

**To:** Honorable Mayor and City Councilors  
**From:** Russell Gale, Acting City Manager  
**Date:** July 10, 2015  
**Re:** Notes to Council

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

- BAPD Calls for Service Report – June 2015
- Sales Tax Reports – July 2015
- Parks & Recreation Monthly Report – May 2015
- LifeRide Public Awareness Memo

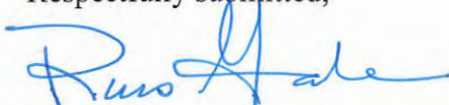
### **2. GENERAL CORRESPONDENCE / NOTIFICATION**

- Letter of Appreciation from Resident

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

- Updated Upcoming Events
- Recreation Department Events

Respectfully submitted,



Russell Gale

jmh  
Attachments

# 1. STAFF REPORTS / ITEMS REQUIRING IMMEDIATE ATTENTION



**To:** Russell Gale, Interim City Manager

**From:** Scott Bennett, Acting Chief of Police



**Date:** July 10, 2015

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

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Attached please find:

- BAPD Calls for Service Report – June, 2015

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Attachment



# Broken Arrow Police Department June 2015 Calls For Service



Calls for Service	Priority 1	Priority 2	Priority 3	Priority 4	Priority 5	Animal Control	
<b>1st Shift (10pm - 8am)*</b>							
Beat 1	13	10	176	48	81	0	
Beat 2	12	5	188	40	210	0	
Beat 3	11	5	57	29	63	12	
Beat 4	18	4	148	41	99	1	
Beat 5	4	2	50	13	19	0	
Beat 6	0	0	24	10	61	0	
Beat 7	18	9	114	34	92	0	
Beat 8	6	5	23	11	22	1	
Other	2	0	4	2	13	0	
	84	40	784	228	660	14	
<b>1st Shift average response time per priority</b>							
	Priority 1	Priority 2	Priority 3	Priority 4	Priority 5	Animal Control	
Call Received to Dispatch	0:00:58	0:01:20	0:02:47	0:04:49	0:05:50	0:02:38	
Dispatch to Arrival	0:05:10	0:03:34	0:06:06	0:07:20	0:07:52	0:24:39	
Call Start to Arrival (6/2015)	0:06:08	0:04:54	0:09:04	0:12:14	0:13:32	0:27:17	
Call Start to Arrival (6/2014)	0:05:57	0:05:10	0:11:09	0:11:19	0:11:54	0:50:39	
<b>1st Shift June Total Calls</b>		1834	(882 were self-initiated calls)				
<b>2nd Shift (7am - 5pm)*</b>							
Beat 1	23	10	250	144	95	24	
Beat 2	13	13	328	194	459	16	
Beat 3	14	8	89	71	97	116	
Beat 4	28	5	200	98	170	44	
Beat 5	3	2	62	36	24	5	
Beat 6	3	2	47	25	146	2	
Beat 7	15	9	145	109	79	32	
Beat 8	6	3	51	32	43	15	
Other	1	0	7	3	28	7	
	106	52	1179	712	1141	261	
<b>2nd Shift average response time per priority</b>							
	Priority 1	Priority 2	Priority 3	Priority 4	Priority 5	Animal Control	
Call Received to Dispatch	0:01:10	0:01:21	0:03:09	0:07:43	0:06:49	0:23:38	
Dispatch to Arrival	0:04:50	0:04:51	0:08:22	0:09:30	0:08:45	0:16:00	
Call Start to Arrival (6/2015)	0:06:01	0:06:15	0:11:46	0:17:18	0:15:17	0:39:02	
Call Start to Arrival (6/2014)	0:07:31	0:07:12	0:14:42	0:17:43	0:10:54	0:41:13	
<b>2nd Shift June Total Calls</b>		3494	(1638 were self-initiated calls)				

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

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





# Broken Arrow Police Department June 2015 Calls For Service



Calls for Service	Priority 1	Priority 2	Priority 3	Priority 4	Priority 5	Animal Control
<b>3rd Shift (3pm - 1am)*</b>						
Beat 1	24	14	265	120	126	7
Beat 2	31	9	285	144	409	8
Beat 3	18	10	79	89	72	20
Beat 4	27	9	202	104	172	19
Beat 5	4	4	66	32	26	1
Beat 6	5	0	44	13	75	1
Beat 7	21	12	206	113	144	11
Beat 8	13	6	49	36	44	6
Other	6	1	7	9	36	2
	149	65	1203	660	1104	75
<b>3rd Shift average response time per priority</b>						
	Priority 1	Priority 2	Priority 3	Priority 4	Priority 5	Animal Control
Call Received to Dispatch	1:01:13	0:01:09	0:05:57	0:10:37	0:12:48	0:10:00
Dispatch to Arrival	0:05:12	0:05:11	0:07:11	0:07:47	0:07:03	0:16:39
Call Start to Arrival (6/2015)	0:06:25	0:06:20	0:13:35	0:18:39	0:19:58	0:24:52
Call Start to Arrival (6/2014)	0:07:25	0:06:53	0:19:21	0:24:28	0:15:05	0:28:58
<b>3rd Shift June Total Calls</b>		3322	(1354 were self-initiated calls)			

### Definitions

- Priority 1 =** Crimes in progress involving life threatening circumstances and situations that produce or are likely to produce serious bodily injury or death to any person.
- Priority 2 =** Crimes in progress or that have just occurred, incidents in progress that present the potential for injury or property damage/loss, situations where the suspect is still at the scene or in the area and will elude apprehension or create the potential for injury or property damage if the police do not arrive rapidly, incidents where an officer is needed to secure a scene or witnesses, and incidents where there is a need for crowd control or traffic control which, if not done immediately, would create the imminent potential for injury or property damage/loss.
- Priority 3 =** Crimes against people that are misdemeanors in progress or that have just occurred, reports of recent felony crimes, suspicious circumstances with no threat of injury, and incidents that do not require an officer immediately, but need investigation, mediation, or intervention.
- Priority 4 =** Property or service related calls for an officer to respond that cannot be handled by telephone, misdemeanor reports when caller demands officer or when an officer needs to investigate the scene or interview witnesses, and requests for officers that do not require a quick response.
- Priority 5 =** Primarily Officer initiated calls or ten codes used for in-house purposes.

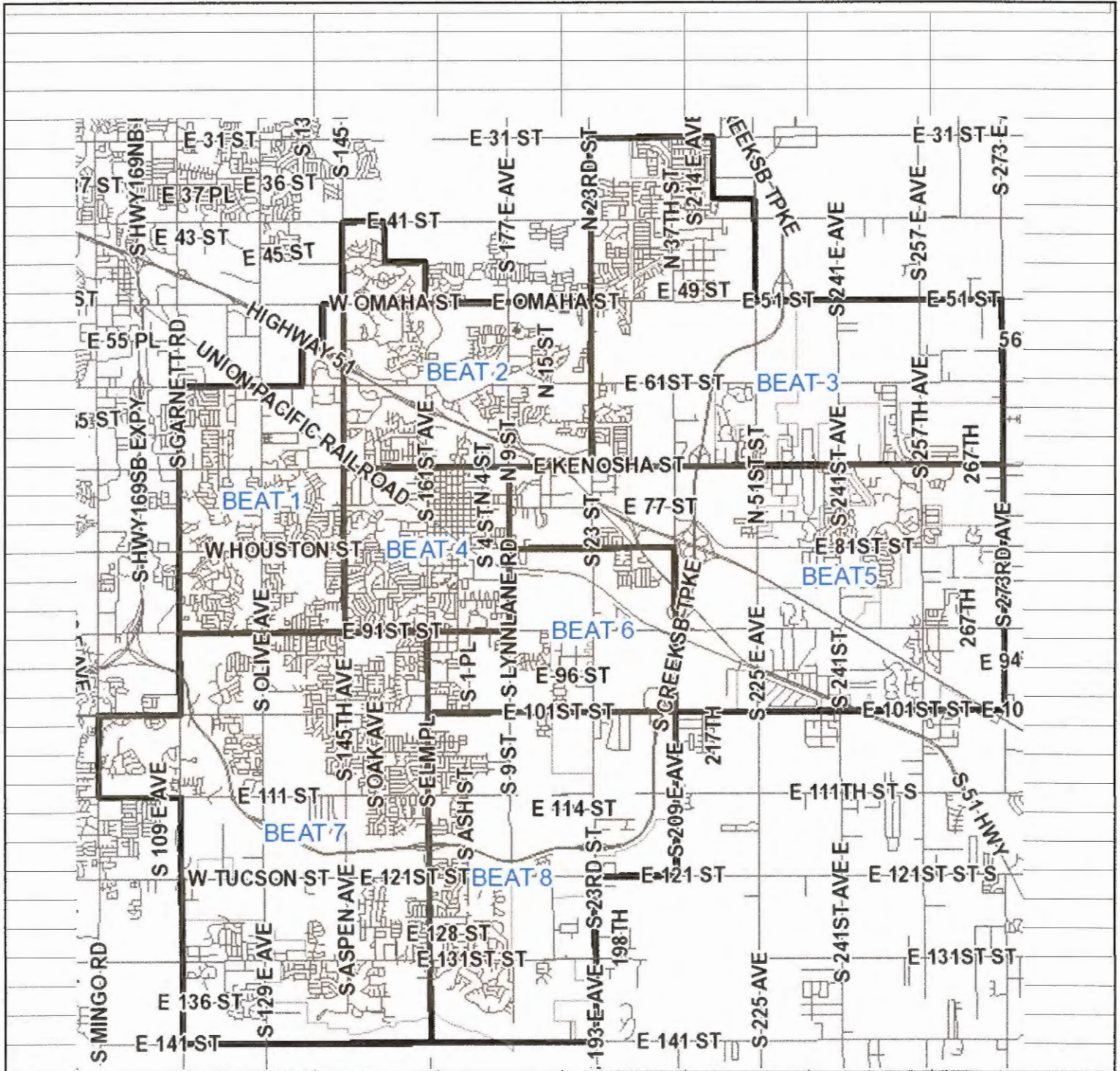
\* There is some overlap in response numbers because all three shifts overlap.

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





# Broken Arrow Police Department June 2015 Calls For Service



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

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

**To:** Russell M. Gale, Acting City Manager  
**From:** Tom Cook, Jr., Controller  
**Date:** July 9, 2015  
**Re:** Sales Tax Report

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Staff reports on sales, use and tobacco taxes for July 2015 are attached for your information.

The sales tax remittance for July 2015 increased by \$270,928 or 8.34% above the remittance received in July 2014 and brings the year-to-date receipts to \$270,928 or 8.34% above last year for the same time period. Additionally, it is \$174,517 or 5.21% higher than the budgeted year-to-date amount.

The use tax receipts for July 2015 decreased by \$11,091 or 6.96% as compared to July 2014. Year-to-date use tax receipts are down 6.96% or \$11,091.

Tobacco tax receipts have not been reported as of this time.

Please see the attached reports.

	<b>Sales Tax</b>	<b>Use Tax</b>	<b>Tobacco Tax</b>
<u>July 2015 Vs. 2014</u>			
Amount	Up \$268,663	Down (\$11,191)	Up \$6,867
%	8.27%	-7.02%	20.33%
<u>12 Mo Rolling Average</u>			
Amount	Up \$214,482	Up \$10,821	Up \$2,502
%	6.96%	6.72%	6.94%



City of Broken Arrow  
Sales Tax  
Percentage Increase/Decrease by Year

Month Received	2011-2012	% Inc/Dec	2012-2013	% Inc/Dec	2013-2014	% Inc/Dec	2014-2015	% Inc/Dec	2015-2016
July	\$ 2,659,194.92	14.80%	\$ 3,052,667.19	-0.37%	\$ 3,041,463.35	6.84%	\$ 3,249,621.97	8.27%	\$ 3,518,284.99
August	2,769,989.02	20.42%	3,335,569.12	-6.50%	3,118,713.11	4.42%	3,256,666.69		
September	2,660,577.70	7.19%	2,851,746.24	3.96%	2,964,784.12	3.99%	3,083,093.81		
October	2,825,459.86	2.83%	2,905,360.29	3.17%	2,997,315.08	8.61%	3,255,522.82		
November	2,639,013.77	4.98%	2,770,454.53	8.81%	3,014,559.68	5.43%	3,178,340.51		
December	2,697,421.10	3.02%	2,778,884.71	13.23%	3,146,632.69	0.67%	3,167,809.66		
January	2,859,678.57	9.39%	3,128,236.30	2.56%	3,208,426.82	5.74%	3,392,722.99		
February	3,105,771.79	0.64%	3,125,711.37	5.75%	3,305,413.24	11.74%	3,693,532.75		
March	2,591,952.96	6.06%	2,748,922.96	1.50%	2,790,155.74	16.63%	3,254,174.13		
April	2,653,266.24	1.66%	2,697,298.12	5.81%	2,853,901.91	3.91%	2,965,440.90		
May	2,821,647.84	0.20%	2,827,354.20	13.01%	3,195,151.32	9.68%	3,504,527.73		
June	2,706,818.00	5.58%	2,857,904.23	9.31%	3,123,849.20	4.75%	3,272,190.53		
<b>Total</b>	<b>\$32,990,791.77</b>	<b>6.33%</b>	<b>\$35,080,109.26</b>	<b>4.79%</b>	<b>\$36,760,366.26</b>	<b>6.84%</b>	<b>\$39,273,644.49</b>		<b>\$3,518,284.99</b>
<b>Year-To-Date</b>	<b>\$ 2,659,194.92</b>	<b>14.80%</b>	<b>\$ 3,052,667.19</b>	<b>-0.37%</b>	<b>\$ 3,041,463.35</b>	<b>6.84%</b>	<b>\$ 3,249,621.97</b>	<b>8.27%</b>	<b>\$3,518,284.99</b>

The above does not include any interest earnings.

Sales Tax by year

Jay L. Heinrichs  
07/10/2015

CITY OF BROKEN ARROW  
SALES TAX REVENUE ANALYSIS

MONTH	COMPARISON TO BUDGET (2015-2016)			COMPARISON TO PRIOR YEAR			PERCENTAGE INCREASE / <DECREASE>	
	BUDGET	ACTUAL	DIFFERENCE	2014-2015	2015-2016	AMOUNT INCREASE	BUDGET	PRIOR YR
	AMOUNT	AMOUNT		ACTUAL	ACTUAL	<DECREASE>		
JULY	3,345,979	3,518,285	172,306	3,249,622	3,518,285	268,663	5.15%	8.27%
AUGUST	3,474,326		0	3,256,667	0	0	0.00%	0.00%
SEPTEMBER	3,274,310		0	3,083,094	0	0	0.00%	0.00%
OCTOBER	3,353,163		0	3,255,523	0	0	0.00%	0.00%
NOVEMBER	3,224,160		0	3,178,341	0	0	0.00%	0.00%
DECEMBER	3,274,528		0	3,167,810	0	0	0.00%	0.00%
JANUARY	3,497,886		0	3,392,723	0	0	0.00%	0.00%
FEBRUARY	3,683,812		0	3,693,533	0	0	0.00%	0.00%
MARCH	3,173,134		0	3,254,174	0	0	0.00%	0.00%
APRIL	3,102,922		0	2,965,441	0	0	0.00%	0.00%
MAY	3,437,144		0	3,504,528	0	0	0.00%	0.00%
JUNE	3,316,436		0	3,272,191	0	0	0.00%	0.00%
<b>TOTAL</b>	<b>40,157,800</b>	<b>3,518,285</b>	<b>172,306</b>	<b>39,273,647</b>	<b>3,518,285</b>	<b>268,663</b>	<b>5.15%</b>	<b>8.27%</b>

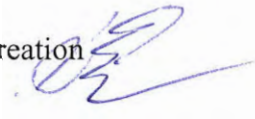
MONTH	GENERAL FUND			SALES TAX CAPITAL IMPROVEMENT FUND			BROKEN ARROW MUNICIPAL AUTHORITY SALES TAX		
	ACTUAL 2014-2015	ACTUAL 2015-2016	DIFFERENCE	ACTUAL 2014-2015	ACTUAL 2015-2016	DIFFERENCE	ACTUAL 2014-2015	ACTUAL 2015-2016	DIFFERENCE
JULY	1,624,811	1,759,143	134,332	541,605	586,382	44,777	1,083,206	1,172,760	89,554
AUGUST	1,628,334	0	0	542,779	0	0	1,085,555	0	0
SEPTEMBER	1,541,547	0	0	513,850	0	0	1,027,697	0	0
OCTOBER	1,627,762	0	0	542,588	0	0	1,085,173	0	0
NOVEMBER	1,589,171	0	0	529,725	0	0	1,059,446	0	0
DECEMBER	1,583,905	0	0	527,969	0	0	1,055,936	0	0
JANUARY	1,696,362	0	0	565,455	0	0	1,130,907	0	0
FEBRUARY	1,846,767	0	0	615,590	0	0	1,231,176	0	0
MARCH	1,627,087	0	0	542,363	0	0	1,084,724	0	0
APRIL	1,482,721	0	0	494,241	0	0	988,479	0	0
MAY	1,752,264	0	0	584,089	0	0	1,168,175	0	0
JUNE	1,636,096	0	0	545,366	0	0	1,090,729	0	0
<b>TOTAL</b>	<b>19,636,827</b>	<b>1,759,143</b>	<b>134,332</b>	<b>6,545,620</b>	<b>586,382</b>	<b>44,777</b>	<b>13,091,203</b>	<b>1,172,760</b>	<b>89,554</b>

Total Sales Tax Check

MONTH	ACTUAL 2014-2015	ACTUAL 2015-2016	DIFFERENCE	ACTUAL 2014-2015	ACTUAL 2015-2016	DIFFERENCE
JULY	0	0	0	3,249,622	3,518,285	268,663
AUGUST	0	0	0	3,256,667	0	0
SEPTEMBER	0	0	0	3,083,094	0	0
OCTOBER	0	0	0	3,255,523	0	0
NOVEMBER	0	0	0	3,178,341	0	0
DECEMBER	0	0	0	3,167,810	0	0
JANUARY	0	0	0	3,392,723	0	0
FEBRUARY	0	0	0	3,693,533	0	0
MARCH	0	0	0	3,254,174	0	0
APRIL	0	0	0	2,965,441	0	0
MAY	0	0	0	3,504,528	0	0
JUNE	0	0	0	3,272,191	0	0
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>39,273,647</b>	<b>3,518,285</b>	<b>268,663</b>

Jay L. Heinrichs  
07/10/2015

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



**CC:**

**Date:** June 24<sup>th</sup>, 2015

**Re:** May 2015 Monthly Report

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

Please contact Scott Esmond if you have any questions.

Encl: May 2015 Monthly Report



## Parks & Recreation Department

### May 2015 Monthly Report

#### DIRECTOR-SCOTT ESMOND

- Attended the Employee Service Award Luncheon.
- Attended the final inspection for the Central Park courts project.
- Met with Development Services staff and representatives for the Washington Lane VII housing development regarding a possible pedestrian trail corridor through the flood plain behind the development.
- Attended a City Council meeting.
- Held weekly staff meetings with managers in the department.
- Had separate meetings with the History Museum representatives and Genealogical Society representatives regarding their Facility Use Agreements.
- Attended a meeting with the City Manager regarding the upcoming FY16 Budget and FY17 Financial Plan.
- Attended a meeting with the Assistant City Manager for the purpose of communicating updates within department.
- Photo of Director taken to be used as a City resource.
- Attended two Legistar training sessions.
- Attended a special City Council meeting for presentation of the FY16 budget and FY17 financial plan.
- Met with staff members regarding a pending Convention and Visitors Bureau grant request.
- Was on vacation from May 14<sup>th</sup> through May 22<sup>nd</sup>.
- Attended the City Manager's staff meeting.
- Attended a staff level economic development update meeting.



- Had a meeting with Engineering and Construction staff for the purpose of developing consultant scope for transportation enhancement funding applications as they relate to pedestrian trails.
- Met with the City Manager and Chamber President regarding special events.

## **BATTLE CREEK GOLF CLUB**



### **GENERAL**

- May was one of the wettest months on record with 17 inches of rainfall. This significantly impacted rounds and revenues for one of our higher revenue months.
- Maintenance crew did an outstanding job getting the course mowed and cleaned up at the end of the month moving forward to June.
- Department Managers ran labor expenses efficiently for some cost savings to help offset the lost revenues.

### **GOLF OPERATIONS**

- Three new Fun is Good events were created and will be held during the fall of this year.
- Other initiatives will be implemented as well; which will help to differentiate Battle Creek Golf Club amongst the other public facilities around the Tulsa Metro area. These include:
  - The first event, Baldy Invitational, will be held on October 3<sup>rd</sup>. This will be an annual event that Battle Creek Golf Club will host. Players who are bald are given an opportunity to compete in a tournament designed specifically for them. We will have competitions throughout the event along with great opportunities for photos with the players.
  - Another new event, Brew Tour Invitational, will be held in September. This event will be designed to incorporate some local breweries as well as our existing beverage vendors. Players will have the opportunity to play golf in a fun, relaxed, competitive environment while enjoying the taste of some of Tulsa's finest beers while receiving fun gifts compliments of our current vendors.
  - Working towards the creation of a Battle Creek Golf Club's first Member Appreciation Tournament which will be specifically designed for our loyal members. This event will allow existing members the opportunity to bring guests to Battle Creek Golf Club to participate in the one or two day event. This event should be an excellent opportunity for staff to show why we are known as a fun, friendly, inviting place in Tulsa to play golf along with our championship quality course conditions. Ultimately this should become a great way to build our membership each season.

### **COURSE MAINTENANCE**

- The maintenance team did manage to accomplish many tasks this month when weather permitted. These tasks included:
  - Mowed all native areas, fairways, roughs, tees and green surrounds.

- Cleaned all drainage areas to expedite water from the course.
  - Groomed all greens 2 times to improve green speeds, applied fungicides to the greens when needed.
  - Made some irrigation repairs and improvements.
  - Edged greens and fly mowed bunkers, general cleanup around the maintenance facility.
- Next month we expect to install sod on the tee expansion on #12, continue post emergent herbicide applications where needed on the course and driving range, aerify fairways as weather permits.

### MONTHLY SUMMARY

- May rounds were 1,127 less total rounds to budget and 1,743 less than last year.

<b>May Rounds</b>	<b>Budgeted</b>	<b>Prior Year</b>	<b>Actual</b>
PUBLIC ROUNDS	840	881	<b>508</b>
TOURNAMENT	400	588	<b>214</b>
MEMBER	1,450	1,578	<b>1,087</b>
BATTLE CARD	275	371	<b>252</b>
TWILIGHT	625	593	<b>427</b>
MISC.	0	159	<b>105</b>
MEMBER GUEST	275	311	<b>145</b>
<b>TOTAL ROUNDS</b>	<b>3,865</b>	<b>4,481</b>	<b>2,738</b>

### MONTHLY GROSS REVENUE

- May total revenue was \$134,184 for the month, which was \$32,485 less than budgeted revenues.

	<b>May Budget</b>	<b>May Prior Year</b>	<b>May Actual</b>
DUES & FEES	31,500	33,829	25,523
GREEN FEES	60,940	71,010	41,888
CART FEES	19,706	23,975	13,606
MERCHANDISE	16,426	28,927	22,116
OTHER GOLF COURSE SERVICES	11,500	11,606	3,970
FOOD & BEVERAGES	26,597	33,039	27,081
<b>TOTAL REVENUE</b>	<b>166,669</b>	<b>202,386</b>	<b>134,184</b>

## BANQUET FACILITY

- Six weddings and one retirement party were held. We had rave reviews following the events about staff attentiveness and the quality of the venue overall.
- Tours, bookings, and meetings took place with vendors to showcase our facility. One of our clients went the extra mile writing a fabulous review on weddingwire.com.
- Overall gross profits have enhanced due to the improved pricing structure; making May the most profitable month for events year to date.

## BANQUET FACILITY USAGE REPORT

<b>May</b>	<b>Event</b>	<b>Total \$\$</b>
<b>2nd</b>	<b>Wedding Reception</b>	<b>682.50</b>
<b>9th</b>	<b>Wedding Reception</b>	<b>2,001.50</b>
<b>15th</b>	<b>Wedding Reception</b>	<b>1,000.00</b>
<b>21st</b>	<b>Retirement Party</b>	<b>1,124.48</b>
<b>23rd</b>	<b>Wedding Reception</b>	<b>2,239.90</b>
<b>30<sup>th</sup></b>	<b>Wedding Reception</b>	<b>1,694.50</b>
<b>31st</b>	<b>Wedding Reception</b>	<b>1,295.55</b>
	<b>Total Banquet</b>	<b>10,038.43</b>

## FOOD AND BEVERAGE

- We served food for 9 tournaments and 1 private event. This helped with the incredibly slow month due to the uncommon amount of rain we had. We had 2 tournaments cancel, it rained on Mother's Day and Memorial Day so our plans were unfortunately scrapped.
- We have seen a lot of positive response regarding the level of customer service from our phenomenal team and many good praises towards the improved food quality & presentation. We are continuously looking for ways to improve and the grill team has been incredibly supportive in these efforts.

## MARKETING

- Met with Greenway Golf Management on ways to invoke more 'FUN' into our operation; such as tournaments, promotional ideas and grill specials.
- Updated and posted content to Facebook. According to Google Analytics, frequent users are between the ages of 25-34. Golf rates, information and tee times are the most searched pages.

## CULTURAL AFFAIRS & TOURISM

### DIRECTOR - LORI HILL

- Continued to work with Engineering/Construction and Building Maintenance to determine the leak in the History Museum.
- Finalized the updates to the Use Agreements for the History Museum, Military History Center and Genealogical Society.
- Attended the monthly Convention and Visitors Bureau meeting and prepared all agenda items and postings for the meeting.
- Attended the monthly Special Events Committee meeting.
- Attended the Leadercast 2015 Training.
- Attended the Downtown Advisory Board meeting to provide updates on upcoming special events and Farmers Market update with the Events Coordinator and Farmers Market Coordinator.
- Attended the Rose Festival event and worked the Farmers Market.
- Attended the Rose Gala event and assisted with event registration.
- Attended a meeting to discuss a potential event for 2016 called the Air Parade.
- Met with representatives from Gatesway to discuss their balloon festival.
- Met with Rockets Over Rhema to discuss details for their 2015 event.
- Attended the Executive Committee and Board meeting for Green Country Marketing Association.
- Attended the monthly Military History Center board meeting.
- Attended employee training for Legistar.
- Worked with the Events Coordinator to ensure event details were taken care of for the Broken Arrow Relay for Life.
- Worked with Events Coordinator to ensure event details for the Caribbean Festival had been arranged at the Events Park.



## EVENTS COORDINATOR – VAUNDA OLIVERA

- Met with Jolly Runner organizers to discuss event; which has been rescheduled for later this summer.
- Attended the Broken Arrow Chamber of Commerce Rooster Run and The Rose District Farmers Market on May 2<sup>nd</sup>.
- Attended Broken Arrow Chamber of Commerce Rooster Days Festival and Parade.
- Attended The Rose District Farmers Market on May 9<sup>th</sup>.
- Attended Wine Eats and Easels meetings each Monday evening in May.
- Attended Camp Bandage event and The Rose District Farmers Market on May 16<sup>th</sup>.
- Attended Downtown Advisory Board meeting on May 12<sup>th</sup> and provided update on plans for events and Thursday Night Theatre.
- Met with Keep Broken Arrow Beautiful and Rose Festival event organizers several times to work out the details for the event and power needed for vendors.
- Attended the Rose Festival event and The Rose District Farmers Market on May 16<sup>th</sup>.
- Met with Sportside Entertainment to discuss concessions for Thursday Night Theatre.
- Met with event organizers for an air show planned for summer, 2016.
- Prepared meeting applications and met with Special Events Committee on May 21<sup>st</sup>. We had 16 applications to review and or revisit on the agenda. We also discussed past events including Rooster Days Festival, Parade and Run as well as Camp Bandage and Rose Festival.
- Met with Rockets over Rhema event staff on May 21<sup>st</sup> to discuss their event scheduled for June, 2015.
- Met with Gateway staff to discuss a possible event in September, 2015. They are considering bringing a circus to Broken Arrow as part of their annual fundraising efforts. They are also beginning to plan their Gateway Media event for later this summer.
- Met with Grills and Grilles event organizers and discussed site plan and event planning options for the event scheduled for October, 2015.
- Sent emails to event organizers that have not submitted their event applications for events taking place in the next six months.

- Met with Relay for Life staff and Broken Arrow Neighbors to coordinate a food drive in conjunction with the event scheduled for June 6<sup>th</sup> at The Rose District Farmers Market.
- Met with Parks Maintenance staff to discuss Tuesdays in the Park event layout.
- Met with Arts Council event organizer for Tuesdays in the Park to finalize layout and permits required for their event.
- Prepared meeting applications and met with Special Events Committee May 28<sup>th</sup>. We had 10 applications to review and or revisit on the agenda. We met with Red White and Brew event organizers during the meeting to review the site plan for the event.
- Attended Staff meeting for Parks and Recreation Department.
- Met with event organizers for Reggae Festival to discuss vendors and services at the Events Park.
- Arranged for activities for Thursday Night Theatre.

#### FARMERS MARKET COORDINATOR – JUDY PRIETO

- Assigned vendor booths and answered all new vendor inquiries.
- Continued social media and Facebook posts.
- Distributed 10,500 brochures to all the elementary schools in Broken Arrow.
- Visited local non-profits and businesses that work with children to promote the “Kids Corner” at the Farmers Market and to get them involved.
- The Rose District Farmers Market hosted the Rose Festival. The Farmers Market stayed open until 4:00pm; attendance was very good.
- A vendor reported his sales increased 68% during the Rose Festival. Positive feedback was also received from other vendors.
- One vendor reported that his sales were 31% lower than last year on Rooster Days. Next year, we plan to increase the Farmers Market promotions for Rooster Days through several different avenues.
- A free morning Yoga class at the Farmers Market is still in discussion with The Hub on Main Street.

## **RECREATION DIVISION**

### **RECREATION MANAGER – THOR ROOKS**

- Attended two training sessions regarding Legistar.
- Submitted findings regarding other similar cities process on the Oklahoma Sex Offender and Mary Rippy Violent Crime Laws to Parks Director.
- Out of Office May 11<sup>th</sup> to 15<sup>th</sup> to welcome our new baby girl.
- Attended meeting with the Young Men’s Christian Association staff to discuss opening of Country Aire Pool.
- Drove to Owasso to pick up 225 catfish for the Kids Fishing Derby.
- Hired 67 seasonal staff members.
- Ordered supplies and equipment for pools.
- Communicated with different departments and divisions to get pools operational for opening.
- Pools opened on May 30<sup>th</sup>.
- Attended Seasonal Staff Orientation.

### **RAY HARRAL NATURE CENTER – JOHNNY KOESTER**

- Visitors; 832 on the trails, 332 inside the Nature Center.
- Box Turtle display was added.
- A new Ray Harral sign was installed.

## **PARKS MAINTENANCE DIVISION**

### **PARKS MAINTENANCE MANAGER – PHIL HINK**

- Attended Department staff meetings.
- Conducted Park Maintenance Division staff meetings.
- Monitored ongoing park construction projects:
  - Broadway Streetscaping – contractor replaced trees and shrubs that Engineering/Construction agreed was their maintenance responsibility.
  - The Rose District – An irrigation software internet connection has been requisitioned. Contractor will still need to provide training on operation.
  - Central Park sports courts - Basketball court resurfaced and tennis courts touched-up. New heavier gauge fence fabric was installed. Courts are open for use.

- Camino Villa Park Building - New fence was installed around perimeter of building. Working with Information Systems to have security cameras installed inside and outside the building.
- Completed Family Medical Leave paperwork as required for division personnel.
- Monitored pond maintenance activities for 7 park pond locations.
- Monitored contract mowing activities for 8 sites.
- Completed Eagle Scout project performed by Troop 935 at the Liberty Parkway trail. A new park bench and bicycle rack was installed on a concrete pad at the Northeastern State University trailhead entrance.
- Met with incoming Broken Arrow Soccer Club board members to discuss the current conditions of the Indian Springs Sports Complex soccer fields and field maintenance plans once the spring season has concluded.
- Working with Building Maintenance to have electric installed for new pond fountain at Battle Creek golf course. Building Maintenance has an outside electrician performing the work.
- Monitored electrical installation projects at Central Park (Rooster Days temporary pole) and Farmers Market (50 amp service plug for the Rose Gala).
- Worked with Electrical Division to have ballfield lights at Arrowhead Softball Complex repaired. Due to ground conditions only fuses could be repaired and replacement bulbs will need to be installed once ground conditions firm up. These were done in preparation for an 84 team tournament in June and Nationals in July.
- Performed interviews for 4 vacant park maintenance worker positions. All four positions were filled. Performed interviews for seasonal positions; 3 positions were filled out of 6.
- Working with staff Horticulturist to quote the installation of an automatic irrigation system at Veterans Park.

## PARKS MAINTENANCE

- Daily litter cleanup was performed at all park sites and park outdoor bathrooms were cleaned.
- Weekly high frequency and monthly low frequency playground inspections were completed and maintenance items addressed as required.
- Performed monthly tests on the Lightning Prediction system at Indian Springs Sports Complex (ISSC).
- Performed daily maintenance at The Rose District; trash cleanup, blowing sidewalks, debris removal, planting annual flowers, mulching landscape beds, etc.



- Monitoring hanging baskets in The Rose District. Continue to try to resolve irrigation issues that show up as the system is operated. Hand watering one block of baskets due to potential line break under the sidewalk.
- Monitored contractor maintenance on the rose plantings at Centennial Park and The Rose District; pruning, deadheading roses, pesticide applications, weeding, etc.
- Pruned and sprayed rose plants at the Nienhuis Park Rose Garden. Transplanted several plants from the Broadway and Elm gateway planter to the rose garden.
- Performed daily checks of the Farmers Market plaza and bathrooms. Set timers for lights and bathroom for rentals/special events (Rose Gala) throughout the month.
- Prepared ballfields 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 the Nienhuis Football Complex for 7 v 7 football passing league that started in May. Received over 18" of rain at Indian Springs Sports Complex during the month. Closed 8 soccer fields prior to the end of the spring season due the poor condition of the turf.
- Crews cleaned up debris at Aspen Creek park that collected on tennis court fencing and on turf during a heavy rainstorm. Also, removed debris from other park storm drains that collected during a month of heavy rains.
- Planted annual flowers at various landscape sites; Veterans Park, Centennial Park, City Hall, ISSC, etc.
- Inspected fire extinguisher maintained by the Maintenance Division.
- Routine park, trail, and athletic field mowing was performed. Cleaned debris/mud from the trail several times during the month due to the number of large rain events.
- Monthly fertilizer applications were made to ball fields at ISSC, Arrowhead Park and Nienhuis Park. Purchased Bermuda grass seed for over seeding poor turf areas on the soccer complex.
- Facilities Maintenance crew setup the City's mobile stage for the Rooster Day Run, Rooster Days, and Camp Bandage events.
- All pools were filled. Filtration and sanitations systems were connected and put into operation. Shade covers were installed. New sensor was installed on lightning system at Country Aire pool. Once installed, it was determined that the alert siren was also damaged. Siren from the Events Park system was moved to the pool until repairs can be made.
- Met with Department of Labor for annual inspection of water slides at the aquatic facilities. Slides at both facilities received their Certificate for Operation.
- De-winterized all splash pad sites, and setup for operation starting the Memorial Day weekend. Replaced two activation switches at Sieling Park, and installed replacement

touch-screen at Camino Villa Park. Worked with Building Maintenance to move the Camino Villa Park splash pad control out of the vault and into a secured panel inside the community building fenced area.

- Installed shade covers on splash pad structures.
- Completed scoreboard repairs at Arrowhead Softball Complex. One scoreboard was damaged by lightning during a weather event, and one had an underground cable fault.
- Performed routine irrigation checks and maintenance on systems at athletic complexes, The Rose District, facility grounds and park sites.
- Conducted routine graffiti removal from various park sites.
- Cleaned out decorative fountain at Veterans Park after vandals dumped washing detergent into the water.
- Replaced department flags as needed prior to Memorial Day.

End of Report

**To:** Russell Gale, Acting City Manager  
**From:** Krista Flasch, Communications Director  
**CC:** Jeremy Moore, Fire Chief; Tom Caldwell, Finance Director; Beth Anne Wilkening, City Attorney  
**Date:** July 6, 2015  
**Re:** LifeRide public awareness and education

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City staff has taken deliberate and planned measures, with the assistance of a public relations firm, to inform Broken Arrow utility customers of the new emergency medical services (EMS) subscription program, called LifeRide, and how it will affect them when it goes into effect on September 1, 2015. Those efforts, including news coverage, City publications and a dedicated website, [www.liferideba.org](http://www.liferideba.org), are documented in the timeline below.

- April 21 Final Report of the Fiscal Sustainability Committee presented to City Council; contains recommendation to adopt an ordinance providing for an EMS subscription fee.
- May 5 Discussion of EMS subscription program advertised on City Council agenda.
- June 1 Preview ordinance advertised on City Council agenda.  
Press release issued to all media outlets.  
Press release posted to City website homepage.  
Information posted to Facebook and Twitter.  
KJRH-Channel 2 airs story regarding the proposed EMS subscription program.
- June 15 Final ordinance is advertised on City Council agenda.
- June 16 Article posted on City website homepage regarding City Council approval of LifeRide program.  
Dedicated LifeRide webpage, [www.liferideba.org](http://www.liferideba.org), launched on City website, with FAQ's, forms, and links to news stories.
- June 18 Residents receive informational LifeRide flyer in their utility bill.  
LifeRide informational video posted to Facebook; 5,398 views to date.  
LifeRide informational video uploaded to government access channel.  
Letter describing ordinance change sent to apartment landlords and nursing home operators.
- June 19 Broken Arrow Ledger reports that City Council passed the LifeRide ordinance.

- June 25 LifeRide information added to special message box on utility bills.
- June 26 LifeRide information added to e-notification emails for utility customers who utilize paperless billing.
- June 29 Informational lunch meeting held with apartment landlords.
- July 2 Utility customers receive August FOCUS newsletter, which provides details of the LifeRide program.
- July 13 Informational lunch meeting scheduled with nursing home operators.

## 2. GENERAL CORRESPONDENCE / NOTIFICATION





May 26, 2015

Chief David N. Boggs  
Broken Arrow Police Department  
Public Safety Complex  
1101 North 6<sup>th</sup> Street  
Broken Arrow, OK 74012

Dear Chief Boggs,

This letter is to thank you and the Broken Arrow Police Department for the excellent services you provide. Your efforts exhibit sincere dedication and commitment to your profession and to our community.

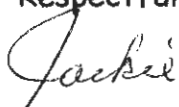
Recently, I was privileged to attend the Citizens' Police Academy Classes and the CPA Masters' Classes offered to Broken Arrow residents. Both of these experiences were very interesting, educational, and well worth the time spent. The high standards of performance, which were displayed by our Police Officers throughout these classes, were inspiring.

In addition to the class time, Officer Paul Hughes allowed me to accompany him for my "ride-along" experience. I was truly amazed to see how an officer must manage all the legal, technical, and psychological demands of his workday. Officer Hughes' skill, knowledge and professionalism were outstanding, as were his kindness and consideration.

I only wish more of our citizens could have the insight into how a well-managed, dedicated police department operates, instead of all the negative and hostile images of law-enforcement officers projected by the media. Broken Arrow is truly fortunate to have such an asset as part of the community.

Please accept my heartfelt thanks for the opportunity to observe and learn. The time and effort you and your department invested was greatly appreciated.

Respectfully,



City of Broken Arrow  
JUL 08 2015  
City Manager's Office

cc: Russell Gale, Acting City Manager

### 3. SPECIAL EVENTS / ACTIVITIES



**To:** Russell Gale, Acting City Manager  
**From:** Vaunda Olivera  
**CC:** Scott Esmond, Lori Hill  
**Date:** July 10, 2015  
**Re:** Notes to Council – Updated upcoming events

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**UPCOMING EVENTS**

- July 11 – Reggae Festival – Events Park
  - No Street Closure
- July 11 – USSSA World Series – Indian Springs
  - No Street closure
- July 18 – Red, White and Brew – Rose District
  - Road Closure
- July - Thursday Night Theatre
  - No road Closure
- July 19 – Cedar Ridge North Block Party
  - Road Closure
- July 25- Brentwood Block Party
  - Road Closure

**ADDITIONAL INFORMATION**

Reggae Festival will be hosted by the Caribbean Association of Tulsa at the Events Park. Festivities planned for this year include music, lots of wonderful Caribbean food, and of course fun. Attendance this year, their first is expected to be about 1,000 but they have plans to make this an annual event will work to grow this event each year. Road closure will not be required for this event. The event begins at 10:00 am and ends at about 10:00 p.m. (weather permitting)

The USSSA World Series is planned for the Indian Springs Sports Complex. They are expecting approximately 3000 participants/attendees. Road closure will not be required for this event. (More details below.)

Red, White and Brew will be held in the Rose District. This event will feature music, vendors, food and will benefit Soldier's Wish. Road closure will be Main Street from Commercial to Ft Worth. Commercial, Dallas, El Paso will be closed on either side of Main Street to the alley. Ft Worth will remain open to allow for traffic flow. They are expecting approximately 5,000 participants.

Thursday Night Theatre continues the series July 16<sup>th</sup> with the movie Big Hero 6, music by Eric Himan and the activity will be Mad Science. July 23<sup>rd</sup> will feature The Lego Movie, Lego art with activities for the kids, and music by Meggie McDonald and Weston Horn. July 30<sup>th</sup> will feature the movie Strange Magic, with Steve Crawford performing a magic show and music by Miles and Kenzie. Music begins at 6:30 p.m. under the large pavilion at the Rose District Farmer's Market. No road closure is required for this event.

Cedar Ridge North and Brentwood subdivisions will be holding their annual neighborhood block parties. Both event organizers are planning music, food and family fun for their residents. Police and Fire will visit as time allows. Each event is expecting from 100 – 150 attendees. Road closures will be needed but will not affect any arterial or collector streets.

**July 9, 2015**

**Recreation Department Updates**

- Mom & Son Luau is this Saturday, July 11<sup>th</sup> at the Nienhuis Aquatic Center from 6:30 to 8:30 pm. We expect over 100 people.
  
- The USSSA World Series starts Saturday, July 11<sup>th</sup> at the Indian Springs Sports Complex and will wrap up July 17<sup>th</sup>. Broken Arrow Youth Baseball Association is hosting this event at Indian Springs Sports Complex. They currently have 29 teams registered. Four of those teams are from out of state.
  - [http://bayouthbaseball.com/files/2015\\_world\\_series\\_flyer4.pdf](http://bayouthbaseball.com/files/2015_world_series_flyer4.pdf)
  
- The 14A Southern ASA National tournament will be hosted by the Broken Arrow Girls Softball Club at Arrowhead Sports Complex on July 21<sup>st</sup> to July 26<sup>th</sup>. They are expecting approximately 30 teams with several of them from out of state.

Thank you,

Thor Rooks  
Recreation Manager

**7/10/2015**