

To: Honorable Mayor and City Councilors
From: Russell Gale, Acting City Manager
Date: December 5, 2014
Re: Notes to Council

1. STAFF REPORTS / ITEMS REQUIRING IMMEDIATE ATTENTION

- Parks and Recreation Department Monthly Report – October 2014
- Utilities Department Monthly Report – October 2014
- Tulsa's Future Regional Economic Development Report – November 2014

2. GENERAL CORRESPONDENCE / NOTIFICATION

- Press Release: Jeremy Moore Chosen to Lead Broken Arrow Fire Department
- Press Release: Broken Arrow Students Collect FOG to Raise Awareness of Grease Problems

3. SPECIAL EVENTS / ACTIVITIES

- Upcoming Rose District Events
- Tourism Department: Upcoming Events

Respectfully submitted,



Russell Gale

jmh
Attachments

1. STAFF REPORTS / ITEMS REQUIRING IMMEDIATE ATTENTION



To: Jeff Jenkins, Assistant City Manager

From: Scott Esmond, Director Parks and Recreation

CC:

Date: November 25th, 2014

Re: October 2014 Monthly Report

Please find enclosed the October 2014 Monthly Report for the Parks and Recreation Department.

Please contact Scott Esmond if you have any questions.

Encl: October 2014 Monthly Report



Parks & Recreation Department

October 2014 Monthly Report

DIRECTOR – SCOTT ESMOND

- Attended City Manager staff meetings.
- Held weekly staff meetings with direct reports.
- Attended City Council meetings.
- Met with Broken Arrow Soccer Club to finalize a facility use agreement.
- Met with the City Manager and other department heads to discuss requirements for an upcoming special event on Main Street.
- Met with Chief Boggs to discuss future planning opportunities for special events.
- Met with the Planning Department and a developer regarding future landscaping of Oak Crest Shopping Center.
- Met biweekly with the Assistant City Manager for the purpose of providing department updates and communication.
- Met with the Engineering and Finance Departments for the purpose of discussing planning and funding of future Community Development Block Grant projects.
- Met with the Police Department and the Park and Recreation Department staff for the purpose of discussing future plans for special events.
- Met with department heads to discuss Economic Development projects and defining projects cost and funding sources.
- Met with the Legal Department and other department heads to discuss an economic development project contract terms.
- Met with the Stormwater Division regarding the Oklahoma Department of Environmental Quality requirements for storm water runoff.
- Met with department staff to review the Special Events Resources Guide.
- Participated in a meeting to resolve the downtown streetscape project issues.
- Attended an Indian Nations Council of Governments regional bicycle and pedestrian trails master plan planning retreat.

BATTLE CREEK GOLF CLUB



GENERAL

- October provided another outstanding month of revenues for the club.
- Total revenues for the month were \$19,774 higher than budgeted revenues.
- We held 804 tournament rounds for the month, which was the largest factor in the higher revenues.
- We had an increase of 24% in October tournament rounds compared to last year.

GOLF OPERATIONS

- We exceeded last season's total tournament rounds by 1,226, a 32% increase by the end of October.
- Most of the fall merchandise is in and on display in the golf shop.
- Total merchandise sales for the month were \$23,668, which is almost 15% higher than last year's October sales \$20,251.

COURSE MAINTENANCE

- October was a little warmer than expected; along with 5.1 inches of rainfall during the month.
- The maintenance team accomplished many tasks this month to get ready for the upcoming winter, these tasks include:
 - Needle tining greens to improve air and water flow.
 - Spraying greens and surrounds with pre-emergent to control winter weeds.
 - Edged all sprinklers on the course.
 - Mowed native areas where needed.
 - Reseeded tees on the driving range and the par 3's.
 - Irrigation repairs were completed as needed.
 - Sprayed greens with fungicides and insecticides.
 - Trees were trimmed where needed.
- November we will begin some of the winter projects we have planned:
 - Combining the two lower tees at the west end of the driving range to make one large tee.
 - Install some new irrigation on a few tees in order to improve irrigation coverage.

MONTHLY SUMMARY

- October rounds were 109 more total rounds to budget and 171 more than last year.

| October Rounds | Budgeted | Prior Year | Actual |
|-----------------------|-----------------|-------------------|---------------|
| PUBLIC ROUNDS | 575 | 441 | 558 |
| TOURNAMENT | 650 | 611 | 804 |
| MEMBER | 1,400 | 1,420 | 1,272 |
| BATTLE CARD | 200 | 189 | 259 |
| TWILIGHT | 250 | 244 | 222 |
| MISC. | 0 | 125 | 115 |
| MEMBER GUEST | 225 | 208 | 179 |
| TOTAL ROUNDS | 3,300 | 3,238 | 3,409 |

MONTHLY GROSS REVENUE

- October total revenue were \$156,488 for the month, which was \$19,774 more than budgeted revenues.

| | October Budget | October Prior Year | October Actual |
|----------------------------|-----------------------|---------------------------|-----------------------|
| DUES & FEES | 23,350 | 20,332 | 20,039 |
| GREEN FEES | 48,325 | 46,955 | 57,534 |
| CART FEES | 15,504 | 15,130 | 17,585 |
| MERCHANDISE | 18,975 | 20,251 | 23,668 |
| OTHER GOLF COURSE SERVICES | 6,300 | 5,697 | 5,912 |
| FOOD & BEVERAGES | 24,260 | 30,332 | 31,750 |
| TOTAL REVENUE | 136,714 | 138,697 | 156,488 |

BANQUET FACILITY USAGE REPORT

| | Event | Total \$\$ |
|----------|-------------------------------|-------------------|
| 10/4/14 | Wedding Reception | 610.00 |
| 10/11/14 | Wedding Reception | 1,663.00 |
| 10/18/14 | Wedding Reception | 1,150.00 |
| 10/25/14 | Wedding Reception | 1,736.00 |
| | | |
| | Total Banquet Revenue: | 5,159.00 |

FOOD AND BEVERAGE

- October was a very busy month with tournament buffets and banquet events.
- Actual revenues were \$7,490 higher than budgeted revenues.
- Interviews for the Clubhouse and Events Manager position are complete and we have narrowed the search down to 3 finalists. The newly hired manager should be in place by the beginning of December.

CULTURAL AFFAIRS & TOURISM

DIRECTOR - LORI HILL

- Attended the Military History Museum board meeting.
- Attended the History Museum board meeting.
- Attended the Grills and Grilles meeting.
- Attended the Oklahoma Center for non-profit training for building community collaboration and board strength.
- Met with Kelley Rash and Rodney Love to discuss an idea for the Events Park.
- Met with Lisa Frein to discuss collaboration with marketing of The Rose District.
- Met with Green Country Marketing Association to discuss a new digital marketing campaign.
- Attended the Grills and Grilles event.
- Provided board orientation to new Convention and Visitors Board (CVB) members Lori Hendricks, David Blue and Lori Lewis.
- Attended the Alcoholic Beverage Laws Enforcement (ABLE) Commission training with city staff and local event organizers.
- Coordinated and attended a grant writing webinar with the Broken Arrow Military and History Museums.
- Attended a street lights meeting to discuss issues with dimming features, etc.
- Attended ShamRock the Rose event meeting.
- Entering content and photos for new CVB visitors' website.
- Attended the Downtown Advisory Board meeting.

- Attended the Bring Back the Roses Gala event meeting.
- Attended the monthly Green Country Marketing Association executive board meeting.
- Attended the monthly Special Events Committee meeting.
- Worked with Green Country Marketing Association for ads in several publications.

EVENTS COORDINATOR – VAUNDA OLIVERA

- October 6th, welcomed into the position as Events Coordinator.
- Met with Grilles and Grills committee to finalize arrangements for their event.
- Attended training in Tulsa regarding ABLE (Alcoholic Beverage Laws Enforcement) requirements for serving/selling alcohol at special events. Captain Fairchild was invited to come to Broken Arrow for the day to assist local event organizers and restaurants with the process for obtaining a permit from ABLE.
- October 22nd, Captain Fairchild with the ABLE Commission spoke with City staff to discuss our ordinances and licensing for alcohol being sold within the city. Representatives from Development Services, Police, Legal, Parks and Recreation Departments were in attendance. Later in the afternoon, Captain Fairchild and City staff met with local business owners and event organizers to discuss the process and for all to get a better understanding of the requirements for permits. I have received great feedback from the attendees.
- Drafted Special Events Policy for staff and organizers as guidance through city ordinances.
- Met with Patsy Terry and Laurann Farris regarding Holiday Tea-Off and Heart of Broken Arrow Crafts Fair. Finalized site plan and details for both events.
- Met with Todd McNutt regarding a movie shoot in Broken Arrow in April, 2015.
- Met with Debra Wimpee regarding ShamRock The Rose District scheduled for March, 2015.
- Met with Karen Gardner to discuss the Rose Jamboree scheduled for October 31st and November 1st.

FARMERS MARKET COORDINATOR – JUDY PRIETO

- Farmers Market analysis:
 - Finished the market season with only 24 vendors. We may want to consider closing at the end of September. The foot traffic immediately drops when school starts and parents have other Saturday morning commitments.

- Attended a meeting that the Chouteau School District held.
 - A vendor of ours donates her produce to the Chouteau School District.
 - The school district saved \$38,000 last year by transitioning to cooking in-house.
- Attended and spoke at the Oklahoma Food Policy Summit on the new Supplemental Nutrition Assistance Program (SNAP).

RECREATION DIVISION

RECREATION MANAGER – THOR ROOKS

- Attended a meeting with the Broken Arrow Soccer Club regarding their Use Agreement.
- Attended Tulsa Audubon Society meeting at Ray Herral Nature Center.
- Nienhuis Park Community Center New Center Supervisor started at Nienhuis Community Center.
- A usage analysis of the community centers was preformed regarding the 2014-2015 season for the Broken Arrow Amateur Basketball Association (BAABA).
- Arranged and attended a supervisor meeting with both Community Centers' Supervisors.
- Gymnasium floors were recoated at both Community Centers.
- Broken Arrow Amateur Basketball Association had 625 registered participants for their 2014-15 season.
- The 2014 Pumpkin Hunt was a great success with over 1,000 people in attendance.
- Both Community Centers and Ray Herral Nature Center were used heavily during fall break.

RAY HARRAL NATURE CENTER – JOHNNY KOESTER

- Met with Eagle Scout Adison Coffman and went over plans for a new Ray Herral sign.
- Met with Eagle Scout Chris Bell and went over plans for new bird houses throughout the park area.
- A 30 minute class on snakes, spiders, and how to identify poison ivy and oak was given to 15 children and 2 adults. Upon the group's return, a 15 minute class was given on what they saw and learned during their tour of the Nature Park.
- Hummingbird feeders were removed for the winter.
- Outside plants were brought inside for the winter.
- Chris Ohler planted a new tree at Ray Herral Nature Park.
- We had 243 patrons in the nature center and 604 people on the trails for a total of 847 visitors.

PARKS MAINTENANCE DIVISION

PARKS MAINTENANCE MANAGER – PHIL HINK

- Attended Department staff meetings.
- Monitored ongoing park construction projects:
 - Broadway Streetscaping – Contractor still has irrigation and landscape issues to resolve. During a meeting with Engineering and Construction it was determined that several unhealthy trees would need to be replaced and contractor would resolve several irrigation problems that range from changing nozzles to adding additional heads where coverage is insufficient. Engineering informed me that all plant material installed prior to the water plant's emergency problem would not be under warranty by the contractor due the City telling the contractor not to water any plant material during that emergency situation. Only sod and several maple trees will fall under the 1-year maintenance warranty.
 - Farmers Market parking lot - Still waiting on "as-built" for irrigation line or for contractor to locate line.
 - Central Park sports courts- Color surfacing installed on basketball court. Surface problems will need to be corrected on all courts. Surface color has bubbled up in areas and several humps in concrete pad need to be lowered. Perimeter fence has areas that need to be lowered as to not let balls go under. Grading and sod/seed unfinished.
 - Camino Villa clubhouse - Metal building under construction with metal shell erected and insulation being installed.
 - Chisholm Trail South Park electric- Construction bid awarded. Miscellaneous electrical products specified to be provided by City were quoted and placed on order.
- Completed Family Medical Leave paperwork as required for division personnel.
- Received resignation of a Ground Supervisor as of December 4th, 2014. Working with Human Resources (HR) to have position posted in order to have position ready to fill by December 5th, 2014. We also have a Parks Maintenance position open due to a military relocation of an employee. That position has been posted and applicants are currently being reviewed.
- Monitored contract pond maintenance activities on 5 park sites and 2 Battle Creek sites. Contract work for ponds has been suspended until March 2015 per contract.
- Monitored contract mowing maintenance activities at 7 park sites and one detention facility. Contract work for mowing was suspended until growing season begins next spring.
- Met with Broken Arrow Soccer Club (BASC) and park staff concerning changes and questions on their upcoming contract that is under negotiations.
- Met with park staff, Brent Murphy and the commercial owner/operator for the Oakcrest Shopping Center to discuss removal and/or replanting of right-of-way trees along the Main Street side of the owners' property.
- Met with staff concerning unresolved issue in The Rose District that pertain to park maintenance; irrigation, planters, etc.
- Met with Engineering and Construction Divisions and contractor to discuss unresolved issues that need to be addressed with the Broadway Avenue project.

- Met with Warren Unsicker, Engineering Director and Park Director to discuss types of holiday decorations that will be purchased for The Rose District.
- Worked with Fleet and Purchasing Divisions to bid a new tractor/brush hog unit that was approved in the 2015 budget.
- Worked with Purchasing Division to quote new utility vehicle that was approved in the 2015 budget.
- Received new lightning prediction system for the Special Events Park that was approved in 2014 budget. System will be installed during fall/winter timeframe.

PARKS MAINTENANCE

- Daily litter cleanup was performed at all park sites and outdoor park restrooms were cleaned.
- 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).
- Marked off and painted weekly athletic boundary lines on 33 soccer fields, 4 football fields, 10 baseball fields and 2 adult softball fields.
- Blitz United Tournament, hosted by BASC, was held at ISSC. 340 games were played at the soccer complex with 259 teams participating. Sixty teams came from out of state.
- Fall baseball league finished up their league activities. Weather permitting, they will have two tournaments scheduled in November.
- Monthly fertilizer and herbicide applications were performed at Nienhuis Park football complex, ISSC baseball and Al Graham softball fields. ISSC and Nienhuis Park fields were aerated.
- Ordered 12,000 lbs. of annual ryegrass seed that will be put down the last week of field use at ISSC soccer fields and Nienhuis Park football fields, weather permitting.
- Mobile stage was delivered, setup and removed for Broken Arrow Police Department's Fun and Games event at the Farmers Market. Crews also assisted with delivery of tables and chairs and monitored the Farmers Market's restrooms during the event.
- Routine rose maintenance performed at the Nienhuis Park Rose Garden and Centennial Park: pesticide applications, pruning, deadheading, etc.
- Performed daily maintenance at The Rose District: trash cleanup, blowing sidewalks, pruning, etc.
- Skateboard deterrents were installed on remaining planter bed seats in The Rose District. Deterrents were only installed on one side of the planters at this time.
- Splash pads were shut down and winterized. Shade canvas' were removed from all splash pad structures.

- All outside drinking fountains were shut down and winterized.
- Horticulture crew removed all bedding plants from the 91st Street gateway walls in preparation for Keep Broken Arrow Beautiful plantings that will be installed in November. Transported our plant material to other park locations for use.
- Planted winter annuals in bedding areas at The Rose District, Centennial Park, Veterans Park and City Hall.
- Performed weekly filter checks and backwashing on the Veterans Park fountain. Changed out the fountain lenses in preparation for Veterans Day and holiday season.
- Maintenance personnel monitored the Thursday Night Live events at the Farmers Market until the seasonal events concluded on October 19th.
- All new hires attended the mandatory Drug and Alcohol Training class.

End of Report

To: Russell Gale, Acting City Manager

From: Anthony Daniel, Utilities Director 

Date: November 25, 2014

Re: Utilities Department Monthly Report – October 2014

| | October 2014 | October 2013 | % Change |
|---|---------------------|---------------------|-----------------|
| Water Purchased and Distributed | | | |
| OOWA – Water Purchased | 0 MG | 304.6 MG | --- % |
| Water – Sold | 361.1 MG | 380.3 MG | -5.0% |
| [Verdigris WTP came on line April 10, 2014] | | | |
| Wastewater Treated | | | |
| Lynn Lane Plant | 129.4 MG | 118.5 MG | 9.2 % |
| Haikey Creek Plant (BA) | 100.8 MG | 134.9 MG | -25.3 % |
| Haikey Creek Plant (Tulsa) | 170.2 MG | 171.2 MG | - .6 % |
| Water Distribution | | | |
| Tap and Meter Sets | 52 | 66 | -21.2 % |
| Meters Repaired/Replaced | 53 | 120 | -55.9 % |
| Line Locates Done | 418 | 441 | - 5.2 % |
| Service/Meter Leaks | 42 | 291 | -85.1 % |
| Distribution Leaks Repaired | 6 | 10 | -40.0 % |
| Fire Hydrants Repaired/Replaced | 45 | 46 | -2.2 % |
| New Water Line Installed | 340 lf | 26 lf | 92.4 % |
| Fire Hydrants Exercised and Painted | 355 | Total to date 1041 | |
| Sanitary Sewer Collection | | | |
| Sewer Line Blockages | 7 | 8 | -12.5 % |
| Sewer Line Cleaned | 1150 lf | 5,600 lf | -79.5 % |
| Sewer Line Repaired | 0 lf | 17 lf | --- % |
| Line Locates Done | 57 | 55 | 3.6 % |
| Sanitary Sewer Overflows Reported | 5 | 2 | 150.0 % |
| New Sewer Line Installed | 0 lf | 575 lf | --- % |
| Other | | | |
| Grease Traps Inspected | 1 | Total to date | 90 |

| Wastewater Treatment Flow Report | | | | | | | |
|--|--|--|--|---------------|---------------|---------------|--|
| Oct-14 | | | | | | | |
| Location | | | | Oct-14 | Oct-13 | % | |
| | | | | (MG) | (MG) | Change | |
| Lynn Lane Wastewater Treatment Plant (Includes Tulsa TB04 & TB05) | | | | 129.434 | 118.507 | 9.2 | |
| Haikey Creek Treatment Plant (Broken Arrow) | | | | 139.747 | 134.922 | 3.6 | |
| Haikey Creek Treatment Plant (Tulsa) | | | | 170.337 | 171.199 | -0.5 | |
| Broken Arrow → Tulsa Northside (BT01) | | | | 3.652 | 4.246 | -14.0 | |
| Tulsa → Lynn Lane Wastewater Treatment Plant (TB04) | | | | 3.388 | 3.607 | -6.1 | |
| Tulsa → Lynn Lane Wastewater Treatment Plant (TB05) | | | | 5.798 | 4.616 | 25.6 | |
| | | | | | | | |
| | | | | | | | |
| Lift-Booster Station Equipment Maintenance Summary | | | | | | | |
| October 18, 2014 to November 16, 2014 | | | | | | | |
| 1. Timberbrook Lift Station level float failed. Assisted Olen Bailey with installation of new one. | | | | | | | |
| 2. Timberbrook pump seal failure. Replace seal. | | | | | | | |
| 3. Vacuum pump installed at Florence Lift Station. | | | | | | | |
| 4. Order parts for Adams Creek, Turnberry, Parklane, Westwind and Windsor lift stations. | | | | | | | |
| | | | | | | | |
| LLWWTF Maintenance Summary | | | | | | | |
| October 17, 2014 to November 16, 2014 | | | | | | | |
| 1. Work on repairing/replacing lights at LLWWTF. | | | | | | | |
| 2. Check valve and piping replaced on Grit Pump #2. | | | | | | | |
| 3. South Thickener had problem with flow. Weir plate brackets broken. Replace with new bolts and clean | | | | | | | |
| Remove obstruction in both South and North Thickeners. | | | | | | | |
| 4. Safety training on City of Broken Arrow Hazard Communication Policy. | | | | | | | |
| 5. Installed phase monitor on Clarifier #2. | | | | | | | |
| 6. Start demolition on centrifugal blowers and removal of wall in RAS Bldg. | | | | | | | |
| 7. Installed new heater in Centrifuge Bldg. | | | | | | | |
| 8. Replaced heater motor in RAS Bldg. | | | | | | | |
| 9. Installed new backflow preventer in RAS Bldg.basement | | | | | | | |

| |
|--|
| 10. SCADA radios installed and programed at Headworks and RAS Bldg. |
| 11. Digester blower #3 locked up; C & B Equipment pickup and teardown. Bearing failure, shaft fluted and excessive sludge deposits. Thrust bearing and raceway spun on shaft. Recommend replacement. |
| Pricing for new blower around \$20,000.00 |
| 12. Ph probe at Headworks failed and will not calibrate. Warranty replacement per HACH. New one in transit. |
| 13. New pressure switch for Sludge Transport air compressor. |
| 14. Lubrication on Digester blowers, jackshafts and motor bearings. |
| 15. Lubrication on Headworks and Secondary lift station upper screw pump bearings. |

UTILITIES WATER DISTRIBUTION/METERING AND WASTEWATER COLLECTIONS
MAINTENANCE SUMMARY
OCTOBER 2014

WATER DISTRIBUTION

1. Repaired 1 main line breaks and replaced 4 tapping saddles.
2. Repaired 1 and Replaced 1 leaking service crossings.
3. Repaired 45 fire hydrants.
4. Painted 355 fire hydrants.
5. Repaired or Replaced 3 main line valves.
6. Responded to 79 meter leaks.
7. Replaced 152 meters.
8. Repaired or Replaced 35 meter and valve boxes.
9. Replaced 28 Curb Stops.
10. Flushed the Tulsa Connection weekly.

SEWER COLLECTION

Cleanup from broken sewer main repairs
1150 Ft. of sewer line cleaned 57 Line locates Mowed and weeded pump stations
19 Sewer backup call 7 Sewer line blockages 50 Lift station repairs 3 Manholes repaired

METER READING

| | |
|---------------------------------------|---------------------------|
| Replaced 53 Water Meters | Raised Meters 8 |
| Replace 10 Meter Boxes | Pulled Meters 6 |
| Placed Door Hangers For Bad Checks 59 | Replaced Meter Stops 6 |
| Rereads/Leak test 182 | Resident Checks 28 |
| Turn/Offs 211 | Replaced AMR Resistors 62 |
| Turn/Ons 216 | |
| New Accounts 522 | |
| Finals 511 | |

UTILITIES CONSTRUCTION

Main and Elpaso.. (WL 1501) Installed 320' Of 8" C900 waterline.

WATER QUALITY

Flushed 2 week dead end line X3, monthly lines X23

14 dirty water calls (spoke with customer and flushed 1 or 2 hydrants in area, depending on location)

100 Bac-T samples , 2 chlorine (am/pm) daily

October 2014 Water Quality complaint calls

| <u>Date</u> | <u>Address</u> | <u>Complaint</u> | <u>Solution</u> | <u>Time, speed, size</u> | <u>gals. flushed</u> | <u>Final chlorine mg/l</u> | <u>weekend</u> |
|--------------|---|-----------------------|---|-------------------------------------|----------------------|------------------------------------|----------------|
| 1-Oct | 7105 S Oak Ave | black specks in water | spoke w/ customer, looks like rubber gasket. Flushed hydrant | 15 min-1/2, 4" | 11,250 | 2.8 | |
| 2-Oct | 622 S Main St | dirty water | spoke w/ customer, said don't worry about?, has done for past year, flushed hydrant | 15 min-1/2, 4" | 11,250 | 2.7 | |
| 7-Oct | 5604 S Juniper Ave (repeat from 29-Sept) | still has bad taste | spoke w/ customer again, flushed hydrant, suggested taking sample to THD for odor | 15 min-1/2, 4" | 11,250 | 2.4 | |
| 10-Oct | 142 W Fulton St | dirty water | Customer not home. Flushed hydrant @ Ash/ Ash and Ash/ Fulton | 15 min-1/2, 4" X2 | 22,500 | 2.7 | |
| 15-Oct | 1020 W Washington Place | water tastes nasty | spoke w/ customer, flushed 1919 Washington & 917 Washington | 15 min each- 1/2, 4" | 22,500 | 2.6, 2.4 | |
| 15-Oct | 602 N Date Ave | dirty water | flushed 622 N Date, Freeport/ Date (not clear) | both 20 min 1/2, 4" | 15,000 | 1.4, 1.5 | |
| 16-Oct | | | flushed again Freeport/ Date to clear | 60 min, 1/4, 4" | 22,500 | 1.3 | |
| 20-Oct | 4208 W Detroit St | bad smell in water | flushed hydrant (Jerry H) | | | | |
| 21-Oct | 1000 W Washington Pl | odd smell in water | spoke w/ customer on phone-has smell, not every day. | 15 min -1/2, 4" | 11,250 | 2.9 | |
| 22-Oct | 1000 W Madison St | dirty water | flushed hydrant @ Ironwood Pl/ Madison (fire dept flushing hydrants) | 15 min-1/2, 4" | 11,250 | 2.5 | |
| 22-Oct | 1120 N Hickory Ct | dirty water | flushed hydrant @ Hickory Ct/ Lansing (fire dept flushing hydrants) | 15 min-1/2, 4" | 11,250 | 2.3 | |
| 27-Oct | 2316 W Commercial Ct | air in lines | Romero had been working on lines @ address on meter | 15 min, 4" 1/2 | 11,250 | 2.0 | |
| 29-Oct | 6207 W Utica Ct | fishy smell in water | flushed @ 4021 W Utica Ct (10 min 2" med) @ 6227 W Utica Ct (10 min 2" med) | 10 min 2" med & 10 min 2" med | 2,500 | 2.7 & 2.8 | |
| 29-Oct | 12803 E 133rd St | bad taste in water | spoke w/customer, said we used to flush on reg. basis (only when she had called) | 10 min, 4" 1/2 | 7,500 | 2.5 | |
| Total | | | | | 171,250 | | |

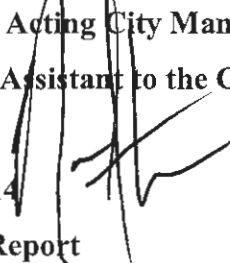
INTEROFFICE MEMO

To: Russell M. Gale, Acting City Manager

From: Norm Stephens, Assistant to the City Manager / Economic Development
Coordinator

Date: December 4, 2014

Re: Tulsa's Future Report



Russell, attached is the Tulsa's Future Regional Economic Development Activity Update for November 1 – November 30, 2014.



**Regional Economic Development Activity Update
November 1 – November 30, 2014**

Announcements & New Jobs Created

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

| | Greater than \$50,000 | Less than \$50,000 | Total Jobs |
|--------------------------------|--------------------------|-----------------------|--------------|
| For the month of November 2014 | 210 | 75 | 285 |
| Total for 2014 | 2,711 | 970 | 3,681 |
| Total for 2013 | 2,484 | 3,514 | 5,998 |
| Total for 2012 | 2,425 | 1,078 | 3,503 |
| Total for 2011 | <u>4,100</u> | <u>4,105</u> | <u>8,205</u> |
| Totals for 2011-2014 | 11,720 | 9,667 | 21,387 |

Business Attraction

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

- New Prospects & Site Visits/Number of New Prospects and/or Site Visits
 Current Month: 2
 Year to Date: 27
 Total 2013: 20

- New Projects – Proposals Submitted
 Current Month: 1
 Year to Date: 38
 Total 2013: 62

- Lead Development
 Current Month: 6
 Year to Date: 84
 Total 2013: 75

Lead Development Companies

Abiomed Inc., Danaher Corporation, Coherent Inc., Idexx Laboratories Inc., Graco Inc., Supreme Industries, Inc.

| ID | Start Date | Number of Jobs | Status | Target Industry | Community | New Business/Expansion |
|-----|------------|----------------|--------|------------------------|----------------|------------------------|
| 333 | 11-1-2014 | 300 | Active | Advanced Manufacturing | Tulsa Regional | New |
| | | | | | | |

Regional Partner Scheduled Appointment Opportunities

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

Scheduled Appointments for 2014

| Destination | Participation Deadline | Scheduled Appointment Dates | Communities Attending |
|--------------------------|------------------------|-----------------------------|----------------------------|
| Chicago, IL | February 11 | March 19-20 | |
| Minneapolis, MN | February 24 | March 25-27 | -PSO |
| Phoenix, AZ | March 21 | April 22-24 | |
| Atlanta, GA | July 1 | August 5-7 | |
| Dallas, TX | July 17 | August 19-21 | MidAmerica Industrial Park |
| Chicago, IL | September 4 | October 7-9 | |
| Charlotte/Greenville, NC | September 11 | October 13-16 | Muskogee, PSO |
| Denver, CO | November 10 | December 8-10 | |

Scheduled Appointments for 2015

| Destination | Participation Deadline | Scheduled Appointment Dates | Communities Attending |
|-----------------|------------------------|-----------------------------|-----------------------|
| Phoenix, AZ | January 17 | February 17-19 | |
| Minneapolis, MN | March 1 | March 31 – April 2 | |
| Atlanta, GA | March 20 | April 21 - 23 | |

Business Retention & Expansion

- Existing Company Visits
Current Month: 53
Year to Date: 640
Total 2013: 536

External Marketing

Houston Scheduled Appointments, November 5-7

The Director of Existing Business, partnering with ODOC and six other partner/agency organizations met with 19 organizations representing companies, consultants, foreign chambers and consulates. The purpose of the meetings was to connect, engage and share Oklahoma energy industry specific information with contacts in energy or representing energy companies. There were approximately 45 attendees for the evening networking event. The energy industry in Houston is a prime market for potential for energy related projects.

Regional Partner Educational Forums with National Site Consultants

- April 2014 – Jim McGraw, Partner with Keating Muething and Klemkamp PLL, discussed regional collaborations, creative incentive proposals and the Macy's project.
- June 2014 – Betty McIntosh, Managing Director Business Incentives Practice Cushman Wakefield, discussed trends in economic development and the importance of incentives.

Regional Partner Updates

Rise Manufacturing, Broken Arrow

Broken Arrow-based, Rise Manufacturing is set to add 175 jobs over the next decade through the Oklahoma Quality Jobs Program. Rise, a precision machine and fabricating shop for manufacturers that serve the energy, aerospace and defense industries, will receive a maximum benefit of \$2,847,275 over the course of their participation. The company plans to hire chiefly machinists and welders, along with some production support.

Reliance Steel & Aluminum, Muskogee

Metals USA, owned by Reliance Steel and Aluminum, the largest steel service center in the United States, is expanding its Muskogee operations with plans to complete more than \$7 million worth of additions and improvements including equipment, security updates and roofing throughout the next three years, while adding 15 new jobs in Muskogee, Oklahoma.

Regional Partner Meetings

- February 9, 2015
- May 5, 2015
- August 6, 2015 – City of Sapulpa
- November 3, 2015

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

- **Tulsa's Future Annual Meeting**
Date: Monday, April 20, 2015
Time: 5:00 p.m. to 6:30 p.m.
Location: Southern Hills Country Club, North Ballroom, 2636 East 61st Street, Tulsa

2. GENERAL CORRESPONDENCE / NOTIFICATION



PRESS RELEASE

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

Jeremy Moore Chosen to Lead Broken Arrow Fire Department

Broken Arrow, Okla. (11/25/2014) – Jeremy Moore, an 18-year fire veteran who most recently served as District Chief for the Tulsa Fire Department, has been selected as the next Fire Chief for the City of Broken Arrow. Moore will begin his duties as Fire Chief on January 2, 2015.

“It is a great honor to join the dedicated men and women of the Broken Arrow Fire Department,” said Moore. “I look forward to serving the citizens of Broken Arrow and working with community leaders to ensure the safety of the public and our firefighters.”

Moore started his public safety career as an Emergency Medical Technician for Skiatook EMS. In 1996, he joined the Tulsa Fire Department as a firefighter, where he worked his way up the ranks becoming Captain, then District Chief. As District Chief, he managed daily operations of fire company personnel along with the Technical Rescue Team. From April 2011 to November 2012, Moore served as the Administrative Fire Chief.

An Executive Fire Officer with the National Fire Academy, Moore earned his Masters of Public Administration from the University of Oklahoma and a Bachelor of Arts degree in Fire Service Management from Western Illinois University. Moore also has the distinction of being only one of four credentialed Chief Fire Officers (CFO) in Oklahoma.

“I believe that Jeremy Moore is well prepared to lead the Broken Arrow Fire Department for many years to come,” said Acting City Manager Russell Gale. “Jeremy’s background will serve the City extremely well, along with his commitment to working collaboratively with all stakeholders in the community.”

(continued)

As Broken Arrow Fire Chief, Moore will be responsible for a department of 152 fire fighters, 11 Fire Corps volunteers and six fire stations; as well as an Emergency Medical Services division. The response coverage for the department is over 105 square miles and protects more than 100,000 residents at an ISO level rating of 2. The department also houses a Technical Rescue Trailer equipped to deploy for large scale incidents and is complemented with a specially trained staff.

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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

Broken Arrow Students Collect FOG to Raise Awareness of Grease Problems *Students to win prizes for grease can decorating contest*

Broken Arrow, Okla. (11/24/2014) – While many people are busy decorating their homes for the holidays, second graders from Broken Arrow Public Schools have been busy decorating their grease cans to collect FOG (fats, oil, and grease).

Residential grease blockages are one of the main causes of sewer overflows and backups. When manholes overflow, the raw sewage drains into our rivers, streams, and ponds. Cleaning up the environment and homes after sewer overflows and backups is very costly.

To help raise awareness on how to properly dispose of grease, the Broken Arrow Municipal Authority kicked off a grease can decorating contest. Hundreds of second graders from 13 elementary schools in the Broken Arrow Public School District each decorated a can they will use to collect fats, oil and grease when the contest ends.

On Tuesday, November 25, participants will learn the winners of the can decorating contest.

The first place winner will receive an iPod Nano with a \$25 iTunes gift card, second place wins an iPod Shuffle plus a \$25 iTunes gift card, and the third place winner receives a \$30 gift card to Incredible Pizza. The iPods are engraved with the message “Reduce, Reuse, Recycle”.

If you are interested in taking pictures or video of the decorated grease collection cans, please contact Krista Flasch at 918-259-2400 ext. 5309 or kflasch@brokenarrowok.gov for the exact time and location. A City representative can also discuss the right way to dispose of grease. This is a timely topic with the upcoming Thanksgiving holiday, which tends to be a day when sewer overflows and backups occur.

(continued)

Where does FOG come from?

Most FOG comes from fried foods, but it also comes from other foods. Some of them are milk, salad dressing, gravy, buttered vegetables, soups, and stews.

Why is FOG a problem?

If FOG goes down a sink drain, it gets stuck in the pipes of the home or business. FOG becomes a solid when it cools, and can clog sewer pipes.

When FOG clogs sewer pipes, the wastewater that is supposed to flow in the pipes can come out onto the ground and get into our rivers, streams, and ponds. This water causes illness in animals and people. It also kills plant life.

What is the proper way to dispose of FOG?

- Do not pour fats, oils, and grease down the sink or garbage disposal. Use the trash. Not the drain.
- Scrape and dry wipe pots, pans, and dishes before washing.
- Cool cooking oil and place into a container such as an empty glass jar or coffee can. Once filled, secure and place in the trash or take to a recycling center.

The recycling facility in Broken Arrow is operated by the Metropolitan Environmental Trust (MET) and is located at 302 North Elm Place.

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3. SPECIAL EVENTS / ACTIVITIES



To: Russell Gale, Acting City Manager
From: Lori Hill
CC: Scott Esmond
Date: December 3, 2014
Re: Notes to Council – Updated upcoming Rose District Events

Updated upcoming Rose District events from Lindsey Wichern:

UPCOMING EVENTS

- November 6-December 13 – [Christmas Tree Exhibit](#) – Broken Arrow Historical Society
 - No street closures
 - Exhibit lasts through December 13
- November 13-December 31 – [Holiday Pop-Up Shops](#) – Debra Wimpee
 - No street closures—located at 210 S. Main Street
- November 29-December 6 – [Holiday Window Display Contest](#)
 - No street closures
- December 5 – [Lee Ann Womack Holiday Show](#) – Broken Arrow PAC
 - No street closures
- December 6 – [Broken Arrow Civitan Christmas Parade](#) – Broken Arrow Civitans
 - Main street will be closed
- December 19 – [Debby Boone Holiday Show](#) – Broken Arrow PAC
 - No street closures

ADDITIONAL INFORMATION

- The Rose District has launched an interactive map with each of the businesses located on it. Check out the map here: <http://map.rosedistrict.com/>.

To: Russell Gale, Acting City Manager
From: Lori Hill
CC:
Date: December 3, 2014
Re: Notes to Council – Upcoming Events

UPCOMING EVENTS

- Civitans Annual Christmas Parade – Saturday, December 6th at 10:00a-12:00p on Main Street
- [Ruts n Guts](#) Cyclocross event – taking place at the Events Park Saturday, December 6 and Sunday, December 7
- [Lee Ann Womack](#) Concert – Broken Arrow Performing Arts Center – Friday, December 5 at 7:30p