

*INTEROFFICE MEMO
Office of the City Manager*

To: Honorable Mayor and City Councilors
From: Russell Gale, Acting City Manager
Date: July 25, 2014
Re: Notes to Council

1. STAFF REPORTS / ITEMS REQUIRING IMMEDIATE ATTENTION

- Press Release: City Appoints Acting City Manager
- Acknowledgment letter to OWRB concerning an audit

2. GENERAL CORRESPONDENCE / NOTIFICATION

- News Articles Concerning Sales Tax for Guthrie and Bartlesville
- BAPD Month in Review – July 2014

3. SPECIAL EVENTS / ACTIVITIES

- N/A

Respectfully submitted,


Russell Gale

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Attachments

1. STAFF REPORTS / ITEMS REQUIRING IMMEDIATE ATTENTION



Contact: Krista Flasch
Director of Communications
City of Broken Arrow
Phone: (918) 259-2400, ext. 5309
Mobile: (918) 409-7771
Fax: (918) 259-8226

Russell Gale, Human Resources Director, Named Acting City Manager
City Council Accepts Resignation of Thom Moton

Broken Arrow, Okla. (7/21/2014) – The City Council tonight appointed Russell Gale as Acting City Manager, after accepting the resignation of City Manager Thom Moton, effective July 21, 2014.

“After careful consideration, I have decided to resign as City Manager in order that I may pursue other employment opportunities and to spend more time with my family,” said Moton. “I am deeply appreciative of the Mayor and City Council for providing me the privilege and honor of serving the Broken Arrow community. I will take with me many fond memories of our collective successes.”

Moton became Broken Arrow City Manager in November 2012. He had previously worked in Greenville, North Carolina as Assistant City Manager. Under Moton’s tenure, the City of Broken Arrow opened the new Public Safety Complex, finished construction of a state-of-the-art water treatment plant, implemented a Streets Preservation Program, and completed both a comprehensive utilities cost of service study and Strategic Action Plan that establishes a road map for activities and initiatives for the City.

"I appreciate the efforts of the City Manager to help implement a number of initiatives and programs for Broken Arrow, including the Strategic Plan. I believe that Thom's knowledge of municipal government helped the City focus on best practices. We wish him well in his future endeavors," said Mayor Craig Thurmond.

Gale assumes duties as Acting City Manager immediately. For more information, contact Krista Flasch, kflasch@brokenarrowok.gov or 918-409-7771.

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July 21, 2014

Mr. Andy Allen
Financial Loan Analyst
Oklahoma Water Resources Board
3800 N. Classen Blvd
Oklahoma City, OK 73118

Dear Mr. Allen,

Thank you for your letter dated July 10, 2014 notifying the Broken Arrow Municipal Authority of the need for a Single Audit as the Authority has received over \$500,000 in Federal Funding for the year ending June 30, 2014 and the deadline for this audit. Additionally, thank you for the CFDA Title, CFDA Number and Federal Funds Withdrawn related to the Authority's loan ORF-11-0006-DW with the Water Resources Board. We will provide a copy of this letter to our auditors, Arledge & Associates for their information in performing the Single Audit.

Sincerely,

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

Thomas M. Moton, Jr. ICMA-CM
City Manager/Trust Manager

City of Broken Arrow
Broken Arrow Municipal Authority

CC: Tom Caldwell, Director of Finance
Jeff Jenkins, Assistant City Manager

2. GENERAL CORRESPONDENCE / NOTIFICATION



INTEROFFICE MEMO

To: Honorable Mayor and City Councilors
From: Jeff Jenkins, Assistant City Manager
Date: July 24, 2014
Re: News Articles: Sales Tax

Please find the attached two news articles concerning sales tax propositions for the Cities of Guthrie and Bartlesville.

Respectfully submitted,

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

Jeff Jenkins

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Attachment

City of Guthrie proposes increased sales tax

City loses police officers due to low salaries

Published 7:21 PM CDT Jul 11, 2014



[VIEW LARGE](#)

PHOTOS

GUTHRIE, Okla. —City leaders are hoping to gain voter support moving toward Aug. 26. Guthrie will hold an election and ask for a 1 percent sales tax beginning January 2015.

If approved, the tax would raise the current city sales tax rate from 3 percent to 4 percent -- a total of one penny per dollar spent.

“We are really struggling here,” said Guthrie Police Chief Damon Devereaux. “If they do decide to vote for it, the city will use this tax money in the very best interest of the community.”

Devereaux said the money would be used in part to increase salaries of civil service employees at the police department and the fire department.

“The increase would help make our positions more attractive,” he said.

City leaders said they have a difficult time retaining police officers and firemen.

“We train them and then after a year they go to another city,” Devereaux said. “It’s hard to compete when they can drive 15 minutes down the road and make two times as much.”

A study conducted by the city of Guthrie found that police and fire department workers make on average 20-40 percent less than nearby cities with similar employment opportunities.

“It’s a constant battle,” Devereaux said. “We want to maintain Guthrie’s community feel, but it’s hard to be competitive. If this sales tax passes, it could help.”

City officials said 50 percent of the money collected from the sales tax would be used for capital items, such as roads, water infrastructure, sidewalks, beautification and other city services.

The other 50 percent would be dedicated toward compensation for all employees, including dispatchers, firefighters, mechanics and other city employees.

For more information on the proposed sales tax increase visit the city’s website.

Read more: <http://www.koco.com/news/city-of-guthrie-proposes-increased-sales-tax/26917080#ixzz38Phx25GD>

Posted May 20, 2014 - 12:06pm

Sales tax increase proposed



By Kelcey King

kking@examiner-enterprise.com

A sales tax increase, a citywide hiring freeze and the closure of Sooner Pool on weekends may be needed to adjust for an anticipated zero budget growth in fiscal year 2014-15, according to city officials.

The Bartlesville City Council met Monday night to discuss major budget items, including sales tax estimates and personnel, among others. The budget for the current year was based on a predicted 1 percent increase that did not occur, leaving the city with a shortfall. The budget for the upcoming year projects zero growth.

According to City Administrative Director/CFO Mike Bailey, the general fund is expected to finish 1.2 percent below last fiscal year — \$363,549 below budget estimates. Bailey said several measures have been included in the budget to adjust for the lack of growth, but that a long-term solution could be found in a 1/2 percent sales tax increase.

“Obviously, sales tax has declined this fiscal year. It’s sort of a good news situation — as good as a decline can be. It appears that the decline is related to business spending in fiscal year 2012 and 2013,” said Bailey. “Since that is the case, we as staff are comfortable in assuming that we’ve established a new base line. We’re not anticipating any further declines going into next year, but we’re also not anticipating any growth. The budget is built with the assumption of zero growth and sales tax based off of visitors’ actions.”

The city’s sales tax is currently 8.5 percent. The proposed increase would bring the tax to 9 percent. The council cannot approve a tax increase but rather can call for an election for the issue to be decided by voters.

Bailey said that while it is apparent a sales tax increase is necessary, the budget is based on currently authorized revenues and does not include a sales tax increase.

“We put together the budget based on what we have available right now. However, it has become more and more apparent over the last several years that a sales tax increase will be necessary, not only to restore operations to the levels that they were before the recession, but just simply fund the existing budget ... When expenses grow and revenues stagnate, then something has to give,” he said.

According to Bailey, the last sales tax increase was passed in 1987.

Bailey said Internet sales tax issues are a “large part” of why sales tax has not remained steady with inflation.

“Recently, (sales tax) has not kept pace with inflation,” he said. “I think a large part of that is due to Internet sales tax, as well as leakage, I’m sure, through the north Tulsa area. But I would suspect that a greater portion of it, at this point, is online sales.”

To combat this, the city is requesting a 1/2 percent tax increase for five years. Bailey said this increase would generate approximately \$2.5 million annually.

“If we put that out for five years with a sunset, if Internet sales tax is fixed in the meantime, that could either be repealed or reduced based on the amount of additional revenues that we get through internet sales tax,” said Bailey.

The city also plans to analyze utility rates, though Bailey said no rate increases are proposed at this time.

Personnel is the city’s largest expense, according to Bailey. A citywide hiring freeze is in order that consists of 1.5 full-time parks department employees; three full-time police officers, three full-time firefighters and one full-time building and neighborhood services employee.

Vice Mayor Ted Lockin assured these are positions that were existing vacancies, such as retirements, and that no jobs would be lost.

“Nobody is losing their job. These are people retiring, etcetera, and ... as of now we’re freezing their positions. But nobody’s lost their job,” Lockin said.

A total of 1.5 full-time employees from the parks department will fill vacancies for the water department at no additional cost to the water department.

Bailey said positions for eight sanitation workers have been eliminated. He said these were vacant positions that were created but are no longer needed due to the transition in sanitation operating system.

The council also discussed the possibility of closing Sooner Pool on weekends — a move that was met with criticism from at least three citizens.

“The news that Sooner Pool was going to be closed on weekends has enlisted three phone calls to me,” said Mayor Tom Gorman said. “It’s interesting, and it’s a small portion of the budget, but I wonder if we’ve reached out to friends of the pool?”

According to City Manager Gordon, approximately 37 people attend the pool on Saturdays, while as low as three attend on Sundays. Closing the pool on both these days would result in savings of \$3,000 per year, he said.

Mayor Tom Gorman suggested that the pool stay open at least one day each weekend — preferably on Saturdays — after receiving calls from citizens. Closing on Sundays only would save the city \$1,500, officials say.

Members of the council agreed that closing on Sunday would be a fair compromise, with the addition of reaching out to a “friends of the pool” group for funding.

No action was taken on the budget during the meeting. A public hearing for the public to weigh in on budget issues will be held June 2. The 2014-15 fiscal year begins July 1.

The Council also addressed Capital Improvement Program projects recommended for funding. Items included:

- \$7.5 million in street improvements, including Hillcrest Drive between the Caney River Bridge and 18th Street
- \$2.3 million in park improvements, including Price Field improvements, the Johnstone Park Skate Park expansion and improvements to Pathfinder Trail and M.J. Lee Lake trail and facility

- \$770,000 for a curved roof replacement at the Bartlesville Community Center
- \$2.2 million for storm drain improvements in the downtown area
- and \$1.8 million for equipment and vehicle replacement.

CIP projects are funded through the 1/2-cent CIP sales tax. Estimated collection for the period is \$21,105,148.

In other business, the Council approved a merger between the Bartlesville Development Corporation and the Bartlesville Development Authority. The item, originally placed in the consent agenda, was removed from the consent agenda and voted on separately, per Lockin's request.

BDC President/CEO David Wood, who was in attendance at the meeting, explained that this merger will remove an unnecessary step in the corporation's process that "adds no value."

The new entity will be called the Bartlesville Development Authority.

To: Russell Gale, Acting City Manager

From: David N. Boggs, Chief of Police 

Date: July 23, 2014

Re: BAPD Month in Review – July 2014

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- Thanks to everyone who pitched in to make Rockets Over Rhema another successful event. Your efforts are appreciated. Special thanks go out to Capt. Walls who volunteered to serve as OIC and to Sgt. Ferguson who did a tremendous amount of planning and organizational work. Also, thanks to those of you who voluntarily came forward to work the event. There was also a robust response from the Police Reserves.
 - Applications Now Being Accepted for Broken Arrow Citizens Police Academy Class that will be held this fall, Class start date: September 2, 2014 thru November 11th, 2014.
 - Officers and Reserve Officers worked the Taste of Summer event on July 9th.
 - Property room, We were finally able to clear out 147 items out of the property room of seized items related to our Reserve Center arrest from last year. Sgt. Hughes, Cynthia Kramme, and Officer Bross are currently working on a court order to clear our hundreds of additional items via property.com.
 - DEA Task Force Officers, along with TPD, BIA and TCSO served numerous search warrants garnered through their TIII investigation on the morning of July 10. Detectives have completed their DEA security clearance and are fully functional in their new roles. DEA Task Force Officers have been making undercover purchases of potpourri (K2) throughout the Northern District this week in an ongoing case.
 - On Sunday, July 13, 2014, Investigators assisted with a Rape/Domestic investigation in the 300 block of S. 5th Place. The live-in girlfriend reported that she was raped and assaulted by her intoxicated boyfriend. She arrived home and he was upset with her, accusing her of cheating on him. He confessed to the crimes
 - On Monday, July 14, 2014, Investigators were first on scene of a robbery at Walgreens, 701 W. Houston. A male wearing a mask, entered the building and ran to the pharmacy where he produced a gun and demanded Lortab. He was given several bottles and he left the area. He was only inside the business for approximately 30 seconds.

- On July 3rd at 0401 hrs., we received a call from the QT at Kenosha/Olive for a robbery. They reported a black male, early-mid 20, goatee, black and grey hoodie came into the store and passed a note to the clerk. The clerk opened the drawer and gave him approximately \$130. No weapon ever shown, suspect left on foot. Det. O'Brien responded to the scene.
- K-9 teams Keech & Havoc as well as Baldwin & Jireh (J-eye-rah) completed training and deployed to 3rd Shift. K-9s "Dash" and "Ajo" began well deserved retirements.
- Golden did follow up on First Degree Burglary case 14-4121 taken on 7/5. Golden observed the suspect vehicle and conducted a traffic stop. During the stop Golden was able to identify and recover items taken in the burglary and also recovered a loaded .380 Kel Tec pistol that was hidden under the floor mat. The suspect was charged with KCSP AFCF, First Degree Burglary AFCF, Possession of Firearm AFCF, and DUS.
- Carr investigated Robbery w/Dangerous Weapon at Walgreen's, 701 W. Houston. An athletic, 600/180-200, male (possibly Caucasian based on the sound of his voice), burst into the store dressed in a black T-shirt, a dark blue hooded sweatshirt, black jeans, tan military boots, a solid blue (Blue Man Group style) face mask, and brown work gloves. The suspect sprinted to the pharmacy, used his gloved hand to hurdle the counter, and pointed a stainless Derringer type pistol at the pharmacist staff. When asked what he wanted, he stated "Lortab." The pharmacist pointed to it on the shelf, and the suspect helped himself to 4 bottles worth a total of \$1,400. The suspect then hurdled the counter again, and sprinted out of the store in a s/b direction. Prior to the robbery, a witness at Fox Run observed a dark colored hybrid style SUV drive slowly through the lot. The witness didn't see the vehicle park, but after the robbery, he saw the vehicle speed away and go n/b on Hickory just prior to police arriving on scene.
- On Saturday, ACO Boni and two volunteers attended Rock and Rescue at the Guthrie Green in Tulsa. We adopted out the dog of the week to a young couple. Boni did a great job of promoting our shelter and setting up the booth. Special thanks to Nicole and Aubrey for volunteering to help out at the event. 24 animals found homes during this event.
- ACO Jacobs received a citizen commendation this past week. The people had stopped to get a dog out of the road. ACO Jacobs responded to help. The citizen wrote, He made contact with us and was very professional. He was as concerned for the dog's well-being as we were. He placed the dog into the truck and told us that he would take him to the Shelter. It was not a high profile police matter. But, it certainly made us feel that the officers are as interested in BA's quality of life, as we are. We appreciate you and all of the officers daily efforts to make BA a better place. Way to represent Roger. Thank you, job well done.