

CITY MANAGER'S REPORT *November* 2022



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WELCOME

Honorable Mayor and Councilmembers,

November, what a month! At the beginning, we celebrated Veterans Day. The parade was a success and there were several Veterans Day ceremonies held around town. We published our series of seven veteran-related videos on our social media platforms and our new "Veteran Friendly City" brochures have been printed and are making their way to tourism stops around the city and state. It's no secret we are proud of our veterans!

The Christmas in Broken Arrow - Lights On Event on November 17 was simply amazing! We received such great feedback and our citizens truly enjoyed the increased activity this year. A special thank you to our TED team, especially Erin Hofener, for the countless hours of planning and preparation!

It was truly an honor to recognize Councilor Johnnie Parks for over 40 years of service this month. It was a special sight to see his family, friends and fellow councilmembers gathered here at City Hall to celebrate a lifetime's worth of serving our community. Thank you Mr. Parks!

Lastly, thank you to the councilmembers who proudly represented Broken Arrow at the National League of Cities (NLC) City Summit this year. There are always valuable takeaways from this event and I'm looking forward to hearing about what stood out this year at the conference.

As we approach the end of the year, there is still much to do! We'll be seeing you soon at the Annual Employee Awards Banquet, the Christmas parade, and of course at this year's State of the City address!

Respectfully,



City Manager



COMMUNICATIONS

MANAGER: AARON MCCOLLOCH

NOVEMBER SOCIAL MEDIA OVERVIEW

	Facebook	21.3k Followers 193k Impressions 62k People reached
	Instagram	4.6k Followers 3.2k People reached
	Twitter	3.2k Followers 10k Impressions 1.9k Profile visits

In the News



Top Covered Stories

- New Mounted Patrol Unit
- New Mobile App
- Tuesday Farmers Market

Total Media Coverage
72 stories



YOUTUBE (THROUGH NOV. 30)

- ▶ VIEWS **5.6k**
- ▶ SUBSCRIBERS **1.1k**
- ▶ WATCH TIME **201 hours**
- ▶ IMPRESSIONS **45.6k**

Top Three YouTube Videos

- New Orleans Square Progress
- Broken Arrow In Focus - Nov.
- City Council Highlights - Nov.

November Email Overview



- 27 Bulletins
- 242k Recipients
- 112k Emails Opened
- 49% Email Open Rate



MY BROKEN ARROW ACTION CENTER MOBILE APP



Keep the City at your fingertips!

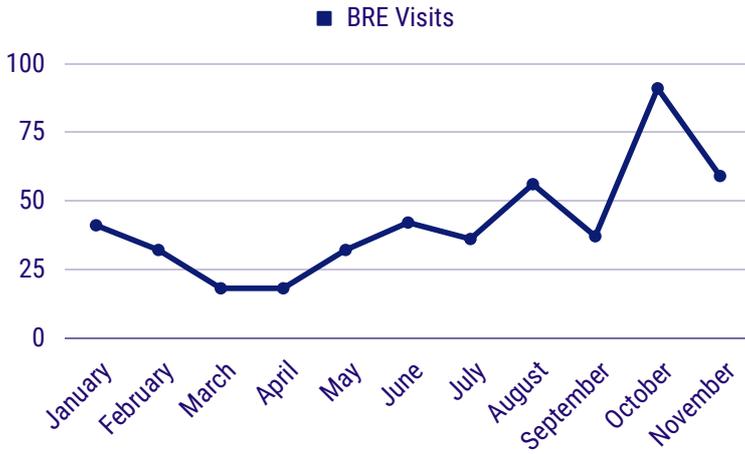
DOWNLOAD TODAY

**New City App!
Launched Nov. 14**

The *My Broken Arrow Action Center* app is a one-stop shop for the latest city news, upcoming events, utility payment portal, permit or license applications, reporting of non-emergency issues or concerns, and much more.

ECONOMIC DEVELOPMENT

Manager: Jennifer Rush



462
Total YTD BRE Visits!

Tourism

- Lori attended the Music Cities Conference
- The Safe Hotels License implementation

Training and Conferences

- Erin attended Government Social Media training
- Jennifer attended C-Pace Training
- Jennifer and Steve attended Innovation District Visits to Dallas and Houston

Other Contributions

- Christmas in Broken Arrow Kick-Off

In the News:

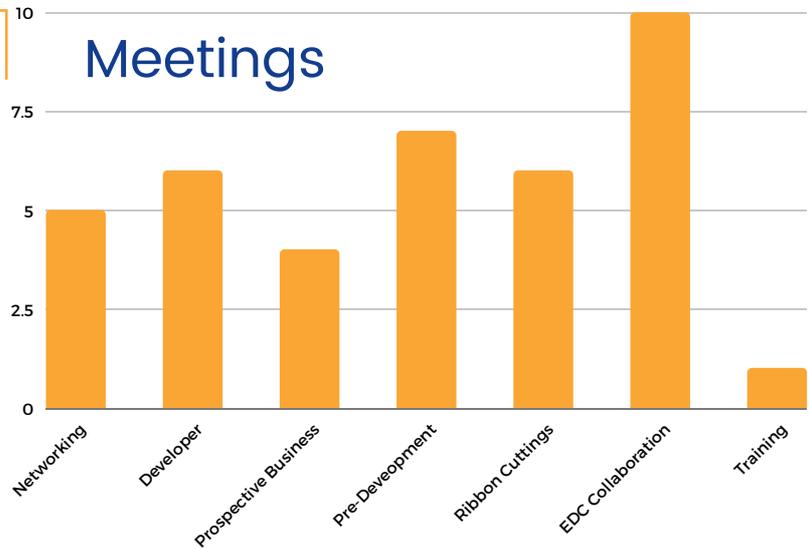
CITY OF BROKEN ARROW PREPARES FOR ANNUAL CHRISTMAS EVENT

Video: Ice Rink in Broken Arrow's Rose District opens for the season

Video: Ice Rink in Broken Arrow's Rose District opens for the season

Broken Arrow kicks-off Christmas with holiday event in the Rose District

Meetings



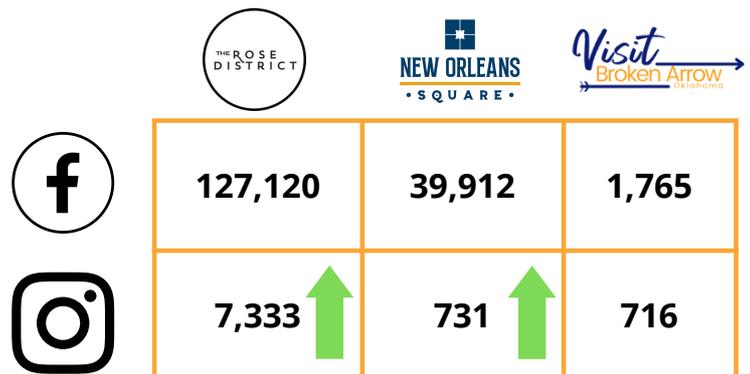
Jennifer & Steve attended the Chamber Innovation District trip to Texas!



HOTEL/ MOTEL TAX YTD



SOCIAL MEDIA REACH



COMMUNITY DEVELOPMENT

Director: Larry Curtis



The Action Center ladies:
Kathryn Vick and Tori Greer!

Planning & Development

- Active Projects - 42
- Predevelopment Meetings - 14

Permitting & Licensing

- Special Events - 1
- Residential Permits Issued - 35
- Commercial Permits Issued - 7
- New Construction Permits - 0
- Building Addition - 0
- Tenant Finish - 0



Meet our new Staff Planner,
Henry Bibelheimer!

Placemaking

- Bluff Landing Study (meeting with TSW)
- East Side Study
- Aspen Landing Study
 - Exploration and Presentation to CC
- Complete Streets Study (Review)
- Housing and Demographic Study RFQ
- Zoning Code Update (Review)

Neighborhood Engagement/Inspections

- 152 Cases Opened (YTD 2,553)
- 148 Cases Closed (YTD 2,290)
- 1,946 Inspections (YTD 21,947)
- 0 Public Meetings (YTD 4)
- 1 Abatements (YTD 96)

Planning Commission Meetings

November Planning Commission Meeting

- Planning Commission Meeting Minutes
- 4 Specific Use Permits
- 1 New Planned Unit Development

November 17 Planning Commission Meeting

- Planning Commission Meeting Minutes
- 1 Preliminary Plat
- 4 Conditional Final Plats
- 1 Specific Use Permit
- 1 Building Elevation Review
- 2023 Planning Commission Meeting Schedule

FINANCE

Director: Cindy Arnold

November 2022 Total Sales Tax

\$5,637,321.43

=

3.59% higher than November 2021

November 2022 Use Tax

\$805,086.52

=

9.17% higher than November 2021

November 2022 **Rose District** Sales Tax

\$53,179.97

YTD: **\$657,968.10**

November 2022
New Orleans Square Sales Tax

\$145,899.87

YTD: **\$1,699,645.11**

October 2022 Hotel Tax

\$72,553.81

=

6.8743% higher than Oct 2021



Christy Vang (right) was promoted from Accountant to Senior Accountant. Belinda Holbrook (left) was promoted from Accounting Technician to Accountant. Congratulations Christy and Belinda!

CITY/COURT CLERK

City Clerk: Curtis Green



The Clerk's office was freshly painted! Thank you to the Maintenance team!

City Clerk

- Event Notices - 28
- Scanned Docs - 68
- Open Records Received/Closed - 15/9
- Internal Records Requests - 15
- Items Published in TW & WCAT- 8
- Items Filed - Tulsa & Wagoner County - 12
- Total Mailing Cost - \$1,734.70
- Certified and Priority Mailings Total - 79
- Total Pieces Metered - 1,454
- Pud & BAZ # - 214
- Comm Dev. Cert of Mailing - 190
- Tulsa County Printing Requests - 8
- Training Hours City & Court Clerks - 12

Other Items of Note

- 20 community service hours completed with Streets/Stormwater Department
- 51 Native Tickets

Court Clerk

- Arraignment Dockets - 4 - Cases - 481
- Review Dockets - 4 - Cases - 208
- Non-jury Dockets - 2 - Cases - 28
- Juvenile Dockets - 4 - Cases - 96
- Jury Trial Dockets - 0 - Cases - 0
- Class "A" dockets - 4 - Cases - 265
- Citations Issued
 - Traffic- 565
 - Parking- 0
 - Animal- 17
 - Juvenile- 10
 - Code Enforcement- 0
 - Criminal- 14
- Warrants
 - Issued - 188
 - Paid - 49
 - Outstanding - \$64,577.00
 - Revenue Collected - \$73,562.50
 - CLEET - \$4,872.92
 - Citations - \$48,878.07
 - Warrants - \$19,811.51

HUMAN RESOURCES

Director: Kelly Cox



Brent Stout
Transportation
Project Engineer



Vincent Talley
PT Recreation Asst.



Ricky Thune
Forestry Parks
Maintenance



Joseph Ramirez
Promoted to
Crew Supervisor



Cody Berna
Promoted to
Commercial Inspector

372

Applications received in November!

Active Posting Recruitments

- Fire Administrative Assistant
- Meter Reader
- Refuse Driver
- Wastewater Plant Operator
- Parks Maintenance Technician
- Systems Engineer
- Parks Maintenance Worker
- Utilities Service Worker
- Police Officer
- Street Service Worker

In Progress Recruitments

- Budget Officer
- Call Taker
- Communications Officer
- Reserve Police Officer
- Stormwater Service Worker
- Service Order Technician
- PT Receptionist

New Hires

- Brent Stout- Transport. Project Engineer
- Vincent Talley- PT Recreation Assistant
- Jared Mendoza- Refuse Helper
- Andrew McClellan- Water Plant Operator
- Zakk Praphavanh- Refuse Helper
- Ricky Thune- Parks Maintenance Worker
- Henry Bibelheimer- Staff Planner
- Jeffery Peterson- Refuse Helper

Promotions

- Cody Berna- Commercial Inspector
- Joseph Ramirez- Crew Supervisor
- Christy Vang- Senior Accountant

Retirements

- Philip Reid- Deputy Chief Fire Prevention
 - 24 years of service

INFORMATION TECHNOLOGY

DIRECTOR: SCOTT CARR



New GIS Analyst Courtney Lafferty tests equipment outside of the Operations building. Courtney joined IT's GIS Division this month, adding a great deal of expertise to a growing area of the department.



Dustin Weber is now Senior Applications Specialist, embedded with the Police Department, and seen here training with Steve Bradley on Dispatch's new CAD system.

Fire Station Alerting Replacement

The Zetron alerting system in the older Fire Stations will be replaced with the newer Phoenix G2 alerting systems. This has always been the plan, but the execution of it is being accelerated. With the new Public Safety Enterprise Resource Planning (ERP) System, the original intent was to fully support the newer (Phoenix G2) systems in the new Fire Stations as well as support the legacy (Zetron) systems in the older Fire Stations. Having two alerting systems for Fire meant that Dispatch personnel would have to specifically know which station is which while learning a new system, which has proved quite difficult in reality. The IT Communications team will be working with the Fire Department to build this out and get implementation in place next month.

Water Plant upgrades

The first portion of equipment upgrades for the Water Plant has been received by the IT Network Systems team. The Water Plant utilizes Pall Scada controls, and this equipment is targeted to upgrade the SCADA system as well as the network and network architecture surrounding it. This will make our water and water utility more resilient as well as much more secure going forward. The implementation of the upgrade will proceed next month.

IT Help Desk Activities/Tickets Submitted

Status	Tickets
closed	369
open	93
waiting	4
Grand Total	466

Server Cluster Storage Upgrade

With the City Council approval on November 1st, the upgrade project for the storage for our Tyler Technologies storage systems will begin with the Davenport Group assisting. This is an intricate and complex effort, as it will need to be done without interruption to City Departments and within key maintenance windows in order to keep the City running. All necessary equipment will be ordered this month with implementation tentatively starting next month once equipment is received.

Automatic Meter Reading/AMI Project

The equipment has been ordered to support this project with the Water department. It is expected that the network equipment won't arrive until later in the first quarter of 2023. Once it does arrive, the IT Communications team will be handling installation which will provide the outdoor wireless network that will help provide accessibility to the new meters.

EMERGENCY MANAGEMENT

Director: Jamie Ott

Monthly Recap

- Collaboration meeting with Oklahoma Emergency Management and Westville Emergency on Response and Recovery Planning
- Attended Region 7 Metropolitan Medical Response System Exercise Planning Meeting
- Attended Homeland Security Information Network Management Training Session
- Participated in a Mass Casualty Incident Tabletop Drill – Medical response
- Attended Hazard Mitigation Planning meetings on final review of updated plan for submission to OEM
- Presentation to Supervisor Training city workshop
- Attended Disaster Declaration Coordination Meeting with MCN and FEMA
- Hosted a Multi-Jurisdiction Table-Top Exercise on Flooding with US Army Corp of Engineers
- Attended Public Assistance Mitigation Meeting for Local Officials with FEMA and Oklahoma Emergency Management
- Participated in weekly statewide communications exercises between emergency operation centers
- Participated in FEMA Region VI radio communications test
- Attended local and regional coordination and collaboration emergency management meetings

LEGAL

City Attorney: Trevor Dennis



To the left is a photo of Rachel Dunn and Julianne Burton at the Employee Banquet!

Monthly Updates

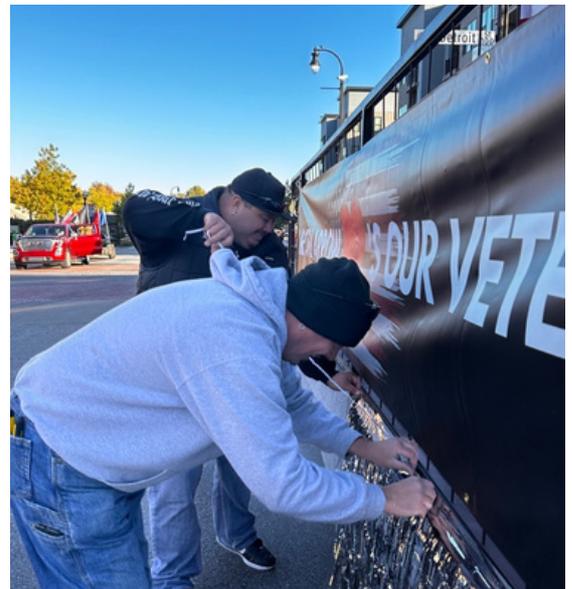
- 5 New Tort Claims
- 5 Closed Tort Claim
- 4 New Expungements
- 32 New Open Records/Discovery Requests
- 9 Subpoena Duces Tecums

MAINTENANCE SERVICES

Director: Ryan Baze



Broken Arrow's Fleet Manager, Mike Bradley, celebrated 28 years of service at his retirement party. Police Chief Brandon Berryhill presented Mike Bradley with a US flag that flew over the Public Safety Complex.



The Maintenance team helped the Event Steering Committee put together this year's Veterans Day Parade float!

Fleet Maintenance

Vehicle Repairs in November - 349

Building Maintenance

Service Repairs in October - 134

SOLID WASTE & RECYCLING

Director: Jerry Schuber

400

Tons of Recycling Collected

2,684

Tons of Waste and Green Waste Collected!

Have you noticed the efforts of our team to meet our customers needs? Well, other agencies have, as we were nominated through Keep Oklahoma Beautiful's affiliate Keep Broken Arrow Beautiful for not one, but three awards! The Voyager project, the Trash Bash and Recycle Rally, and the Affiliate of the Year. Good news! We won the Affiliate of the Year! There were some very impressive competitors but our efforts with the Trash Bash and Recycle Rally really put us over the top! To top it off, the City received the Green Government of the Year by the M.e.t.

City management and members of the authority were in attendance. The Mayor and Director attended a ribbon cutting for the new RNG project at the OKC landfill so we could see the technology that will be built at Quarry Landfill in Tulsa!

Exciting things happening in waste and recycle!



STREETS & STORMWATER

Director: Rocky Henkel



Project ST23160-Windsor Estates Addition Resurfacing

This project consisted of removing and replacing damaged curb, gutter, and sidewalk, new ADA compliant curb ramps, milling or removing 2" of existing asphalt roadway surface, and paving 2" of new hot mix asphalt roadway surface. The budget amount for this project is \$62,400. The asphalt milling work was performed by A&A Construction. The gutter, sidewalk, ADA curb ramps, and new asphalt surface work was performed by the Streets and Stormwater Department. This project is complete.

Traffic

- Signs Repaired: 91
- New Signs Installed: 26
- Speed Counts: 2
- Signs Designed: 134
- Signs Fabricated: 106
- Trees Trimmed: 4
- Traffic signal repair (hours) - 101
- Electrical/street lights (hours) - 44
- Maintenance (hours) - 271
- Standby calls (hours) - 5
- Line locates (hours) - 20
- Training (hours)- 24
- Special projects (hours) - 207
- Monthly Meetings - 6
- Special Events (hours) - 6
- Preemption detector (each) - 3
- Preemption card replaced - 1
- Talking PEDs - 2
- Iteris Camera/Addtl Cameras - 2

Stormwater Maintenance

- Street Sweeping (miles) - 195
- Street Sweeping Special Requests - 7
- Concrete Curb (LF) - 453
- Concrete Street Panels (SF) - 0
- Concrete Sidewalk (SF) - 1,578
- Concrete Utility Repairs (SF) - 401
- Sod Laid (SF) - 0
- Sinkhole Repairs - 2
- Material hauled (tons) - 934

Street & Roadside Maintenance

- Pothole Patches (tons) - 50
- Total Potholes Patched - 1,537
- Streets Milled (SY) - 5,275
- Streets Paved (SY) - 5,275
- Asphalt Base Repairs (SY) - 466
- Speed Humps Striped - 4
- Install Sod (sq ft) - 1500

ENGINEERING &

Director: Ethan Edwards

CONSTRUCTION

Project Highlights

- The Reserve at Bradford Park Sanitary Sewer and Stormwater Rehabilitation Project Kickoff Meeting held on November 2nd
- Scoping Meeting with Kimley-Horn and Associates, Inc. for the 24" Waterline Loops and Emergency Connections Projects
- Scoping Meeting w ADS Environmental Services for Flow Monitoring Programs
- Coordination Meeting held with Utilities and IT Departments for the Advanced Metering Infrastructure (AMI) Implementation
- Coordination Meeting held with Community Development and Garver
- Site Meeting held with AEP-PSO and Garver, LLC on the Bass Pro Booster Pump Station Project
- Coordination Meeting held with RJN Group on the Florence Street Haikey Creek Water and Sewer Crossing Rehabilitation Project
- Lynn Lane WWTP FEB Progress Meeting held virtually with Crossland Heavy Contractors, Utilities Department and Construction Department
- Melinda Park – Northside Basin Water and Sewer Rehabilitation Project Kickoff Meeting held virtually with Guernsey.
- Adams Creek Basin Study Water Quality Report Discussion
- Grand River Water Supply Raw Water Sampling Results Meeting
- RMUA Operations Committee Meeting
- Expressway Lift Station and Forcemain Improvements Meeting
- New Orleans Street (101st St. So.) Improvements from 37th St. (209th E. Ave.) to 215th E. Ave
- Aspen Ridge Earthwork Package
- Reviewed Final Plans for Bass Pro Roof and Advertised for Bids
- Received RFPs and ranked consultants for help with a new Public Safety Training Center Master Plan
- Reviewed Final Design and solicited quotes on Korean War Memorial Site Improvements
- Received Final Concepts for Playground design at Elam Park
- New Orleans Street (101st St. So.) Improvements from 37th St. (209th E. Ave.) to 215th E. Ave.
- Aspen Ridge Earthwork Package

Projects to Advertise

- County Line Phase IIIA Manhole Replacements

Upcoming Events

- Melinda Park – Northside Basin Water and Sewer Rehabilitation Site Visit scheduled for December 1st.
- Brandy Parks and Emily Rowland to attend the Oklahoma Governor's Water Conference in Midwest City on December 7th and 8th.
- RMUA Operations Committee Meeting
- Washington & Elm Signal Repair: TS23240
- Alleyway Improvements from Ash to Main & Dallas to College
- 37th Street Improvements from Houston to Kenosha:
- 1st Street Improvements from Elgin to Kenosha
- Washington & Elm Signal Repair
- Alleyway Improvements from Ash to Main & Dallas to College
- 37th Street Improvements from Houston to Kenosha
- 1st Street Improvements from Elgin to Kenosha



Grand River Dam Authority (GRDA) Raw Water Intake Pump Station and Transmission Line Site Visit.



Projects Awarded

- SW21100 – Eagle Creek Drainage Improvements awarded November 14, 2022

Employee Highlights

- Environmental Division attended the Grand River Dam Authority Assets Committee Meeting and Board Meetings held on November 9th.
- Emily Rowland obtained her Professional Engineering License
- Amethyst Kelly completed a HEC-RAS training Course
- Taylor Woods completed a HEC-RAS training Course.
- Tom Tolbert completed and Environmental Management Program through Oklahoma State University.
- The Department has adopted a family for the Sanitation Santa's program.
- Staff will be submitting a Letter of Interest for participation in the USDOT's Thriving Communities Program (TCP) on December 6th, 2022 for City wide trail and connectivity improvements.
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UTILITIES

Director: Charles Vokes

Drinking Water

- Water Produced – 432.3 MG
- Water Produced Avg/d – 13.9 MGD
- Water Produced Max/d – 25.1 MGD
- Water Produced Min/d – 7.9 MGD
- Water Purchased (Tulsa) – 0.0 MG
- New Taps and Meters – 25
- Water Line Leaks Repaired – 38
- Water Turn Offs – 16
- Water Turn Ons – 0
- Meter Repairs/Replacement – 2
- Leak Tests – 329
- Water Line Locates – 2,154
- Valve Maintenance – 87
- System Water Quality Tests – 850
- Hydrants Flushed – 28
- Water Flushed for Quality – 3.45 MG

Water/Sewer Line Construction

- 37th St-hydro excavated utilities, injected ditch
- Ash Ave-completed final clean up
- 234th & 236th-installed 120' of 6" C-900 water pipe
- 1320 W Kenosha St-repaired 52' of SDR 35 sewer pipe

Water Reclamation

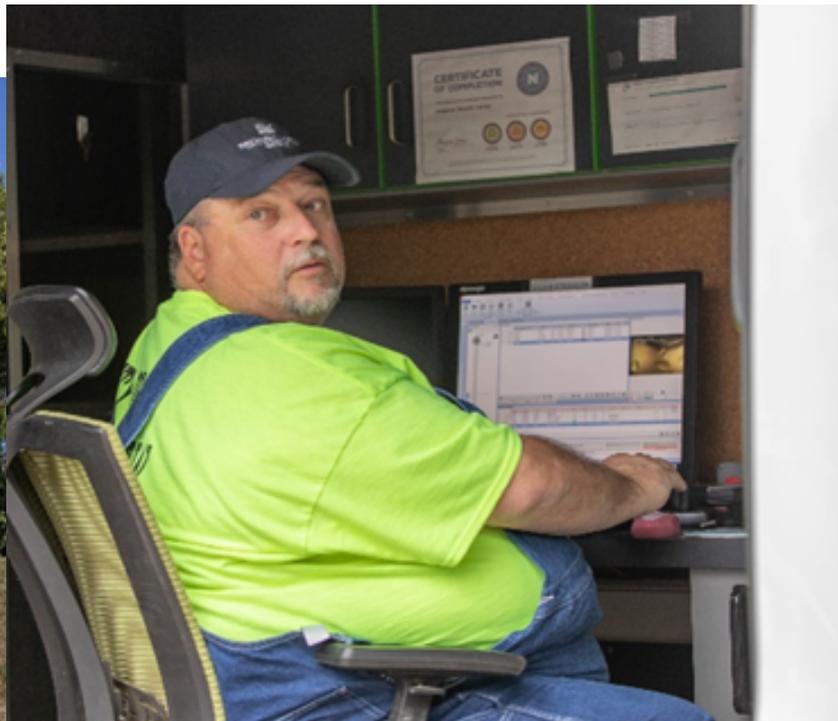
- Water Reclaimed
 - Lynn Lane – 140.3 MG
 - Haikey Creek (Broken Arrow) – 124.6 MG
 - Haikey Creek (Tulsa) – 169.1 MG
- Sewer Line Locates – 16
- Sewer Lines Cleaned – 16,242 ft
- Manholes Repaired – 5
- Sewer Line Blockages Cleared – 4
- Sewer Lines Repaired – 37 ft
- Lift Station Repairs – 30

Upcoming Water and Sewer Projects

- Main Street 12" water line
- EZ properties sewer line

Community Outreach

- Customer Concerns – 5



On the left: Scott Baker and Jeremy Bradburn exercising a water valve

Above: Kyle Neal reviewing footage of a sewer line

PARKS & RECREATION

Director: Matt Hendren

Featured Programs



Nienhuis Park Community Center offered an Origami Workshop where participants learned to make a variety of fun origami animals. During Messy Art, kids made their own turkey outfits. Central Park Community Center offered Kid's Night Out. Parents dropped their kids off for a fun night of games, crafts and pizza.

Recreation Attendance Numbers

	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov
Recreation Centers													
Nienhuis Recreation Center	2237	1959	1711	2190	3820	1385	3058	3451	3187	4503	3232	2686	2986
Central Recreation Center	1472	1548	1485	1099	3796	3489	4767	3985	5658	5767	5989	5851	1374
Ray Herral Natural Center	1921	2209	959	678	2463	1519	2315	1692	2300	3164	2108	2264	1455
Total	5630	5716	4255	3967	10079	6393	10140	9128	11145	13434	11329	10801	5815
Pools (Admission)													
Nienhuis Aquatic Center	0	0	0	0	0	0	1600	15438	11699	4465	1240	0	0
Family Aquatic Center	0	0	0	0	0	0	917	7757	5967	80	0	0	0
Country Air Pool	0	0	0	0	0	0	0	350	1089	175	0	0	0
Total	0	0	0	0	0	0	2517	23545	18755	4720	1240	0	0
Golf Course (Rounds)													
Battle Creek Golf Course	2507	2452	1558	1105	2517	1859	3557	4026	3982	4123	4117	3518	



Santa's Workshop returns December 19th-22nd. Each night will be a new craft and story. Come to one or all. Registration is now open on www.BAparcs.org.

BROKEN ARROW FIRE DEPARTMENT



Monthly Report
November 2022
Chief Jeremy Moore

OPERATIONS RESPONSES

991 EMS
32 Fire
18 Hazardous Conditions
118 Service Call
53 False Alarm
73 Good Intent

RESPONSE TIMES

Oct Average Dept Turnout Time :81 seconds
Oct Total Response Time 6.83 minutes
Oct Average Callback per shift 1.93 persons

TRAINING SUMMARY

Training Hours - 930
Community Education Hours - 60

PREVENTION SUMMARY

41 Inspections
30 Plan Reviews
13 Permits
11 Pre-Development Meetings
8 Public Education



BROKEN ARROW POLICE DEPARTMENT



Monthly Report
November 2022
Chief Brandon Berryhill

TELEPHONE ACTIVITY

16,176 - Total Calls
5,862 - 911/Emergency
10,316 - Administrative/Non-Emergency

CALLS RECEIVED BY DISPATCH PERSONNEL

5,716 - Police Calls
1,874 - Fire Calls
325 - Animal Control Calls
84 - Public Works Calls

BAPD had a busy November, but it was extra special because we got to say WELCOME HOME to Officer Ben Patterson! Officer Patterson has been deployed for the last 9 months and is now safely back home with his family.

He surprised his daughters and we just had to share these amazing photos!

Welcome HOME!

JAIL ACTIVITY

159 - Inmates Booked In
167 - Inmates Booked Out
774 - Meals Prepared
73 - Inmate Transports - TCSO
22 - Inmate Transports- WCSO

ANIMAL CONTROL

34 - Dogs Adopted
30 - Dogs Redeemed
3 - Dogs Rescued
27 - Cats Adopted
2 - Cats Redeemed
14 - Cats Rescued



