

To: Honorable Mayor and City Councilors

From: Michael Spurgeon, City Manager

Date: July 1, 2016

Re: Notes to Council

1. STAFF REPORTS / ITEMS REQUIRING IMMEDIATE ATTENTION

- Utilities Department Monthly Report May 2016
- Parks and Recreation Department Monthly Report May 2016

2. GENERAL CORRESPONDENCE / NOTIFICATION

• Press Release – Fire Department Now Hiring

3. SPECIAL EVENTS / ACTIVITIES

The Produce Gathering – New Location in Broken Arrow

Respectfully submitted,

Michael L. Spurgeon

imh

Attachments

1. STAFF R	EPORTS / ITEM	S REQUIRIN	G IMMEDIATE	ATTENTION
			BROKEN A Where opportun	



INTEROFFICE MEMO

To:

Michael Spurgeon, City Manager

From:

Anthony Daniel, Utilities Director

Date:

June 30, 2016

Re:

Utilities Department Monthly Report - May 2016

	May 2016	May 2015
Water Treated, Purchased and Distributed	1	
Water Purchased from Tulsa	0 MG	0 MG
Water - Produced at Verdigris WTP	335.9 MG	287.8 MG
Wastewater Treated		
Lynn Lane Plant	140.2 MG	199.4 MG
Haikey Creek Plant flow from BA	152.2 MG	224.6 MG
Haikey Creek Plant flow from Tulsa	217.9 MG	240.4 MG

Sewer Lift Booster Station Equipment Maintenance Summary-David Handy

1. Indian Springs Lift Station (Golf Course):

- a. Installed new rotating assembly and back cover plate assembly in Pump #1.
- b. Rebuilt rotating assembly and installed new wear plate in Pump #3.

2. Windsor Lift Station:

- a. Evaluating to replace Pump #1 with new pump or parts.
- b. Installed new exhaust blower.

3. Southpark Lift Station:

- a. Installed new solenoid valve.
- b. Installed new control relay.

4. Lakeside Villas Lift Station:

a. Installed new exhaust blower.

5. Old Adams Creek Lift Station:

a. Installed new control transformer and re-wired control panel.

6. 209th Lift Station:

a. Repaired exhaust fan.

7. Kenwood Hills Booster Station:

a. Service call to reset thermal overloads. Cycle pump operation to check performance.

LLWWTF Maintenance Summary-David Handy

1. Chlorine Building:

a. Primed CL2 analyzer pump and changed out reagents.

2. Chlorine Contact Basins:

a. Drained and cleaned.

3. Blower Building:

- a. South Thickener pump out of service. Parts on order.
- b. New sample line installed for North Thickener pump.

4. Headworks:

- a. New motor starter coil replaced in Bar Screen control panel.
- b. South Bar Screen repaired.
- c. Screenings washer broke auger. Will not repair but set up protocol to remove screenings for disposal.
- d. Replace 50 HP motor to Screw Pump #3 and put back in service.

5. RAS Building:

- a. Replaced AC in MCC Room.
- b. Suction line unplugged to West Clarifier.
- c. Repair coupling on Scum Pump.

6. Grit Chamber:

a. Grit chamber issues. Continues to plug up with mud.

7. Other:

Installed new refrigeration unit on Influent sampler.

Facility mowing, weedeating and spraying vegetation.

Shelving installed in storage building.

New UPS installed on SCADA computers.

Yearly inspection from Kone Cranes.

Signal splitter ordered for Bio-Monitoring sampler.

South polymer mixer repaired twice.

F.E.B. pumped down and ready for solids to dry out.

Lynn Lane and Haikey Creek WWTP Industrial Pretreatment Program Summary-Lauren Wilson

Fats, Oil & Grease (FOG) Program Activities

1. Food Handling Establishment Inspections:

City pretreatment staff inspected 36 food handling establishments (FHE) in the month of May. Inspected manifests for grease interceptor (GI) maintenance, looked at GI, and discussed best management practices for facilities with grease abatement equipment. FHEs with improperly maintained interceptors have been asked to have their grease interceptor pumped immediately. Re-checks are done for non-compliance issues. The following FHE non-compliance issues were noted:

- Walmart Neighborhood Market asked to pump GI
- Forest Hills Adult Care and Assisted Living Grease –related sanitary sewer overflow on the property. Spoke with maintenance, asked them to pump the GI and gave them FOG pollution prevention brochures for residents.
- Taco Bueno 61st & Elm asked to pump GI
- Papa Murphy's 81st and Aspen asked to pump GI
- Sterling House Adult Care and Assisted Living asked to pump GI

2. Grease-Related Sanitary Sewer Overflows & Response:

- 1400 W. SW Expressway Dr. Residential/Commercial, no FHE upstream
- 101 E. Kent Residential
- 1909 S. Ash Pl. Two apartment complexes upstream. Spoke with management at both locations about recycling used cooking oil and pollution prevention measures. Issued brochures and cooking oil collection bottles for residents.
- Met with collection crew at 101st & Elm. Crew had camera in sewer line showing grease build-up. Inspected GI at McDonald's, Applebee's, and Apple Barrel. Asked each of them to pump within 15 days.

3. Community Awareness:

City staff have been distributing FOG Pollution prevention brochures and cooking oil collection bottles to adult care and assisted living facilities.

Industrial Pretreatment Activities:

- 1. City Site-Inspection and Sampling Event: City staff is required to inspect and sample each facility that holds a wastewater discharge permit yearly. The following facilities were inspected and sampled for compliance with federal, state, and local pretreatment contaminant limits in May:
 - Blue Bell Creameries
 - Broken Arrow Landfill
 - Broken Arrow Powder Coating
 - *Pre-inspection file review: City pretreatment staff review permit, site details, toxic organic management plans (if applicable), accidental spill prevention plans, hazardous & non-hazardous waste manifests, previous-year inspection, previous-year self-monitoring & compliance reports, and violations (if applicable) before yearly inspections.
- 2. The following compliance monitoring reports/certifications and/or laboratory analysis were received and reviewed in the month of May:
 - Blue Bell compliance monitoring report and laboratory analysis no deficiencies
 - Unifirst compliance monitoring report and laboratory analysis no deficiencies
 - Russelectric laboratory analysis review plating line, cyanide bath, paint line no deficiencies
 - Flight Safety laboratory analysis review graphic arts and water jet no deficiencies
 - Broken Arrow Landfill laboratory analysis review no deficiencies
- 3. Surcharges for Bio-chemical Oxygen Demand (BOD), Total Suspended Solids (TSS), and Oil & Grease above residential thresholds were calculated for Unifirst in the amount of \$2,594.60. Blue Bell surcharges were calculated at \$10,175.21, but not issued. Surcharges have been postponed per Utilities Director.

UTILITIES DISTRIBUTION/COLLECTIONS MAINTENANCE SUMMARY WATER DISTRIBUTION – Jerry Hanewinkel

- 1. New Taps and Meters set 31
- 2. Responded to 48 meter leak calls

- 3. Replaced 28 meters.
- 4. Repaired or Replaced 35 meters and valve boxes
- 5. Replaced 27 Curb Stops
- 6. Repaired 2 valves
- 7. Cleaned up 6 yards
- 8. Responded to 444 Call Okie Line Locates
- 9. Installed 2 service crossings
- 10. Responded to 33 water system service requests
- 11. Flushed 8 lines for water quality issues
- 12. Distribution Main Leaks repaired 10
- 13. Meter leak repairs done 8
- 14. Valve truck crew exercised 120 valves
- 15. Fire Hydrants Repaired 32
- 16. Fire Hydrants Tested 129

AMR PROJECT-

AMR register only-241 installed

AMR register with new meter-255 installed

Replace meter boxes-11

SEWER COLLECTION- David Marlow

- 1. Service requests calls 29
- 2. Sewer line blockages 23
- 3. Sewer line cleaned 1110 ft.
- 4. Sewer line replaced 3 ft.
- 5. Sewer line locates done 114
- 6. Stand-by and night crew responded to 11 sewer calls
- 7. Clean ups done 12 locations
- 8. CCTV 596 ft. to locate problems/defects in the sewer line
- 9. Lift station repairs done at 1 station
- 10. Manholes cleaned /raised/repaired 2
- 11. Sewer lines root cut at 6 locations
- 12. Sewer lines repaired at 1 location
- 13. Sanitary Sewer Overflows (SSO's) reported 10 for the month of May

METER READING - Derriel Bynum

- 1. Replaced Meters-9
- 2. Door Hangers for bad check-63
- 3. Turn Ons for non payment-267
- 4. Turn Offs for non payment-335
- 5. New /Accounts-550
- 6. Finals-567
- 7. Pulled Meters-8
- 8. Read 37,257 Meters for the month of May 2016
- 9. Construction Meters Set-4
- 10. Rebuilt large meters-4
- 11. Leak Tests-148

AMR Project-

Registers installed-654

Register & meter-429

Meter boxes replaced-25

UTILITIES CONSTRUCTION - Tommy Kimbrough

- 1. Hobby Horse Ranch Replaced 151' of 30" SDR 35 sewer pipe for emergency repair.
- 2. Line locates completed 20

WATER QUALITY- Diana Flora

- 1. Flushed dead end water lines (41 total)
- 2. Tested chlorine levels near auto flushers to verify all are working (19 total)
- 3. Manually flushed 2 auto flusher locations to improve chlorine residuals. Currently 2 units are down for repair.
- 4. 22 dirty water calls, 198,750 gallons of water flushed to improve water quality.
- 5. Collected 100 Bac-T samples and 2 chlorine (am/pm) daily
- 6. Total gallons flushed to improve water quality in May 4,046,089 gallons.

VERDIGRIS WTP – Jimmy Helms

- 1. Replaced leaking expansion joints on chlorine tank
- 2. Replaced leaking expansion joints on sodium permanganate bulk and day tanks
- 3. Addressed leaks on chlorine feed pump system
- 4. Replaced communications module for air blower B
- 5. Worked with Pall field service engineer to make final adjustments to the SCADA system for the new membrane modules
- 6. Replaced hoses on chlorine feed pumps
- 7. Repaired mechanical seal on chlorine transfer pumps
- 8. Replaced leaking fittings on sodium permanganate system
- 9. Cleaned excessive buildup on fluoride flow meter
- 10. Replaced transfer pumps on offloading stations on sodium bisulfite, citric acid, and hydrochloric acid systems
- 11. Repaired light in high service pump station
- 12. Replaced cooling fans in motor control room
- 13. Replaced communication card on blower aftercooler B
- 14. Replaced sump pump in pretreatment flow meter vault
- 15. Removed inline mixers from LAS vaults 1 and 2
- 16. Installed new fluoride injection spear in vault 3
- 17. Reprogrammed sludge system on pretreatment train 4
- 18. Safety meeting conducted by Carus, over sodium permanganate on 5/18/16
- 19. Installed cooling fans in motor control buckets that did not have them
- 20. Calibrated pH probe at high service pump station
- 21. Replaced feed tube in sodium hypochlorite feed pump 1
- 22. Replaced leaking flange on fluoride day tank
- 23. Repaired sodium hydroxide leak in pipe chase
- 24. Collected Lt 2 Cryptosporidium samples
- 25. Conducted interviews for WTP Industrial Technician
- 26. Water quality complaint 419 E. College

ASSISTANT DIRECTOR-Barney Campbell

PLAN REVIEWS

- Fedex Distribution Facility
- Crossings at Lynn Lane

MEETINGS

- OOWA 36" water line
- DEQ-overflows (Chad Keller)
- 71st & 145th lane closures
- Old Adams Creek (Mary Ann Colston-resident)
- Staff meeting with ACM (Kenny Schwab)
- Weekly staff meeting

IN HOUSE PROJECTS

- Skaggs water tower-filled, contractor put in HTH
- Skaggs water tower-took samples and put back on line
- 101st & 193rd meeting on sewer line
- 101st & 1st Pl-cleanups
- Meeting Corrpro for cathodic protection on Skaggs water tank
- Meeting on 24" water line on 51st St to 24" on 61st St
- Meeting on County Line trunk line
- Aspen mill & overlay

DIRECTOR'S REPORT – Anthony Daniel

- 1. Attended the OK Water Environment Association Annual meeting in Tulsa
- 2. Met with HDR Engineers on the Long Range Water Supply Plan and use of the OOWA line
- 3. Met with HDR on the BAMA meeting power point presentation for proposed LLWWTP Headworks Improvements
- 4. Attended the monthly RMUA operations group meeting at HCWWTP
- 5. Met with plant staff and Gardner Denver blower rep at LLWWTP to discuss the cause of repeat failures on the four 100 hp blower units
- 6. Coordinated with Forterra Pipe Company on the supply and installation of the 30" tap on City of Tulsa's 48" concrete cylinder pipe
- 7. Participated in the 30" Tulsa Water connection prebid meeting
- 8. Reviewed and made changes to the proposed Operators Progression Pay Plan
- 9. Worked with Purchasing to procure the 30" gate valve for the Tulsa water line connection
- 10. Met with a group of citizens to address their concerns about sewer lines surcharging in the Oneta Rd lift station area during rain storm events
- 11. Participated in the kick off meeting for the County Line Trunk Sewer Project
- 12. Participated in the discussion for the alignment for Elm Creek Trunk sewer line
- 13. Met with City Manager, city staff and MFS reps on BAMA debt obligation planning
- 14. Met with HUB consultant to review the proposed 24" water line design drawings
- 15. Presented the Draft Water Conservation Program to City Manager and staff for review and comments
- 16. Met with consultant for the Washington water line design review meeting
- 17. Attended the weekly City Manager leadership meetings. On May 4th, the meeting was held at the Verdigris WTP
- 18. Attended the scheduled city council and BAMA meetings

- 19. On site to coordinate with Tulsa Water Distribution staff for the depressurization of the 48" water line to 50 psi as requested by Forterra. Witnessed the installation of the tapping saddle and installation of the 30" tap
- 20. Participated in LLWWTP headworks design kick off meeting
- 21. Attended the weekly ACM-Operations group meeting

FUTURE PROJECT TO DO LIST:

-Repair water leak at the junction of Kenosha and Aspen before the mill and overlay project.



INTEROFFICE MEMO

To: Kenneth Schwab, Assistant City Manager - Operations

From: Scott Esmond, Director Parks and Recreation

CC: Jennifer Hooks, Gail Kirk

Date: June 30, 2016

Re: May 2016 Monthly Report

Please find enclosed the May 2016 Monthly Report for the Parks and Recreation Department.

Please contact Scott Esmond if you have any questions.

Encl: May 2016 Monthly Report



Parks & Recreation Department May 2016 Monthly Report

DIRECTOR-SCOTT ESMOND

- > Attended City Council meetings.
- Attended the City Manager's staff meetings.
- Attended the Assistant City Manager of Operations staff meetings.
- > Held weekly staff meetings with managers and staff of the department.
- Met with a developer to discuss possible wetland mitigation sites.
- > Met with other directors and administration on review and comment of the Water Conservation Plan.
- Met with Engineering and Construction staff and a consultant to review five trail plans.
- > Met with Engineering and Construction staff and a consultant for review of electrical item for the Interactive Water Feature project.
- > Met onsite with Engineering and Construction staff to perform a nighttime final inspection of the new solar powered parking lot lights at Nienhuis Park.
- Met with Engineering and Construction staff and a consultant to define a plan of action for The Museum BA's elevator.

BATTLE CREEK GOLF CLUB

GENERAL



- May was a really strong month financially with total revenues at \$189,862.
- > Managers were busy training new seasonal employees on job duties and responsibilities for the busy golf season ahead.

GOLF OPERATIONS

➤ Battle Creek Golf Club (BCGC) hosted a Titleist fitting by appointment; which was 1 of 2 in the region. Players from across Northeast Oklahoma came to get fitted during this one on one session. The event generated over \$4,000 in sales directly, plus the additional revenue from greens fees, merchandise, food, and drinks. This event has been a big success for BCGC and brings recognition to the City and BCGC due to the limited availability of like events in the area.

- BCGC hosted a no charge Titleist golf ball fitting where players could be fitted for the proper Titleist golf ball based on their own individual swing. Players were given sleeves of balls based on their fitting at no charge.
- ▶ BCGC revenue increased over May 2015 in several areas: 41.5% increase in green fees, 27% increase in membership fees, and merchandise beat budget by 17%. These factors combined, lead to the golf shop increasing total revenue by 44%.
- ▶ BCGC hosted events increased over May 2015: 15 outside events, which was up 47% and 5 leagues this year up 250%. BCGC goal is to host more leagues this year to increase revenues during non-peak times. The leagues would be held on weekday evenings; which are typically slow. The leagues would bring in \$25 per player with an average of 16-20 players per league. This revenue would help boost BCGC bottom line by filling vacant tee times that would not normally fill.

MONTHLY SUMMARY

May rounds were 62 less total rounds to budget and 1,455 more than last year.

May Rounds	Budgeted	Prior Year	<u>Actual</u>
PUBLIC ROUNDS	850	508	660
TOURNAMENT	500	214	745
MEMBER	1,500	1,087	1,506
BATTLE CARD	350	252	278
TWILIGHT	625	427	639
MISC.	150	105	147
MEMBER GUEST	280	145	218
TOTAL ROUNDS	4,255	2,738	4,193

MONTHLY GROSS REVENUE

May total revenue was \$189,862 for the month, which was \$6,808 more than budgeted revenues.

	May Budget	May Prior Year	May Actual
DUES & FEES	31,500	25,523	30,911
GREEN FEES	70,093	41,888	71,563
CART FEES	22,247	13,606	20,882
MERCHANDISE	18,084	22,116	21,879
OTHER GOLF COURSE SERVICES	11,100	3,970	9,452
FOOD & BEVERAGES	30,030	27,081	35,175
TOTAL REVENUE	183,054	134,184	189,862

BANQUET FACILITY USAGE REPORT

May	Event	\$
5/2	Tournament/Event	897.10
5/7	Tournament/Event	1,626.36
5/9	Tournament/Event	656.38
5/14	Tournament/Event	1,266.40
5/15	Tournament/Event	430.00
5/16	Tournament/Event	1,503.40
5/20	Tournament/Event	2,599.40
5/21	Wedding Reception	2,230.50
5/28	Banquet/Party	1,280.00
	Total Banquet Revenue	\$12,489.54

BANQUET

- Attended Tulsa Wedding Society meetings.
- > Booked a booth at an upcoming wedding show.
- > Ordered new banquet chairs through the Capital Improvements Project.

GRILL

- Ordered a portable POS (Point-of-Sale) system to be used on the beverage cart and as a supplemental indoor register.
- Decorated for Memorial Day, offered free beers to veterans, and \$5 mini pitchers for everyone.
- Catered 18 tournaments.

SPECIAL EVENTS

EVENTS COORDINATOR - VAUNDA OLIVERA

- Attended weekly Department staff meetings.
- ➤ Attended Wine, Eats & Easels meeting on May 2nd. Discussed possible options for layout while onsite.
- > Attended Rooster Days Committee meetings.
- > Met with Grilles and Grills organizer to discuss site plan and options to work around construction projects on Main Street.
- ➤ Met with SkyDance Kite organizer, a promotion company, and Tulsa Doghouse to discuss the possibility of combining all three events into one.

- Met with Jolly Runner and Taste on Main to discuss their event.
- > Attended set up for the Spring Poetry Slam on May 4th.
- Prepared, planned and attended the Special Events Committee meeting on May 5th.
- Attended, set up and closed down the Rooster Run event on May 7th.
- > Attended the Convention and Visitors Bureau meeting on May 9th.
- > Graduated from Northeastern State University on May 9th.
- Met with event organizers and Broken Arrow Police Department to discuss plans for the Tour de Cure event schedule for June 4th.
- ➤ Rooster Days set up began May 10th and continued through May 12th. Met with the food vendors and assisted with set up of the food court on May 11th. Attended Rooster Days Parade on May 14th. Attended Rooster Days every day. Post-event report submitted.
- > Staff attended the Pet-a-Palooza event held on North Main Street on May 14th.
- > Prepared, planned and attended Special Events Committee meeting on May 19th.
- Met with Jolly Runner to discuss Mutiny Mud Run event to be held at the Events Park this fall.
- > Attended Camp Bandage at the Events Park on May 21st.
- Attended Keep Broken Arrow Beautiful Rose Festival in the Rose District on May 21st.
- ➤ Met with Chamber of Commerce and Tulsa City County Health Department to discuss steak cook-off event as part of Taste of Summer.
- > Prepared for Tuesdays in the Park that will take place during June.
- Attended the Rose District Farmers Market during May.

FARMERS MARKET COORDINATOR - JUDY PRIETO

No Report

RECREATION DIVISION

RECREATION MANAGER - THOR ROOKS

- May visit log per Community Center:
 - Central Park Community Center 1,972 visits were logged which is 1,563 less than April. Rooster Days and having the gym floors refinished caused the visits to decrease.

- Nienhuis Park Community Center 2,743 visits were logged which is 1,322 more than April. Visits were up due to Central Park Community Center being closed and Nienhuis opening earlier for the summer months.
- ➤ Attended the Mom and Me Hike, a new event held at Ray Harral Nature Park, was a huge success and tickets sold out very early for both event times. Additional event times will be added next year. Post Event Report was submitted to Note to Council on May 20th, 2016.
- ➤ Rooster Days took place at Central Park on May 12th 14th. It was determined that the restrooms inside Central Park Community Center will be closed next year. All Rooster Day goers will be required to use the porta-johns provided by the Broken Arrow Chamber. This will save the City an estimated \$300 for toiletries. Rooster Days Staff, Volunteers, and Market Place vendors will be allowed to use the lobby restrooms when needed.
- Attended Mock Youth City Council meeting as the Parks and Recreation Department's representative.
- > Attended two (2) Special Events Committee Meetings for the Recreation Division.
- ➤ Attended two (2) Take Me Fishing meetings as the Broken Arrow Parks and Recreation representative. Meetings were held at the Zebco office in Tulsa.
- > Conducted a tour of City Parks and facilities for new Legal Department staff members.
- ➤ Lifeguard Certification class was held at Central Park Community Center and Family Aquatic Center on May 20th to 22nd. 18 people registered for this class; 16 of those became seasonal pool staff members for the City. This is the first time in four years the City has offered a Lifeguard Certification class.
- ➤ Broken Arrow Volleyball Club ended their competitive season at Nienhuis Park Community Center. Over 100 youth volleyball players participated. June will start the next season and it is estimated that 250 participants will register.
- ➤ To celebrate National Kids to Park Day, the Recreation Division offered several games at the Camp Bandage event held on May 21st, 2016. Recreation staff handed out 200 plus event magnets and program flyers.
- Attended preseason Pool Manager meeting to discuss goals and expectations for the 2016 pool season.
- > Attended and assisted in seasonal pool staff orientation held on May 26th and 27th.
- ➤ City pools opened May 28th for the 2016 summer season. A mandatory two-day orientation was attended by 65 seasonal pool staff.
- Attended and conducted meeting with Recreation Division staff regarding ideas and implementation for National Parks and Recreation Month in July.
- Conducted monthly Center Supervisor meeting. Discussed staff schedules, upcoming events, facility schedules, and addressed seasonal questions.

RAY HARRAL NATURE CENTER - JOHNNY KOESTER

- > The total visitors for May were 2,456. Ray Harral Nature Center had 934 visitors inside the Nature Center and an estimated 1,522 visitors walked the trails in the Nature Park.
- May 7th Mom & Me Hike was held at the Ray Harral Nature Center and Nature Park. Approximately, 60 people attended the event. Children were given 3 craft options to choose from and a Broken Arrow Parks bag which held a magnet, magnifying glass, and a compass were given to each child. Trail tours were given and lasted approximately 40 minute. Positive feedback was received from the moms and children. Staff from Central Park Community Center organized and helped at the event.
- May 20th Saint Pious Catholic School visited with 60 children plus adults. A class lesson was given on plants, black widow spiders, squirrels and hawks before a tour was given. While walking the trail, poison oak, poison ivy, black widow spiders, squirrels and a Red Shoulder Hawk were pointed out and differences were discussed. Two Recreation Assistants from Central Park Community Center were on hand to help.
- During May, seven (7) copperheads and five (5) cottonmouths were observed by staff near the trails. The snakes observed where not in high traffic areas or showing any aggression; therefore, they were not removed from the park. Staff will continue to monitor the trails and report any snakes seen as aggressive or located in high traffic areas to Animal Control.

PARKS MAINTENANCE DIVISION

PARKS MAINTENACE MANAGER - PHIL HINK

- > Attended Department staff meetings.
- > Conducted Park Maintenance Division staff meetings.
- > Monitored ongoing park construction projects:
 - Nienhuis Sport Courts Grading of site has begun. Additional dirt work required due to poor subgrade material.
 - Nienhuis Turf Football Fields Construction plans waiting for funding source.
 - Interactive Water Feature- Courtyard pavers have been removed and excavation of fountain basin completed. Utility conduits are being installed and storm water piping installed.
 - Central Park Electrical Upgrades Project complete.
 - Streetscapes Phase IV Final review of construction plans completed, and project scheduled to bid on June 9, 2016.
 - Nienhuis Park Community Center Security Lights All solar lights installed on poles and project has been completed.
 - Indian Springs Sports Complex (ISSC) 2011 Bond Projects Engineering working on contract for design firm.
- > Sent new outsource mowing contract to Legal for review/approval.
- Met with Broken Arrow Chamber personnel and Rooster Day vendors to review operation capabilities of new electric system in Central Park.

- ➤ Nienhuis Football Complex parking lot maintenance will start on June 6, 2016.
- Monitored contracted pond maintenance for 7 park ponds.
- > Stormwater Department completed installation of a new 180' x 20' concrete decking at the Family Aquatic Center.
- ➤ Continue to work on filling open positions within the Parks Maintenance Division. Filled one additional Fulltime Park Maintenance Worker position, and two Seasonal Park Maintenance Laborer positions.
- Completed applications for amusement park rides with the Department of Labor for the aquatic facility waterslides. Received certificate for operations for all waterslides prior to pools opening day.
- > Received quotes for surface maintenance on the Arrowhead Park walking trail. Cleaning, crack filling, and surface sealing the entire trail.

GROUNDS MAINTENACE SECTION

- > Litter cleanup performed at park sites, and park outdoor restrooms were cleaned daily during the week and on weekends after splash pads opened.
- Completed routine maintenance on the Liberty Parkway Trail herbicide applications on fence lines and trail edges, asphalt patching, filled in erosions off the trail, inspections, and power washed areas of trail that had collected slit after heavy rains.
- Performed routine mowing and trimming of parks, building grounds, and trails. Performed 113 park mowing cycles during May.
- Conducted athletic turf maintenance at Indian Springs Sports Complex (ISSC) for soccer and baseball league games, and weekend tournaments. Soccer State Cup games were held at the soccer complex at the conclusion of the spring season.
- > Checked park storm drain structures during heavy rainstorms. Cleared debris as needed.
- > Spot sprayed goose-grass on soccer and baseball fields at ISSC.
- > Applied pre-emergent herbicide to athletic fields at Nienhuis and Arrowhead complexes.
- > Painted field lines weekly on soccer, baseball, lacrosse, adult softball, and football fields.
- > Prepared Central Park for Rooster Days mowing, trimming, installed sod on bare areas, filled in rutted areas, and moved in bleachers for stage activities.
- > Installed temporary fence around new concrete decking at the Family Aquatic Center. Dirt work and sodding will be completed after pool closes.
- > Filled in eroded areas throughout Nienhuis Park.

FACILITIES MAINTENACE SECTION

- Monthly playground inspections were completed, and maintenance items addressed as required.
- > Performed pre-operational checks on all splash pads. Repaired or replaced activation switches, valves, and deck joints. Repaired mainline leak on Jackson Park Splash Pad.
- > Setup mobile stage for Rooster Run, Rooster Days, and Camp Bandage events. Assisted Special Events personnel with opening and closing of stage.
- Performed daily filtration and sanitation checks on all pools. Replaced ladder treads, chair footboards, and deck grate where needed. Installed new wading pool water feature slide at the Family Aquatic Center. Set up climbing wall unit at Country Aire pool. Met with Young Men's Christian Association (YMCA) personnel at Country Aire pool and went through basic daily maintenance and chemical operations for the pool.
- > Installed shade structure fabric on shade units at pools and splash pads.
- > Installed new Rose District banners on tall light poles within the Rose District.
- > Completed repairs to the lightning prediction systems for the Nienhuis Aquatic Facility and Country Aire Pool prior to pools opening.
- > Repaired drinking fountains at Sieling Park and the Liberty Parkway Trail.
- Met with the Department of Labor at all pool waterslides for pre-operational inspections.
- > Check department flags and replaced or lowered as needed.
- > Installed playground surfacing at Wedgewood and Vandever playgrounds. Additional surfacing is on order.

HORTICULTURE/FORESTRY SECTION

- > Performed daily routine maintenance in the Rose District; trash cleanup, blowing sidewalks, weeding, hanging basket checks, etc.
- > Irrigation repairs were conducted on system in the Rose District and Central Park.
- Monitored contractor maintenance on the rose plantings at Centennial Park and the Rose District. Staff Horticulturist is putting together specifications for new bid on rose maintenance sites.
- > Deadheaded roses at the Nienhuis Park Rose Garden.
- > Applied |fertilizer/insecticide/fungicide on roses, azaleas, and flowering annuals throughout various landscape sites.
- Routine hedge trimming throughout the parks.

- > Worked with contractor to remove hazard trees at Ray Harral Nature Park and the Events Park. Staff Horticulture crew also removed storm damaged trees at the Events Park.
- > Pruned trees in Central Park prior to Rooster Days event.
- > Trimmed back 3 miles of tree and shrub overgrowth along the Liberty Parkway Trail.

End of Report

	. CORRESPONDENCE / N	
• ,		() (` \





PRESS RELEASE

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

Mobile: (918) 409-7771

BAFD Now Hiring Firefighters

Application window starts July 1

Broken Arrow, Okla. (6/27/2016) – The Broken Arrow Fire Department will be accepting applications for the position of Firefighter beginning July 1, 2016. The deadline for all submissions will be August 19, 2016 at 5:00 p.m. The anticipated start date for the Broken Arrow Firefighter Academy will be in the spring of 2017.

The required minimum qualifications are:

- Valid Oklahoma driver's license
- State of Oklahoma Emergency Medical Technician license
- National Registry of Emergency Medical Technicians certification
- High School diploma or GED

The Broken Arrow Fire Department provides fire suppression services, emergency medical service and transport, hazardous materials mitigation at the operations level, and rescue technician level services within the City of Broken Arrow's 105 square mile fence line.

"We respond to approximately 10,000 calls for service annually, and that number continues to increase every year," said Fire Chief Jeremy Moore. "The need for more firefighters is essential so that we may succeed in our mission of serving the citizens of Broken Arrow."

To learn more about becoming a professional firefighter for the City of Broken Arrow, or to apply online, interested individuals may visit www.brokenarrowok.gov.

###

3	SPECIAL	EVENTS	/ ACTIV	JITIES
J.			$\mathbf{A} \mathbf{C} \mathbf{I} \mathbf{I}$	





INTEROFFICE MEMO

To: Michael Spurgeon, City Manager

From: Lori Hill

CC: Norman Stephens

Date: June 30, 2016

Re: Notes to Council – Produce Gathering



The Produce Gathering is an initiative that allows residents to order fresh produce, eggs, meats, meal kits, and other goods online for pickup a couple days later. Sales began a few weeks ago with orders being placed online at www.theproducegathering.com. The Produce Gathering now has two sale days – Saturdays and Tuesdays. Orders are ready for pick up the Tuesday after the end of the sale, from 4:30 to 5:30 p.m. at the Central Park Community Center on Main Street, or on Saturdays from 8:00 to 9:00 a.m. at Legacy Christian Academy.

Regular sales occur biweekly, and for each basket purchased, a portion of produce is donated to the John 3:16 Mission. Individual baskets are \$15.00 with family-size baskets for \$25.00.