



INTEROFFICE MEMO

To: Honorable Mayor and City Councilors
From: Thomas M. Moton, Jr., City Manager
Date: April 11, 2014
Re: Notes to Council

1. STAFF REPORTS / ITEMS REQUIRING IMMEDIATE ATTENTION

Reports:

- Norm Stephens, Assistant to the City Manager / Economic Development Coordinator
 - Tulsa's Future Regional Economic Development Report
- David Boggs, Chief of Police
 - BAPD Calls for Service Report – March 2014

Letters:

- DEQ, Oklahoma Department of Environmental Quality
 - Approved copy of Change Order Twenty Six (CO #26)
- Letter from City Manager to Dr. Jarod Mendenhall
 - SRO (School Resource Officer) Program and attachment

2. GENERAL CORRESPONDENCE / NOTIFICATION

Letters:

- Broken Arrow Chamber of Commerce
 - Rooster Days Food and Beverage Committee
- GO Plan online survey and newsletter information

Memo:

- David Boggs, Chief of Police
 - Police Department accepting applications for Police Officer
- Amended Notice and Agenda of BA CVB Regular Meeting

3. SPECIAL EVENTS / ACTIVITIES

Event:

- Bash Trash on April 12, 2014 at 1500 S. Main from 8:30am to 11:30am

Respectfully submitted,

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

Thomas M. Moton, Jr.

nes

Attachments

1. STAFF REPORTS / ITEMS REQUIRING IMMEDIATE ATTENTION

INTEROFFICE MEMO

To: Thomas Moton Jr., City Manager

**From: Norm Stephens, Assistant to the City Manager / Economic Development
Coordinator / Acting Director of Communications**

Date: April 11, 2014

Re: Tulsa's Future Regional Economic Development Report

Mr. Moton, I am providing you with a copy of the Regional Economic Development Activity Update from March 1 – March 31, 2014.



**Regional Economic Development Activity Update
March 1- March 31, 2014**

Announcements & New Jobs Created

- New Jobs Created
 - Number of new jobs created per month and year
 - Number of jobs greater/less than \$50,000

	Greater than \$50,000	Less than \$50,000	Total Jobs
For the month of February 2014	372	30	402
Total for 2014	705	149	854
Total for 2013	2,484	3,514	5,998
Total for 2012	2,425	1,078	3,503
Total for 2011	<u>4,100</u>	<u>4,105</u>	<u>8,205</u>
Totals for 2011-2014	9,714	8,846	18,560

Business Attraction

Describe the efforts and results to attract business with regards to:

- New Prospects & Site Visits/Number of New Prospects and/or Site Visits
 Current Month: 5
 Year to Date: 8
 Total 2013: 20

- New Projects – Proposals Submitted
 Current Month: 4
 Year to Date: 15
 Total 2013: 62

- Lead Development
 Current Month: 8
 Year to Date: 24
 Total 2013: 75

Lead Development Companies: AngioDynamics, Inc., Entegris, Inc., Cynosure, Inc., The Middleby Corporation, Daegis Inc., Kopin Corporation, Implant Sciences Corporation and Simpson Manufacturing Co.

ID	Start Date	Number of Jobs	Status	Target Industry	Community	New Business/Expansion
300	3/25/2014	25	Active	Advance Manufacturing	Tulsa Region	New
299	3/21/2014	500	Active	Energy	Tulsa Region	New
301	3/13/2014	150	Active	Energy	Tulsa Region	New
298	3/6/2014	175	Active	Advance Manufacturing	Tulsa Region	New

Regional Partner Scheduled Appointment Opportunities

We would like to extend the opportunity for you to attend any or all of these scheduled appointment events. We will be setting up scheduled appointments with site consultants and corporate real estate executives in the targeted cities below. In order to participate, we ask that you inform us of your participation by the deadline and arrange for your individual travel expenses.

Scheduled Appointments for 2014

Destination	Participation Deadline	Scheduled Appointment Dates	Communities Attending
Chicago, IL	February 11	March 19-20	
Minneapolis, MN	February 24	March 25-27	-PSO
Phoenix, AZ	March 21	April 22-24	
Calgary, Alberta	May 7	June 10-12	
Atlanta, GA	July 1	August 5-7	
Dallas, TX	July 17	August 19-21	
Charlotte/Greenville, NC	August 15	September 15-18	
Denver, CO	August 22	September 24-25	
Chicago, IL	September 4	October 7-9	

Business Retention & Expansion

- Existing Company Visits
Current Month: 49
Year to Date: 161
Total 2013: 536

Upcoming Meeting Dates in April

- **Tulsa's Future Regional/Municipality Partnership Private Meeting**
Featuring: James McGraw, KMK Consulting
Date: Monday, April 21, 2014
Time: 4:00 p.m. to 4:45 p.m.
Location: Southern Hills Country Club, Snug Harbor, 2636 East 61st Street, Tulsa
- **Tulsa's Future Annual Meeting**
Date: Monday, April 21, 2014
Time: 5:00 p.m. to 6:30 p.m.
Southern Hills Country Club, North Ballroom, 2636 East 61st Street, Tulsa
Attending: Governor Mary Fallin
Note: City councilors and board members are invited to attend via your invitation, however all attendees must RSVP.

Regional Partner Meetings

- April 10, 2014 – Cancelled
- August 7, 2014 – Broken Arrow Chamber of Commerce
- November 6, 2014 – The Muskogee City / County Port Authority

All Meetings 12:00 p.m. to 1:30 p.m.

Tulsa Drillers Baseball

The Tulsa Regional Chamber would like to invite you and a guest, spouse, client or significant other to attend the Tulsa Drillers baseball game in our suite at ONEOK Field.

Date: May 27, 2014

Time: 7:05 p.m.

Location: ONEOK Field, Suite 12

Food and beverages will be provided. Tickets are limited so please send in your RSVP as soon as possible to angiemoore@tulsachamber.com. Tickets for the game will be at the will call window on the west side of the stadium, addressed to attendee. We look forward to seeing you at the game.

Community Update

Muskogee Provides Local Incentives

A Muskogee manufacturer's plans to expand operations attracted the support of port authority members who approved a local incentives package worth more than \$76,000. The proposal presented by Global Machine Co. also won the support of city councilors. They tentatively approved two measures that would spur infrastructure improvements needed to support the company's expansion plans. A Global Machine representative said the company is considering a capital investment worth nearly \$420,000 which will include equipment upgrades at its northeast Muskogee plant and expanded operations at a leased facility located at the Port of Muskogee.

To: Thomas M. Moton, Jr., City Manager

From: David N. Boggs, Chief of Police 

Date: April 9, 2014

Re: **Calls for Service**

Attached please find:

- BAPD Calls for Service Report – March 2014

DNB:trl

Attachment

Police March, 2014

Calls for Service	Priority 1	Priority 2	Priority 3	Priority 4	Priority 5	Animal Control
1st Shift (10pm - 8am)*						
Beat 1	11	10	256	52	78	0
Beat 2	11	11	331	61	175	1
Beat 3	8	2	89	21	56	19
Beat 4	11	10	196	39	98	4
Beat 5	1	0	70	24	14	0
Beat 6	1	3	41	12	68	0
Beat 7	17	9	155	47	63	0
Beat 8	5	4	37	15	28	1
Other			10		26	
	65	49	1185	271	606	25
1st Shift average response time per priority						
	Priority 1	Priority 2	Priority 3	Priority 4	Priority 5	Animal Control
Call Received to Dispatch	0:01:37	0:01:22	0:04:12	0:03:36	0:03:02	0:33:32
Dispatch to Arrival	0:05:22	0:03:43	0:05:10	0:06:26	0:07:28	0:25:18
Call Start to Arrival (3/2014)	0:07:00	0:05:05	0:09:20	0:10:18	0:09:20	0:29:05
Call Start to Arrival (3/2013)	0:06:02	0:05:29	0:09:43	0:11:38	0:12:46	0:59:16
1st Shift Mar Total Calls		2228	(1405 were self-initiated calls)			
Calls for Service						
	Priority 1	Priority 2	Priority 3	Priority 4	Priority 5	Animal Control
2nd Shift (7am - 5pm)*						
Beat 1	19	15	190	138	18	34
Beat 2	11	13	375	146	318	27
Beat 3	10	6	93	51	82	129
Beat 4	16	8	175	91	138	61
Beat 5	4	5	69	44	15	22
Beat 6	4	4	54	35	123	9
Beat 7	19	11	185	116	52	49
Beat 8	7	2	37	47	9	17
Other	0	2	12	2	49	11
	90	66	1190	670	804	359
2nd Shift average response time per priority						
	Priority 1	Priority 2	Priority 3	Priority 4	Priority 5	Animal Control
Call Received to Dispatch	0:01:34	0:02:01	0:05:24	0:06:33	0:06:59	0:19:37
Dispatch to Arrival	0:05:51	0:05:27	0:08:09	0:09:35	0:05:23	0:15:24
Call Start to Arrival (3/2014)	0:07:23	0:07:32	0:13:34	0:17:18	0:13:01	0:25:53
Call Start to Arrival (3/2013)	0:07:18	0:07:49	0:13:24	0:15:42	0:13:20	0:25:53
2nd Shift Mar Total Calls		3228	(1571 were self-initiated calls)			

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

Police March, 2014

Calls for Service	Priority 1	Priority 2	Priority 3	Priority 4	Priority 5	Animal Control
3rd Shift (3pm - 1am)*						
Beat 1	38	15	387	101	75	4
Beat 2	17	10	508	110	258	6
Beat 3	18	7	154	44	40	18
Beat 4	30	11	339	69	159	12
Beat 5	7	3	106	26	23	1
Beat 6	5	6	80	22	93	1
Beat 7	34	14	299	107	74	7
Beat 8	12	9	81	26	16	3
Other			14	2	31	2
	161	75	1968	507	769	54
3rd Shift average response time per priority						
	Priority 1	Priority 2	Priority 3	Priority 4	Priority 5	Animal Control
Call Received to Dispatch	0:01:31	0:02:12	0:07:35	0:07:30	0:06:44	0:05:21
Dispatch to Arrival	0:04:30	0:04:08	0:06:02	0:07:46	0:07:40	0:13:57
Call Start to Arrival (3/2014)	0:06:03	0:06:21	0:13:44	0:15:59	0:14:26	0:18:18
Call Start to Arrival (3/2013)	0:06:26	0:06:38	0:12:44	0:16:06	0:18:17	0:22:19
3rd Shift MarTotal Calls		3593	(1786 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.

NTC

City of Broken Arrow

SL-35
8/6/04
FILE #1 CLIP #4



APR 10 2014

City Manager's Office

SCOTT A. THOMPSON
Executive Director

OKLAHOMA DEPARTMENT OF ENVIRONMENTAL QUALITY

MARY FALLIN
Governor

April 7, 2014

Mr. Larry Dearing, PE
Broken Arrow Municipal Authority
485 N. Poplar
Broken Arrow, OK 74012

Re: DWSRF Project No.: P40-1021508-03; ORF-11-0006-DW
System: Broken Arrow Water Supply Improvements

Dear Mr. Dearing:

We are enclosing one approved copy of **Change Order Twenty Six (CO #26)** for the above referenced project and are hereby authorized to put this change order into effect. Approval of this change order is subject to the provisions of the DEQ Construction Permit #WT000072110283 issued on October 14, 2011 and amendments thereof. This change order includes miscellaneous items in the amount of an increase of \$11,681.00.

CONTRACT AMOUNT					
Change Order #	Contractor	Change in Contract		Modified Contract	
		Total Amt.	Eligible Amt.	Total Amt.	Eligible Amt.
26	Crossland Heavy	\$11,681.00	\$11,681.00	\$57,976,334.41	\$57,976,334.41

This approval does not constitute a contractual obligation for the State to increase DWSRF funding. If the existing DWSRF loan funds are insufficient to cover the change, you must have sufficient local funds available to complete the project. Costs incurred related to the items in this change order will be subject to an audit of project costs. Contract Line Item "a" on the DW-271 form for the DWSRF Construction amount will be increased by \$11,681.00, and the contingencies of Line Item "s" will be decreased by \$11,681.00.

Sincerely yours,

Leslie L. Smith
Leslie L. Smith, P.E.

DWSRF Project Engineer - Water Quality Division

LS/file CC w/Original CO

CC w/copy of CO

- Roger Hughes, P.E., COBA, 485 N. Poplar, Broken Arrow, OK 74012
- Joel Cantwell, P.E., HDR, 17111 Preston Road, Suite 200, Dallas, TX 75248
- Tony Mensah, P.E., OWRB, 3800 N. Classen, OKC, OK 73118
- Tom Caldwell, Finance Director, P.O. Box 610, Broken Arrow, OK 74013
- Ryan Adler, Crossland Heavy, 35608 E. 66th St. South, Broken Arrow, OK 74014
- David Myers, COBA, 485 N. Poplar, Broken Arrow, Ok 74012
- Thomas M. Moton, Jr., City Manager, PO Box 610, Broken Arrow, Ok 74012
- Anthony Daniel, Utilities Director, COBA, 485 N. Poplar, Broken Arrow, OK 74012



**CITY OF BROKEN ARROW, OKLAHOMA
ENGINEERING/CONSTRUCTION DEPARTMENT**

APPLICATION FOR APPROVAL OF "MINOR" CHANGE ORDER

Name: Crossland Heavy Contractors

Contract Number: 075036

Location: Broken Arrow Municipal Authority Water Supply Improvements

Date: March 27, 2014

Minor Change Order C026

Approval is requested for the following changes:

1. Total Number of Days Added by this Change Order: 0
2. Move Level Indicator Transmitters, (LIT's), from inside the building to the exterior of the Membrane Building at Chemical Fill Station.

Which are necessary for the following reasons:

1. The project schedule critical path is not impacted by these changes.
2. To enable chemical vendors to see tank content level as they fill the tanks. This will improve functionality and safety by lessening the chance of overflow.

Additions to the original contract:

Item #	Item	Unit	Price	Quantity	Amount
SP-76	Move Tank Fill Level Indicators to Fill Station Locations	LS	\$11,681.00	1.00	\$11,681.00
Total Additions:					\$11,681.00

Deletions to the original contract:

Item #	Item	Unit	Price	Quantity	Amount
N/A	None	N/A	\$0.00	0.00	\$0.00
Total Deletions:					\$0.00

This Change Order is a Net Overrun: \$11,681.00

Submitted: <u>Lang E Dean</u>	Engineer	Date: <u>4-1-2014</u>
Approved: <u>R J Ad</u>	Contractor	Date: <u>4-1-2014</u>
Recommended/Approved: <u>[Signature]</u>	Director, Engr. & Const.	Date: <u>4/1/14</u>
Approved: <u>[Signature]</u>	City Manager	Date: <u>4-2-14</u>

Original Clerk---Original Contractor---Original File---Copy to Finance



[Signature]
04/01/14

**STATE OF OKLAHOMA
DEPARTMENT OF ENVIRONMENTAL QUALITY
APPROVED**

APR 7 2014
[Signature]
Rocky W. Chen, P.E.
Water Quality Division

Leslie L. Smith, P.E.
Construction Permitting Section



April 4, 2014

Dr. Jarod Mendenhall, Superintendent
Broken Arrow Public Schools
701 S Main Street
Broken Arrow, OK 74012

Dear Dr. ^{Jarod.}Mendenhall:

Events over the last few years have served as sad reminders of the important role that School Resource Officers play in our schools today. The School Resource Officer (SRO) program provided to Broken Arrow School District incorporates a multifaceted strategy of enforcement, education, and counseling. The calming and reassuring presence that the SRO program has provided the students of BA schools is invaluable.

The SRO program for Broken Arrow Public Schools is entirely provided and funded by the City of Broken Arrow. The Police Department currently employs five School Resource Officers (one of which is dedicated to Union Public Schools) for a total salary commitment to BAPS of \$314,637.04 per budget year excluding costs for a vehicle, equipment, and training. A recent story in the Tulsa World reports that the majority of area school districts who do not have their own campus security are partnering with their respective municipalities in funding their SRO programs by committing to fund, on average, 50 to 70 percent of the total yearly salary of the officers. Union Public Schools currently shares the cost of its officer with the BAPD.

Broken Arrow continues to pride itself on its commitment to the safety and education of our citizens and our students. On behalf of the City of Broken Arrow and the Broken Arrow Police Department, I respectfully request the Broken Arrow School District partner in this program by considering a yearly financial commitment to sustain the viability of the School Resource Officer Program.

Sincerely,

Thomas M. Moton, Jr.
City Manager

Mid-Range Corporal	$\$57,919.89 \times 20.825\% = \$12,061.81 + \$13.989.12 = \$26,050.93 - \text{TOTAL } 83,970.82$
Mid-Range Officer	$\$52,058.45 \times 20.825\% = \$10,841.17 + \$13.989.12 = \$24,830.29 - \text{TOTAL } 76,888.74$
Mid-Range Officer	$\$52,058.45 \times 20.825\% = \$10,841.17 + \$13.989.12 = \$24,830.29 - \text{TOTAL } 76,888.74$
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Mid-Range Officer $\$52,058.45 \times 20.825\% = \$10,841.17 + \$13.989.12 = \$24,830.29 - \text{TOTAL } 76,888.74$

2. GENERAL CORRESPONDENCE / NOTIFICATION

MAR 17 2014

City Manager's Office

Mr. Thom Moton
City Manager
City of Broken Arrow

Dear Mr. Moton:

As you know, the Broken Arrow Chamber of Commerce has been producing the Rooster Days Festival in our community for over 80 years. The past few years we have been working diligently to update the festival to a format that is more reflective of our community's size and diversity. We have updated entertainment options, created a Kids Zone and brought in more vendors. This year we will continue this by reworking the Marketplace, Miss Chick and the entertainment offerings. Our goal is to increase attendance and bring more people to downtown Broken Arrow.

Several years ago, we were able to introduce the option for low point beer to our patrons. During the two years that we have had the beer option, we have had zero incidents and have worked with Chief Boggs to ensure and fun but safe environment. This year, based on feedback from our patrons, we are requesting to have the ability for patrons to possess low-point beer throughout the Rooster Days Festival area with the exception of the Kids Zone. Parents are requesting the ability to have their beer while they walk along with their children.

To facilitate this, we plan to have the entire park enclosed with construction fencing along with adequate resources to ensure people do not leave the designated park areas with low point beer. We have had Chief Boggs review and provide input to our plan. ID procedures and wristbands will again be used to ensure age compliance.

We believe that these changes are in line with those already in place for the Arts and Entertainment District and will enable parents to enjoy the festival even more. Thank you for your support.



Mark Frie
Chairman
2014-2015 Rooster Days Committee



Heather Bryson
Chair
Rooster Days Food and Beverage Committee

Where
Opportunity
Lives



April 11, 2014

Dear community member:

Make sure your voice is heard regarding walking and biking in the Tulsa region! The GO Plan is a bicycle and pedestrian master plan which will provide a comprehensive regional vision for pedestrian and bicycle improvements. Staff from the City of Broken Arrow and INCOG have been gathering input through meetings and “walkshops” throughout the region to learn about community priorities for making walking and biking better in Bixby, Broken Arrow, Catoosa, Collinsville, Coweta, Glenpool, Jenks, Owasso, Sand Springs, Skiatook, and Tulsa.

It's easy for you to add your voice to feedback through two online tools: Use the WikiMap interactive map to give geographically specific feedback. Use the online survey to provide planners with important information and opinions to help them write recommendations. By answering the survey, you'll be entered into a drawing to win a Kindle Fire!

Please forward this email to other people so that they can also participate in the online interactive mapping tool and the survey.

Stay in touch with the plan process by subscribing to the GO Plan newsletter here. For questions or additional information, please contact Scott Esmond, Director of Recreation, Parks, Cultural Affairs and Tourism at 918-259-7007. Thanks in advance for your input!

Sincerely,

Thomas M. Moton, Jr.
City Manager



BROKEN ARROW POLICE DEPARTMENT
1101 N. 6th Street, Broken Arrow, OK 74012
PHONE: (918) 259-8400; FAX: (918) 251-2427

Press Release No. **PIO-14-12**

Date: **4-08-14**

Subject: **Broken Arrow Police Dept. accepting applications for Police Officer**

Authority/Title: Officer Gene Orr/Cpl Leon Calhoun

Phone Number: 918-451-8200 ext. 8517/ Text: 918-720-5098

The Broken Arrow Police Department is currently accepting applications for the position of police officer. The application deadline is July 15th, 2014. Testing date for qualified applicants is tentatively scheduled for Saturday, July 26, 2014.

Starting salary is \$42,483.17, increases to \$44,350.80 after completion of the academy and field training program, and to \$46,310.16 upon completion of 1 year probationary period.

Applicants must have a minimum of sixty-four (64) college credit hours from an accredited college and no felony convictions to apply. Those interested need to complete a City of Broken Arrow application available from the Human Resources Department. Applications and further requirements are also available on the City of Broken Arrow website at <http://www.brokenarrowok.gov> under Employment – Police Recruitment Page. For additional information, please call the Broken Arrow Police Department's recruiting line at 918-451-8200 ext. 8313.

3. SPECIAL EVENTS / ACTIVITIES

INTEROFFICE MEMO

To: Thomas M. Moton, Jr., City Manager
From: Jeff Jenkins, Assistant City Manager
Date: April 10th 2014
Re: Bash Some Trash Saturday

On Saturday April 12th, Keep Broken Arrow Beautiful will be hosting a cleanup event in the city. Anyone interested in participating can sign up at the Community Center at 8:30 a.m. I have attached the email we received from KBAB, which contains more details on this event.

Thank you,



Jeff Jenkins

Share

Bring The Kids & Bash Trash

Community



When:

Saturday, April 12, 8:30 a.m. - 11:30 a.m.

Where:

Community Center, 1500 S. Main, Broken Arrow, OK [map it](#)

What:

Join friends and neighbors for coffee and bagels from Panera, sign up for a mile, get plastic bags, plastic gloves, safety vests and get to Bashing. Come back for pizza and pop and prizes.

Want to sign for your mile in advance? email info@kbab.info or call 918.258.3536.

[Click to view this email in a browser](#)

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Broken Arrow, Oklahoma 74014
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