

To: Honorable Mayor and City Councilors
From: Russell Gale, Acting City Manager
Date: May 29, 2015
Re: Notes to Council

1. STAFF REPORTS / ITEMS REQUIRING IMMEDIATE ATTENTION

- Utilities Department Monthly Report – April 2015
- Parks & Recreation Monthly Report – April 2015

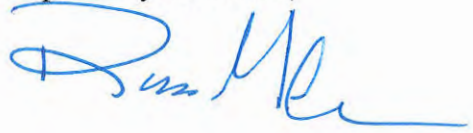
2. GENERAL CORRESPONDENCE / NOTIFICATION

- Press Release: Public Hearing Scheduled for Proposed FY16 Budget
- News Articles: Broken Arrow Police Department Programs and Animal Shelter News

3. SPECIAL EVENTS / ACTIVITIES

- Recreation Department – Upcoming Events

Respectfully submitted,




Russell Gale

jmh
Attachments

1. STAFF REPORTS / ITEMS REQUIRING IMMEDIATE ATTENTION



INTEROFFICE MEMO

To: Russell Gale, Acting City Manager
From: Anthony Daniel, Utilities Director 
Date: May 27, 2015
Re: Utilities Department Monthly Report – April 2015

| | April 2015 | April 2014 |
|--|-------------------|--------------------|
| Water Purchased and Distributed | | |
| OOWA – Water Purchased | 0 MG | 88.0 MG |
| Water – Produced | 274.2 MG | 304.5 MG |
| [Verdigris WTP came on line April 10, 2014] | | |
| Wastewater Treated | | |
| Lynn Lane Plant | 149 MG | 120.5 MG |
| Haikey Creek Plant (BA) | 147.5 MG | 130.4 MG |
| Haikey Creek Plant (Tulsa) | 180.2 MG | 98.5 MG |
| Water Distribution | | |
| Tap and Meter Sets | 49 | 64 |
| Meters Repaired/Replaced | 177 | 165 |
| Line Locates Done | 456 | 420 |
| Service/Meter Leaks | 28 | 26 |
| Distribution Leaks Repaired | 5 | 11 |
| Fire Hydrants Repaired/Replaced | 12 | 38 |
| New Water Line Installed | 900 lf | 654 lf |
| Fire Hydrants Exercised and Painted | 158 | Total to date 1245 |
| Sanitary Sewer Collection | | |
| Sewer Line Blockages | 9 | 12 |
| Sewer Line Cleaned | 4,000 lf | 6,250 lf |
| Sewer Line Repaired | 0 lf | 4 lf |
| Line Locates Done | 67 | 52 |
| Sanitary Sewer Overflows Reported to DEQ | 1 | 4 |
| New Sewer Line Installed | 33 lf | |

Wastewater Treatment Flow Report

Wastewater Treatment Flow Report

David Handy

Apr-15

| Location | Apr-15 (MG) | Apr-14 (MG) | % Change |
|---|------------------|------------------|-------------|
| Lynn Lane Wastewater Treatment Plant (Includes Tulsa TB04 & TB05) | 149.005 | 120.473 | 23.7 |
| Haikey Creek Treatment Plant (Broken Arrow) | 147.511 | 130.355 | 13.2 |
| Haikey Creek Treatment Plant (Tulsa) | 180.176 | 164.131 | 9.8 |
| Broken Arrow → Tulsa Northside (BT01) | 4.232 | 3.598 | 17.6 |
| Tulsa → Lynn Lane Wastewater Treatment Plant (TB04) | 4.958 | 3.894 | 27.3 |
| Tulsa → Lynn Lane Wastewater Treatment Plant (TB05) | 5.852 | 4.717 | 24.1 |
| | | | |

Lift-Booster Station Equipment Maintenance Summary

April 16, 2015 to May 19, 2015

1. Replace 100hp motor #3A at Adams Creek Northwest with new one. Original sent to shop for repair.
2. Replace 60hp motor #2 at the Greens with new one. Original sent to shop for repair.
3. New coils installed for all (3) pump motor starters at the Greens.
4. New seal Southpark pump #2.
5. New vacuum pump installed for pump #1 Timberbrook.
5. New vacuum pump installed for pump #2 Oneta Rd./71st.
6. Bypass 05/08/15 at Timberbrook. Inspect pump operation. Single pump better than 2 pumps running.
7. New Midco pipe restraint installed on Pump #2A suction line and replace check valve.
8. Attendance at Gorman Rupp training.

LLWWTF Maintenance Summary

April 16, 2015 to May 20, 2015

1. Blower #3 installed and aligned (Evans). Belts and oil to be added.
2. Blower #2 in shop and having overhaul kit installed. Load bearing was failing.
3. Blower #5 and #6 sent in to shop making same noise as #2 and #3. Waiting on inspection.
4. Cl₂ #2 regulator rebuilt and back in operation. Ordered (2) isolating tank valves.
5. New gearbox installed on Clarafier #1.
6. Lubrication on blowers, blower motors, jackshafts, RAS pumps and motors, upper Screw pump bearings, Oxidation ditch gearboxes and motors and Sludge feed pumps.
7. Installed new soft start for Blower #3.
8. Suction line plugged on Sludge feed pump #2. Unplug and inspect.
9. Assembled shelving at RAS Building.
10. Disassembled FEB pump. Needs new rotating assembly, wear plate and pump housing. (New)
11. 05/17/15 @ 23:43 Power loss at plant due to storm blowing tree down on power lines. Power restored on 05/18/15 @ 15:30pm. Generator fuel level at 60%.
12. New breakers installed at Headworks.
13. Grit chamber plugged...Grit Classifier auger broke shaft...grit pumps plugged...all due to mud and rocks.

**April 2015 Lynn Lane and Haikey Creek
WWTP Industrial Pretreatment
Program Summary - Lauren Wilson**

1. Pretreatment Technician, Savannah Stauffer, receives DEQ wastewater laboratory certification.
2. City staff sampled the following facilities:
 - Blue Bell
 - CSI Aerospace
3. City staff inspected the following facilities:
 - Southwestern Wirecloth
 - CSI Aerospace
4. The following reports/ certifications were received and reviewed in the month of April:
 - Blue Bell compliance monitoring report and laboratory analysis.
 - Unifirst compliance monitoring report and laboratory analysis
 - Flight Safety International compliance monitoring report and laboratory analysis
 - Russelectric compliance monitoring report and laboratory analysis
 - Gruv -N- Gasket compliance report
5. City staff developed the following documents for Industrial Pretreatment Program:
 - Dental Office Amalgam Best Management Practice
 - Dental Office Survey
 - Fats, Oil, and Grease (FOG) pollution prevention water bill insert for June utility billing
 - Reasor's and City of Broken Arrow oil recycle station maintenance agreement
6. Met with the following owners/managers of local food handling establishments about maintaining grease traps and discussed best management practices for pollution prevention:
 - Carl's Jr.
 - Jack in the Box
 - Qdoba
 - Waffle House
 - Memories of Japan
 - Jake's Café
 - Pizza Hut
7. Calculated and submitted to finance Blue Bell (\$1,011.74) and Unifirst (\$2,717.22) surcharges for the month of April.

UTILITIES DISTRIBUTION/COLLECTIONS MAINTENANCE SUMMARY
April 2015

WATER DISTRIBUTION - Jerry Hanwinkel

1. Repaired 5 main line breaks.
2. Repaired 12 fire hydrants.
3. Tested and exercised 175 fire hydrants.
4. Repaired 1 distribution main valves.
5. Replaced distribution main valve at 6105 S 118th St.
6. Laid 900' of drain pipe for HCWWTP auto flusher.
7. Responded to 106 meter leaks.
8. Replaced 113 meters.
9. Repaired or Replaced 64 meter and valve boxes.
10. Replaced 30 Curb Stops.
11. Cleaned up 35 yards

SEWER COLLECTION- Olen Bailey

1. Sewer Service request - 22
2. Sewer line blockages - 9
3. Lift station repaired - 20
4. Sewer line cleaned - 4000 ft.
5. Line locates - 67
6. Camera lines & DEQ. - 1883 ft.
7. Paint lift station - 2
8. Mowing & weed eating of stations - 16 hr.
9. Stand-by & night crew - 15 calls

METER READING - Derriel Bynum

1. Replace Water Meters - 90
2. Replace Meter Boxes - 14
3. Lids Replace - 13
4. Door Hangers for bad checks - 57
5. Rereads/Leak test-168
6. Turn Ons -117
7. Turn Offs - 129
8. New Account - 378
9. Finals - 411
10. Raise Meter - 8
11. Pulled Meter - 10
12. Resident Checks - 25
13. Stops replace - 2
14. Replace bad AMR Register - 128
15. Read 36,703 meters

UTILITIES CONSTRUCTION – Tommy Kimbrough

1. Kenosha 24” Water line project - 360’ of 24” C-905 water line
2. County line sewer line repair - 100’ of 30” sewer pipe
3. Line Locates - 24

WATER QUALITY- Diana Flora

1. Flushed dead end water lines (30 total)
2. Test chlorine levels near auto flushers to verify all working (16 total)
3. 21 dirty water calls, 465,500 gallons of water flushed to improve water quality (majority due to fire department doing pressure checks)
4. 100 Bac-T samples, 2 chlorine (am/pm) daily
5. **Total gallons flushed to improve water quality in April were 1,893,875 gallons.**
6. New dead end lines flushed and added to list
 - a) 2400 E College
 - b) 251 E Hillside Dr.

VERDIGRIS WTP – Jimmy Helms

1. Purchased and stocked tilapia for algae control
 - 400 lbs. in the West Pre-Sedimentation Basin
 - 200 lbs. in the East Pre-Sedimentation Basin
2. Collected chlorophyll readings to monitor algae bloom in the basins.
3. Modifications to the inclined plate settlers by JMS (supplier) has been completed. Staff will continue to monitor short circuiting issue with the units.
4. Brine tank repairs and modifications are in progress
5. Pre-treatment basin testing ongoing
6. Installed new cables for flow control valve in the pre-treatment basin
7. RE-programmed sludge rake controllers in the pre-treatment basin
8. Installation of new cables; from the variable frequency drives to the four flash mixers has been completed. Awaiting reprogramming of the SCADA system.
9. Completed in house ODEQ approved Water Operator license renewal training.
10. Installation of the new larger air compressor unit is in progress.

DIRECTORS REPORT – Anthony Daniel

1. Broken Arrow’s 2014 Annual Water Quality Report, also known as the Consumer Confidence Report (CCR) as required by the Safe Drinking Water Act (SDWA) has been published. Our water customers are being notified via the June 2015 Focus newsletter and the June utility bill that the CCR is available on line at www.Brokenarrowok.gov2014waterreport starting May 25th. Paper copies will not be mailed out and will result in savings of printing and mailing costs. Paper copies are available at City Hall.
2. The annual Air Quality Report; 2014 Air Emission Inventory Turn-Around Document for the ten stand-by generators at the pump stations has been submitted to ODEQ.
3. Repairs to the 24”/27” (concrete cylinder pipe) County Line sewer main is in progress. Sink holes first appeared on the line between 111th and 121st Street around early April. To date about 200 LF of plastic pipe has been installed. Two more holes shall be repaired as weather permits. The pipe failures have caused mud and vegetation to enter into the line and flow to the Lynn Lane Wastewater plant causing treatment and equipment problems and plugging up lines between process tanks.

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



CC:

Date: May 28th, 2015

Re: April 2015 Monthly Report

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

Please contact Scott Esmond if you have any questions.

Encl: April 2015 Monthly Report



DIRECTOR-SCOTT ESMOND

- Attended the City Manager's meetings.
- Met with the Assistant City Manager regarding communication and department updates.
- Attended City Council meetings.
- Held weekly staff meetings with managers in department.
- Met with Broken Arrow Chamber of Commerce representatives regarding electrical needs for Rooster Days 2015.
- Participated in final inspection of the Camino Villa Park Building project.
- Attended a meeting with the Stormwater Manager regarding the Oklahoma Department of Environmental Quality compliance items.
- Met with Youth Baseball, Youth Soccer, Police Department, and Fire Department regarding traffic control and emergency response planning for large soccer and baseball tournaments at Indian Springs Sports Complex.
- Attended Colonel Powell's memorial service.
- Met with the Engineering and Construction Department regarding a possible trail corridor in the Wedgewood subdivision.
- Met with staff to resolve conflicting special events in The Rose District.
- Attended an orientation meeting with Councilor Eudey.
- Met with staff and Keep Broken Arrow Beautiful representative regarding a future rose garden in Central Park.
- Met with staff and Camino Villa Homeowners Association representative to discuss operations and dedication of the Camino Villa Park Building.
- Attended the monthly project review meeting.

- Met with two Engineering firms to discuss future park projects.
- Met with staff and Wolf Creek Homeowners Association representative for the purpose of planning for Wolf Creek Park improvements.
- Met with staff and the President of the Military History Museum regarding the future Use Agreement of the Military History Museum.

BATTLE CREEK GOLF CLUB

GENERAL



- Weather continued to be wetter and cooler than average.
- The weather and mid-month greens aerification impacted play with fewer overall rounds.
- Total revenues for the month were \$2,008 less than budgeted revenues.
- There were 365 tournament rounds compared to only 176 last year, which helped to increase revenues.

GOLF OPERATIONS

- Held eight outside events as well as our first Friday Night Couples Night and Tournament Series event.
- Friday Night Couples Night consisted of nine holes of golf followed by awards and appetizers for all participants. This was a great opportunity for members and patrons to get to know other players in a relaxed, fun environment. The first event was a four person scramble. Out on the course players had an opportunity to toss washers at a box and if they made it in they could subtract strokes from their final score. Ten couples signed up to play; but we expect to have 15 to 20 for our May event. Feedback for the event was very positive; most participants said "It was the most fun they've had since playing here."
- The first Tournament Series event was a huge success with 50 players signing up and 14 on the waiting list. This was the biggest Tournament Series event since its inception, which is a testament to the direction Greenway Golf Management Company is trying to take for member events. Due to the high demand for the Couples events we will be holding two per month during the summer.

COURSE MAINTENANCE

- April was a very wet month with over 4.5" of rainfall. Temperatures ranged from the upper 80's to the low 60's.
- The maintenance team accomplished many tasks when weather permitted to improve the playability and ease of maintenance of the course during the growing season. These tasks include:

- Aerified and topdressed all greens to improve air and water exchanges in the soil profile and to improve the smoothness/firmness of greens.
 - Core aerified all tee boxes to improve the water and air exchange in the soil profile.
 - Fertilized the entire course.
 - Mowed tees, fairways, roughs, and native areas for the first time this season.
 - Installed the new groomer attachments to the greens mower reels to improve the playability of the greens.
 - Moved all sprinklers around the putting green closer to the green to improve the coverage of the sprinklers.
 - Finished rough grading the tee box on hole #12.
- Next month we expect to continue our seasonal mowing schedules, finish the tee expansion on #12 tee box (weather permitting), post emergent herbicide applications where needed on the course and driving range, aerify fairways weather permitting.

MONTHLY SUMMARY

- April rounds were 388 less total rounds to budget and 305 less than last year.

| <u>April Rounds</u> | <u>Budgeted</u> | <u>Prior Year</u> | <u>Actual</u> |
|----------------------------|------------------------|--------------------------|----------------------|
| PUBLIC ROUNDS | 575 | 624 | 355 |
| TOURNAMENT | 200 | 176 | 365 |
| MEMBER | 1,250 | 1,172 | 975 |
| BATTLE CARD | 250 | 255 | 266 |
| TWILIGHT | 380 | 249 | 245 |
| MISC. | 0 | 112 | 106 |
| MEMBER GUEST | 200 | 184 | 155 |
| TOTAL ROUNDS | 2,855 | 2,772 | 2,467 |

MONTHLY GROSS REVENUE

- April total revenue was \$134,515 for the month; which was \$2,008 less than budgeted revenues.

| | April Budget | April Prior Year | April Actual |
|----------------------------|-------------------------|-----------------------------|-------------------------|
| DUES & FEES | 41,900 | 42,102 | 41,792 |
| GREEN FEES | 40,512 | 40,749 | 38,870 |
| CART FEES | 13,097 | 10,083 | 8,884 |
| MERCHANDISE | 13,561 | 12,157 | 16,219 |
| OTHER GOLF COURSE SERVICES | 9,150 | 7,971 | 9,531 |
| FOOD & BEVERAGES | 18,303 | 20,411 | 19,219 |
| TOTAL REVENUE | 136,523 | 133,473 | 134,515 |

BANQUET FACILITY

- Conducted tours and solidified several last minute bookings for the year.
- Began to conduct the final meetings for May's weddings and receptions.

BANQUET FACILITY USAGE REPORT

| April | Event | Total \$\$ |
|--------------|--------------------------|-------------------|
| 4/4/15 | Wedding Reception | 2,100.00 |
| 4/9/15 | Golf Tournament | 916.00 |
| 4/24/15 | Golf Tournament | 2,537.00 |
| | Total Banquet | \$5,553.00 |

FOOD AND BEVERAGE

- Sold gourmet Easter themed cupcakes and ran a special on Beer Battered Cod & Chips.
- The to-go refrigerator arrived; got packaging purchased and determined the new Grab & Go menu.
- Hosted catering for 9 tournaments, two were large enough to host in the banquet room.

MARKETING

- Easter - decorated the clubhouse and filled eggs with candy; which were left as a surprise in the player's cart. Raffle forms were also left to be completed and returned along with their empty eggs. Raffle items included a credit of \$50 good for the entire course and ProShop merchandise. The "return your eggs and raffle ticket" was promoted on Facebook along with announcing the winners.

- Monitored Facebook postings and promotions, received several new organic “likes”, and 36 new page visits. Facebook posts generate an average of 96 authentic views.
- Events that have been posted on Facebook and in house have generated more participation especially the Fish Fry Special and the Friday Night Couples Night.

CULTURAL AFFAIRS & TOURISM

DIRECTOR - LORI HILL

- Traffic increased on the Convention and Visitors Bureau (CVB) Facebook page from 465 likes (4/6/14) to 1,203 likes (5/1/15).
- Coordinated with Engineering/Construction and Building Maintenance to determine a leak in the History Museum.
- Attended the Bring Back the Roses monthly meeting.
- Attended the Denver WPX Energy Employee Relocation event to promote Broken Arrow to potential new residents.
- City Staff met to discuss Itinerant Merchant policy and procedures.
- Coordinated a meeting with Bruce Guthrie and Daniel Goodall to provide consulting services to the Military History Center to assess the value of the center’s collection.
- Met with Green Country Marketing Association to determine 2016 marketing placements in their annual publications.
- Working with Claremore CVB to produce a Northeast Oklahoma Golf Trail program.
- Working with Broken Arrow Band Parents Association to host their annual Drums of Summer event in Broken Arrow.
- Updated Broken Arrow’s CVB online grant application form.
- Updated the Use Agreements for the History Museum, Military History Center and Genealogical Society.
- Attended Oklahoma Center for Nonprofits Volunteer Management Panel and Discussion meeting.
- Attended Defensive Driving class required for city personnel.
- Attended the Tulsa Tech Tourism Advisory Council Meeting.
- Coordinated an internal meeting with city staff to determine marketing needs from respective departments.

- Met with the Military History Center to review their updated Use Agreement.
- Assisted the Broken Arrow Police Department with their online registration for their annual motorcycle safety course classes.
- Monitored the online Farmers Market vendor registrations and provided a summary spreadsheet of all registered market vendors to the Farmers Market Coordinator.
- Attended the monthly Convention and Visitors Bureau meeting and prepared all agenda items and postings.
- Attended the Military Museum monthly board meeting.
- Attended the Oklahoma Center for Non Profits Leader's Circle training.
- Attended the monthly Special Events Committee meeting.

EVENTS COORDINATOR – VAUNDA OLIVERA

- Followed up on the Special Event Vendor ordinance. The Development Services Director has asked the One Stop Manager to place the ordinance on the agenda.
- Updated the event tracking spreadsheet with contact information and new event dates.
- Final planning was finished for the Puzzle Palooza event and attended the event on April 11th.
- Met with the Arts Council to discuss entertainment for the Thursday Night Theatre.
- Met with Relay for Life to discuss the site plan and event.
- Met with Grills and Grilles committee. Discussed issues of concern; including electric services and location of grills.
- Attended a Health and Safety meeting.
- Attended a Webinar to build social media promotion skills.
- Met with the Chamber of Commerce regarding Summer Solstice and Chalk It Up events.
- Met with Broken Arrow Neighbors and Relay for Life to coordinate a food drive between the two events.
- Met with event organizers for a Reggae Festival to be held July 11th.
- Attended the Whiskey Dog Car Show.
- Attended the Special Events Committee meeting April 16th.

- Attended the Bark Walk and the Farmers Market events on April 25th.
- Met with Relay for Life and Broken Arrow Neighbors to discuss the final food drive arrangements and logistics for storage.
- Met with Arts Council for preliminary planning for the Chalk It Up event.
- Met with the Chamber of Commerce to discuss planning and dates for upcoming events in The Rose District.
- Attended two Wine Eats and Easels meetings at the Broken Arrow Neighbors.
- Met with the band Begonias and Civitans to discuss logistics for the upcoming Rose Festival.

FARMERS MARKET COORDINATOR – JUDY PRIETO

- Assigned booths and answered all new vendor inquiries.
- Created a new layout for the Farmers Market vendors. Worked with Park Maintenance to measure and mark the new layout. The layout created 10 new spaces.
- Attended a Webinar regarding event promotions on social media.
- Update social media and Facebook posts.
- Created a Farmers Market attendance and vendor payment tracking sheet.
- Created a brochure to promote The Rose District Farmers Market; 10,500 brochures will be printed for distribution.
- SNAP update (Supplemental Nutrition Assistance Program): three vendors approved for produce, two vendors approved for Salsa. Approval for Dairy and Goat cheese, bread and pecans are in the process.

RECREATION DIVISION

RECREATION MANAGER – THOR ROOKS

- Out of Office April 1st to April 5th.
- Held two monthly Recreation Division staff meetings; Nienhuis Park and Central Park.
- Attended a meeting to discuss Traffic Control and Emergency Access for large soccer and baseball tournament at Indian Springs Sports Complex.
- Attended Track and Field Day along with five other Recreation Division Staff members; over 60 participants were in attendance.

- Attended a meeting concerning the operation procedures and ribbon cutting ceremony for the Camino Villa Park Building.
- Coordinated and attended a Seasonal Supervisor meeting to discuss swimming pool operations.
- Attended a meeting to discuss marketing of City of Broken Arrow with Director of Tourism, Crime Prevention Specialist, Director of Communications, and Special Events Coordinator.

RAY HARRAL NATURE CENTER – JOHNNY KOESTER

- We had 454 visitors inside the nature center and 1,096 visitors on the trail that did not come inside the nature center.
- Lessons and tours were given to: 18 people from a Weight Watchers group, 12 people from a Home School group, and 18 people from Girl Scout Troop 4.
- Donations taken in: 40 pounds of bird seed, 3 peanut logs and 3 peanut cakes.

PARKS MAINTENANCE DIVISION

PARKS MAINTENANCE MANAGER – PHIL HINK

- Attended Department staff meetings.
- Monitored ongoing park construction projects:
 - Broadway Streetscaping – completed landscape evaluation walk-thru with Engineering/Construction (E/C) and contractor. Contractor will be replacing trees and crape myrtles that did not survive or were in poor condition. Per E/C, some plant material is not under a maintenance warranty due to the watering instructions given to them by the City during the water emergency last summer.
 - The Rose District - completed walk-thru of irrigation with E/C and contractor after punch list repair items were completed.
 - Central Park sports courts - Contractor grinding down high spots on the concrete pad, resurfacing courts, and preparing to install proper gauge of chain-link fencing.
 - Camino Villa Park Building - completed final walk-thru of building. Fencing not installed at this time. Noted damage to splash pad controls that occurred sometime during the building construction.
 - Events Park - electric project completed.
- Completed Family Medical Leave paperwork as required for division personnel.
- Met with Director and member of the Wolfcreek Neighborhood Association to discuss current and future work in Wolfcreek Park.
- Setup and attended Defensive Driving Training course with the entire Park Maintenance staff.

- Worked with Fleet Maintenance to modify bid specs for a new cabbed tractor with attachments. Bids have been solicited.
- Monitored pond maintenance activities that started in March for 7 park pond locations.
- Attended internal staff meetings concerning Rooster Days setup and electric requirements. Met with Building Maintenance and their electrical contractor to review site for new temporary electric pole to be installed at Central Park for the event.
- Reviewing applications for 4 vacant park maintenance worker positions. Interviews will be conducted after applicants are cleared by Human Resources.
- Setup pre-operation inspections with the Department of Labor for all pool waterslide features with a height above 15'.
- Coordinating an Eagle Scout project for the Liberty Parkway Trail where a concrete pad will be installed with a park bench and bike rack. Scout group will perform all labor and provide some materials with the Park Department providing the bench and bike rack.

PARKS MAINTENANCE

- Daily litter cleanup was performed at all park sites, and park outdoor bathrooms were cleaned.
- Weekly high frequency and monthly low playground inspections were completed, and maintenance items addressed as required.
- Performed monthly tests on the Lightning Prediction system at Indian Springs Sports Complex (ISSC). Installed new base unit on the Events Park office for use during park events.
- Performed daily maintenance at The Rose District; trash cleanup, blowing sidewalks, debris removal, trimmed ornamental grasses, mulching landscape beds, etc.
- Installed 48 flowering hanging baskets on the lights poles throughout The Rose District. Planted additional bedding plants within the landscape bed.
- Monitored contractor maintenance on the rose plantings at Centennial Park and in The Rose District.
- Pruned and sprayed rose plants at the Nienhuis Park Rose Garden. Installed new mulch throughout.
- Prepared the Farmers Market for season opening. Cleaned plaza, trimmed landscaping, set light and bathroom timers, check all electric and water facilities.
- Prepared ball fields at ISSC and Nienhuis for routine weekly season league games for youth baseball, youth lacrosse, youth soccer and adult softball. Crews also marked off fields at Nienhuis Football Complex for 7 v 7 football passing league that will start at the first of next month.

- Crews painted boundary lines for 33 soccer fields, 4 lacrosse/football fields, 16 baseball fields and 2 softball fields on a weekly or as needed basis.
- Crews prepared the ISSC soccer complex for two large soccer tournaments during the month. The Lexus Cup and Broken Arrow Soccer Club annual Recreation Tournament. The Lexus Cup played over 300 games at the ISSC soccer complex in 3 days.
- Continued to trap or bait gophers/moles that are actively working on athletic fields.
- Inspected fire extinguishers maintained by the Maintenance Division.
- Routine park, trail, and athletic field mowing was performed.
- Monthly fertilizer applications were made to ball fields at ISSC, Arrowhead and Nienhuis Parks.
- Broadleaf herbicide applications were made at ISSC and Nienhuis.
- Facilities Maintenance crew setup the City's mobile stage for the Bark Walk event held at the Events Park.
- Horticulture staff assisted Keep Broken Arrow Beautiful (KBAB) with the annual Trash Bash event. Maintenance staff picked up trash bags left by volunteers after cleanup of right-of-ways.
- Pools were drained and cleaned. Paint was touched up at the Family Aquatic Center and Nienhuis Aquatic Facility. Pool mechanical equipment was installed and winter drains closed. Removed lightning system from Country Aire pool when it was damaged during a wind storm. Replacement components have been ordered and system should be back in operation by start of pool season. Setup with Building Maintenance to de-winterize all the bath houses.
- Horticulture staff worked with a scout group to form new planting beds and install over 30 azalea plants at Ray Herral Nature Park.
- Crews sprayed the tree wells of all new planted trees with pre-emergent and post emergent herbicide.
- Pulled soil samples from the athletic fields at ISSC and submitted them to the county extension office for nutrient testing.
- Conducted routine graffiti removal from various park sites. Substantial graffiti removed within Wolfcreek Park and Camino Villa Park.

End of Report

2. GENERAL CORRESPONDENCE / NOTIFICATION



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

Public Hearing on City Budget Scheduled for June 1

Broken Arrow, Okla. (5/26/2015) – The Broken Arrow community will have an opportunity on Monday, June 1 at 6:30 p.m. to comment on the proposed Fiscal Year 2016 (FY16) budget. The new Fiscal Year begins July 1, 2015 and ends June 30, 2016.

At just over \$174 million, the proposed FY16 budget, made up of the General Fund, the Broken Arrow Municipal Authority and 23 other funds, is 7.4 percent higher than the previous year's budget. Most of the increase can be attributed to budgeted expenditures for General Obligation Bond Funds, which will pay for capital improvement projects approved by voters.

"I commend City Staff for working to find ways to cut expenditures in a manner that will not affect service levels; and at the same time, help restore the emergency reserve fund," said Mayor Craig Thurmond. "This is a balanced budget that will help get us through this next fiscal year, while we work to implement the revenue enhancing recommendations from the Fiscal Sustainability Committee."

GENERAL FUND HIGHLIGHTS

The General Fund is the City's primary operating fund. It makes up 38 percent of the total FY16 budget. The total proposed budget for the General Fund is \$76,301,582. It incorporates several recommendations from the Fiscal Sustainability Committee, which include:

- Increasing the Oklahoma Natural Gas franchise fee from 3% to 4%.
- Establishment of a subscription fee for the Emergency Medical Service.
- Transfer of the Bass pro Building debt from the General Fund to the Sales Tax Capital Improvement Fund.

To begin addressing staffing challenges, the Budget proposes creating 14 new full-time positions in the General Fund:

- Finance Department – 1 accountant and 1 administrative technician

(Continued)

- Legal Department – 1 staff attorney
- Human Resources – 1 communication system technician
- Police Department – 5 police officers
- Street Department – 2 service workers and 1 sign technician
- Parks and Recreation Department – 2 service workers

As proposed in the FY16 budget, non-union employees would receive a 2% increase in their base salary. A general wage increase was excluded in the previous year's budget.

BROKEN ARROW MUNICIPAL AUTHORITY HIGHLIGHTS

The Broken Arrow Municipal Authority, known as BAMA, oversees the City's business-type activities, such as providing water, sewer, sanitation and stormwater services. The total proposed budget for BAMA is \$64,790,114.

The City has aging infrastructure that has not kept up with growth. Capital improvement investments are needed to minimize service disruptions, ensure the system works as intended and comply with state and federal regulatory standards. As a result, rate increases are needed to fund the replacement of old sewer and water lines, purchase automated meter reading equipment, upgrade the Haikey Creek and Lynn Lane wastewater treatment plants, as well as pay the loan on the new Verdigris River Water Treatment Plant.

The proposed BAMA budget includes the following utility rate increases, which would go into effect October 1, 2015:

- Water rate increase of 10%
- Sewer rate increase of 12%
- Stormwater rate increase of 5%

The budget proposes creating seven new full-time positions, which are:

- Finance Department (Revenue Division) – 2 accounting technicians
- Engineering and Construction – 1 stormwater engineer and 1 GIS analyst
- Street Department (Division) – 1 service worker
- General Services (Sanitation Division) – creation of a new sanitation crew, presently unfunded

A copy of the FY16 Budget and FY17 Financial Plan is available now on the City website at www.brokenarrowok.gov/citybudget.

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INTEROFFICE MEMO

To: Honorable Mayor and City Councilors
From: Jeff Jenkins, Assistant City Manager
Date: May 29, 2015
Re: Local News Articles

Please find the attached news articles regarding the Police Department's taser training and new Paws on Patrol program, and the increase in the number of pets at the Animal Shelter due to recent storms.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Jeff Jenkins".

Jeff Jenkins

jmh

Attachments

Broken Arrow police begin training neighbors to use dogs to patrol for safety

POSTED: 7:57 PM, May 26, 2015

BROKEN ARROW, Okla. – The Broken Arrow Police Department is adding new patrolling members to aid in keeping neighborhoods safe.

They're putting dog walkers on patrol in a new program called Paws on Patrol.

Paws on Patrol will begin training new members Tuesday night; the event is open to humans only.

The dog walkers will be taught how to keep an eye out for criminal activity in their neighborhoods.

“We have so many dog walkers in BA that's that many more eyes and ears we have in the community so if they see something out of the ordinary and we tell them call us,” said Lisa Ford, Crime Prevention Specialist, BAPD.

Animal control officers will also offer aggressive dog handling tips and showcase pets up for adoption.

The event will be held on Tuesday May 26 around 7 p.m. at the new Safety Complex at 1101 N. 6th Street in Broken Arrow.

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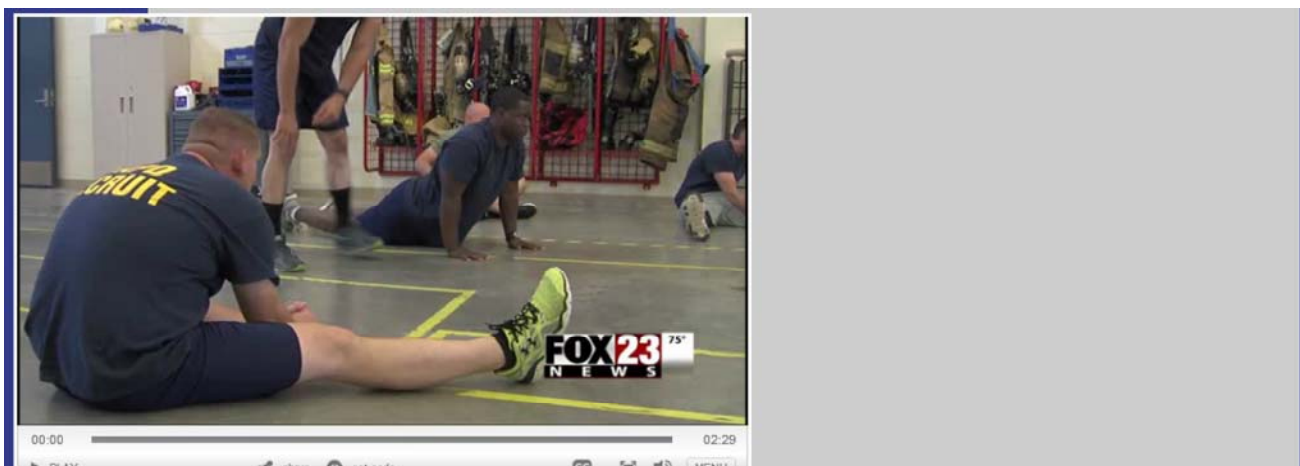
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Friday, May 29, 2015 | 3:24 p.m.

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Updated: 9:57 p.m. Wednesday, May 27, 2015 | Posted: 7:57 p.m. Wednesday, May 27, 2015

Broken Arrow police recruits undergo taser training



Related

By Brittany Jeffers

BROKEN ARROW, Okla. — Quick facts:

- Broken Arrow police recruits are undergoing taser and pepper spray training.
- During this training, recruits have to be tased and subjected to pepper spray.

From pepper spray to tasing, Broken Arrow police recruits must go through extensive training before they can be police officers, and today, 9 recruits were tased as a part of that preparation.

It only lasts 5 seconds, but recruits say it is intense, and instructors and supervisors say this part of their training is crucial.

For weeks, Broken Arrow police recruits have been in the classroom learning ethics and defensive training.

Megan Palmer and other recruits took the application they learned and lined up to have it done to them.

Captain Greg Sipes told FOX23 that it is a valuable piece of training.

"We want our officers to have the tools to be able to defend themselves," Sipes said. "We want them to be able to use them properly."

It has to be learned firsthand.

"It's not any fun," Sipes said. "It's five seconds of misery."

They teach recruits to split the two hemispheres and hit the largest muscle groups.

"Muscles contract," said Sipes. "They can't communicate with the brain and that's what incapacitates a suspect."

Megan Palmer experienced the tasing.

"[It was] the longest 5 seconds of my life," Palmer said. "It's necessary one, because it lets us know what the suspect goes through."

She says that if she ever has to use this form of non-lethal force, she has learned and experienced it.

"It helps us to be better prepared when we are out on the streets," Palmer said.

All officers with the Broken Arrow Police Department have undergone this training, and that goes for pepper spray as well.

This group of recruits will graduate in August.

Broken Arrow Animal Control facing full house as storms are blamed for increase in lost pets

POSTED: 7:06 AM, May 27, 2015

UPDATED: 7:14 AM, May 27, 2015

BROKEN ARROW, Okla. - The non-stop storms are causing problems for Broken Arrow Animal Control.

Flash flooding, winds and thunder are all to blame for lost pets.

BA Animal Control agents say their kennels are nearly full with dozens of runaway dogs and cats, many without collars or microchips.

They're encouraging pet owners to be cautious when letting their animals out.

"It's easier to get out, they can dig easier, the ground is softer and the high winds, the gates blow open," said Marshall James, with BA Animal Control. "Dogs do what they do, they go out and investigate."

If you're missing a pet, call the Animal Control office at (918) 259-8311.

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3. SPECIAL EVENTS / ACTIVITIES



Hooks, Jennifer

From: Rooks, Thor
Sent: Wednesday, May 27, 2015 4:35 PM
To: Hooks, Jennifer
Cc: Esmond, Scott
Subject: Notes to Council

Follow Up Flag: Follow up
Flag Status: Flagged

Miss Jennifer,

- Pools open this weekend, May 30th! Family Aquatic Center, 1200 S. Main Street and the Nienhuis Aquatic Facility, 3201 N. 9th Street will open at 11am this Saturday for the 2015 summer season. In celebration to the start of the 2015 season both pools will remain open on their normal closed day of the week for the first week of the season, May 30th through June 7th.
- Splash Pads are up and running for the season. All splash pads are free to use and are open 8am to 8pm daily.
- Kids Fishing Derby is next weekend, June 6th at the Special Events Park from 8am to 1pm. This event coordinates with the National Fishing and Boating Week June 6th to 14th and the Oklahoma Department of Fish and Wildlife Free Fishing Days June 6th and 7th. First one hundred kiddos 12 years and under will receive a free Broken Arrow Parks and Recreation drawstring bag loaded with goodies.

Please let me know if you need anything clarified.

Thank you,

Thor Rooks

Recreation Manager

O: 918-259-7007 x7441

F: 918-259-7008

BA PARKS & REC