry joining surfaces. Join pipe and fittings according to the following:

1. Comply with ASTM F 402 for safe-handling practice of cleaners, primers, and solvent cements.
2. PVC Pressure Piping: Join schedule number, ASTM D 1785, PVC pipe and PVC socket fittings according to ASTM D 2672. Join other-than-schedule-number PVC pipe and socket fittings according to ASTM D 2855.
3. PVC Nonpressure Piping: Join according to ASTM D 2855.

3.4 STARTUP SERVICE

A. Perform startup service.

1. Complete installation and startup checks to verify system is working and provides proper water to new plantings.

3.5 CLEANING

A. Flush dirt and debris from piping before installing sprinklers and other devices.

END OF SECTION 328400

SECTION 329300 - PLANTS

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY

A. Section Includes:
1. Plants.
2. Planting soils.
3. Landscape edgings.

B. Related Sections:
1. Division 31 Section "Earth Moving" for excavation, filling, and rough grading and for subsurface aggregate drainage and drainage backfill materials.
2. Division 32 Section "Turf and Grasses" for turf (lawn) and meadow planting, hydroseeding, and erosion-control materials.

1.3 DEFINITIONS

A. Backfill: The earth used to replace or the act of replacing earth in an excavation.

B. Balled and Burlapped Stock: Plants dug with firm, natural balls of earth in which they were grown, With ball size not less than sizes indicated; wrapped with burlap, tied, rigidly supported, and drum laced with twine with the root flare visible at the surface of the ball as recommended by ANSI Z60.1.

C. Container-Grown Stock: Healthy, vigorous, well-rooted plants grown in a container, with a well-established root system reaching sides of container and maintaining a firm ball when removed from container. Container shall be rigid enough to hold ball shape and protect root mass during shipping and be sized according to ANSI Z60.1 for type and size of plant required.

D. Finish Grade: Elevation of finished surface of planting soil.

E. Manufactured Topsoil: Soil produced off-site by homogeneously blending mineral soils or sand with stabilized organic soil amendments to produce topsoil or planting soil.

F. Pesticide: A substance or mixture intended for preventing, destroying, repelling, or mitigating a pest. This includes insecticides, miticides, herbicides, fungicides, rodenticides, and molluscicides. It also includes substances or mixtures intended for use as a plant regulator, defoliant, or desiccant.

G. Pests: Living organisms that occur where they are not desired, or that cause damage to plants, animals, or people. These include insects, mites, grubs, mollusks (snails and slugs), rodents (gophers, moles, and mice), unwanted plants (weeds), fungi, bacteria, and viruses.

H. Planting Area: Areas to be planted.

I. Planting Soil: Standardized topsoil; existing, native surface topsoil; existing, in-place surface soil; imported topsoil; or manufactured topsoil that is modified with soil amendments and perhaps fertilizers to produce a soil mixture best for plant growth.

J. Plant; Plants; Plant Material: These terms refer to vegetation in general, including trees, shrubs, vines, ground covers, ornamental grasses, bulbs, corms, tubers, or herbaceous vegetation.

K. Root Flare: Also called "trunk flare." The area at the base of the plant's stem or trunk where the stem or trunk broadens to form roots; the area of transition between the root system and the stem or trunk.

L. Stem Girdling Roots: Roots that encircle the stems (trunks) of trees below the soil surface.

M. Subgrade: Surface or elevation of subsoil remaining after excavation is complete, or the top surface of a fill or backfill before planting soil is placed.

1.4 SUBMITTALS

A. Product Data: For each type of product indicated, including soils.
   1. Pesticides and Herbicides: Include product label and manufacturer's application instructions specific to the Project.

B. Maintenance Instructions: Recommended procedures to be established by Owner for maintenance of plants during a calendar year. Submit before start of required maintenance periods.

C. Warranty: Sample of special warranty.

1.5 QUALITY ASSURANCE

A. Installer Qualifications: A qualified landscape Installer whose work has resulted in successful establishment of plants.
   1. Experience: Five years' experience in landscape installation in addition to requirements in Division 01 Section "Quality Requirements."
   2. Pesticide Applicator: State licensed, commercial.

B. Provide quality, size, genus, species, and variety of plants indicated, complying with applicable requirements in ANSI Z60.1.

C. Measurements: Measure according to ANSI Z60.1. Do not prune to obtain required sizes.

D. Plant Material Observation: Architect and/or Owner’s Representative may observe plant material either at place of growth or at site before planting for compliance with requirements for genus, species, variety, cultivar, size, and quality. Architect retains right to observe trees and shrubs further for size and condition of balls and root systems, pests, disease symptoms, injuries, and latent defects and to reject unsatisfactory or defective material at any time during progress of work. Remove rejected trees or shrubs immediately from Project site.

1.6 DELIVERY, STORAGE, AND HANDLING

A. Packaged Materials: Deliver packaged materials in original, unopened containers showing weight, certified analysis, name and address of manufacturer, and indication of conformance with state and federal laws if applicable.

B. Do not prune trees and shrubs before delivery. Protect bark, branches, and root systems from sun scald, drying, wind burn, sweating, whipping, and other handling and tying damage. Do not bend or bind-tie trees or shrubs in such a manner as to destroy their natural shape. Provide protective covering of plants during shipping and delivery. Do not drop plants during delivery and handling.

C. Handle planting stock by root ball.

D. Deliver plants after preparations for planting have been completed, and install immediately. If planting is delayed more than six hours after delivery, set plants and trees in their appropriate aspect (sun, filtered sun, or shade), protect from weather and mechanical damage, and keep roots moist.
   1. Set balled stock on ground and cover ball with soil, peat moss, sawdust, or other acceptable material.
   2. Do not remove container-grown stock from containers before time of planting.
   3. Water root systems of plants stored on-site deeply and thoroughly with a fine-mist spray. Water as often as necessary to maintain root systems in a moist, but not overly-wet condition.

1.7 PROJECT CONDITIONS

A. Field Measurements: Verify actual grade elevations, service and utility locations, irrigation system components, and dimensions of plantings and construction contiguous with new plantings by field measurements before proceeding with planting work.

B. Interruption of Existing Services or Utilities: Do not interrupt services or utilities to facilities occupied by Owner or others unless permitted under the following conditions and then only after arranging to provide temporary services or utilities according to requirements indicated:
   1. Notify Construction Manager no fewer than seven days in advance of proposed interruption of each service or utility.
   2. Do not proceed with interruption of services or utilities without Owner's Representative written permission.

C. Weather Limitations: Proceed with planting only when existing and forecasted weather conditions permit planting to be performed when beneficial and optimum results may be obtained. Apply products during favorable weather conditions according to manufacturer's written instructions and warranty requirements.

1.8 WARRANTY

A. Special Warranty: Installer agrees to repair or replace plantings and accessories that fail in materials, workmanship, or growth within specified warranty period.
   1. Failures include, but are not limited to, the following:
      a. Death and unsatisfactory growth, except for defects resulting from abuse, lack of adequate maintenance, or neglect by Owner, or incidents that are beyond Contractor's control.
      b. Structural failures including plantings falling or blowing over.
      c. Faulty performance of tree stabilization and edging.
      d. Deterioration of metals, metal finishes, and other materials beyond normal weathering.

2. Warranty Periods from Date of Substantial Completion:
   a. Trees, Shrubs, Vines, and Ornamental Grasses: 12 months.
   b. Ground Covers, Biennials, Perennials, and Other Plants: 12 months.
   c. Annuals: Three months.
3. Include the following remedial actions as a minimum:
   a. Immediately remove dead plants and replace unless required to plant in the succeeding planting season.
   b. Replace plants that are more than 25 percent dead or in an unhealthy condition at end of warranty period.
   c. A limit of one replacement of each plant will be required except for losses or replacements due to failure to comply with requirements.
   d. Provide extended warranty for period equal to original warranty period, for replaced plant material.

1.9 MAINTENANCE SERVICE

A. Initial Maintenance Service for Trees and Shrubs: Provide maintenance by skilled employees of landscape Installer. Maintain as required in Part 3. Begin maintenance immediately after plants are installed and continue until plantings are acceptably healthy and well established but for not less than maintenance period below.
   1. Maintenance Period: Six months from date of Substantial Completion.

B. Initial Maintenance Service for Ground Cover and Other Plants: Provide maintenance by skilled employees of landscape Installer. Maintain as required in Part 3. Begin maintenance immediately after plants are installed and continue until plantings are acceptably healthy and well established but for not less than maintenance period below.
   1. Maintenance Period: Six months from date of Substantial Completion.

PART 2 - PRODUCTS

2.1 PLANT MATERIAL

A. General: Furnish nursery-grown plants true to genus, species, variety, cultivar, stem form, shearing, and other features indicated in Plant Schedule or Plant Legend shown on Drawings and complying with ANSI Z60.1; and with healthy root systems developed by transplanting or root pruning. Provide well-shaped, fully branched, healthy, vigorous stock, densely foliated when in leaf and free of disease, pests, eggs, larvae, and defects such as knots, sun scald, injuries, abrasions, and disfigurement.
   1. Trees with damaged, crooked, or multiple leaders; tight vertical branches where bark is squeezed between two branches or between branch and trunk ("included bark"); crossing trunks; cut-off limbs more than 3/4 inch in diameter; or with stem girdling roots will be rejected.
   2. Collected Stock: Do not use plants harvested from the wild, from native stands, from an established landscape planting, or not grown in a nursery unless otherwise indicated.

B. Provide plants of sizes, grades, and ball or container sizes complying with ANSI Z60.1 for types and form of plants required. Plants of a larger size may be used if acceptable to Architect, with a proportionate increase in size of roots or balls.

C. Root-Ball Depth: Furnish trees and shrubs with root balls measured from top of root ball, which shall begin at root flare according to ANSI Z60.1. Root flare shall be visible before planting.

D. Labeling: Label at least one plant of each variety, size, and caliper with a securely attached, waterproof tag bearing legible designation of common name and full scientific name, including genus and species. Include nomenclature for hybrid, variety, or cultivar, if applicable for the plant as shown on Drawings.

E. If formal arrangements or consecutive order of plants is shown on Drawings, select stock for uniform height and spread, and number the labels to assure symmetry in planting.

2.2 INORGANIC SOIL AMENDMENTS

A. Lime: ASTM C 602, agricultural liming material containing a minimum of 80 percent calcium carbonate equivalent and as follows:
1. Class: O, with a minimum of 95 percent passing through No. 8 sieve and a minimum of 55 percent passing through No. 60 sieve.
2. Provide lime in form of ground dolomitic limestone**.**

B. Sulfur: Granular, biodegradable, and containing a minimum of 90 percent sulfur, with a minimum of 99 percent passing through No. 6 sieve and a maximum of 10 percent passing through No. 40 sieve.

C. Iron Sulfate: Granulated ferrous sulfate containing a minimum of 20 percent iron and 10 percent sulfur.

D. Aluminum Sulfate: Commercial grade, unadulterated.

E. Perlite: Horticultural perlite, soil amendment grade.

F. Agricultural Gypsum: Minimum 90 percent calcium sulfate, finely ground with 90 percent passing through No. 50 sieve.

G. Sand: Clean, washed, natural or manufactured, and free of toxic materials.

H. Diatomaceous Earth: Calcined, 90 percent silica, with approximately 140 percent water absorption capacity by weight.

I. Zeolites: Mineral clinoptilolite with at least 60 percent water absorption by weight.

2.3 ORGANIC SOIL AMENDMENTS

A. Compost: Well-composted, stable, and weed-free organic matter, pH range of 5.5 to 8; moisture content 35 to 55 percent by weight; 100 percent passing through 3/4-inch sieve; soluble salt content of 5 to 10 decisiemens/m; not exceeding 0.5 percent inert contaminants and free of substances toxic to plantings; and as follows:
1. Organic Matter Content: 50 to 60 percent of dry weight.
2. Feedstock: Agricultural, food, or industrial residuals; biosolids; yard trimmings; or source-separated or compostable mixed solid waste.

B. Sphagnum Peat: Partially decomposed sphagnum peat moss, finely divided or granular texture, with a pH range of 3.4 to 4.8.

2.4 FERTILIZERS

A. Bonemeal: Commercial, raw or steamed, finely ground; a minimum of 4 percent nitrogen and 10 percent phosphoric acid.

B. Superphosphate: Commercial, phosphate mixture, soluble; a minimum of 20 percent available phosphoric acid.

C. Commercial Fertilizer: Commercial-grade complete fertilizer of neutral character, consisting of fast- and slow-release nitrogen, 50 percent derived from natural organic sources of urea formaldehyde, phosphorous, and potassium in the following composition:
   1. Composition: 1 lb/1000 sq. ft. of actual nitrogen, 4 percent phosphorous, and 2 percent potassium, by weight.
   2. Composition: Nitrogen, phosphorous, and potassium in amounts recommended in soil reports from a qualified soil-testing laboratory.

D. Slow-Release Fertilizer: Granular or pelleted fertilizer consisting of 50 percent water-insoluble nitrogen, phosphorus, and potassium in the following composition:
   1. Composition: 20 percent nitrogen, 10 percent phosphorous, and 10 percent potassium, by weight.
   2. Composition: Nitrogen, phosphorous, and potassium in amounts recommended in soil reports from a qualified soil-testing laboratory.

2.5 PLANTING SOILS (POTS AND RAISED PLANTER)

A. Planting Soil: ASTM D 5268 topsoil, with pH range of 5.5 to 7, a minimum of **4** percent organic material content; free of stones 3/4 inch or larger in any dimension and other extraneous materials harmful to plant growth. Mix ASTM D 5268 topsoil with the required soil amendments and fertilizers as recommended by the soils test to produce planting soil:

2.6 MULCHES

A. Organic Mulch: Free from deleterious materials and suitable as a top dressing of trees and shrubs, consisting of one of the following:
   1. Type: Shredded Hardwood.
   2. Size Range: 1 inches maximum, 1/2 inch minimum
   3. Color: Natural.

2.7 PESTICIDES

A. General: Pesticide registered and approved by EPA, acceptable to authorities having jurisdiction, and of type recommended by manufacturer for each specific problem and as required for Project conditions and application. Do not use restricted pesticides unless authorized in writing by authorities having jurisdiction.

B. Pre-Emergent Herbicide (Selective and Non-Selective): Effective for controlling the germination or growth of weeds within planted areas at the soil level directly below the mulch layer.

C. Post-Emergent Herbicide (Selective and Non-Selective): Effective for controlling weed growth that has already germinated.

2.8 MISCELLANEOUS PRODUCTS

A. Antidesiccant: Water-insoluble emulsion, permeable moisture retarder, film forming, for trees and shrubs. Deliver in original, sealed, and fully labeled containers and mix according to manufacturer's written instructions.

B. Burlap: Non-synthetic, biodegradable.

PART 3 - EXECUTION

3.1 EXAMINATION

A. Examine areas to receive plants for compliance with requirements and conditions affecting installation and performance.
   1. Verify that no foreign or deleterious material or liquid such as paint, paint washout, concrete slurry, concrete layers or chunks, cement, plaster, oils, gasoline, diesel fuel, paint thinner, turpentine, tar, roofing compound, or acid has been deposited in soil within a planting area.
   2. Do not mix or place soils and soil amendments in frozen, wet, or muddy conditions.
   3. Suspend soil spreading, grading, and tilling operations during periods of excessive soil moisture until the moisture content reaches acceptable levels to attain the required results.
   4. Uniformly moisten excessively dry soil that is not workable and which is too dusty.

B. Proceed with installation only after unsatisfactory conditions have been corrected.

C. If contamination by foreign or deleterious material or liquid is present in soil within a planting area, remove the soil and contamination as directed by Architect and replace with new planting soil.

3.2 PREPARATION

A. Protect structures, utilities, sidewalks, pavements, and other facilities and turf areas and existing plants from damage caused by planting operations.

B. Install erosion-control measures to prevent erosion or displacement of soils and discharge of soil-bearing water runoff or airborne dust to adjacent properties and walkways.

C. Apply antidesiccant to trees and shrubs using power spray to provide an adequate film over trunks (before wrapping), branches, stems, twigs, and foliage to protect during digging, handling, and transportation.
   1. If deciduous trees or shrubs are moved in full leaf, spray with antidesiccant at nursery before moving and again two weeks after planting.

D. Wrap trees and shrubs with burlap fabric over trunks, branches, stems, twigs, and foliage to protect from wind and other damage during digging, handling, and transportation.

3.3 EXCAVATION FOR TREES AND SHRUBS

A. Planting Pits and Trenches: Excavate circular planting pits with sides sloping inward at a 45-degree angle. Excavations with vertical sides are not acceptable. Trim perimeter of bottom leaving center area of bottom raised slightly to support root ball and assist in drainage away from center. Do not further disturb base. Ensure that root ball will sit on undisturbed base soil to prevent settling. Scarify sides of planting pit smeared or smoothed during excavation.
   1. Excavate approximately three times as wide as ball diameter for balled and burlapped stock.

2. Do not excavate deeper than depth of the root ball, measured from the root flare to the bottom of the root ball.
3. If area under the plant was initially dug too deep, add soil to raise it to the correct level and thoroughly tamp the added soil to prevent settling.
4. Maintain required angles of repose of adjacent materials as shown on the Drawings. Do not excavate subgrades of adjacent paving, structures, hardscapes, or other new or existing improvements.
5. Maintain supervision of excavations during working hours.
6. If drain tile is shown on Drawings or required under planting areas, excavate to top of porous backfill over tile.

B. Obstructions: Notify Architect if unexpected rock or obstructions detrimental to trees or shrubs are encountered in excavations.
1. Hardpan Layer: Drill 6-inch- diameter holes, 24 inches apart, into free-draining strata or to a depth of 10 feet, whichever is less, and backfill with free-draining material.

C. Drainage: Notify Architect if subsoil conditions evidence unexpected water seepage or retention in tree or shrub planting pits.

3.4 TREE, SHRUB PLANTING

A. Before planting, verify that root flare is visible at top of root ball according to ANSI Z60.1. If root flare is not visible, remove soil in a level manner from the root ball to where the top-most root emerges from the trunk. After soil removal to expose the root flare, verify that root ball still meets size requirements.

B. Remove stem girdling roots and kinked roots. Remove injured roots by cutting cleanly; do not break.

C. Set balled and burlapped stock plumb and in center of planting pit or trench with root flare 2 inches above adjacent finish grades.
1. Use amended planting soil for backfill AT POTS. Structural soil at in ground planters.
2. After placing some backfill around root ball to stabilize plant, carefully cut and remove burlap, rope, and wire baskets from tops of root balls and from sides, but do not remove from under root balls. Remove pallets, if any, before setting. Do not use planting stock if root ball is cracked or broken before or during planting operation.
3. Backfill around root ball in layers, tamping to settle soil and eliminate voids and air pockets. When planting pit is approximately one-half filled, water thoroughly before placing remainder of backfill. Repeat watering until no more water is absorbed.
4. Continue backfilling process. Water again after placing and tamping final layer of soil.

D. Set container-grown stock plumb and in center of planting pit or trench with root flare 1 inch above adjacent finish grades.
1. Use amended planting soil for backfill.
2. Carefully remove root ball from container without damaging root ball or plant.
3. Backfill around root ball in layers, tamping to settle soil and eliminate voids and air pockets. When planting pit is approximately one-half filled, water thoroughly before placing remainder of backfill. Repeat watering until no more water is absorbed.
4. Place planting tablets in each planting pit when pit is approximately one-half filled; in amounts recommended in soil reports from soil-testing laboratory. Place tablets beside the root ball about 1 inch from root tips; do not place tablets in bottom of the hole.
5. Continue backfilling process. Water again after placing and tamping final layer of soil.

3.5 TREE, SHRUB PRUNING

A. Remove only dead, dying, or broken branches. Do not prune for shape.

B. Prune, thin, and shape trees, shrubs, and vines only as directed by Architect.

C. Do not apply pruning paint to wounds.

3.6 PLANT PLANTING (POTS AND RAISED PLANTER)

A. Use amended planting soil for backfill.

B. Dig holes large enough to allow spreading of roots.

C. For rooted cutting plants supplied in flats, plant each in a manner that will minimally disturb the root system but to a depth not less than two nodes.

D. Work soil around roots to eliminate air pockets and leave a slight saucer indentation around plants to hold water.

E. Water thoroughly after planting, taking care not to cover plant crowns with wet soil.

3.7 PLANTING AREA MULCHING

A. Mulch backfilled surfaces of planting areas and other areas indicated.
1. Organic Mulch in Planting Areas: Apply 3-inch average thickness of organic mulch over whole surface of planting area, and finish level with adjacent finish grades. Do not place mulch within 3 inches] [6 inches of trunks or stems.

3.8 PLANT MAINTENANCE

A. Maintain plantings by pruning, cultivating, watering, weeding, fertilizing, mulching, restoring planting saucers, adjusting and repairing tree-stabilization devices, resetting to proper grades or vertical position, and performing other operations as required to establish healthy, viable plantings. Spray or treat as required to keep trees and shrubs free of insects and disease.

B. Fill in as necessary soil subsidence that may occur because of settling or other processes. Replace mulch materials damaged or lost in areas of subsidence.

C. Apply treatments as required to keep plant materials, planted areas, and soils free of pests and pathogens or disease. Use integrated past management practices whenever possible to minimize the use of pesticides and reduce hazards. Treatments include physical controls such as hosing off foliage, mechanical controls such as traps, and biological control agents.

3.9 PESTICIDE APPLICATION

A. Apply pesticides and other chemical products and biological control agents in accordance with authorities having jurisdiction and manufacturer's written recommendations. Coordinate applications with Owner's operations and others in proximity to the Work. Notify Owner before each application is performed.

B. Pre-Emergent Herbicides (Selective and Non-Selective): Apply to tree, shrub, and ground-cover areas in accordance with manufacturer's written recommendations. Do not apply to seeded areas.

C. Post-Emergent Herbicides (Selective and Non-Selective): Apply only as necessary to treat already-germinated weeds and in accordance with manufacturer's written recommendations.

3.10 CLEANUP AND PROTECTION

A. During planting, keep adjacent paving and construction clean and work area in an orderly condition.

B. Protect plants from damage due to landscape operations and operations of other contractors and trades. Maintain protection during installation and maintenance periods. Treat, repair, or replace damaged plantings.

C. After installation and before Substantial Completion, remove nursery tags, nursery stakes, tie tape, labels, wire, burlap, and other debris from plant material, planting areas, and Project site.

3.11 DISPOSAL

A. Remove surplus soil and waste material including excess subsoil, unsuitable soil, trash, and debris and legally dispose of them off Owner's property.

END OF SECTION 329300

CU-STRUCTURAL SOIL
Job Number 170054
City of Bartlesville
Downtown Landscape

ΠΑΡΤ 1 – DESCRIPTION AND SPECIFICATION

PART 1 - GENERAL

A. The work of this section consists of all Structural Soil work and related items as indicated on the drawings or as specified herein and includes, but is not limited to, the following:

B. CU-Soil™ is a proprietary material patented by Cornell University (US Patent #5,849,069) and marketed under the registered trademark, CU-Structural Soil®. Only licensed companies are authorized to produce this material, meeting the specifications described in this text. For a list of licensed CU-Soil™ producers, call Tim Shanahan, Minick Materials, LLC. 405-834-8280 or 405-789-2068.

PART 2 - REFERENCES AND STANDARDS

A. The following references are used herein and shall mean:

ASTM: American Society of Testing Materials
USDA: United States Department of Agriculture
AASHTO: American Association of State Highway and Transportation Officials
Standard Specifications: Regional or Municipal Standard Specifications Documentation for the location of proposed usage
AOAC: Association of Official Agricultural Chemists

PART 3 - SAMPLES AND SUBMITTALS

A. At least 30 days prior to ordering materials, the installing contractor shall submit to the engineer representative samples, certificates, manufacturer's literature and test results for materials specified below. No materials shall be ordered until the required samples, certificates, manufacturer's literature, producer's current license and test results have been reviewed and approved by the landscape architect and/or engineer. The engineer reserves the right to reject any material that does not meet CU-Structural Soil® specifications. Delivered materials shall closely match the approved samples.

B. Submit from licensed producer, $^1/_2$ cubic foot representative sample of clay loam, one cubic foot representative sample of crushed stone, and one cubic foot representative sample of CU-Structural Soil® mix for approval. In the event of multiple source fields for clay loam, submit a minimum of one set of samples per source field or stockpile. The samples of all clay loam, crushed stone, and CU-Structural Soil® shall be submitted to the engineer as a record of the soil color and texture.

C. Submit soil test analysis reports for sample of clay loam from an independent soil-testing laboratory. The testing laboratory for particle size and chemical analysis may include a public agricultural extension service agency.

1. Submit a mechanical analysis of the clay loam sample and particle size analysis including

the following gradient of mineral content:

USDA Designation	Size in mm.
Gravel	+2 mm
Sand	0.05 – 2 mm
Silt	0.002-0.05 mm
Clay	minus 0.002 mm

Sieve analysis shall be performed and compared to USDA Soil Classification System.

Sieve analysis shall be done by a combined hydrometer and wet sieving using sodium hexametaphosphate as a dispersant in compliance with ASTM D422 after destruction of organic matter by hydrogen peroxide.

2. Submit a chemical analysis, performed in accordance with current AOAC Standards, including the following:
   a. pH and buffer pH.
   b. Percent organic matter as determined by the loss of ignition of oven dried samples. Test samples shall be oven dried to a constant weight at a temperature of 230 degrees F, plus or minus 9 degrees.
   c. Analysis for nutrient levels by parts per million.
   d. Soluble salt by electrical conductivity of a 1:2 soil/water sample measured in Millimho per cm.
   e. Cation Exchange Capacity (CEC).
   f. Carbon/Nitrogen Ratio.

D. Submit one cubic foot sample of crushed stone which will be used in production of CU-Soil™.

1. Provide particle size analysis:

USDA Designation	Size in mm.
3”	+76 mm
$2^1/_2$”	63-76 mm
2”	50-63 mm
$1^1/_2$”	37-50 mm
1”	25-37 mm
¾”	19-25 mm
Fine gravel	2-19 mm

2. Provide the manufacturers analysis of the loose and rodded unit weight
3. Losses from LA Abrasion tests- not to exceed 40%
4. Minimum 90% with 2 or more fractured faces
5. Percent pore space analysis

E. At the engineer’s discretion, the sample of CU-Structural Soil® may be tested for the following:

1. Compaction in accordance with ASTM D698/AASHTO T99 without removing oversize aggregate

2. California Bearing Ratio in accordance with ASTM D1883- soaked CBR shall equal or exceed a value of 50
3. Measured dry-weight percentage of stone in the mixture

F. The approved CU-Structural Soil® sample shall be the standard.

G. Any deviation from the specified crushed stone and clay loam specifications shall be approved by Amereq, Inc.

PART 4 - DELIVERY, STORAGE AND HANDLING

A. Delivered CU-Structural Soil® shall be at or near optimum compaction moisture content as determined by AASHTO T 99 (ASTM D 698) and should not be placed in frozen, wet or muddy sites.

B. Protect CU-Structural Soil® from exposure to excess water and from erosion at all times. Do not store CU-Soil™ unprotected. Do not allow excess water to enter site prior to compaction. If water is introduced into the CU-Soil™ after grading, allow water to drain to optimum compaction moisture content.

PART 5 - EXAMINATION OF CONDITIONS

A. All areas to receive CU-Structural Soil® shall be inspected by the installing contractor before starting work and all defects such as incorrect grading, compaction, and inadequate drainage shall be reported to the engineer prior to beginning this work.

PART 6 - QUALITY ASSURANCE

A. Qualifications of installing contractor: The work of this section should be performed by a contracting firm which has a minimum of five years experience. Proof of this experience shall be submitted as per paragraph, SAMPLES and SUBMITTALS, of this section.

ΠΑΡΤ 2 – MATERIALS

PART 7 - CLAY LOAM

A. Soil shall be a “loam” with a minimum clay content of 20% or a “clay loam” based on the “USDA classification system” as determined by mechanical analysis (ASTM D-422) and it shall be of uniform composition, without admixture of subsoil. It shall be free of stones, lumps, plants and their roots, debris and other extraneous matter. It shall not contain toxic substances harmful to plant growth. Clay loam shall contain not less than 2% or more than 5% organic matter as determined by the loss on ignition of oven-dried samples. Test samples shall be oven-dried to a constant weight at a temperature of 230 degrees F., plus or minus 9 degrees.

B. Mechanical analysis for the loam or clay loam shall be as follows:

Textural Class	% of Total Weight
Gravel	less than 5%
Sand	20-45%

Silt	20-50%
Clay	20-40%

C. Chemical analysis: Meet, or be amended to meet the following criteria:

1. pH between 5.5 to 6.5
2. Percent organic matter 2% - 5% by dry weight
3. Adequate nutrient levels
4. Soluble salt less than 1.0 mmho/cm
5. Cation Exchange Capacity (CEC) greater than 10
6. Carbon/Nitrogen ratio less than 33:1

D. Loam or clay loam shall not come from USDA - classified prime farmland.

PART 8 - FERTILIZER (if needed)

A. Should nutrient analysis suggest that the loam or clay loam need additional nutrients, it shall be amended by Amereq's licensed producer.

PART 9 - SULFUR (if needed)

A. Sulfur shall be a commercial granular, 96% pure sulfur, with material and analysis appearing on the labeled container.

B. Sulfur used to lower pH shall be a ferrous sulfate formulation.

C. Application rates shall be dependent on soil test results.

PART 10 - LIME (if needed)

A. Agricultural lime containing a minimum of 85% carbonates.

B. Application rates shall be dependent on soil test results.

PART 11 - CRUSHED STONE

A. The size of the crushed stone shall be 0.75 inches to 1.5 inches allowing for up to 10% being greater than 1.5 inches, and up to 10% less than 0.75 inches.

B. Acceptable aggregate dimensions will not exceed 2.5:1.0 for any two dimensions.

C. Minimum 90% with two or more fractured faces.

D. Results of Aggregate Soundness Loss test shall not exceed 18%.

E. Losses from LA Abrasion tests shall not exceed 40%.

PART 12 - HYDROGEL

A. Hydrogel shall be a coated potassium propenoate-propenamide copolymer (Gelscape® Hydrogel Tackifier) supplied by Tim Shanahan, Minick Materials, LLC. 405-834-8280 or 405-789-2068

PART 13 - WATER

A. The installing contractor shall be responsible to furnish his own supply of water (if needed) free of impurities, to the site.

PART 14 - CU-STRUCTURAL SOIL®

A. A uniformly blended urban tree mixture of crushed stone, clay loam and Gelscape® Hydrogel Tackifier, as produced by an Amereq-licensed company, mixed in the following proportion:

Material	Unit of Weight
specified crushed Stone	100 units dry weight
specified clay loam	20 – 25 units (to achieve minimum CBR of 50)
Gelscape® Hydrogel Tackifier	0.035 units dry weight
moisture	ASTM D698/AASHTO T-99 optimum moisture

ΠΑΡΤ 3 – PRODUCTION AND INSTALLATION GUIDELINES

PART 15 - CU-SOIL™ MIXING AND QUALITY CONTROL TESTING

A. All CU-Structural Soil® mixing shall be performed at the licensed producer's yard using appropriate soil measuring, mixing and shredding equipment of sufficient capacity and capability to assure proper quality control and consistent mix ratios. No mixing of CU-Structural Soil® at the project site shall be permitted.

Maintain adequate moisture content during the mixing process. Soils and mix components shall easily shred and break down without clumping. Soil clods shall easily break down into a fine crumbly texture. Soils shall not be overly wet or dry. The licensed producer shall measure and monitor the amount of soil moisture at the mixing site periodically during the mixing process.

B. Raw materials shall be mixed off-site, only at the licensed producer's facility, on a flat asphalt or concrete paved surface to avoid soil contamination.

C. Should the independent laboratory test results of the clay loam reveal a need to amend it, to meet specifications, the amending materials should be added to the clay loam following the rates and recommendations provided by Amereq.

PART 16 - UNDERGROUND UTILITIES AND SUBSURFACE CONDITIONS

A. The installing contractor shall notify the engineer of any subsurface conditions which will affect the contractor's ability to install the CU-Soil™.

B. The installing contractor shall locate and confirm the location of all underground utility lines and structures prior to the start of any excavation.

C. The installing contractor shall repair any underground utilities or foundations damaged during the progress of this work.

PART 17 - SITE PREPARATION

A. Do not proceed with the installation of the CU-Structural Soil® material until all walls, curb footings and utility work in the area have been installed. For site elements dependent on CU-Structural Soil® for foundation support, postpone installation of such elements until immediately after the installation of CU-Structural Soil®.

B. Install subsurface drain lines as shown on the plan drawings prior to installation of CU-Structural Soil® material.

C. Excavate and compact the proposed subgrade to depths, slopes and widths as shown on the drawings. Maintain all required angles of repose of the adjacent materials as shown on the drawings. Do not over excavate compacted subgrades of adjacent pavement or structures.

D. Confirm that the subgrade is at the proper elevation and compacted as required. Subgrade elevations shall slope parallel to the finished grade and/or toward the subsurface drain lines as shown on the drawings.

E. Clear the excavation of all construction debris, trash, rubble and any foreign material. In the event that fuels, oils, concrete washout silts or other material harmful to plants have been spilled into the subgrade material, excavate the soil sufficiently to remove the harmful material. Fill any over excavation with approved fill and compact to the required subgrade compaction.

F. Do not proceed with the installation of CU-Structural Soil® until all utility work in the area has been installed. All subsurface drainage systems shall be operational prior to installation of CU-Structural Soil®.

G. Protect adjacent walls, walks and utilities from damage. Use ½" plywood and/or plastic sheeting as directed to cover existing concrete, metal and masonry work and other items as directed during the progress of the work.

   1. Clean up all trash and any soil or dirt spilled on any paved surface at the end of each working day.

   2. Any damage to the paving or architectural work caused by the installing contractor shall be repaired, as directed by the engineer.

H. Maintain all silt and sediment control devices required by applicable regulations. Provide adequate methods to assure that trucks and other equipment do not track soil from the site onto adjacent property and the public right of way.

PART 18 - INSTALLATION OF CU-STRUCTURAL SOIL® MATERIAL

A. Install CU-Structural Soil® in 6 inch lifts and compact each lift.

B. Compact all materials to at least 95% Proctor Density from a standard compaction curve AASHTO T 99 (ASTM D 698). No compaction shall occur when moisture content exceeds maximum as listed herein. Delay compaction if moisture content exceeds maximum allowable and protect CU-Structural Soil® during delays in compaction with plastic or plywood as directed by the engineer.

C. Bring CU-Structural Soil® to finished grades as shown on the drawings. Immediately protect the CU-Structural Soil® from contamination by toxic materials, trash, debris, water containing cement, clay, silt or materials that will alter the particle size distribution of the mix with plastic or plywood as directed by the engineer.

D. The engineer may periodically check the material being delivered, prior to installation for color and texture consistency with the approved sample provided by the installing contractor as part of the submittal for CU-Structural Soil®. If the engineer determines that the delivered CU-Soil™ varies significantly from the approved samples, the engineer shall contact the licensed producer.

E. Engineer shall ensure that the delivered structural soil was produced by the approved CU-Soil™ licensee by inspecting weight tickets showing source of material.

F. CU-Soil™ should not be stockpiled long-term. Any CU-Soil™ not installed immediately should be protected by a tarp or other waterproof covering.

PART 19 - FINE GRADING

A. After the initial placement and rough grading of the CU-Structural Soil® but prior to the start of fine grading, the installing contractor shall request review of the rough grading by the engineer. The installing contractor shall set sufficient grade stakes for checking the finished grades.

B. Adjust the finish grades to meet field conditions as directed.

Provide smooth transitions between slopes of different gradients and direction.
Fill all dips with CU-Soil™ and remove any bumps in the overall plane of the slope.

a. The tolerance for dips and bumps in CU-Structural Soil® areas shall be a 3" deviation from the plane in 10'.

All fine grading shall be inspected and approved by the engineer prior to the installation of other items to be placed on the CU-Structural Soil®.

C. The engineer will inspect the work upon the request of the installing contractor. Request for inspection shall be received by the engineer at least 10 days before the anticipated date of inspection.

PART 20 - ACCEPTANCE STANDARDS

A. The engineer will inspect the work upon the request of the installing contractor. Request for inspection shall be received by the engineer at least 10 days before the anticipated date of inspection.

PART 21 - CLEAN-UP

A. Upon completion of the CU-Structural Soil® installation operations, clean areas within the contract limits. Remove all excess fills, soils and mix stockpiles and legally dispose of all waste materials, trash and debris. Remove all tools and equipment and provide a clean, clear site. Sweep, do not wash, all paving and other exposed surfaces of dirt and mud until the paving has been installed over the CU-Structural Soil® material. Do no washing until finished materials covering CU-Structural Soil® material are in place.

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END OF SECTION