

**To:** Honorable Mayor and City Councilors  
**From:** Russell Gale, Acting City Manager  
**Date:** October 5, 2018  
**Re:** Notes to Council

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

- BAPD Calls for Service Report – August 2018
- Parks Department Monthly Report – August 2018
- Engineering & Construction memo – Main Street Bikeway

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

- Press Release – Broken Arrow utility customers to see rate change effective on November bills
- Press Release – Free Dump Day set for Saturday, October 20
- Road Closure Memo – Wine, Eats and Easels
- Recent News Articles – Safe Room rebates, Rose District repaving, Utility Rate increase

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

- Parks Department Post Event Report – Fall Fun Fair 2018

Respectfully submitted,

Russell Gale



clm

Attachments

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



**To:** Michael Spurgeon, City Manager

**From:** Brandon C. Berryhill, Chief of Police *BCB/41*

**Date:** October 3, 2018

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

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Attached please find:

- BAPD Calls for Service Report – August 2018

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Attachment



# Broken Arrow Police Department August 2018 Calls For Service



Calls for Service	Priority 1	Priority 2	Priority 3	Priority 4	Priority 5	Animal Control
<b>1st Shift (11:15pm - 7:14am)</b>						
Beat 1	5	4	165	70	91	0
Beat 2	11	6	128	29	185	0
Beat 3	15	5	41	19	21	1
Beat 4	10	2	72	13	57	0
Beat 5	2	2	27	13	28	0
Beat 6	2	2	18	8	62	0
Beat 7	11	5	70	34	48	0
Beat 8	7	1	21	8	32	1
Other	0	0	3	3	8	0
	63	27	545	197	532	2
<b>1st 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	0:00:55	0:00:57	0:02:50	0:05:14	0:07:06	0:01:35
Dispatch to Arrival	0:04:12	0:03:49	0:05:11	0:06:43	0:05:32	0:05:41
Call Start to Arrival (8/2018)	0:05:08	0:04:44	0:08:10	0:12:01	0:12:45	0:05:48
Call Start to Arrival (8/2017)	0:05:30	0:05:24	0:09:54	0:11:44	0:13:04	0:12:51
<b>1st Shift Aug. Total Calls</b>		1376	(	669	we were self-initiated calls)	
<b>2nd Shift (7:15am - 3:14pm)</b>						
Beat 1	19	13	220	126	106	28
Beat 2	17	13	231	218	362	21
Beat 3	13	5	64	51	64	151
Beat 4	10	8	110	91	134	19
Beat 5	6	4	51	35	30	8
Beat 6	4	2	39	32	95	7
Beat 7	22	8	169	119	82	21
Beat 8	10	0	47	30	43	14
Other	1	1	4	11	19	2
	102	54	935	713	935	271
<b>2nd 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	0:01:56	0:01:41	0:04:59	0:10:58	0:15:16	0:28:18
Dispatch to Arrival	0:05:28	0:06:51	0:07:22	0:09:31	0:08:11	0:19:11
Call Start to Arrival (8/2018)	0:07:26	0:08:35	0:12:46	0:20:29	0:23:42	0:48:16
Call Start to Arrival (8/2017)	0:06:59	0:07:13	0:14:24	0:20:55	0:20:54	1:01:05
<b>2nd Shift Aug. Total Calls</b>		3049	(	1230	we 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.

By: Aleisha Wickersham



# Broken Arrow Police Department August 2018 Calls For Service



Calls for Service	Priority 1	Priority 2	Priority 3	Priority 4	Priority 5	Animal Control
<b>3rd Shift (3:15pm - 11:14pm)</b>						
Beat 1	26	18	218	114	127	5
Beat 2	30	21	265	174	462	4
Beat 3	16	3	90	64	71	17
Beat 4	25	10	155	65	118	7
Beat 5	10	5	49	33	38	4
Beat 6	7	3	49	32	104	2
Beat 7	34	18	151	132	110	5
Beat 8	14	3	74	47	26	3
Other	2	0	3	10	20	0
	164	81	1054	671	1076	47
<b>3rd Shift average response time per priority</b>						
	Priority 1	Priority 2	Priority 3	Priority 4	Priority 5	Animal Control
Call Received to Dispatch	0:01:14	0:01:12	0:05:09	0:12:59	0:13:21	0:03:06
Dispatch to Arrival	0:05:26	0:06:16	0:07:47	0:08:42	0:05:57	0:12:36
Call Start to Arrival (8/2018)	0:06:40	0:07:28	0:13:24	0:21:42	0:18:22	0:15:47
Call Start to Arrival (8/2017)	0:06:13	0:05:54	0:13:29	0:22:10	0:19:54	0:25:23
<b>3rd Shift Aug. Total Calls</b>		3175	(	1354	were self-initiated calls)	

### Definitions

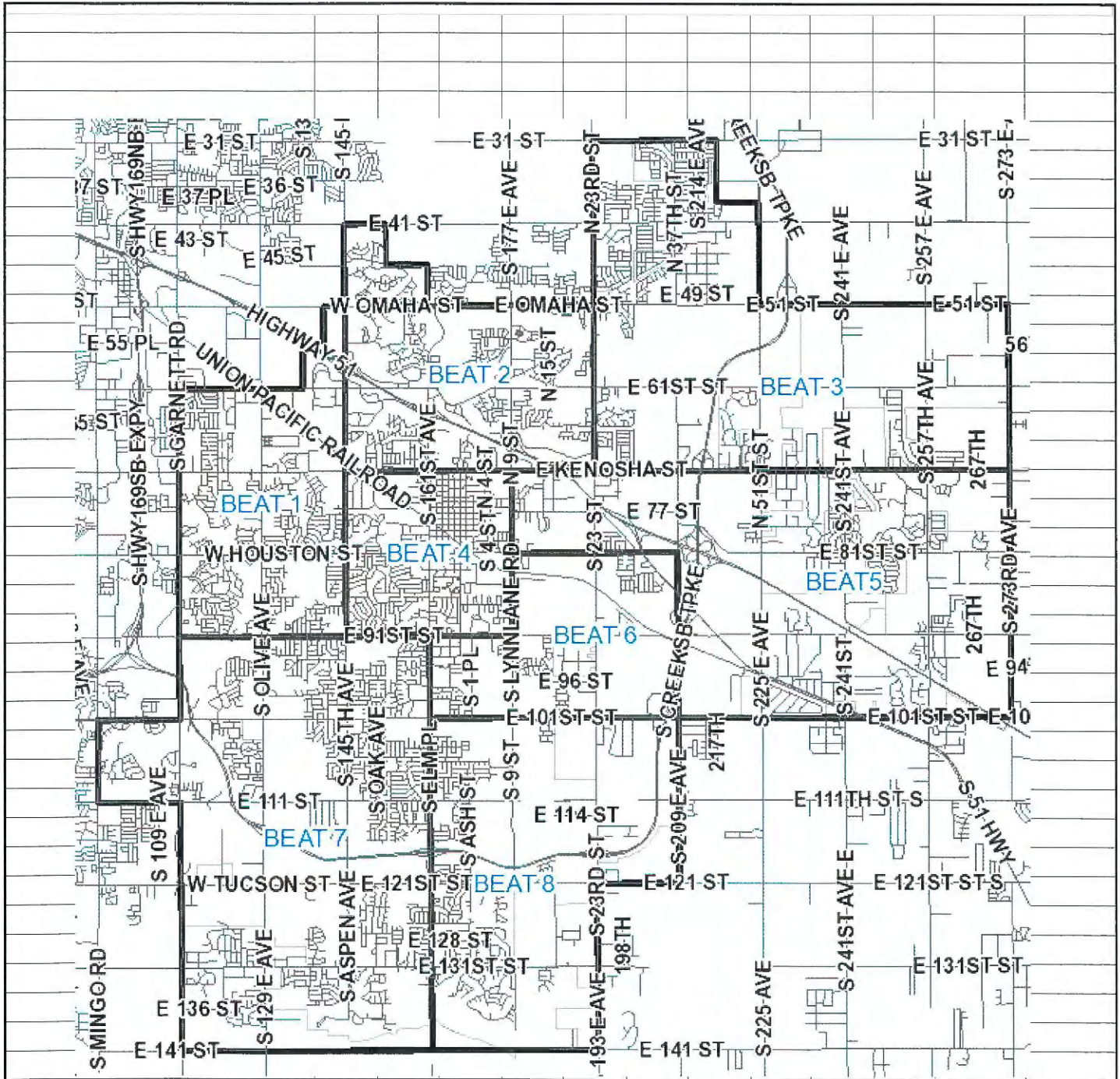
- Priority 1 =** Crimes in progress involving life threatening circumstances and situations that produce or are likely to produce serious bodily injury or death to any person.
  
- Priority 2 =** Crimes in progress or that have just occurred, incidents in progress that present the potential for injury 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.

\* 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 2018 Calls For Service




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

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

By: Aleisha Wickersham

**To:** Kenneth Schwab, Assistant City Manager - Operations

**From:** Scott Esmond, Parks and Recreation Director 

**CC:** Jennifer Hooks, Crickett Moore

**Date:** October 3, 2018

**Re:** August 2018 Monthly Report

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Please find enclosed the August 2018 Monthly Report for the Parks and Recreation Department.

Please contact Scott Esmond if you have any questions at x7442.

Encl: August 2018 Monthly Report



## Parks and Recreation Department

### August 2018 Monthly Report

#### DIRECTOR - PARKS AND RECREATION

- No report.

#### BATTLE CREEK GOLF CLUB (BCGC)

##### GENERAL

- August rounds were 377 lower and total revenues were up \$2,030 compared to last year. However, total revenues of \$144,326 were off from the budget target for the month due partly to rain and course conditioning not being at the desired standards, which are detailed in the maintenance section.
- The new GPS system for the golf car fleet has been delayed due to production issues. Installation is expected in September. The monthly fee for the GPS system will not begin until after the install and a credit is to be provided due to the delay.
- Chad Hall accepted the vacant Clubhouse & Events Manager position and began employment the beginning of August. Chad brings much experience in sales and marketing and will oversee the grill and banquet business.

##### GOLF OPERATIONS

- BCGC hosted 3 golf events totaling 214 rounds. Compared to last year, the numbers were down due to part of the month being very hot and the other part with rain which drove down the demand. During the same period, the golf shop sold \$15,654 in merchandise. Although rounds were down from last year, dollars per round were higher than last year.
- Many staff members returned to school requiring new employees to be hired for the shoulder season. During the month, two staff training sessions were held to ensure all new employees were advised of all club policies, expectations, duties, and job requirements.
- Routine maintenance was performed on utility carts and golf boards.

##### COURSE MAINTENANCE

- BCGC experienced a total of 6.2 inches of rain in August. Temperatures ranged from the mid to upper 90's for highs and as low as the mid 70's for overnight lows.



- The wet turf and extra grass growth created challenges on a few fairways such as, a greater amount of grass clippings and some scalping of turf. This is expected to heal within 10 days.

**Greenway Agronomy Site Notes:**

August green speeds were rolling at 9.00 on the Stimpmeter. However, damage from the heat stress on several of the greens, notably #7, is under repair. This doesn't impact any of the pin positions as it is on the edge of the green. The greens have acceptable density but the desired cultural practices are being limited due to current deficiency in labor staff. Greens were bumpy due to the lack of sand; a sand top dressing was done to smooth the surfaces.

Greens were needle tined to improve gaseous exchange and improve oxygen intake as well as water, top-dressed greens in preparation for the upcoming tournament season to help smooth them out, added sand to all green bunkers and most of the fairway bunkers to improve playability.

Overall course maintenance is being severely challenged due to a shortage of quality labor staff. Several recent new hires left, resulting in an insufficient number of staff to achieve all objectives and practices. This has placed greater stress on existing resources. In evaluating the market, there is a growing shortage of qualified golf course maintenance workers. As a result, the current budgeted wages are no longer competitive in the market and adjustments are warranted. A full staffing review has been conducted and new wages have been recommended for budget implementation.

Next month the entire course will be fertilized in preparation for the upcoming winter months with all native areas mowed for the final time of the season. Greenway's Agronomist will also conduct another site visit.

**GOLF ROUNDS MONTHLY SUMMARY**

<b><u>August Rounds</u></b>	<b><u>Budgeted</u></b>	<b><u>Prior Year</u></b>	<b><u>Actual</u></b>
PUBLIC ROUNDS	700	650	<b>625</b>
TOURNAMENT	275	281	<b>214</b>
MEMBER	1,725	1,721	<b>1,496</b>
BATTLE CARD	310	239	<b>198</b>
TWILIGHT	600	529	<b>431</b>
MISC.	200	134	<b>145</b>
MEMBER GUEST	300	270	<b>338</b>
	<b>4,110</b>	<b>3,824</b>	<b>3,447</b>

## MONTHLY GROSS REVENUE

	<b>August Budget</b>	<b>August Prior Year</b>	<b>August Actual</b>
DUES & FEES	30,800	30,603	30,443
GREEN FEES	61,824	51,555	51,339
CART FEES	19,226	17,261	15,655
MERCHANDISE	12,330	10,190	13,232
OTHER GOLF COURSE SERVICES	13,300	13,093	13,543
FOOD & BEVERAGES	27,455	19,594,	20,114
	<b>164,935</b>	<b>142,296</b>	<b>144,326</b>

## BANQUET FACILITY USAGE REPORT

<b>August</b>	<b>Event</b>	<b>\$</b>
4	Event/Party	600.00
11	Wedding Reception	900.00
14	Homeowners Association Meeting	0
18	Tournament/Event	0
25	Tournament/Event	0
31	Event/Party	300.00
	<b>Total Banquet Revenue</b>	<b>\$ 1,800.00</b>

## GRILL

- Trained new staff members on how to prepare and cater for tournament buffets and events. Along with. Tulsa Health Department code on food preparation and cleanliness standards.

## SPECIAL EVENTS DIVISION

### COMMUNITY EVENT MANAGER

- Attended weekly department staff meetings.
- Prepared for and attended Rose District Farmers Markets every Saturday.
- Received, processed, and reviewed several applications for events.
- Prepared for, planned, and attended Special Events Committee Meetings.
- Attended Cowboy Barriers presentation on barricades.

- Attended weekly meetings for Wine Eats and Easels.
- Met with Oklahoma Floodplain Managers Association to discuss their social event.
- Attended VJ Day event at Veterans Park.
- Attended SandDazzle/Back to School Bash at Nienhuis Park.
- Attended Tulsa Astronomy Club "Astronomy Night" event.
- Attended Neighborhood to Nation event at the Rose District Pavilion.
- Met with Chalk it Up and Rose Festival for marketing and planning meetings.
- Attended BA Fire Strong event.
- Met with staff to discuss ordinances, definitions, and future changes to be considered for Special Events.
- Booked music and events for the remainder of the Rose District Farmers Market season.
- Completed visits to farms and business locations of vendors that participate in the Rose District Farmers Market.
- Met with Farm Sweet Farm to discuss plans for upcoming television promotions.
- Attended meeting with ScotFest to assist in committee's planning of event details and staffing. Also, met with event organizers for an update and support needs for the event.
- Met with event organizer to discuss Chalk It Up for 2019.
- Worked with Tulsa County Health Department to ensure food trucks planned for the Rose District Farmers Market are in compliance with requirements.
- Reviewed applications for Events Assistant position with staff and discussed interviewing.
- Attended Event Steering Committee meeting.
- Attended 180 Block Party at the Rose District Pavilion.
- Attended United Student Ministries Welcome Back event.
- Continued research for events, options for promoting, and market policies for 2019 Rose District Farmers Market.

## **RECREATION DIVISION**

### **RECREATION MANAGER**

- Attended Special Events Committee meetings at the Public Safety Complex.

- Attended City of Broken Arrow University (COBA-U). Speakers were City Manager, Communications Director, Convention and Visitors Bureau Director, and Assistant to the City Manager/Economics Development Coordinator.
- Seasonal swimming pools closed for the 2018 season. Notice was submitted through Notes to Council on August 3, 2018.
- Attended PlayBall.org event at Indian Springs Sports Complex (ISSC). Post-event report was submitted through Notes to Council on August 10, 2018.
- Held meeting with Ray Harral Nature Center Supervisor.
- Attended meeting with Broken Arrow Soccer Club, Parks and Recreation Director, and Park Maintenance Manager regarding future Use Agreement terms.
- Met with Central Park Supervisor, Full-Time Recreation Assistant, and Community Relations Liaison regarding possible grant funding for summer camp.
- Attended SandDazzle/Back-to-School Bash at Nienhuis Park with over 2,000 people. Post-event report was submitted through Notes to Council on August 17, 2018.
- Conducted interviews at Nienhuis Park Community Center regarding Full-Time Recreation Assistant position.
- Recreation Manager received annual review from the Parks and Recreation Director.
- Attended Pooch Plunge with over 50 dogs participating at the Family Aquatic Center. Post-event report was submitted through Notes to Council on August 24, 2018.
- Attended and assisted with set up for the rededication of the Vietnam War Memorial in Veterans Park.
- Attended Alcoholic Beverage Laws Enforcement Commission (ABLE) presentation at City Hall Council Chambers.
- The annual Bugging Out event was held at Ray Harral Nature Center. Over 500 people attended and checked out the outrageous bugs. Post-event report was submitted to Notes to Council on August 31, 2018.
- Met with Information Technology's Radio Technician at several recreation facilities regarding Sales Tax Capital Improvement projects for updating video surveillance cameras.
- Attended Part-Time Recreation Assistant candidate's interview with Parks and Recreation Director.
- Attended meeting with Engineering Department Staff and Parks and Recreation Director regarding Nienhuis Park Community Center structural assessment.
- Recreation Technician attended South Central Arc User Group Meeting in Tulsa regarding ArcGis presentations of Tulsa's storm water system and Broken Arrow's fire hydrants.

- Recreation Technician attended Parks and Recreation Directors' Managers Meeting to discuss current ArcGIS updates for the Parks and Recreation Department.

### CENTRAL PARK COMMUNITY CENTER

- Total logged visitors were 2,724 which is a decrease of 448 compared to the previous month.
- Center Supervisor and Human Resources representative held Part-Time Recreation Assistant interviews.
- 3<sup>rd</sup> Annual Pooch Plunge took place at Family Aquatic Center. Event report submitted to Recreation Manager.
- Center Supervisor and Recreation Technician met to discuss 2018 Fall Fun Fair planning and sponsorship opportunities.
- Attended Part-Time Recreation Assistant candidate's interview with Parks and Recreation Director and Recreation Manager.

### NIENHUIS PARK COMMUNITY CENTER

- Logged visitors were 2,489 which is an increase of 308 compared to July.
- SandDazzle/Back to School Bash was held with an estimated 3,000 participants using the outdoors of Nienhuis Park and indoors at Nienhuis Park Community Center. This year's attendance was extraordinary compared to 250 people in 2017, which was hampered by rain. Looking forward to expanding the event for 2019. This is the second year being partnered with the Heritage United Methodist Church.

### RAY HARRAL NATURE CENTER

- Estimated total number of visitors were 1,690 which is an increase of 530 compared to July.
- Nature Center's classroom hosted 3 private parties during the month.
- Nature Center hosted Annual Bugging Out event with 524 people. Oklahoma State University Insect Zoo traveled to Ray Harral Nature Center. Visitors had the chance to see and touch a wide assortment of insects. Participants dressed as insects received a prize.
- Nature Center held Get Your Science On program. This weekly class gave 9 children the opportunity to conduct scientific experiments.
- Nature Center received a new turtle enclosure and educational sensory development blocks as a donation from Martin Nature Park in Oklahoma City. Nature Center Supervisor delivered the donations.
- Fast Signs provided new restroom signs in the Nature Center and Building Maintenance personnel installed an Eagle Scout sign on the outdoor classroom in the Nature Park.

- Nature Center staff led a homeschool group of 13 people on a guided hike.
- Nature Center staff met to discuss program plans, event ideas, goals, and expectations for the upcoming 2018 fall and winter program schedule.
- Nature Center Supervisor attended Employee Event Steering Committee meeting.

## **PARKS MAINTENANCE DIVISION**

### **PARKS MAINTENANCE MANAGER**

- Attended Director's weekly staff meeting.
- Conducted staff meetings with Parks Maintenance Division Supervisors.
- Monitored ongoing park projects:
  - Indian Springs Sports Complex (ISSC) Renovation Project: Project waiting on bonding company to restart work on December 1, 2018.
  - Arrowhead Concession/Restroom/Umpire Building: 80% design plans completed.
  - Leisure Park New Splash Pad and Replacement Playground: Minor punch list items still to be completed-Remaining joint caulking will be completed after splash pad closing.
  - Rose West Dog Park and Restroom: Shade structures footings are completed and pole installations has begun.
  - Events Park Playground and Pavilions: Playground and pavilions are open for use.
  - New Adult Softball Complex: Construction design plans in progress.
  - Memorial Park/Garden: Project waiting on volunteer company to complete concrete installations for gazebo and walkways. Once concrete is completed, the finish grading and sod/planting can begin.
  - Nienhuis Sand Volleyball: Bids open 9/18/18.
  - ISSC Entry Sign: Sign and electronic message board in place. Landscaping complete. Waiting on training for message board.
- Bid for replacement 12' wide area mower was completed and awaiting City Council's approval.
- Job description for Irrigation Technician position has been drafted and waiting on Human Resources approval for recruitment.
- Updated material and installation specifications for roses that are required for the Streetscapes Phase V Project. Provided information and comments to Engineering Department.
- Met with staff and Broken Arrow Soccer Club personnel to discuss their contract and projects related to ISSC.
- Resolved mowing issue addressed by a homeowner adjacent to Country Aire walking trail. Relayed homeowner's storm water issues to the appropriate City departments.

- Met with Information Technology (IT) to review final utility locations for restroom security camera installations at Rose West Dog Park and Valley Ridge.
- Assisted with setup and coordination of chairs for the Vietnam Memorial re-dedication ceremony and VJ-Day events at Veterans Park.
- Adjusted Rose District Pavilion light timer as needed for events.

## FACILITIES MAINTENANCE SECTION

- Conducted monthly playground inspections. Added safety surfacing to playgrounds at Liberty Park, Camino Villa, Jackson Park and Indian Springs Mini Park. Straightened playground border at Camino Villa.
- Performed daily chemical and filtration checks on all swimming pools and IWF. Closed and drained all swimming pools at end of season. Began removal of sanitation equipment and winterizing systems. Installed new motor on waterslide at Family Aquatic Center (FAC). Began removal of all shade structures fabric covers and deck equipment.
- Worked with Building Maintenance to replace several control valves on the IWF system; \$300/valve.
- Finished assembly of new picnic tables and benches for Rose West Dog Park and installed at the site.
- Monitored splash pads weekly. Blew off playground surfacing from Leisure Park Splash Pad each morning prior to start-up. Worked with our Vortex representative to resolve minor valve issues on the new splash pad at Leisure Park. Two new valves were installed to correct the problems.
- Assisted Utilities Department with repair of waterline servicing baseball concession stand on fields 5-8. Backfilled hole once repair was completed.
- Pressure washed west soccer concession building prior to first tournament of the fall. Also, pressure washed Al Graham concession building in preparation for painting which will be a United Way Day of Caring project.
- Removed seized pump motor from Veterans Park fountain. Motor is not repairable and will be replaced.
- Performed annual fall cleaning of lightning system sensors.
- Lowered department flags as ordered during the month. Changed tattered flags and flag light bulbs as needed.

## GROUNDS MAINTENANCE SECTION

- Checked and cleaned all outdoor restrooms weekly. Removed litter from park sites and took recyclable materials to the Metropolitan Environmental Trust (M.E.T.)
- Performed routine inspection of the Liberty Parkway trail.

- Setup/removed chairs and tents used for VJ Day event and Vietnam Monument re-dedication ceremony held at Veterans Park.
- Routine irrigation checks and repairs on athletic complexes. Replaced bad rotors, repaired leaking backflow device, replaced control valve diaphragms, replaced decoders, etc.
- Prepared Wolfcreek Park for Homeowners Association (HOA) event. Addressed several items requested by the HOA.
- Met with E/C contract administrator to discuss mowing operation procedures around the new HVAC systems installed for the Central Park Community Center.
- Repaired wooden rail fencing along Liberty Parkway trail.
- 122 mowing cycles were performed to 45 park/trail sites.
- All athletic fields were mowed 2-3 times per week. Prepared ISSC soccer complex for Broken Arrow Soccer Club's kick-off tournament held during Labor Day weekend.
- Top-dressed low area around Events Park playground/pavilions with sand.
- Boundary lines painted weekly on baseball, softball, and lacrosse fields. Crews completed re-stringing boundary lines on ISSC soccer fields. All soccer fields were painted prior to start of season.
- Applied second application of goosegrass herbicide to natural grass fields at Nienhuis Football Complex. Aerated and top-dressed the fields.
- Core aerified and fertilized all athletic fields at ISSC.
- Checked Nienhuis football scoreboards prior to the season's first games.
- Prepared sand for SandDazzle event at Nienhuis Park. Picked up watering equipment for Recreation Division to use.

## HORTICULTURE/FORESTRY SECTION

- Performed routine maintenance in Rose District; blew sidewalks, removed litter, weeded beds, etc. Trimmed back perennials in landscape beds. Fertilized hanging flower baskets. Applied pre-emergent application to landscape beds.
- Continue to raise canopies of trees throughout City parks. Removed several pine trees from Veterans Park that were in poor condition. Stumps were ground to below ground level.
- Removed dead grasses installed by contractor around the new Veterans Park monument. Plants are to be replaced by contractor.



- Backwashed filter system on the decorative fountain in Veterans Park, as needed. Replaced burnt out light bulbs on fountain's underwater lighting system.
- Filled watering bags installed on newly planted trees around Leisure and Country Aire playgrounds. Manually watered any other newly planted trees without watering bags.
- Trimmed and removed limbs hanging adjacent to the Liberty Parkway trail
- Trimmed hedges throughout Rose District, City Hall grounds, and Veterans Park.
- Deadheaded roses at Nienhuis Rose Garden. Applied insecticide/fungicide treatment.
- Performed routine irrigation checks on systems in the Rose District and Jackson Park. Completed standard repairs on driplines, solenoids, and low voltage wiring.
- Sprayed tree wells throughout park sites.

End of Report

**INTEROFFICE MEMO**

**To: Michael Spurgeon, City Manager**  
**From: Travis Small, P.E., CFM, Transportation Manager**  
**Date: October 5, 2018**  
**RE: Main Street Bikeway, TAP-272E(233)IG, JP33035**

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Mr. Spurgeon-

A pre-work meeting was held this past Tuesday regarding the Main Street Bikeway project which currently is slated for a November 5<sup>th</sup> start date. At the meeting, the contractor as well as the coating supplier's representative voiced concern that temperatures during this time of year are of major concern when it comes to application and drying time for the bicycle lane coating (green paint). The specifications call for at least 24 hours of 50 degree or greater surface temperatures for application of the coating. Also, the coating could take up to 8 hours to dry based upon a 50 degree surface temperature.

The contractor was also concerned that frequent start-ups and shut-downs as well as interruptions in flow of materials due to weather delays could also cause an overall decrease in aesthetics of the finished product. Another factor put forward by the contractor was the project impacts to the Rose District traffic and parking during the November/December shopping season.

For all these reasons, the contractor, supplier and ODOT recommended and requested sliding the start date to the spring time, likely a March 15<sup>th</sup> mobilization date. We would appreciate the input of the City Manager's office, as well as the City Council, on this request.

Let me know if you have any questions/concerns.

Travis Small

## 2. GENERAL CORRESPONDENCE / NOTIFICATION



**PRESS RELEASE**

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

**Broken Arrow utility customers to see rate change effective on November bills**  
*Five-year capital improvement plan enters third year of implementation*

**Broken Arrow, Okla. (10/1/2018)** – As part of a multi-year, utility infrastructure reinvestment plan approved by the City Council, the City of Broken Arrow will implement a third rate increase for water, sewer and stormwater services. A similar rate increase was approved in September 2017.

Beginning with bills received in November 2018, a typical residential customer in the city limits that uses 7,000 gallons of water per month will see their water fee increase about \$2.29, their sewer fee increase about \$2.19 and the stormwater fee increase by \$0.57. These changes will make the bill for a typical household using 7,000 gallons increase about \$5.05 per month.

The rate increases are necessary to continue providing utility services in Broken Arrow and pay both operational costs and debt service payments on \$90 million worth of capital projects for the utility infrastructure.

In 2016, the City hired the engineering consultant firm of Black and Veatch, which specializes in helping municipalities analyze costs for services delivered and establish appropriate utility rates. Black and Veatch, working with staff, determined what Broken Arrow's water, sewer and stormwater fees should be in order to pay for the necessary utility systems improvements, operational expenses and additional staffing needs to maintain the systems.

*(continued)*

“These utility rate increases are required so that the City can continue to improve our water, sewer and stormwater systems to handle the continued growth Broken Arrow has experienced,” City Manager Michael Spurgeon said. “Major capital investments are needed to make our utility systems reliable and efficient, and to ensure we can accommodate future growth anticipated in the next 10-15 years. We’ve made tremendous progress so far, such as continued improvements at our Lynn Lane Wastewater Treatment Plant. These types of improvements are vital if we are to continue to provide high quality utility services to both current and future customers and position ourselves to accommodate continued economic growth in Broken Arrow.”

View the complete Capital Improvement Plan at [www.BrokenArrowOK.gov/UTILITYCIP](http://www.BrokenArrowOK.gov/UTILITYCIP).

###

**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**

## **Free Dump Day Set for Saturday, October 20**

**Broken Arrow, Okla. (10/1/2018)** – Residents will have the opportunity to dispose of unwanted items at the City’s annual Fall Clean-Up on Saturday, October 20 from 7:00 a.m. – 4:00 p.m. at the Waste Management Quarry Landfill, 13720 E. 46th St. North. This is easily accessible by traveling north on U.S. Highway 169 to the Eastbound exit at 46th St. North.

Residents may dump free by presenting a driver’s license with a Broken Arrow address or a recent utility bill. City employees will be on site to verify residency.

Any household waste can be dropped off *except* for the following items:

- Hazardous materials
- Liquids (such as paint in liquid form, gasoline, used oil, etc.)
- Batteries
- Fluorescent light bulbs
- Untreated medical waste
- Compressed gas cylinders

Refrigerators/air conditioners/freezers/or Freon containing items will be accepted with the proper documentation that the refrigerant has been properly removed by a licensed CFC technician.

There will be a \$2 fee for each car tire, \$4 fee for each truck tire.

Motor oil, batteries, antifreeze, steel cans and scrap metal are accepted year-round at the Metropolitan Environmental Trust (MET) recycling facility located at 302 North Elm Place. The facility also accepts plastic bottles, glass bottles, newspaper, office paper, aluminum cans, cardboard and paperboard.

For additional information about eligible items, please contact the landfill at 918-439-7835.

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*INTEROFFICE MEMO*

**To:** Honorable Mayor and City Councilors  
**From:** Russell Gale, Assistant City Manager of Administration  
**Date:** October 5, 2018  
**Re:** Road Closure

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Please be advised that on Friday, October 12 from 1 pm to 11 pm, Main Street from El Paso to Ft. Worth will be closed for Wine, Eats and Easels Arts and Entertainment event.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Russell Gale", is written over a light blue rectangular background. The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Russell Gale



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*INTEROFFICE MEMO*

**To:** Honorable Mayor and City Councilors  
**From:** Jennifer Hooks, Community Relations Liaison  
**Date:** October 5, 2018  
**Re:** Recent News Articles

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Below are some links to news coverage in Broken Arrow this week.

<http://www.newson6.com/story/39235268/city-of-broken-arrow-to-offer-safe-room-rebates>

<http://www.newson6.com/story/39235197/streets-in-broken-arrows-rose-district-to-be-repaved>

<https://www.fox23.com/news/utility-rates-to-rise-next-month-for-customers-in-broken-arrow/845025521>

Respectfully submitted,

Jennifer Hooks



### 3. SPECIAL EVENTS / ACTIVITIES





CITY OF BROKEN ARROW

# Parks & Recreation Event Report

Event/Program: Fall Fun Fair Date: September 29, 2018

## DETAILS

<i>Location</i>	Central Park Community Center	<i>Attendance</i>	500 participants
<i>Event Organizer</i>	Tanner Wilburn, Center Supervisor	<i>How long has the event been going?</i>	4 <sup>th</sup> Year

## DESCRIPTION

- It was estimated that 500 people attended this annual event.
- A photo booth and crafts were offered throughout the duration of the event.
- Bounce Smart provided two (2) inflatable obstacle courses.
- Griffin Promise provided games and staff/volunteers to help operate game booths.
- Broken Arrow Amateur Basketball Association, Broken Arrow Girls Softball, Broken Arrow Volleyball Club provided candy for their sponsorship of the event.
- Vicki Dodson offered balloon animals and figures to event goers.
- Union Public School’s National Honor Society provided volunteers to help throughout the event. 12 total volunteers participated.

## TYPE OF PROMOTIONS USED

- Facebook Pages
- Flyers & Posters at Community Centers
- Marquees at Community Centers
- Community Calendar on City website
- Recreation Guide

## NOTES

Our goal:

- Our goal with this event is to offer an opportunity for the community to gather in a safe, clean, and friendly environment to celebrate the fall season through free games and fun activities.

For Next Year:

- Get more organizations involved with sponsoring games/event.
- Offer more craft opportunities. People really loved this station.
- Offer drawings/prizes throughout the time of the event.

**PHOTOS:**



BROKEN ARROW

