

To: Honorable Mayor and City Councilors
From: Russell Gale, Acting City Manager
Date: October 17, 2014
Re: Notes to Council

1. STAFF REPORTS / ITEMS REQUIRING IMMEDIATE ATTENTION

- News Release: Overnight 9th Street Construction
- Construction Memo: 9th Street Construction Notice
- News Release: Exterran Oversize Load Rescheduled to October 18
- Traffic Memo: BA Expressway Street Light Repairs
- Streets Department Memo: Road Salt Supply Update

2. GENERAL CORRESPONDENCE / NOTIFICATION

- General Services Month Report – September 2014
- Battle Creek Golf Course Facility Reports – September 2014
- News Release: Police Warn Residents of Fraudulent Phone Calls
- Engineering Update on Hillside Drive Parking Lot
- Wagoner County Sheriff Letter of Thanks
- Cox Communications Letter: Cable Channels and Equipment Notice

3. SPECIAL EVENTS / ACTIVITIES

- Broken Arrow Animal Control Hosting Animal-“Boo”-Looza Adoption Event

Respectfully submitted,



Russell Gale

jmh
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

Drivers Urged to be Cautious of Overnight Construction Monday Night on 9th Street & Hillside Drive

Broken Arrow, Okla. (10/13/2014) – A City of Broken Arrow contractor will be working on the intersection of 9th Street (Lynn Lane) and Hillside Drive beginning at 10:00 p.m. tonight, Monday, October 13, weather permitting. This schedule will minimize impact on traffic and maximize the safety of workers.

While the intersection will remain open during the milling process, drivers need to be aware of shifting lanes of travel. Authorities also ask motorists to drive with caution, as staff and equipment will be on the roadway working through the overnight hours. The milling work on the intersection is expected to be completed before rush hour traffic on Tuesday.

Additionally, weather permitting, resurfacing of the entire southbound lanes from Albany Street through the Hillside Drive intersection is scheduled to start Wednesday the 15th.

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

Asphalt Overlay of 9th Street (Lynn Lane) to Begin

Broken Arrow, Okla. (10/14/2014) – A City of Broken Arrow contractor will begin laying asphalt on the southbound lanes of 9th Street from Albany (61st Street) to the Broken Arrow Expressway at 10:00 a.m. on Wednesday, October 15th, weather permitting.

Once the asphalt has been placed on the southbound lanes, traffic will be switched over to the new surface on Thursday, October 16th, and the contractor will begin the asphalt overlay on the northbound lanes.

Due to the close proximity of vehicular traffic to equipment and workers, drivers are urged to proceed with caution and pay close attention to road crews, who will likely be giving directions (flagging) at Albany and 9th, as well as the Hillside Drive intersection.

The 9th Street widening project is expected to be completed by November 2.

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To: Russell Gale, Acting City Manager
From: Krista Flasch, Director of Communications
Date: October 16, 2014
Re: UPDATE: Transport of Oversized Load Rescheduled to Saturday, Oct. 18

The transport of the oversized load that was postponed last week has been rescheduled to this Saturday, October 18 at 7:00 a.m.

Below is a link to a map with the route through the City of Broken Arrow:

https://www.google.com/maps/d/edit?mid=zs97oJQgzDHE.kNT7_LZObyqc

Because of the rolling road closures, the public is asked to make alternate travel plans around the route. Drivers should note that the intersection of SH 51 and E. Houston could be closed for up to 30 minutes while the load clears the grade. That closure will take place around 7:00 a.m., as it is the beginning of the route.

As the movement of this load will require the disabling of the traffic signal at 9th and New Orleans, drivers will need to abide by the posted stop sign at that intersection. Officers from the Broken Arrow Police and Oklahoma Highway Patrol will be involved in the escort of this load, so drivers should watch for directions from authorities.

The affected roadways will re-open as soon as the load has passed.

Any further questions about the move can be directed to Sgt. Ed Ferguson at (918) 260-6257.

Respectfully submitted,



Krista Flasch

PRESS RELEASE

KF

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

Transport of Oversized Load Postponed
Rescheduled date to be announced at later time

Broken Arrow, Okla. (10/10/2014) – Due to unforeseen circumstances, the transport of the oversized load from Exterran has been postponed until a later date.

As a result, the rolling road closures for Saturday, October 11, will **not** take place in Broken Arrow. Drivers may travel without delay on the following roads:


- SH 51 to 9th Street on Houston
- Houston to New Orleans on 9th Street
- 9th Street to Highway 64 (Memorial Drive) on New Orleans

A new date and time for the move will be announced as soon as the information becomes available.

If you have any questions, please contact Sgt. Ed Ferguson at (918) 260-6257.

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INTEROFFICE MEMO

To: Russell Gale, Acting City Manager
Cc: Jeff Jenkins, Assistant City Manager
From: Michael W. Skates, Development Services Director 
Date: October 10, 2014
Re: Development Services Report

1. **Exterran Oversize Load** – Over the past week, City staff have been working with Exterran, located at the northwest corner of Highway 51 and Houston Street, and Northwest Logistics regarding the moving of an oversized load. The size of the load is 18' high, 18' wide and 427' 10" long and weighing almost 1.2 million pounds. The move date is Saturday, October 11, 2014 beginning at 4:00 am. The load will be moved at approximately 15 mph and take a route from Exterran as follows: West on Houston to 9th Street; south on 9th Street to New Orleans; west on New Orleans to Highway 64 (Memorial Drive), with a final destination in the state of Colorado.

The Broken Arrow Police Department, Highway Patrol and Northwest Logistics will provide escort services. Other City staff from Development Services and General Services Electrical division will be available for assistance. Using this route, the escorts will minimize traffic flow interruptions. Two photos of a load that is 186' long, but similar in configuration as the one to be moved this coming Saturday is attached.

Please contact Sargent Ed Ferguson or Russell Gray if you have questions.

Development Services Weekly Report
October 10, 2014



To: Russell Gale, Acting City Manager
From: Jeff Jenkins, Assistant City Manager
Date: October 15, 2014
Re: Street Light Repairs Scheduled for BA Expressway on Thursday, Oct. 16

On Thursday October 16, a contractor hired by the City of Broken Arrow will be working on the Broken Arrow Expressway street light system. The repairs and maintenance of the light system include the area on both sides from approximately Olive Street (129th), east to approximately 23rd Street (County Line Road). It is anticipated the work will start approximately mid-morning and continue through the day. At times it may be necessary to close lanes to perform the needed repairs.

Respectfully submitted,



Jeff Jenkins

jmh

To: Russell Gale, Acting City Manager
From: Steve Arant, Streets and Stormwater Director
Date: October 16, 2014
Re: Road Salt Supply Update

Reference Resolution No. 855, that was approved by Council on October 7, 2014. This resolution granted a waiver to the normal purchasing policies and procedures for formal bids to acquire and purchase road salt and granted the City Manager the authority to acquire and purchase road salt up to a limit of \$150,000 for the winter season of 2014-2015. The following actions have been taken resulting from this approval:

1. An agreement with Bingham Sand and Gravel to deliver an additional 600 tons of road salt at \$82.50 per ton, for a total cost of \$49,500.00
2. An agreement with Kunshek Trucking to deliver 600 tons of road salt at \$100.00 per ton, for a total cost of \$60,000.00.

The total tonnage of road salt that should be stockpiled by November 30, 2014, is 1800 tons. This quantity of salt should be an adequate supply for this winter season.

Respectfully submitted,

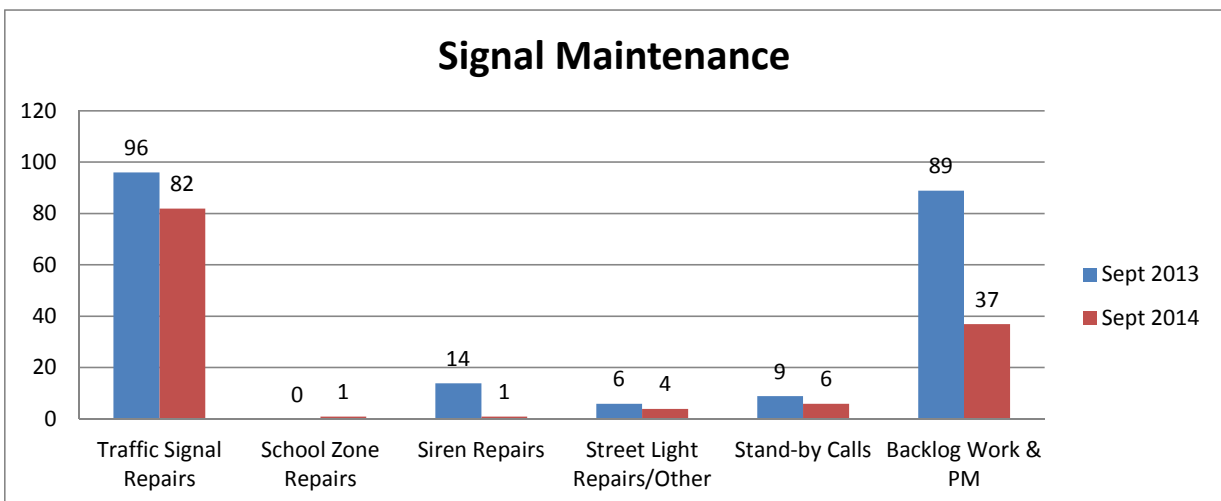
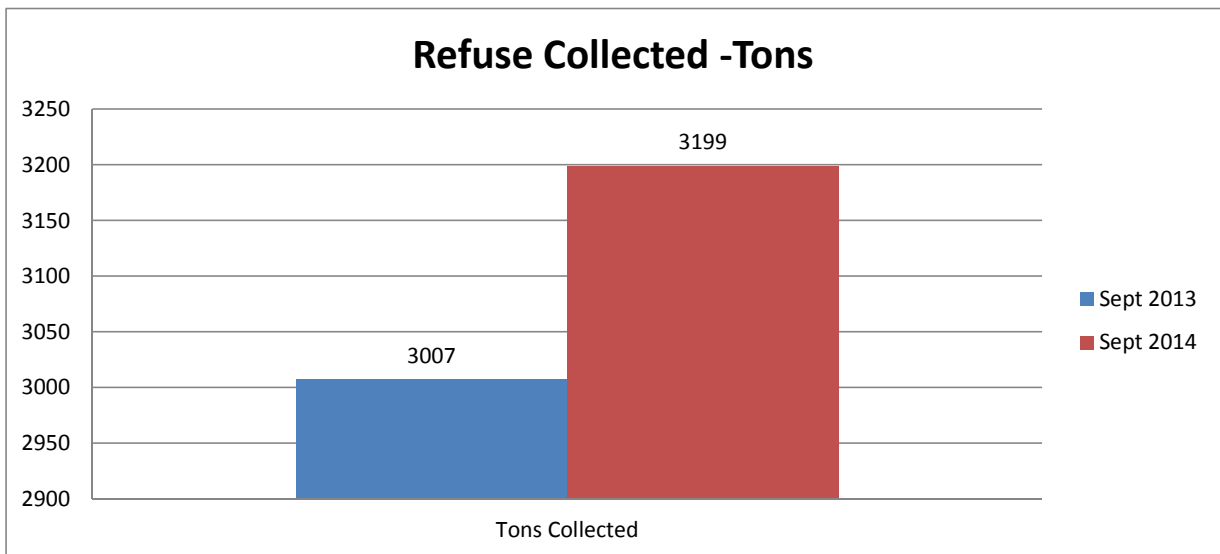
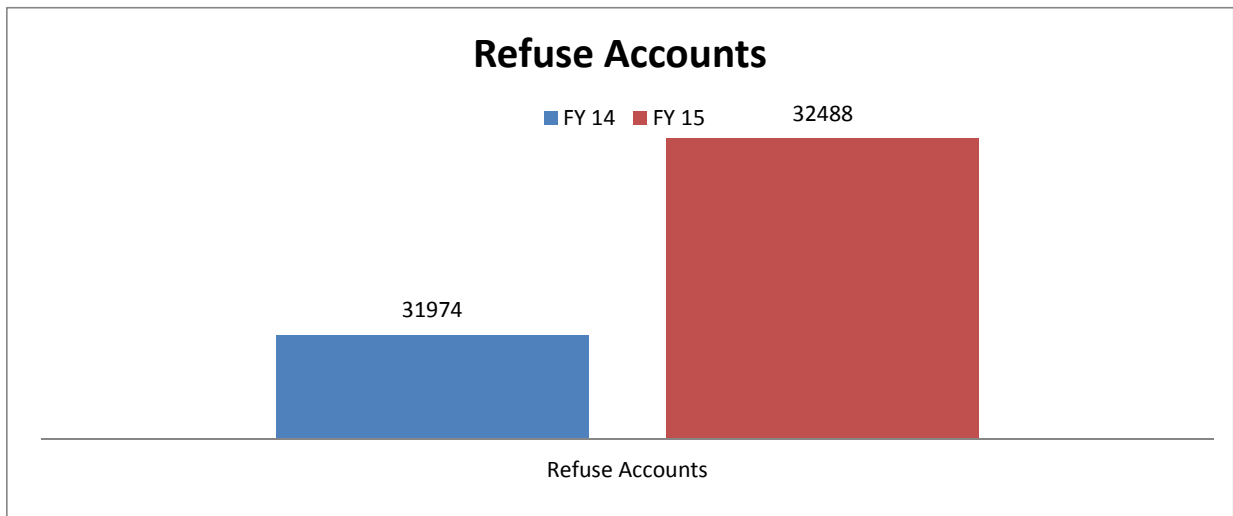


Steve Arant

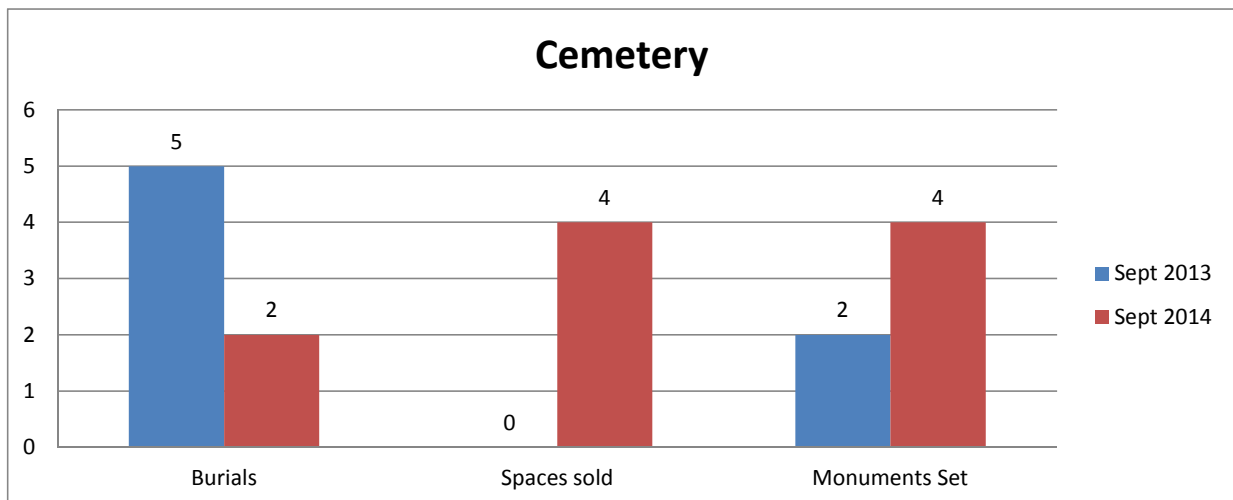
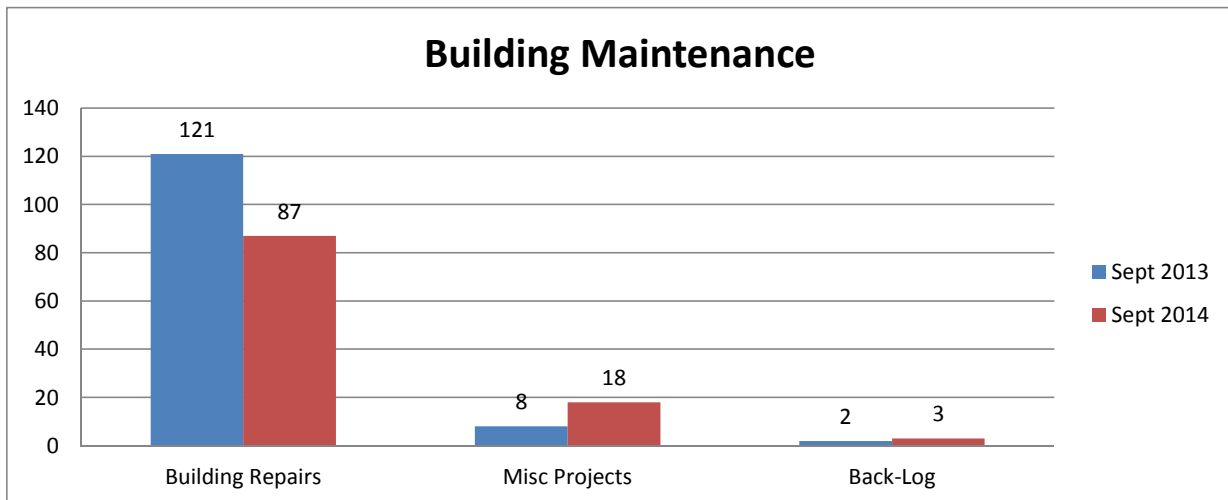
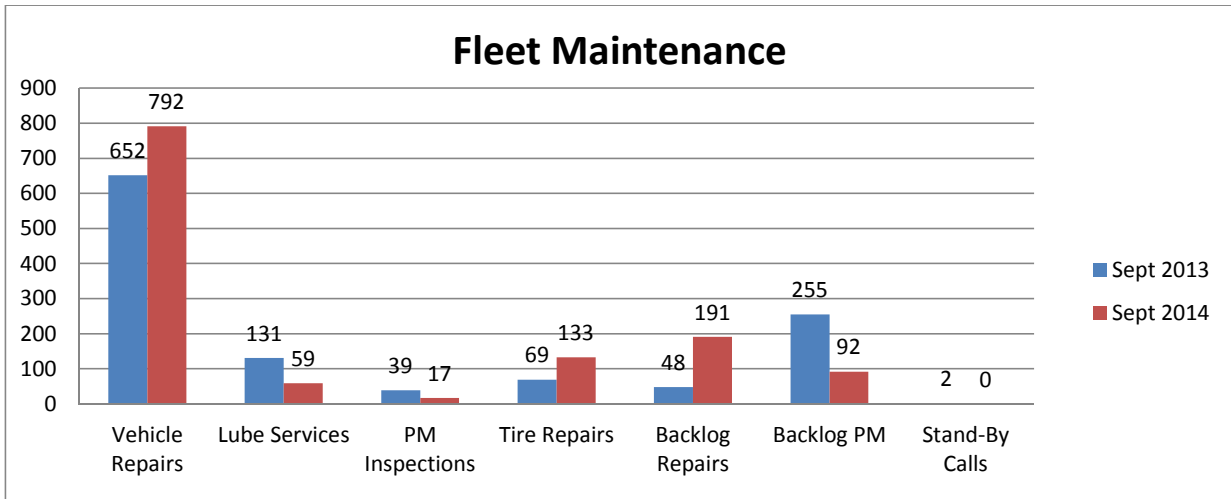
2. GENERAL CORRESPONDENCE / NOTIFICATION



General Services Monthly Report September 2014

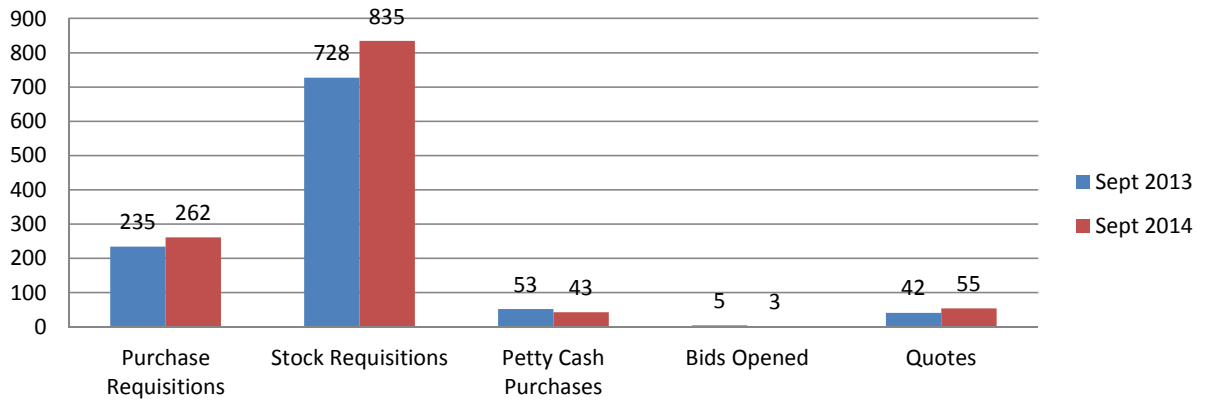


General Services Monthly Report September 2014

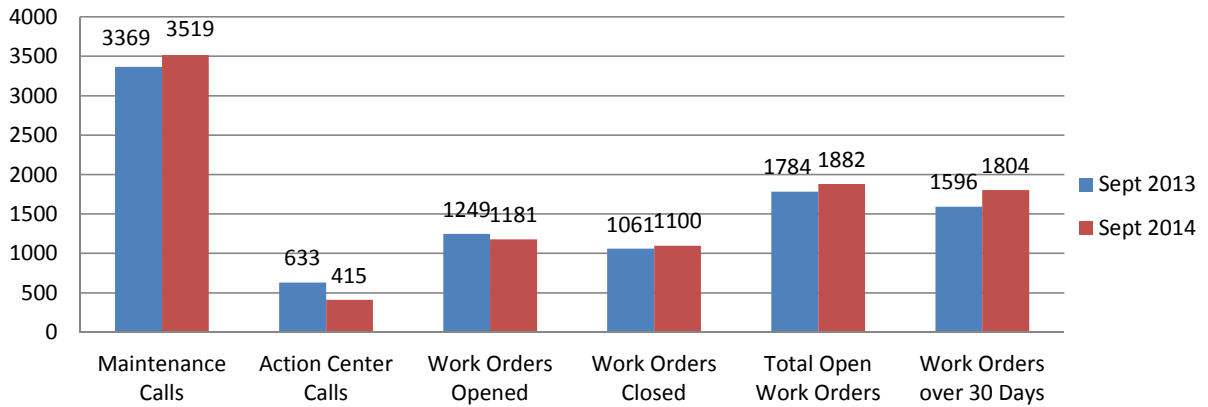


General Services Monthly Report September 2014

Logistics



Operations



FACILITY REPORT FOR



September 2014

SUBMITTED BY





Battle Creek Golf Club – September Review

General

September was another extremely busy month with over 889 tournament rounds for the month. This exceeded budgeted tournament rounds by 239 rounds. This also helped Green Fee Revenues (+6,159), Food & Beverage operations (+\$5,565) and merchandise sales (+\$3,714) exceed budgeted revenues as well. The result was total revenues for the month was \$17,898 higher than budgeted revenues. Warm, mild weather conditions for September also attributed to a very successful month.

Golf Operations

Battle Creek Golf Club in the month of September had 13 outside events as well as our Club Championship. Overall September was a good revenue month for the club as memberships are up from the previous year as well as golf shop revenue. During the month all outside staff were trained on proper safety procedures and proper opening and closing procedures. Moving into October we will be starting to work on winter projects like cleaning, organizing, painting, and maintenance of our cart fleet.

Course Maintenance

Although September was very warm and dry this year we did receive 1.75 inches of rain this month. With the temps up and being very dry we did apply wetting agents as needed on the course.

The maintenance team did accomplish many tasks this month as well as our seasonal scheduled mowing's, these tasks include: Needle tining greens to improve air and water flow, spot spraying post-emergent herbicides to weeds, fertilizing the entire golf course with an organic fertilizer to help the grasses build food reserves to over winter better, sprayed greens with fungicides and insecticide as needed, we did spray some of the trees along homeowner fence lines that had some army worms beginning to infest, over seed the driving range tees and par 3 tee boxes with ryegrass, top-dressed and groomed greens to improve playability, irrigation repairs as needed(we did see an increase in irrigation repairs during the dry weather), mowed all native areas.

Next month we will begin to winterize the course. We will apply pre-emergent herbicides to green surrounds, begin to stockpile resources to do some tee improvements and some irrigation improvements.



Golf Rounds Monthly Summary

September rounds were 63 more total rounds to budget and 129 more than last year.

| Rounds | Budgeted | Prior year | Actual |
|---------------------|-----------------|-------------------|---------------|
| PUBLIC ROUNDS | 800 | 669 | 723 |
| TOURNAMENT | 650 | 541 | 889 |
| MEMBER | 1,500 | 1,580 | 1,420 |
| BATTLE CARD | 300 | 261 | 286 |
| TWILIGHT | 470 | 473 | 379 |
| MISC. | 0 | 140 | 138 |
| MEMBER GUEST | 280 | 270 | 228 |
| TOTAL ROUNDS | 4,000 | 3,934 | 4,063 |

Monthly Gross Revenues

September total revenue was \$181,839 for the month, which was \$17,898 more than budgeted revenues. The full financial reports are presented separately.

| | September Budget | September Prior Year | September Actual |
|----------------------------|-----------------------------|---------------------------------|-----------------------------|
| DUES & FEES | 21,350 | 19,016 | 25,005 |
| GREEN FEES | 63,291 | 59,206 | 69,450 |
| CART FEES | 20,400 | 19,610 | 22,601 |
| MERCHANDISE | 18,200 | 17,927 | 21,914 |
| OTHER GOLF COURSE SERVICES | 12,300 | 10,038 | 8,904 |
| FOOD & BEVERAGES | 28,400 | 28,359 | 33,965 |
| TOTAL REVENUE | 163,941 | 154,156 | 181,839 |

Banquet Facility Usage Report

| Date | Event | Total |
|-------------|-------------------------------|----------------|
| 9/6/2014 | Private Reception | \$1,474 |
| 9/10/2014 | Private Event | \$2,413 |
| 9/12/2014 | Private Reception | \$1,287 |
| 9/13/2014 | Private Reception | \$1,180 |
| 9/17/2014 | Private Meeting | \$455 |
| 9/27/2014 | Wedding | \$2,493 |
| | Total Banquet Revenue: | \$9,302 |



Food & Beverage

Food & Beverage had a very busy month with tournament buffets and banquet events. Actual revenues were \$5,565 higher than budgeted revenues.

The club is currently in the process of looking for a Food & Beverage manager with the departure of Kendal Turpen.

The current part-time staff has been doing a great job splitting up the various duties to keep the current operation running smoothly. Brooke Marshall has been handling all of the banquet events and event requests. Daisy Smith has been pacing all of the weekly food orders as well as making the grill work schedules. Kendal Turpen, prior Food & Bev. Manager has also been helping on a part-time contract services basis until a new manager is in place.

Battle Creek Golf Club

Sales Detail By Sub-Department: Green Fee

From: Monday, September 1, 2014

To: Tuesday, September 30, 2014

| Item # | Description | Qty | Sales | Cost | Margin % |
|---|--------------------------------|--------------|--------------------|---------------|---------------|
| Sub-Department: Green Fee | | | | | |
| Item Category: Green Fees Paid Rds | | | | | |
| 1221 | Gf- 2 For \$50 | 109 | \$2,011.05 | \$0.00 | 100.00 |
| 1594 | Gf-Public | 210 | \$6,585.60 | \$0.00 | 100.00 |
| 1595 | Gf-Public Twilight | 292 | \$7,811.00 | \$0.00 | 100.00 |
| 1605 | Gf- Senior Round | 211 | \$4,671.54 | \$0.00 | 100.00 |
| 1607 | Gf-Member Guest Day | 44 | \$811.36 | \$0.00 | 100.00 |
| 1609 | Gf-Junior Walking | 6 | \$77.46 | \$0.00 | 100.00 |
| 1610 | Gf-Junior Riding | 17 | \$240.21 | \$0.00 | 100.00 |
| 1651 | Gf-Tournament | 889 | \$23,553.36 | \$0.00 | 100.00 |
| 1662 | Gf-Mem/guest Wkday | 56 | \$1,239.84 | \$0.00 | 100.00 |
| 1725 | Gf-Member Guest Fee | 19 | \$444.22 | \$0.00 | 100.00 |
| 1801 | Gf-League Fee | 3 | \$0.00 | \$0.00 | 0.00 |
| 2266 | Gf-Replay Round | 8 | \$147.52 | \$0.00 | 100.00 |
| 2478 | Gf- Omni League Fee | 76 | \$911.24 | \$0.00 | 100.00 |
| 2498 | Gf-Fathers Day Special \$40 | 3 | \$80.37 | \$0.00 | 100.00 |
| 2845 | Gf-Public Weekend | 302 | \$10,865.96 | \$0.00 | 100.00 |
| 2847 | Gf-Member Guest Weekend | 109 | \$2,915.75 | \$0.00 | 100.00 |
| Green Fees Paid Rds Total: | | 2,354 | \$62,366.48 | \$0.00 | 100.00 |
| Item Category: Member Rounds | | | | | |
| 1635 | Gf-Member Round | 1,420 | \$0.00 | \$0.00 | 0.00 |
| 1722 | Mem-Mem-Bailey Member | 53 | \$0.00 | \$0.00 | 0.00 |
| Member Rounds Total: | | 1,473 | \$0.00 | \$0.00 | 0.00 |
| Item Category: Battle Card Rounds | | | | | |
| 1596 | Gf-Battle Card | 19 | \$420.47 | \$0.00 | 100.00 |
| 1597 | Gf-Battle Card Twilight | 83 | \$1,837.62 | \$0.00 | 100.00 |
| 1606 | Gf- Senior Battle Card Weekday | 21 | \$464.94 | \$0.00 | 100.00 |
| 2846 | Gf-Battle Card Weekend | 163 | \$4,360.25 | \$0.00 | 100.00 |
| Battle Card Rounds Total: | | 286 | \$7,083.28 | \$0.00 | 100.00 |
| Item Category: Comp Rounds | | | | | |
| 1604 | Gf- Comp/trade Round | 133 | \$0.00 | \$0.00 | 0.00 |
| 1608 | Gf- Donation | 1 | \$0.00 | \$0.00 | 0.00 |
| 1634 | Gf-Employee Comp. Fee | 129 | \$0.00 | \$0.00 | 0.00 |
| Comp Rounds Total: | | 263 | \$0.00 | \$0.00 | 0.00 |
| Green Fee Total: | | 4,376 | \$69,449.76 | \$0.00 | 100.00 |



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

Press Release No. **14-37**

Date: **October 14, 2014**

Subject: **Fraudulent Phone Calls**

The Broken Arrow Police Department would like to make people aware of an ongoing phone scam. The caller will claim to be with a government agency such as the IRS, the U.S. Citizenship and Immigration Services, or even a local law enforcement agency. The caller states money is owed for back taxes or a warrant that was not paid and the victim will be arrested unless the money is paid today. The caller may have some basic information about the victim which is an effort to give legitimacy to the phone call. The caller will demand the victim use a prepaid card and give the caller the numbers of that card over the phone. The caller will give directions on how to purchase the cards and occasionally stays on the line with the victim as the victim purchases the card. The caller will make threats such as arrests, freezing of assets, and even deportation if the victim does not agree to pay the caller using the prepaid card.

Some things to remember:

Government agencies will not call you asking for money.

Government agencies will not ask you to pay with a prepaid card.

Government agencies will not make the threats these callers make, for example, send the police to your house.

If you receive a call similar to this do not give them money, simply tell them you will contact the agency from the legitimately listed phone number and verify the accuracy of the phone call. You can always contact the local police department for assistance with these calls.

Authority/Title: Detective Bill Payne

Phone Number: (918) 451-8200 ext. 8717

From: Kenny Schwab [<mailto:kschwab@cowangroup.co>]
Sent: Friday, October 17, 2014 8:01 AM
To: Gale, Russell
Cc: Tiffany, Douglas; Hendrix, Tom; Beth Anne Wilkening; Wing, Ron
Subject: Hillside Drive Parking Lot between Los Cabos and Charleston

Mr. Gale,

I wanted to provide you an update in Mr. Tiffany's absence today in case you need to update the Council through your weekly communications.

Yesterday morning, the City finalized the construction of the Hillside Drive parking lot (between Los Cabos and Charleston) and opened it for service around 10:30 am. I know that this parking area has been a high priority along with Hillside Drive Extension (which was opened this past summer) and 9th Street (which is nearing completion).

The City is beginning to realize a significant amount of progress in this general location over the past several months. I anticipate that the major projects in this area will be complete before the holiday season begins. Congratulations are in order for Mr. Tiffany and his staff on pushing these critical projects to completion **prior** to the holiday shopping season, as well as the projects in the southern part of the community.

Thanks,

Kenneth D. Schwab, P.E., CFM
Tulsa Office Manager\Chief Engineer



5416 S. Yale, Suite 110
Tulsa, OK 74135
O: 918.949.6171 x(103)
C: 918.361.0155

www.cowangroup.co



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Office of
Bob COLBERT

SHERIFF OF WAGONER COUNTY
307 East Cherokee
Wagoner, OK 74467
(918) 485-3124
Fax: (918)485-4938



10/01/14

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

Dear Mr. Thurmond

I am writing this letter in reference to the incident that happened on 08/18/14. As I am sure you are aware, Wagoner County Deputies and a Broken Arrow Police Officer had to use lethal force to apprehend a suspect that was aggressively coming at officers with a knife and had previously stabbed his brother. This was a combined effort on both Wagoner County Deputies and Broken Arrow Police Officers part working together trying to resolve this issue, but unfortunately, lead to using lethal force.

I would like to personally "thank" the Broken Arrow Police Department and especially the officers that assisted that day. From the incident to the investigation, your department handled the case in the utmost professional manner and was there to assist us when needed. The Broken Arrow Police Department command staff has done an exceptional job to foster a working relationship with the Wagoner County Sheriff's Office, which previously did not exist. This relationship has allowed Broken Arrow Police Officers and Wagoner County Sheriff's Deputies to operate integrally, benefiting the citizens of the City of Broken Arrow and Wagoner County.

As Always, if there is anything I can do for you, please don't hesitate to call.

Sincerely,

A handwritten signature in black ink, appearing to be "Bob Colbert", written in a cursive style.

Sheriff Bob Colbert

City of Broken Arrow

OCT 06 2014

City Manager's Office

Cox Communications
6301 Waterford Boulevard, Suite 200
Oklahoma City, Oklahoma 73118
Telephone 405/600-8282



October 7, 2014

Russell Gale
City Manager, City of Broken Arrow
220 S. First Street
Broken Arrow, OK 74012

Dear Russell ,

On or after November 11, 2014:

- Escape (KOKI-DT3, Oklahoma City) will be added to channels 69 and 1069 and will be available with a subscription to Cox TV Starter and a digital receiver, tuning adapter or CableCARD is required.
- Consumer-owned devices equipped with a CableCARD may require an advanced TV set top receiver or Tuning Adapter in order to receive all programming options offered by Cox Advanced TV.

We are truly grateful for the opportunity to serve your community. If you have any questions regarding these changes, please contact me at (405) 286-5061 or Robbie.squires@cox.com.

Best Regards,

A handwritten signature in blue ink that reads "Robbie Squires".

Robbie Squires
Government Affairs Manager
Cox Communications



3. SPECIAL EVENTS / ACTIVITIES





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

Press Release No. **14-36**

Date: **October 18, 2014**

Subject: **AnimalBoolooza! Adoption Event in Broken Arrow**

Saturday, October 18th, 2014 Broken Arrow's Animal Control will host its annual adoption event. The theme of this year is fall & Halloween. AnimalBoolooza will have lots of dogs & cats waiting to be adopted to their forever homes. Pumpkins and bails of straw for the kids to play on, as well as a giant maze and a full court press basketball inflatable game to show off your ball shooting skills.

A \$1 donation gets you a hotdog, chips, and a soft drink. There will also be free popcorn.

The adoption cost for all animals is only \$30. That's half off the normal price. All dogs and cats will be spayed or neutered and vaccinated for rabies as part of that cost.

A photo opportunity area will be available for the children and adults to take pictures with the animals. Please join us as we celebrate the fall season and find homes for the pets living at our shelter.

The event hours are 10 am to 3 pm.

Please contact the Broken Arrow Animal Shelter with questions 918-259-8311

Authority/Title: Animal Control Director Lanny Dampf

Phone Number: (918) 259-8311 or (918) 259-8339
