



INTEROFFICE MEMO

To: Honorable Mayor and City Councilors
From: Thomas M. Moton Jr., City Manager
Date: April 25, 2014
Re: Notes to Council

1. STAFF REPORTS / ITEMS REQUIRING IMMEDIATE ATTENTION

Memos:

- Thomas M. Moton Jr., City Manager
 - DEQ and OWRB Staff Meeting Activity Report
 - Preliminary Draft of Recommended 2014 General Obligation Bond Projects
 - General Fund Taskforce Committee Consideration
- Lee Zirk, General Services Director
 - WasteZero Retail Bag Distribution Update
- Norm Stephens, Assistant to the City Manager/Economic Development Coordinator
 - Youth City Council Reception
- Michael Skates, Director of Development Services
 - Special Events Memo for April
- Jeff Jenkins, Assistant City Manager
 - Anonymous Letter Concerning Garage Sale Signs
- Tom Hendrix, Acting Engineering and Construction Director
 - 2nd Closure of Tucson Street: West of Aspen/Tucson Intersection

2. GENERAL CORRESPONDENCE / NOTIFICATION

Reports:

- James L. Annas, Acting Fire Chief
 - March 2014 Monthly Report

- Anthony Daniel, Utilities Director
 - Utilities Department Report – March 2014

Letters:

- State of Oklahoma Water Resources Board
- Thomas M. Moton, Jr., City Manager
 - Letter and Response, Mrs. Erika Woods

Misc:

- Prescription Drug Drop Off and Free Document Shredding at the Broken Arrow Community Center located at 1500 S. Main Street on April 25, 2014 from 9:00-2:00

3. SPECIAL EVENTS / ACTIVITIES

Event:

- BAPS invitation to a reception in memory of Mr. Philip Tucker at Central on Main located at 210 North Main, May 15, 2014 from 4:00-5:00

Respectfully submitted,



Thomas M. Moton, Jr.

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Attachments

1. STAFF REPORTS / ITEMS REQUIRING IMMEDIATE ATTENTION



INTEROFFICE MEMO

To: Honorable Mayor and City Councilors
From: Thomas M. Moton, Jr., City Manager
Date: April 25, 2014
Re: DEQ and OWRB Staff Meeting Activity Report

On April 21, Utilities Director Anthony Daniel and I traveled to Oklahoma City to meet with state officials. Our purpose was to meet with Oklahoma Water Resources Board (OWRB) and Oklahoma Department of Environmental Quality (DEQ) officials to address the following key issues:

- City request to continue to use Oklahoma Ordnance Works Authority (OOWA) 36" water main line to serve as the City's second water source;
- Funding of water and wastewater capital improvements and status of existing OWRB loans;
- October 2008 Consent Order from DEQ for unpermitted wastewater discharges;
- Procedural and operational improvements to reduce unpermitted wastewater discharges; and
- City water rights.

We had three meetings and all were productive. Five of the individuals we met include:

Joe Freeman, OWRB Chief of Financial Assistance Division
Jennifer Wasinger, OWRB Assistant Chief of Financial Assistance Division
Scott Thompson, DEQ Executive Director
Terry Lyhane, DEQ Assistant Division Director Water Quality division
Rick Wicker, Surface Water Permitting Specialist

OWRB

OWRB advised us that the City has a 2005 low interest loan balance of \$1.3M available for wastewater capital improvements that will be expiring the end of this year. These funds are needed. Staff will assess opportunities to use those monies for the benefit of wastewater customers. In addition, we advised OWRB that the City will be seeking approval to use unused Verdigris Water Treatment Plant contingency funds to construct the necessary facilities to blend two water sources.

DEQ

We received clarification from DEQ officials that the City did not have to physically sever the 36" water main line connection to OOWA if the City intended to use the water (*information*

furnished in the April 4, 2014, Notes to Council). City staff is working with a consultant to design the necessary facilities.

Following the discussion about the City's request for DEQ to close Consent Order 08-213 and Addendum A (*information furnished in the April 17, 2014 Notes to Council*), Anthony and I felt comfortable that DEQ officials were amenable to closing this consent order.

With respect to water rights, we were advised that the City's existing 20 MGD (million gallons per day) or 27,000+ acre feet of Verdigris River water rights were in the process of being reduced significantly as a result of the City not taking significant volumes of water over the last seven years. There is a solution to this problem and we are working on it. City Attorney Beth Anne Wilkening has set up a meeting for me, Anthony and her to meet with the City's water rights attorney to prepare an application seeking that the Verdigris River water rights to be increased over the current level and not reduced.

Contact me if you have any questions about this memo.

Respectfully submitted,



Thomas M. Moton, Jr.

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INTEROFFICE MEMO

To: Honorable Mayor and City Councilors
From: Thomas M. Moton, Jr., City Manager
Date: April 25, 2014
Re: Preliminary Draft of Recommended 2014 General Obligation Bond Projects

Your help formulating the preliminary and recommended 2014 General Obligation projects is desired. Attached is a draft report that needs considerable refinement. Most of the projects reflected in the attachment were included in the draft Five Year Capital Improvements plan presented to Council at the January 21, 2014, Study Session.

A plan to hold May input meetings in each ward will be coordinated with you. I would like to emphasize that this list is very preliminary and the aggregate amount will likely be reduced to about \$60M to \$65M. Contact me if you have any questions about this memo and the attachment.

Attachment

Respectfully submitted,

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

Thomas M. Moton Jr.

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attachment

PROJECT DESCRIPTIONS

FISCAL YEAR

2014-2015

6TH STREET: KENOSHA STREET TO MADISON AVE, 3-LANE	\$500,000.00
23RD STREET: KENOSHA STREET TO HOUSTON STREET, 5-LANE MATCH	
OLD TOWN STREETS PHASE 2 & 3	\$1,000,000.00
OLD TOWN STREETS PHASE 3	
37TH STREET: OMAHA STREET TO ALBANY STREET, 3-LANE	\$4,000,000.00
ALBANY STREET: 9TH STREET TO 23RD STREET, 5-LANE	\$4,100,000.00
FLORENCE STREET: OLIVE AVENUE TO ASPEN AVENUE, 3-, 5-LANE	\$3,500,000.00
WASHINGTON STREET: GARNETT ROAD TO ASPEN AVENUE, 5-LANE (to be done in 2 Phases GO in 2017 ROW, Utilities)	\$8,400,000.00
RESURFACE ELM PLACE: FLORENCE STREET TO TUCSON STREET	
ELM PLACE: NEW ORLEANS STREET TO FLORENCE STREET, 5-LANE	\$2,500,000.00
9TH STREET: HOUSTON STREET TO WASHINGTON STREET, 5-LANE	\$3,800,000.00
KENOSHA STREET: DATE AVENUE TO MAIN STREET, 5-LANE	\$1,800,000.00
RESURFACE KENOSHA STREET: ASPEN AVE TO GARNETT RD	\$1,000,000.00
RESURFACE ASPEN AVENUE: WASHINGTON STREET TO NEW ORLEANS STREET	\$1,100,000.00
HOUSTON STREET: ELM PL. TO GARNETT ROAD, 3-LANE TO 5-LANE	
RESURFACE OF 7 MILES OF 2-LANE ARTERIAL STREETS	\$2,000,000.00
ARROW SUBDIVISION STREETS (MILL/ASPHALT OVERLAY)	\$900,000.00
ASPEN CREEK SUBDIVISION STREETS (MILL/ASPHALT OVERLAY)	\$450,000.00
CENTRAL PARK ESTATES/PLAZA STREETS (CONCRETE REPAIR)	\$800,000.00
LANCASTER PARK/PLACE STREETS (MILL/ASPHALT OVERLAY)	\$375,000.00
WEDGEWOOD SUBDIVISION STREETS (CONCRETE REPAIR)	\$375,000.00
WOLF CREEK SUBDIVISION STREETS (CONCRETE REPAIR)	\$1,700,000.00
Sub-Total	\$38,300,000.00
Overhead costs (5% In-house admin costs for capital projects)	\$1,915,000.00
TOTAL	\$40,215,000.00

Quality of Life

G.O. 2014

BAPS 40 acres behind ball fields (additional playing fields for southwestern BA)	\$2,300,000
Rose West Park: Dog park and trail head restroom	\$450,000
Liberty Parkway Trail: Restroom at Aspen or Elm	\$300,000
Chisholm Trail South Park: Miracle Field, Adult softball 5-plex, Trails network, Regional Playground, Restrooms, pavilion 5 plex, Security Lighting	\$4,000,000
Arrowhead Park: Expand concession, restrooms, and construct umpires building	\$500,000
Indian Springs Regional Sports Complex: Light additional soccer fields, and new playground at west complex	\$800,000
Battle Creek Golf Club: Connect banquet facility to pro shop	\$150,000
Leisure Park: New splash pad and new playground	\$350,000

Country Aire Park: New playground	\$150,000
Copper Creek Park: Refurbish playground	\$120,000
Vandever Park: New playground	\$170,000
Nienhuis: Covert football field to synthetic turf, and add security lighting to park	\$1,800,000
Community Trail Network per Trail Master Plan (GO Plan)	
Nienhuis Park: Additional football fields converted to synthetic turf, phase II of Skate park, security lighting	
Chisholm Trail South Park: Expo building, additional electric service, extend water distribution system, park signage, adult softball fields	
Sub Total	\$11,090,000
Overhead Cost 5%	\$554,500.00
Total	\$11,644,500

Police

Police/Fire Training Center	\$350,000
Police Mobil Data Technology	\$600,000
Radio Communications Tower in south sector of BA	\$750,000
Police & Fire Command/Special Operations Team Vehicle	\$650,000
Public Safety Complex Phase II	\$4,000,000

Roadway improvements to access PSC (West 6th b/w Kenosha and Madison)	\$500,000
Fire Station #3 Replacement of Existing Station and Purchase of Engine (supp 2011 GO for \$2M)	\$2,000,000
Ladder Truck	\$1,400,000
Replacement of all Self-Contained Breathing Appartus (SCBA)	\$800,000
Fire Station #7 Land Acquisition and Design	\$750,000
Sub Total	\$11,800,000
Overhead Cost 5%	\$590,000
Total	\$12,390,000

Public Buildings

Land/building for expansion of Maintenance Center	\$1,000,000
Land for regional roadway emergency snow (storage of sand, salt)	\$500,000
Creative Art Center 15,000 S/F - Rose District will include 2008 GO to revote Art Center \$1.4M	\$4,545,000
Sub Total	\$6,045,000
Overhead Cost 5%	\$302,250
Total	\$6,347,250

Stormwater

NEEDA REGIONAL DETENTION FACILITY PHASE I	\$300,000.00
NEEDA REGIONAL DETENTION FACILITY PHASE II	\$300,000.00
BRIDGE UPGRADE PHASE 1	\$300,000.00

BRIDGE UPGRADE PHASE 2	\$300,000.00
BRIDGE UPGRADE PHASE 3	\$300,000.00
ALBANY STREET: 9TH STREET TO 23RD STREET, 5-LANE	\$2,000,000.00
Sub Total	\$3,500,000.00
Overhead Cost 5%	\$175,000.00
Total	\$3,675,000.00

2014 General Obligation Bond Total Projects	\$74,271,750.00
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Repurposing Prior Bonds

2008 Acquisition of building/land for Art Center	\$140,000
2004 50,000 SF Conference/Convention Center	\$6,575,000
Total	\$6,715,000



INTEROFFICE MEMO

To: Honorable Mayor and City Councilors
From: Thomas M. Moton, Jr., City Manager
Date: April 25, 2014
Re: General Fund Taskforce Committee Consideration

The April 15, 2014, Study Session on the FY 2015 Budget and the FY 2016 Financial Plan revealed the urgency of addressing the City's dwindling General Fund Emergency Reserve Fund Balance. As staff and I reported in the Study Session, City of Broken Arrow provides outstanding levels of service to citizens. The City operates on less per capita sales tax revenues than peer communities. Further, the City provides services that many of the City of Broken Arrow's benchmark communities do not have to fund from the General Fund. Some examples of the services/programs that the City of Broken Arrow funds from the General Fund revenues includes financial support of the History Museum, Military Museum, Main Place, economic development, and the largest municipally funded Emergency Medical Service (EMS) in the state to my knowledge. To compound matters, the City of Broken Arrow has experienced greater population growth many of the large sized cities over the last decade.

Staff reported to you at the April 15 Study Session that the City of Broken Arrow, which is a full-service city, operates with fewer employees per capita than the below Oklahoma cities and other out of state cities:

- Norman
- Edmond
- Lawton
- Midwest City
- Oklahoma City
- Stillwater
- Fort Smith, AR
- Boulder, CO
- Westminster, CO
- Lawrence, KS
- Columbia, MO
- St. Joseph, MO
- Las Cruces, NM
- Denton, TX

- Odessa, TX
- Waco, TX

The number of City of Broken Arrow employees per 1,000 citizens (or per capita employees) provides a tool to gauge whether or not the City of Broken Arrow is over or understaffed. As reported, Broken Arrow lags considerably behind all of the above cities. If Broken Arrow were to try to achieve a level of staffing comparable to the above cities, the City of Broken Arrow would need to increase fulltime employees from 644 to 1,005 (Broken Arrow EMS employees are deducted from the total number of employees). Obviously, staff and I are opposed to hiring that number of employees and yet the gap between the average number of employees per thousand residents cannot be ignored.

Of the following cities, Broken Arrow and Owasso are the only two cities that fund the operation of the EMS services from the General Fund revenues. The other cities have third party arrangements that provide and pay for EMS services.

- City of Tulsa - service provided by EMSA
- City of Oklahoma City – service provided by EMSA
- City of Edmond – service provided by EMSA
- City of Bixby – service provided by EMSA
- City of Jenks – service provided by EMSA
- City of Lawton – service provided by Kirks & Comanche County Hospital
- City of Muskogee – service provided by Muskogee County
- City of Stillwater – service provided by Lifenet
- City of Midwest City – service provided by Midwest RMC

Also, it has been brought to my attention that even cities with third party emergency medical service delivery use a subscription services. A subscription service is a voluntary program offered by cities that residents pay a small monthly fee. As result of the monthly fee, if a resident uses the emergency medical service the resident's insurance provider is billed and any remaining unpaid balance is not billed to that resident. Broken Arrow does not use a subscription service and yet Broken Arrow has the same type of policy as those cities with a subscription service. That is, Broken Arrow does not balance bill residents, which staff supports.

I am planning to create a taskforce to identify and evaluate mechanisms to help solve the City's general government financial challenges. Among the possible solutions will be a sales tax initiative, a voluntary EMS subscription service and establishing an ambulance authority to account for Broken Arrow EMS operations. I think a combination of City staff, an accounting or finance professional and a one or two representatives from the City Council would be ideal and the taskforce would present its findings to me for consideration by the end of 45 days.

Contact me if you have any questions about this memo.

Respectfully submitted,



Thomas M. Moton, Jr.

INTEROFFICE MEMO

To: Jeff Jenkins, Assistant City Manager
CC: Thomas Moton Jr., City Manager
Bill Cade, Sanitation Manager
From: Lee Zirk, General Services Director
Date: April 24, 2014
Re: WasteZero Retail Bag Distribution Update

The new voucher program to supply and distribute trash bags to our refuse customers is under way. Our contractor, WasteZero, is providing City trash bags through participating local merchants. As before, Broken Arrow refuse customers will receive vouchers that can be redeemed for bags. Vouchers will be mailed out two times a year, with each mailing containing four vouchers good for a total of 100 bags (four rolls of 25 bags per roll).

The voucher mailing for this program began on April 8, 2014. At the present time all our refuse customers should have received their vouchers. Based on receiving very few complaints, the program appears to be well received by both customers and merchants. The retailers have expressed that they are happy to be participating as they are seeing increased foot traffic and are viewing the program as advantageous for both themselves and their customers. Although we have not received any positive input from residents, we have not received any negative input of significance either. Based on the fact that we have had less than 30 comments about the process, ranging from preferring the old method to questioning why the change, I think we can say the program has been very well received and accepted to date.

The bulk of voucher redemption, as expected, is occurring in the larger grocery outlets of Warehouse Market, and both Reasor's stores. The smaller locations, Walgreens, Atwood's, and Leslie's Pools are also reporting redemptions for bags well within their expectations. During this period of initial mailings, the WasteZero Customer Service has been checking in with each retailer on a daily basis to confirm they have enough stock and take orders if needed. Additionally, WasteZero is delivering bags to retailers with same day delivery; however, it is necessary for the retailer to request additional bags. Only one instance of bags being out of stock has been reported, that outage was for a total of approximately four hours. The outage occurred as a large group of vouchers arrived at the same time around the Warehouse Market area. As expected, the retailers are basing their inventory of bags on the redemption rate of the past few days; as a result, the store's stock was reduced quicker than anticipated causing the temporary outage. WasteZero has assured us the next mailings in October will be more evenly distributed to avoid concentrated redemptions.

Later in the year we will compile a redemption/participation report after most vouchers have been redeemed and totals have been tabulated. If you have any additional questions or concerns please contact me.



Lee Zirk

INTEROFFICE MEMO

To: Thomas Moton Jr., City Manager
**From: Norm Stephens, Assistant to the City Manager / Economic Development
Coordinator**
Date: April 25, 2014
Re: Youth City Council Reception

Mr. Moton, on May 6, 2014 the Youth City Council will participate in their annual Mock Youth City Council meeting. The meeting starts at 4:45 p.m. and should conclude around 5:30 p.m. After the meeting, Youth City Council members and their guest are invited to a reception in the main conference room. Councilman Parks asked that we invite members of the City Council to the Mock Youth City Council meeting and the reception.

4/22/2014

Memorandum

To: Thom Moton, City Manager

From: Michael Skates, Director of Development Services

Date: April 17, 2014

Subject: Notice of Special Event Permits Approved

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

Event	Event Begins	Event Ends	Sponsors/Event Organizers	Police/Fire	Attendance	Road Closure
The Pride 5K	04-26-2014	04-26-2014	BA Special Events	Yes	1,000	Parts of Albany from Lynn Lane to County Line
Cinco De Mayo	5-03-2014	05-03-2014	Alisa Inglett/Veronica Reyes	No	500	None
Rooster Days – Festival and Parade	05-09-2014	05-12-2014	BA Chamber of Commerce City of Broken Arrow	Yes	50,000	Parade: Main Street from Elgin Street to Richmond
Rooster Day Run	05-09-2014	05-09-2014	BA Chamber of Commerce City of Broken Arrow	Yes		Run: Main Street from Midway Rd to just north of Washington Street
KBAB Rose Celebration and Gala	05-16-2014	05-17-2014	KBAB – Peggy Striegal	No	200	None - Celebration is at Neinhus and Gala is at Main Street Tavern.
Rose Pedal Race (Bike)	05-23-2014	05-24-2014	SpokeHouse – Zach Pfaff and Mike Guillen (Air Assurance)	Yes	900-1,000	Pending final date. Event postponed
Tulsa Tour de Cure	05-31-2014	05-31-2014	St. Francis	Yes	650	None
Stronger 5K	05-31-2014	05-31-2014	The Assembly	Yes	400	Portions of Olive, New Orleans and Aspen.
Wine, Eats and Easels	06-13-2014	06-13-2014	Friends of Broken Arrow	Yes	1,500	None
Summer Solstice – Festival and 5K Run	06-21-2014	06-21-2014	BA Buzz	Yes	2,000	Will be reviewed at next SEC meeting. **
Rockets over Rhema	06-29-2014	06-29-2014	Rhema Bible College	Yes	30,000	Various Roads in the area surrounding Rhema Plan is under review by PD
Chalk It Up	06-06-2014	06-07-2014	City of Broken Arrow	Yes	2,000	Yes, Main Street from Broadway to Dallas.
USSSA World Series	07-12-2014	07-17-2014	BA Youth Baseball – Tiffany and Travis Kelly	No	1,100	None
Taste of Summer	07-19-2014	07-19-2014	Chamber of Commerce	Yes	10,000	None
White Linen Night	08-16-2014	08-16-2014	City of Broken Arrow	Yes	1,000	Main Street from Commercial to Dallas
Rose District Music Fest	09-19-2014	09-20-2014	Grady Nichols/Janet Skates	Yes	10,000	Main Street from Broadway to Ft Worth Street. **



City Manager's Office

Memorandum

To: Thomas Moton Jr., City Manager

From: Jeff Jenkins, Assistant City Manager

Date: 04/24/2014

Re: Anonymous letter concerning garage sale signs

On April 17, 2014, we received a letter concerning the recent trash bash clean in Broken Arrow. The event occurred on Saturday, April 12th and the letter had some concerns about one volunteer removing garage sale signs located on different corners of intersections in the city. I have researched this issue and did find we do have regulations, which covers temporary signage.

In the letter, the anonymous person wrote, "I saw one of your volunteers, systematically, removing peoples 'garage sale signs from all corners of an intersection." After examining our zoning ordinance code, I have found the garage sale signs were not in compliance with our city codes. In the zoning ordinance section 5.7.8.e, the sign shall be constructed so that no portion thereof projects over the street right-of-way, or blocks the site triangle at intersections or blocks the sidewalks to normal pedestrian or bicycle traffic. The signs were placed in the right-of-way of the streets, therefore this is the reason they were picked up.

Later in the letter, the writer concludes, "for years you have allowed temporary signs of various natures to be posted. For example: Garage Sale, Yard Sale, Real Estate and Political Candidates. I suggest there is an established acceptance for this type of temporary signs." The writer is correct that we do allow an exemption for certain types of signage for temporary usage. The key to this provision is where are these signs being placed? In 5.7.9, this section of the zoning ordinance allows certain type of signage like this as long as they are located outside of the right-of-way.

Based on what I have researched I do believe residents have the opportunity to display garage sale signs for temporary usage for up to seven times a year, as long as the signage is outside of the right-of-way and meets the temporary requirements in our code of ordinances.

Thanks,

A handwritten signature in black ink, appearing to read "Jeff Jenkins", written in a cursive style.

Jeff Jenkins
Assistant City Manager

April 14, 2014

Special Attention:
Broken Arrow, Ok, City Government

To Whom It May Concern:

Last Saturday, April 12, you sponsored a "Trash Bash" trash clean up in Broken Arrow. Volunteers were given certain areas to gather "trash" from that area or section and bring it to the BA Community Ctr. on Main Street. Although I wasn't able to volunteer I thought it was a commendable project.

Then, by chance. I saw one of your volunteers, systematically, removing peoples' **GARAGE SALE** signs from all corners of an intersection.

A short time later I witnessed the same thing at another intersection. I watched that volunteer who went from street corner to street corner and remove peoples' GARAGE SALE signs.

LATER THOSE SIGNS WERE PUT IN A DUMPSTER AT THE BA COMMUNITY CTR. WHILE FOX 23 NEWS PHOTOGRAPHER WAS RECORDING THE PROJECT.

People have Garage Sales because they need money! People give up things that they have, and are often very important to them, because THEY NEED MONEY!

The weak economy, loss of job, cut hours, can't pay their bills, and the list goes on! So people sell things.

When their GARAGE SALE signs were removed, basically & essentially, the potential for these Broken Arrow citizens to sell the thing they needed to sell was denied them!

Don't talk to me about commercial sign ordinances & and various city statutes relating to signs. For years you have allowed temporary signs of various natures to be posted.

For example: Garage Sale, Yard Sale, Real Estate & Political Candidates. I suggest there is an established acceptance for this type of temporary signs.

Furthermore, in most situations, when the garage sale, etc' is over the people pickup their signs. There is no "TRASH" left behind.

In your recent, "Trash Bash", projects, You have managed to create in me a whole new sincere Disrespect for our insensitive Broken Arrow City Government!

By the way, in the past, I have often been outspoken in citizen issues; but this is being submitted Anonymous, for only one reason.

In recent times, I have clearly observed, that when a citizen questions or criticizes government they are investigated and/or harassed until something can be developed to silence or discredit them. I am not interested in being that much of an "activist" or a "scapegoat". But I am very serious and I vote & influence a lot of other voters.

Emphatically Yours,

Anonymous

Cc: BA Ledger
Fox 23

J.M. - Pls. investigate + provide me w/ written response. I believe yard signs may have been in violation of sign ordinance.

City of Broken Arrow

APR 17 2014

City Manager's Office

J.M. 4/22

INTEROFFICE MEMO

To: Thomas M. Moton, Jr., City Manager
From: Tom Hendrix, Acting Engineering & Construction Director
Date: April 25, 2014
Re: 2nd Closure of Tucson Street: West of Aspen/Tucson Intersection

1. There will be an item on the next City Council Agenda for another closure of Tucson Street. The purpose of this memo is to give a little background on the timing of this item and necessity of advance posting of the closure prior to City Council action.
2. The previous closing on Tucson was for the Tucson widening contractor, Paragon Construction, to install the large double box between Aspen and Elm Place. This next closure request is for the other road contractor, Becco, who is doing the Aspen/Tucson intersection. They need to close the west half of the intersection and west bound traffic in order to construct the concrete intersection. We required Becco to wait and not close Tucson going west from Aspen until the mile going east from Aspen was back open to traffic. We did not want both miles closed to through traffic at the same time. The east mile reopened last Friday, April 18, 2014.
3. To keep from further delaying the work at the intersection, we instructed Becco the contractor to plan to do their closure of Tucson on May 7, 2014, the day following the next City Council meeting. In order to inform the public prior to closure, it is necessary for traffic advisories and road signage postings to occur in advance of the actual closing.
4. The intent of sending out notices of the "planned" closing prior to the upcoming City Council Meeting which will have the action requesting approval of the closure on the agenda is to provide the project the benefit of the earliest start date to do the intersection work. We try to give the public a week to 10 days minimum notice of the closures when possible. We certainly do not want the Council to think we are being too presumptuous, as we will not actually close the road until after their approval. Getting the required postings done along the road now will facilitate getting the project done sooner. Certainly, should there be reason for the Council to not authorize closure, we will not allow the contractor to do so.

2. GENERAL CORRESPONDENCE / NOTIFICATION

INTEROFFICE MEMO
Broken Arrow Fire Department

To: Thomas M. Moton, Jr. City Manager
From: James L. Annas, Acting Fire Chief
Date: April 24, 2014
Re: March 2014 Monthly Report

Please see the attached reports detailing

EMS Responses
Fire Responses
Fire Prevention Inspections
Fire Investigations
Fire & EMS Overview
Monthly Incident Summary Report



Broken Arrow Fire Department Monthly Report
March 2014

Page 1 of 4

	<u>This Fiscal Year</u>	<u>Last Fiscal Year</u>	<u>Percentage Change</u>
EMS Responses	703	578	22%
Fire Responses	204	187	9%
Fire Prevention Inspections	108	108	0%
Fire Investigations	6	7	-14%
Total Training Hours	1472	3473	-58%



Broken Arrow Fire Department Monthly Report
March 2014

	Station	Assist Other Stations	Assist EMS	
District 1	35	14	78	This Month
	387	138	663	Total Fiscal Year
District 2	40	12	80	This Month
	425	94	696	Total Fiscal Year
District 3	33	02	32	This Month
	162	73	280	Total Fiscal Year
District 4	36	03	42	This Month
	280	38	344	Total Fiscal Year
District 5	46	06	110	This Month
	410	72	807	Total Fiscal Year
District 6	35	10	79	This Month
	372	97	635	Total Fiscal Year
Total	225	47	421	This Month
	2036	512	3425	Total Fiscal Year
	7.3	1.5	13.6	Total Number Runs per Day



Broken Arrow Fire Department Monthly Report
March 2014

Fire Suppression Average Response Times

	This Month	Same Month Last F/Y	Total This F/Y	Total Last F/Y
Station #1 Eng 1	4:20	3:39	4:13	3:50
Station #2 Eng 2	5:29	4:26	5:29	4:25
Station #3 Eng 3	5:14	4:56	5:20	4:21
Station #4 Eng 4	5:37	4:56	5:57	5:48
Station #5 Eng 5	4:08	4:04	4:20	4:12
Station #6 Eng 6	4:29	5:38	4:44	5:16
Total Average	4:53	4:36	5:02	4:39

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	140	Hillcrest MC South	58
Saint Franics South	127	Hillcrest MC Tulsa	19
Saint John MC - Tulsa	72	OSU Medical Center	8
Saint John MC -BA	87		

EMS Runs by Type

	This Month	Same Month Last F/Y	Total This F/Y	Total Last F/Y
Numbers of Runs	703	578	5734	5156
Transports	499	454	4362	4018
Persons Treated	512	471	4544	4129
Cancelled En-route	30	7	122	81
EMS Suppression	123	105	1147	1063



Broken Arrow Fire Department Monthly Report
March 2014

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	\$ 615,574.65	\$ 3,563,194.53
TOTAL CHARGES	\$615,574.65	\$4,690,601.11
Received by Intermedix	\$ 28,239.96	\$ 748,940.55
Paid to Intermedix by City of BA	\$ 2,160.50 XX	\$ 49,225.79
Sub-Total Received for Month	\$ 30,400.46	\$ 798,166.34
Received by EMSMC	\$ 149,628.63	\$ 611,735.09
Paid to EMSMC	(\$7,532.63)	(\$32,602.93)
Sub-Total received for Month	\$ 142,096.00	\$ 579,132.16
TOTAL RECEIVED	\$172,496.46	\$ 1,377,298.50
Percentile Rate of collection to Date	28%	29%
Percentile Rate of collection Same Month last year	26%	31%

XX - This month Intermedix showed City of BA over paid by \$ 2,160.50

EMS Average Response Times

	<u>This Month</u>	<u>Same Month Last F/Y</u>	<u>Total This F/Y</u>	<u>Total Last F/Y</u>
Station #1 Sq-1	3:55	3:38	4:00	3:45
Station #2 Sq-2	4:51	4:39	4:46	4:41
Station #3 Sq-3	4:32	4:02	4:28	4:07
Station #4 Sq-4	5:36	5:11	5:33	5:32
Station #5 Sq-5	3:07	3:15	3:24	3:18
Station #6 Sq-6	4:33	4:12	4:30	4:22
Total Average	4:25	4:09	4:26	4:17

BAFD Bench Mark Average Time 5:00

General information:

Total number of calls	Fire - 204	EMS - 636	Exposures - 0	Unknown - 0	All - 840
Average calls per day	Fire - 6.58	EMS - 20.51	All - 27.09		
Total number of arson calls	0				
Estimated dollar loss	Fire - 511,461	Other - 0	All - 511,461	Arson - 0	
Estimated value	Fire - 2,245,240	Other - 0	All - 2,245,240	Arson - 0	
Percentage saved	Fire - 77.22%	Other - .00%	All - 77.22%	Arson - .00%	
Total injuries	Fire service - 0	Civilian fire - 0	EMS - 0	Arson - 0	
Total fatalities	Fire service - 0	Civilian fire - 0		Arson - 0	
Total apparatus responses	Emergency - 1,557	Non-emergency - 171	All - 1,728		
Average responses per day	Emergency - 50.22	Non-emergency - 5.51	All - 55.74		
Average apparatus per call	Fire - 2.75	EMS - 1.82	All - 2.05		
Average turnout time	Emergency - 0:01:10	Non-emergency - 0:01:08	All - 0:01:09		
Average response time	Emergency - 0:05:31	Non-emergency - 0:05:45	All - 0:05:33		
Average contain time	Emergency - 0:14:40	Non-emergency - 0:00:00	All - 0:14:40		
Average total time	Emergency - 0:58:54	Non-emergency - 0:30:18	All - 0:56:15		
Total man hours	Fire - 409	EMS - 1,967	All - 2,376		
Average personnel per call	Fire - 5.92	EMS - 4.49	All - 4.84		
Total aid given calls	10				
Total aid received calls	0				

Total calls by incident group:

	Count	Average response time	Aid given	Exposures
100-173 Fire	34	0:06:35	2	0
200-251 Overpressure rupture, explosion, overheat - no fire	1	0:03:05	1	0
300-381 Rescue and emergency medical service incidents	636	0:05:24	3	0
400-482 Hazardous conditions (no fire)	11	0:06:14	0	0
500-571 Service call	54	0:06:08	1	0
600-672 Good intent call	64	0:03:18	1	0
700-751 and 7009 False alarm and false call	39	0:05:50	2	0
800-815 Severe weather and natural disaster	1	0:00:00	1	0

Total calls by incident type:

	Count	Aid given	Aid received	Exposures
111 Building fire	5	1	0	0
112 Fires in structure other than in a building	1	0	0	0
113 Cooking fire, confined to container	1	0	0	0
131 Passenger vehicle fire	3	0	0	0
140 Natural vegetation fire, other	1	0	0	0
142 Brush or brush-and-grass mixture fire	7	0	0	0
143 Grass fire	13	1	0	0
151 Outside rubbish, trash or waste fire	2	0	0	0
163 Outside gas or vapor combustion explosion	1	0	0	0
251 Excessive heat, scorch burns with no ignition	1	0	0	0
311 Medical assist, assist EMS crew	4	1	0	0
321 EMS call, excluding vehicle accident with injury	593	1	0	0
322 Vehicle accident with injuries	21	1	0	0
323 Motor vehicle/pedestrian accident (MV Ped)	1	0	0	0
324 Motor vehicle accident with no injuries	10	0	0	0
331 Lock-in (if lock out, use 511)	6	0	0	0
381 Rescue or EMS standby	1	0	0	0
412 Gas leak (natural gas or LPG)	5	0	0	0
424 Carbon monoxide incident	1	0	0	0
440 Electrical wiring/equipment problem, other	1	0	0	0
441 Heat from short circuit (wiring), defective/worn	2	0	0	0

Prepared: 4/23/14, 10:00:21

3/01/14 to 3/31/14

Program: FI263L

Total calls by incident type:		Count	Aid given	Aid received	Exposures
444	Power line down	2	0	0	0
500	Service Call, other	2	0	0	0
510	Person in distress, other	2	0	0	0
522	Water or steam leak	1	0	0	0
531	Smoke or odor removal	2	0	0	0
550	Public service assistance, other	1	0	0	0
551	Assist police or other governmental agency	3	1	0	0
552	Police matter	2	0	0	0
553	Public service	3	0	0	0
554	Assist invalid	29	0	0	0
561	Unauthorized burning	9	0	0	0
600	Good intent call, other	4	0	0	0
611	Dispatched & canceled en route	15	0	0	0
6111	Dispatched & canceled en route-EMS	14	1	0	0
622	No incident found on arrival at dispatch address	13	0	0	0
631	Authorized controlled burning	3	0	0	0
651	Smoke scare, odor of smoke	8	0	0	0
652	Steam, vapor, fog or dust thought to be smoke	1	0	0	0
661	EMS call, party transported by non-fire agency	1	0	0	0
671	HazMat release investigation w/no HazMat	5	0	0	0
700	False alarm or false call, other	8	2	0	0
731	Sprinkler activation due to malfunction	1	0	0	0
733	Smoke detector activation due to malfunction	1	0	0	0
735	Alarm system sounded due to malfunction	8	0	0	0
736	CO detector activation due to malfunction	4	0	0	0
741	Sprinkler activation, no fire - unintentional	2	0	0	0
743	Smoke detector activation, no fire - unintentional	6	0	0	0
745	Alarm system activation, no fire - unintentional	8	0	0	0
746	Carbon monoxide detector activation, no CO	1	0	0	0
800	Severe weather or natural disaster, other	1	1	0	0

Total calls by district:		Count	Arson
001	District One	147	0
002	District Two	164	0
003	District Three	76	0
004	District Four	91	0
005	District Five	192	0
006	DISTRICT SIX	147	0
010	Outside City Area	23	0

Total calls by station:		Count	Aid given
001	Station #1	174	0
002	Station #2	152	0
003	Station #3	91	1
004	Station #4	98	4
005	Station #5	177	1
006	Station #6	148	4

Total calls by shift:		Count
001	A Platoon	275
002	B Platoon	295

Total calls by shift:

003	C Platoon	Count	270
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Total calls by action taken:

00	Action taken, other	Count	11
11	Extinguishment by fire service personnel		24
14	Contain fire (wildland)		1
16	Control fire (wildland)		1
21	Search		1
22	Rescue, remove from harm		2
30	Emergency medical services, other		14
31	Provide first aid & check for injuries		40
32	Provide basic life support (BLS)		35
33	Provide advanced life support (ALS)		534
40	Hazardous condition, other		1
52	Forcible entry		4
63	Restore fire alarm system		2
70	Assistance, other		6
71	Assist physically disabled		27
73	Provide manpower		7
74	Provide apparatus		1
75	Provide equipment		2
76	Provide water		1
80	Information, investigation & enforcement, other		1
81	Incident command		3
85	Enforce codes		1
86	Investigate		79
87	Investigate fire out on arrival		7
90	Fill-in, standby, other		1
92	Standby		5
93	Cancelled en route		29

Apparatus totals:

Apparatus	Emergency responses	Average per day	Non-emergency responses	Average per day	Total responses	Average per day	Average turnout	Average response
BT1	16	.51	2	.06	18	.58	0:01:10	0:06:50
BT2	16	.51	4	.12	20	.64	0:00:26	0:06:52
BT3	11	.35	4	.12	15	.48	0:01:23	0:06:40
BT4	13	.41	2	.06	15	.48	0:00:33	0:06:41
BT5	7	.22	1	.03	8	.25	0:00:33	0:02:09
BT6	13	.41	1	.03	14	.45	0:00:59	0:08:11
E1	126	4.06	17	.54	143	4.61	0:01:15	0:05:17
E2	123	3.96	14	.45	137	4.41	0:01:05	0:06:19
E3	62	2.00	9	.29	71	2.29	0:01:19	0:06:03
E4	76	2.45	4	.12	80	2.58	0:01:17	0:07:20
E5	147	4.74	12	.38	159	5.12	0:00:53	0:04:26
E6	113	3.64	13	.41	126	4.06	0:01:23	0:06:05
FD211	15	.48	3	.09	18	.58	0:01:32	0:08:37
FD311	1	.03	0	.00	1	.03	0:00:00	0:00:03
FD312	14	.45	5	.16	19	.61	0:00:36	0:06:00
FD314	9	.29	1	.03	10	.32	0:00:54	0:13:06
LAD1	20	.64	3	.09	23	.74	0:02:38	0:10:05

Apparatus totals:

Apparatus	Emergency responses	Average per day	Non-emergency responses	Average per day	Total responses	Average per day	Average turnout	Average response
RES1	18	.58	4	.12	22	.70	0:01:11	0:08:41
SQD1	163	5.25	13	.41	176	5.67	0:01:26	0:05:54
SQD2	139	4.48	19	.61	158	5.09	0:01:09	0:06:24
SQD3	78	2.51	8	.25	86	2.77	0:01:21	0:06:01
SQD4	87	2.80	2	.06	89	2.87	0:01:25	0:07:45
SQD5	161	5.19	11	.35	172	5.54	0:01:05	0:04:53
SQD6	129	4.16	17	.54	146	4.70	0:01:16	0:05:52
TFD27	0	.00	2	.06	2	.06	0:00:02	0:14:12

Fire incidents with dollar loss:

Incident ID	Date	Description	Dollar loss	Dollar value
2014-0001794-000	3/03/14	Building fire 21280 E 48TH ST, BROKEN ARROW, OK, 74014	25,000	70,000
2014-0001897-000	3/06/14	Passenger vehicle fire 11867 E 61ST PL, BROKEN ARROW, OK, 74012	4,500	4,500
2014-0001943-000	3/07/14	Brush or brush-and-grass mixture fire INTR OMAHA & S 209TH AVE	2	2
2014-0002003-000	3/10/14	Grass fire 10301 S GARNETT RD, BROKEN ARROW, OK, 74011	2	2
2014-0002021-000	3/11/14	Grass fire 1024 W MADISON ST, BROKEN ARROW, OK, 74012	2	2
2014-0002047-000	3/11/14	Brush or brush-and-grass mixture fire INTR HIGHWAY 51 & E HOUSTON ST	2	2
2014-0002053-000	3/12/14	Grass fire 8301 S 8TH ST, BROKEN ARROW, OK, 74012	2	2
2014-0002054-000	3/12/14	Brush or brush-and-grass mixture fire 13185 S LYNN LANE RD, BROKEN ARROW, OK, 74011	2	2
2014-0002064-000	3/12/14	Grass fire 5800 S 257TH AVE, WAGONER COUNTY, OK, 74014	2	200,001
2014-0002093-000	3/13/14	Building fire 917 W LANSING ST, BROKEN ARROW, OK, 74012	3,000	150,000
2014-0002145-000	3/14/14	Grass fire 1600 W UNION CT, BROKEN ARROW, OK, 74011	2	2
2014-0002168-000	3/15/14	Fires in structure other than in a building 1217 N 31ST ST, BROKEN ARROW, OK, 74014	2	50,001
2014-0002240-000	3/18/14	Grass fire 14901 S 129TH AVE, TULSA COUNTY, OK, 74011	2	100,001
2014-0002267-000	3/19/14	Outside gas or vapor combustion explosion 7417 S GUM AVE, BROKEN ARROW, OK, 74011	2	200
2014-0002301-000	3/20/14	Brush or brush-and-grass mixture fire 15101 S 129TH AVE, TULSA COUNTY, OK, 74011	2	450,000
2014-0002323-000	3/21/14	Brush or brush-and-grass mixture fire INTR 61ST & S 321ST AVE	2	2
2014-0002379-000	3/24/14	Natural vegetation fire, other 1101 S LIONS AVE, BROKEN ARROW, OK, 74012	2	2
2014-0002384-000	3/24/14	Passenger vehicle fire 5 MUSKOGEE TURNPIKE, BROKEN ARROW, OK, 74014	3,100	3,100
2014-0002386-000	3/24/14	Grass fire 2914 N JUNIPER CT, BROKEN ARROW, OK, 74012	2	2
2014-0002419-000	3/25/14	Brush or brush-and-grass mixture fire	2	30,000

Prepared: 4/23/14, 10:00:21

3/01/14 to 3/31/14

Program: FI263L

Fire incidents with dollar loss:

			Dollar loss	Dollar value
	3000 W NEW ORLEANS ST, BROKEN ARROW, OK, 74012			
2014-0002431-000	3/26/14 Outside rubbish, trash or waste fire		2	2
	3100 W NEW ORLEANS ST, BROKEN ARROW, OK, 74012			
2014-0002442-000	3/26/14 Brush or brush-and-grass mixture fire		2	2
	1119 N HIGHLAND DR, BROKEN ARROW, OK, 74012			
2014-0002463-000	3/27/14 Cooking fire, confined to container		210	225,000
	1108 N 80TH ST, BROKEN ARROW, OK, 74014			
2014-0002470-000	3/27/14 Grass fire		2	200,001
	3601 S 273RD AVE, WAGONER COUNTY, OK, 74014			
2014-0002486-000	3/28/14 Passenger vehicle fire		601	2,200
	1000 W BOISE CIR, BROKEN ARROW, OK, 74012			
2014-0002496-000	3/29/14 Grass fire		2	2
	7704 E FT WORTH ST, BROKEN ARROW, OK, 74014			
2014-0002498-000	3/29/14 Grass fire		2	2
	7522 S SHELBY LN, WAGONER COUNTY, OK, 74014			
2014-0002499-000	3/29/14 Grass fire		2	2
	1101 W HOUSTON ST, BROKEN ARROW, OK, 74012			
2014-0002501-000	3/29/14 Outside rubbish, trash or waste fire		2	2
	7500 S 321ST AVE, WAGONER COUNTY, OK, 74014			
2014-0002514-000	3/30/14 Building fire		60,000	60,000
	INTR 141ST & S 193RD AVE			
2014-0002515-000	3/30/14 Building fire		250,000	250,000
	12356 S 305TH AVE, WAGONER COUNTY, OK, 74014			
2014-0002528-000	3/30/14 Building fire		165,000	450,000
	6911 S 219TH AVE, WAGONER COUNTY, OK, 74014			
2014-0002532-000	3/30/14 Grass fire		2	4
	39000 E 71ST ST, WAGONER COUNTY, OK, 74014			
2014-0002553-000	3/31/14 Grass fire		2	200
	INTR CREEK TURNPIKE & S ELM PL			
	Totals:	34 incidents	511,461	2,245,240

INTEROFFICE MEMO

To: Thomas M. Moton, Jr., City Manager
From: Anthony Daniel, Utilities Director *AD*
Date: April 21, 2014
Re: Utilities Department Monthly Report – March 2014

	Mar. 2014	Mar. 2013	% Change
Water Purchased and Distributed			
OOWA – Water Purchased	306 MG	248 MG	23.4 %
Water – Sold	222 MG	208.8 MG	6.3 %
Wastewater Treated			
Lynn Lane Plant	126.7 MG	123.9 MG	2.2 %
Haikey Creek Plant (BA)	142.7 MG	152.3 MG	-6.3 %
Haikey Creek Plant (Tulsa)	174.1 MG	167.3 MG	4.0 %
Water Distribution			
Tap and Meter Sets	38	41	- 7.9 %
Meters Repaired/Replaced	37	91	-59.4 %
Line Locates Done	436	216	50.5 %
Service/Meter Leaks	46	224	-79.5 %
Distribution Leaks Repaired	11	16	-31.2 %
Fire Hydrants Repaired/Replaced	13	20	-35.0 %
New Water Line Installed	422 lf	128 lf	69.7 %
Sanitary Sewer Collection			
Sewer Line Blockages	12	12	--- %
Sewer Line Cleaned	6250 lf	900 lf	85.6 %
Sewer Line Repaired	4 lf	113 lf	-96.5 %
Line Locates Done	70	55	21.4 %
Sanitary Sewer Overflows	6	3	50.0 %
New Sewer Line Installed	250 lf	0 lf	--- %
Other			
Grease Traps Inspected	7		--- %



NTC - 4/25/14

City of Broken Arrow

MARY FALLIN
GOVERNOR

APR 23 2014

City Manager's Office

STATE OF OKLAHOMA
WATER RESOURCES BOARD

www.owrb.ok.gov

April 18, 2014

Mr. Craig Thurmond, Chairman
Broken Arrow Municipal Authority
PO Box 610
Broken Arrow, OK 74013

Re: Loan No. ORF-05-0006-CW, Broken Arrow Municipal Authority, Tulsa County

Dear Mr. Thurmond:

We are pleased to notify you that the Oklahoma Water Resources Board successfully refunded the bonds to which your loan is pledged. Through the refunding, we were able to save you \$479,573.00 over the remaining term of the loan. We hope that these savings will help you in your continued effort to serve your community.

Your new amortization schedule is attached. If you need further assistance with your loan, don't hesitate to contact your loan analyst, Andrew Allen, or me at (405)530-8800.

Sincerely,

Joe Freeman, Chief
Financial Assistance Division

cc: Thom Moton, City Manager

Enclosure

Oklahoma Water Resources Board

Project: Broken Arrow Municipal Authority - Increase the design flow of the
Lynn Lane WWTP
Account Number: ORF-05-0006-CW

Clean Water
SRF
at 3.100%
For 15 Years
From
09/15/2009 To
03/15/2024

Payment Date	Interest	Admin	Principal	Principal Balance Outstanding
				\$9,872,884.78
09/15/2014	107,247.84	24,682.21	422,786.07	\$9,450,098.71
03/15/2015	99,564.69	23,625.25	431,926.16	\$9,018,172.55
09/15/2015	95,887.69	22,545.43	436,328.52	\$8,581,844.03
03/15/2016	88,838.90	21,454.61	444,719.89	\$8,137,124.14
09/15/2016	84,177.52	20,342.81	450,288.24	\$7,686,835.90
03/15/2017	76,513.92	19,217.09	459,408.57	\$7,227,427.33
09/15/2017	72,086.57	18,068.57	464,701.88	\$6,762,725.45
03/15/2018	64,433.20	16,906.81	473,811.86	\$6,288,913.59
09/15/2018	59,612.60	15,722.28	479,572.11	\$5,809,341.48
03/15/2019	51,969.81	14,523.35	488,671.41	\$5,320,670.07
09/15/2019	46,743.49	13,301.68	494,913.39	\$4,825,756.68
03/15/2020	39,462.91	12,064.39	503,586.12	\$4,322,170.56
09/15/2020	33,472.25	10,805.43	510,734.06	\$3,811,436.50
03/15/2021	25,851.60	9,528.59	519,810.98	\$3,291,625.52
09/15/2021	10,219.55	8,229.06	536,618.00	\$2,755,007.52
03/15/2022	.00	6,887.52	548,293.71	\$2,206,713.81
09/15/2022	.00	5,516.78	549,552.15	\$1,657,161.66
03/15/2023	.00	4,142.90	551,008.18	\$1,106,153.48
09/15/2023	.00	2,765.38	552,352.74	\$553,800.75
03/15/2024	.00	1,384.50	553,800.75	\$0.00



April 23, 2014

Mrs. Erika Woods
1820 E. Jacksonville St.
Broken Arrow, OK 74012

Dear Mrs. Woods,

I am in receipt of your letter, dated April 21, 2014. First and foremost, please accept my condolences on the loss of your husband.

It is my understanding, from your letter, that you are awaiting the death certificate from the Tulsa County Medical Examiner's (ME) Office; unfortunately, this office does not have jurisdiction to obtain this type of information from the ME's office as they fall under the jurisdiction of Tulsa County. However, we did place a call to their offices and received the following information:

- A point of contact at the Medical Examiner's Office is Kelly Farrar, Supervisor-Tulsa Office, 918-582-0985. She advised that this is currently an Active Case/Still Under Investigation.
- The average length of time to receive the ME's Report is 4 months and can be as long as 6-8 months.
- Broken Arrow Police Department Records Division Supervisor, Tanya Dauer, advised that you can go to the Police Department and complete an Open Records Request to obtain a copy of the Police Report (# 13-8611); she stated there are some insurance companies who will accept a copy of a Police Report, pending availability of a Death Certificate.

I hope this information is helpful to you. If my office can be of any further assistance, please call (918) 259-2400 and we will do our best to assist you in any way possible.

Yours Truly,

Thomas M. Moton, Jr.
City Manager

City of Broken Arrow

APR 21 2014

City Manager's Office

→ Jeff - draft letter for me to
sign acknowledging receipt of letter
& that explains NE as under

1820 E Jacksonville St
Broken Arrow, OK 74012
April 17, 2014

Mayor Craig Thurmond
220 S First St
Broken Arrow, OK 74012

Tulsa County jurisdiction.

However, will contact

T-C to inquire about status

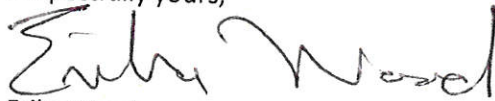
to aid Mr. Thur. Please call T-C NB.

J.M. 4/22/14

Dear Mayor Thurmond,

I am writing in hopes that someone can help me. I am a 40 year old widow with a 9 year old daughter. Our world was devastated on Friday, December 20, 2013, the day that my 44 year old husband, who was a Gulf War veteran, died. Since then, we have been patiently waiting on a death certificate so that we may have closure, as well as settle several financial issues. In fact, this Easter will be the 4 month anniversary of my husband's death, and I have yet to receive a death certificate. The medical examiner's office has given me absolutely no explanation other than they are still waiting on a cause of death. I am a Registered Respiratory Therapist and realize that medical test can take time. However, this has become excruciating. If there is any way you may offer your assistance with this matter, my daughter and I would be eternally grateful. Thank you so very much for taking the time to read my letter.

Respectfully yours,



Erika Wood



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

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

Date: **4-23-14**

Subject: **Prescription Drug Drop Off Event**

Authority/Title: Lisa Ford

Phone Number: 918-451-8213/918-693-9917 (mobile)

WHO: **Broken Arrow Police Department**

WHAT: **Dispose of Your Unused/Expired Prescriptions**

If these items are submitted in the original containers personal information should be crossed off. If this is not possible, submit the medication in clear bags. Medication could be current or expired unwanted/no longer needed medications.

We will not accept IV bags, needles, bloody or infectious waste, pharmaceutical waste not generated by households, radioactive pharmaceuticals or vaccines.

WHEN: Friday, April 25th
9:00-2:00

WHERE: **Broken Arrow Community Center**
BAPD Booth inside in conjunction with the Broken Arrow Seniors Health fair
1500 S Main St
Broken Arrow, Ok

WHY: A vast array of pharmaceuticals—including antibiotics, anti-convulsions, mood stabilizers and sex hormones—have been found in the drinking water supplies of at least 41 million Americans, according to an Associated Press investigation.

The Broken Arrow Police Department wants to keep dangerous pills out of the hands of minors and out of our water supplies.



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

Press Release No. **PIO-14-13**

Date: **4-23-14**

Subject: **Free Document Shredding Event**

Authority/Title: Lisa Ford

Phone Number: 918-451-8213

WHO: Broken Arrow Police Department and American Document Shredding presents:

WHAT: Free Document Shredding Event

WHEN: Friday, April 25th
9:00-2:00

WHERE: Broken Arrow Community Center
During the Broken Arrow Seniors Health Fair
In the Parking lot (West Side)
1500 S Main St
Broken Arrow, Ok

WHY: Identity theft and fraud crimes are on the rise. The City of Broken Arrow wants to help you avoid becoming a victim of identity theft and fraud by keeping your personal information away from the hands of thieves. One of the methods thieves use to steal your information is combing through recycling and garbage for sensitive information that has been thrown away. The Broken Arrow Police Department recommends and encourages citizens to use a shredder (preferably cross-cut) for sensitive documents, such as credit card statements, financial statements, pre-approved credit card offers, old IRS tax forms, bank checks, household bills, etc.

If you can't make this drop off you can take items to be shredded to Gatesway Foundation 9:00-4:00 Monday-Friday free of charge located at 116 W. Commercial Street (look for the "Paper Chase" sign). Their contact number is 918-258-2525.

3. SPECIAL EVENTS / ACTIVITIES



Broken Arrow Public Schools
cordially invites you to a reception in memory of

Mr. Philip Tucker

Former Haskell Middle School Principal

Thursday, May 15, 2014
4:00 p.m. – 5:00 p.m.

Central on Main
210 North Main
Broken Arrow, Oklahoma

*Please join us, along with Mr. Tucker's family and
friends, as we dedicate a portrait in honor of his
service to the students of
Broken Arrow Public Schools*

RSVP to Kerrie Dodwell at kldodwell@baschools.org
Or call 918-259-5767 by Friday, May 9