

To: Honorable Mayor and City Councilors
From: Russell Gale, Acting City Manager
Date: August 21, 2015
Re: Notes to Council

1. STAFF REPORTS / ITEMS REQUIRING IMMEDIATE ATTENTION

- Sales Tax Reports – August 2015
- Parks & Recreation Monthly Report – July 2015

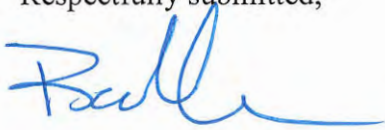
2. GENERAL CORRESPONDENCE / NOTIFICATION

- Staff Memo: Streets & Stormwater Work Completed at Vacation Center Additions I & II
 - INCOG Email: Regional GO Plan Public Forum – September 17, 2015
 - News Articles: VJ Day 70th Anniversary Celebrated in Veterans Park
-

3. SPECIAL EVENTS / ACTIVITIES

- Post-Event Reports: Sand Dazzle & BAVC Summer League

Respectfully submitted,



Russell Gale

jmh
Attachments

1. STAFF REPORTS / ITEMS REQUIRING IMMEDIATE ATTENTION



To: Russell M. Gale, Acting City Manager
From: Tom Caldwell, Director of Finance
Date: August 20, 2015
Re: Sales Tax Report

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

The sales tax remittance for August 2015 increased by \$228,423 or 7.01% above the remittance received in August 2014 and brings the year-to-date receipts to \$497,086 or 7.64% above last year for the same time period. Additionally, it is \$183,070 or 2.68% higher than the budgeted year-to-date amount.

The use tax receipts for August 2015 increased by \$20,547 or 13.75% as compared to August 2014. Year-to-date use tax receipts are up 3.03% or \$9,356.

Tobacco tax receipts increased \$5,042 in August 2015 compared to August 2014 bringing the year-to-date tobacco tax receipts total to \$86,622, an increase of \$11,909 or 15.94% above the same period last year.

Please see the attached reports.

Sales Tax**Use Tax****Tobacco Tax**August 2015 Vs. 2014

| | | | |
|---------|--------------|-------------|------------|
| Amount: | Up \$228,423 | Up \$20,547 | Up \$5,042 |
| % | 7.01% | 13.75% | 12.32% |

Year-to-Date

| | | | |
|---------|--------------|------------|-------------|
| Amount: | Up \$497,086 | Up \$9,356 | Up \$11,909 |
| % | 7.64% | 3.03% | 15.94% |

12 Mo. Rolling Average

| | | | |
|---------|--------------|-------------|------------|
| Amount: | Up \$222,021 | Up \$16,091 | Up \$2,724 |
| % | 7.18% | 10.22% | 7.51% |

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 | 7.01% | 3,485,090.49 |
| 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 | | |
| Total | \$32,990,791.77 | 6.33% | \$35,080,109.26 | 4.79% | \$36,760,366.26 | 6.84% | \$39,273,644.49 | | \$7,003,375.48 |
| Year-To-Date | \$ 5,429,183.94 | 17.66% | \$ 6,388,236.31 | -3.57% | \$ 6,160,176.46 | 5.62% | \$ 6,506,288.66 | 7.64% | \$7,003,375.48 |

The above does not include any interest earnings.

Sales Tax by year

Jay L. Heinrichs
08/10/2015

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 | 3,485,090 | 10,764 | 3,256,667 | 3,485,090 | 228,423 | 0.31% | 7.01% |
| 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% |
| TOTAL | 40,157,800 | 7,003,375 | 183,070 | 39,273,647 | 7,003,375 | 497,086 | 2.68% | 7.64% |

| 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 | 1,742,545 | 114,211 | 542,779 | 580,849 | 38,070 | 1,085,555 | 1,161,696 | 76,141 |
| 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 |
| TOTAL | 19,636,827 | 3,501,688 | 248,543 | 6,545,620 | 1,167,232 | 82,848 | 13,091,203 | 2,334,456 | 165,695 |

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 | 3,485,090 | 228,423 |
| 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 |
| TOTAL | 0 | 0 | 0 | 39,273,647 | 7,003,375 | 497,086 |

Jay L. Heinrichs
08/10/2015

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



CC:

Date: August 20th, 2015

Re: July 2015 Monthly Report

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

Please contact Scott Esmond if you have any questions.

Encl: July 2015 Monthly Report



Parks & Recreation Department

July 2015 Monthly Report

DIRECTOR-SCOTT ESMOND

- Attended the City Manager's staff meetings.
- Held staff meetings with Park and Recreation Department managers.
- Attended City Council meetings.
- Participated in a Nienhuis Park football field turf conversion meeting with Engineering staff and project consultant.
- Attended meetings with the Assistant City Manager for communication and updates.
- Participated in a Broken Arrow trail phase 2 application meeting with Engineering staff and project consultant.
- Attended a meeting for future planning of the Farmers Market.
- Attended the Convention and Visitors Bureau monthly board meeting.
- Attended the City Manager candidates meet and greet reception.
- Held meeting with staff to discuss The Rose District plant material.
- Participated in General Obligation Bond upcoming project funding meetings.
- Attended the monthly project review meeting.
- Participated in the Central Park Rose Garden design meeting.
- Attended a meeting with Greenway Golf Management Company representatives for the purpose of discussing a new management contract for Battle Creek Golf Club.
- Participated in a meeting with the Assistant City Manager and General Services managers regarding the repair of the History Museums' elevator.
- Met with a music promoter for the purpose of reviewing sites for a possible community concert.

- Met with Engineering staff and electrical engineer to begin planning for a new special event electrical service for Central Park.
- Met with City Manager and Broken Arrow School Superintendent to discuss a joint project.

BATTLE CREEK GOLF CLUB



GENERAL

- July paid rounds (public, twilight, member guest, miscellaneous) continue to trend lower than budgeted and last year.
- Weather has played a factor with hot, humid days and local public golfers are not playing as much this season.
- Course conditions, greens and the overall turf density are in excellent condition due to the wetter weather.
- Battle Creek Golf Club increased their membership by eight in July.

GOLF OPERATIONS

- Battle Creek Golf Club hosted five outside tournaments, which generated 196 tournament rounds.
- Two events were hosted for Battle Card holders and members, which consisted of a Fourth of July Flag Tournament as well as an Individual Stroke Play competition. The monthly Couple's Night has been a huge success and is continuing to grow in popularity.
- The 1st Annual Brew Tour is slated to be held on Friday, September 11th at 5:30pm. The event will consist of nine holes of individual stroke play with complimentary beverages provided by Anheuser-Busch and the LDF Company. They have been gracious enough to provide free beer and prizes to all participants.
- Promotional items for this event will be finalized shortly to begin marketing the event. The goal is to grow the event into a full field tournament that can be hosted annually to promote Battle Creek Golf Club.
- The Club Championship is fast approaching. This year there will be a Friday night horseshoe for all participants and will be a true alternate shot format. Each team will compete to win shop credit and will provide the kick off for the next two days of the Club Championship. This is a fun night of competitive competition to allow players to prepare as well as provide them an opportunity to bring a guest that hopefully has never played at Battle Creek Golf Club. Upon completion of the Club Championship all players will be asked to fill out a short survey about their experience.

COURSE MAINTENANCE

- July received 7.95" of rainfall during the month with several days of over 1" of rainfall occurring.
- The temperatures ranged in the upper 90's for the highs and the low 80's for the lows.
- The maintenance team accomplished many tasks this month to improve the playability of the course as well as the regular mowing schedules this month. These tasks included:
 - Mowed all native areas on the course.
 - Sprayed greens with fungicides, insecticides, and growth regulators.
 - Needle tined all greens to improve the movement of water and air through the green profiles.
 - Sprayed fairways, tees, and green surrounds with growth regulators to decrease clippings and improve playability.
 - Spot applications of post emergent herbicides to course.
 - Sprayed numerous trees on the course for webworms.
 - Finished grading the sands on project #12, tee box.
 - Repairs to aging electrical parts in the irrigation pump station and repairs on the course.
- Mowing schedules will continue as needed. Expect to spend a lot of time on the greens with hoses as it will be very hot during the month of August.

MONTHLY SUMMARY

- July rounds were 584 less total rounds to budget 549 less than last year.

| <u>July Rounds</u> | <u>Budgeted</u> | <u>Prior Year</u> | <u>Actual</u> |
|---------------------------|------------------------|--------------------------|----------------------|
| PUBLIC ROUNDS | 825 | 834 | 622 |
| TOURNAMENT | 225 | 129 | 196 |
| MEMBER | 1,750 | 1,794 | 1,672 |
| BATTLE CARD | 375 | 387 | 319 |
| TWILIGHT | 700 | 660 | 585 |
| MISC. | 200 | 228 | 195 |
| MEMBER GUEST | 350 | 358 | 252 |
| TOTAL ROUNDS | 4,425 | 4,390 | 3,841 |

MONTHLY GROSS REVENUE

- July total revenue was \$162,145 for the month, which was \$12,061 less than budgeted revenues.

| | July Budget | July Prior Year | July Actual |
|----------------------------|------------------------|----------------------------|------------------------|
| DUES & FEES | 32,400 | 35,338 | 32,683 |
| GREEN FEES | 66,859 | 66,037 | 55,287 |
| CART FEES | 21,601 | 21,447 | 16,526 |
| MERCHANDISE | 15,045 | 17,419 | 14,094 |
| OTHER GOLF COURSE SERVICES | 9,600 | 10,175 | 7,932 |
| FOOD & BEVERAGES | 28,701 | 25,857 | 25,575 |
| TOTAL REVENUE | 174,206 | 176,273 | 152,097 |

BANQUET FACILITY

- Hosted four events.

BANQUET FACILITY USAGE REPORT

| July | Event | \$ Total |
|------------------------------|--------------------------|------------------|
| 1st | League event | 923.00 |
| 3rd | Party | 1,729.00 |
| 11th | Wedding Reception | 1,225.00 |
| 16th | CBA Chamber | 205.00 |
| Total Banquet Revenue | | \$4082.00 |

FOOD AND BEVERAGE

- Increased pricing on canned beer, energy drinks, bottled beverages, and candy. Draft beer and fountain drinks did not increase.
- Catered food for eleven tournaments.
- Meeting held on raising prices on the menu and modifying ingredients. Increase is scheduled for September 1st.
- Lemon coffee cake was placed out for our early risers to enjoy with their coffee (\$6).
- July 4th weekend we celebrated by giving our service members a complimentary hotdog meal. Cost was \$.75 per person and \$2 domestic beers for all. The entire grill team dressed head to toe in patriotic colors.

CULTURAL AFFAIRS & TOURISM

DIRECTOR - LORI HILL

- Continue to work with Engineering & Construction Department and Building Maintenance to determine the leak in the History Museum; as well as elevator issues.
- Attended Creative Arts Center meeting.
- Attended the monthly Convention and Visitors Bureau (CVB) meeting and prepared all agenda items and postings for meeting.
- Attended the monthly Special Events Committee meeting.
- Attended the monthly Military History Center board meeting.
- Attended a day-long content management systems training for the CVB website.
- Attended the Oklahoma Center for Non-Profit's Management Certification Program.
- Attended the Thursday Night Theatre events.
- Assisted with the Farmers Market events.
- Attended and assisted with the Red, White and Brew event.
- Attended the Tulsa Tourism Legislative Taskforce meeting.
- Updated the visitor video that plays at the driver testing center.
- Continue to work with hotel reservations for the Oklahoma Technology Showcase conference.
- Finalized the Use Agreements for the Military History Center, Historical Society and Genealogical Society.
- Worked with the legal department to update the CVB bylaws and ordinance.

EVENTS COORDINATOR – VAUNDA OLIVERA

- Met with the Broken Arrow Chamber of Commerce to discuss events in The Rose District.
- Met with the Broken Arrow Historical Society to discuss Night at the Museum scheduled for September 12th.
- Attended The Rose District Farmers Market each Saturday in July.
- Reggae Festival was held at the Events Park on July 11th. Approximately 500 were in attendance. Attendees had very positive comments regarding the location. A larger event is being planned for September 2016.

- Met with the Broken Arrow Chamber of Commerce to discuss new event scheduled for September.
- Met with the Broken Arrow Chamber of Commerce to review all existing applications for special events in The Rose District.
- Held five Thursday Night Theater events. July 2nd was partially rained out. The remainder of the events went on as planned. The movie Paddington, scheduled for July 2nd, has been rescheduled for August 6th and will feature music by Mark Gibson. With the change in venue and unusual weather, attendance was down slightly from last year. Next year would like to try a digital screen to show the movies earlier in the evening. Attendance estimated as follows:
 - July 2nd, 100 (rained)
 - July 9th, 120 (rained)
 - July 16th, 150
 - July 23rd, 120
 - July 30th, 120
 - Aug 6th, 50-75
- Prepared meeting applications and met with the Special Events Committee; meeting was held on July 16th. We had 18 applications and events to review and discuss on the agenda.
- Met with Jolly Runner and Taste of Main coordinators and worked with them to combine the two events for August 29th. They plan on having music, food, vendors and in the evening a pirate themed 5k and Fun Run. Typical attendance for Taste on Main is about 4,000. I expect an increase due to the addition of Jolly Runner's music and a Kidz Zone. Overall, expected attendance should be about 5,000 in the course of the day.
- Met with Broken Arrow Chamber of Commerce and event organizer to discuss a site plan and services for Red, White and Brew. Attended the event on July 11th, which was held in The Rose District. This event featured crafted beer, music, vendors, food and benefited the organization Soldier's Wish. Road closures were Main Street from Commercial to Ft Worth. Commercial, Dallas and El Paso were closed on either side of Main Street to the alley. Ft Worth remained open to allow for traffic flow. Attendance was approximately 3,000-4,000 over the course of the event.
- Met with White Linen organizer to discuss the status of the event and relayed the information to the Broken Arrow Chamber of Commerce.
- Attended the Successful Women's Luncheon at the Broken Arrow Chamber of Commerce for networking opportunities.
- Met with Legal Department to discuss policy and ordinances that related to reserving and utilizing facilities.
- Met with Development Services to discuss the Special Event Vendor permitting process.

- Reviewed the new application for Chalk it Up! A follow up meeting with the Broken Arrow Arts Council and Broken Arrow Chamber of Commerce (to discuss the site plan) will be scheduled.
- Reviewed, prepared and submitted road closure documents for approval by the Acting City Manager for Block Parties and Special Events.

FARMERS MARKET COORDINATOR – JUDY PRIETO

- Distributed a newsletter to use as a form of communication with the vendors.
- Worked with the Director of Communications to do press releases for the Master Gardener's event plus extra Facebook posts and photos ahead of time.
- Master Gardener and KRMG radio personality Allan Storjahonn broadcasted from the Farmers Market on July 18th; which has helped to increase attendance by marketing Broken Arrow's Farmers Market.
- Foot traffic at the Farmers Market continues to climb steadily.

RECREATION DIVISION

RECREATION MANAGER – THOR ROOKS

- Attended meeting with the Broken Arrow Optimist Club regarding future events and programming.
- Preparation and execution of the Mom and Son Luau. Attendance was approximately 180; which was an increase of 20% over last year. Attendees stated it was the best Luau so far.
- Attended a meeting with Republic Services, a commercial sanitation company, to discuss a FY16 budget request for contract dumpster service for the Community Centers and the seasonal pool facilities.
- The 10AA, 13AA, and 14AA United States Specialty Sports Association (USSSA) Baseball World Series was held at the Indian Spring Sports Complex hosted by the Broken Arrow Youth Baseball Association. 1,000 plus attended the opening ceremony. Traffic and parking was handled by the Broken Arrow Youth Baseball volunteers. Five out of state teams were in attendance. The World Series had a positive effect on sales tax revenue.
- The American Softball Association Southern National Championship, for girls under 14, was held at the Arrowhead Sports Complex hosted by Broken Arrow Girls Softball Association (BAGSA). Twenty-two out of state teams attended. BAGSA reported several participants stated they really enjoyed the top notched facility and the overall tournament. This event had a positive effect on sales tax revenue.
- Conducted interviews for the Part-time Recreation Assistant positions.

- Held Recreation Center Supervisor monthly meeting.
- Recreation Staff worked with the Special Events Coordinator to organize and execute activities for The Lego Movie for the Thursday Night Theater. Over 50 children participated in the activities for the evening. Everyone seemed to enjoy their selves and overall the event was a success.
- Attended meeting with Director of Communications regarding the upcoming new City website design.
- City Council approved a "Dollar Day"; which was held at the Family Aquatic Center in celebration of July being Park and Recreation month. Attendance was lower than expected. Food sales were above average for the day. Improvements for next year, a larger banner advertising the event and exposure through the media.
- Attended Employee Insurance Committee meeting at City Hall.

RAY HARRAL NATURE CENTER – JOHNNY KOESTER

- 603 visitors on the Ray Harral Nature Trail.
- Ray Harral Nature Center had 333 visitors.

PARKS MAINTENANCE DIVISION

PARKS MAINTENANCE MANAGER – PHIL HINK

- Attended Department staff meetings.
- Conducted Park Maintenance Division staff meetings.
- Monitored ongoing park construction projects:
 - The Rose District-Irrigation software internet connection is in the process of being installed.
 - Farmers Market Overflow Parking Lot-electrical contractor preparing to install security light bases and bore underground for electric service.
 - Nienhuis Park Sport Courts-Reviewed plans and returned with maintenance comments.
 - Nienhuis Park Turf Football Fields-Design work in process. Contractor pulled soil cores from the fields planned for turf renovation.
- Completed Family Medical Leave paperwork as required for division personnel.
- Monitored pond maintenance activities for 7 park pond locations; Jackson Park (2), Nienhuis Park (2), Veterans Park, Arrowhead Park, and Linear Park.

- Monitored contract mowing activities for 8 sites. Made several calls to contractor as there had been several mowing delays during the month. Spoke with Risk Manager concerning homeowner's complaint about contract mower damaging their fence.
- Ordered two aerating fountains for the Anderson pond at the Events Park. Working with Building Maintenance to quote the electric service for the aerators. Installation will begin around mid-August.
- Met with Broken Arrow Soccer Club's field coordinator to review progress with growing in depleted turf on soccer fields after their spring season. Fields have made significant progress.
- Coordinated weekend emptying of trash dumpsters with Sanitation during the Amateur Softball Association (ASA) Nationals at Arrowhead Softball Complex.
- Met with Director to discuss work being performed by our rose maintenance contractor on The Rose District rose planters.
- Continue to spend significant time coordinating repairs with Fleet on mowing equipment. Auditing repair work prior to approving repair requisitions.
- Working with Stormwater to replace the sidewalk to Lions Park playground that was removed during the replacement of a storm drain line.
- Ordered playground surfacing for maintenance on Liberty Park playground prior to start of school.
- Quoted and requisitioned monthly maintenance supplies as needed; chlorine tablets, herbicides, fertilizer, engineered wood fibers, etc.

PARKS MAINTENANCE

- Daily litter cleanup was performed at all park sites, and park outdoor bathrooms were cleaned. Splash pad restroom was checked twice daily. Scheduled weekend cleanup crews to monitor trash and bathrooms for shelter reservations, splash pad sites and Camino Villa building reservations.
- Monthly playground inspections were completed, and maintenance items addressed as required.
- Performed daily maintenance at The Rose District; trash cleanup, blowing sidewalks, debris removal, fertilizing hanging basket plants, removing perennials from rose planters, etc.
- Monitored contractor maintenance on the rose plantings at Centennial Park and The Rose District; pruning, deadheading roses, pesticide applications, weeding, etc.
- Checked and replaced department flags as needed during the month.
- Crews removed part of the Lions Park playground in advance of Stormwater replacing the drain line that ran adjacent to the playground. Playground sections were replaced once

drain line work was completed. Several replacement parts have been ordered due to their damage when they were removed by Stormwater equipment.

- Two grounds maintenance staff successfully completed the Aquatics pesticide applicator's exam test, and are now licensed pesticide applicators through the Oklahoma Department of Agriculture.
- Sprayed rose garden with insecticide/fungicide and deadheaded plants.
- Horticulture crew has constructed additional azalea landscape beds at Ray Herral Nature Park's north entrance.
- Top-dressed 12 loads of sand on athletic fields at Indian Springs Sports Complex (ISSC) and Nienhuis Park.
- Cleaned decorative fountain at Veterans Park. Routine maintenance and cleaning after detergent was dumped in fountain by vandals.
- Fertilized all athletic fields at ISSC, Nienhuis Park and Arrowhead Park.
- Applied herbicides to ISSC athletic fields to control goose grass infiltration. This problem was created by a combination of heavy rains and use of fields during wet conditions. Staff is working to get control of the situation prior to start of fall soccer and baseball seasons.
- Routine mowing of parks, trails and athletic fields. Crews worked shift hours to mow baseball fields during World Series tournament.
- Checked and repaired scoreboards at the ISSC baseball complex prior to their World Series tournament. Also, checked scoreboards at the Nienhuis Park Football Complex in preparation for scrimmages starting in mid-August. Repaired adult softball scoreboards after a nearby lightning strike damaged several internal components.
- Crews prepared Arrowhead Park for ASA Nationals being held at the softball complex. Park mowed/trimmed, trees trimmed, irrigation checked/repared, washouts filled, electric checked, scoreboards repaired, etc.
- Installed and removed event banners in The Rose District.
- Drilled remaining flag base holes at Veterans Park for scout group installing the new bases.
- Prepared the Farmers Market for the Thursday night movie events during the month.
- Perform daily water sanitation and filtration checks on aquatic facilities. Completed minor repairs to fiberglass for one of the Nienhuis Aquatic Facility water flumes. Met contractor at pools to weld several areas on stainless steel guttering.
- Checked splash pad operations daily. Replace several activator switches during the month, and ordered diaphragm parts for the Sieling Splashpad.
- Performed irrigation maintenance on systems at athletic complexes, The Rose District, facility grounds and park sites. Horticulture crew has rebuilt the irrigation system at Ray Herral

Nature Park in the new azalea bed area. Contractor has completed installation of new irrigation systems at Veterans Park and the Broadway Street gateway to The Rose District.

- Conducted routine graffiti removal from various park sites.


End of Report

2. GENERAL CORRESPONDENCE / NOTIFICATION





CITY OF
BROKEN ARROW
Where opportunity lives

To: Jennifer Hooks
From: Gwen Hicks 
Subject: Completion of Work
Date: August 20, 2015

Please include in your notes to council for the next meeting that the Streets and Storm Water Department has completed the mill and asphalt overlay, concrete and gutter repairs, and ADA compliant sidewalks for the Vacation Center Additions, I and II.

Hooks, Jennifer

To: Esmond, Scott
Subject: RE: Save the Date - Regional GO Plan Public Forum - Thursday, September 17th at 6pm

From: Haddaway, Jennifer [<mailto:jhaddaway@incog.org>]
Sent: Wednesday, August 19, 2015 5:18 PM
Subject: Save the Date - Regional GO Plan Public Forum - Thursday, September 17th at 6pm

Save the Date

Save the Date

GO PLAN

Tulsa Regional Bicycle & Pedestrian Master Plan
A PLAN FOR PEOPLE POWERED MOVEMENT

View the plans to make the Tulsa area a more pedestrian and bicycle friendly community

Thursday, Sept. 17, 2015
6:00 pm - 7:30 pm
TCC Center for Creativity
910 S. Boston Ave.

Free refreshments provided
Click here to register

For more information click [here](#).
To register click [here](#).
Registration is free, but space is limited.

About GO Plan:

The GO Plan is a Bicycle/Pedestrian Master Plan which will provide a comprehensive regional plan for pedestrian and bicycle improvements; provide connectivity to the existing regional trail network using on-street treatments; improve pedestrian and bicycle safety; provide a more strategic approach to competing for pedestrian and bicycle funding; and identify barriers, with solutions, for residents to safely access destinations using walking or bicycling modes within the Tulsa region. The plan includes 11 cities in the Tulsa Metropolitan Area: Bixby, Broken Arrow, Catoosa, Collinsville, Coweta, Glenpool, Jenks, Owasso, Sand Springs, Skiatook, and Tulsa.

PROGRAM DETAILS COMING SOON!



#GOPlan

[Share with your Facebook friends](#)



INTEROFFICE MEMO

To: Honorable Mayor and City Councilors
From: Jeff Jenkins, Assistant City Manager
Date: August 21, 2015
Re: News Articles: VJ Day Anniversary

Please find the attached news article regarding the VJ Day 70th Anniversary Celebration at Veterans Park last weekend.

Respectfully submitted,

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

Jeff Jenkins

jmh

Attachment

VJ Day 70th anniversary celebrated in Veterans Park

By John Ferguson

News Editor

john.ferguson@baledger.com

| Posted: Saturday, August 15, 2015 1:28 pm

There were patriotic salutes on the ground and in the air to celebrate the 70th Anniversary of VJ Day that ended World War II at Veterans Park Saturday.

A crowd estimated at 250 listened to the history and a recording of then President Harry S. Truman's announcement that ended the conflict with Japan.

The 90-minute program featured music, stories and salutes to this nation's "Greatest Generation."

"The real honored guests are the ones who served and serve today," said City of Broken Arrow Vice Mayor Richard Carter. "Thank you for being here."

Carter turned to event organizer Frank Riesinger and said, "Thank you for putting this on."

City Councilor, Scott Eudey, told his story of relatives that might have died if the United States had been forced to invade Japan in 1945. The atomic bombs dropped on Japan in August ended the country's resolve and no invasion was necessary.

"Today's a day to be proud of the greatest country in the world," said Br. Gen. (ret) Tom Mancino.

Dr. Clarence Oliver, who is a Korean War veteran, gave a detailed history of the park's three monuments. He encouraged everyone to read the plaques attached to each.

Brian O'Hara, who represented Rep. Jim Bridenstine, forwarded the Congressman's best wishes to the veterans. "He is a champion of veteran's rights," O'Hara said of Bridenstine's views.

Two flyovers featuring vintage World War II fighters came during and at the end of the festivities.



History offered by Dr. Clarence Oliver

HISTORY RECALLED — Dr. Clarence Oliver offered historic tidbits during the anniversary of VJ Day. JOHN FERGUSON/BA LEDGER

3. SPECIAL EVENTS / ACTIVITIES





CITY OF BROKEN ARROW

Parks & Recreation Event Report

Event/Program: Sand Dazzle 2015 Date: August 15th

DETAILS

| | | | |
|------------------------|---|---|----------------------|
| <i>Location</i> | Nienhuis Park 3201 N. 9th St. | <i>Attendance</i> | Estimated 275 people |
| <i>Event Organizer</i> | Jim Reed, Nienhuis Park Center Supervisor | <i>How long has the event been going?</i> | 4 years |

DESCRIPTION

- Children and their parents came out to build sand castles or just play in the sand.
- Every child was given a sand pail and shovel.
- We hid sea shells in the sand and told them if they found one to bring it to us for a prize.
- We had shaded areas for the kids if they wanted to get out of the sun.
- The weather was beautiful this year for an August day. Slight breeze and sunshine!
- Sand was delivered on Wednesday and watered each day right up to the time of the event. The sand was in perfect condition for the event.
- Special thanks to Park Maintenance for delivering the sand watering it, they did a very good job.
- Staff did a good job talking to people as they came up and while the kids were playing.
- Several of the lifeguards helped with teardown. Thanks!

TYPE OF PROMOTIONS USED

- Posters and fliers at Community Centers.
- Posted on City Events Calendar.
- Posted on Broken Arrow Parks and Recreation Facebook pages.
- Posted on the Marquee
- City web site
- Communication Director posted on City Municipal Facebook page.
- Value News Paper article was published.

NOTES

Our goals:

- Have just the right wetness of sand for the children to be able to build their projects.
- Have FUN!
- Bring awareness to BA Parks and Recreation.

For Next Year:

- Bring out flyers for future events.
- Would like to use t-post for the banner. We placed it on the tent this year.

Photos:



Miss Mermaid



BROKEN ARROW





CITY OF BROKEN ARROW

Parks & Recreation Event Report

Event/Program: BAVC Summer League Dates: June 6th to August 8th.

| DETAILS | | | |
|--|--|---|--------------------------------|
| <i>Location</i> | Central Park Community Center, 1500 S. Main St. | <i>Attendance</i> | 200 Children |
| <i>Event Organizer</i> | Broken Arrow Volleyball Club (BAVC) - Instructor | <i>How long has the event been going?</i> | 4 th League /1 year |
| DESCRIPTION | | | |
| <ul style="list-style-type: none"> • League organized and operated by 7 BAVC board members. • 200 children ages 7 to 17. 45% new players, 55% returning players. • 34 Volunteer Head and Assistant Coaches. • 22 Teams split into 3 divisions by age groups (7-9, 10-11, and 12-17). • All participants received a BAVC drawstring bag gift. First through Third place of each division received a medal and a certificate. • Awarded a total of 39 Medals to recognize Dedication and Most Improved players. | | | |
| TYPE OF PROMOTIONS USED | | | |
| <ul style="list-style-type: none"> • Fliers at Community Centers and schools in Broken Arrow and surrounding areas. • Posted on City Events Calendar and Community Calendar. • Posted on Broken Arrow Parks and Recreation Central Park, Nienhuis Park, Tulsa Volleyball League (TVL) and BAVC Facebook pages. | | | |
| NOTES | | | |
| <p>Our goals:</p> <ul style="list-style-type: none"> • To make available introductory / basic level volleyball instruction for all ages and genders at an affordable cost. • Develop basic skills and a love for the game. <p>Upcoming plans:</p> <ul style="list-style-type: none"> • Add a more competitive alternative for higher skilled players. • Continue to host clinics with guest coaches/trainers from local high schools and colleges. • Host a Fall tournament with invitations sent to Tulsa Parks teams. | | | |

PHOTOS:



Divisions 2 and 3 award ceremony

