

2. GENERAL CORRESPONDANCE / NOTIFICATION

PRESS RELEASE

Contact: Stephanie Higgins
Director of Communications
City of Broken Arrow
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Broken Arrow E&C Director submits resignation

Broken Arrow, Okla. (January 13, 2014) – Broken Arrow Engineering and Construction Director Kenny Schwab has submitted his resignation effective Jan. 31.

“In Kenny’s time as E&C Director, he has made a significant and positive impact on the organization and the City as a whole,” City Manager Thom Moton said. “We are grateful to Kenny for his years of service to this community and extend our well wishes for his continued success.”

Schwab will be leaving the department to take a position with the Cowan Group, LLC. He has been with the City since January 2008.


“The City of Broken Arrow has allowed me to grow professionally as an engineer, as well as personally as a human being,” Schwab said. “I will always reflect highly on my experience with the City. Our accomplishments over the past several years are second to none. I am honored to have been a part of this effort.”

A list of his of achievements included:

- Oversaw the largest design and construction project in the history of Broken Arrow, the 20-million-gallon per day water microfiltration treatment facility – Verdigris Water Treatment Plant.
- Led water customers through a controversial change in disinfection process, in which efforts to adequately address environmental activists’ claims in opposition to the conversion to chloramines have recently been recognized at a national level in the Southwest Journal of the American Water Works Association.
- Coordinated, directed and oversaw the combined efforts of the Council, Downtown Advisory Board, Chamber of Commerce, Economic Development Corporation, City Administration, Main Street Merchants, along with numerous different City staff personnel, as well as outside professional consultants and contractors, with respect to the new Rose District improvements.
- Completed several past general obligation bond programs, while keeping the past two general obligation bond programs on schedule.
- Completion of in-house design on projects that equate to nearly \$44 million worth of construction improvements.

A 1984 graduate of Broken Arrow High School, Schwab graduated from Oklahoma State University in 1988 with a Bachelor of Science degree in Civil Engineering and in 1995 obtained a Master of Science degree in Civil Engineering with an emphasis on Geotechnical Engineering.

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To: Thomas M. Moton, Jr., City Manager
From: James L. Annas, Acting Fire Chief 
Date: January 17, 2014
Re: December 2013 Monthly Report

Please see the attached reports detailing:

EMS Responses
Fire Responses
Fire Prevention Inspections
Fire Investigations
Monthly Run Totals Summary
Response Time and EMS Summary
EMS Billing Summary



Broken Arrow Fire Department Monthly Report
December 2013

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	<u>This Fiscal Year</u>	<u>Last Fiscal Year</u>	<u>Percentage Change</u>
EMS Responses	662	636	4%
Fire Responses	228	198	15%
Fire Prevention Inspections	57	5	1040%
Fire Investigations	4	8	-50%
Total Training Hours	3467	3236	7%



Broken Arrow Fire Department Monthly Report
December 2013

	Station	Assist Other Stations	Assist EMS	
District 1	60	20	75	This Month
	256	93	422	Total Fiscal Year
District 2	41	08	88	This Month
	275	57	458	Total Fiscal Year
District 3	25	04	46	This Month
	92	45	194	Total Fiscal Year
District 4	19	04	35	This Month
	177	22	216	Total Fiscal Year
District 5	53	08	92	This Month
	283	45	508	Total Fiscal Year
District 6	45	09	79	This Month
	255	62	401	Total Fiscal Year
Total	243	53	415	This Month
	1338	324	2199	Total Fiscal Year
	7.8	1.9	13.4	Total Number Runs per Day



Broken Arrow Fire Department Monthly Report
December 2013

Fire Suppression Average Response Times

	This Month	Same Month Last F/Y	Total This F/Y	Total Last F/Y
Station #1 Eng 1	4:08	3:34	4:16	3:43
Station #2 Eng 2	5:26	5:10	5:06	4:22
Station #3 Eng 3	5:16	3:32	5:15	3:54
Station #4 Eng 4	7:00	6:12	6:23	5:58
Station #5 Eng 5	4:02	4:28	3:56	4:30
Station #6 Eng 6	5:02	4:19	4:52	4:40
Total Average	5:09	4:32	4:58	4:31

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

EMERGENCY MEDICAL SERVICES

EMS Unit Run Destinations

Saint Francis - Tulsa	151	Hillcrest MC South	53
Saint Franics South	127	Hillcrest MC Tulsa	11
Saint John MC - Tulsa	65	OSU Medical Center	3
Saint John MC -BA	74		

EMS Runs by Type

	This Month	Same Month Last F/Y	Total This F/Y	Total Last F/Y
Numbers of Runs	662	636	3651	3456
Transports	490	502	2851	2678
Persons Treated	509	518	2955	2741
Cancelled En-route	19	8	54	52
EMS Suppression	123	142	746	756



Broken Arrow Fire Department Monthly Report
December 2013

EMS Revenue	This Month	Fiscal Year to Date
Charges for the Month Intermedix	\$0.00	\$1,127,406.58
Charges for the Month EMS/MC	\$ 417,074.22	\$ 1,690,556.28
TOTAL CHARGES	\$ 417,074.22	\$ 2,817,962.86
Received by Intermedix	\$ 32,331.01	\$ 715,165.95
Paid to Intermedix by City of BA	\$ 4,352.14 XX	\$ 38,678.56
Sub-Total Received for Month	\$ 36,683.15	\$ 676,487.39
Received by EMSMC	\$ 139,672.83	\$ 203,878.49
Paid to EMSMC	(\$6,769.35)	(\$10,416.81)
Sub-Total received for Month	\$ 132,903.48	\$ 193,461.68
TOTAL RECEIVED	\$169,586.63	\$ 869,949.07
Percentile Rate of collection to Date	41%	31%
Percentile Rate of collection Same Month last year	33%	34%


XX - This month Intermedix showed City of BA over paid by \$4,352.14

EMS Average Response Times

	This Month	Same Month Last F/Y	Total This F/Y	Total Last F/Y
Station #1 Sq-1	4:06	3:16	3:58	3:20
Station #2 Sq-2	4:33	4:36	4:36	3:58
Station #3 Sq-3	4:35	3:42	4:26	3:51
Station #4 Sq-4	5:48	6:31	5:32	5:57
Station #5 Sq-5	4:01	3:22	3:57	3:21
Station #6 Sq-6	4:32	4:10	4:24	4:34
Total Average	4:36	4:16	4:29	4:10

BAFD Bench Mark Average Time 5:00

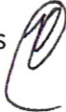
INTEROFFICE MEMO

To: Thomas M. Moton, Jr., City Manager
From: Michael W. Skates, Development Services Director 
Date: January 17, 2014
Re: Development Services Report

1. **Shops at Aspen Creek** – We received Engineering plans Wednesday, January 14. Separate plan sets for street and drainage, water and sewer and the Theatre site were received. Plans have been distributed for review.
2. **Annual Homeowners Workshop** - The Annual Homeowners Workshop (HOA) is scheduled for Saturday, March 1, 2014, at Central on Main, from 9am to noon. This is the 18th year we have held this free workshop. Each year the workshop is well attended. We typically average about 75 people. We offer different topics of interest in about 4 to 5 concurrent sessions. Topics include but not limited to zoning, real estate, legal issues related to HOA's and properties, engineering, code enforcement, inspections and safe neighborhood initiatives (police). An event flyer is attached.
3. **Special Event** - The attached memo reflects a special event permit issued to Broken Arrow Neighbors to close a portion of Broadway for 2 hours to hold their new facility groundbreaking. The event is scheduled for January 23, 2014 from 1:30 pm to 3:30 pm.



Memorandum

To: Thom Moton, City Manager
From: Michael Skates, Director of Development Services 
Date: January 15, 2014
Subject: Notice of Special Event Permits Approved

The following special event applications were approved by the Broken Arrow Special Events Committee.

Event	Event Begins	Event Ends	Sponsors/Event Organizers	Police/ Fire	Expected Attendance	Road Closure
Ground Breaking – BA Neighbors	01-23-2014	01-23-2014	Broken Arrow Neighbors	Yes	250	Broadway from Birch to Cedar 1:30 to 3:30 pm

VKO cc: SEC File

** Reviewed, but not approved.



2014

ANNUAL HOMEOWNERS WORKSHOP

THIS WORKSHOP IS FREE AND OPEN TO THE PUBLIC

BROKEN ARROW

Where opportunity lives

Saturday | March 1, 2014

Central on Main

210 N. Main Street

9:00 AM - 12:00 PM



BROKEN ARROW

CITY OF BROKEN ARROW

9:00-9:10 AM

Introduction and Welcome

9:15- 9:45 AM

1) 30 minute Concurrent Sessions

9:50- 10:20 AM

2) 30 minute Concurrent Sessions

10:25- 10:55 AM

3) 30 minute Concurrent Sessions

11:00- 11:30 AM

4) 30 minute Concurrent Sessions

11:30- 12:00 AM

Homeowners Association Round Table

The annual Homeowners Workshop, offered by the City of Broken Arrow, will present several informational sessions relevant to Homeowners and Homeowner Associations.

Each session will be presented by specialists within their field of expertise. These topics will be offered in four concurrent sessions. Participants can attend any session at any time.

FOR INFORMATION:

918-259-8412

FARHAD DAROGA,

City Planner

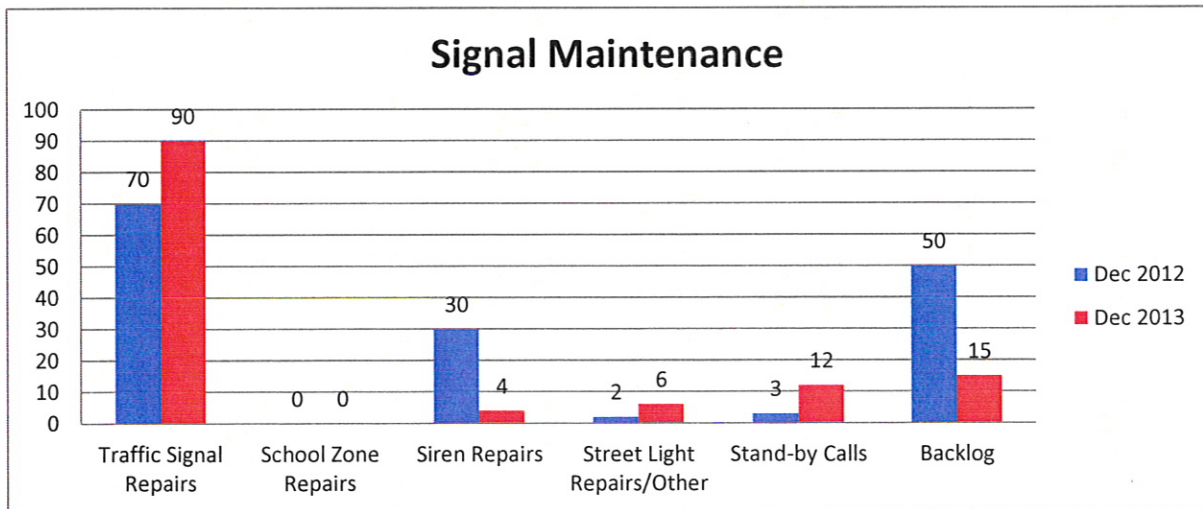
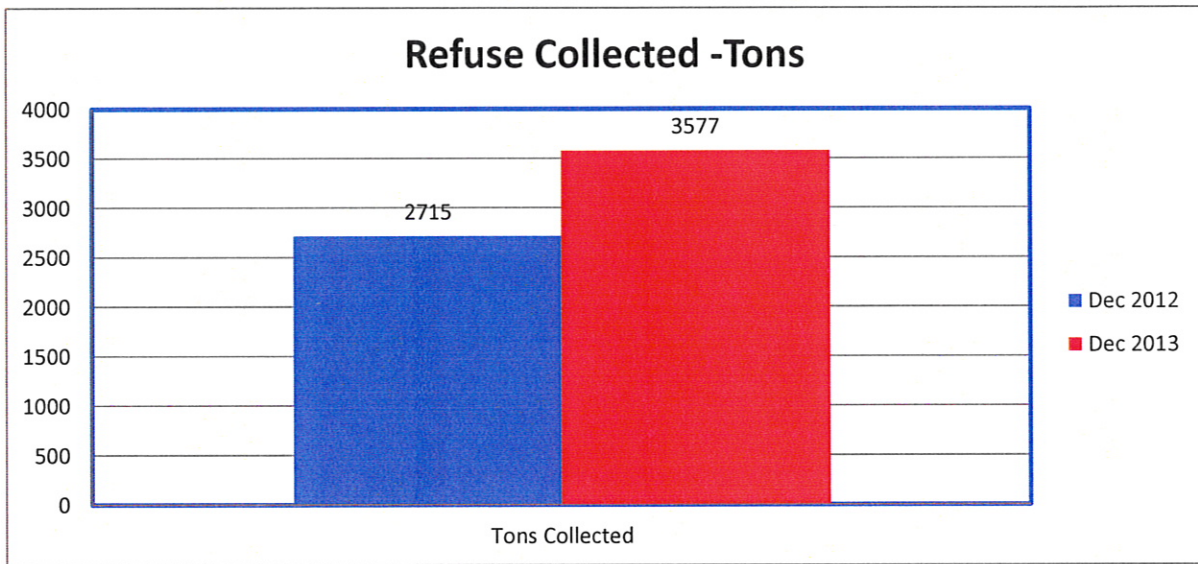
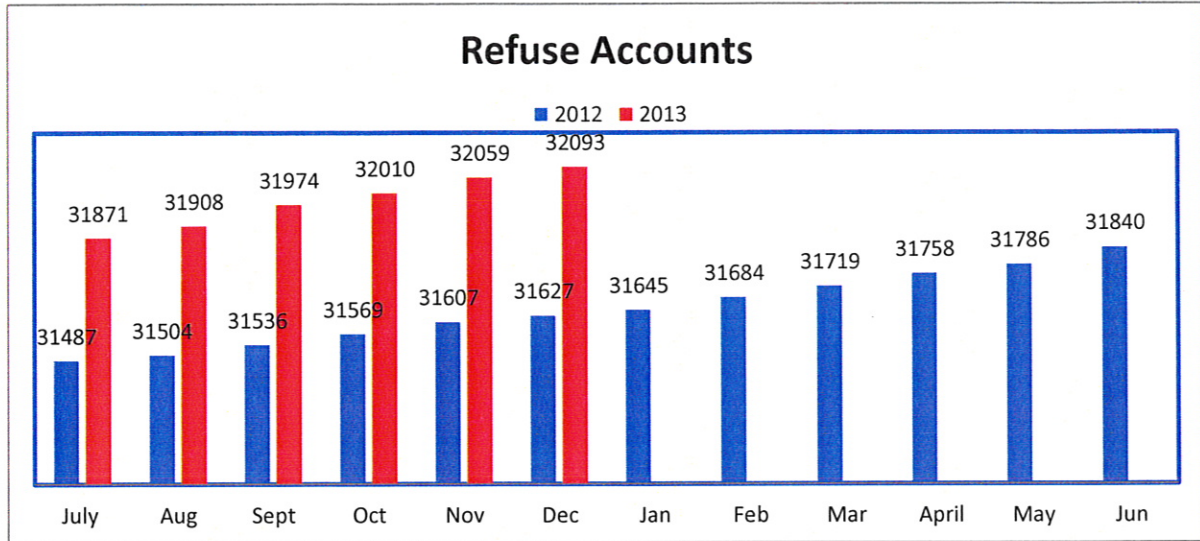
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fdaroga@brokenarrowok.gov

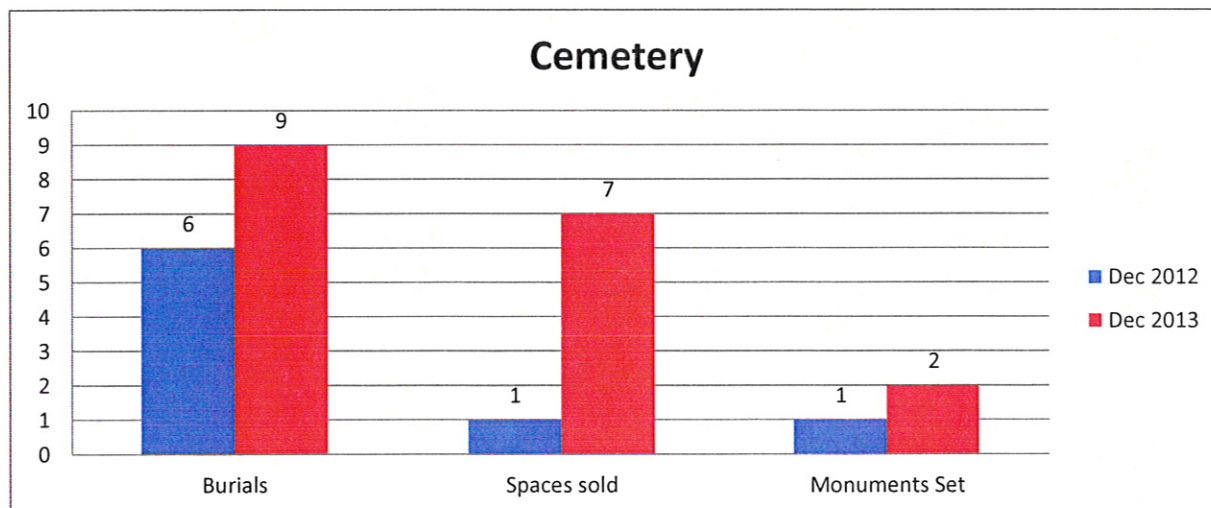
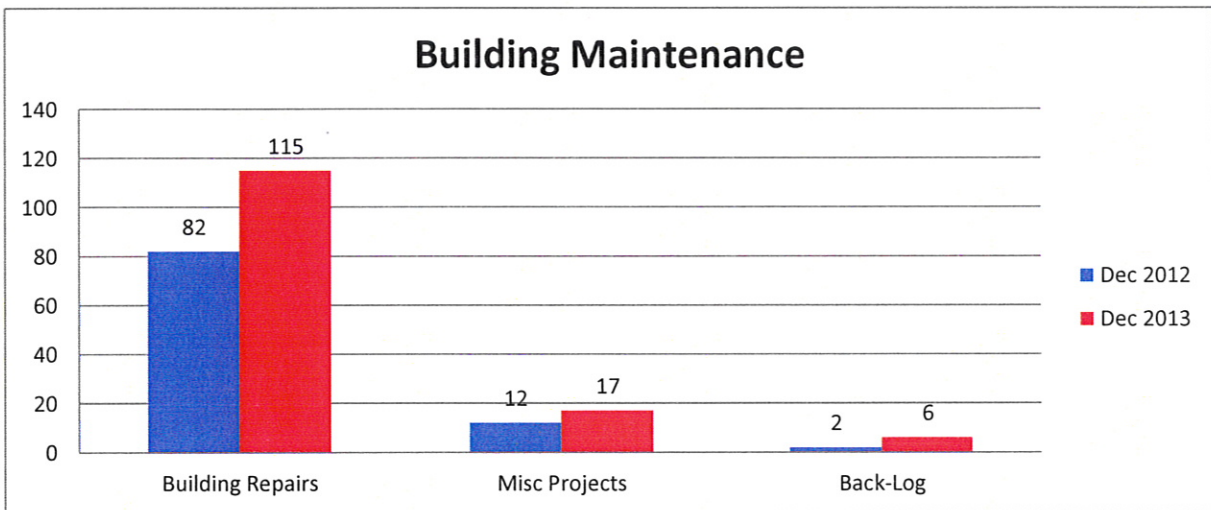
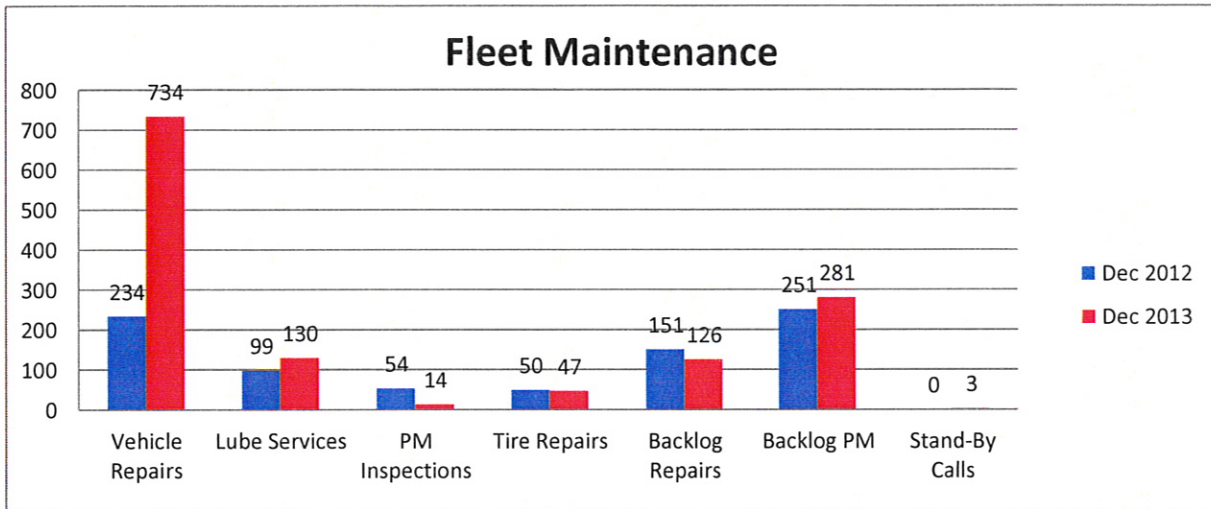
WIN A WEATHER RADIO AND OTHER DOOR PRIZES

**DOOR PRIZES will be given out during the Round Table discussion.
(Must be present to win.)**

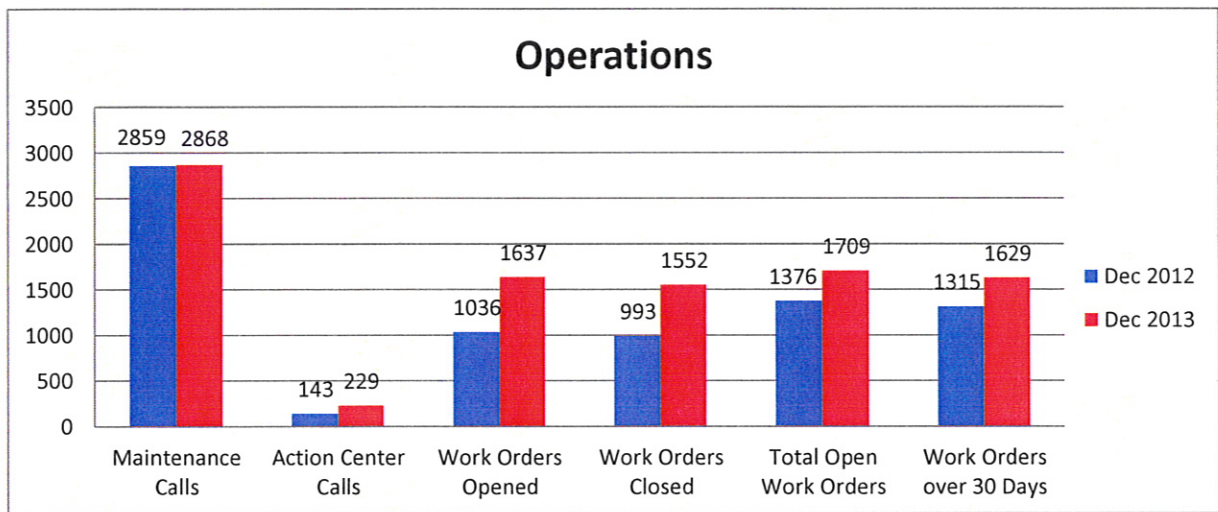
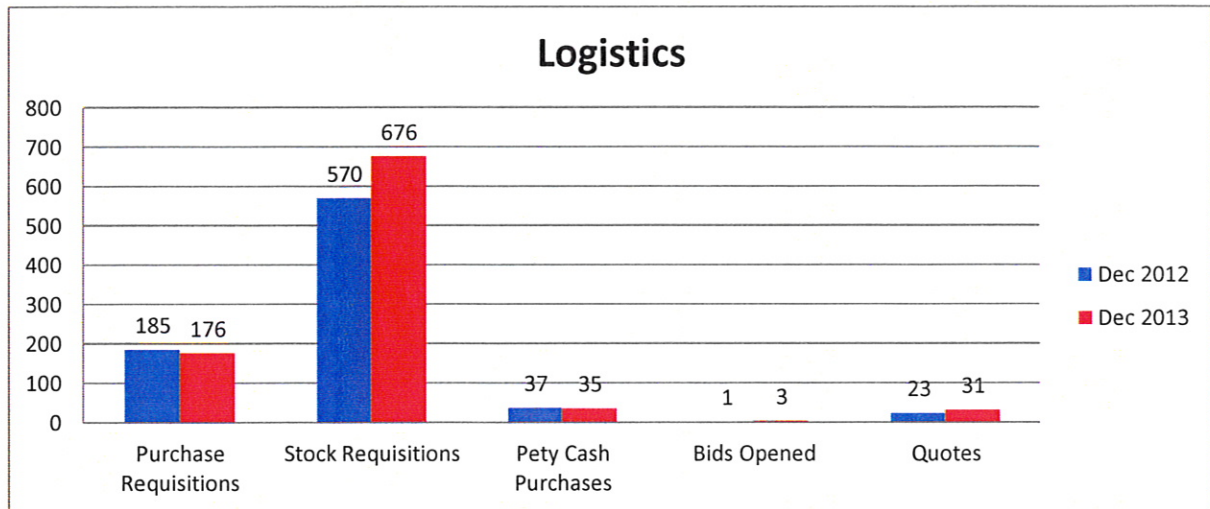
General Services Monthly Report December 2013



General Services Monthly Report December 2013



General Services Monthly Report December 2013



LEGAL DEPARTMENT MONTHLY REPORT

The Legal Department was involved in the following activities for the period of 12/5/2013 through 01/04/2014

MUNICIPAL COURT

TYPES OF CASES	December, 2013
Selected Specific Offenses	
Arrestment Dockets	4
Arrestment Cases	476
Review Dockets	3
Review Cases	759
Non-Jury Dockets	4
Non-Jury Cases	23
Juvenile Dockets	4
Juvenile Cases	154
Class "A" Dockets	4
Class "A" Cases	495
Citations Issued	
Traffic	909
Parking Violations	12
Animal Citations	29
Juvenile Citations	25
Code Enforcement Citations	7
Warrants	
Warrants Issued	339
TOTAL	3,274

Fines, Fees, & Costs Received

REVENUE	December, 2013
CLEET	\$ 9,719.33
Citations	\$117,853.87
Warrants	\$ 24,101.00
Total Year-to-Date Revenue Received	\$151,674.20

City Attorney's Office Monthly Completed Tasks

CATEGORY	December, 2013
New Contract/legal document	22
Continuing Legal Education (Seminars)	4
CLEET Training Instruction	0
Contract Review/Revision	24
Hearings (District Court/Federal Court)	3
Legal research/opinion (oral or written)	32
Municipal Court contacts – phone/e-mail	25
Open Records Requests	15
Ordinances reviewed	8
Ordinances drafted	7
Court pleading/filings	10
Memorandums of Law	2
Agenda Review and Preparation (QUESTYS)	8
Correspondence	16
Tort Claims	8
OVERALL TOTAL	184

3. SPECIAL EVENTS / ACTIVITIES