

**To:** Honorable Mayor and City Councilors  
**From:** Russell Gale, Acting City Manager  
**Date:** June 29, 2018  
**Re:** Notes to Council

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### **1. STAFF REPORTS / ITEMS REQUIRING IMMEDIATE ATTENTION**

- General Services Department Monthly Report – May 2018
- Utilities Department Monthly Report – May 2018
- Parks and Recreation Monthly Report – May 2018
- Parks and Recreation Department memo
- Leisure Park Splash Pad & Playground memo

### **2. GENERAL CORRESPONDENCE / NOTIFICATION**

- Press Release – Fireworks permits available now through July 3
- 2018 OMAG Election of Trustees

### **3. SPECIAL EVENTS / ACTIVITIES**

- N/A

Respectfully submitted,

Russell Gale



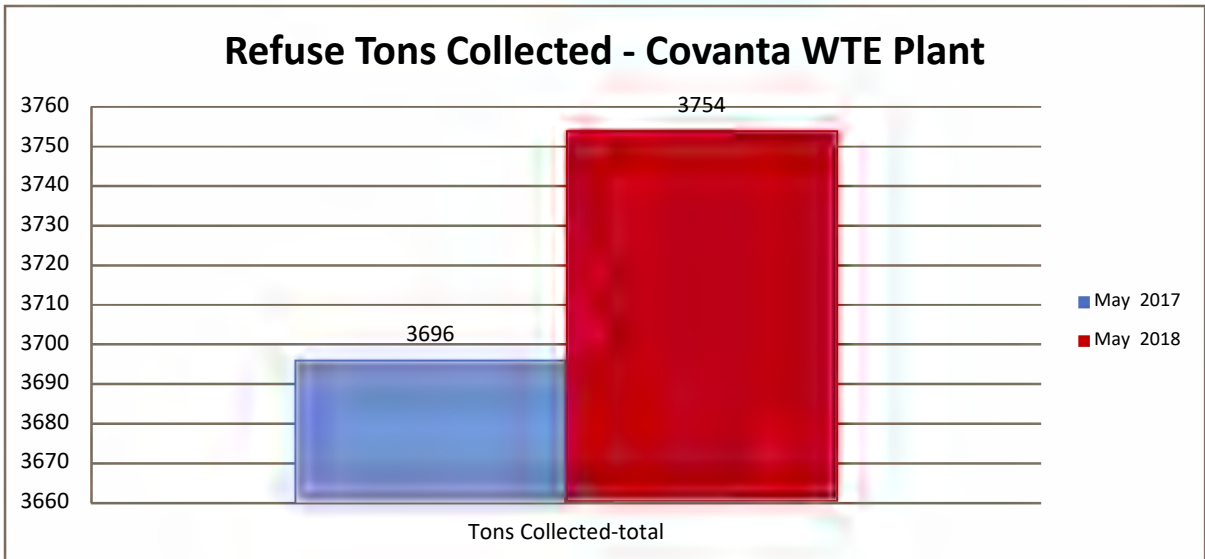
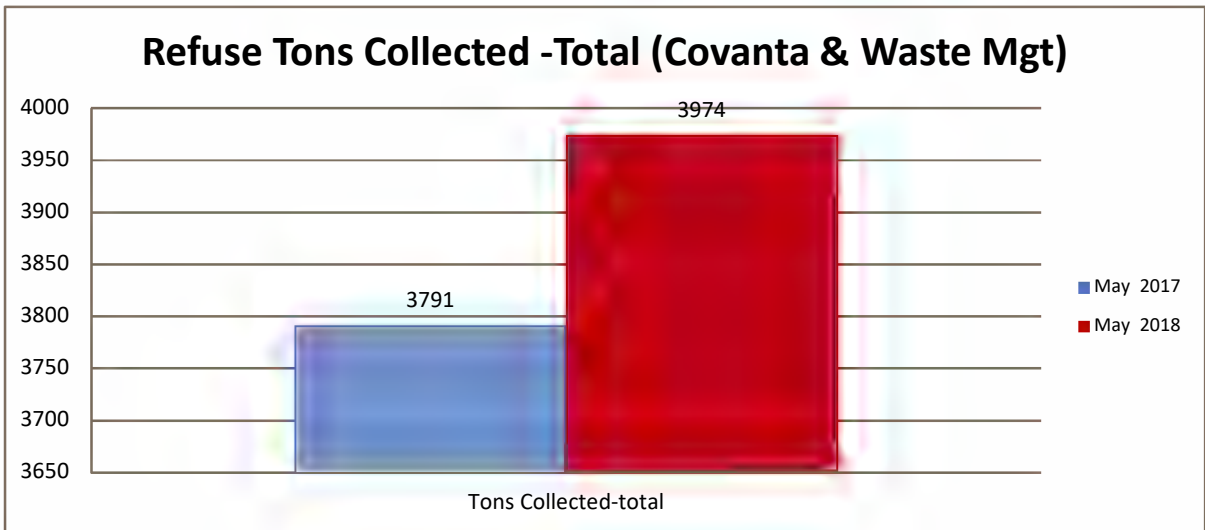
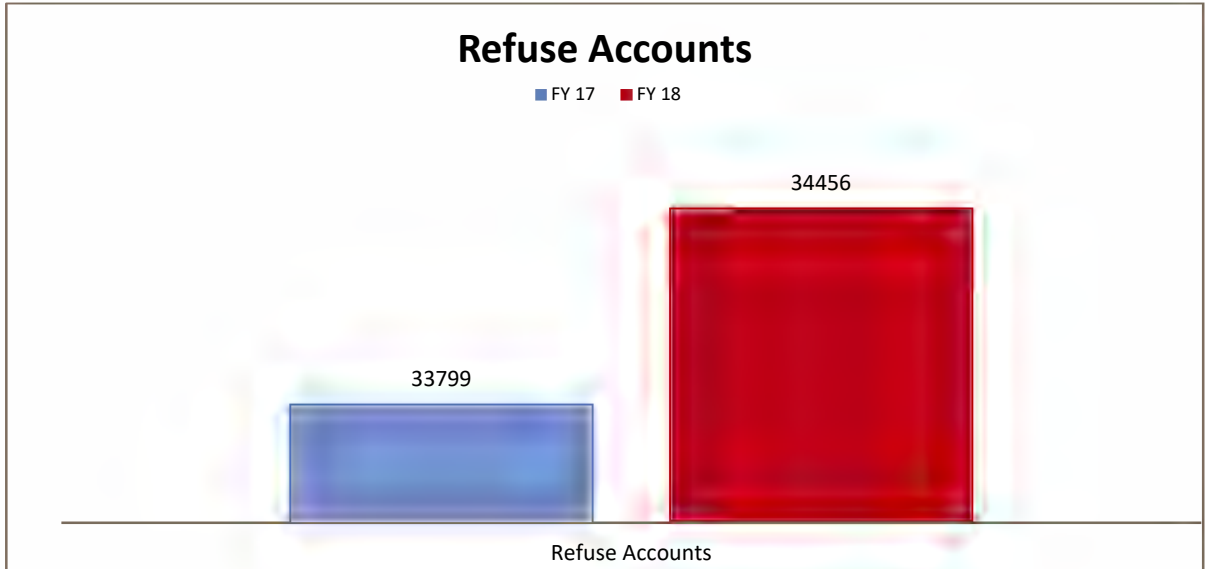
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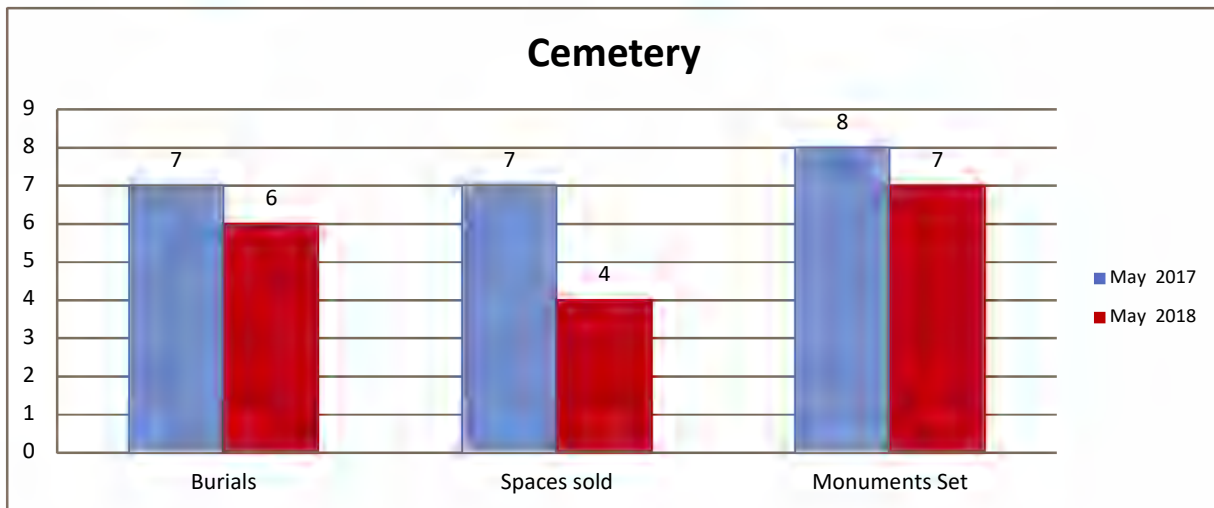
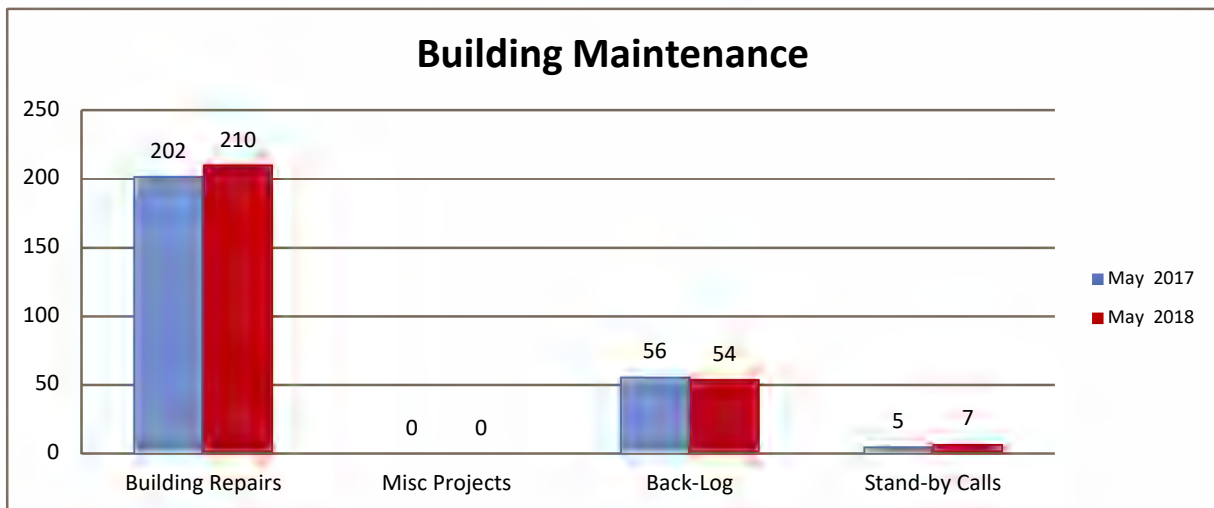
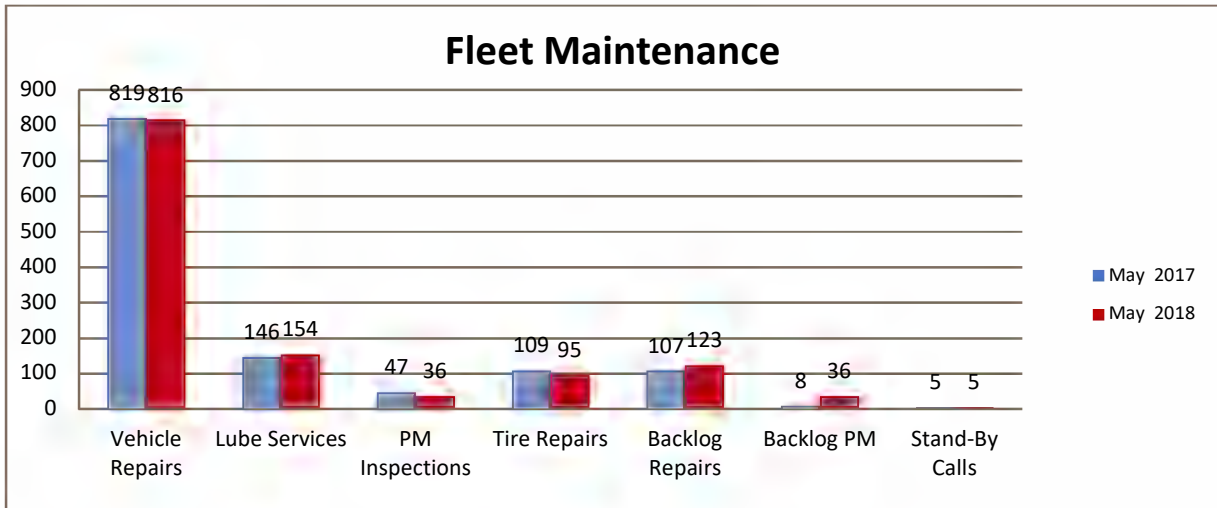
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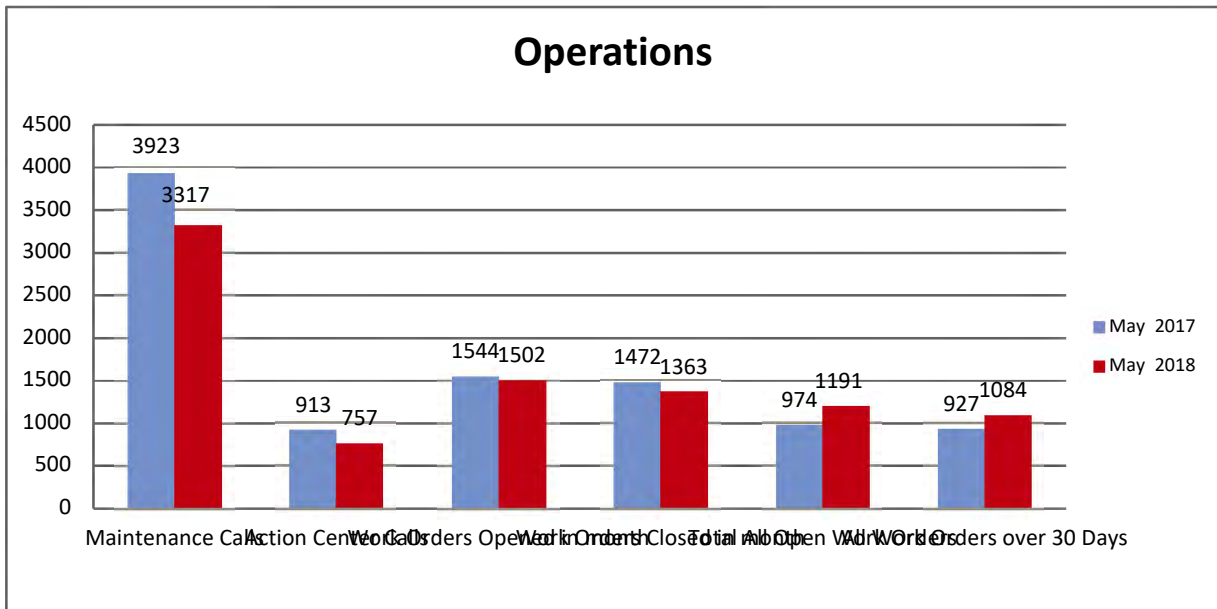
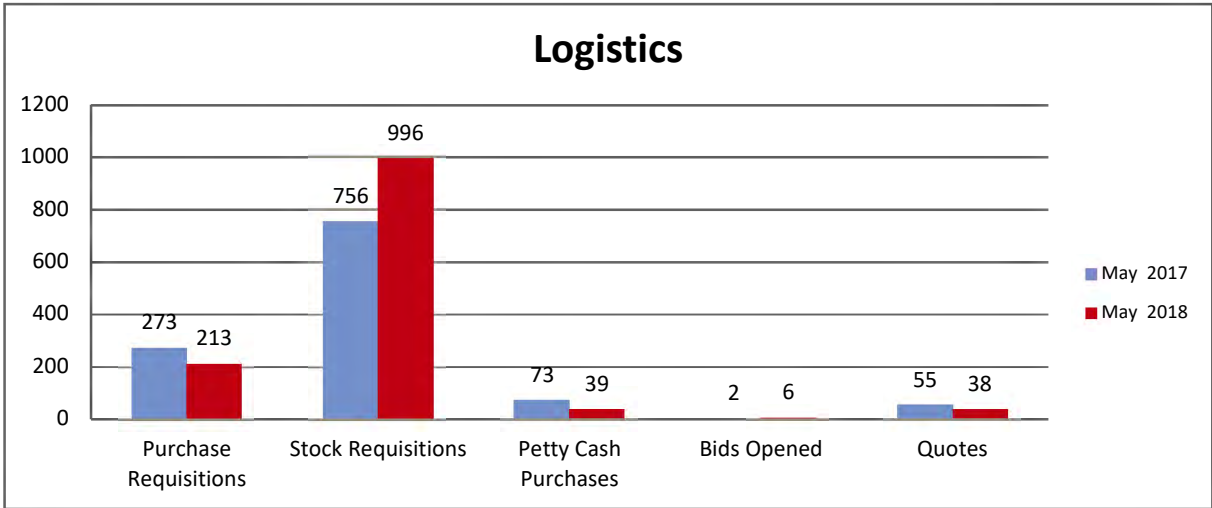
# General Services Monthly Report, May 2018



# General Services Monthly Report, May 2018



# General Services Monthly Report, May 2018



**To:** Michael Spurgeon, City Manager  
**From:** Kenneth D. Schwab, Assistant City Manager-Operations  
**Date:** June 27, 2018  
**Re:** Utilities Department Monthly Report – May 2018

	<b>May 2018</b>	<b>May 2017</b>
<b>Water Treated, Purchased and Distributed</b>		
Water Purchased from Tulsa	0.3 MG	.7 MG
Water – Produced at Verdigris WTP	<u>396.4 MG</u>	<u>340.0 MG</u>
Total	396.7 MG	340.7 MG
<b>Wastewater Treated</b>		
Lynn Lane Plant	136.7 MG	153.0 MG
Haikey Creek Plant flow from BA	182.4 MG	185.6 MG
Haikey Creek Plant flow from Tulsa	192.2 MG	228.0 MG

**LLWWTP Maintenance Summary-  
David Handy**

1. Digester rehabilitation is complete.
2. Administration building and electrical building-a/c units have been repaired.
3. Repaired water leak in sodium bisulfite room and replaced faucet in RAS building.
4. Installed new CL2 analyzer pump.
5. Drilled holes in screening dumpster to minimize the amount of water it holds.
6. SCADA project has commenced.
7. Headworks Project: final wall scheduled to be poured on the wet well on June 21st.
8. Belt press feed pumps and flowmeters have been installed. One is in operation and one is scheduled for start up on June 21st.
9. Tightened chains on bar screen.
10. Cleaned scum off the weirs of Clarifier and Gavity Thickener.
11. Performed maintenance on facility grounds.

**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 performed 44 food handling establishment inspections in the month of May. Staff reviewed manifests for grease interceptor maintenance, inspected the interceptors, and discussed best management practices with management. Establishments with interceptors that were improperly maintained or in need of repair

were given 15 days to correct the deficiency. Re-checks were done for non-compliance issues.

## **2. Car Wash Inspections:**

City Pretreatment staff performed 6 car wash inspections in the month of May. Staff inspected manifests for sand interceptor and oil/water separator maintenance, inspected the interceptors, and discussed best management practices with management. Establishments with interceptors that were improperly maintained or in need of repair were given 15 days to correct the deficiency. Re-checks were done for non-compliance issues. "No Dumping" signs are being distributed to self-service facilities asking the public not to dump motor oil or chemicals into car wash bays. Car wash management is encouraged to contact the City for assistance if they notice anyone dumping something that they shouldn't.

## **Industrial Pretreatment Activities:**

### **1. Compliance reports and laboratory analysis:**

- Blue Bell – The compliance self-monitoring report and laboratory analysis were received and reviewed. No deficiencies were noted. Monthly surcharges for conventional pollutants above residential thresholds were calculated in the amount of \$15,049.03. Surcharges have been suspended until January of 2019 when the consent order issued to Blue Bell by the City of Broken Arrow is complete and Blue Bell begins operation of a pretreatment system. The purpose of the pretreatment system is to bring Blue Bell back into compliance with the wastewater discharge permit limits issued by City of Broken Arrow. Blue Bell broke ground this month on the Pretreatment System Project.
- Unifirst - compliance self-monitoring report and laboratory analysis were received and reviewed. No deficiencies were noted. Monthly surcharges for conventional pollutants above residential thresholds were calculated in the amount of \$1,825.08 and submitted to the Finance Department.
- Broken Arrow Powder Coating (Location 1) – The wastewater discharge permit was up for renewal. Broken Arrow Powder Coating submitted a permit application packet including an accidental spill prevention plan and Toxic Organic Management Plan to the City of Broken Arrow pretreatment office for approval. Pretreatment staff reviewed the information in the application packet, as well as the last pretreatment inspection form, and incorporated necessary changes into the new permit. The Assistant City Manager of Operations then reviewed and signed the permit and it was issued to Broken Arrow Powder Coating (Location 1).
- Comgraphx – A notice of violation was issued to Comgraphx for the April silver violation. The quarterly compliance monitoring was performed in May and the report was received and reviewed by Pretreatment staff. The samples were taken at the Flexographic Plate process as well as the Screen Recovery Room. No deficiencies were noted. The silver recovery room was not sampled or discharged during this sampling event.
- Flight Safety International- The wastewater discharge permit was up for renewal. Flight Safety submitted a permit application packet including an accidental spill prevention plan and Toxic Organic Management Plan to the City of Broken Arrow pretreatment office for approval. Pretreatment staff reviewed the information in the application packet, as well as the last pretreatment inspection form, and incorporated necessary changes into the new permit.

- Lynn Lane Wastewater Treatment Plant – The quarterly influent and effluent priority pollutant samples were collected. Laboratory analysis was received with no deficiencies noted.
- Haikey Creek Wastewater Treatment Plant – The quarterly influent and effluent priority pollutant samples were collected at the very end of May. I will report the results next month.

## **UTILITIES DISTRIBUTION/COLLECTIONS MAINTENANCE SUMMARY**

### **WATER DISTRIBUTION – Jerry Hanewinkel**

1. New Taps and Meters set-41
2. Responded to 742 Call Okie Line Locates
3. Replaced 13 meters
4. Repaired or Replaced 47 meter boxes and valve boxes
5. Meter leak repairs done-8
6. Responded to 53 water leak calls
7. Distribution Main Leaks repaired-17
8. Replaced 21 Curb Stops
9. Valve truck crew exercised 105 valves for the month, bringing the total to 468 for 2018
10. Service Crossings Installed-3
11. Responded to 98 water system service requests
12. Fire Hydrants Repaired-4
13. Fire Hydrants Replaced-1
14. Fire Hydrants Painted-211
15. Cleaned and restored 20 yards after water line repairs were done
16. Valve Repaired, Replaced or Installed-1
17. Flushed 40 main lines to address water quality issues
18. Checked 17 auto flushers in service
19. Inspected 27 fire hydrants in preparation of painting
20. Provided a crew to Construction division to assist on College water line job
21. Repaired leak for Parks Department at Nienhuis Aquatic Center.

### **SEWER COLLECTION- David Marlow**

1. Service requests calls-45
2. Sewer line locates done-39
3. Sewer line blockages relieved-13
4. Stand-by and night crew responded to 10 sewer calls
5. Manholes cleaned /raised/repaired-5
6. Sewer line cleaned-11,415 ft.
7. Sewer lines repaired/replaced/installed-142 ft.
8. CCTV inspections done-688 ft.
9. Sewer lines root cut-380 ft.
10. Sinkholes inspected-1
11. Clean ups done at 15 locations after repairs to sewer lines were done
12. Sanitary Sewer Overflows (SSO's) reported to ODEQ for the month-6

### **BOOSTER AND LIFT STATIONS**

1. Routine station visits (29 lift stations and 4 booster stations)-576
2. Check valves/pumps cleaned at 5 stations
3. Wet wells cleaned using vector truck-1
4. Pump station maintenance and repairs done-18



- Adams Creek North-rebuilt pump #3B
- Old Adams Creek-#2 high temp reset
- Adams Creek North-tightened belts on pump #2B
- Old Adams Creek-repaired bypass hose & rebuilt rotating assembly on pump unit #1A
- ISSC-removed trash from #2 pump
- Adams Creek North-replaced hose on pump #1B
- Windsor-repaired force main
- Adams Creek North-replaced hose & installed O-rings on pump #3B
- Old Adams Creek-replaced pressure gauge on pump #1A
- 209th-installed dehumidifier
- Old Adams Creek-replaced phase monitor
- South Park South-cleaned probes & 3 way valves
- Adams Creek North-cleaned flapper & checked all valves

### **METER READING – Derriel Bynum**

1. Replaced Meters-67
2. Placed Door Hangers for bad checks-74
3. Turn Ons for nonpayment-298
4. Turn Offs for nonpayment-355
5. New Account Service Initiated-622
6. Accounts Finaled-604
7. Read 38,437 Meters
8. Construction Meters Set-4
9. Rereads/Leak Tests-90
10. Meter boxes replaced-41
11. Meter lids replaced-0
12. Resident Request to Check Meter-9
13. Misreads-27 verified
14. Met with residents to discuss their high bill/water usage concerns-2
15. Meters pulled-4
16. Meter stop replaced-3
17. 7" meter riser replaced-12
18. UMEChambers replaced-3

#### **AMR PROJECT-**

- Retrieved water use history from 5 AMR radio devices and provided the 90 day graphs to the customers.
- AMR antennas replaced-10
- AMR registers replaced-4

### **UTILITIES CONSTRUCTION – Tommy Kimbrough**

1. College St (WL 1804)-installed 932' of 8" C-900 water pipe, 3 fire hydrants, 205' of ¾" copper and 95' of 1" copper.
2. 1st and Elgin (WL1805)-installed 120' of 12" C-900 water pipe.
3. Police down range (173002)-installed 728' of 8" SDR 35 sewer pipe, 5 complete manholes, 60' of 4" Schedule 40 sewer service line and 1 back flow check valve.
4. Distribution Line Leak-1
5. Line locates-25

## **WATER QUALITY- Diana Flora**

1. Flushed dead end water lines at 40 locations.
2. Tested chlorine levels near auto flushers to verify all are working, 17 total.
3. 8 dirty water calls, about 96,580 gallons of water flushed to improve water quality.
4. Collected 100 Bac-T samples and 2 chlorine (am/pm) daily for the monthly WTP reporting.
5. Distribution system-11 parameter testing at 13 locations every two weeks.
6. Total gallons flushed to improve water quality in May; 4,072,330 gallons.

## **VERDIGRIS WTP – Jimmy Helms**

1. Disassembled and reassembled LAS day tank for inspections
2. Removed expansion joint on top of LAS day tank, replaced with straight 2” flange and re-plumbed. Installed new drain setup that drains below the grating.
3. Installed new camera mounts and cameras on the outside of the membrane building, high service, and raw water
4. Installed new 2” valve on permanganate bulk tank to transfer pumps and installed side manway cover
5. Installed permanganate day tank lid, and installed new union in vent line for better alignment
6. Replaced Internal hose in Chlorine metering pump #1
7. Replaced check valve on Caustic Transfer Pump A
8. Replaced male cam lock fitting on Chlorine transfer pump #1 to feed panel
9. Installed the top manway cover on the permanganate bulk tank
10. Installed new 1” valve and 2” valve with a new drain setup below the grate on permanganate day tank
11. Installed new 2” valve on Sodium Bisulfite tank drain
12. Re-configured hose setup on Sodium Hypochlorite metering pump #1, installed union in place of male cam lock and shortened hose
13. Adjusted all 3 Sodium Hypochlorite pulsation dampeners
14. Installed encoder on sludge train #2
15. Tested Chlorine metering pump #3
16. Installed new pallet rack section in hallway
17. Cleaned all vent fan filters on VFD cabinets in motor control room
18. Fixed cooling fan on P-3102E VFD
19. Added insulated tape to power lead terminations on P-3102E
20. Installed 2 new Innomag chlorine transfer pumps
21. Changed air valves on Racks 4 and 8
22. Re-plumbed membrane filtrate PH meter supply line
23. Installed new Teflon coated 3D scanner on the brine tank
24. Worked on high service ventilation system
25. Cleaned color cell and changed stir magnet in online chlorine analyzer.
26. Replaced 2-2” valves on Chlorine feed panel
27. Safety meeting on 5/16/18 over fall safety and chemical safety
28. Conducted “D” and “C” operator class on 5/23/18 and 5/24/18
29. Meeting with ODEQ & Engineering staff to review site location for new pre-treatment basin
30. Pre-bid construction meeting for copper sulfate panel #175437
31. Meeting with ODEQ staff regarding TOC removal requirements

**To:** Kenneth Schwab, Assistant City Manager - Operations

**From:** Scott Esmond, Parks and Recreation Director



**CC:** Jennifer Hooks, Crickett Moore

**Date:** June 26, 2018

**Re:** May 2018 Monthly Report

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Please find enclosed the May 2018 Monthly Report for the Parks and Recreation Department.

Please contact Scott Esmond if you have any questions at x7442.

Encl: May 2018 Monthly Report



## Parks and Recreation Department

### May 2018 Monthly Report

#### DIRECTOR - PARKS AND RECREATION

- No report.

#### BATTLE CREEK GOLF CLUB (BCGC)

##### GENERAL

- May had warmer temperatures and more good golfing days for clientele.
- Course is being mowed regularly with Bermuda grass actively growing.
- Green complexes have been healing nicely from April's aerification. Green complexes on holes 6 and 7 are being mowed at a higher height as they continue to heal from some spring turf damage. Course is shaping up nicely for golf season.

##### GOLF OPERATIONS

- New Yamaha golf cars arrived with much anticipation. BCGC members and patrons have raved about the new features; color, sand bottles, USB plug in, redesigned dash with more storage space, and cubbies with rubber matting. The new GPS system for the golf cars is scheduled for installation at the end of June, as they are still in production.
- During the month, BCGC offered Mother's Day Special which consisted of free greens fee, range balls, and drink of their choice with a full paid greens fee. This was a great way for patrons to bring their moms and play golf for a significantly discounted rate.
- BCGC hosted 12 outside golf tournaments for a total of 651 rounds to a budget of 600. This is an increase of 11% over May 2017 which was 579 rounds.
- BCGC also hosted a Two Man Scramble event for a total of 36 members and their guests.

##### COURSE MAINTENANCE

- May was dry with only 2.1 inches of rain. Temperatures were in the mid 90's for highs and 50's for lows.
- The maintenance team accomplished many tasks this month to improve or continue to provide excellent playing conditions. These tasks included:

- Multiple irrigation repairs.
  - Sprayed greens with fungicide.
  - Fertilized course.
  - Applied wetting agents to greens and growth regulators as needed.
  - Began seasonal mowing of all areas.
  - Hand syringed greens as needed due to the warmer weather.
- June, continue irrigation repairs as needed, continue seasonal mowing, mow all native areas, trim around course as needed, and hand syringe greens as needed.

### MONTHLY SUMMARY

- May rounds were 382 less total rounds to budget and 17 less than last year.

<b>May Rounds</b>	<b>Budgeted</b>	<b>Prior Year</b>	<b>Actual</b>
PUBLIC ROUNDS	700	673	<b>608</b>
TOURNAMENT	600	579	<b>651</b>
MEMBER	1,500	1,395	<b>1,460</b>
BATTLE CARD	300	237	<b>228</b>
TWILIGHT	650	494	<b>372</b>
MISC.	150	132	<b>122</b>
MEMBER GUEST	250	275	<b>327</b>
	<b>4,150</b>	<b>3,785</b>	<b>3,768</b>

### MONTHLY GROSS REVENUE

- May total revenue was \$179,416 for the month, which was \$7,522 less than budgeted revenues.

	<b>May Budget</b>	<b>May Prior Year</b>	<b>May Actual</b>
DUES & FEES	31,500	39,947	42,516
GREEN FEES	68,963	60,430	62,432
CART FEES	21,640	19,179	19,883
MERCHANDISE	24,485	17,849	19,302
OTHER GOLF COURSE SERVICES	10,950	11,724	7,425
FOOD & BEVERAGES	29,400	29,798	27,858
	<b>186,938</b>	<b>178,927</b>	<b>179,416</b>

### BANQUET FACILITY USAGE REPORT

<b>May</b>	<b>Event</b>	<b>\$</b>
4	Tournament/Event	0
9	Tournament/Event	0
11	Tournament/Event	0

12	Graduation Party	770.00
17	Tournament/Event	0
18	Tournament/Event	0
19	Wedding Reception	1,918.24
	<b>Total Banquet Revenue</b>	<b>\$ 2,688.24</b>

## BANQUET

- Busy with tournament play and usage of facility for buffet lunches and award ceremonies.

## GRILL

- New fire pit/patio area completed. Waiting on inspection before patron usage.
- Increased hours on course beverage cart due to hotter May weather and play.

## SPECIAL EVENTS DIVISION

### COMMUNITY EVENT MANAGER

- Attended weekly department staff meetings.
- Prepared for and attended Rose District Farmers Market every Saturday.
- Received, processed, and reviewed several applications for events.
- Prepared for, planned, and attended Special Events Committee Meetings.
- Continued working on set-up of Legistar.
- Met with Chamber regarding Cinco de Mayo event. Attended Cinco de Mayo.
- Met with Rose Festival event organizers for final review. Attended Rose Festival and Rose Kite.
- Attended City Council meeting for review and possible approval of promotional license agreement for Rooster Days.
- Attended Rooster Days meetings at the Chamber of Commerce. Attended setup, event and tear down of Rooster Days Festival.
- Met with Tour de Cure event staff to discuss traffic control and route.
- Attended Gambler Crit event.
- Attended Girls Youth Group Color Run.
- Attended 5<sup>th</sup> Grade Day event at Nienhuis Park.

- Met with ScotFest event organizers for update on organization and support needs for event.
- Attended Rooster Run and Rooster Days Parade.
- Attended Oklahoma Coursing and Racing event.
- Attended Country Lane Intermediate School event at Nienhuis Park.
- Attended setup, event, and tear down for Camp Bandage.
- Attended setup, event, and tear down for Bark Walk and Pet Fest at Central Park.
- Met with Great Scott Fireworks event organizer to discuss parking and event concerns.
- Attended Thursday Night Live at the Rose District Pavilion.
- Attended Historical Society Picnic at the Rose District Pavilion.
- Met with Legal Department staff to discuss promotional license agreements.
- Attended Folk Art and Woodcarving Festival at Central Park Community Center.
- Continued working on permit process and gathering information regarding upcoming regulation changes.
- Continued planning events and music for the Rose District Farmers Market for the remainder of the season.
- Met with Rose Festival event organizer to discuss possible combined event with Chalk It up for 2019.

## **RECREATION DIVISION**

### **RECREATION MANAGER**

- Recreation Manager and Recreation Technician attended Youth City Council mock meeting.
- Recreation Manager and Recreation Technician attended grand opening of Rose West Dog Park.
- Attended Special Events Committee meeting concerning upcoming events for Broken Arrow.
- Attended pre-construction meeting regarding Central Park Community Center HVAC units.
- Met with Risk Safety Coordinator regarding future training opportunities for Recreation Division Staff.
- Conducted interviews for Part-time Recreation Assistants and for seasonal positions. Processed and hired for several seasonal positions.
- Attended Employee Insurance Advisory Committee meeting.
- Conducted a six month Job Performance Evaluation for a Recreation Division staff member.

- Attended Parks & Recreation Director's interview regarding proposed Part-time Recreation Assistant candidates.
- Operated front desk area of various facilities throughout the month.
- Conducted, coordinated cleaning and organization of the aquatic facilities. Parks Maintenance Manager did a great job coordinating and assisting to have the City's seasonal pools ready for operations.
- Recreation Technician met with Zebco Fishing Company regarding 2018 Take Me Fishing Day event.
- Recreation Technician attended ground breaking for Memorial Gardens.

### CENTRAL PARK COMMUNITY CENTER

- Logged visitors for May were 2,197 which is a decrease of 865 compared to April.
- Full-Time Recreation Assistant attended Defensive Driving Training.
- Rooster Days Festival took place at Central Park Community Center and Central Park. Estimated attendance was 40,000.
- Center Supervisor and Full-Time Recreation Assistant attended Camp Bandage at Events Park.
- Seasonal Part-Time Recreation Assistant was added to Central Park Community Center's staff.

### NIENHUIS PARK COMMUNITY CENTER

- Logged visits were 2,015 which is a decrease of 280 compared to April.
- Broken Arrow Volleyball Club's spring season ended in May.
- Center Supervisor, Recreation Manager, and Human Resources representative interviewed Part-Time Recreation Assistant applicants.

### RAY HARRAL NATURE CENTER

- The estimated total number of visitors in the Nature Center were 1,146 which is a decrease of 347 compared to April.
- Nature Center's classroom held 3 private parties during the month.
- Nature Center hosted Mom & Me Hike with 39 participants. This event gave mothers, grandmothers, aunts, and other mother figures the opportunity to make a craft, participate in a guided hike, and enjoy light refreshments with their son, grandson or nephew.



- Nature Center's Junior Rangers ended with 5 participants. Staff worked with the children on outdoor survival, understanding wildlife, and hiking skills.
- Nature Center's 2018 Story Time program began with the Tulsa City-County Library's traveling book mobile, volunteer-led story times, songs, dancing, and scavenger hunts provided by the Nature Center Staff. Total attendance were 86 individuals. Story Time will continue on Tuesdays in June.
- Nature Center hosted a Twilight Hike with 26 participants. This activity brought families out to learn about animal behavior at night. Participants had the opportunity to go on a guided hike and observe their surroundings. The event closed with making s'mores in the Nature Park.
- Nature Center hosted a "Selfie Scavenger Hunt" for Kids to Parks Day with 9 families.
- Nature Center hosted St. Pius Catholic School Field Trip with 55 individuals along with a guided hike throughout the Nature Park.
- Ray Herral Nature Park was the focus and recipient of a local Eagle Scout Project. Eagle Scout, Carson Neil, installed an outdoor classroom, which will be used for outdoor educational programs.
- Nature Center Supervisor worked Sustainable Tulsa Meeting on May 3<sup>rd</sup>.
- Nature Center Supervisor met with Stormwater Department personnel concerning Nature Park's potential installation of low water dams. Meeting concerned environmental effects, understand the goals, and parameters of this project.
- Nature Center Supervisor worked at Tulsa Area Master Gardeners Monarch Expo on May 26<sup>th</sup>.
- Nature Center Supervisor attended Employee Event Steering Committee Meeting.

## **PARKS MAINTENANCE DIVISION**

### **PARKS MAINTENANCE MANAGER**

- Attended Director's weekly staff meeting.
- Conducted staff meetings with Parks Maintenance Division Supervisors.
- Monitored ongoing park projects:
  - Indian Springs Sports Complex (ISSC) Renovation Project: Contractor's contract for this project has been terminated. Utility Department will be installing irrigation crossings to north soccer fields to make watering possible by use of our water reel. Future installation of new irrigation to north soccer fields being worked out through Legal and Engineering.
  - Arrowhead Concession/Restroom/Umpire Building: Re-designed plan completed and waiting for final approval.

- Country Aire Playground Replacement: Playground structure installed and majority of curbing/sidewalk concrete installed. Project on schedule to be completed per contract.
  - Leisure Park New Splash Pad and Replacement Playground: Utility lines installed for Splash Pad features. Concrete bases poured for the unitary safety surfacing. Playground structure installed. American Electric Power (AEP) in process of setting new service poles in the park for the electric service to Splash Pad meter.
  - Rose West Dog Park and Restroom: Dog Park grand opening held and park opened. Restroom open, still waiting on punch list items to be completed. Quotes have been completed for shade structures and preparing to order.
  - Events Park and Liberty Trail Restrooms: Events restroom opening on hold until playground is complete. Liberty Trail restroom has been opened with minor punch list items to be completed.
  - Events Park Playground and Pavilions: Engineering working on resolution for boulder concerns in and around playground. Playground structures anchored in place.
  - New Adult Softball Complex: Design plans underway.
  - Nienhuis Skate Park/Pool Parking Lot Lighting: Construction completed, waiting on final walk-through.
  - Veterans Park Phase II: Park construction 95% complete, and contractor working on punch list items. Waiting on granite delivery to complete installation of new monument/wall.
  - Memorial Garden: Groundbreaking held and work begun with the removal of large tree per design plan.
  - Family Aquatic Center waterslide resurfacing: Completed.
  - Nienhuis Sand Volleyball: Preliminary design plan under review.
  - ISSC Entry Sign: Sign drawings and fabrication in process.
- Working with Human Resources (HR) to fill two vacant Full-Time Horticulture Park Maintenance Workers. One candidate in hiring process. Filled 4 seasonal worker positions and one candidate in the hiring stage.
  - Updated specifications for Rose District rose maintenance bid. Purchasing will advertise by end of May. Current maintenance contracts expire on 6/30/18.
  - Attended design meeting for Events Park adult softball complex.
  - Met with City staff and contractors at Events Park playground to discuss possible resolutions to boulder concerns in the playground construction.
  - Quoting and ordering repair or replacement equipment for Splash Pads and swimming pool operations.
  - Scheduled pool waterslide inspections with the Oklahoma Department of Labor. All slides successfully passed and are certified for use.
  - Monitored pond maintenance and mowing contractor work.
  - Worked with Stormwater and Utility personnel to complete repairs on a waterline leak under the Nienhuis pool decking.

- Quoted resurfacing of the Jackson Splash Pad. Purchase order has been encumbered as work may not be completed by 6/30/18.
- Quoting synthetic turf annual maintenance for the two football fields at Nienhuis Park. Work to be completed by 6/30/18.
- Quoted purchase of shade structures for Rose West Dog Park. Purchase order has been issued to purchase 5 single-sail structures.
- Coordinated work with Signal Maintenance and Building Maintenance crews to check grounding and voltage on all ballfield light poles at ISSC. Scheduled warranty work with Musco Lighting on ballfield light issues at ISSC.
- Attended groundbreaking for Memorial Garden.

## FACILITIES MAINTENANCE SECTION

- Conducted monthly playground inspections. Replenished surfacing around playgrounds at Haskell and Rockwood West.
- De-winterized all splash pads. Replaced activator switches and valve diaphragms as needed. Installed new keypad for Jackson Splash Pad, and replaced nozzles at Camino Villa that had been removed by vandals. Shade structure covers were installed.
- Repaired water leak on pet fountain line at Rose West Dog Park.
- De-winterized Country Aire and Nienhuis pools. Drained and washed down pools. Checked ladder treads, drain grates, and hydrostatic valves. Touched up paint on Aqua Play at Nienhuis. Located waterline leak under concrete deck at Nienhuis, and excavated out the concrete/gravel. All feature and filter pumps were connected. New chemical tubing installed and filtration pumps started. Performed daily chemical/filtration checks after systems were operational.
- Performed daily chemical and filtration checks on the IWF. Replaced chemical pump tubing that developed a hole causing the pump not to prime.
- Touched-up gelcoat on red water slide at Nienhuis, and re-caulked one segment joint on the orange water slide.
- Shade covers were installed at all pools.
- Patching concrete decking as needed at each pool.
- Setup mobile stage for two events during the month; Rooster Days and Camp Bandage.
- Lowered department flags as ordered during the month. Replaced tattered flags and checked flag lights prior to Memorial Day. During Memorial Day, flags were lowered at sunrise and raised at noon.

## GROUNDS MAINTENANCE SECTION

- Checked and cleaned all outdoor restrooms weekly. Added Rose West Dog Park and Liberty Trail restrooms into daily maintenance schedule. Removed litter from park sites and took recyclable materials to the Metropolitan Environmental Trust (M.E.T.)
- Performed routine inspection of the Liberty Parkway Trail. Sprayed herbicide around fence lines, signs posts, trail edges, etc.
- 94 mowing cycles were performed at 45 park/trail sites. Routine weekly mowing maintenance began at the Rose West Dog Park each Wednesday. Mowing cycles were reduced due to 3 ozone alert days during the month.
- All athletic fields were mowed 2-3 times per week.
- Boundary lines on athletic fields were painted weekly.
- ISSC soccer complex hosted the Tornado Ally soccer tournament that consisted of about 250 games within the complex. Complex also hosted 33 games for the Oklahoma Soccer Association (OSA) President's/State Cup.
- Grounds at Central park were prepared for Rooster Days. Portable bleachers were hauled in and removed after event.
- Events Park grounds were prepared for events during the month; Rose Festival, Camp Bandage, Fishing Derby (6/2/18), and Great Scott Fireworks (6/2/18).
- Applied post emergent herbicide to ISSC soccer and baseball fields for weed control. Trying to control clover and nutsedges.
- Performed irrigation repairs on baseball complex system. Replaced several decoders, broken swing joints, leaking heads, etc.
- Repaired scoreboard cable line on Arrowhead softball field #1.

## HORTICULTURE/FORESTRY SECTION

- Performed routine maintenance in Rose District; blew sidewalks, removed litter, weeded beds, etc. Planted spring annuals in landscape beds. Planted annuals in hanging baskets, and installed on poles. Checked drip irrigation to each basket.
- Planted spring annuals in landscape beds at Jackson Park.
- Continued with annual tree trimming program to remove deadwood and raise/remove low hanging limbs. Crews removed large limb from Hackberry tree that fell during Rooster Day activities. Area around limb was secured prior to limb falling and being removed.

- Horticulturist met with arborist to schedule removal of large cottonwood tree at the new Memorial Garden site.
- Performed routine irrigation checks on systems in Rose District and Jackson Park. Worked on valves that continue to fail to shut down in Rose District. This problem was created by debris introduced into the line during the contractor's installation.
- Backwashed fountain filter at Veterans Park and checked chemicals.
- Installing plant material in monarch waystation gardens.

End of Report



**To:** City Council Members and Michael Spurgeon  
**From:** Thor Rooks  
**CC:** Scott Esmond  
**Date:** June 29, 2018  
**Re:** Notes to Council – Parks and Recreation Department

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- The Family Aquatic Center and Country Aire Pool will be open on July 4<sup>th</sup> holiday.
  - Family Aquatic Center Hours for July 4<sup>th</sup>
    - 1:00pm to 6pm
  - Country Aire Pool Hours for July 4<sup>th</sup>
    - 11:30am to 6:30pm
- The Nienhuis Aquatic Facility will be closed for cleaning on its normal closed day of Wednesday, which falls on July 4<sup>th</sup> this 2018 pool season.
- To celebrate National Parks and Recreation Month the Broken Arrow Parks and Recreation Department will be hosting several small events and activities at various parks throughout the month of July. We encourage citizens to check out our City website under the Parks and Recreation page or follow the action on our Parks and Recreation Facebook page for the latest information regarding Parks and Rec Month in Broken Arrow!

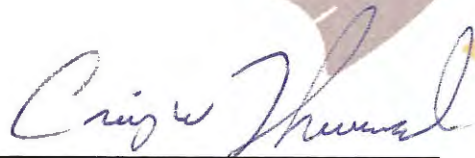


# ***CERTIFICATE OF RECOGNITION***

***“National Parks & Recreation Month”***


***Parks & Recreation Department  
City of Broken Arrow, Oklahoma  
June 29, 2018***

To recognize the importance of parks and recreation in the City of Broken Arrow as a valued resource in our community; and to join the Broken Arrow Parks & Recreation Department as they celebrate this event in the month of July, 2018.



***Craig Thurmond, Mayor  
City of Broken Arrow, Oklahoma***

*INTEROFFICE MEMO*

**To:** Mayor and City Councilors  
**From:** Russell Gale   
**CC:** Michael Spurgeon  
**Date:** June 29, 2018  
**Re:** Notes to Council – Leisure Park Splash Pad & Playground update

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Leisure Park Splash Pad & Playground is scheduled to open to the public on Wednesday, July 4, 2018. City staff and the design consultant will perform a final inspection of the project on Tuesday, July 3, 2018. The playground swing unit will not be ready until the middle of July due to the unit not being properly installed by the contractor and will require modifications. However, this will not affect the splash pad and other features at the new playground.



## 2. GENERAL CORRESPONDENCE / NOTIFICATION



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

### **Fireworks permits available now through July 3**

*Must have permit to discharge fireworks within Broken Arrow City limits*

**Broken Arrow, Okla. (6/25/2018)** – Residents of Broken Arrow who would like to legally discharge fireworks in the City limits may do so by purchasing a fireworks permit for \$21. Permits are available for purchase online through July 3. In-person permit purchases must be made before City Hall closes at 5:00 p.m. on Tuesday, July 3.

Applicants for permits must be 18 years of age to apply for and obtain permits. Permits may be applied for online at [www.brokenarrowok.gov/fireworks](http://www.brokenarrowok.gov/fireworks) 24 hours a day, 7 days a week. Permits may also be purchased in person at Broken Arrow City Hall, One Stop Center (north end of City Hall) 220 S. First Street. Permits will not be issued to persons under 18 years of age. It is unlawful to discharge fireworks within City limits without a permit. Certain restrictions apply.

**Permits are valid during the hours of 3:00 p.m. – 11:00 p.m. July 3 and 4 only. There are also special notes and comments listed on the printed permit. A printed permit is required on the premises where the fireworks are discharged.**

**Fireworks debris must be extinguished and disposed of properly, by placing inside trash bags. Large boxes may be placed next to trash bags. Failure to do so may result in fines of \$225.00 plus cost.**

Fireworks must be discharged on a noncombustible surface of sufficient size to contain the entire ground portion of the display, not closer than 25 feet to any permanent structure.

For questions regarding the permit, residents can call the One Stop Center at 918-259-2411.

###



3650 S. Boulevard • Edmond, OK 73013 • omag.org  
405.657.1400 • 800.234.9461 • FAX 405.657.1401

TO: Members of the Oklahoma Municipal Assurance Group (OMAG)

CITY OF BROKEN ARROW

FROM: Jonathan Woods, Chief Executive Officer

JUN 25 2018

DATE: June 22, 2018

CITY MANAGER'S OFFICE

SUBJECT: 2018 Election of Trustees

OMAG is pleased to report the results of the 2018 election of two Trustees to the Board of Trustees of OMAG. A Ballot for the election of two Trustees for terms commencing on July 1, 2018, was mailed to all OMAG members on April 4, 2018, which contained the names of nine (9) officials of OMAG members who were certified by the Board as nominees for this election.

Ballots were submitted by 103 OMAG members on which 203 votes were cast. The OMAG Board canvassed the Ballots on June 22, 2018, and determined the official vote to be as follows:

<i>Nominee</i>	<i>Title</i>	<i>Municipality</i>	<i>Votes</i>
Mike Bailey	Acting City Manager	City of Bartlesville	54
Justin Battles	Assistant City Manager	City of Mustang	8
Justin Hulin	Ward One Councilman	City of Clinton	12
Russ Meacham	CFO	City of Perry	19
Kimberly Meek	City Manager	City of Duncan	22
Stephen Mills	City Manager	City of Lindsay	6
Jason Orr	City Manager	City of Piedmont	9
Craig Stephenson	City Manager	City of Ponca City	57
Mark Whinnery	City Manager	City of Drumright	16
		<b>TOTAL</b>	<b>203</b>

You will note that nominees Mike Bailey and Craig Stephenson received the most votes. Accordingly, the OMAG Board declared Mike Bailey and Craig Stephenson to be elected as Trustees for three-year terms commencing on July 1, 2018.