

To: Honorable Mayor and City Councilors
From: Michael Spurgeon, City Manager
Date: February 24, 2017
Re: Notes to Council

1. STAFF REPORTS / ITEMS REQUIRING IMMEDIATE ATTENTION

- Parks and Recreation Monthly Report – January 2017

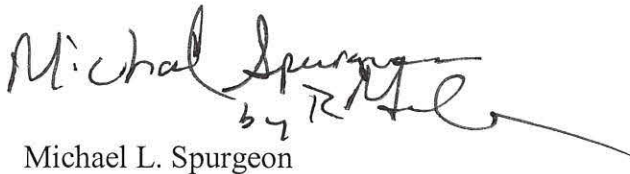
2. GENERAL CORRESPONDENCE / NOTIFICATION

- Memo – Operations Report - 37th Street Improvements
- Memo – Economic Development - Tulsa’s Future Report
- Memo – Development Services Report - Homeowner’s Association Workshop

3. SPECIAL EVENTS / ACTIVITIES

- N/A

Respectfully submitted,



Michael L. Spurgeon

gak
Attachments

1. STAFF REPORTS / ITEMS REQUIRING IMMEDIATE ATTENTION



To: Kenneth Schwab, Assistant City Manager - Operations

From: Scott Esmond, Director Parks and Recreation



CC: Jennifer Hooks, Gail Kirk

Date: February, 20th, 2017

Re: January 2017 Monthly Report

Please find enclosed the January 2017 Monthly Report for the Parks and Recreation Department.

Please contact Scott Esmond if you have any questions.

Encl: January 2017 Monthly Report



Parks and Recreation Department January 2017 Monthly Report

DIRECTOR - PARKS AND RECREATION

- Attended City Council meetings.
- Attended City Manager's weekly staff meetings.
- Held weekly staff meetings with department staff.
- Attended the Assistant City Manager of Operations weekly staff meetings.
- Reviewed 2016 swimming pools activity based costing and revenue reports with the Recreation Manager.
- Attended a sports groups meeting.
- Met with the Soccer Club, at their request, to discuss a possible private and public partnership.
- Met with the Adult Softball president about reviewing the statement of qualifications for Architect/Engineering firms for the new adult softball complex design.
- Met with staff and a consultant for designing the Events Park security lighting and Indian Springs Sports Complex soccer field lighting (2014 GO Bond projects).
- Attended a Geographic Information System (GIS) meeting with staff and consultant for previewing the new GIS for the department.
- Met with Finance Director and Greenway Golf staff for the purpose of reviewing financial statements.
- Met with staff and consultant for starting plans and specifications for new restrooms at Liberty Parkway Trail, Events Park, and Dog Park (2014 GO Bond projects).
- Performed an annual review of one department manager.
- Attended Ruts N Guts post event meeting.
- Met with department staff who applied for City of Broken Arrow University (COBA-U).

- Met with staff and consultants regarding Leisure Park Playground, Country Aire Park Playground, and Arrowhead Softball projects (2014 GO Bond projects).

BATTLE CREEK GOLF CLUB



GENERAL

- January weather was inconsistent with 14 days of 15 rounds or less due to cold weather along with warm weather which helped to achieve budgeted revenues.
- Managers are currently finishing the 2017-2018 proposed budget for the upcoming fiscal year as well as the proposed capital list.

GOLF OPERATIONS

- Battle Creek Golf Club has begun preparing player initiatives to encourage both Cost participation and player development. The first is an eight week "Get Golf Ready Program" for beginners and intermediate golfers of all ages. This is derived directly from the Professional Golfers Association (PGA) of America's program, and curriculum will consist of eight one-hour group clinics aimed at providing players with the basic skills necessary to enjoy playing golf. Cost will be \$20 per person each week and will include a play day at the end of the eight week clinics.
- BCGC is adding another event to the already successful "Tournament Series & Friday Night Couples League". BCGC will host a Thursday Night Men's League at 5:30pm for eight weeks in the spring and then based on the popularity again in the fall. The league will be \$25 for members and \$50 for non-members which will include two drink tickets, hotdog and chips, and prizes. The league will feature mostly individual formats and will offer escape work and showcase their golf skills.

COURSE MAINTENANCE

- January an unusual month with high temperatures in the mid 70's with lows in the single digits. BCGC received .5 inches of snow fall and 2.25" rainfall.
- The maintenance team tasks included:
 - Finished spraying the entire course with post-emergent herbicides.
 - Continued preventative maintenance on equipment.
 - Replaced all the wood decking on bridge on hole 9.
 - Multiple irrigation repairs.
 - Continued clearing brush where needed and began trimming all ornamental grass in beds and at the clubhouse.
- A freeze in the irrigation pump station caused some damage to the computer drive components for the pumps. Insurance Company has been contacted and in the process of determining whether to repair or replace the parts.

- Next month, apply pre-emergent herbicides to the golf course, the clubhouse grounds, and flower beds. Continue work on the pond edge on hole 16, finish the bunker project at the lower practice facility (weather permitting), and continue preventative maintenance of all equipment as needed.

MONTHLY SUMMARY

- January rounds were 117 more total rounds to budget and 150 more than last year.

January Rounds	Budgeted	Prior Year	Actual
PUBLIC ROUNDS	180	158	168
TOURNAMENT	0	0	0
MEMBER	700	690	782
BATTLE CARD	125	115	121
TWILIGHT	90	106	91
MISC.	50	48	64
MEMBER GUEST	100	95	136
TOTAL ROUNDS	1,245	1,212	1,362

MONTHLY GROSS REVENUE

- January total revenue was \$58,260 for the month, which was \$327 less than budgeted revenues.

	January Budget	January Prior Year	January Actual
DUES & FEES	26,500	26,423	26,826
GREEN FEES	13,530	13,683	14,336
CART FEES	4,401	3,741	4,771
MERCHANDISE	3,922	5,358	4,883
OTHER GOLF COURSE SERVICES	3,600	3,535	3,038
FOOD & BEVERAGES	5,980	4,110	4,406
TOTAL REVENUE	57,933	56,850	58,260

BANQUET FACILITY USAGE REPORT

January	Event	\$
1/5/17	Business Meeting	0.00
1/16/17	Homeowners Association Meeting	0.00
1/24/17	Homeowners Association Meeting	0.00
	Total Banquet Revenue	0.00

GRILL & BANQUET

- Emily Austin, Assistant Grill Manager for 4 years, was promoted to Grill & Banquet Manager.
- Finalizing a new Grill Menu for 2017 that will offer several new food items and updated pricing.

MARKETING

- Attended the Tulsa Wedding Show. This is one of the biggest Wedding Shows of the year in the Tulsa Market.

SPECIAL EVENTS DIVISION

COMMUNITY EVENT MANAGER

- Attended weekly staff meetings.
- Prepared road closures for various events.
- Received and processed several applications for Special Events for 2017.
- Prepared, planned, and attended Special Events Committee meetings.
- Began preparation for Estimated Actual, 2017-2018 Budget and 2018-2019 Projected Budget.
- Attended the Convention and Visitors Bureau monthly meeting.
- Researched, prepared, and submitted modifications for the Manual of Fees.
- Prepared and submitted request for personnel requests in the Events Division.
- Began reorganization of the files for the Rose District Farmers Market.
- Sent Rose District Farmers Market vendor applications or links via email. Began processing vendor applications.
- Met with Turkish Festival event organizer to discuss location and possible relocation to Central Park for the 2017 event.
- Met with City staff to discuss the possibility of accepting credit card payments during the Rose District Farmers Market.
- Met with the Chamber of Commerce to discuss the 2017 Home and Garden Show. Began preparations for the 2017 Home and Garden Show.
- Met with SkyDance Festival event organizers to discuss event and set a date.

- Prepared and sent License Agreement to the Chamber of Commerce for Rooster Days events and Rooster Run.
- Attended the Wine, Eats & Easels meeting to begin plans for the event scheduled in June.
- Began planning of event information event to take place at Central Park Community Center.
- Met with ArtsOk (Broken Arrow Arts Council) to discuss Chalk It Up and other events.
- Attended GIS meeting for Parks and Recreation.
- Met with event organizer for a possible event hosted by Thin Blue Line.
- Met with event organizer for a wedding scheduled at the Rose District Pavilion in September.
- Met with one event organizer for Ruts N Guts to discuss the event and suggested improvements for next year.
- Met with Chamber of Commerce to discuss events that will take place in the Rose District 2017.
- Met with event organizer for the Cox Community Concert to discuss the 2017 event and set a date in September.

RECREATION DIVISION

RECREATION MANAGER

- Attended Oklahoma Recreation and Parks Society Board Meeting in Norman, Oklahoma.
- Attended meeting with IT Director, Finance Department staff, and Parks Department staff to discuss credit card payments and mobile capabilities at park facilities.
- Completed final cost analysis for 2016 Aquatic Season.
- Arranged and attended Broken Arrow Sports Group gathering at Central Park Community Center.
 - Sports Groups represented at gathering: Broken Arrow Youth Football, Broken Arrow Lacrosse Club, Broken Arrow Girls Softball League, Broken Arrow Youth Baseball, Broken Arrow Adult Softball, and Broken Arrow Soccer Club.
 - City Departments represented at gathering: Parks and Recreation Department, Convention and Visitors Bureau and Tourism Director.
- Conducted weekly supervisor meetings at Nienhuis Park Community Center and Ray Harral Nature Center.
- Attended event planning meeting regarding Recreation Division's Daddy Daughter Dance.
- Attended Special Events Committee Meeting at the Public Safety Complex.
- Attended Geographical Information System (GIS) meeting.

- Conducted monthly Recreation Division staff meeting.
- Attended meeting with Parks and Recreation Director and COBA-U applicants.

CENTRAL PARK COMMUNITY CENTER

- Logged visitors for January were 2,541 which is an increase of 649 compared to December.
- Recreation Manager and Community Centers Supervisors conducted Part-Time Recreation Assistant interviews. Position has been offered and accepted.
- Attended two Supervisor meetings.
- Attended Recreation Division meeting.
- Continued preparation for Summer Camps in June and July.
- Full-Time Recreation Assistant made contact with Zebco concerning the Fishing Derby scheduled for June.

NIENHUIS PARK COMMUNITY CENTER

- Logged visitors for January were 2,017 which is an increase of 150 compared to December.
- Held upcoming Daddy Daughter Dance meetings with Recreation Manager and staff. Began to decorate for the event.
- Attended Part-Time Recreation Assistant interviews.
- Attended weekly Supervisor Meetings.
- Attended Recreation Division Meeting.
- Attended meeting with the Parks and Recreation Director concerning COBA-U.

RAY HARRAL NATURE CENTER

- The total visitors for January were 1,403 which is a decrease of 372 compared to December.
- 65 milkweed seed packages were handed out to the public to help attract Monarch Butterflies.
- Room rentals have generated more people utilizing the Ray Harral Nature Center and Park.

PARKS MAINTENANCE DIVISION

PARKS MAINTENANCE MANAGER

- Attended Director's weekly staff meeting.

- Conducted staff meetings with maintenance division staff.
- Monitored ongoing park projects:
 - Streetscapes Phase IV: Construction continues on south end of Rose District - Dallas Street to Galveston Street, West side of Commercial Street, and 71st Gateway. Working through irrigation issues created by phase III contractor that did not stub out piping or cable.
 - Nienhuis Football Sports Turf: Preconstruction meeting was held, removal of soil from both fields has begun, and removal of storm water piping not being used with new construction. Scoreboards removed for placement in new location per plans.
 - Indian Springs Sports Complex (ISSC) Renovation Project: Plans under design with construction planned to begin in fall 2017.
 - Interactive Water Feature (IWF): Contractor to return at spring startup to complete work on luminaires.
 - GreenCityGIS: Final completion of database still in progress.
 - Liberty Parkway Trail repair: Removal of existing wall has been completed, and base work for installation of new retaining wall is underway.
 - Indian Springs Soccer Field Lighting: Architect/Engineer (A/E) scope meeting has been held, and design work is underway.
 - Events Park lighting: A/E scope meeting has been held, and design work is underway.
 - Cooper Creek Playground Refurbishment: New components to update play systems have been ordered, and scheduled for delivery by 3/1/2017.
 - Country Aire Playground Replacement: A/E scope meeting has been held, and design work is underway.
 - Leisure Park New Splash Pad and Replacement Playground: A/E scope meeting has been held, and design work is underway.
 - Rose West Dog Park and Liberty Trail Restrooms: A/E scope meeting has been held, and design work underway.
 - Events Park Restroom, Playground, and Pavilions: A/E scope meeting has been held, and design work underway.
- Purchase order has been issued for new playground system at Arrowhead Park. Scheduled for delivery around 4/1/2017.
- Responded to Broken Arrow Police Department call concerning vandalism and burglary at the Events Park. Vandals had broken into the Special Events office, and broke the rear window out of staff's work vehicle. Also, broke all the windows out of the backhoe belonging to Streets/Stormwater, vandalized several trees, park grills, and picnic tables. Report was filed with Risk Management.
- Bids were received for new bleacher shade covers for Arrowhead Softball Complex fields 9-12. Contract scheduled to award on 2/21/2017.
- Bids were received for replacement 1-ton cab and chassis with dump body. Bid is scheduled to award on 2/21/2017.
- Attended kick-off and scoping meeting for upcoming bond projects.
- Quoted replacement of 500' of 10' tall fence at Arrowhead Softball Complex. This was a turnkey project performed by fence contractor.

- Met with Adult Softball personnel to review enhancements they would like to have completed at Al Graham complex. Work included adding curbing for drainage, scoreboard control relocation, and sod work.
- Attended meeting with Special Events Division and Ruts N Guts personnel to discuss the success of the cycling event this year, and discussed areas that can be improved prior to the next event.
- Attended progress meeting for Streetscapes Phase IV Project.
- Contacted Oklahoma Turnpike Authority (OTA) concerning fencing damage along the Liberty Parkway Trail which was caused by their contract mowing crew. OTA will handle repairs.
- Met with electrical engineer, who is designing new lighting for the ISSC soccer west complex, and American Electric Power (AEP) engineer to review project site and existing utilities.
- Continue to work with Fleet Department to expedite repairs to our bucket truck. Truck has been offline since 11/7/2016 due to failing a dielectric test on the aerial lift.
- Received notification that the City of Broken Arrow was designated as a Tree City USA for 2016. This will be our 17th year designated as a Tree City USA community.

GROUNDS MAINTENANCE SECTION

- Removed litter from parks and cleaned outdoor restrooms. Discontinued 7-day week service to the Rose District Plaza restroom once the ice rink closed.
- Performed janitorial duties at the Camino Villa Park Building weekly.
- Continuing routine leaf removal or mulching at all parks, building grounds, and sport complexes.
- Trapping gophers from athletic fields at ISSC and Arrowhead.
- Removing lip areas around infield arc on Arrowhead fields 1-8. Parks Division is removing the sod and excess soil, and Broken Arrow Girls Softball League (BAGSL) will grade areas prior to parks re-sodding the arcs.
- Performed inspection of the Liberty Parkway trail. Removed debris from trail and picked up litter.
- Removed irrigation heads from Nienhuis football fields prior to the synthetic turf project.
- Re-wired irrigation controller at Arrowhead Softball Complex and tested all zones.
- Adding fence ties to chain-link material that was loose on Arrowhead fields. Removing sections of fencing that has curled beyond straightening and will be replaced with new.
- Hauled debris from ISSC cleanout bay to landfill.
- Moved benches and receptacles that were removed from the Rose District during the Streetscape IV project, and stored at ISSC barn.

- Cleared trees and stumps from grounds area at the Events Park, which will be used as a temporary field for a rugby user group.
- Adding limestone screenings to low or eroded areas on the trails at Ray Harral Nature Park. Removing deteriorated railroad ties and replacing with new materials.
- Removed sections of old fencing from ISSC soccer complex that is no longer needed due to reconfiguration of fields. Also, filled and sodded low areas on the soccer fields.
- Brush-hogged native areas at ISSC and Events Park.
- Spot spraying winter weeds on fields at ISSC.
- ISSC ground supervisor attended the National Sports Turf Managers Association Conference in Orlando, Florida.

FACILITIES MAINTENANCE SECTION

- Performed monthly playground inspections. Completed minor repairs as noted during inspection process. Ordered replacement slide for Nienhuis play system. Installed new footer for spring rider at Central Park. Ordered new tire for swing at Aspen Creek. Ordered new style inclusive arch swing for Copper Creek park.
- Removed snow from around department building's sidewalks and entrance ways.
- Removed holiday decoration from the Rose District Farmers Market, and coordinated storage of all decorations removed from the Rose District by the lighting contractor.
- Removed torn bleacher shade covers at baseball complex, and were replaced once repaired.
- Began removal of Arrowhead playground unit that will be replaced with a new unit.
- Check power to all scoreboards in the baseball complex. Located a fault to one scoreboard, and completed repairs.
- Installed additional bracing to support dugout covers on Arrowhead softball fields 9-12.
- Completed repairs to water supply lines on the Country Aire drop slide and filter pressure gauges.
- Replace relay in Centennial clock and reset to proper time operation.
- Lowered and raised department flags for several occasions during the month.
- Replaced bulbs in tree lights outside the Ray Harral Nature Center.
- Facilities Supervisor attended a demonstration of synthetic turf installation around a playground unit in the Sand Springs park system. Reference for possible future use of material around playground units scheduled for replacement.
- Removed sand castle slide from the Family Aquatic Center wading pool, and packaged for return to manufacturer for warranty repairs.

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.
- Working with Streetscape IV contractor to resolve irrigation issues created by the Phase III irrigation contractor. Stub-out water piping lines and cable cannot be located for system expansion on West Commercial Street.
- Sowed milkweed and wildflower seeds for Monarch Butterfly waystation at Ray Herral Nature Park.
- Performing annual pruning on crape myrtle plants.
- Horticulturist monitored contract maintenance for rose plants in the Rose District and Centennial Park.
- Continuing annual winter tree trimming and stump grinding at various park sites.
- Mulched trees and rose planters in the Rose District.
- Relocated rose plants in Rose District planters that were too crowded. Removed all the climbing roses that were growing too large and created a potential hazard.
- Received new walk-behind street sweeper unit. Training staff on operational procedures before placing it in service.
- Installed root barrier around all existing large trees in the Rose District. Tree roots are invading bedding plant areas.
- Located and repaired irrigation line leaks on the Rose District system.
- Received new order of hanging baskets for the Rose District, and they are being prepped for spring planting.

End of Report

2. GENERAL CORRESPONDENCE / NOTIFICATION





INTEROFFICE MEMO

To: Honorable Mayor and City Councilors
CC: Michael Spurgeon
From: Kenneth D. Schwab, P.E., CFM
Date: February 21, 2017
Re: 37th Street improvements from Albany Street to Omaha Street

Mr. Spurgeon,

After my conversations with the USACE today, Alex and I have developed a schedule for the 37th Street (209th East Avenue) improvements from Albany Street (61st Street South) to Omaha Street (15st Street South). We have left a little flexibility to allow for the USACE to complete their 404 Permit process.

We intend on the following schedule:

March 6, 2017	Advertise for Bids
April 4, 2017	Open Bids
May 2, 2017	Award Bids
May 16, 2017	Extend Award of Bids, if required
15 days after award of bids	Execute Contracts
10 days after execution of contract	grant Notice to Proceed.

Should start early June 2017

Kenneth D. Schwab, P.E., CFM
Assistant City Manager – Operations
City of Broken Arrow

INTEROFFICE MEMO

To: Michael Spurgeon, City Manager

**From: Norman Stephens, Assistant to the City Manager / Economic Development
Coordinator**

Date: February 20, 2017

Re: Tulsa's Future Report

Sir, attached is the Regional Economic Development Activity Update for January 1 – January 31, 2017.

**Regional Economic Development Activity Update
January 1 – January 31, 2017**

Announcements & New Jobs Created

	Capital Investment	Greater than \$50,000	Less than \$50,000	Total Jobs
For the month of January	-	194	90	284
Total for 2016	\$146,500,000	1,888	1,899	3,787
Totals for 2016-2017		2,082	1,989	4,071

Business Attraction Activity

	Proposals Submitted	Site Visits	Phase 2 Proposals Submitted
For the month of January	6	3	0
Total for 2016	47	17	15

Business Retention & Expansion Activity

	BRE Visits
For the month of January	84
Total for 2016	817

Lead Development

	Monthly Leads
For the month of January	12
Total for 2016	117

Lead development companies: Magnegas Corporation, Schnipke Engraving Company, Vibra Finish Limited, Dana Incorporated, Gevo, Inc., Kellstrom Defense Aerospace, Hydraulics International, Nimble Storage, Platform Specialty Products, Pats Aircraft, Pronto Labs, Inc., Terraform Power, Inc.

Start Date	Number of Jobs	Status	Target Industry	Community	Source
1-3-2017	135-279	Active	Advanced Manufacturing	Bristow, Claremore, MidAmerica	ODOC
1-4-2017	60	Active	Health Care	Tulsa, Muskogee, Owasso	ODOC
1-17-2017	345	Closed	Aerospace	Tulsa	ODOC
1-9-2017	500	Active	Advanced Manufacturing	Tulsa, Inola, MidAmerica, Muskogee	ODOC
1-9-2017	50-200	Active	Advanced Manufacturing	Tulsa, Broken Arrow, Bixby, MidAmerica, Claremore, Muskogee	ODOC
1-23-2017	80	Active	Advanced Manufacturing	Tulsa, Muskogee	Company Direct

All regional partners receive RFP request for proposal unless client specifies certain communities.

External Marketing

Hotel ZaZa Oklahoma GEDMT Reception, January 14

The SVP and VP of Economic Development along with Mayor GT Bynum, attended the annual Oklahoma reception at Hotel ZaZa with Dallas-based site consultants. Representatives from Tulsa, Broken Arrow, Bixby, Pryor, Owasso and Okmulgee also attended the event. Approximately 52 site consultants and company representatives attended the reception. The purpose of the event is to strengthen relationships and generate leads with Dallas consultants and companies.

International Economic Development Council (IEDC), January 29-31

The Chamber's President and SVP of Economic Development attended the IEDC Leadership Summit. This conference was attended by senior managers of economic development organizations and Certified Economic Developers (CEcDs). The conference provides ongoing training to ensure economic development professionals are staying current with industry trends in order to increase effectiveness.

2017 Scheduled Appointments

Destination	Participation Deadline	Scheduled Appointment Dates	Communities Attending
Dallas Call Trip	February 10	March 6-9	City of Owasso
Chicago Call Trip	June 14	July 11-13	
Carolinas Call Trip	September 15	October 16-19	
Chicago Cubs Game		TBD	

2017 Trade Shows & Events

In addition to call trips, TRC economic development staff will be attending the following trade shows and events; scheduled appointments will likely be made in coordination with these shows and events. Regional Partners are welcome to register to attend these events and participate in scheduled appointments alongside TRC staff.

Destination	Participation Deadline	Event Dates	Communities Attending
SEDC Meet the Consultants, Atlanta	March 20	April 19-20	
MRO Americas, Orlando	March 27	April 25-27	
AUVSI - Dallas	April 10	May 8-11	
Atlanta GEDMT Event	April 11	May 10-12	
Global Petroleum Show, Calgary - Alberta, Canada	May 15	June 13-15	
Select USA Investment Summit, D.C.	May 19	June 18-20	
Paris International Airshow	May 22	June 19-25	
21 Club Reception - NYC, NY		TBD	
NBAA – Las Vegas	September 11	October 10-12	
Houston GEDMT Reception		November TBD	

Note: Any registration costs or pay-to-play fees for the above shows and events are the responsibility of individual partners.

2017 Regional Partner Meetings

- February 16, 2017 - Hosted by Wagoner County Economic Development Authority, Rick's Place, 33904 East 111th St S, Coweta, OK 74429
- May 25, 2017
- August 24, 2017
- November 9, 2017

All meetings are 12:00 p.m. to 1:30 p.m. Please notify Angie Zaricor if you are interested in hosting.

2017 Tulsa's Future Annual Meeting

- **Tulsa's Future Regional/Municipality Partnership Private Meeting**

Date: Tuesday, April 18, 2017

Time: 4:00 p.m. to 4:45 p.m.

Location: Southern Hills Country Club, Snug Harbor, 2636 East 61st Street, Tulsa

Guest Speaker: Dennis Cuneo, DC Strategic Advisors LLC

- **Tulsa's Future Annual Meeting**

Date: Tuesday, April 18, 2017


Time: 5:00 p.m. to 6:30 p.m.

Location: Southern Hills Country Club, North Ballroom, 2636 East 61st Street, Tulsa

Guest Speaker: Dennis Cuneo, DC Strategic Advisors LLC

Dennis Cuneo Bio

Dennis is currently a management consultant and a partner in a national labor law firm. With a wide range of interests and expertise, he has built a successful career solving a variety of business challenges, with a focus on legal issues, public policy, economic development, and human resources/labor relations. In addition to heading his own consulting firm, D.C. Strategic Advisors LLC, Dennis is a Regional Managing Partner at Fisher & Phillips LLP. He serves on the boards of two Fortune 500 companies, a privately held engineering and construction firm, an auto industry think tank, and academic institutions. He also serves as an advisor to several high tech companies. Previously, he was a Senior Vice President of Toyota Manufacturing North America playing a key role in the expansion of Toyota's automotive manufacturing operations into North America.

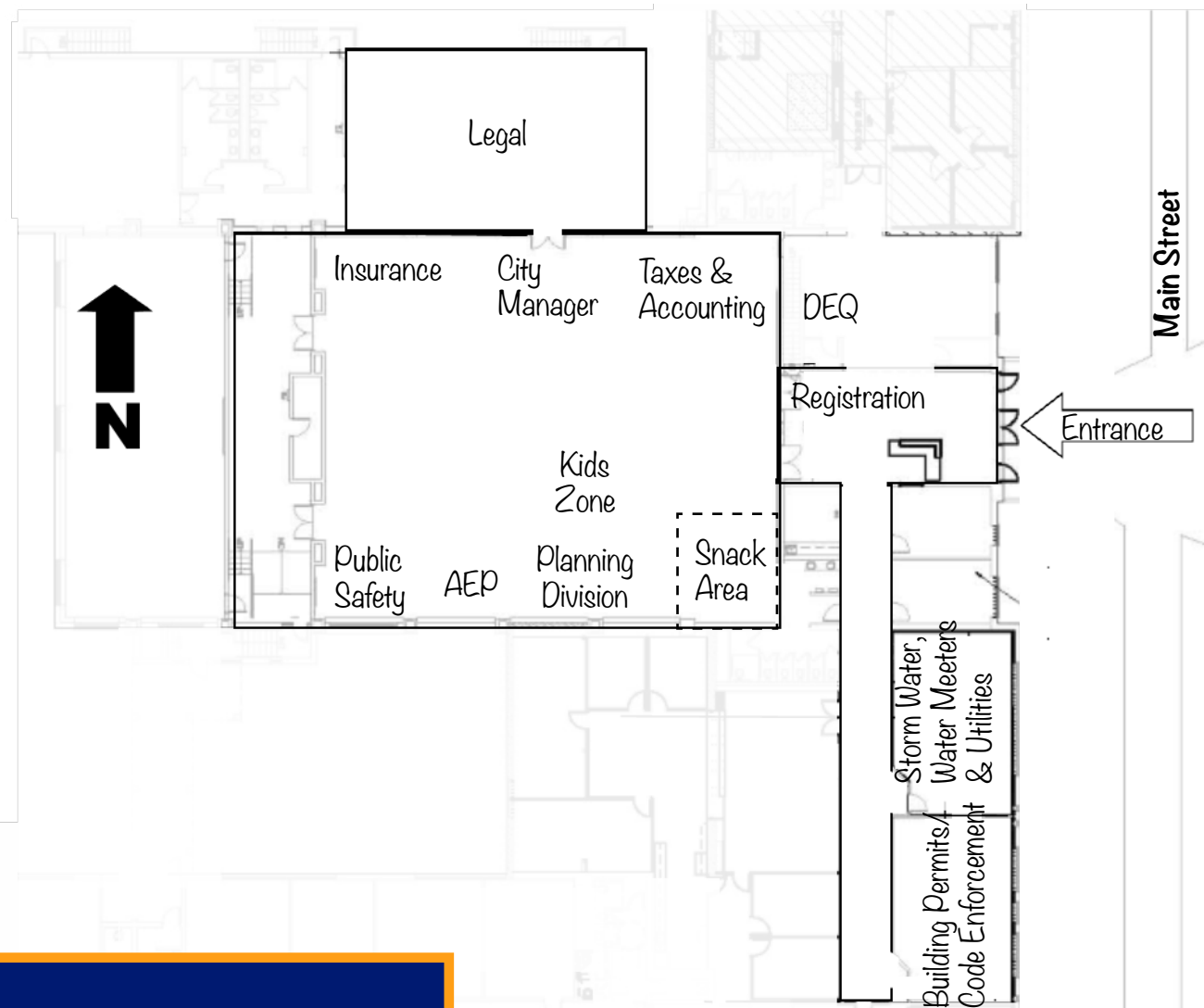
To: City Council
Cc: Michael Spurgeon, City Manager
Kenny Schwab, Assistant City Manager – Operations
From: Michael W. Skates, Development Services Director 
Date: February 24, 2017
Re: Development Services Report – Homeowners Association Workshop

1. Please find attached the 2017 Homeowners Association Workshop Flyer. The workshop is geared toward homeowners. City staff will be on hand along with outside Professionals. Citizens will be able to hear from and discuss topics like City Administration, Planning and Zoning, Code Enforcement, Stormwater and Utilities and Public Safety as well as receive information on Insurance, Legal, Taxes and Accounting associated with existing Associations or neighborhood representatives who are interested in creating an Association.

We look forward to seeing you this Saturday, March 25, 2017 at 10:00 am at Central on Main, 210 N. Main.

2017 Annual Homeowners Association Workshop

Hosted by the City of Broken Arrow



Check out Our Kids Zone
Parent Supervision Required

Don't forget to sign up for doorprizes!
Must be present to win.



2017 Annual Homeowners Association Workshop

Hosted by the City of Broken Arrow

Central on Main, 210 N. Main
Saturday, February 25th
10 am to 2pm



Contact Information
Michael Skates, Development Services Director
918.259.2400 Ext. 5426
mskates@brokenarrowok.gov



Choose from the following Topics... or choose them all!

Stop by individual tables to talk with specialists within their field of expertise.

City Manager's Office

- Michael Spurgeon, City Manager, City of Broken Arrow
- Kenny Schwab, Assistant City Manager- Operations, City of Broken Arrow
- Jennifer Hooks, Executive Assistant to the City Manager, City of Broken Arrow
- Krista Flasch, Director of Communications, City of Broken Arrow

Legal: Legal & Operational Issues for Homeowners Associations (HOA)

- Curtis Kaiser, Esquire, Lyons & Clark, Inc.

Tax and Accounting: Homeowners Tax and Accounting Requirements

- Archer Honea, Honea & Associates, CPA's

Public Safety: Police, Animal Control, and Fire Safety Concerns, Emergency Medical Service Issues and Wildlife in Neighborhoods

- Jeremy Moore, Fire Chief, City of Broken Arrow Fire Department
- David Boggs, Chief of Police, City of Broken Arrow Police Department
- Pat DuFriend, Police Captain, City of Broken Arrow Police Department
- Lisa Ford, Crime Prevention Specialist, City of Broken Arrow Police Department
- Lanny Dampf, Animal Control Supervisor, City of Broken Arrow Animal Control, Police Department

Insurance: Insurance Needs and Requirements of a Homeowners Association

- Terry Cupp, Arrow Group
- Tim Hamilton, Arrow Group
- Michael Rogers, Arrow Group

Development Services: How New Projects are Developed in the City and How New and Existing Properties are Regulated through Building Permits, Code Enforcement, Comprehensive Plan, Zoning and Land Development

- Michael Skates, Director of Development Services, City of Broken Arrow
- Farhad Daroga, Special Projects Manager, City of Broken Arrow
- Larry Curtis, Plan Development Manager, City of Broken Arrow
- Brent Murphy, Senior Planner, City of Broken Arrow
- Amanda Yamaguchi, Staff Planner, City of Broken Arrow
- Joe Williford, Chief Building Inspector, City of Broken Arrow
- Allen Stanton, One Stop Manager, City of Broken Arrow

AEP (American Electric & Power)

- Erik Baker, AEP/PSO
- Julie Grand, AEP/PSO

Storm Water and Utilities: Storm Water, Low Impact Development (LID Certification) for Neighborhoods, Waste Disposal & New Water Meters

- Alex Mills, Engineering & Construction Manager, City of Broken Arrow
- Jeff Bigby, Storm Water Administrator, City of Broken Arrow
- Anthony Daniel, Utilities Director, City of Broken Arrow
- Tom Tolbert, Stormwater Quality Inspection, City of Broken Arrow
- Lauren Wilson, Pretreatment Coordinator, Utilities, City of Broken Arrow
- Randy Cheatwood, Meter Reader Asst. Supervisor, Utilities, City of Broken Arrow

Enjoy light refreshments, courtesy of the Development Services Department, City of Broken Arrow.

Homeowners Association Round Table

1:15 pm

Please stay to participate in the round table discussion: this is your opportunity to interact with other workshop attendees.