

**To:** Honorable Mayor and City Councilors  
**From:** Michael Spurgeon, City Manager  
**Date:** September 25, 2015  
**Re:** Notes to Council

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### **1. STAFF REPORTS / ITEMS REQUIRING IMMEDIATE ATTENTION**

- BAPD Calls for Service Report – August 2015
- Parks & Recreation Monthly Report – August 2015
- Utilities Department Monthly Report – August 2015
- Development Services Report: Andolini's & Flight Safety Update
- Economic Impact Report from Labor Day Soccer Tournament

### **2. GENERAL CORRESPONDENCE / NOTIFICATION**

- Press Release: New City Manager Shares Vision for Broken Arrow
- Press Release: Residents Invited to Go Behind the Scenes – City Services 101

### **3. SPECIAL EVENTS / ACTIVITIES**

- Upcoming Events in Broken Arrow
- Upcoming Rose District Events
- Press Release: Fall Fun Fair – October 3, 2015

Respectfully submitted,



Michael L. Spurgeon

jmh  
Attachments

# 1. STAFF REPORTS / ITEMS REQUIRING IMMEDIATE ATTENTION



**To:** Michael L. Spurgeon, City Manager

**From:** David N. Boggs, Chief of Police *DNB*

**Date:** September 22, 2015

**Re:** **Calls for Service**

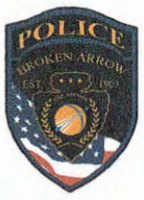
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Attached please find:

- BAPD Calls for Service Report – August 2015

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Attachment



# Broken Arrow Police Department August 2015 Calls For Service



Calls for Service	Priority 1	Priority 2	Priority 3	Priority 4	Priority 5	Animal Control
<b>1st Shift (10pm - 8am)*</b>						
Beat 1	14	11	181	45	104	0
Beat 2	12	7	212	64	247	2
Beat 3	8	4	52	25	53	17
Beat 4	6	4	108	35	99	2
Beat 5	6	5	44	13	28	0
Beat 6	5	3	32	12	49	0
Beat 7	14	9	128	50	79	0
Beat 8	7	1	39	15	36	0
Other	4	0	10	2	7	0
	76	44	806	261	702	21
<b>1st Shift average response time per priority</b>						
	Priority 1	Priority 2	Priority 3	Priority 4	Priority 5	Animal Control
Call Received to Dispatch	0:01:13	0:01:06	0:02:40	0:05:03	0:05:36	0:20:14
Dispatch to Arrival	0:04:43	0:04:48	0:06:13	0:07:28	0:07:05	0:23:22
Call Start to Arrival (8/2015)	0:05:52	0:05:55	0:09:05	0:12:37	0:12:37	0:43:36
Call Start to Arrival (8/2014)	0:05:25	0:05:58	0:09:59	0:11:32	0:10:23	0:40:36
<b>1st Shift Aug. Total Calls</b>		1917	(949 were self-initiated calls)			
<b>2nd Shift (7am - 5pm)*</b>						
Beat 1	19	16	297	124	129	22
Beat 2	12	17	373	204	468	29
Beat 3	11	4	91	63	91	140
Beat 4	13	6	211	77	239	34
Beat 5	10	3	54	36	39	4
Beat 6	6	2	53	44	134	8
Beat 7	22	11	188	93	102	33
Beat 8	3	6	59	38	50	19
Other	1	0	7	4	23	12
	97	65	1333	683	1275	301
<b>2nd Shift average response time per priority</b>						
	Priority 1	Priority 2	Priority 3	Priority 4	Priority 5	Animal Control
Call Received to Dispatch	0:01:11	0:01:19	0:03:09	0:08:04	0:07:41	0:23:10
Dispatch to Arrival	0:05:01	0:06:03	0:07:46	0:08:36	0:06:53	0:17:23
Call Start to Arrival (8/2015)	0:06:11	0:07:21	0:11:13	0:16:46	0:14:37	0:41:25
Call Start to Arrival (8/2014)	0:06:19	0:07:18	0:15:10	0:19:03	0:19:42	0:37:45
<b>2nd Shift Aug. Total Calls</b>		3802	(1893 were self-initiated calls)			

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

\*Total call and self-initiated call amounts include priority 7 calls.





# Broken Arrow Police Department August 2015 Calls For Service



Calls for Service	Priority 1	Priority 2	Priority 3	Priority 4	Priority 5	Animal Control
<b>3rd Shift (3pm - 1am)*</b>						
Beat 1	22	24	293	138	152	9
Beat 2	22	15	320	162	469	9
Beat 3	22	8	88	77	71	16
Beat 4	16	10	185	87	192	12
Beat 5	12	6	61	35	42	1
Beat 6	6	1	51	32	77	4
Beat 7	26	13	197	151	111	10
Beat 8	14	5	63	33	33	7
Other	3	0	14	9	20	2
	143	82	1272	724	1167	70
<b>3rd Shift average response time per priority</b>						
	<b>Priority 1</b>	<b>Priority 2</b>	<b>Priority 3</b>	<b>Priority 4</b>	<b>Priority 5</b>	<b>Animal Control</b>
Call Received to Dispatch	0:01:31	0:01:26	0:05:10	0:11:23	0:09:40	0:11:07
Dispatch to Arrival	0:04:56	0:04:48	0:06:44	0:07:43	0:06:57	0:16:32
Call Start to Arrival (8/2015)	0:06:26	0:06:18	0:12:06	0:19:10	0:16:22	0:27:21
Call Start to Arrival (8/2014)	0:06:24	0:06:49	0:16:50	0:19:55	0:13:29	0:19:03
<b>3rd Shift Aug. Total Calls</b>		0	(0000 were self-initiated calls)			

### Definitions

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

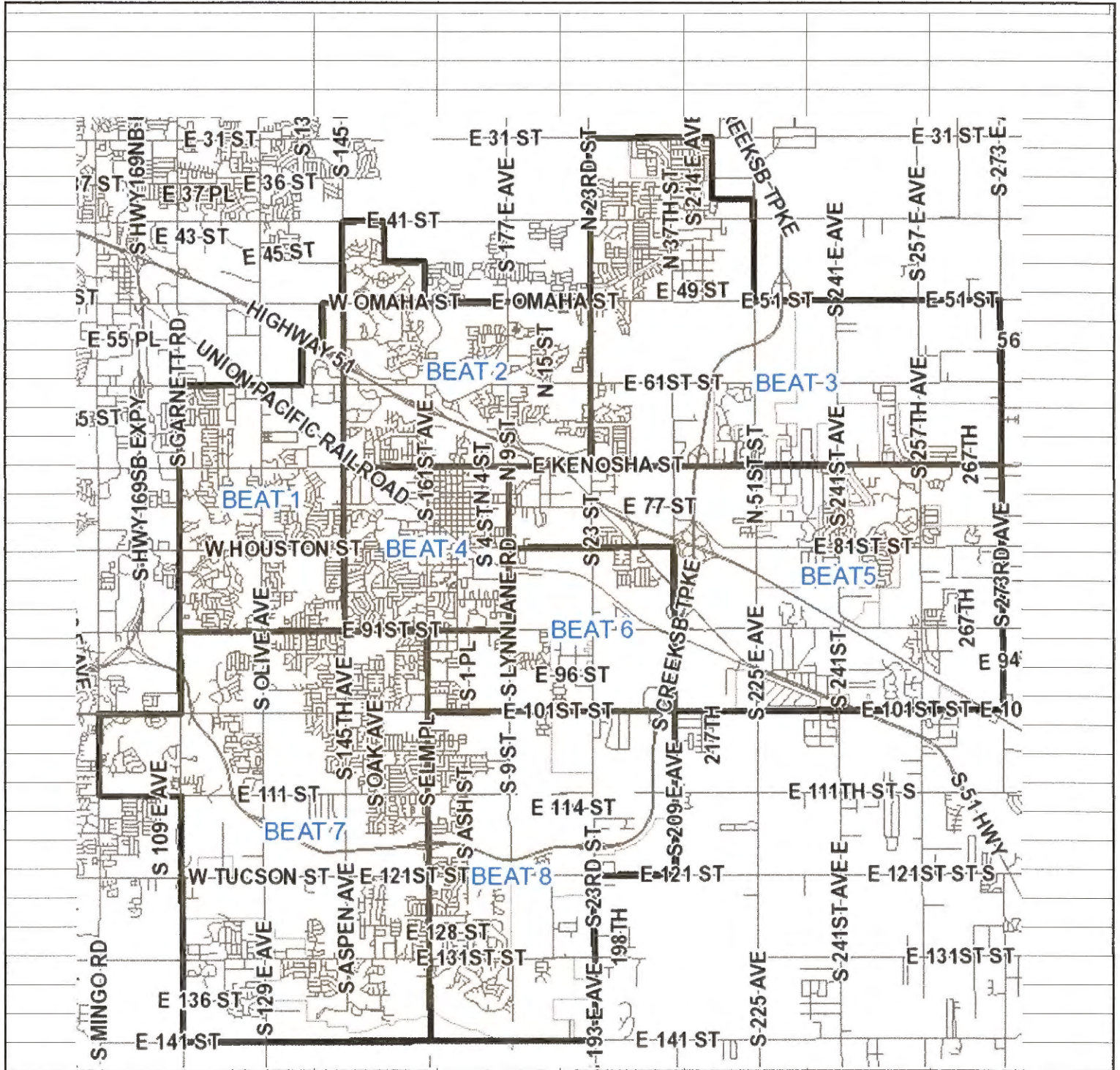
\* There is some overlap in response numbers because all three shifts overlap.

\*Total call and self-initiated call amounts include priority 7 calls.





# Broken Arrow Police Department August 2015 Calls For Service



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

\*Total call and self-initiated call amounts include priority 7 calls.

**To:** Jeff Jenkins, Assistant City Manager  
**From:** Scott Esmond, Director Parks and Recreation



**CC:**

**Date:** September 21st, 2015

**Re:** August 2015 Monthly Report

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Please find enclosed the August 2015 Monthly Report for the Parks and Recreation Department.

Please contact Scott Esmond if you have any questions.

Encl: August 2015 Monthly Report



## Parks & Recreation Department

### August 2015 Monthly Report

#### DIRECTOR-SCOTT ESMOND

- Met with several department heads and administration to discuss scope of The Rose District phase IV project.
- Attended City Council meetings.
- Attended the City Manager's staff meetings.
- Held weekly staff meetings with managers within the department.
- Met with Engineering and Construction (E&C) staff and design consultant for planning for the synthetic football fields at Nienhuis Park.
- Met with the Assistant City Manager to discuss department updates and communication.
- Met with E&C staff and design consultant for the Broken Arrow Creek Trail Phase 2 grant application.
- Met with the Chamber of Commerce and City staff to discuss the conceptual design for a proposed interactive water feature.
- Attended the monthly Convention and Visitors Bureau meeting.
- Discussed The Rose District plantings with department staff.
- Attended Tom Lott's funeral. Tom was the longtime President of the Broken Arrow Youth Football program.
- Met twice with the Leadership Team for the purpose of defining projects for the next G. O. Bond sale.
- Attended the monthly project review meeting.
- Met with Keep Broken Arrow Beautiful members and consultant for the conceptual design of the Central Park Community Rose Garden.



- Met with the Assistant City Manager and representatives of Greenway Golf Management Company for the purpose of discussing items at Battle Creek Golf Course and to start planning for the new golf course management contract.
- Met with the Assistant City Manager and General Services staff for the purpose of defining action items for the repair of the History Museum elevator.
- Met with the Chamber of Commerce staff, City staff and a promoter for evaluating sites for a possible community event.
- Met with E&C staff and design consultant for planning and upgrades to the Central Park electrical distribution system for special events.
- Previewed land offered for possible donation.
- Attended an employee's retirement party.

## **BATTLE CREEK GOLF CLUB**



### **GENERAL**

- Battle Creek Golf Club is continuing to see a trend this year with fewer public rounds and tournament rounds. All other green fee categories are continuing to hold steady.
- September and October tournament bookings look to be fairly strong to finish out the 2015 golf season.
- The golf course conditions are fantastic with healthy turf on tees, fairways and greens while other local golf courses have had many issues with condition of their greens.
- Battle Creek Golf Club increased membership by 8 in August.

### **GOLF OPERATIONS**

- Battle Creek Golf Club hosted the Annual Club Championship along with the Individual Match Play competition. 32 players participated in the Match Play while 36 players participated in the Club Championship. Club Champion was Shawn Kitchen, who won with a 2 under par on the final round of play.
- Battle Creek Golf Club hosted the Oklahoma Junior Golf Tour Championship, which was a two day tournament with junior players from across the state. This was a great opportunity for Battle Creek Golf Club and the City of Broken Arrow to showcase its first class accommodations, helpful staff, as well as premier playing conditions to parents and children from across Oklahoma.
- Battle Creek Golf Club hosted the Budweiser Tour again this year; a small mini tour that travels around the state hosting competitions for amateur players from Oklahoma. The goal this year was to take advantage of the great course conditions and showcase them to people from all over the state.

- Many of the local golf courses have had issues keeping their greens alive this year, while Battle Creek Golf Club has had the best conditioned greens in town. The Club has begun to reap some of the benefits of this by picking up a few outside golf tournaments that had originally booked with other facilities.

## COURSE MAINTENANCE

- Temperatures ranged from the upper 70's to the upper 90's for the highs. Received 1.45" of rainfall during the month.
- The maintenance team accomplished many tasks this month to improve the playability of the course as well as the regular mowing schedules this month. These tasks included:
  - Mowed all native areas on the course.
  - Sprayed greens with fungicides and growth regulators.
  - Needle tined all greens to improve the movement of water and air through the green profiles.
  - Repairs to irrigation where needed.
  - Sprayed post emergent herbicides to course where needed.
  - Finished #12 tee box project.
  - Spent a lot of time on the greens with hoses as needed.
- September, we plan to over seed the driving range tee, open the green tee box on hole #12, continue irrigation repairs, and begin to gear up for fall golf events.

## MONTHLY SUMMARY

- August rounds were 79 less total rounds to budget and 337 less than last year.

<b><u>August Rounds</u></b>	<b><u>Budgeted</u></b>	<b><u>Prior Year</u></b>	<b><u>Actual</u></b>
PUBLIC ROUNDS	850	882	<b>676</b>
TOURNAMENT	300	399	<b>341</b>
MEMBER	1,700	1,747	<b>1,759</b>
BATTLE CARD	375	417	<b>378</b>
TWILIGHT	650	656	<b>684</b>
MISC.	200	215	<b>195</b>
MEMBER GUEST	300	317	<b>263</b>
<b>TOTAL ROUNDS</b>	<b>4,375</b>	<b>4,633</b>	<b>4,296</b>

## MONTHLY GROSS REVENUE

- August total revenue was \$165,961 for the month, which was \$7,712 less than budgeted revenues.

	<b>August Budget</b>	<b>August Prior Year</b>	<b>August Actual</b>
DUES & FEES	25,500	27,650	26,920
GREEN FEES	67,253	74,513	65,595
CART FEES	21,601	24,236	20,223
MERCHANDISE	16,188	16,642	12,926
OTHER GOLF COURSE SERVICES	13,400	13,234	13,992
FOOD & BEVERAGES	29,731	31,619	27,305
<b>TOTAL REVENUE</b>	<b>173,673</b>	<b>187,894</b>	<b>166,961</b>

### BANQUET FACILITY

- Banquet space was painted.
- Gathered samples for new flooring. Finalizing bid submissions for new chairs and flooring.
- Booked a primary booth space at an upcoming wedding show.

### BANQUET FACILITY USAGE REPORT

<b>August</b>	<b>Event</b>	<b>\$ Total</b>
<b>8th</b>	<b>Golf Tournament Food</b>	<b>1,085.00</b>
<b>8th</b>	<b>Home Owners Association Meeting</b>	<b>0.00</b>
<b>22nd</b>	<b>Wedding Reception</b>	<b>2,127.00</b>
<b>29th</b>	<b>Wedding Reception</b>	<b>1,284.00</b>
<b>Total Banquet Revenue</b>		<b>\$4,496.00</b>

### FOOD AND BEVERAGE

- Catered food for 12 tournaments.
- Designed a new menu and pricing.

### MARKETING

- Discussing ideas on how to gain new members in the area to start playing golf.
- Marketing for Christmas parties and create more avenues for income; such as rentable centerpieces.



## **CULTURAL AFFAIRS & TOURISM**

### **DIRECTOR - LORI HILL**

- Continue to work with Engineering & Construction and Building Maintenance to determine the leak in the History Museum as well as elevator issues.
- Attended a Creative Arts Center planning meeting; along with a tour of the black box theatre at Broken Arrow High School.
- Met with an event organizer to discuss a possible mud run at the Events Park.
- Met with Drums of Summer event organizers.
- Attended RecTrac training.
- Assisted with the set-up for Jolly Runners and Taste on Main; 5K run and food vendors.
- Met with Grilles and Grills event committee to discuss their upcoming event.
- Provided tournament items to Broken Arrow Youth Soccer for their Labor Day tournament.
- Met with the Rose Festival event organizer to discuss plans for 2016.
- Met with City staff to discuss and coordinate the Government Day for Leadership Broken Arrow.
- Assisted City staff with onsite set-up of the VJ Day Celebration at Veterans Park.
- Attended the monthly Military History Center board meeting. Also, assisted the Military History Center with the set-up of their annual fundraiser event.
- Attended the monthly Convention and Visitors Bureau (CVB) meeting and prepared all agenda items and postings.
- Attended the monthly Special Events Committee meeting.
- Attended the Oklahoma Center for a Non-Profit Management Certification Program.
- Assisted with the Farmers Market events.
- Assembled welcome bags for the Oklahoma Technology Showcase Conference.

- Worked with the Legal Department to update the CVB bylaws and ordinances.

## EVENTS COORDINATOR – VAUNDA OLIVERA

- Met with Integrity Lighting and artist Eric Himan to discuss services and future events to be held in Broken Arrow.
- Met with an event promoter to discuss a possible large venue to be held at the Events Park.
- Attended RecTrac Training.
- Met with the Chamber of Commerce regarding possible new events in The Rose District.
- Began planning for the joint event, State of Origin, with the Chamber of Commerce.
- Attended Grilles and Grills planning meeting as often as scheduling allowed.
- Presented the last Thursday Night Theater for the season.
- Attended the Farmers Market each Saturday. Talked with vendors about upcoming events, future plans for the market and options for payment of booth fees.
- Attended a farm visit in Catoosa at Meng Farms.
- Assisted with the planning of the VJ Day Celebration in Veterans Park.
- Met with Bring Back the Roses committee to meet the new event coordinator for the 2016 event.
- Met with Raindrop Foundation to discuss their Turkish Festival Event scheduled for September.
- Met with Development Services to discuss Leadership Broken Arrow Government Day presentation.
- Attended White Linen Night in The Rose District. A follow up meeting had very positive feedback regarding the event from the Chamber of Commerce and from the event organizer.
- Met with Ruts and Guts event organizers to discuss their event scheduled for December 2015.
- Attended Staff meeting.
- Held two Special Events Committee meetings. The committee reviewed 17 new applications and revisited and detailed 14 events.

- Met with Grilles and Grills event staff and The Rooftop Grill owner to discuss licensing and permitting for Grilles and Grills.
- Attended CVB meeting to gain a better understanding of the committee and to assist with discussions related to events.
- Met with Jolly Runner and Taste on Main for the final arrangements for their combined event; 5K Run and food vendors. Attended the events on August 29<sup>th</sup>.

### FARMERS MARKET COORDINATOR – JUDY PRIETO

- Distributed a newsletter for vendors as a form of communication.
- A complaint that tomatoes being sold and not Oklahoma (OK) grown prompted visits to several farms. Only three farms were unconfirmed of their tomatoes being OK grown.

This issue will be addressed along with produce which may be purchased for resale. To accomplish this:

- Develop a “Seed to Sale” verification program that farmers will sign and post at their booth as a promotional program.
  - Conduct a mandatory meeting for all vendors to attend in early spring. The meeting will cover all rules and regulations of an OK grown market.
  - Regular farm visitations to verify OK grown produce.
  - Use social media and photography to educate the public on OK grown produce standards of quality, integrity and to assure the public that they can shop with confidence.
- Social media campaign is continuing to increase foot traffic at the Farmers Market and attract new visitors each week.
  - Created several videos for the Farmers Market YouTube Channel. The videos are outperforming static Facebook posts (photos) previously done. All the videos are doing very well.
  - Received reports that the foot traffic at Cherry Street has dropped this year; which has increased foot traffic at our Farmers Market.

### RECREATION DIVISION

#### RECREATION MANAGER – THOR ROOKS

- Met with the vice president of the Broken Arrow Optimist Club regarding a Dodgeball Tournament in September.
- Conducted interviews for the Full Time Recreation Assistant position.
- Held a monthly meeting for the Recreation Center Supervisors.



- Recreation staff organized and executed two youth basketball camps for ages 3 to 14; fifty children participated. Smaller basketball goals were purchased to provide a better quality experience for the children. Staff did a great job presenting the camp to the participants.
- The Sand Dazzle event had over 250 people in attendance; which was a great success due to staff working together. Park Maintenance did a great job in dumping the sand and keeping it wet.
- The Family Aquatic Center (FAC) closed on August 9<sup>th</sup> for the 2015 swim season. During this time, 11,262 patrons visited FAC; which was a decrease of 1,478 patrons and a decrease of \$9,069.00 compared to the 2014 season. The FAC Concession had a decrease of \$1,131.00 compared to the 2014 season.
- Nienhuis Aquatic Facility (NAF) closed on August 15<sup>th</sup> for the 2015 swim season. During this time, 27,709 patrons visited NAF; which was an increase of 5,242 patrons and \$23,262.00 more than the 2014 season. The NAF Concession had an increase of \$7,309.00 more than 2014 season.
- Between the two pools, FAC and NAF, twenty-two private pool parties were held; which lead to an increase of \$1,800.00 more than the 2014 season.
- Met with Children’s Specialties, Inc. regarding the shade structures for the Family Aquatic Center. The work began shortly after meeting with them. The project should be completed around the first of September.
- Attended Broken Arrow Volleyball Club board meeting as liaison for the City.
- Attended City Council meeting as representative for the Parks and Recreation Department.
- Attended the Pre-Council meeting as representative for the Parks and Recreation Department.

#### RAY HARRAL NATURE CENTER – JOHNNY KOESTER

- 1,018 visitors on the park trails.
- 426 people visited the Ray Harral Nature Center.
- Added a Quail Cage to the wildlife display. Live quail will arrive once we are approved for the Non-commercial Wildlife Breeders License.

#### **PARKS MAINTENANCE DIVISION**

##### PARKS MAINTENANCE MANAGER – PHIL HINK

- Attended Department staff meetings.
- Conducted Park Maintenance Division staff meetings.
- Monitored ongoing park construction projects:

- The Rose District - Irrigation software Wi-Fi connection is on hold until additional funding can be established.
  - Farmers Market Overflow Parking Lot - AEP contractor preparing to install security lights on concrete bases.
  - Nienhuis Park Sport Courts - Reviewed final set of construction plans.
  - Nienhuis Park Turf Football Fields - Design work in process. Meeting scheduled with design group to review different types of turf that has been installed on school fields in the area.
- Monitored pond maintenance activities for 7 park pond locations; Jackson Park (2), Nienhuis Park (2), Veterans Park, Arrowhead Park and Linear Park.
  - New aerator fountain was installed by vendor in hole #5 pond at Battle Creek golf course.
  - Monitored contract mowing activities for 8 sites. Contacted vendor on several issues related to mowing height, mowing frequency, missed edging, etc.
  - Contractor completed installation of the new electric service for the Anderson pond aerators. Building Maintenance crews set aerators in pond and connected them to the new electric service.
  - Quoted and purchased a new walk behind mower for Parks Ground Crew.
  - Received into inventory a new cabbed tractor with attachments; a brush hog and snow plow.
  - Quoted and scheduled asphalt surface maintenance on the parking lot around the Main Place facility. Asphalt cracks were filled, surface was sealed and restriped.
  - Met with Stormwater Superintendent to review sidewalk work at Lions Park and Central Park playgrounds.
  - Spoke with Broken Arrow Soccer Club field representative concerning arrangement of their weekly field paint delivery to Indian Springs Sports Complex during the fall season.
  - Followed up daily with the Fleet Department on repair timelines for mowing equipment.
  - Attended design meeting for phase 2 of the Broken Arrow Creek trail.
  - Coordinated White Linen Night banner installation with the Chamber of Commerce Economic Development personnel.
  - Coordinated maintenance responsibilities with Special Events personnel for the VJ Day 70<sup>th</sup> anniversary event held at Veterans Park.
  - Setup the delivery of sand and watering equipment for the Sand Dazzle event held at the Nienhuis Aquatic Facility.

## PARKS MAINTENANCE

- Daily litter cleanup was performed at park sites and park outdoor restrooms were cleaned. Splash pad restroom was checked twice daily. Scheduled weekend cleanup crews to

monitor trash and restrooms for shelter reservations, splash pad sites and Camino Villa building reservations.

- Provided weekly custodial maintenance/monitoring to the Camino Villa Park Building.
- Monthly playground inspections were completed and maintenance items addressed as required.
- Performed daily maintenance at The Rose District; trash cleanup, blowing sidewalks, debris removal, fertilizing hanging basket plants, removing perennials from rose planters, etc. Performed extra cleanup prior to The Rose District special events.
- Monitored contractor maintenance on the rose plantings at Centennial Park and The Rose District; pruning, deadheading roses, pesticide applications, weeding, etc.
- Checked and replaced department flags as needed during the month.
- Replenished engineered wood fiber playground surfacing at Central Park, Nienhuis Park, and Liberty Park playgrounds. Installed about 360 cubic yards of material.
- Sprayed rose garden with insecticide/fungicide and deadheaded plants.
- Removed wind meter device from the Veterans Park fountain controls and sent to manufacture for warranty repairs.
- Applied monthly fertilization to 33 soccer fields, 16 baseball fields, 2 adult softball fields, 8 football fields and 12 youth softball fields.
- Applied second application of herbicides to Indian Springs Sport Complex athletic fields to control goose grass infiltration.
- Routine mowing of parks, trails and athletic fields.
- Marked off and re-strung boundary lines on 33 soccer fields in preparation of the Labor Day tournament which kicks off the fall soccer season. Installed sod on several soccer fields where turf had been depleted by wear, removal of weeds, or shaded out.
- Marked off and re-strung boundary and yard lines on 4 Nienhuis Park Football Complex fields in preparation for the start of youth football.
- Checked Nienhuis Park Football Complex scoreboards prior to start of the season. Repaired wiring on one scoreboard, and sent one controller to manufacturer for repairs.
- Repaired trail washout at Wolfcreek Park. The creek crossing culvert will be scheduled for replacement during winter.
- Temporarily repair; patched asphalt surface cracks on the Liberty Parkway trail. Submitted work orders to Streets/Stormwater for a permanent asphalt repair.




- Performed repairs to the old irrigation system on the North and South soccer fields at Indian Springs Sports Complex. Replaced valves that were bleeding through to irrigation heads, and replaced irrigation heads that no longer rotated.
- Installed and removed event banners in The Rose District for the White Linen event.
- Performed daily water sanitation and filtration checks on aquatic facilities until each pool closed. Each pool was drained after closing, sanitation equipment removed, shade structure canvas removed, and sump pumps installed in pools.
- Checked splash pad operations daily. Splash pads are scheduled to close on September 23<sup>rd</sup>. Ordered parts to repair several valves at the Sieling Splash Pad once the site is closed. Also, have parts to rebuild the vault water supply manifold pipe once the site closes.
- Conducted routine graffiti removal from various park sites. Continue to have an ongoing problem with graffiti on the old pump station at Ray Herral Nature Park. Since this is a historical structure we are investigating types of plantings that can be installed on or around the structure to reduce the graffiti problem.
- Hauled stockpiled limbs and brush to the landfill from the Park Maintenance Facility yard.

End of Report



*INTEROFFICE MEMO*

**To:** Michael Spurgeon, City Manager  
**From:** Anthony Daniel, Utilities Director   
**Date:** September 25, 2015  
**Re:** Utilities Department Monthly Report – August 2015

	August 2015	August 2014
<b>Water Purchased and Distributed</b>		
Water Purchased from Tulsa	93.0 MG (estimated)	0 MG
Water – Produced	402.0 MG	460 MG
<b>Wastewater Treated</b>		
Lynn Lane Plant	118.3 MG	127.1 MG
Haikey Creek Plant (BA)	150.3 MG	141.5 MG
Haikey Creek Plant (Tulsa)	195.5 MG	176.6 MG

**Wastewater Treatment Flow Report**

David Handy

**Wastewater Treatment Flow Report**  
Aug-15

Location	Aug-15 ( MG )	Aug-14 ( MG )	% Change
Lynn Lane Wastewater Treatment Plant (Includes Tulsa TB04 & TB05)	118.301	127.152	-7.0
Haikey Creek Treatment Plant (Broken Arrow)	150.348	141.498	6.3
Haikey Creek Treatment Plant (Tulsa)	195.808	176.650	10.8
Broken Arrow → Tulsa Northside (BT01)	6.418	3.614	77.6
Tulsa → Lynn Lane Wastewater Treatment Plant (TB04)	4.897	4.364	12.2
Tulsa → Lynn Lane Wastewater Treatment Plant (TB05)	5.902	6.428	-8.2
Bio-solids process and hauled from LLWWTP 85.6 tons			

## Lift-Booster Station Equipment Maintenance Summary

August 16, 2015 to September 17, 2015

1. Overload protection failed at Oneta Rd. lift station. Reconfigured wiring.
2. New motor starter for Westwind pump #2 installed.
3. Solicited quotes submittals for new hatch access at Old Adams Creek Lift Station.
4. Solicited quotes for temporary pump and control panel to replace pumps that are obsolete and beyond repair.

## LLWWTF Maintenance Summary

August 16, 2015 to September 17, 2015

1. Flow Equalization Basin rehabilitation project started.
2. Scheduled maintenance on Screw Pumps, Oxidation Ditch Aerators, RAS pumps and WAS pumps.
3. Perform maintenance on chlorine analyzer.
4. Grit auger parts installation. Shipped wrong stub shaft. Waiting on replacement.
5. Pump suction line maintenance was performed.
6. Received new Utility Service Truck.
7. Chlorine leak repairs done on gas header pipe.
8. Water leaks in sodium bi-sulfite room. Will wait till end of Sept. to fix after chlorine disinfection season ends.
9. New bulbs and photo cell installed at Sludge Transport Bldg. and Chlorine Bldg.

### **August 2015 Lynn Lane and Haikey Creek WWTP Industrial Pretreatment Program Summary Lauren Wilson**

1. City of Broken Arrow Pretreatment personnel attended Annual EPA Region VI Pretreatment Association Workshop in Fort Worth, TX during the first week of August.
2. City staff inspected the following facilities:
  - Gruv-n-Gasket: City staff determined that based on the reuse of their water and absence of discharge that there was no need to permit this location.
3. City staff sampled the following facilities:
  - Blue Bell Creameries: Blue Bell is in the process of closing out all remodeling and restoration projects and has started limited production.
4. The following reports/ certifications were received and reviewed in the month of August:
  - Blue Bell compliance monitoring report and laboratory analysis.

- Unifirst compliance monitoring report and laboratory analysis.
  - CSI Aerospace compliance monitoring report and laboratory analysis.
5. Letters were sent to the remaining restaurants without proper grease control equipment; letters stated restaurants have 30 days to submit a compliance plan. Restaurants from the initial wave of letters that did not respond in the allotted time were issued citations and court dates. All three of the restaurants that were required to go to court are now working to get their grease abatement equipment installed before their follow up court dates in October.
  6. Calculated and submitted to finance Blue Bell (\$0) and Unifirst (\$2906.21) surcharges for the month of August.

## **UTILITIES DISTRIBUTION/COLLECTIONS MAINTENANCE SUMMARY**

### **August 2015**

#### **WATER DISTRIBUTION – Jerry Hanwinkel**

1. Repaired 1 main line break and replaced 3 tapping saddles.
2. Repaired 38 fire hydrants
3. Painted 143 fire hydrants
4. Responded to 60 meter leaks.
5. Replaced 61 meters.
6. Repaired or replaced 46 meters and valve boxes.
7. Replaced 19 Curb Stops.
8. Repaired 3, replaced 1, and installed 1 crossing line.
9. Cleaned up 23 yards
10. Responded to 451 Call Okie Line Locates

#### **SEWER COLLECTION- Olen Bailey**

1. Sewer service request 13
2. Sewer line blockages 4
3. Lift station repairs 15
4. Manholes raised/repaired 4
5. Sewer line cleaned (feet) 2450
6. Sewer line replaced/installed 82
7. Line locates 46
8. Camera lines (ft.) 824
9. Night crew & stand-by 8
10. Sewer line replaced - 10 ft.
11. Camera lines to identify/locate pipe defects- 250 ft.

#### **METER READING – Derriel Bynum**

1. Replaced Meters - 274
2. Replaced Boxes - 19
3. Door Hangers for bad checks - 81
4. Turn On - 276
5. Turn Off - 299
6. New Accounts - 527
7. Finals - 588
12. Pulled Meters - 5
13. Resident Checks - 8

14. Replaced Stops - 4
15. Bad Registers - 25
16. Read 36,812 Meters
17. Raised meters / Boxes – 18
18. Replace Stops – 1

### **UTILITIES CONSTRUCTION - Tommy Kimbrough**

1. WL-1303 Kirk Water Line Project - 255' of 24" PVC
2. WL-1303 Fire Hydrant (1)
3. WL-1303 Valves (7)

### **WATER QUALITY- Diana Flora**

1. Flushed dead end water lines (30 total) additional flushing done to address distribution system water quality issues.
2. Tested chlorine levels near auto flushers to verify all working (16 total).
3. 24 dirty water calls, 118,750 gallons of water flushed.
4. 100 Bac-T samples, 2 chlorine (am/pm) daily
5. **Total gallons flushed to improve water quality in August were 3,423,960 gallons.**

### **VERDIGRIS WTP - Jimmy Helms**


1. Replaced finished water flow meter sensors
2. Removed and isolated chemical induction unit 4001 due to a seal failure
3. Replaced pneumatic solenoid and hose fitting on air burst system at raw water pump station
4. Calibrated RF tank valve positioner
5. Replaced communication card on rack drain pump
6. Replaced all filters on sodium hypochlorite generation system
7. Calibrated pH probes in high service pump station
8. Calibrated and cleaned settled water turbidimeter
9. Installed sample pump station at intake tower on west pre-sedimentation basin
10. Replaced valve positioner on membrane rack #6
11. Troubleshoot brine feed problems, discovered issue with brine tank
12. Replaced metering pump feed tube on sodium permanganate panel
13. Drained, cleaned and inspected pretreatment train #4
14. Drained, cleaned and inspected pretreatment train #1
15. Unclogged Sodium Permanganate line to pretreatment basin
16. Water plant staff along with HDR Engineering conducted pretreatment performance testing
17. Repaired potable water line at raw water pump station
18. Draining decant pond #3
19. Drained, cleaned and inspected pretreatment train #2 & #3

### **DIRECTORS REPORT - Anthony Daniel**

1. Purchased water from City of Tulsa for about 15 days in the month of August to meet system demand.
2. Monitored the offsite storage tank levels, water production and delivery to meet system demand.
3. Reviewed and scored Engineering Proposals solicited by Engineering and Construction for improvements at Lynn Lane WWTP, water distribution system and sewer collection system.



4. Participated as Utilities rep on the interview and selection committee for all the projects identified in the OWRB loan program.
5. Met with OWRB and MFS staff to finalize the details of the Phase I Automated Meter Reading Project.
6. Attended the Preliminary Design kick-off meeting for the HCWWTP Flow Equalization Basin.
7. City wide SCADA project – City staff met with engineer and systems integrator to finalize the bid specifications.
8. Met with City of Tulsa Staff to review and prioritize the list of CIP identified for the HCWWTP. The meeting was facilitated by consultant Black & Veach representatives.
9. Attended the monthly RMUA (HCWWTP) Operations Committee meeting with City of Tulsa staff.
10. Responded to several sewer odor complaints from residents in the Oaks and Indian Springs subdivision (home are in the close proximity to the LLWWTP).

**To:** Michael Spurgeon, City Manager  
**Cc:** Jeff Jenkins, Assistant City Manager  
**From:** Michael W. Skates, Development Services Director   
**Date:** September 25, 2015  
**Re:** Development Services Report

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1. **Andolini's, Main Street** – Andolini's will be opening Monday, September 28, 2015.
2. **Flight Safety** – Flight Safety International, Inc. has contacted the City and is requesting permission to conduct a series of tests on a Eurocopter EC 145 Helicopter at their facility in the Henshaw Business Park located just north of Albany about mid-mile between Aspen and Olive. The EC 145 is a nine-passenger, single rotor, light-utility aircraft. The purpose of the tests is to collect instrumentation and operation data for the production of an EC 145 full-flight simulator.

Flight Safety will need to conduct 2-4 takeoffs and landing sets per day on the dates listed on the attached letter from Lowell Faulkenberry, Director of Finance and Facilities, Simulation. They will be notifying the surrounding residents.

We will prepare and place this matter on the October 6, 2015 City Council agenda as required by City Ordinance Section 3.5-2- Permitted locations for takeoffs and landings for consideration and approval.

A map of the landing location is attached.

Sec. 3.5-2. - Permitted locations for takeoffs and landings.

No airplane or helicopter shall take off from or land upon any land, building, or structure within the city limits except:

- (1) At a permanent heliport allowed by applicable law;
- (2) At a site specifically authorized by city council for such activity as a temporary use under such terms and conditions as the council may prescribe; or
- (3) As necessary to respond to an emergency involving a threat to human life or to property; or
- (4) At the location of a nonrecurring event, in which fewer than six landings or takeoffs are anticipated during any semiannual period.

(Code 1977, § 3.5-2; Ord. No. 1985, § 1, 4-15-1996)

September 23, 2015

Mr. Michael Skates  
Development Services Director  
City of Broken Arrow, OK  
PO Box 610  
Broken Arrow, OK 74013-0610

Dear Mr. Skates:

FlightSafety International, Inc. is requesting permission to conduct a series of tests on a Eurocopter EC145 helicopter at our facility at 2700 North Hemlock Circle, Broken Arrow, OK. The EC145 is a nine-passenger, single rotor, light-utility aircraft. The purpose of the tests is to collect instrumentation and operation data for the production of an EC145 full-flight simulator. Below is a description of the operations that we plan to conduct.

**Operations**

2-4 takeoff and landing sets per day

No aerial testing or maneuvers other than approach, landing, takeoff and departure

No night flights

Power-on, no engines running, instrumentation observations

Engine start instrumentation observations

Engine run instrumentation observations

Engine shut-down instrumentation observations

**Proposed Schedule**

Oct 1-14, 2015

Nov 9-20, 2015

Dec 7-18, 2015

Jan 4-15, 2016

Feb 1-12, 2016

The west parking lot will be used for takeoff and landing. FlightSafety will rope off an area 125 feet by 125 feet. There will be no parking within 300 feet of the landing area. We will notify businesses which adjoin FlightSafety's property.

Please advise if you have any questions or need additional information. Thank you for your assistance and we look forward to hearing from you at your earliest convenience.

Sincerely,









**To:** Michael Spurgeon, City Manager  
**From:** Lori Hill  
**CC:** Scott Esmond and Jeff Jenkins  
**Date:** September 23, 2015  
**Re:** Notes to Council – Economic Impact Broken Arrow Youth Soccer Labor Day Tournament

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Please find attached the economic impact report from Broken Arrow Youth Soccer for their Labor Day Tournament September 4-6, 2015 at Indian Springs Sports Complex.

## 2015 Labor Day Tournament Economic Impact Analysis

Teams	91	
Players	1,274	14 players on average per team
Family/Friends	2,726	2.14 family members for every player
Total visitors	4,000	This does NOT include referees

Total teams outside Tulsa	36	30% come from outside Tulsa
Total players outside Tulsa	382	
Players staying in hotels	76	20% stay in hotels
Hotel room nights	76.44	1 room nights on average

Average room night cost	\$106	This does not include taxes or fees
Total spent on hotels	\$8,103	

### Activities and spending

Source: tccchamber.org

Restaurants		85.7%
Gasoline		79.5%
Groceries		53.0%
Visited downtown		53.0%
Shopped at 1 or more retail		50.1%
Paid for entertainment (i.e. movies)		17.0%
Visited one or more shopping malls		14.8%
Visited medical facilities		1.0%

### Average spent

Hotels	\$180.20	Source: tccchamber.org
Restaurant meals	\$ 185.00	
Groceries	\$ 62.00	
Concessions or other food	\$ 41.00	
Fuel	\$ 89.00	
Other (sporting goods, entertainment, etc.)	\$ 169.00	
Total	\$ 726.20	

Total Direct Spending from outside visitors	\$277,553.64
Broken Arrow area residents	\$ 431,631.20
<b>Total Direct Spending</b>	<b>\$709,184.84</b>
<b>Total Economic w/ Indirect spending</b>	<b>\$921,940.29</b>

Used standard 1.3 factor to reflect indirect results of visitor spending.

Source: Traverse City Area Chamber of Commerce Study of Youth Sports  
<http://tcchamber.org/wp-content/uploads/2012/10/YouthSportsReport.pdf>

## 2. GENERAL CORRESPONDENCE / NOTIFICATION



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

## **New City Manager to Share Priorities, Vision for Broken Arrow**

**Broken Arrow, Okla. (9/23/2015)** – The City of Broken Arrow welcomes Michael Spurgeon, who began working this week as City Manager of one of the fastest growing cities in Oklahoma. Spurgeon will share his top priorities and vision for the City at a press conference on Thursday, September 24 at 10:00 a.m. in front of Broken Arrow City Hall, 220 S. First Street.

“Many exciting and great things are happening right now that enable Broken Arrow to provide a high quality of life, where people can work, raise their families, and enjoy a variety of recreational and cultural activities,” said Spurgeon. “I am honored the Mayor and City Council selected me to serve this great community, and I look forward to helping create even more opportunities that make Broken Arrow the best place to live in the state and entire Midwest.”

Spurgeon most recently served as the Director of Administration for the City of St. Charles, MO. Previously, he served as City Manager for the City of Miami, OK; Township Business Administrator for Pemberton Township, NJ; and, Township Manager for Eastampton, NJ. Spurgeon holds a Master of Public Administration degree from Rutgers University and Bachelor’s degree in Business Administration from Edison State College.

Spurgeon grew up in Tulsa, where his father was a Captain of the Tulsa Fire Department, and his mother and grandmother both worked for the Tulsa Police Department.

**WHAT:** Meet Michael Spurgeon, Broken Arrow’s new City Manager

**WHEN:** Thursday, September 24  
10:00 a.m.

**WHERE:** Broken Arrow City Hall  
220 S. First Street

###

**PRESS RELEASE**

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

**Residents Invited to go “Behind the Scenes” of City Government**  
*New program to help voters make informed decision about Vision 2025 Renewal*

**Broken Arrow, Okla. (9/24/2015)** – Broken Arrow City Manager Michael Spurgeon today announced a new way for residents and businesses to learn how the Vision 2025 Renewal will affect City services. On November 10, residents will be asked to renew the existing Vision 2025 sales tax, to fund the hiring of 20 new police officers, 20 new firefighters and improve streets and sidewalks throughout the community. Starting in October, the City will host two public education sessions that show what public safety and streets employees do every day.

“There’s no better way to make an informed decision than by learning how the City operates on a day-to-day basis,” said Spurgeon. “Residents will be able to talk to police officers and firefighters about their roles in keeping the City safe. Residents will see what it takes to maintain and repair our streets. I encourage as many people as possible to go behind the scenes and see who and what keeps Broken Arrow running.”

The schedule for the two sessions is listed below. Residents may register by calling 918-259-8419. The program will be filmed for those who cannot attend, and the video will be available at [www.brokenarrowok.gov/visionalive](http://www.brokenarrowok.gov/visionalive).

**PUBLIC SAFETY**

Tuesday, October 20  
2:00 p.m. – 4:00 p.m.  
Public Safety Complex  
1101 N. 6<sup>th</sup> Street

**STREETS MAINTENANCE**

Tuesday, October 27  
2:00 p.m. – 4:00 p.m.  
Streets and Stormwater Building  
2302 S. 1<sup>st</sup> Place

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VOTE TUESDAY



NOVEMBER 10, 2015

# VISION 2025 RENEWAL

- ✓ HIRE FIREFIGHTERS
- ✓ HIRE POLICE OFFICERS
- ✓ IMPROVE STREETS & SIDEWALKS
- ✓ PURCHASE PUBLIC SAFETY EQUIPMENT
- ✓ EXTENSION OF EXISTING TAX = NO TAX INCREASE IN TULSA COUNTY

for BROKEN ARROW

## Broken Arrow City Services 101

Want to know how firefighters and police officers work to keep your city safe? Or how streets crews keep your commute from home and back a smooth one? Find out at one of the following public outreach sessions! You'll also learn how the renewal of Vision 2025 will affect the daily operations of public safety and street repairs.

### **PUBLIC SAFETY**

Tuesday, October 20  
2:00 p.m. – 4:00 p.m.  
Public Safety Complex  
1101 N. 6<sup>th</sup> Street

### **STREETS MAINTENANCE**

Tuesday, October 27  
2:00 p.m. – 4:00 p.m.  
Streets and Stormwater Building  
2302 S. 1<sup>st</sup> Place

**Register by calling 918-259-8419.**

[www.brokenarrowok.gov/visionalive](http://www.brokenarrowok.gov/visionalive)

### 3. SPECIAL EVENTS / ACTIVITIES



**To:** Michael Spurgeon, City Manager  
**From:** Lori Hill  
**CC:** Scott Esmond and Jeff Jenkins  
**Date:** September 24, 2015  
**Re:** Upcoming events

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Please find below information for some upcoming events in Broken Arrow –

**Farmers Market** – Last Day Saturday, September 26 – 8:00A-12:00P

**Chalk It Up** - Saturday, September 26

- The Broken Arrow Arts Council and The City of Broken Arrow will be presenting the 4th annual, “Chalk It Up!” An Art Festival. The festival will begin on Friday night, September 25th from 7pm-12am and continue on Saturday, September 26th from 7am-7pm. This is a family event and is free and open to the public. It will take place on Main Street in Broken Arrow; directly in the middle of the Rose District!

**Joseph and the Amazing Technicolor Dreamcoat** - Sunday, Septmber 27 – 7:00P

- One of the most enduring shows of all time, Tim Rice & Andrew Lloyd Webber’s JOSEPH AND THE AMAZING TECHNICOLOR DREAMCOAT is the irresistible family musical about the trials and triumphs of Joseph, Israel’s favorite son. Directed and choreographed by Tony® Award-winner Andy Blankenbuehler, this new production is a reimagining of the Biblical story of Joseph, his eleven brothers and the coat of many colors. The magical musical is full of unforgettable songs, including Go Go Joseph, Any Dream Will Do and Close Every Door. Book your tickets and be part of the magic! Broken Arrow PAC

**Wednesday Writers** - Wednesday, September 30<sup>th</sup> 11:30A-1:00P History Museum

- Pack a lunch and come and listen to Kristi talk about her book and her writing process. “The Main Streets of Oklahoma: Okie Stories from Every County” is about the people, places and events that have shaped Oklahoma’s Main Streets in each of the state’s 77 counties. Part travelogue and part history book, “Main Streets of Oklahoma: Okie Stories from Every County” was released in fall 2014 from The History Press.

**To:** Russell Gale, Acting City Manager  
**From:** Vaunda Olivera  
**CC:** Scott Esmond, Lori Hill  
**Date:** September 25, 2015  
**Re:** Notes to Council – Updated upcoming events

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**UPCOMING EVENTS**

**On September 17th, the Special Events Committee met to review and discuss applications submitted for events. I have attached a copy of the agenda for your information.**

**ADDITIONAL INFORMATION**

**Chalk it up!** This year's event will be taking place September 25 and 26<sup>th</sup> in the Rose District. Road will be closed at 5:00 p.m. on Friday the 25<sup>th</sup> to allow artists to begin their masterpieces. The event is open to the public at 9:00 a.m. on Saturday the 26<sup>th</sup> and will wrap up around 7:00 p.m. This year's event features music by Miles and Kenzie, Robert Hoefling, Eric Himan, The Begonias and many more. The event will include food, street performers, artists, and vendors.

**Grilles and Grills** This annual event is scheduled to take place in and around the Rose District. It will feature classic cars, trucks, motorcycles, craft vendors and a Kansas City Barbeque Society (KCBS) sanctioned competition. Teams from all over the region have committed to attend. Attendance is expected to be 10-15,000. Various roads in and around Main Street from Ft. Worth to Elgin will be closed Friday and/or Saturday for the event. Friday evening the event organizers have planned a VIP barbeque event at 1<sup>st</sup> and College. **Update:** In their meeting of September 17, 2015, the Special Events Committee approved the final site plan for the event. The road closure is being circulated for final acknowledgements. Low point beer licenses have been received for this event. They have been working with the Tulsa County Health Department for regulations for the Barbeque and for beverage services throughout the event. They are continuing to receive applications for vendors, cars and barbeque teams.

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

**Games & Candy Take Center Stage at Fall Fun Fair in Broken Arrow**  
*Free event to be held Saturday, Oct. 3*

**Broken Arrow, Okla. (9/23/2015)** – The Broken Arrow Parks and Recreation Department will host a Fall Fun Fair on Saturday, October 3, 2015 from 3:00 p.m. to 6:00 p.m. at the Central Park Community Center, 1500 S. Main Street.

Children are encouraged to come dressed up in their spookiest Halloween costumes. Kids can win candy at this free event, which features Halloween-themed carnival games such as spin-the-wheel, bean bag toss and more. A special thank you to our sponsors Chick-fil-A, Broken Arrow Lanes, and the Broken Arrow Optimist Club.

For more information about the event, call the community center at 918-259-8437.

**WHAT:** Fall Fun Fair

**WHEN:** Saturday, October 3  
3:00 p.m. – 6:00 p.m.

**WHERE:** Central Park Community Center  
1500 S. Main Street

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