

To: Honorable Mayor and City Councilors
From: Russell Gale, Acting City Manager
Date: August 1, 2014
Re: Notes to Council

1. STAFF REPORTS / ITEMS REQUIRING IMMEDIATE ATTENTION

- Letter to All City Employees Regarding the Search for a New City Manager
- DEQ Letter: Consent Order 12-122 -- Closed
- DEQ Letter: Consent Order 08-213 and Addendum A -- Closed

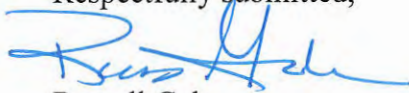
2. GENERAL CORRESPONDENCE / NOTIFICATION

- Press Release: Comment Period for BA Creek Preliminary Floodplain Map to End on July 31st
- Save the Date!! OML Annual Conference and Exposition
- Utilities Department Monthly Report -- June 2014
- Recreation, Parks, Cultural Affairs and Tourism Monthly Report -- June 2014
- Development Services Monthly Report
- Fire Department Monthly Report - June
- Letter from Broken Arrow Historical Society
- Award of CNG Conversion Give Away from Apache Corporation

3. SPECIAL EVENTS / ACTIVITIES

- August 2, 2014 10:00am Pre-Party in the Park National Night Out Kick-Off Shredding and Drug Drop Off Event
- August 13, 2014 11:15am August Forum Luncheon at Sponsored by the Broken Arrow Chamber of Commerce

Respectfully submitted,



Russell Gale

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Attachments

1. STAFF REPORTS / ITEMS REQUIRING IMMEDIATE ATTENTION

To: All City Employees
From: Russell Gale, Acting City Manager
Date: August 1, 2014
Re: Search for a New City Manager

The City Council on July 21, 2014 accepted the resignation of City Manager Thom Moton and appointed me as Acting City Manager.

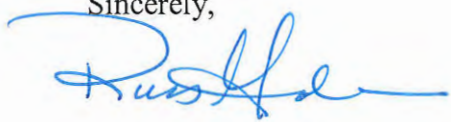
The staff will be assisting the City Council in the recruitment process for our next City Manager. Request for Proposals will be issued in the near future seeking proposals from executive search firms.

In the meantime, I want to assure you that it will be business as usual in the City of Broken Arrow. I am confident in the abilities of all City employees to carry on the day-to-day operations of the City and respond to citizen needs, as you have done so in the past.

Programs in place now will continue to move forward, such as the August 26 special election to decide on the 2014 General Obligation bond projects. This is a very important election, and I encourage you to visit the website to learn about all of the different projects on the ballot: www.BrokenArrowOK.gov/2014bond. Flyers and brochures have also been made available to each of the departments for you to review.

Thank you for your hard work during this time of transition. While Acting City Manager, I will be working out of the City Manager's Office in City Hall. Feel free to call or visit anytime. Please let me know if you have any questions.

Sincerely,



Russell Gale
Acting City Manager

JUL 25 2014

MARY FALLIN
Governor



SCOTT A. THOMPSON
Executive Director

OKLAHOMA DEPARTMENT OF ENVIRONMENTAL QUALITY

July 18, 2014

Craig Thurmond, Chairman
Broken Arrow Municipal Authority
c/o Thomas Moton, City Manager
City of Broken Arrow
220 South First Street P.O. Box 610
Broken Arrow, Oklahoma 74013

Re: Consent Order 12-122 -- Closed
OPDES Permit No. N/A
Facility No. B-20434

Dear Mr. Thurmond:

On December 5, 2012, the Department of Environmental Quality (DEQ) and Broken Arrow Municipal Authority (Authority) agreed to Consent Order 12-122 to address unpermitted discharges occurring in the Authority's collection system in the vicinity of the 300 block of South Poplar Avenue in the City of Broken Arrow.

On January 31, 2014, DEQ received correspondence from the Authority that stated all necessary construction associated with the Consent Order had been completed. The correspondence also stated that all the construction was completed using personnel from the City of Broken Arrow Utilities Department. The total material cost to address the unpermitted discharges identified in the Consent Order was \$15,664. A review of the Authority's self-reporting bypass forms shows that the violations cited in the Consent Order have been eliminated. Therefore, DEQ is closing Consent Order 12-122.

Should you have any questions concerning this letter, please contact Travis Archer, P.E., District Engineer, Municipal Wastewater Enforcement Section, at (405) 702-8109 or write to Mr. Archer at the letterhead address.

Sincerely,

A handwritten signature in black ink that reads 'Carl D. Parrott'.

Carl D. Parrott, P.E.
Division Engineer
Water Quality Division

CDP/TA/PR/md TM/CG/CE

cc: Anthony Daniel, Utilities Director, City of Broken Arrow
Chad Keller, ECLS, Tulsa DEQ Office
Rick Austin, Regional Manager, ECLS, DEQ





City of Broken Arrow

JUL 25 2014

SCOTT A. THOMPSON
Executive Director

OKLAHOMA DEPARTMENT OF ENVIRONMENTAL QUALITY

City Manager's Office MARY FALLIN
Governor

July 15, 2014

Craig Thurmond, Chairman
Broken Arrow Municipal Authority
c/o Thomas Moton, City Manager
City of Broken Arrow
P.O. Box 610
Broken Arrow, Oklahoma 74013

Re: Consent Order 08-213 and Addendum A – Closed
OPDES Permit Nos. OK0040053; OK0034363
Facility Nos. S-20409; B-20434

Dear Mr. Thurmond:

On October 21, 2008, the Department of Environmental Quality (DEQ) and Broken Arrow Municipal Authority (Authority) agreed to Consent Order 08-213 to address ongoing violations of State statutes and DEQ regulations stemming from unpermitted discharges from Authority's wastewater collection system. On October 26, 2011, DEQ and Authority agreed to amend Consent Order 08-213 with Addendum A.

On October 10, 2013, DEQ received correspondence from the Authority that included project acceptance letters and final payment records for each contract associated with the Consent Order. The total cost to address the unpermitted discharges identified in the Consent Order was \$5,172,614.35.

On February 26, 2014, DEQ sent a letter to the Authority requesting additional information regarding the method the Authority uses to identify and track unpermitted discharges from its wastewater collection system. The letter also requested that the Authority include how it identifies areas for additional collection system maintenance or replacement. In addition to this information, the letter requested a brief description of the actions taken by the Authority to eliminate the unpermitted discharges occurring at the lift station located at 900 West Quinton. The requested information was to be submitted to DEQ within thirty (30) days of receipt of the letter.

On March 26, 2014, Travis Archer, E.I., District Representative, Municipal Wastewater Enforcement Section, Water Quality Division, DEQ, met with Anthony Daniel, Utilities Director, City of Broken Arrow, to discuss the requested information. During the meeting, Mr. Daniel stated that the Authority would comply with the request; however, additional time to gather the information was needed. On March 28, 2014, DEQ received an electronic copy of a signed time extension request letter in an email from Mr. Daniel. The time extension request



stated that the information to address DEQ's February 26, 2014, letter would be submitted by April 18, 2014.

On April 9, 2014, DEQ sent a letter granting an extension for the requested response until April 18, 2014. On April 21, 2014, DEQ received the response. The response outlined initiatives taken by the Authority to closely track, determine the cause, and resolve issues regarding unpermitted discharges.

A review of the Authority's bypass reports and the documentation received show that the violations cited in the Consent Order have been eliminated and the Authority is now implementing a proactive approach in addressing unpermitted discharges. Therefore, DEQ is closing Consent Order 08-213 and Addenda, thereto. DEQ encourages the Authority to continue to implement and make adjustments as necessary to the Authority's newly-developed initiatives.

Should you have any questions concerning this letter, please contact Travis Archer, E.I., District Representative, Municipal Wastewater Enforcement Section, at (405) 702-8109 or write to Mr. Archer at the letterhead address.

Sincerely,



Carl D. Parrott, P.E.
Division Engineer
Water Quality Division

CDP/TA/PR/md TM/CG/CE

cc: Anthony Daniel, Utilities Director, City of Broken Arrow
Chad Keller, ECLS, Tulsa DEQ Office
Rick Austin, Regional Manager, ECLS, DEQ

2. GENERAL CORRESPONDENCE / NOTIFICATION



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

Comment Period for Broken Arrow Creek Preliminary Floodplain Map to End on Thursday, July 31

Broken Arrow, Okla. (7/29/2014) – Residents living in the Broken Arrow Creek watershed are encouraged to review preliminary FEMA floodplain map revisions before the public comment period closes on Thursday, July 31.

The Broken Arrow Stormwater Division is documenting historical information on how heavy rain events affect residents' properties in the Broken Arrow Creek area. All comments will be forwarded to FEMA and used to prepare the final map.

Residents may review a scanned copy of the preliminary map by visiting www.brokenarrowok.gov/bacreek. Larger paper copies of the maps are also available at the Broken Arrow Operations building, 485 N. Poplar Avenue.

Comments will be accepted in person at the Operations Building or by calling 918-259-7000 ext. 5414 until 4:00 p.m. on July 31. Comments may also be submitted online at www.brokenarrowok.gov/bacreek.

The City, in partnership with FEMA and the Oklahoma Water Resources Board, is preparing a new drainage study and FEMA floodplain map for Broken Arrow Creek and its tributaries, which have not been studied in detail since the late 1970's.

Property owners had the opportunity to preview preliminary FEMA floodplain map revisions during a flood risk review meeting at Northeastern State University on June 25. The FEMA mapping contractor provided additional time for residents to comment on the preliminary map.

###

SAVE THE DATE!!

**Oklahoma Municipal
League**

**Annual Conference
& Exposition**

September 23 – 25, 2014


Cox Convention Center • Renaissance Hotel • Oklahoma City

**PARTNERING 
FOR THE FUTURE
SUCCESS THROUGH COLLABORATION**

*Exhibit Hall Activities
Educational Sessions
Golf Tournament
Silent Auction
Networking Opportunities*

*Awards Ceremonies
Prizes, Prizes, Prizes
Poker Run
Food Drive....
and MUCH MORE!!!*

INTEROFFICE MEMO

To: Russell Gale, Acting City Manager
From: Anthony Daniel, Utilities Director 
Date: July 29, 2014
Re: Utilities Department Monthly Report – June 2014

| | June 2014 | June 2013 | % Change |
|--|-----------|---------------|----------|
| Water Purchased and Distributed | | | |
| OOWA – Water Purchased | 0 MG | 368.8 MG | --- % |
| Water – Sold | 314 MG | 293.0 MG | 7 % |
| [Verdigris WTP came on line April 10, 2014] | | | |
| Wastewater Treated | | | |
| Lynn Lane Plant | 132.5 MG | 133.0 MG | -.04 % |
| Haikey Creek Plant (BA) | 145.3 MG | 160.8 MG | -10 % |
| Haikey Creek Plant (Tulsa) | 178.6 MG | 180.9 MG | -1.3 % |
| Water Distribution | | | |
| Tap and Meter Sets | 53 | 42 | 20.8 % |
| Meters Repaired/Replaced | 222 | 73 | 304 % |
| Line Locates Done | 362 | 359 | 1 % |
| Service/Meter Leaks | 46 | 312 | -85.3 % |
| Distribution Leaks Repaired | 6 | 23 | -74 % |
| Fire Hydrants Repaired/Replaced | 22 | 64 | -65.6 % |
| New Water Line Installed | 0 lf | 0 lf | % |
| Fire Hydrants Exercised and Painted | 88 | Total to date | 298 |
| Sanitary Sewer Collection | | | |
| Sewer Line Blockages | 7 | 9 | -22 % |
| Sewer Line Cleaned | 800 lf | 14,475 lf | -94.5 % |
| Sewer Line Repaired | 4 lf | 0 lf | --- % |
| Line Locates Done | 76 | 78 | - 3 % |
| Sanitary Sewer Overflows Reported | 4 | 5 | -20% |
| New Sewer Line Installed | 0 lf | 0 lf | --- % |
| Other | | | |
| Grease Traps Inspected | 11 | Total to date | 51 |

To: Jeff Jenkins, Assistant City Manager
From: Scott Esmond, Director Recreation, Parks, Cultural Affairs & Tourism
Lori Hill, Director of Tourism *set*
CC:
Date: June 29th, 2014
Re: June 2014 Monthly Report

Please find enclosed the June 2014 Monthly Report for the Department of Recreation, Parks, Cultural Affairs & Tourism.

Please contact Lori Hill if you have any questions.

Encl: June 2014 Monthly Report



Recreation, Parks, Cultural Affairs & Tourism

June 2014 Monthly Report

DIRECTOR – SCOTT ESMOND

- Attended budget study session.
- Attended City Council meetings.
- Held weekly staff meetings with department managers.
- Participated in Lodging Tax meetings.
- Met with the Legal Department to discuss the Military History Museum's annual use agreement.
- Attended project review meetings.
- Attended the Strategic Planning session.
- Met with staff to discuss special events operations.
- Met to discuss possible donation of land by Wedgewood Park.



GENERAL

- June provided another record month for revenues. Total revenues were \$202,385, which exceeded budgeted revenues by \$48,564.
- The weather was very good for June as well as a strong tournament month with 429 more tournament rounds to budget.
- Total rounds for the month were 4,560, with a budget of 3,460.

YEAR END

- Overall Battle Creek Golf Club experienced its best financial fiscal year with over \$110K in Net Income. This was a result of several things coming together; a good business plan executed by the management team lead by Dee Roadman and Will Heffernan, along with the hard efforts of many dedicated Greenway Ambassadors of Fun. This was combined with exceptional course playing conditions aided by new renovated bunkers and good spring weather.
- The only real set back was the cost of water; which is something that will continue to increase in the future. Options are being drafted and will be presented to the City for consideration.
- On behalf of the owners of Greenway, we are very proud of the onsite and support teams at Greenway and the City for a terrific year.

GOLF OPERATIONS

- Many tournaments were hosted at the Club in June and the weekly Omni league every Wednesday night continued to great success.
- There were 649 tournament rounds to a budget of 220 rounds.
- Training of the Club's outside service staff continues on daily cart cleaning procedures as well as offering outstanding guest service to our patrons.
- In support of Greenway's "Fun Starts Now" initiatives developed to *Keep Fun Alive* at the club, a new program was implemented where staff members hand out a couple of fun certificates each day to different guests offering a free bag of range balls or a complimentary fountain drink in the grill. This has been well received by guests and empowers team members to promote fun and build repeat business for the Club.

COURSE MAINTENANCE

- June was a warm month with average highs in the mid 90's. The course received just over 5 inches of rainfall this month.

- The maintenance team did accomplish many tasks, along with the seasonal scheduled mowing's. The tasks include: Needle tining greens to improve air flow, spray post-emergent weeds, completed refurbishing the landscape areas on the west side of the clubhouse, sprayed fairways and tees with primo (a growth regulator to help reduce clipping yields), sprayed wetting agents on tees, fairways and high traffic areas to help the soil retain moisture better, irrigation repairs as needed, brush hogged native areas along the course, repaired some of the boards on the bridge on hole #9, sprayed greens with preventative fungicides as needed, continue to fertilize around bunkers to promote a healthier stand of Bermuda, fertilized the driving range, eradicate the weeds on the driving range, and hand water greens as needed.

GOLF ROUNDS MONTHLY SUMMARY

- June rounds were 1,100 more total rounds to budget and 170 more than last year.
- There were 239 more tournament rounds for the month compared to last year.

| <u>June Rounds</u> | <u>Budgeted</u> | <u>Prior Year</u> | <u>Actual</u> |
|---------------------------|------------------------|--------------------------|----------------------|
| PUBLIC ROUNDS | 820 | 718 | 744 |
| TOURNAMENT | 220 | 410 | 649 |
| MEMBER | 1,420 | 1,593 | 1,558 |
| BATTLE CARD | 295 | 340 | 317 |
| TWILIGHT | 445 | 890 | 751 |
| MISC. | 0 | 158 | 241 |
| MEMBER GUEST | 260 | 281 | 300 |
| TOTAL ROUNDS | 3,460 | 4,390 | 4,560 |

MONTHLY GROSS REVENUE

- June total revenue was \$200,195 for the month, which was \$48,564 more than budgeted revenues.

| | <u>June Budget</u> | <u>June Prior Year</u> | <u>June Actual</u> |
|----------------------------|---------------------------|-------------------------------|---------------------------|
| DUES & FEES | 30,800 | 26,637 | 34,860 |
| GREEN FEES | 50,199 | 61,227 | 73,468 |
| CART FEES | 17,626 | 22,162 | 25,537 |
| MERCHANDISE | 15,916 | 15,449 | 17,953 |
| OTHER GOLF COURSE SERVICES | 11,000 | 10,896 | 10,274 |
| FOOD & BEVERAGES | 26,090 | 33,575 | 38,103 |
| TOTAL REVENUE | 151,631 | 169,946 | 200,195 |

BANQUET FACILITY USAGE REPORT

| | Event | Total |
|---------|-------------------------------------|--------------------|
| 6/14/14 | Schuler Wedding | \$ 2,843.00 |
| 6/21/14 | Mary Hill Reception | \$ 1,450.00 |
| 6/22/14 | Sherri Doss Tasting | \$ 0.00 |
| 6/28/14 | Leslie Williams Wedding & Reception | \$ 2,090.27 |
| 6/29/14 | Miranda Dean Wedding & Reception | \$ 1,304.72 |
| | Total Banquet Revenue: | \$ 7,687.99 |

FOOD AND BEVERAGE

- Tournament season is here! This is a great time to perfect our tournament buffets and efficiency on providing great service to the tournament players whether it is during lunch, before play, or with our beverage cart service.

FUN IS GOOD

- During Father's Day, the Club offered a great lunch and golf combo. The Ambassadors of Fun staff thanked the golfers for spending Father's Day at Battle Creek. They handed out complimentary cans of soda to the kids and \$2 draft beers to the father's.

CULTURAL AFFAIRS & TOURISM

DIRECTOR - LORI HILL

- Continued to work with CivicPlus on Convention and Visitors Bureau website design. Finalized the layout and began uploading content.
- Attended the Texas Travel Industry Association Tourism College June 15th-20th.
- Attended the strategic planning meeting to Council on Saturday, June 21st.
- Met with Doug and Jill Pray to discuss potential car museum/event facility in Broken Arrow.
- Met with Assistant City Manager to discuss the hotel lodging tax proposition.
- Worked with David Blue regarding the cancellation of the Chalk It Up event being canceled.
- Worked with Broken Arrow Youth Baseball for welcome items for their tournament.
- Worked with Broken Arrow Girls Softball setting up speakers for their opening ceremonies and welcome booth for two tournaments.
- Met with Kelley Rash and Dr. Ed Huckey to discuss the Arts Center project.

- Worked with internal departments to discuss the power issue that took place on Main Street during the Summer Solstice event.
- Assumed duties of the website for updating community calendar events for Krista as she was out of office coordinating the ward meetings and water treatment plant opening.
- Worked with building maintenance to fix some of the issues with the military museum.
- Worked with Green Country Marketing Association for ads in several publications.
- Working with Broken Arrow Police Department to coordinate the online registrations for their annual motorcycle safety courses.

SPECIAL EVENTS – DAVID BLUE

- Tuesdays in the Park - setup and tear down, stage and sound system, for June 3rd, 10th, 17th, 24th. Average attendance was 600 per night.
- Onsite at the Farmers Market for a new music series Thursday Night LIVE! Average attendance was 25 people.
- Thursday Night Theatre - setup and tear down, movie screen and sound, in Central Park. Average attendance was 250.
- Attended Downtown Advisory Board meeting to present upcoming events in The Rose District.
- Assisted with setup and worked Wine Eats and Easels event at the farmers market.
- Attended the wrap up meeting of Wine Eats and Easels.

FARMERS MARKET COORDINATOR – JUDY PRIETO

- Farmers Market partnered with the Laura Dester Shelter for “Plant a seed, save a child” on June 28th. This was combined with Local Food Week. Our event was included in their advertising campaign which distributed 50,000 postcards within Tulsa County and on their website.
- A & D Shanks Farm donated seeds and offered free zucchini to everyone who came.
- Channel 2, Channel 6, and Fox news attended. Broken Arrow Ledger did a story. Krista Flasch did a press release concerning the event.
- Foot traffic was approximately doubled during the event - about 1000.
- On June 21st, “Coffee House” style music began to play during the Farmers Market. Feedback from Facebook and the public has been very positive.
- Meet with Department of Agriculture representative about new market regulations.

- Worked with Oklahoma Department of Agriculture Food and Forestry (ODAFF) and printer on the design and printing of new banners for the Farmers Market and the Kid's Corner.
- Attended a free grant writing seminar.
- Worked the Farmers Market every Saturday during June.
- Continued to field phone calls, emails and Facebook requests for information on becoming a vendor, or answer many other questions that arose. This takes a considerable amount of time every week.
- Assisted vendors with needs/requests/complaints.
- Attended Oklahoma Food Policy council meeting on June 18th.
- Supplemental Nutrition Assistance Program (SNAP) update:
 - Broken Arrow is the first Farmers Market in the State to try to get farmers to apply individually as opposed to the whole market as one unit. There are several issues that need to be addressed.
 - In February the federal government introduced a 4 million dollar grant program to get farmers to sign up for SNAP nationwide. They offered a free Iphone and 2 years of data service. At first, it appeared like a very attractive program, but rolling it out has had its challenges:
 - The Iphone cannot be used as a telephone for 2 years; must be used as the terminal for payments. So the attraction of having a new phone is gone.
 - Some of the vendors report, they cannot get their phone calls or emails returned to get problems fixed.
 - The farmers receive conflicting information depending on who they speak with.
 - Equipment and payment account was supposed to be free 2 years. Now farmers must pay a licensing fee of over \$200 per year. Since the farmers do not want to incur this fee, the State is now looking into grants to cover the costs.
 - The equipment cannot process the Senior Nutrition Cards which is a vital part of the program.
 - Most of the farmers don't understand nor want to learn the technology.
 - Two vendors have applied; one has been approved, the other has been waiting for a response since mid-April.
- Created a voucher and contest for a free give away at the Farmers Market. This has been submitted to ODAFF and to our Legal Department for review.

RECREATION DIVISION

RECREATION MANAGER – THOR ROOKS

- Orientation was held for seasonal pool staff - reviewed Aquatic handbook and ExecuTime.
- Attended Risk Management and Legal orientation for seasonal staff.
- Held in-service meeting for seasonal staff.

- Pools opened June 2nd – attendance for Nienhuis Aquatic Facility 9,414 and Family Aquatic Center 5,133. These amounts include all paid admissions, punch passes and private party attendance for June.
- Interviews continued for Lifeguard positions.
- Meet with the seasonal supervisors after the first week of pools being opened.
- June 7th, the Girls Volleyball program kicked off the summer season with 79 participants.
- Updated/added selected staff as editors for Facebook pages.
- Dropped off and picked up tables for the Water Plant Grand Opening.
- Gathered information from the Broken Arrow Police Department and other municipalities regarding volunteer policies.
- Meet with, Tanner Wilburn, Nienhuis Park Center Supervisor, concerning the Fishing Derby hold on June 28th. The event had approximately 80 people. Donations of giveaways totaled \$400.
- Communicated with Broken Arrow Amateur Basketball Association in regards to the installation of height adjusters for the basketball goals at Central Park Community Center.
- Attended Strategic Planning results presentation to the City Council.
- Reviewed use agreements and completed a timeline for when renewal of contracts should be completed.
- Broken Arrow Youth Football had a specialty camp for defensive backs ran by a national organization. Eight participated, cost was \$400 per camper – only one Broken Arrow resident participated.
- Attended the Battle Creek Golf Course contract negotiation/debriefing.
- 127 people took advantage of the earlier opening hours at Nienhuis Park Community Center; from 11A to 1P during the month of June.

RAY HARRAL NATURE CENTER – JOHNNY KOESTER

- 10 tours were given.
- 28 patrons from the Methodist Church attended a class on snakes.
- Ray Harral Nature Center was closed for one week; due to vacation.
- Released a turtle and catfish back to their natural habitat.
- Began building a replica of the Nature Center and park area for patrons to view and see the layout before going on a tour.
- Approximately 250 people visited the Ray Harral Nature Center during June.

PARKS MAINTENANCE DIVISION

PARKS MAINTENANCE MANAGER – PHIL HINK


- Attended Department staff meetings.
- Monitored ongoing park construction projects:
 - Broadway Streetscaping – monitor irrigation and landscape removals during the construction process. Met with Construction inspector and contractor to discuss irrigation design and installation for this project.
 - Farmers Market parking lot- monitor installation of waterlines for future irrigation installation.
 - Indian Springs Sport Complex (ISSC) soccer replacement restroom- 95% complete- waiting on final hardware detail to be completed.
 - Central Park sports courts- demolition has been completed and grading has begun.
- Attended pre-construction meeting for replacement of the Camino Villa clubhouse.
- Completed FMLA paperwork as required for division personnel.
- Monitored contract pond maintenance activities on 5 park sites and 2 Battle Creek sites.
- Monitored contract mowing maintenance activities at 7 park sites and one detention facility.
- Contractor has begun court resurfacing projects at Wolfcreek and Aspen Creek tennis/basketball courts.

PARKS MAINTENANCE

- Daily litter cleanup performed at all park sites, and park outdoor bathrooms were cleaned. Jackson Park restroom was cleaned twice per day during heavy use periods.
- Monthly playground inspections were completed, and maintenance items addressed as required.
- Performed routine weekly mowing of parks, building grounds and trails.
- Performed monthly tests on the Lightning Prediction system at Indian Springs Sport Complex (ISSC).
- Setup mobile stage at Central Park for Tuesday Concerts in the Park event.
- Prepared ISSC baseball complex for season-ending qualifying tournaments and for a State baseball tournament with over 80 teams. This will conclude all baseball activities prior to their World Series tournament which will be held in mid-July.
- Monthly fertilizer and herbicide applications were performed at Nienhuis Park football complex, ISSC baseball and softball complexes and Arrowhead softball complex.
- Performed daily maintenance to The Rose District- litter removal, blow sand from curb line for street sweepers, plant moisture checks, irrigation checks, etc.
- Performed routine monthly maintenance to Veterans Park decorative fountain.
- Daily operation checks were performed on splash pads at Seiling Park, Rockwood West Park, Jackson Park, Haskell Park, and Camino Villa. Replaced activator switches at Seiling and Haskell.

- Performed daily filtration and sanitation checks at our aquatic facilities. Daily maintenance operations at Country Aire pool are being performed by contract user.
- Prepared the Military Museum site for Flag Day. Provided routine mowing activities and added additional trash containers.
- Aerating ball field turf at ISSC, Arrowhead and Neinhuis Parks. Four new softball fields at Arrowhead Park were top-dressed with sand in preparation for the July National tournaments.
- Over seeded several soccer fields that had received significant turf wear during the spring season.
- Routine rose garden maintenance- pesticide applications, weeding, deadheading, etc. Took over rose maintenance at the Centennial Park bed once the previous maintenance contract expired in May.
- Cleaned the Farmers Market plaza and restroom for the Wine, Eats and Easel event. Also, checked all electrical outlets for proper operation prior to event.

End of Report

To: Russell Gale, Acting City Manager
Cc: Jeff Jenkins, Assistant City Manager
From: Michael W. Skates, Development Services Director 
Date: August 1, 2014
Re: Development Services Report

1. **Shops at Aspen Creek (Warren Theatre)** – Construction is continuing on the Theatre. The water and sanitary sewer has been installed. The interior road and bridge structure continues to progress.

The attached spreadsheet reflects current to-date fees for the overall development and Warren Theatre tract. These fees were waived in accordance with the Economic Development agreement.

2. **2015 Building Code, Existing Building Code and Fire Code Technical Committee** – The Oklahoma Uniform Building Code Commission (OUBCC) has selected the technical committees for the review of the 2015 International Code Council (ICC) Building Code, 2015 ICC Existing Building Code and the 2015 ICC Fire Code. The Technical Committee is responsible for reviewing all public comment forms containing proposed changes to the codes, review the state adopted amendments from the adoption of the 2009 codes and review the changes found in the 2015 codes.

Joe Williford, Chief Building Inspector was selected to sit on the technical review committee. They meet every Thursday in the OUBCC conference room from 9:30 am to 5:00 pm. To date, the committee has reviewed chapters 1 thru 9 of the Building Code and has approved chapters 1, 3 and 5 thru 9, as written or with minor amendments.

Additionally, Mike Norman, former Building Inspector and current Contract Administrator in Engineering and Construction was selected to set on the OUBCC Technical Committee for the review of the 2014 National Electrical Code (NEC). The committee has been meeting for a few months now and has completed its review process. Mr. Norman said there were very few changes made to the NEC by the committee and no major changes.

SHOPS AT ASPEN CREEK

| FILE NUMBER | FILE NAME | DATE | Over All Tract | Lot 1 Block 1 | Lot 2 Block 1 Warren Theater | Lot 3 Block 1 | Lot 1 Block 2 | Lot 1 Block 3 | Lot 1 Block 4 | Lot 1 Block 5 Apartment project | TOTAL |
|-------------|--|------|----------------|---------------|------------------------------|---------------|---------------|---------------|---------------|---------------------------------|---------------------|
| | COMPREHENSIVE PLAN CHANGE | | | | | | | | | \$348.00 | \$348.00 |
| | PUD paid \$225.00 2012, paid \$225.00 2013 | | \$450.00 | | | | | | | | \$450.00 |
| | MAILING FEE | | \$128.00 | | | | | | | | \$128.00 |
| | REZONING \$200.00 2012, \$150.00 2013 | | \$350.00 | | | | | | | | \$350.00 |
| | MAILING FEE | | \$196.00 | | | | | | | | \$196.00 |
| | PRELIMINARY PLAT | | \$100.00 | | | | | | | | \$100.00 |
| | * FINAL PLAT | | | | \$100.00 | | | | | | \$100.00 |
| | * EXCESS SEWER CAPACITY | | \$70,633.50 | | | | | | | | \$70,633.50 |
| | IMPERVIOUS AREA INCREASE | | | | | | | | | | \$0.00 |
| | STREET SIGNS | | | | | | | | | | |
| | CONSTRUCTION SIGN PERMIT | | | | | | | | | | |
| | SITE PLAN FEES | | | | \$75.00 | | | | | | \$75.00 |
| | LANDSCAPING FEES | | | | | | | | | | |
| | BUILDING PERMIT | | | | \$20,305.00 | | | | | | \$20,305.00 |
| | * Building Inspeyton | | | | \$1,029.00 | | | | | | \$1,029.00 |
| | * Plumbing Inspeyton | | | | \$147.00 | | | | | | \$147.00 |
| | * Electrical Inspection | | | | \$189.00 | | | | | | \$189.00 |
| | * Mechanical Inspection | | | | \$84.00 | | | | | | \$84.00 |
| | SEWER TAP | | | | \$25.00 | | | | | | \$25.00 |
| | * WATER TAP domestic meter | | | | \$12,752.00 | | | | | | \$12,752.00 |
| | TRADE PERMIT | | | | | | | | | | |
| | JOB SITE TRAILER | | | | \$81.00 | | | | | | \$81.00 |
| | * FIRE LINE CONNECTION FEE | | | | \$2,400.00 | | | | | | \$2,400.00 |
| | INSPECITION FEES | | | | | | | | | | |
| | SIGN PERMIT | | \$75.00 | | | | | | | | \$75.00 |
| | * STORM WATER FEE | | | | \$265,980.30 | | | | | | \$265,980.30 |
| | WATER MAIN CONNECTION FEE | | | | | | | | | | |
| | SUB TOTAL | | \$71,932.50 | | \$303,167.30 | | | | | \$348.00 | \$375,447.80 |
| | TOTAL | | | | | | | | | | \$375,447.80 |

| | | TOTAL | 11/08/13 | 07/24/14 | Increase since last report | |
|--------------------------------------|--|-------|----------|----------|----------------------------|----------|
| * | Building Inspection 1-03-14---07-24-14 | 49 | \$21.00 | \$399.00 | \$1,029.00 | \$630.00 |
| * | Pl. Inspeyton 1-03-14---07-24-14 | 7 | \$21.00 | \$105.00 | \$147.00 | \$42.00 |
| * | Elect. Inspeyton 1-03-14---07-24-14 | 9 | \$21.00 | \$168.00 | \$189.00 | \$21.00 |
| * | Mech. Inspection 1-03-14---07-24-14 | 4 | \$21.00 | \$21.00 | \$84.00 | \$63.00 |
| * Warren theater 4 inch domestic tap | | | | | | |
| * added for this report | | | | | | |

INTEROFFICE MEMO

Broken Arrow Fire Department

To: Russell Gale, Acting City Manager
From: Steven Jarrett, Acting Fire Chief
Date: July 31, 2014
Re: June 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
June 2014

Page 1 of 4

| | <u>This Fiscal Year</u> | <u>Last Fiscal Year</u> | <u>Percentage Change</u> |
|--------------------------------|-----------------------------|-----------------------------|------------------------------|
| EMS Responses | 645 | 595 | 9% |
| Fire Responses | 187 | 180 | 4% |
| Fire Prevention Inspections | 124 | 24 | 417% |
| Fire Investigations | 5 | 3 | 67% |
| Total Training Hours | 431.5 | 1381 | <68.7%> |



Broken Arrow Fire Department Monthly Report
June 2014

| | Station | Assist Other Stations | Assist EMS | |
|------------|------------|--------------------------|---------------|--------------------------------------|
| District 1 | 31 | 17 | 55 | This Month |
| | 496 | 198 | 858 | Total Fiscal Year |
| District 2 | 56 | 07 | 68 | This Month |
| | 562 | 123 | 922 | Total Fiscal Year |
| District 3 | 20 | 04 | 40 | This Month |
| | 209 | 93 | 381 | Total Fiscal Year |
| District 4 | 26 | 02 | 38 | This Month |
| | 361 | 47 | 461 | Total Fiscal Year |
| District 5 | 55 | 10 | 67 | This Month |
| | 556 | 117 | 1041 | Total Fiscal Year |
| District 6 | 26 | 06 | 84 | This Month |
| | 469 | 131 | 867 | Total Fiscal Year |
| Total | 214 | 46 | 352 | This Month |
| | 2653 | 709 | 4530 | Total Fiscal Year |
| | 7.1 | 1.5 | 11.7 | Total Number Runs per Day |



Broken Arrow Fire Department Monthly Report
June 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 | 4:07 | 4:10 | 4:07 | 4:10 |
| Station #2 Eng 2 | 5:10 | 5:32 | 5:05 | 4:55 |
| Station #3 Eng 3 | 4:08 | 4:06 | 4:27 | 4:23 |
| Station #4 Eng 4 | 5:38 | 6:00 | 5:36 | 6:03 |
| Station #5 Eng 5 | 4:19 | 4:28 | 4:16 | 4:07 |
| Station #6 Eng 6 | 4:40 | 4:55 | 4:41 | 4:55 |
| Total Average | 4:40 | 4:52 | 4:42 | 4:47 |

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 | 124 | Hillcrest MC South | 52 |
| Saint Francis South | 101 | Hillcrest MC Tulsa | 15 |
| Saint John MC - Tulsa | 82 | OSU Medical Center | 6 |
| 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 | 645 | 595 | 7745 | 6977 |
| Transports | 448 | 458 | 5732 | 5408 |
| Persons Treated | 472 | 489 | 5991 | 5607 |
| Cancelled En-route | 24 | 8 | 195 | 98 |
| EMS Suppression | 121 | 95 | 1484 | 1372 |



Broken Arrow Fire Department Monthly Report
May 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 | \$ 165,680.53 | \$ 4,666,116.86 |
| TOTAL CHARGES | \$165,680.53 | \$5,793,523.44 |
| Received by Intermedix | \$ 3,372.15 | \$ 7,531,752.29 |
| Paid to Intermedix by City of BA | \$ 2,396.64 XX | \$ 57,034.14 |
| Sub-Total Received for Month | \$ 5,768.79 | \$ 810,786.43 |
| Received by EMSMC | \$ 139,128.57 | \$ 1,019,300.17 |
| Paid to EMSMC | (\$6,944.26) | (\$51,676.01) |
| Sub-Total received for Month | \$ 132,184.31 | \$ 967,624.16 |
| TOTAL RECEIVED | \$137,953.10 | \$ 1,778,410.59 |
| Percentile Rate of collection to Date | 83% | 31% |
| Percentile Rate of collection Same Month last year | 24% | 30% |

XX - This month Intermedix showed City of BA over paid by \$ 2,396.64

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 | 3:44 | 3:55 | 3:52 | 3:54 |
| Station #2 Sq-2 | 4:33 | 4:50 | 4:35 | 4:43 |
| Station #3 Sq-3 | 4:23 | 4:13 | 4:28 | 4:15 |
| Station #4 Sq-4 | 5:05 | 5:41 | 5:06 | 5:40 |
| Station #5 Sq-5 | 3:33 | 3:52 | 3:47 | 3:48 |
| Station #6 Sq-6 | 3:48 | 4:12 | 4:05 | 4:19 |
| Total Average | 4:15 | 4:27 | 4:19 | 4:26 |

BAFD Bench Mark Average Time 5:00



Broken Arrow
**HISTORICAL
SOCIETY
& MUSEUM**

400 S. Main---Broken Arrow, OK 74012----(918) 258-2616



www.bahistoricalociety.com

llewis.bamuseum@yahoo.com

Board of Directors

*President –
Larry Pennington*

*Vice-President –
Larry Gallo*

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Jeff Hewett*

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Dr. Clarence Oliver
Kris Hadley
LaDonna Ross
Rita Shaw
Billie Myers*

*Staff –
Lori Lewis-
Executive Director*

*Michelle Hadley-
Bookkeeper*

July 25, 2014

Dear Mr. Gale:

AVB donated the land to the City of Broken Arrow for the purpose of the Broken Arrow Historical Society Museum. The Broken Arrow Historical Society would like to honor AVB with a plaque stating their generous donation.

The plaque would be located on the outside of the building, near the front door, on the side of the building that faces Main Street. We will be working with the Meeks Group to design a high quality plaque. It will be no larger than 18 inches wide and 18 inches tall. Our plan is for the plaque to be made in cast bronze. We chose this material for its durability and it is pleasant to the eye.

The plaque, which would also include the AVB logo, would read as follows:

"In recognition of this farsighted company who, through their generous land donation, supports the mission of the Broken Arrow Historical Society Museum to enrich the heritage of our city while honoring the traditions and history of yesterday and illuminating the visions of tomorrow."

Thank you for your consideration.

Sincerely,


Lori Lewis
Executive Director

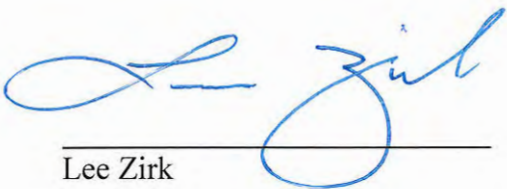
INTEROFFICE MEMO

To: Russell Gale, Acting City Manager
From: Lee Zirk, General Services Director
CC: Jeff Jenkins, Assistant City Manager
Michael Skates, Development Services Director
Tom Caldwell, Finance Director
Date: July 31, 2014
Re: Award of CNG Conversion Give Away from Apache Corporation

On June 19, 2014, General Services submitted an application to Apache Corporation under their Community & Neighborhood Giving Program to convert a City vehicle to CNG. On July 29, 2014 we received notice that we were selected to receive funding for this conversion. Under this program, Apache will provide funding, less transportation costs, to the City for the vehicle conversion. The City, in turn, contracts with an up fitter to install an approved EPA certified CNG fuel system. The award of this conversion is valued at approximately \$14,000.

Last year a 2012 Ford F150 pickup from the Street Department was converted under this program. This year a 2014 Ford F150 from the Development Services Inspection Division will be converted. Depending on up fitter location and pricing, some transportation charges or additional funding, up to \$1,300, may be needed to take advantage of this conversion.

Notice of award is attached.



Lee Zirk

Zirk, Lee

From: CNG.GiveAway <CNG.GiveAway@apachecorp.com>
Sent: Tuesday, July 29, 2014 3:08 PM
To: Zirk, Lee
Subject: FW: Apache Corporation's CNG Conversion GiveAway

Follow Up Flag: Follow up
Flag Status: Flagged



Congratulations to City of Broken Arrow

Your organization has been selected to participate in Apache Corporation's Community & Neighborhood Giving program.

This is a unique opportunity for your organization to experience the cost savings of converting one of your vehicles to a clean, abundant and American CNG fueling system.

Apache's CNG Operations Manager Tim Tomlinson will be contacting you to verify the specifications of the vehicle that was submitted for the CNG Conversion GiveAway.*

**Save the Date of August 27, 2014, at 9:00 a.m.
for the Formal Presentation to All the Recipients**
(more information coming soon)

**While a thorough analysis of your vehicle for the conversion has been performed, there is still a possibility that a conversion may not be available or appropriate for your submitted vehicle.*

3. SPECIAL EVENTS / ACTIVITIES

EVENT ATTENDANCE

BROKEN ARROW CITY COUNCIL

EVENT AND LOCATION:

**PRE PARTY IN THE PARK
NATIONAL NIGHT OUT KICK-OFF
SHREDDING AND DRUG DROP OFF EVENT**

**CENTRAL PARK
1500 SOUTH MAIN SREET
(NORTH SHELTER BY THE TENNIS COURTS)
BROKEN ARROW, OKLAHOMA 74012**

August 2, 2014

10:00 AM

Purpose of Event

Attendance and possible participation in the Pre Party in the Park - National Night Out Kick-Off Shredding and Drug Drop Off Event. There will be free document shredding and a prescription drug drop off. City staff, Police Department and Fire Department will be present to speak with citizens about home safety, Code Enforcement staff will be on hand to answer questions and the Broken Arrow Animal Shelter will be in attendance with adoptable animals.

POSTED this ____ day of _____, _____, at _____ a.m./p.m.

City Clerk

EVENT ATTENDANCE

BROKEN ARROW CITY COUNCIL

EVENT AND LOCATION:

**AUGUST FORUM LUNCHEON
SPONSORED BY THE BROKEN ARROW CHAMBER OF COMMERCE**

**CENTRAL ON MAIN
210 NORTH MAIN STREET
BROKEN ARROW, OKLAHOMA 74012**

August 13, 2014

11:15 AM

Purpose of Event

Attendance and possible participation in the August Forum Luncheon sponsored by the Broken Arrow Chamber of Commerce During the luncheon, there will be an informational presentation about the GO Bond that will go before the voters in the August 26, 2014 election.

POSTED this ____ day of _____, _____, at _____ a.m./p.m.

City Clerk