

To: Honorable Mayor and City Councilors
From: Russell Gale, Acting City Manager
Date: January 20, 2017
Re: Notes to Council

1. STAFF REPORTS / ITEMS REQUIRING IMMEDIATE ATTENTION

- Fire Department Monthly Report – December 2016
- General Services Monthly Report – December 2016
- Parks & Recreation Monthly Report – December 2016

2. GENERAL CORRESPONDENCE / NOTIFICATION

- Staff Memo – Update on 24” Water Line Leak Under Highway 51
- Press Release – Surplus Auction Starts January 23

3. SPECIAL EVENTS / ACTIVITIES

- BA Community Playhouse Newsletter

Respectfully submitted,



Russell Gale

jmh
Attachments

1. STAFF REPORTS / ITEMS REQUIRING IMMEDIATE ATTENTION



INTEROFFICE MEMO

Broken Arrow Fire Department

To: Michael Spurgeon, City Manager
From: Office of the Fire Chief
Date: January 19, 2017
Re: December 2016 Monthly Report

Please see the attached reports detailing:

EMS Responses
Fire Responses
Fire Prevention Inspections
Fire Investigations
Fire & EMS Overview
Monthly Incident Summary Report



Broken Arrow Fire Department Monthly Report
December 2016

Page 1 of 4

	<u>This Fiscal Year</u>	<u>Last Fiscal Year</u>	<u>Percentage Change</u>
EMS Responses	750	758	-1%
Fire Responses	203	212	-4%
Fire Prevention Inspections	31	30	3%
Fire Investigations	08	04	100%
Total Training Hours	17,615	16,941	4%



Broken Arrow Fire Department Monthly Report
December 2016

	Station	Assist Other Stations	Assist EMS	
District 1	37	09	83	This Month
	210	55	484	Total Fiscal Year
District 2	22	12	75	This Month
	101	63	351	Total Fiscal Year
District 3	18	13	43	This Month
	121	44	229	Total Fiscal Year
District 4	22	04	57	This Month
	149	27	319	Total Fiscal Year
District 5	20	16	83	This Month
	200	53	498	Total Fiscal Year
District 6	57	11	90	This Month
	233	52	499	Total Fiscal Year
District 7	40	11	98	This Month
	225	37	684	Total Fiscal Year
Total	216	76	529	This Month
	1239	331	3064	Total Fiscal Year
	6.9	2.4	17.1	Total Number Runs per Day



Broken Arrow Fire Department Monthly Report
December 2016

Fire Suppression Average Response Times

	This Month	Same Month Last F/Y	Total This F/Y	Total Last F/Y
Station #1 Eng 1	4:02	4:09	4:00	4:16
Station #2 Eng 2	5:05	4:56	5:19	4:39
Station #3 Eng 3	5:48	4:25	5:26	4:33
Station #4 Eng 4	6:14	5:51	6:29	5:56
Station #5 Eng 5	5:17	3:52	5:03	4:15
Station #6 Eng 6	5:42	5:22	5:34	5:10
Station #7 Eng 7	5:02	0:00	4:31	0:00
Total Average	5:18	4:46	5:12	4:48

BAFD Bench Mark Average Time - 1st in Engine 5:00, 2nd in Engine 7:00

Station #7 was put into service January 19, 2016 with each shift housing a crew of four (4) and an Engine.

EMERGENCY MEDICAL SERVICES

EMS Unit Run Destinations

Saint Francis - Tulsa	162	Hillcrest MC South	82
Saint Francis South	100	Hillcrest MC Tulsa	30
Saint John MC - Tulsa	86	OSU Medical Center	02
Saint John MC -BA	43		



EMS Runs by Type

	This Month	Same Month Last F/Y	Total This F/Y	Total Last F/Y
Numbers of Runs	750	758	4564	4119
Treated/Transported	512	488	3332	2856
Treated/Released	94	508	267	2972
Cancelled	49	34	342	722
Refused Treatment	77	--	559	--
DOA	13	--	55	--
EMS Suppression	87	129	451	766

Some changes to the descriptions of items 2 & 3 starting this July 2016 have been made

** Last F/Y figure 2 covers all transports but not all treated, figure 3 included the treated

EMS Average Response Times

	This Month	Same Month Last F/Y	Total This F/Y	Total Last F/Y
Station #1 Sq-1	3:58	4:07	3:51	4:25
Station #2 Sq-2	4:06	4:55	4:03	4:50
Station #3 Sq-3	4:18	4:49	4:22	4:38
Station #4 Sq-4	5:50	4:35	5:49	5:00
Station #5 Sq-5	4:08	4:09	4:05	4:08
Station #6 Sq-6	3:57	4:31	4:12	4:38
Total Average	4:22	4:31	4:22	4:37

BAFD Bench Mark Average Time 5:00

General information:

Total number of calls	Fire - 203	EMS - 718	Exposures - 0	Unknown - 0	All - 921
Average calls per day	Fire - 6.54	EMS - 23.16	All - 29.70		
Total number of arson calls	0				
Estimated dollar loss	Fire - 647,912	Other - 3,000	All - 650,912	Arson - 0	
Estimated value	Fire - 2,489,941	Other - 300,000	All - 2,789,941	Arson - 0	
Percentage saved	Fire - 73.97%	Other - 99.00%	All - 76.66%	Arson - .00%	
Total injuries	Fire service - 0	Civilian fire - 0	EMS - 0	Arson - 0	
Total fatalities	Fire service - 0	Civilian fire - 0		Arson - 0	
Total apparatus responses	Emergency - 1,714	Non-emergency - 198	All - 1,912		
Average responses per day	Emergency - 55.29	Non-emergency - 6.38	All - 61.67		
Average apparatus per call	Fire - 2.41	EMS - 1.97	All - 2.07		
Average turnout time	Emergency - 0:01:00	Non-emergency - 0:01:04	All - 0:01:00		
Average response time	Emergency - 0:05:26	Non-emergency - 0:06:23	All - 0:05:31		
Average contain time	Emergency - 0:33:39	Non-emergency - 0:00:00	All - 0:33:39		
Average total time	Emergency - 1:08:06	Non-emergency - 0:28:51	All - 1:03:40		
Total man hours	Fire - 554	EMS - 2,485	All - 3,040		
Average personnel per call	Fire - 5.58	EMS - 4.84	All - 5.00		
Total aid given calls	6				
Total aid received calls	0				

Total calls by incident group:	Count	Average response time	Aid given	Exposures
100-173 Fire	30	0:06:23	0	0
300-381 Rescue and emergency medical service incidents	718	0:05:18	5	0
400-482 Hazardous conditions (no fire)	13	0:06:14	0	0
500-571 Service call	57	0:06:57	0	0
600-672 Good intent call	48	0:01:36	0	0
700-751 and 7009 False alarm and false call	55	0:06:16	1	0

Total calls by incident type:	Count	Aid given	Aid received	Exposures
100 Fire, other	1	0	0	0
111 Building fire	6	0	0	0
112 Fires in structure other than in a building	2	0	0	0
114 Chimney or flue fire, confined to chimney or flue	1	0	0	0
131 Passenger vehicle fire	2	0	0	0
140 Natural vegetation fire, other	3	0	0	0
142 Brush or brush-and-grass mixture fire	3	0	0	0
143 Grass fire	9	0	0	0
151 Outside rubbish, trash or waste fire	1	0	0	0
154 Dumpster or other outside trash receptacle fire	1	0	0	0
160 Special outside fire, other	1	0	0	0
300 Rescue, EMS incident, other	1	0	0	0
311 Medical assist, assist EMS crew	5	1	0	0
321 EMS call, excluding vehicle accident with injury	661	3	0	0
322 Vehicle accident with injuries	27	0	0	0
323 Motor vehicle/pedestrian accident (MV Ped)	1	0	0	0
324 Motor vehicle accident with no injuries	15	1	0	0
331 Lock-in (if lock out, use 511)	4	0	0	0
381 Rescue or EMS standby	4	0	0	0
412 Gas leak (natural gas or LPG)	2	0	0	0
421 Chemical hazard (no spill or leak)	2	0	0	0
424 Carbon monoxide incident	1	0	0	0
441 Heat from short circuit (wiring), defective/worn	3	0	0	0

Prepared: 1/13/17, 10:14:30

12/01/16 to 12/31/16

Program: FI263L

Total calls by incident type:		Count	Aid given	Aid received	Exposures
442	Overheated motor	2	0	0	0
444	Power line down	1	0	0	0
445	Arcing, shorted electrical equipment	2	0	0	0
500	Service Call, other	2	0	0	0
510	Person in distress, other	2	0	0	0
511	Lock-out	2	0	0	0
522	Water or steam leak	7	0	0	0
531	Smoke or odor removal	6	0	0	0
550	Public service assistance, other	2	0	0	0
551	Assist police or other governmental agency	2	0	0	0
552	Police matter	1	0	0	0
553	Public service	6	0	0	0
554	Assist invalid	21	0	0	0
561	Unauthorized burning	4	0	0	0
571	Cover assignment, standby, moveup	2	0	0	0
600	Good intent call, other	4	0	0	0
611	Dispatched & canceled en route	26	0	0	0
6111	Dispatched & canceled en route-EMS	8	0	0	0
621	Wrong location	1	0	0	0
622	No incident found on arrival at dispatch address	4	0	0	0
631	Authorized controlled burning	2	0	0	0
651	Smoke scare, odor of smoke	1	0	0	0
653	Smoke from barbecue, tar kettle	1	0	0	0
671	HazMat release investigation w/no HazMat	1	0	0	0
700	False alarm or false call, other	8	0	0	0
713	Telephone, malicious false alarm	1	0	0	0
730	System malfunction, other	2	0	0	0
731	Sprinkler activation due to malfunction	1	0	0	0
733	Smoke detector activation due to malfunction	6	0	0	0
735	Alarm system sounded due to malfunction	5	0	0	0
736	CO detector activation due to malfunction	7	1	0	0
740	Unintentional transmission of alarm, other	1	0	0	0
741	Sprinkler activation, no fire - unintentional	1	0	0	0
743	Smoke detector activation, no fire - unintentional	8	0	0	0
744	Detector activation, no fire - unintentional	1	0	0	0
745	Alarm system activation, no fire - unintentional	10	0	0	0
746	Carbon monoxide detector activation, no CO	4	0	0	0

Totals calls by property use:		Count	Arson	Aid given
No property use		1	0	1
NNN	None	1	0	
UUU	Undetermined	7	0	
000	Property use, other	5	0	
110	Fixed-use recreation places, other	1	0	
120	Variable-use amusement, recreation places, other	1	0	
122	Convention center, exhibition hall	1	0	
124	Playground	1	0	
129	Amusement center: indoor/outdoor	1	0	
130	Places of worship, funeral parlors, other	2	0	
131	Church, mosque, synagogue, temple, chapel	7	0	
180	Studio/theater, other	1	0	

Prepared: 1/13/17, 10:14:30

12/01/16 to 12/31/16

Program: FI263L

Totals calls by property use:		Count	Arson	Aid given
182	Auditorium, concert hall	1	0	
183	Movie theater	1	0	
210	Schools, non-adult, other	1	0	
213	Elementary school, including kindergarten	2	0	
215	High school/junior high school/middle school	4	0	
311	24-hour care Nursing homes, 4 or more persons	91	0	
321	Mental retardation/development disability facility	3	0	
331	Hospital - medical or psychiatric	15	0	
340	Clinics, doctors offices, hemodialysis cntr, other	37	0	
361	Jail, prison (not juvenile)	4	0	
400	Residential, other	1	0	
419	1 or 2 family dwelling	523	0	
429	Multifamily dwelling	57	0	
439	Boarding/rooming house, residential hotels	3	0	
449	Hotel/motel, commercial	4	0	
459	Residential board and care	2	0	
460	Dormitory-type residence, other	3	0	
500	Mercantile, business, other	6	0	
511	Convenience store	5	0	
519	Food and beverage sales, grocery store	13	0	
529	Textile, wearing apparel sales	2	0	
539	Household goods, sales, repairs	3	0	
549	Specialty shop	1	0	
557	Personal service, including barber & beauty shops	1	0	
559	Recreational, hobby, home repair sales, pet store	5	0	
569	Professional supplies, services	2	0	
571	Service station, gas station	1	0	
579	Motor vehicle or boat sales, services, repair	2	0	
580	General retail, other	2	0	
592	Bank	1	0	
596	Post office or mailing firms	1	0	
599	Business office	1	0	
639	Communications center	2	0	
648	Sanitation utility	1	0	
849	Outside storage tank	1	0	
891	Warehouse	1	0	
900	Outside or special property, other	3	0	
931	Open land or field	12	0	
935	Campsite with utilities	1	0	
936	Vacant lot	2	0	
938	Graded and cared-for plots of land	2	0	
960	Street, other	49	0	
961	Highway or divided highway	4	0	
962	Residential street, road or residential driveway	6	0	
963	Street or road in commercial area	8	0	
965	Vehicle parking area	2	0	
Total calls by district:		Count	Arson	
001	District One	146	0	
002	District Two	105	0	
003	District Three	79	0	

Prepared: 1/13/17, 10:14:30

12/01/16 to 12/31/16

Program: FI263L

Total calls by district:		Count	Arson
004	District Four	88	0
005	District Five	177	0
006	DISTRICT SIX	179	0
007	District Seven	126	0
010	Outside City Area	21	0

Total calls by station:		Count	Aid given
001	Station #1	172	0
002	Station #2	151	0
003	Station #3	105	1
004	Station #4	106	0
005	Station #5	168	0
006	Station #6	180	5
007	Fire Prevention	9	0
010	Training Division	1	0
015	Administration	2	0
777	Station #7	27	0

Total calls by shift:		Count
001	A Platoon	309
002	B Platoon	304
003	C Platoon	306
004	Administration	1
005	Other	1

Total calls by action taken:		Count
00	Action taken, other	17
11	Extinguishment by fire service personnel	16
22	Rescue, remove from harm	2
23	Extricate, disentangle	1
30	Emergency medical services, other	42
31	Provide first aid & check for injuries	39
32	Provide basic life support (BLS)	61
33	Provide advanced life support (ALS)	549
34	Transport person	1
50	Fires, rescues & hazardous conditions, other	1
52	Forcible entry	1
55	Establish safe area	2
61	Restore municipal services	1
63	Restore fire alarm system	5
64	Shut down system	5
70	Assistance, other	7
71	Assist physically disabled	17
73	Provide manpower	14
75	Provide equipment	2
81	Incident command	29
84	Refer to proper authority	1
85	Enforce codes	1
86	Investigate	62
87	Investigate fire out on arrival	6
92	Standby	5

Total calls by action taken: Count
 93 Canceled en route 34

Apparatus totals:

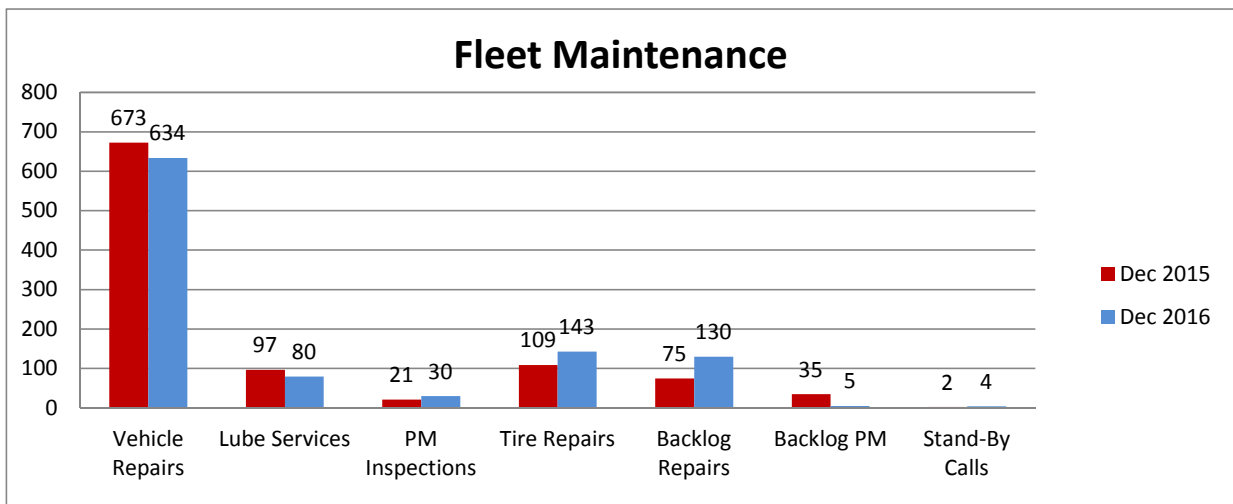
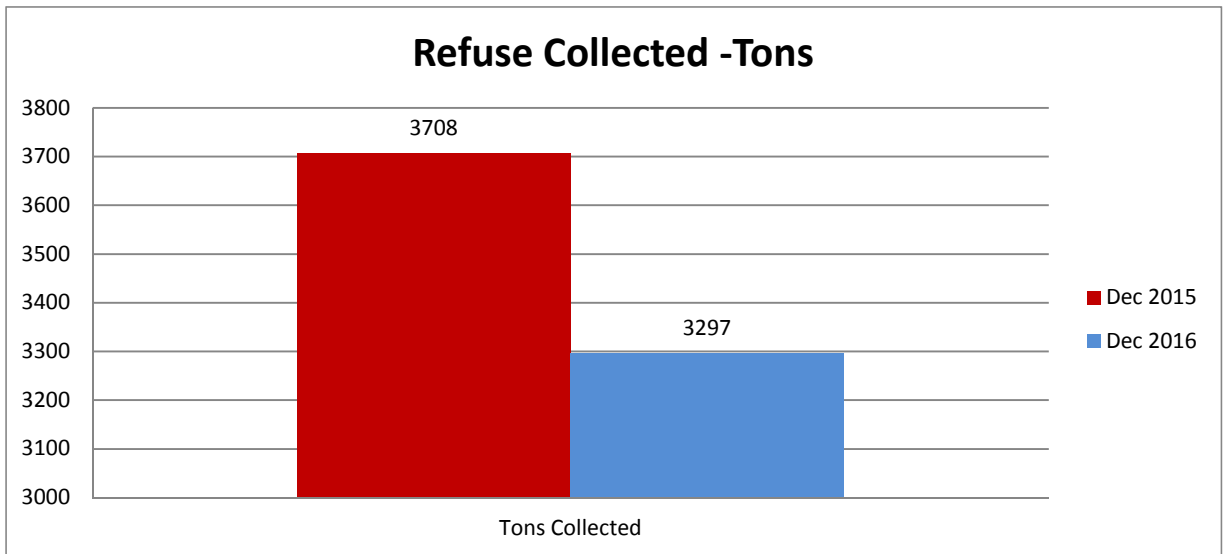
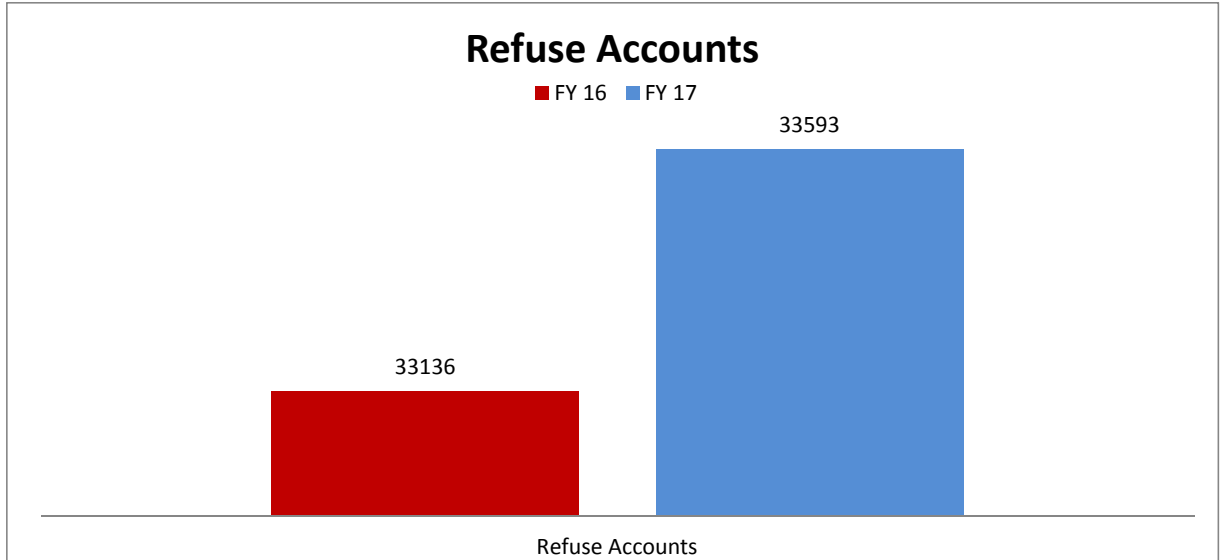
Apparatus	Emergency responses	Average per day	Non-emergency responses	Average per day	Total responses	Average per day	Average turnout	Average response
BT1	11	.35	1	.03	12	.38	0:00:39	0:06:10
BT2	10	.32	2	.06	12	.38	0:01:00	0:08:18
BT3	8	.25	2	.06	10	.32	0:02:30	0:06:55
BT4	20	.64	2	.06	22	.70	0:01:13	0:07:32
BT5	9	.29	0	.00	9	.29	0:02:08	0:03:38
BT6	6	.19	4	.12	10	.32	0:01:27	0:10:39
BT7	3	.09	0	.00	3	.09	0:01:03	0:06:53
E1	114	3.67	12	.38	126	4.06	0:01:10	0:04:51
E3	65	2.09	12	.38	77	2.48	0:01:16	0:06:34
E4	81	2.61	4	.12	85	2.74	0:01:07	0:07:13
E5	117	3.77	14	.45	131	4.22	0:01:19	0:05:32
E7	129	4.16	22	.70	151	4.87	0:00:59	0:05:08
FD110	2	.06	0	.00	2	.06	0:00:03	0:00:06
FD111	2	.06	0	.00	2	.06	0:00:03	0:03:16
FD211	15	.48	3	.09	18	.58	0:01:33	0:09:16
FD212	45	1.45	6	.19	51	1.64	0:00:48	0:08:01
FD312	5	.16	0	.00	5	.16	0:00:45	0:09:00
FD313	8	.25	2	.06	10	.32	0:01:29	0:26:38
FD314	4	.12	0	.00	4	.12	0:04:04	0:29:51
FD415	2	.06	3	.09	5	.16	0:00:00	0:00:00
LAD2	101	3.25	14	.45	115	3.70	0:01:10	0:05:55
LAD6	125	4.03	25	.80	150	4.83	0:01:10	0:06:47
PAFFO	1	.03	0	.00	1	.03	0:05:55	0:10:29
RES1	12	.38	0	.00	12	.38	0:01:11	0:07:24
SQD1	158	5.09	22	.70	180	5.80	0:01:17	0:05:26
SQD2	142	4.58	18	.58	160	5.16	0:01:01	0:06:00
SQD3	108	3.48	5	.16	113	3.64	0:01:09	0:06:21
SQD4	97	3.12	4	.12	101	3.25	0:01:14	0:07:49
SQD5	166	5.35	7	.22	173	5.58	0:01:03	0:06:13
SQD6	148	4.77	14	.45	162	5.22	0:01:07	0:06:21

Incidents with missing codes:

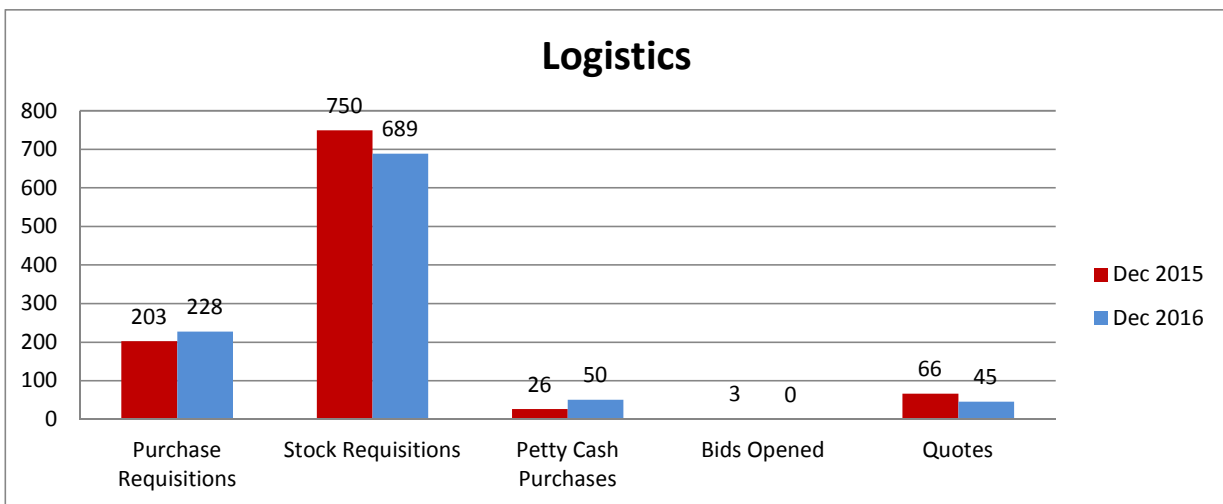
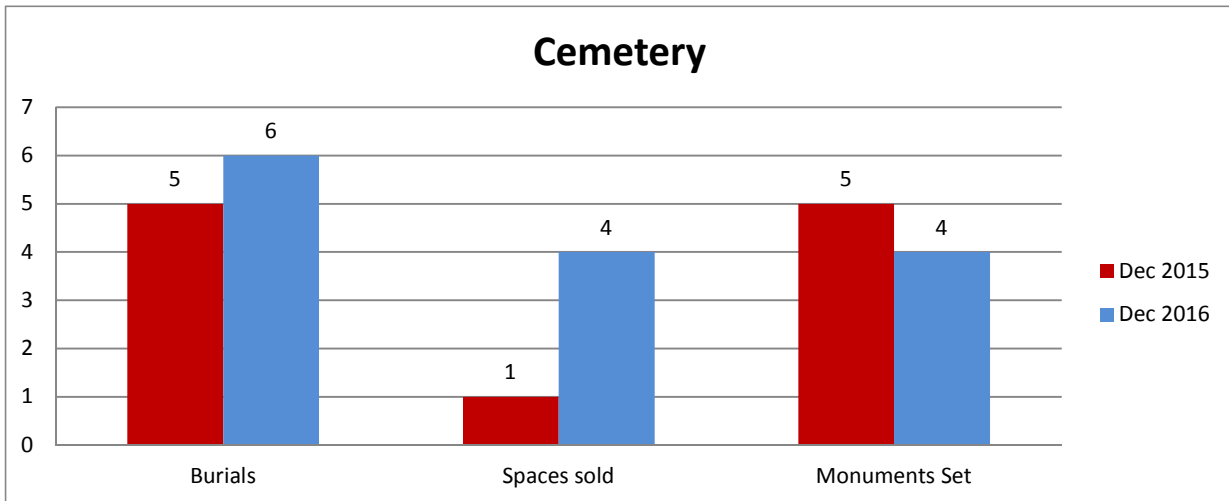
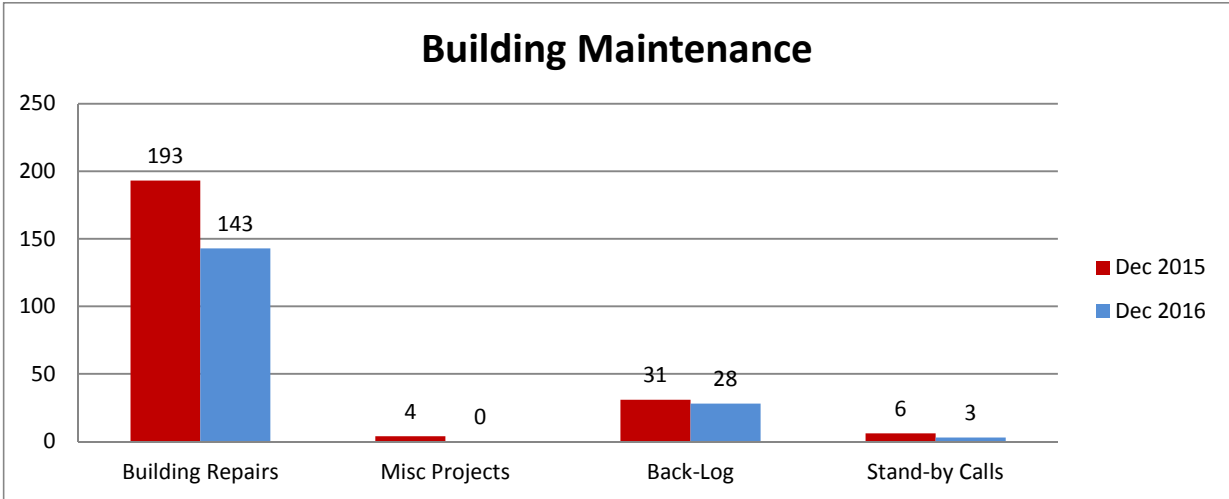
2016-0010698-000 12/31/16 Motor vehicle accident with no injuries USE
 4100 S LYNN LANE RD, TULSA, OK, 74012

Total for property use: 1

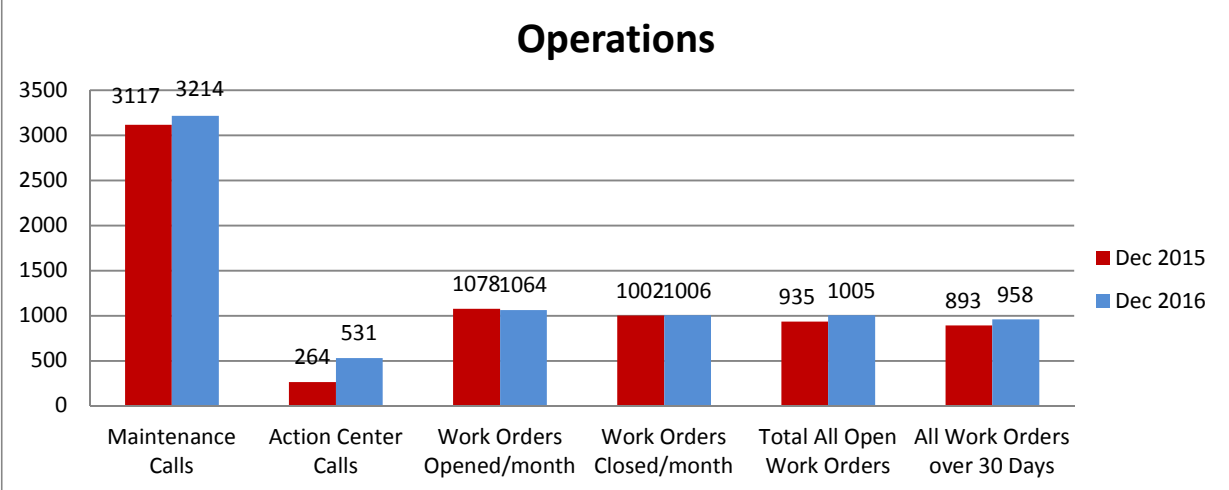
General Services Monthly Report December 2016



General Services Monthly Report December 2016



General Services Monthly Report December 2016



To: Kenneth Schwab, Assistant City Manager - Operations

From: Scott Esmond, Director Parks and Recreation 

CC: Jennifer Hooks, Gail Kirk

Date: January, 20th, 2017

Re: December 2016 Monthly Report

Please find enclosed the December 2016 Monthly Report for the Parks and Recreation Department.

Please contact Scott Esmond if you have any questions.

Encl: December 2016 Monthly Report



Parks and Recreation Department December 2016 Monthly Report

DIRECTOR - PARKS AND RECREATION

- Attended City Manager's staff meetings.
- Attended Assistant City Manager of Operations staff meetings.
- Held weekly staff meetings with direct reports within department.
- Attended Monarch Butterfly Garden groundbreaking ceremony at the Broken Arrow High School campus.
- Attended ribbon cutting ceremony for the Rose District Ice Rink.
- Met with Engineering staff and consultant for the purpose of developing a scope for the secondary entry/exit road at the Events Park.
- Attended the Annual Service Awards and Holiday Luncheon.
- Attended the City of Broken Arrow and the Broken Arrow Public Schools quarterly operations meeting.
- Met with staff and the Geographic Information System (GIS) consultant for the completion of the GIS inventory of park sites.
- Attended the Streetscapes Phase IV progress meeting.
- Met with the Community Event Manager to discuss the updated Rose District Farmers Market application for 2017.
- Attended pre-construction meeting for Liberty Parkway Trail retaining wall and drainage structure. Work should begin January 2017.
- Attended meeting with Engineering staff and a consultant to discuss scoping for the Veterans of Foreign Wars (VFW) building at Veterans Park.
- Held meeting to review Nienhuis Park's football field bids for converting two fields from natural grass to synthetic grass.
- Attended the monthly Chamber of Commerce luncheon. City Manager presented the State of the City.

- Met with Broken Arrow Historical Society members to discuss future expansion of the Museum BA.
- Attended meeting with staff and a Broken Arrow School representative to discuss Safe Routes to Schools program.
- Met with Greenway Golf Management to discuss Battle Creek Golf Course issues.
- Met with Ice Challenge Enterprises owner to discuss extending the date of the Rose District Ice Rink operation.
- Attended a pre-construction meeting for the 3rd floor terrace canopy installation at the Museum BA.

BATTLE CREEK GOLF CLUB



GENERAL

- Battle Creek Golf Club (BCGC) had 15 days with 25 or less rounds played due to cold and inclement weather. The last 6 days of December, BCGC had a strong finish to the month with 595 rounds played, which was basically 50% of rounds played for the month.
- The club missed budgeted revenues by \$4,952 and \$11,366 less than last year for December.
- Managers continue to cut back on expenses during the off season months to assist with cash flow and profitability.

GOLF OPERATIONS

- Annual Employee Christmas Party - Battle Creek Golf Club hosted staff from the Pro Shop, Cart Barn, Marshalls, and Grill Maintenance along with their significant others or family. Food was provided by Claret Cafe along with holiday refreshments. This event is a great opportunity for staff to meet each other and build relationships while giving them a chance to have a little fun outside of their normal work environment.
- BCGC ran holiday promotions to generate revenue throughout December as well as providing members and patrons a great value on their holiday shopping needs.
 - Gift card promotion ran from the last week of November through the end of December and gave patrons an additional 10% off on a gift card purchase of \$50 or more.
 - Another promotion for all collegiate apparel in stock, a discount of 35% off the marked price.
 - BCGC offered free personalization on all Titleist golf ball orders through the end of the month.
- These promotions, along with the new 2017 Battle Card, gave members and patrons great

reasons to shop small this holiday season and support BCGC.

COURSE MAINTENANCE

- BCGC received .65 of an inch of rainfall during December.
- The maintenance team tasks included:
 - Continued spraying the course with post emergent, and herbicides where needed.
 - Repaired green drain outlet on hole 8.
 - Continued to work on the bunker renovation at the lower practice facility.
 - Chipped all brush and wood debris accumulated at the maintenance facility throughout this season.
 - Edged all cart trails on the course.
 - Cleared tree suckers from fence lines, and pond edges.
 - Began building new tee markers for next season.
 - Repaired heaters at the restroom facility on hole 14.
 - Brush hogged and cleared all dead wood in the native area between 1 fairway and 18 tees.
- Next month, pre-emergent herbicides will be applied to the entire golf course as well as the clubhouse grounds, continue working on the pond edge on hole 16, continue to work on the bunker project at the lower practice facility, continue preventative maintenance of all equipment as needed.

MONTHLY SUMMARY

- December rounds were 105 less total rounds to budget and 426 less than last year.

<u>December Rounds</u>	<u>Budgeted</u>	<u>Prior Year</u>	<u>Actual</u>
PUBLIC ROUNDS	150	146	147
TOURNAMENT	0	0	0
MEMBER	700	917	653
BATTLE CARD	125	163	129
TWILIGHT	75	78	38
MISC.	70	97	65
MEMBER GUEST	125	165	108
TOTAL ROUNDS	1,245	1,566	1,140

MONTHLY GROSS REVENUE

- December total revenue was \$55,147 for the month, which was \$4,952 less than budgeted revenues.

	December Budget	December Prior Year	December Actual
DUES & FEES	22,000	22,341	23,296
GREEN FEES	12,287	15,750	12,067
CART FEES	4,401	4,649	3,778
MERCHANDISE	7,781	9,269	5,874
OTHER GOLF COURSE SERVICES	2,650	2,117	1,860
FOOD & BEVERAGES	9,980	12,387	8,272
TOTAL REVENUE	60,099	66,513	55,147

BANQUET FACILITY USAGE REPORT

December	Event	\$
10 th	Party/Event	2,455.00
15 th	Company Banquet	735.00
17 th	Company Banquet	1,274.17
29 th	Wedding Reception	695.00
	Total Banquet Revenue	\$5,159.17

BANQUET

- Received Purchase Order from the City of Broken Arrow for the banquet facility front entry to be re-floored. Work is scheduled for the week of January 30th, 2017.

MARKETING

- Purchased a booth space for BCGC to attend the Tulsa Wedding Show in January 2017. This is one of the biggest Wedding Shows of the year in the Tulsa Market.

SPECIAL EVENTS DIVISION

COMMUNITY EVENT MANAGER

- Attended weekly Department staff meetings.
- Met with GIS Consultant to discuss mapping of Parks assets.
- Prepared, planned, and attended the Special Events Committee meetings.
- Prepared road closures for various events.
- Attended the Rose District Ice Rink ribbon cutting, Broken Arrow Wine Walk, Christmas Parade, and Ruts N Guts event.
- Met with Rose District Farmers Market vendor via phone to discuss plans for participation in the market.

- Completed online training for subjects of diversity, sexual harassment, and workplace violence.
- Prepared files for 2017 events.
- Updated tracking for events to track information regarding location, expected attendance, and other information for the coming year.
- Met with Chamber of Commerce to discuss advertising, branding, events in the Rose District, and vision for events within the Rose District for next year.
- Attended the Annual Service Awards and Holiday Luncheon.
- Attended Rudolph Run. Event almost doubled participation over last year with 1,300 participants.
- Reviewed files for the Rose District Farmers Market to reorganize and ready for new hire.
- Drafted Special Event Mobile Vendor ordinance and sent to legal for review.
- Drafted the Rose District Farmers Market special event calendar.
- Revised guidelines and application for Rose District Farmers Market vendors.
- Began estimated actual budgeting and budget planning for 2017-2018 fiscal year.
- Completed statistical report for calendar year 2016.

RECREATION DIVISION

RECREATION MANAGER

- Attended and helped setup for Annual Service Awards and Holiday Luncheon at Central Park Community Center.
- Attended City/Schools Operations Quarterly Meeting at Central on Main.
- Attended planning meeting for Pizza with Santa event to be held at Nienhuis Park Community Center. Attended event.
- Conducted weekly supervisor meetings at Ray Herral Nature Center.

CENTRAL PARK COMMUNITY CENTER

- Logged visitors for December were 1,892 which is an increase of 620 compared to November.
- Worked with staff to organize a Pickleball Tournament for April 2017.
- Working on a Summer Day Camp to be held in June and July 2017.

NIENHUIS PARK COMMUNITY CENTER

- Logged visitors for December were 1,854 which is an increase of 581 compared to November.
- Attended Special Events Committee meeting at the Public Safety Complex.
- Pizza with Santa had 147 participants. Attendance was low due to the projected inclement weather and first time selling tickets to attend the event.
- Working with staff on the upcoming Daddy Daughter Dance in February 2017. Daddy Daughter Dance tickets went on sale December 1st.

RAY HARRAL NATURE CENTER

- The total visitors for December were 1,775 which is a decrease of 213 compared to November.
- Added two new exhibits; fur petting station and a water cycle model.
- Employee Advisory Committee held their monthly meeting at the Nature Center.

PARKS MAINTENANCE DIVISION

PARKS MAINTENANCE MANAGER

- Attended Director's weekly staff meeting.
- Conducted staff meetings with Parks Maintenance Division staff.
- Monitored ongoing park projects.
 - Streetscapes Phase IV: Construction continues on south end of the Rose District and Commercial Street. East side of Main Street from Dallas to Ft. Worth; 80% complete. Commercial Street; 50% complete on west side and 90% complete on east side.
 - Nienhuis Football Sports Turf: Waiting on Engineering and Construction to setup preconstruction meeting.
 - Indian Springs Sports Complex (ISSC) Renovation Project: Plans under design with construction planned to begin in fall 2017.
 - Interactive Water Feature (IWF): Contractor changing out skate deterrents to match those installed on Rose District planters.
 - Green City GIS: Inventory data complete. Completed conference call with data collector to define park boundaries.
 - Liberty Parkway Trail repair: Pre-construction meeting completed, and work scheduled to begin on January 3, 2017.
 - Nienhuis Parking Lot Solar Lights: Engineering Department notified that several lights were not operating. Contractor was called to make repairs under maintenance warranty.
- Purchasing Division soliciting bids replacement playground for Arrowhead Park.

- Attended ground breaking ceremony for Monarch Butterfly waystation gardens at Broken Arrow High School.
- Reviewed and approved Fleet specifications for bidding replacement 1-ton truck with dump body. Purchasing is soliciting bid.
- Spoke with Engineering Department concerning rose plant quote for Streetscapes IV. Marked up specifications from Streetscapes III quote and returned for new quote.
- Met with Broken Arrow Girls Softball League (BAGSL) president concerning fence repair project at Arrowhead complex. Parks Maintenance Manager will quote some of the work to be done by contractor, and maintenance staff will handle minor fence replacements. Discussed lip removal on fields 5-8. This will be a shared work effort between both parties.
- Met with park supervisors to review our winter weather ice and snow removal procedures.
- Ordered new playground components to refurbish playground at Copper Creek park.
- Met with Windstream contractor to discuss installation of telephone line for Ruts N Guts event. Contacted Utilities Department, as the contractor will be crossing a major sewer trunk line at the Events Park.
- Spoke with Broken Arrow Youth Baseball (BAYB) president concerning when BAYB recommends starting the fence replacement project. BAYB agreed with a fall of 2017 date. Discussed the new scoreboard program that will be used. Parks will be taking down the existing scoreboards and put in storage for use at the new adult softball complex that is planned for the Events Park.
- Contacted Oklahoma Turnpike Authority (OTA) concerning fence damage along the Liberty Parkway Trail which was caused by OTA's contract mowing crew. OTA will handle repairs.
- Contacted Risk Management concerning damage to a raised bed planter on Main Street that was caused by a private vehicle. Sent incident reports to Risk Manager, and Engineering/Construction will handle the repair while the contractor is finishing the Streetscape IV project.
- Working with Fleet to expedite repairs to Parks Maintenance bucket truck. Truck has been offline since November 7th, 2016 due to failing a dielectric test on the aerial lift.
- Submitted recertification documents for 2016 Tree City USA designation for the City of Broken Arrow.
- Submitted paperwork to renew City pesticide license with the Oklahoma Department of Agriculture.

GROUNDS MAINTENACE SECTION

- Removed litter from parks and cleaned outdoor restrooms. Checked Rose District Plaza restrooms daily, since the Rose District Ice Rink opening.

- Performed janitorial duties at the Camino Villa Park Building weekly.
- Continued routine leaf removal or mulching at all parks, building grounds and sport complexes.
- Trapping gophers from ISSC and Arrowhead athletic fields.
- Installed sander and plow attachments on 1-ton truck. Replenished snow and ice removal materials prior to first winter weather event.
- Removed scrub trees and brush from drainage area at Country Aire Tot-Lot. Graded out area, filled low spots, and installed sod.
- Performed inspection of the Liberty Parkway Trail. Removed minor tree damage caused by a beaver in the wetland section.
- General park section crews attended Flagging training class taught by Risk Management Safety Training Coordinator.
- Collected soil samples from athletic fields at Arrowhead, ISSC, and Nienhuis complexes.
- Installed sod to walk-up areas on the large baseball fields at ISSC.
- Cleared snow from sidewalk around the Community Playhouse after minor winter weather event.
- Brush-hogged undeveloped native areas at the Events Park and ISSC.
- Assisted Horticulture/Forestry section with tree trimming and stump grinding at Events Park and ISSC.
- Locating irrigation heads that will be removed during the installation of synthetic turf on two of the Nienhuis football fields.
- Crews completed required base training modules for Strategic Government Resources.

FACILITIES MAINTENANCE SECTION

- Performed monthly playground inspections. Completed minor repairs as noted during inspection process. Quoting a replacement slide for Nienhuis football playground; crack in plastic.
- Refurbished several holiday displays, and placement at the Rose District Pavilion around the Rose District Ice Rink. Installed additional lighting and ribbons on the pavilion columns. Performed daily checks on the displays, and replaced bulbs as needed.
- Setup stage and removed stage for Ruts N Guts event.
- Performed bi-annual facility inspections for all park amenities.
- Replenishing safety surfacing to playgrounds at Country Aire and Indian Springs.

- Removed leaves from outdoor swimming pools that had collected.
- Checked heaters in Parks Department's unoccupied buildings during extreme cold temperatures. Located several buildings with frozen lines; with the exception of a line that burst in a baseball concession. Waterlines were thawed out.
- Lowered and raised department flags for several occasions during the month.
- Repaired wood fencing at Main Place due to wind damage and Jackson Park for vandalism.
- Installed ice warning signs at park ponds. Installed trail rule signs at all arterial road entrances into the Liberty Parkway Trail.
- Crews completed required base training modules for Strategic Government Resources.

HORTICULTURE/FORESTRY SECTION

- Conducted routine daily maintenance in the Rose District; removed litter, blew debris from sidewalk, weeded beds, checked irrigation, mulching planting beds, etc.
- Horticulturist monitored contract maintenance for rose plants in the Rose District and Centennial Park.
- Horticulturist completed Tree City USA work report for 2016.
- Routine tree trimming and stump grinding at various park sites.
- Ordered ninety-six new hanging baskets for installation in the Rose District for Spring 2017.
- Crew attended Flagging Training class taught by Risk Management Safety Training Coordinator.
- Mulched tree wells throughout park sites.
- Trimmed back crape myrtles and ornamental grasses at Rose District, Ray Herral, Central Park and Jackson Park.
- Installed plaques for 4 commemorative trees that were planted in November.
- Horticulturist working on plant list for Monarch Butterfly waystation gardens.
- Verified heat tape on all irrigation backflows were working correctly prior to extreme cold temperatures. Replaced tapes that were not functioning correctly.
- Crews completed required base training modules for Strategic Government Resources.

End of Report

2. GENERAL CORRESPONDENCE / NOTIFICATION





INTEROFFICE MEMO

To: Honorable Mayor and City Councilors
From: Kenny Schwab, Assistant City Manager of Operations
Date: January 20, 2017
Re: Update on 24" Water Line Leak Under Highway 51

I spoke with staff this week to get an update on the water line leak under the highway. We have located the leak and determined the course of action required. Because the cost is over \$25,000, bids are required for the repair work.

Bids went out this week, so it will be early February before we open. It will take a few weeks to deliver materials. I expect the work to resume in the later part of February and be completed soon after.

I will reach out to the City Attorney to see if we can declare it an emergency, but my experience is that with the line being operational and only a leak, it is not an emergency.

Respectfully submitted,

Kenny Schwab

PRESS RELEASE

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

Surplus Auction Starts January 23

Broken Arrow, Okla. (1/17/2017) – The City of Broken Arrow will hold an online surplus auction for 12 days, from January 23, 2017 through February 3, 2017.

Bargain hunters interested in obtaining used cars, trucks, snow plows, electronics, office furniture and more can find a list of items for sale on the City's website, www.brokenarrowok.gov/auction.

Photos and more details will be available soon on the auction site itself:

www.govdeals.com/BrokenArrow

Interested bidders may view the items in person before placing a bid. Instructions for scheduling an appointment can be found with the item's detailed information on the auction website. Once the online auction begins, bidders will have 12 days to participate. The winning bidders must claim their items at the City's warehouse, 1700 W. Detroit Street.

The surplus property and equipment has outlived its usefulness to the City. Because the estimated combined value of the items to be sold is in excess of \$15,000, it had to be declared surplus by the Council. Proceeds from the sale of surplus items will be deposited into the General Fund and Broken Arrow Municipal Authority (BAMA) funds, depending on the sold items source funding.

What: Online Surplus Auction

When: Monday, January 23 – Friday, February 3

Where: www.govdeals.com/BrokenArrow

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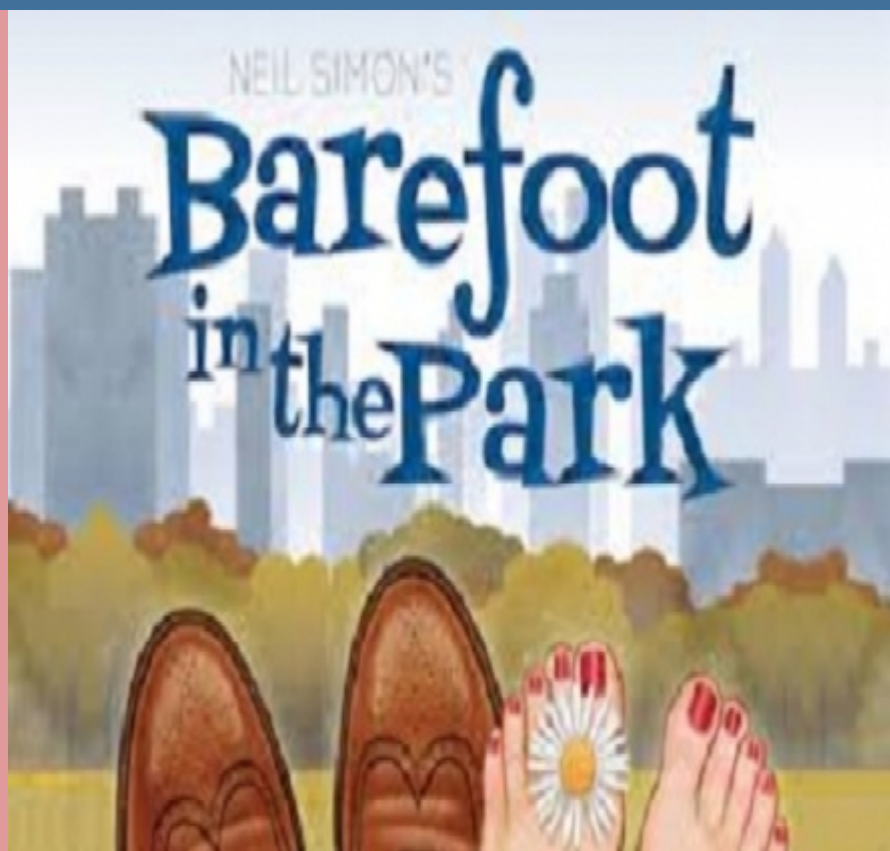
3. SPECIAL EVENTS / ACTIVITIES



BROKEN ARROW COMMUNITY PLAYHOUSE NEWSLETTER

From: Esmond, Scott
Sent: Tuesday, January 17, 2017 1:47 PM
To: Hooks, Jennifer
Subject: FW: BACP January/February 2017 Newsletter

From: Broken Arrow Community Playhouse [mailto:bacptheatre@tulsacoxmail.com]
Sent: Tuesday, January 17, 2017 1:35 PM
To: Esmond, Scott <SEsmond@BrokenArrowOK.Gov>
Subject: BACP January/February 2017 Newsletter



BROKEN ARROW COMMUNITY PLAYHOUSE

Presents

Neil Simon's

"Barefoot in the Park"

**The Broken Arrow Community Playhouse is excited
to present**

"Barefoot in the Park" By Neil Simon



**BROKEN ARROW
COMMUNITY PLAYHOUSE**

1800 S. Main St.
Broken Arrow, OK 74012
(918)258-0077

bacptheatre@aol.com

Hours: Tues.-Fri 10:00 AM-2:00 PM

BACKSTAGE BRIEFING

JANUARY/FEBRUARY 2017

**Visit our Website
and Join Us on Facebook!**

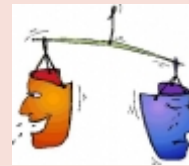
<http://bacptheatre.com>

February 17, 18, 19, 24, 25, 26, 2017
Fri. and Sat. at 7:30 PM, Sun. at 2 PM,
here at the playhouse located at
1800 S. Main Street in Broken Arrow
Tickets are on sale now at www.bacptheatre.com
or call our Box Office 918-258-0077
to reserve your seats today!
Lower Level \$15 Balcony Level \$10.
We consider this show a PG13 rating for adult
situations, great for teens and adults!

Neil Simon's *Barefoot in the Park* is a romantic comedy focusing on a pair of newlyweds, Corie and Paul, as they begin married life in a tiny, 5th-floor walkup apartment in a Manhattan brownstone. Corie is romantic, impulsive, and enthusiastic, while her husband is a proper, careful, even "stuffy" young attorney who is more concerned with his budding legal career than he is with helping to build their love nest and perpetuating the honeymoon atmosphere. As the young couple contend with a lack of heat, a skylight that leaks snow, several long flights of stairs, a surprise visit from Corie's well-meaning mother and Victor Velasco their rather oddball neighbor, they must also reconcile their own personal differences in how they approach life's challenges. Adjusting to married life isn't so easy! Director Denny Meredith-Orr's debut at the BACP was on our stage in 2014, he portrayed Benny in the wonderful locally written production of "Tulsa! A Radio Christmas Spectacular." Denny has been involved with Community Theatre for over thirty years in four states and has appeared on stage, directed, designed sets and worked tech for a variety of shows. He has assembled a wonderful cast of characters that include; Stephanie Zongker as Corie Bratter, Ben Waters as Paul Bratter, Marla Taylor as Corie's mother Mrs. Banks, Mike McEver as the eccentric neighbor Victor Velasco, Spencer Tabor as the Telephone Repair Man and Sarah Kessler as the Delivery Person. We hope you will come join us in the laughter and continue the romance of Valentine's Day for the entire month of February!

More information for this production can be obtained by calling the BACP at 918-258-0077. The BACP is located in The Main Place at 1800 S. Main in downtown Broken Arrow. "Barefoot in the Park (Neil Simon)" is presented by special arrangement

<https://www.facebook.com/bacptheatre>



In This Issue

BAREFOOT IN THE PARK

*** AUDITIONS
"THE DIXIE SWIM CLUB"**

**SPECIAL EVENT!
* SAND SPRINGS
COMMUNITY PLAYHOUSE
TOMATO PLANT GIRL**

*** BLOW THE ROOF OFF
FUNDRAISER**

OUR 37th SEASON



**NEIL SIMON'S
BAREFOOT IN THE PARK
February 17-26, 2017**

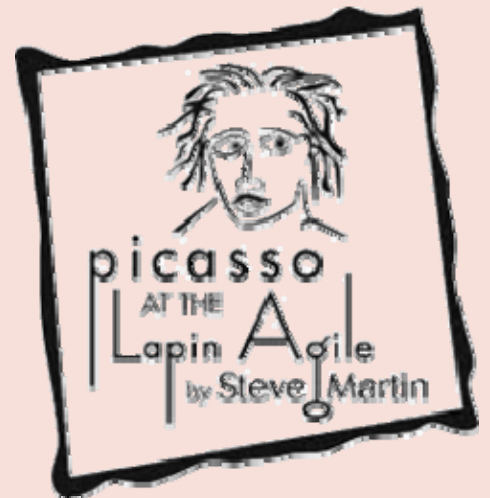
with Samuel French, Inc. This production is made possible in part by grants from the Oklahoma Arts Council and the National Endowment for the Arts. The BACP would like to thank Landmark Business Systems and Arkansas Valley Bank for their generous sponsorship of the 2016-2017 Season. The Broken Arrow Community Playhouse is a member of the Oklahoma Community Theatre Association and the American Association of Community Theatre.



1901 W Detroit St, Broken Arrow, OK 74012
(918) 258-0120



THE DIXIE SWIM CLUB
April 21-30, 2017



**STEVE MARTIN'S
PICASSO AT THE LAPIN
AGILE**
June 16-25, 2017

Neil Simon's Barefoot in the Park



Friday February 17, 2017 to Sunday February 26, 2017 Paul and Corie Bratter are newlyweds in every sense of the word. He's a straight-as-an-arrow lawyer and she's a free spirit always looking for the latest kick. Their new apartment is her most recent find-too expensive with bad plumbing and in need of a paint job. After a six day honeymoon, they get a surprise visit from Corie's mother and decide to play matchmaker during a dinner with their neighbor-in-the-attic Velasco, where everything that can go wrong, does. Paul just doesn't understand Corie, as she sees it. He's too staid, too boring and she just wants him to be a little more spontaneous, running "barefoot in the park" would be a start...

[Buy Tickets Now](#)



The Broken Arrow Community Playhouse

OPEN AUDITIONS! February 26, 2017 6:00 PM

"The Dixie Swim Club"

By Jessie Jones, Nicholas Hope & Jamie Wooten

The Broken Arrow Community Playhouse will be auditioning for "*The Dixie Swim Club*" on Sunday February 26, 2017 at 6 PM at the Playhouse located at 1800 S. Main Street in Broken Arrow.

The Dixie Swim Club will be directed by Megg Hayhurst. Auditions are open and will consist of cold readings from the script, the Director will provide Sides at the audition. We are looking for 5 women who can play age range 35 to 60's. Resumes and Photos not required but helpful.

Performance dates will be April 21, 22, 23, 28, 29, 30, 2017, Fridays and Saturdays at 7:30, Sundays at 2:00. Director Megg Hayhurst wants you to prepare to have fun and looks forward to seeing anyone who would like to be a part of the show!

THE STORY: Five Southern women, whose friendships began many years ago on their college swim team, set aside a long weekend every August to recharge those relationships. Free from husbands, kids and jobs, they meet at the same beach cottage on North Carolina's Outer

Banks to catch up, laugh and meddle in each other's lives. THE DIXIE SWIM CLUB focuses on four of those weekends and spans a period of thirty-three years. Sheree, the spunky team captain, desperately tries to maintain her organized and "perfect" life, and continues to be the group's leader. Dinah, the wisecracking overachiever, is a career dynamo. But her victories in the courtroom are in stark contrast to the frustrations of her personal life. Lexie, pampered and outspoken, is determined to hold on to her looks and youth as long as possible. She enjoys being married—over and over and over again. The self-deprecating and acerbic Vernadette, acutely aware of the dark cloud that hovers over her life, has decided to just give in and embrace the chaos. And sweet, eager-to-please Jeri Neal experiences a late entry into motherhood that takes them all by surprise. As their lives unfold and the years pass, these women increasingly rely on one another, through advice and raucous repartee, to get through the challenges (men, sex, marriage, parenting, divorce, aging) that life flings at them. And when fate throws a wrench into one of their lives in the second act, these friends, proving the enduring power of "teamwork," rally 'round their own with the strength and love that takes this comedy in a poignant and surprising direction. THE DIXIE SWIM CLUB is the story of these five unforgettable women—a hilarious and touching comedy about friendships that last forever...

The Dixie Swim Club



Friday April 21, 2017 to Sunday April 30, 2017 Five Southern women, whose friendships began many years ago on their college swim team, set aside a long weekend every August to recharge those relationships. Free from husbands, kids and jobs, they meet at the same beach cottage on North Carolina's Outer Banks to catch up, laugh and meddle in each other's lives. The story focuses on four of those weekends and spans a period of thirty-three years. This gripping tale is the story of these five unforgettable women—a hilarious and touching comedy about friendships that last forever...

[Buy Tickets Now](#)

CONGRATULATIONS!!

**Sand Springs Community Theatre's
"TOMATO PLANT GIRL"**

**For moving on to Regional Competition and representing
Oklahoma at the American Association of Community Theatre
Region VI Competition in April.**

**You can support their production by attending this upcoming
performance on March 26th, 2:30 PM**

at the Sand Springs 9th Grade Center.

OKLAHOMA COMMUNITY THEATRE ASSOCIATION

2016 OUTSTANDING PRODUCTION:

"Tomato Plant Girl"

By: Wesley Middleton

MARCH 26TH 2:30PM

SAND SPRINGS 9TH GRADE CENTER

STARRING:

BRITTANY SCOTT *as Little Girl*

JENNY BURKE, *Excellence in Acting*

Winner, as Bossy Best Friend

JAMI SHINE *as Tomato Plant Girl*

And SIDNEY HUNT *as Mother*



PRODUCED BY
SPECIAL
ARRANGEMENT WITH
DRAMATIST PLAY
SERVICE



SPONSORED BY
SWEETIE PIE'S

PLEASE COME SUPPORT SAND SPRING COMMUNITY THEATRE'S "TOMATO PLANT GIRL".

THIS WILL BE THEIR LAST PERFORMANCE BEFORE REPRESENTING OKLAHOMA
AT THE AMERICAN ASSOCIATION OF COMMUNITY THEATRE'S REGIONAL COMPETITION.

SUGGESTED \$5 DONATIONS APPRECIATED.

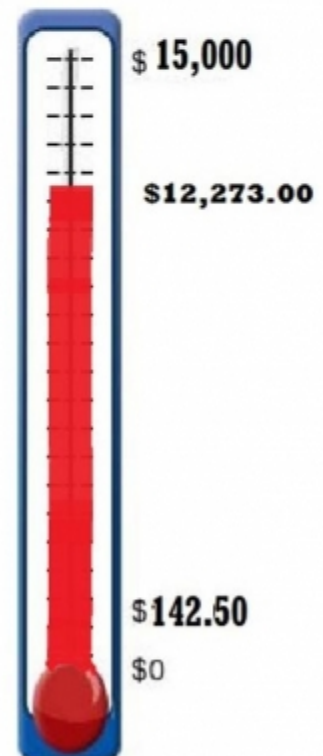


SOUND & TECHNOLOGY FUNDRAISER

BLOW THE ROOF OFF!!

THE BROKEN ARROW COMMUNITY PLAYHOUSE HAS KICKED OFF A FUNDRAISING CAMPAIGN TO IMPROVE OUR PERFORMANCE SOUND QUALITY HERE AT THE THEATRE AND BRING IT UP TO THE CURRENT STANDARDS. ALL MONEY RAISED WILL GO TOWARD NEW TECHNOLOGY INCLUDING BUT NOT LIMITED TO NEW SPEAKERS , MONITOR EQUIPMENT AND MICROPHONES AS WELL AS ANY NEW WIRING AND INSTALLATION NEEDED .

WE HOPE YOU CAN HELP US MEET THE GOAL OF \$15,000 NEEDED TO RAISE THE ROOF WITH SOUND! PLEASE LOOK FOR THE DONATION BASKETS AND BOXES IN THE LOBBY WHEN YOU COME TO THE THEATRE, OR YOU CAN MAIL YOUR CHECK TO: BACP P.O. BOX 452 BROKEN ARROW, OK 74013



**THE BROKEN ARROW COMMUNITY PLAYHOUSE
IS A 501 (C)3 NON-PROFIT ORGANIZATION
DONATIONS ARE TAX DEDUCTIBLE**

Blow the Roof Off

The Broken Arrow Community Playhouse has kicked off a fundraising campaign to improve our Performance sound quality here at the Playhouse and bring it up to the current standards. All Money raised will go toward new technology including but not limited to new speakers, monitor Equipment and microphones as well as any new wiring and installation needed.

We hope you can help us meet the goal of \$15,000 needed to raise the roof with sound!

[Donate Now](#)

Broken Arrow Community Playhouse uses [Vendini](#) for ticketing, marketing, and box office management.

Broken Arrow Community Playhouse - 1800 S. Main St., Broken Arrow, OK, 74012, (918) 258-0077
Vendini, Inc. - 660 Market Street, San Francisco, CA, 94104, 1 (800) 901-7173

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