

To: Honorable Mayor and City Councilors
From: Michael Spurgeon, City Manager
Date: September 1, 2017
Re: Notes to Council

1. STAFF REPORTS / ITEMS REQUIRING IMMEDIATE ATTENTION

- Street & Stormwater Department Update
- Utilities Department Monthly Report – July 2017
- Parks & Recreation Department Monthly Report – July 2017

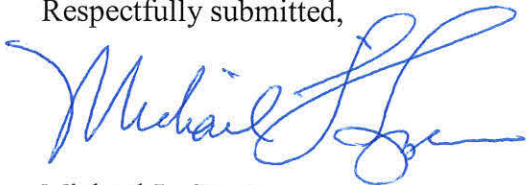
2. GENERAL CORRESPONDENCE / NOTIFICATION

- Press Release – City Launches Parks Locator Tool
- Press Release - PepsiCo Recycling Bin Program
- Memo – Senior Center Information
- Memo – Cox Communication – LFA Notifications – Broadcaster Negotiations

3. SPECIAL EVENTS / ACTIVITIES

- Post-Event Report – Bugging Out - 2017

Respectfully submitted,



Michael L. Spurgeon

gk
Attachments

1. STAFF REPORTS / ITEMS REQUIRING IMMEDIATE ATTENTION






To: Jennifer Hooks
From: Gwen Hicks
CC: Steve Arant, Kenneth Schwab, Krista Flasch, Gail Kirk
Subject: Streets and Stormwater Department
Date: September 1, 2017

Please include this item in your notes to council for the next meeting:

- ⇒ Completed the replacement of approximately 80' of 54" HDPE storm drain pipe that collapsed in the Forest Creek Patio Homes subdivision.
- ⇒ Two weeks of major street repair is being done in the Eagle Creek subdivisions in preparation for the micro-surfacing that will begin late in September.
- ⇒ Next mill and overlay project will be started in the Lancaster Park subdivisions.
- ⇒ Concrete repair work continues in the Central Park Estates/Plaza.

INTEROFFICE MEMO

To: Michael Spurgeon, City Manager
From: Anthony Daniel, Utilities Director 
Date: August 25, 2017
Re: Utilities Department Monthly Report – July 2017

	July 2017	July 2016
Water Treated, Purchased and Distributed		
Water Purchased from Tulsa	49.9 MG	35.8 MG
Water – Produced at Verdigris WTP	<u>447.2 MG</u>	<u>505.5 MG</u>
Total	497.1 MG	541.3 MG
Wastewater Treated		
Lynn Lane Plant	117.6 MG	119.4 MG
Haikey Creek Plant flow from BA	151.3 MG	134.5 MG
Haikey Creek Plant flow from Tulsa	196.2 MG	205.0 MG

**LLWWTP Maintenance Summary-
David Handy**

1. Replaced temperature sensor assembly on Effluent sampler.
2. Certified backflow preventers. The 3” at the Belt Press Bldg. did not pass. Working with HD Supply on warranty and replacement.
3. Repaired suction line on Belt Press Booster Pump (South).
4. Cleaned and removed sludge from Flow Equalization Basin.
5. Cleaned floor drains in Sludge Transport Bldg.
6. Repaired North Belt Press Feed Pump (replaced front trunnion).
7. Replaced wafer check valve on Blower #1.
8. Installed new eye wash station in Belt Press Bldg.
9. Repaired Chlorine regulator #1 (replace inlet capsule).
10. Replace belts on West Grit Pump.
11. Replaced water hydrant on East side of RAS Bldg.
12. Repaired mud valve on East Contact Basin.
13. Repaired Blower #7 (#3 leg on MCC breaker broke. Ordered new breaker).
14. Cleaned Clarifier and both Contact Basins.
15. Plant grounds maintenance.
16. QA/QC training procedures and materials development.
17. Attended Home Owners Assoc. meeting at Indian Springs Country Club concerning upcoming projects at Lynn Lane WWTP.
18. Attend Pre-Construction meeting on Digester Rehabilitation Project at Lynn Lane WWTP.

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 10 food handling establishment inspections/rechecks in the month of July. Staff inspected manifests for grease interceptor maintenance, inspected the interceptors, and discussed best management practices with management. Establishments with improperly maintained interceptors with excessive grease accumulation were asked to have it pumped immediately. Re-checks were done for non-compliance issues.

2. FOG Program Administration & Sanitary Sewer Overflows (SSO) Response:

- The City of Broken Arrow Communications Department added two videos to the Facebook, Youtube, and City of Broken Arrow webpages in July. The topics of the videos are “Proper Disposal of Fats, Oil and Grease” and “Flushable Wipes Are Not Flushable”.

Industrial Pretreatment Activities:

1. Industrial Pretreatment Program Administration:

- The Pretreatment Coordinator attended the Annual EPA Region VI Pretreatment Association Workshop in Albuquerque, NM in July. The workshop covered topics such as: Pretreatment Legal Authority, Enforcement, Audits, Categorical Pretreatment Standards and How to Apply Them, Federal Pretreatment Updates (Dental Amalgam Rule), Perspectives on Urbanization and Contaminants of Emerging Concern, Metal Finishing Category Updates, Grease Trap University, and Pharmaceuticals in Water. This workshop gives city pretreatment officials from EPA’s Region VI an opportunity to network with each other as well as regulatory officials from their state and the federal government.
- Pretreatment staff mailed surveys to 45 Dental Offices in the last week of July. The purpose of the survey is to find out which Dental facilities in Broken Arrow are subject to the new regulations that were signed by EPA and entered in the Federal Register in June of this year.

2. Permittee inspections and sampling:

- Blue Bell Creameries: Utilities staff went to Blue Bell to look at their mobile Dissolved Air Flootation (DAF) treatment unit on 7/18/17. Blue Bell rented this unit to perform a pilot study to ensure the design they propose for a permanent pretreatment system at their facility will work properly and bring Blue Bell into compliance with City of Broken Arrow pretreatment standards.
- Pretreatment staff performed the yearly process wastewater site inspection for Broken Arrow Powder Coating Location 2. The existing wastewater discharge permit for this site expires on December 31, 2017. Broken Arrow Powder Coating has been asked to review and revise the Toxic Organic Management Plan as well as the Accidental Spill Prevention Plan and submit both documents with the wastewater discharge permit application that is due on November 30, 2017.

3. Compliance monitoring reports and laboratory analysis:

- Lynn Lane Wastewater Treatment Plant influent and effluent priority pollutant laboratory analytical was received and reviewed. Analysis consists of Table III Metals list, Cyanide, Phosphorus, Ammonia, and Phenol. No deficiencies were noted.
- Blue Bell compliance monitoring report and laboratory analysis was received and reviewed. Two biochemical oxygen demand (BOD) violations were noted.
- Gruv-N-Gasket compliance report was received and reviewed. No deficiencies
- Unifirst compliance monitoring report and laboratory analysis was received and reviewed. No deficiencies were noted. Surcharges for conventional pollutants above residential thresholds were calculated for the month of June in the amount of \$1,116.12 and submitted to finance for billing.
- Republic Services/Broken Arrow Landfill yearly control authority analytical was received and reviewed. No deficiencies were noted.
- CSI Aerospace yearly control authority analytical for sample locations 001 and 002 were received and reviewed. No deficiencies were noted.
- CSI Aerospace quarterly compliance monitoring report and laboratory analysis were received and reviewed. No deficiencies were noted.
- PACCAR Winch quarterly compliance monitoring report and laboratory analysis were received and reviewed. There was a copper violation. PACCAR Winch submitted a 24-hour notification form as required. The City of Broken Arrow enforcement response plan called for a notice of violation (NOV), which was issued on 7/20/17. PACCAR Winch was required to re-test 3 times in July. Results of the re-tests and any subsequent violations will be reported next month.
- Russelectric quarterly compliance monitoring report and laboratory analysis was received and reviewed. There were no violations on the report, however, the report was submitted late. The City of Broken Arrow enforcement response plan calls for a NOV which was issued on 7/21/17.
- Quik Trip/GHD laboratory analysis for underground storage tank ground water was received and reviewed. No deficiencies were noted, and discharge was permitted into the City of Broken Arrow sanitary sewer system.

4. Industrial User Survey Inspections:

City pretreatment staff inspected 13 industrial sewer users in the month of July as a part of the 5-year, comprehensive survey that is required by DEQ. The purpose of the survey is to determine compliance with the sewer use/pretreatment requirements that are outlined in Chapter 24, Article V of the Broken Arrow Municipal Code. Staff is looking at industrial processes that have waste streams to determine if a permit is necessary. Chemical storage areas and hazardous/waste disposal manifests are inspected. The information gathered is entered into the industrial user database.

5. Automotive Shop Inspections

City pretreatment staff inspected 61 auto shops in the month of July. Oil/water separators are inspected for proper maintenance and waste hauling manifests are checked to ensure proper waste disposal.

UTILITIES DISTRIBUTION/COLLECTIONS MAINTENANCE SUMMARY WATER DISTRIBUTION – Jerry Hanewinkel

1. New Taps and Meters set-43
2. Responded to 401 Call Okie Line Locates

3. Replaced 94 meters
4. Repaired or Replaced 28 meter boxes and valve boxes
5. Meter leak repairs done-8
6. Responded to 31 water leak calls
7. Distribution Main Leaks repaired-15
8. Replaced 28 Curb Stops
9. Valve truck crew exercised 102 valves for the month, bringing the total to 641 for 2017
10. Installed 5 service crossings
11. Responded to 23 water system service requests
12. Fire Hydrants Repaired-10
13. Fire Hydrants Replaced-2
14. Painted 235 fire hydrants
15. Cleaned and restored 33 yards after water line repairs were done
16. Flushed 57 main lines for water quality issues
17. Repaired 2 isolation valve
18. Checked 18 auto flushers
19. Replaced 2 sample stations

SEWER COLLECTION- David Marlow

1. Service requests calls-28
2. Sewer line locates done-60
3. Sewer line blockages-1
4. Stand-by and night crew responded to 8 sewer calls
5. Manholes cleaned /raised/repaired-3
6. Sinkholes inspected/repaired-1
7. Clean ups done at 1 location after repairs to sewer lines were done
8. Sanitary Sewer Overflows (SSO's) reported to ODEQ for the month of July-1
9. Sewer lines repaired/replaced-55 ft.

BOOSTER AND LIFT STATIONS

1. Routine station visits (31 lift stations and 4 booster stations)-516
2. Check valves/pumps cleaned-4
3. Wet wells cleaned-5
4. Grounds keeping (cut grass/trim trees/weed & pest control)-8
5. Booster station emergency calls-1
6. Lift station repairs done-20
 - South Park South-removed trash from pumps on nine different occasions.
 - ISSC-pulled rear plate off #2 pump and cleaned out debris.
 - ISSC-replaced front seal on #2 pump.
 - Wellstone-adjusted floats.
 - Old Adams Creek-replaced fan belts on exhaust fan.
 - South Park South-replaced vacuum pump on #2 pump.
 - ISSC-replaced light bulbs.
 - South Park South-fixed wire in probe bowl #1.
 - Stonehorse-replaced vacuum bowl.
 - Villas on the Greens-replaced cover on electric panel.

METER READING – Derriel Bynum

1. Replaced Meters-45
2. Placed Door Hangers for bad checks-84

3. Turn Ons for nonpayment-174
4. Turn Offs for nonpayment-236
5. New Account Service Initiated-524
6. Accounts Finaled-457
7. Read 38,115 Meters for the month of July 2017
8. Construction Meters Set-4
9. UME Chambers replaced on large meters-30
10. Rereads/Leak Tests-134
11. Meter boxes replaced-14
12. Misreads-29 verified
13. Met with residents to discuss their high bill/water usage concerns-5
14. Meters pulled-2
15. Meter risers installed-5

AMR PROJECT-

- Retrieved water use history from 14 AMR radio devices and provided the 90 day graphs to the customers.
- Total number of AMR meters installed to date-9,769
- AMR register only installed-127
- AMR register with meter installed-82

UTILITIES CONSTRUCTION – Tommy Kimbrough

1. 1101 Sherwood Ln-installed 20' of 12" SDR 35 sewer pipe
2. Rose West Dog Park-installed 400' of 2" CTS water line
3. Liberty Park Trail-installed 280' of 2" CTS water line, 65' of 4" PVC sewer pipe
4. Line locates done-6
5. Meters replaced-67
6. Water taps installed-9
7. Drained and chlorinated 51st St Water Tower

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, 18 total.
3. 10 dirty water calls, 186,590 gallons of water flushed to improve water quality.
4. Collected 100 Bac-T samples and 2 chlorine (am/pm) daily for the month.
5. Distribution system-11 parameter testing at 13 locations every two weeks.
6. Total gallons flushed to improve water quality in July; 5,838,490 gallons.

VERDIGRIS WTP – Jimmy Helms

1. Replaced cracked Teflon tube fitting on sodium hypochlorite transfer pump B
2. Repaired pressure gauge leak on sodium hypochlorite transfer pump B
3. Repaired leak on sodium hypochlorite metering pump #1 lower hose to feed panel
4. Installed repair kit in pressure regulator on membrane rack #7
5. Changed out gasket on hydrochloric acid overflow pipe
6. Switched hose and head assembly on permanganate pump
7. Changed out CL17 color cell at high service pump station
8. Changed out device net module on Sodium Hypochlorite Pump B
9. Installed surge protection on device net module on Blower B
10. Labeled all Watson Marlow D series pumps hose size and psi range
11. Adjusted floating decant on South lagoon

12. Changed out device net module on blower B
13. Acid washed plates on #1 chlorine generator
14. Switched flow meters-citric acid to Sodium Hypochlorite transfer pump
15. Replaced internal hose on #1 Sodium Hypochlorite metering pump
16. Changed cam lock fittings on Sodium Hypochlorite #1, and #2 metering pumps to feed panel
17. Changed device net communication module on Sodium Hypochlorite transfer pump B
18. Resealed pulsation dampener on #1 Sodium Hypochlorite metering pump
19. Replaced 2" ball valve and split threaded adapter on chlorine generator slave #1
20. Repaired sodium hydroxide leak on feed panel
21. Changed out new style Ait-28A CL17 color cell on finished total CL2 meter
22. Conducted monthly safety meeting on 7/19/17.
23. Washed down plates on pre-treatment basin
24. Participated in Public Service Company Peak Performers event (electric load sharing)
25. Conducted tour for City of Norman water plant operators
26. Participated in Battle Creek 5 MG Tower performance assessment and recovery

ASSISTANT DIRECTOR-Barney Campbell

Acting director for the week of July 20, 2017

MEETINGS

- Utilities Staff meetings
- Leadership Team meeting
- Project ST1616 Washington-Garnett to Olive water line
- Kenwood Hills water line project
- 5MG water tank not keeping chlorine residuals
- CIP meeting
- Final alignment for 24" water line project
- Met with Legal on tort claim for Cox on S Elm Ave.

DEVELOPMENT PLAN REVIEWS

- QT at 71st & 193rd
- Spring Hill at Forest Ridge
- Oakcreek South
- Creekside Apartments Phase II

IN HOUSE PLAN REVIEW

- Kenwood Hills water line
- 24" water line 51st to 61st Project # WL1609
- Washington-Garnett to Olive

DIRECTOR'S REPORT–Anthony Daniel

1. Attended the weekly City Manager's leadership meetings.
2. Attended the weekly Asst. City Manager of Operations staff meetings.
3. Conducted the weekly Utilities Department staff meetings.
4. Attended the scheduled city council and BAMA meetings.

5. Attended the bimonthly project coordination meeting with E & C staff.
6. Met with deputy city attorney to discuss Cox Communications claim for cable cut at 8000 S. Elm Pl.
7. LLWWTP staff and I met with Indian Springs Golf Club manager and staff to discuss the final OPDES permit with effluent reuse disinfection and testing requirements.
8. Met with pump vendor and sewer staff on improvements needed at Villas on the Greens lift station.
9. Attended the weekly safety and staff O & M meeting at the LLWWTP.
10. Pretreatment staff and I met with Building Inspections staff to discuss grease traps final inspection.
11. Met with HR to discuss personnel performance issues and participated in a hearing.
12. Attended RMUA HCWWTP prework meeting for the FY17 O & M CIP.
13. Met with city PI office staff for video shoot of the CIP projects at the LLWWTP.
14. Attended the city schools quarterly meeting to plan and discuss issues.
15. Attended the monthly safety meetings at the WTP for O & M personnel and with water distribution and construction personnel.
16. Visited Bluebell facility to see the package pretreatment pilot plant in operation. Pretreatment coordinator and I witnessed the sampling and testing being conducted.
17. Participated in the meeting with residents of Oaks subdivision and Indian Springs to discuss the proposed improvements at the LLWWTP.
18. Participated in a webinar for Flygt pumps on the need for coatings of pumps to provide better protection.
19. Attended the meeting with E & C project manager and HUB Engineering (consultant) on the final alignment of the 24" water line.

FUTURE PROJECT TO DO LIST: NONE

To: Kenneth Schwab, Assistant City Manager - Operations

From: Scott Esmond, Director Parks and Recreation 

CC: Jennifer Hooks

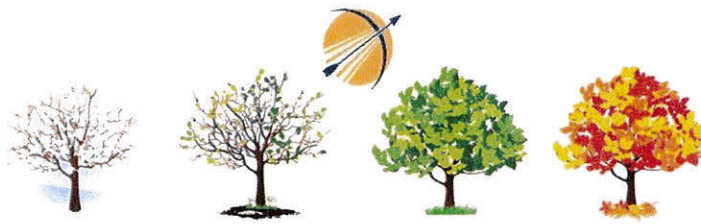
Date: August 30th, 2017

Re: July 2017 Monthly Report

Please find enclosed the July 2017 Monthly Report for the Parks and Recreation Department.

Please contact Scott Esmond if you have any questions.

Encl: July 2017 Monthly Report



Parks and Recreation Department

July 2017 Monthly Report

DIRECTOR - PARKS AND RECREATION

- Attended City Manager's weekly staff meeting.
- Attended Assistant City Manager of Operations weekly staff meeting.
- Attended City Council meetings.
- Held weekly staff meetings with Parks and Recreation staff.
- Attended Project Coordination meeting.
- Met with Broken Arrow Soccer Club board members to discuss their concerns and ideas for current and future soccer facilities.
- Met with consultant and City staff regarding Arrowhead, Country Aire, and Leisure Parks 2014 GO Bond projects.
- Met with Animal Shelter staff to discuss the future Rose West Dog Park.
- Met with a City Manager's staff member to discuss Community Service Work program.
- Attended Nienhuis Park Turf Fields ribbon cutting ceremony, a 2014 GO Bond project.
- Met with Administration to discuss the feasibility of additional public restrooms along Main Street within the Rose District.
- Met with staff and consultant regarding the GreenCity GIS program.
- Attended the preconstruction meeting for the Events Park security lighting and restroom electric supply, 2014 GO Bond projects.
- Met with consulting team, City staff, and user group regarding kick off design meeting for the adult softball complex at the Events Park, a 2014 GO Bond project.
- Met with Wakefield Heights Homeowners Association board members to discuss pond maintenance at Battle Creek Golf Course.
- Attended Classification and Compensation Study orientation meeting.



GENERAL

- Battle Creek Golf Club (BCGC) got off to a good start for the new fiscal year. BCGC total revenues for July were \$177,136 compared to budgeted revenues of \$170,515. Total revenues were \$7,744 more than the total of \$169,392 for July 2016. There were 506 total tournament rounds compared to budgeted 200 tournament rounds.
- Annual membership revenues continue to stay healthy with \$45,472 in total revenues for the month compared to \$35,300 budgeted, leaving actual membership revenues \$10,172 higher than budget.

GOLF OPERATIONS

- BCGC hosted thirteen outside events for a total of 507 tournament rounds. This was 326 rounds over budget and was 251 rounds over July 2016. The large increase was due to the golf course being in great shape and the reputation that BCGC has in Northeast Oklahoma as a premier venue to host charity fundraisers.
- Merchandise sales were up 9.5% over last year's revenue for a total of \$15,861. This is due to the increase in tournament rounds and foot traffic.
- Sports Animal, a radio station, Morning Golf Show came to BCGC during the Annual TGA Four Ball Championship. Charles Gibson, Head Golf Professional, gave an interview representing Battle Creek, Greenway Golf, and the City of Broken Arrow.

COURSE MAINTENANCE

- BCGC had a total of 3.65 inches of rainfall for July. Temperatures ranged from the mid to upper 90's for highs and as low as the mid 60's for overnight lows.
- The maintenance team accomplished many tasks this month to improve or continue to provide excellent playing conditions of the golf course. These tasks included:
 - Scheduled weekly mowing of all playing areas of the course.
 - Sprayed wetting agents to tee boxes, green surrounds, and fairways to extend the time intervals between watering of these areas.
 - Irrigation repairs as needed.
 - Sprayed greens with fungicides, plant growth regulators, and insecticides as needed.
 - Sprayed plant growth regulators to tees, green surrounds, and fairways to limit clippings on these areas.
 - Needle tined all greens to improve oxygen exchange throughout the profile and improve water infiltration.
 - Edged all bunkers, mowed all native areas, hand watered greens where needed daily.
- August, seasonal mowing schedules will continue along with edging bunkers and all trim work as needed to provide excellent playing conditions. Continue to hand syringe greens as needed as the temperatures will continue to be seasonally hot.

MONTHLY SUMMARY

- July rounds were 130 more total rounds to budget and 309 more than last year.

July Rounds	Budgeted	Prior Year	Actual
PUBLIC ROUNDS	775	748	653
TOURNAMENT	200	256	507
MEMBER	1,725	1,649	1,774
BATTLE CARD	350	299	284
TWILIGHT	650	614	549
MISC.	200	175	218
MEMBER GUEST	325	305	370
TOTAL ROUNDS	4,225	4,046	4,355

MONTHLY GROSS REVENUE

- July total revenue was \$177,136 for the month, which was \$6,621 more than budgeted revenues.

	JULY Budget	JULY Prior Year	JULY Actual
DUES & FEES	35,300	38,412	45,472
GREEN FEES	64,106	62,461	66,912
CART FEES	20,500	19,414	20,606
MERCHANDISE	14,788	14,361	15,861
OTHER GOLF COURSE SERVICES	8,950	18,606	6,948
FOOD & BEVERAGES	26,871	26,138	21,337
	170,515	169,392	177,136

BANQUET FACILITY USAGE REPORT

July	Event	\$
2 nd	Homeowners Association Meeting	75.00
8 th	Golf Tournament	315.00
14 th	Golf Tournament	358.00
	Total Banquet Revenue	\$ 748.00

BANQUET

- Attended Weddings of Tulsa and booked three future weddings.

GRILL

- Catered five tournaments during July.

SPECIAL EVENTS DIVISION

COMMUNITY EVENT MANAGER

- Attended weekly staff meetings.
- Received, processed, and reviewed several applications for events taking place this year.
- Attended Rose District Farmers Market on Tuesdays and Saturdays for the month of July.
- Attended Rockets over Rhema event.
- Attended Los Cabos Stars and Stripes event.
- Attended Wine, Eats & Easels meeting.
- Met with an entrepreneur and motivational speaker from Tulsa who is working/planning a large art/music event in Broken Arrow for 2018 or 2019.
- Prepared for, planned, and attended the Special Events Committee meetings.
- Attended multiple Gateway Balloon Festival meetings for planning and logistics.
- Met with Cox Communications to discuss planning for the September concert.
- Met with event organizers for a concert planned for April 2018 at the Events Park.
- Prepared for and attended several farm visits.
- Attended Broken Arrow Fire Strong Fundraiser event.
- Attended Occupational Safety and Health Administration (OSHA) training classes held by Risk Management.
- Attended Green City GIS training/follow up meetings.
- Met with Chalk It Up committee to finalize the site plan and to discuss logistics.
- Planned events for the remainder of the Rose District Farmers Market season.
- Attended informational meeting for gateway and rose district lighting.
- Attended COBA-U meetings.
- Continued training two new employees.
- Reviewed and researched marketing options for Rose District Farmers Market.

September

8	Family Fall Gathering	Rose District Plaza
9	Night at the Museum	BA Museum/Rose D
9	Art in the Market	Rose District
9	Skydance Festival	Events Park
9	Bubble Run	NSU BA
15	PARK(ing) Day	City Street
15-17	Gatesway Festival	Events Park
22-23	Chalk It Up	Rose District
22	Cox Community Concert	Events Park
28	Main Street Burn	Rose District
29	Riverhawk Run	Events Park
30	Tara's Reason	Events Park

October

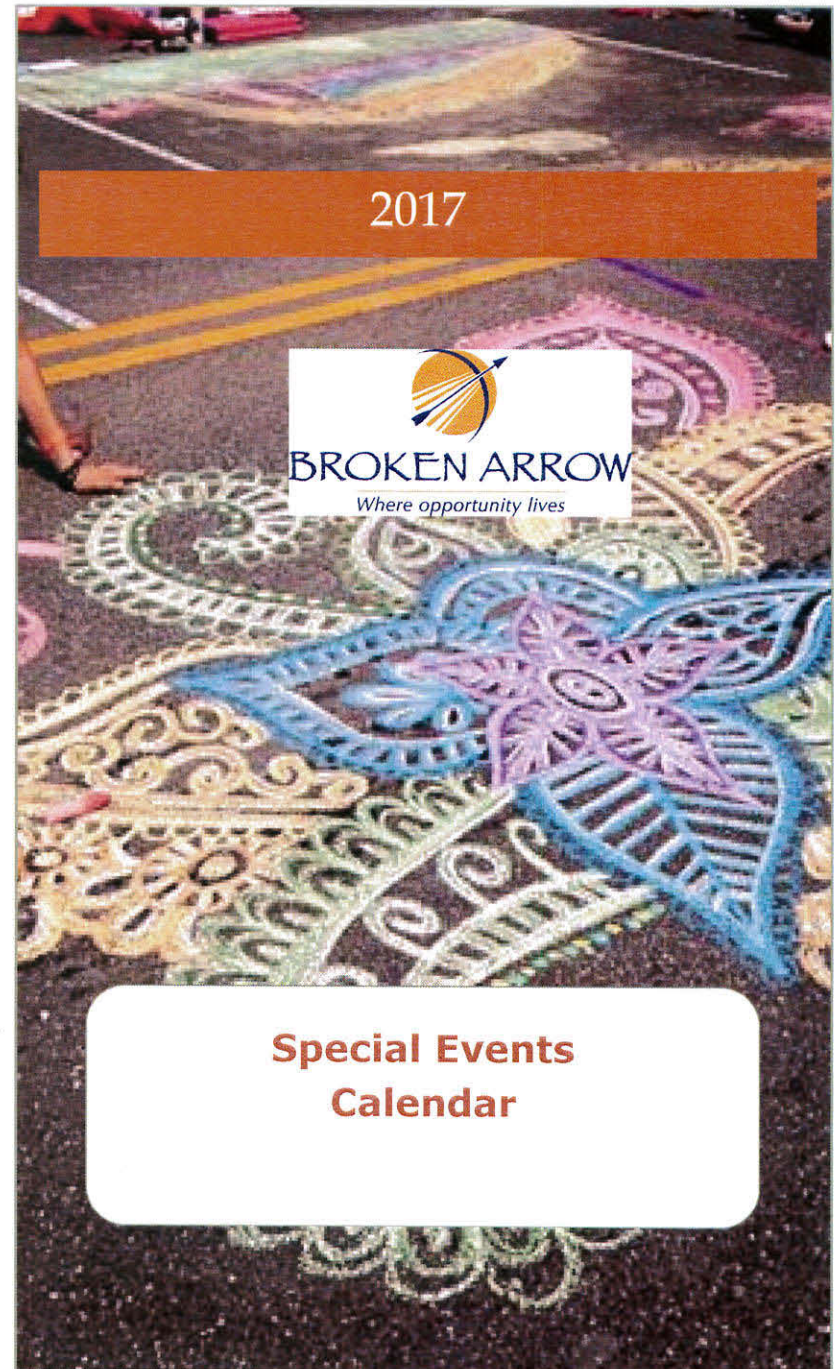
6	Wine Eats and Easels	Rose District
7	Fall Fun Fair	Central Park
7	Stepping out for Scleroderma	Events Park
7	Fall Festival at the RDFM	Rose District
10	BA Homecoming Parade	Rose District
21	American Parkinson Walk	Events Park
21	Aspen Pond Block Party	West Boston Pl.
27	United Way Fun Day	Central Park
27	October Tournament- ISSC	Indian Springs
28	Night Out Against Crime	Rose District
28-29	Hmong New Year	Events Park

November

10	BA Soccer Club Fall Tourn.	Indian Springs
11	Power of a Simple Gift Run	Events Park
11-13	State Student Council Conv.	BA High School
12	Veteran's Day Tribute	TBD
TBD	Rose District Ice Rink	Rose District Plaza

December

2	Christmas Parade	Rose District
1-4	Ruts and Guts (two events)	Events Park
7	BA Wine Walk	Rose District
TBD	Pizza with Santa	Nienhuis Park CC
TBD	Rudolph Run	Rose District



RECREATION DIVISION

RECREATION MANAGER

- Attended Special Events Committee Meeting at the Public Safety Complex.
- Attended meeting with Parks and Recreation Director, Broken Arrow Seniors Executive Director, and a Board Member regarding future projects for the Senior Center.
- Met with City Project Engineer and escorted a contracted Structural Engineer for structural inspection/report of Nienhuis Park Community Center.
- Attended Lead Lifeguard meetings and in-service training with Aquatic Supervisor.
- Met with Communication Director to discuss site plan for ribbon cutting ceremony. Also, attended Nienhuis Artificial Turf Field ribbon cutting ceremony.
- Attended Broken Arrow Public Schools quarterly operations meeting. Upcoming events were discussed and park projects status report was given.
- Mom & Son Luau Post-event Report was submitted to Notes to Council, July 21st.
- Met with Construction Manager to review flooring options for Nienhuis Park Community Center.
- Attended Occupational Safety and Health Administration (OSHA) training class for "Programs/Managing" held by Risk Management.
- Conducted monthly Center Supervisors meeting at Nienhuis Park Community Center.
- Discussed incident/accident and patron concern forms, Workers Compensation forms, and operations of facilities.

CENTRAL PARK COMMUNITY CENTER

- Total visitors logged were 2,896 which is an increase of 336 compared to June.
- Conducted interviews for Part-Time Recreation Assistant position.
- Continued working on the Pooch Plunge event to be held in August. Met with Recreation Manager to discuss Pooch Plunge site plan.
- Center Supervisor assisted with set-up at Nienhuis Aquatic Facility for the Mom & Son Luau.
- Griffin Promise, an autism organization, held a summer camp which benefited 30 participants.
- Ages 12 and older were offered a free dodgeball tournament to celebrate July's National Park and Recreation Month. Sixteen participants took part in the tournament and each received a 2017 Complimentary Swim Pass.

- Center Supervisor and staff attended monthly Recreation Division meeting.
- Attended Recreation Manager's Supervisors meeting.

NIENHUIS PARK COMMUNITY CENTER

- Logged visitors for July were 2,567 which is a decrease of 16 compared to June.
- Broken Arrow Volleyball Club ended their summer season usage of the Nienhuis Park Community Center gyms for a total of 192 hours.
- Mom and Son Luau was postponed until July 15th, due to bodily fluids in the pool on July 8th. Attendance was 167 a decrease of 105 from last year. Will focus more on social media to advertise this event.
- Paddle Battle had 5 new participants. Looking forward to October's tournament for more new participants.
- Center Supervisor and staff attended Recreation Division meeting.
- Attended Recreation Manager's Supervisors meeting.
- Attended Compensation Study Orientation meeting.
- Nienhuis Park Community Center staff sponsored a Treasure Hunt to celebrate National Parks and Recreation Month. All tickets were found and an extra prize given for posting a selfie with #BAPARKS on Nienhuis Park Facebook page. Event was a great success and brought awareness to the Nienhuis Park and Community Center.

RAY HARRAL NATURE CENTER

- The estimated total number of visitors in the Nature Center were 904, which is a decrease of 823 compared to the month of June.
- Ray Harral Nature Center's classroom held 4 various parties during July.
- Ray Harral Nature Center staff hosted a Bird Days of Summer event for National Parks and Recreation Month. Fourteen patrons enjoyed birding hikes and the opportunity to make crafts.
- The observation beehive case was re-stocked and patrons are now able to observe a beehive in action.
- KinderCare/Child Day Care visited the Nature Center with 40 children. Nature Center staff assisted them in exploring the Center and led the group on a guided hike through the park.
- Center Supervisor and staff attended the monthly Recreation Division meeting.
- Center Supervisor attended a supervisors meeting and also attended the monthly 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.
- Parks Manager and staff attended Occupational Safety and Health Administration (OHSA) 10/30 construction training conducted by Risk Management.
- Monitored ongoing park projects:
 - Streetscapes Phase IV: Punch list meeting completed for irrigation system and landscaping. Only minor adjustments remaining for irrigation system; valves sticking, nozzle replacement, etc.
 - Nienhuis Football Sports Turf: Fields completed and parking lot repairs completed. Ribbon cutting ceremony held on July 14.
 - Indian Springs Sports Complex (ISSC) Renovation Project: Project out to bid and opening on August 15.
 - Interactive Water Feature (IWF): Still waiting on resolution to water cutters for water cannons, sump pump replacement and delivery of communication devices remote monitoring.
 - Indian Springs Soccer Field lighting: Met with contractor to discuss underground utilities, and review boring locations.
 - Country Aire Playground Replacement: Final plans preparing to bid.
 - Leisure Park New Splash Pad and Replacement Playground: Final plans underway, and preparing to bid.
 - Rose West Dog Park and Liberty Trail Restrooms: Project in bid process.
 - Events Park Restroom, Playground and Pavilions: Final plans underway, and preparing to bid.
 - Events Park Third Access Road: Construction underway. Gravel base in place, and curbs poured.
 - Arrowhead Shade Structures: Contractor completed project.
 - Morrow Park Tennis Courts: Contractor completed the installation of a new color surface on 3 courts. New nets with center straps were installed.
 - Vandever Tennis Courts: Contractor completed the installation of a new color surface on 2 courts with the addition of pickleball lines. Posts were straightened and painted, and new nets with center straps installed.
 - New Adult Softball Complex: Project kick-off meeting held with preliminary design/layout discussions.
 - Events Park Security Lighting: Pre-construction meeting held.
- Monitored mowing and pond maintenance contracts.
- Worked with Human Resources (HR) to fill a new Crewleader position, and one replacement Park Maintenance Worker position.
- Attended City-wide project meetings.
- Compiled Jackson Park maintenance work expense report for the first 6 months of 2017.

- Attended pre-construction meeting for new security lighting and additional electrical cabinet installation at the Events Park.
- Met with Director and other staff to discuss status of GreenCity GIS system. Parks Manager and Horticulturist continue to collect and update inventory.
- Met with Legal Department concerning incident that occur on a trail last year. Gathered and provided documents requested.

FACILITIES MAINTENACE SECTION

- Performed daily filtration and chemistry checks on department pools and Interactive Water Feature (IWF). Adjusted chemicals as needed, cleaned filter cartridges and screens, inspected chemical tubing, filled chemical vats, installed new chlorinator solenoid on Family Aquatic Center system, replaced chlorine feedline at IWF, etc.
- Routine checks of splash pads: Replaced control valve and activator switches at Sieling Park, installed warrantied Program Logic Center and replaced control valve bonnet at Jackson Park etc.
- Installed replacement slide at Liberty Park/School playground. Added additional engineered wood fibers around new slide and swing bays.
- Replaced aerator at Linear pond. Installed new cable and pigtail on aerator.
- Met with Building Inspector for final inspection on Morrow Park shelters.
- Conducted monthly playground inspections and repairs as needed. Replaced swing seats, replaced pipewall at Leisure Park, replaced slide at Central Park playground and added safety surfacing around the slide, etc.
- Setup stage for baseball tournament and removed after event was over.
- Picked up order of picnic tables and benches from Purchasing. This equipment will be installed at Morrow Park.
- Lowered and raised department flags as ordered. Replaced vandalized flag lights at Veterans Park.

GROUNDS MAINTENACE SECTION

- Checked and cleaned all outdoor restrooms daily. Removed litter from park sites and donated recyclable materials to the Metropolitan Environmental Trust (M.E.T.).
- Routine mowing/trimming of park grounds and trails. Performed 125 mow cycles to 37 sites.
- Mowed athletic fields at ISSC and Nienhuis Park 2-3 times per week.
- Marked off boundary lines on six grass football fields at Nienhuis Park. Painted in lines.

- Performed daily irrigation system checks and made repairs as needed: Rotor replacements, mainline leak, diaphragm replacements, removed master valve at baseball complex due to cracked housing and ordered a replacement, etc.
- Laying out boundary lines on ISSC soccer fields for fall season. Painted boundary lines as needed for games on baseball, adult softball and soccer fields at ISSC.
- Applied herbicide for weed control of goosegrass and sedges at ISSC.
- Aerated sprigged soccer fields at ISSC, and softball fields at Arrowhead Park.
- Performed scoreboard checks at Nienhuis football fields prior to first scrimmage games. Replaced lightning damaged parts in scoreboards at Arrowhead Park and Al Graham.
- Applied weed control to fence lines at ISSC and sidewalk cracks at Arrowhead Park.
- Installed new recycling containers at high use park shelters and splash pads.
- Cut out areas of worn sod from baseball and soccer fields. Areas were leveled and new sod installed.

HORTICULTURE/FORESTRY SECTION

- Performed routine maintenance in the Rose District: Blew sidewalks, removed litter, weeded beds, etc.
- Checked and adjusted irrigation system in the Rose District. Tracked down several water leaks on mainline or laterals and repaired, cleared debris from control valve that stick open, replacing nozzles on landscape bed pop-ups, and adjust zone times as needed.
- Sprayed Rose Garden with insecticide and fungicide.
- Trimmed overhanging trees and shrubs along Country Aire trail.
- Sprayed sidewalk cracks in Rose District and at City Hall with herbicide.
- Trimmed hedges throughout park sites.
- Hand fertilized hanging baskets with liquid fertilizer.
- Filled tree gator bags with water throughout parks.
- Hauled green waste from parks to Tulsa green waste disposal site.
- Weeded monarch waystations.
- Routine annual tree pruning at various park sites. Removal of several trees that were in poor condition or had fallen during wind storm.
- Ground stumps of trees that had been removed during the month.

- Horticulturist monitored contractors' maintenance of rose plants in the Rose District and Centennial Park.

End of Report

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

City Launches Parks Locator Tool

Residents and visitors can quickly locate parks facilities, City can manage Parks assets

Broken Arrow, Okla. (8/29/2017) – The City of Broken Arrow recently launched a new Parks Locator tool for residents and visitors to use. Using the new online tool, residents can find all relevant information about any City-owned park or recreation facility.

The tool works on both desktop computers and is mobile-friendly. Anyone using the locator can find parks by type of activity or facility offered or distance to their current location. Directions to a park are also just a click away.

“The Park Locator will help our citizens and visitors find Broken Arrow Parks quickly, directions to parks via Google Maps, and up to date amenities offered with pictures,” said Scott Esmond, director of Parks and Recreation. “Our goal is to improve customer service by providing accurate information that is readily accessible.”

The locator tool can be found at www.brokenarrowok.gov/Parks.

The locator tool is part of a service called ArcGIS offered by Environmental Systems Research Institute (ESRI), with whom the City has contracted. The locator tool is just the public side of a great new resource for the Parks and Recreation Department.

The department can use other functionalities of ArcGIS to manage its assets in place at all the parks around the City and monitor their condition in real time, complete with images. An inventory of all benches, playgrounds, athletic fields and everything else maintained by the Parks and Recreation Department has already been created using ArcGIS. Even trees or groupings of trees are monitored with the system, which will help mitigate when disease or pests start affecting trees in a park.

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BROKEN ARROW

Where opportunity lives

Parks and Recreation Locator Quick Start Guide

This online tool, available at www.BrokenArrowOK.gov/Parks, allows people to find all relevant information about any City-owned park or recreation facility. The tool works on both desktop computers and mobile devices.

How to use the Parks and Recreation Locator

There are several ways to locate a park:

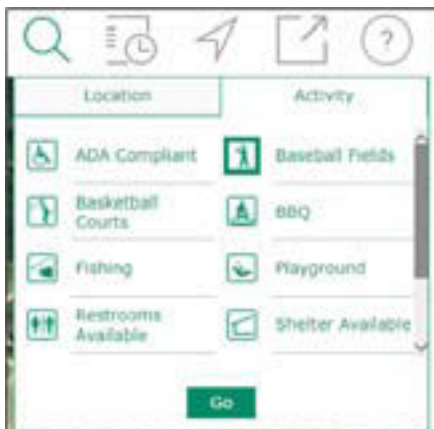


1) Search box: enter your (or any) address to find a nearby park or enter a park name to find out what facilities it offers.

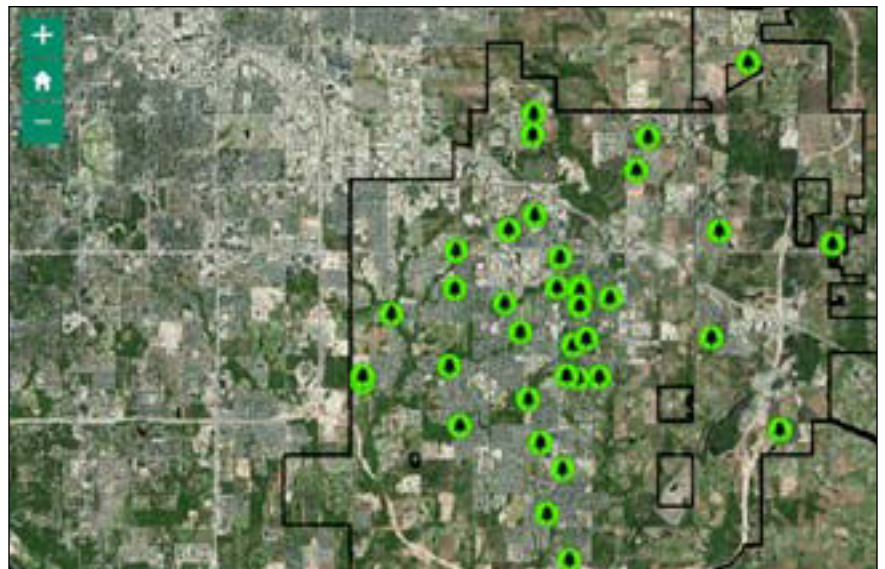


2) With your device's location services turned on, you can use your current location to find a nearby park.

3) Select activities or facilities from the "Activity" tab and a list of parks with those facilities available is shown.



4) Interact with the map to find your desired park.



Map Navigation



To zoom in and out:

In the upper left corner, click the plus sign (+) to zoom in and the minus sign (-) to zoom out.

You can define a specific area by holding down the shift key and dragging a box on the map to zoom in to the specified area.

Your mouse's scroll wheel can also zoom in and out.

To move the map:

Click and hold anywhere on the map and move your finger or mouse to move the map.



To find out about a park:

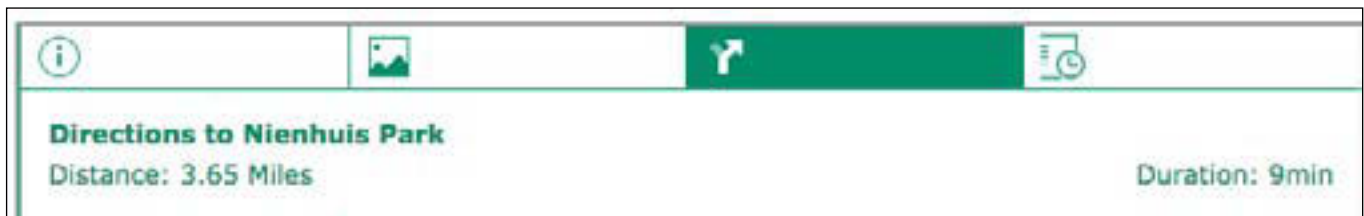
Click on the tree symbol to pull up information about that facility.



The Home symbol returns you to the default view.

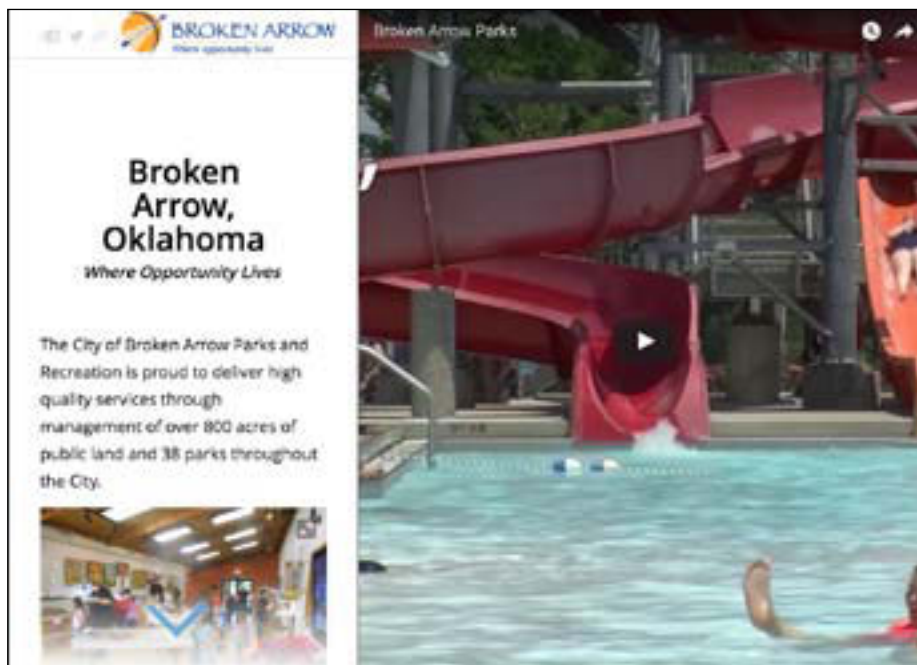
Directions

Once a desired park is found, you can get directions to it by clicking the directions symbol on the park information window and put in your starting address or use your current location.



Share Your Map

Click on the Share Map button to share your map. Maps can be shared via email, Facebook, or Twitter.





City of Broken Arrow, Okla. Teams Up with PepsiCo Recycling to Increase Beverage Container Recycling

Bin program encourages Broken Arrow residents and visitors to make an impact through the simple act of recycling beverage containers

BROKEN ARROW, Okla. AND WHITE PLAINS, N.Y. – August 31, 2017 — The City of Broken Arrow announced today that it is teaming up with PepsiCo Recycling to bring new recycling bins to some of the City’s facilities. The PepsiCo Recycling Bin program provides consumers with an easy and convenient way to recycle away from home. Through PepsiCo Recycling, about 161 million bottles and cans have been recycled.

Guided by PepsiCo’s Performance with Purpose agenda, PepsiCo Recycling is committed to reducing its environmental impact by reducing waste and protecting the planet. It is through strong partnerships that they are able to improve recycling rates and help make communities around the country more sustainable.

The PepsiCo Recycling program has introduced thousands of new recycling solutions to high-traffic retail locations, colleges and universities, K-12 schools and other organizations across the U.S. with the goal of increasing the national beverage container recycling rate. Since the launch of the program in 2010, recycling rates have already increased.

“Broken Arrow residents increasingly ask how we as a community can work together to become more sustainable, so we’re excited to partner with PepsiCo Recycling on a program that helps the environment,” said Michael Spurgeon, City Manager. “The bins provided by PepsiCo Recycling make it easy and convenient for everyone to recycle.”

The recycling containers, shaped like plastic bottles, are now located at 17 locations across the City, including parks, community centers, splash pads, pools, recreation facilities and four of the City’s office buildings. City staff will manage delivery of bottles and cans to the Metropolitan Environmental Trust (M.e.t.) recycling facility in Broken Arrow. The M.e.t. processes the bottles and cans and proudly employs adults with developmental disabilities to sift through its daily loads. This ensures a clean product with the highest recycle value.

“This is a great community partnership for the M.e.t. We are happy to support Broken Arrow and responsibly recycle bottles and cans while continuing to employ adults with disabilities,” said Graham Brannin, Executive Director of the M.e.t.

PepsiCo Recycling supports a variety of programs and organizations including The Nature Conservancy, which helps protect clean drinking water for millions of Americans, and the Entrepreneurship Bootcamp for Veterans with Disabilities, which provides training to post-9/11 disabled veterans in entrepreneurship and small-business management. Visit nature.org and ebv.vets.syr.edu for more information.

“In sync with PepsiCo’s ‘Performance with Purpose’ agenda to protect the planet in which we all work and live, we are thrilled to partner with the great City of Broken Arrow to make recycling beverage containers more convenient and accessible for everyone,” said Tim Carey, PepsiCo Senior Director of Sustainability. “The small act of recycling makes a big impact. Every recycled bottle and can makes a difference, and we are proud to be a part of that.”



PepsiCo continues to build meaningful relationships and work on bringing together broader, more efficient recycling to communities nationwide. To learn more about PepsiCo Recycling, please visit PepsiCoRecycling.com.

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About PepsiCo Recycling

The PepsiCo Recycling initiative, introduced on Earth Day 2010, brings innovative recycling solutions to colleges and universities, K-12 schools, gas stations and popular retail locations across the U.S. with the goal of increasing the national beverage container recycling rate. With programs including Recycle Rally and college and university container collections, and the help of many strategic partners, students and public citizens alike, PepsiCo is well on its way to achieving its goal. To learn more, please visit www.PepsiCoRecycling.com.

About Broken Arrow

Located in northeast Oklahoma, Broken Arrow has been recognized consistently as one of the best places in America to live and raise a family. With a population nearing 112,000, we set the standard by providing the best municipal programs and services. With destination attractions in the Rose District, the Performing Arts Center, Warren Theatre, Bass Pro Shops and more, residents and visitors have many options when it comes to choosing shopping, dining, cultural and entertainment activities.

About the Metropolitan Environmental Trust (M.e.t.)

The M.e.t. is a governmental trust of 11 local jurisdictions including Broken Arrow. The Mission is to “partner with member communities to develop, deliver, and support environmental programs and services, and to educate citizens on sound environmental practices.” The recycling drop off depots continue to be employed by adults with developmental disabilities to provide meaningful employment.

Media Contacts:

PepsiCo Recycling:

Jessica Weimer
312-854-8914
jessica.weimer@olson.com

City of Broken Arrow, Okla:

Krista Flasch
918-409-7771
kflasch@brokenarrowok.gov

The M.e.t.

Graham Brannin
918-584-0584
greengraham@metrecycle.com



To: Scott Esmond, Parks and Recreation Director
From: Thor Rooks, Recreation Manager
Date: June 31, 2017
Re: Senior Center Information

Establishing a space dedicated to our senior population took many dedicated individuals and organizations several years to coordinate. The Arrow Heights Baptist Church located at 1800 South Main Street was purchased in July of 1991 by the City of Broken Arrow for \$450,000. Shortly after acquiring this 25,600 square foot facility on 3.1 acres, extensive renovations took place over the next two years.

Below you will find highlights of this property which is now known as Main Place.

- The initial renovation cost including furniture was around \$500,000.
- Main Place officially opened on July 9, 1993.
- The Broken Arrow Seniors, Inc. (BASI) and Tulsa & Creek Counties Senior Nutrition Program shared 10,300 square feet of space.
- Historical Society and Genealogical Society shared 3,760 square feet of space.
- The additional square footage of the facility was used for the auditorium and office space which is around 10,300 square feet. This space is now used as the Community Playhouse.
- It was documented in 1994 that the BASI was serving around 800 members from the Broken Arrow community as well as several other surrounding communities, some as far away as Owasso.
- Centennial Hall was completed in 2003 and was funded by a 2000 Bond Issue which added 2,688 square feet to the property. This space is currently utilized by BASI for several different types of activities and events.
- The Historical Society and Genealogical Society moved out of the Main Place facility in 2011 and now resides in the Museum Broken Arrow facility.
- The latest renovation was completed in 2014 which was where the Historical and Genealogical societies were stationed. With the renovation of this area it added 2,189 square feet of additional programming space for the BASI.
- On a daily basis the BASI serves around 200 people through meals and activities.

- With only 120 parking spaces at the Main Place facility, parking is an issue for many members on a daily basis.
- An annual membership to the Broken Arrow Senior Center is only \$20 per person for residents and \$30 per person for non-resident. 30% of memberships are non-resident.
- In the last five years the BASI membership numbers have increase by 53%. Making their current membership numbers around 2,400 active members.
- BASI annually services around 6,500 people through programming and social events. This is an increase of 45% over the last five years.
- BASI offers 60 different activities per month at their current facility. These current activities range from computer classes to ice cream socials.
- A Nutritional Meal Program is also offered once per day, five days a week for only \$2.
- The City of Broken Arrow pays the utilities for this location, which is not to exceed \$21,300 per fiscal year.
- BASI manages all scheduling and third party rentals for this facility.
- BASI maintains, replaces, or repairs minor maintenance items such as light bulbs and the City of Broken Arrow maintains, replaces, or repairs major maintenance items such as HVAC units.
- BASI performs all custodial duties for the facility including the supplies to carry out these tasks as well as a commercial dumpster for the site.
- The City of Broken Arrow pays BASI a sum of \$4,674.50 per month or \$56,094.00 annually for BASI personnel to operate this facility. Below are the current paid staff:
 - June Ross – President/CEO
 - Donald Stockton – Facilities
 - Terri Farnsworth – Transportation
 - Molly Van Auken – Programs/Volunteer Coordinator
 - Julie Frieze – Bookkeeper/Admin. Assistant
 - Ami Bucher – Newsletter Editor
- BASI is also governed by 12 to 15 Board of Directors which serve a three-year term, no more than two consecutive terms.
- The BASI managed 568 volunteers in 2016 which provided 21,555 working hours that equals around \$388,000 in personnel operating cost.

It is estimated that another large increase in senior population will happen again over the next five years. By adding additional facilities, such as program space and parking space for the BASI to utilize would greatly improve their current and future operations.

Hooks, Jennifer

To: Spurgeon, Michael
Subject: RE: Cox Communications - LFA Notification - Broadcaster Negotiations

From: Allen, Lisa (CCI-Central Region) [<mailto:Lisa.Allen@cox.com>]
Sent: Wednesday, August 30, 2017 1:49 PM
Subject: Cox Communications - LFA Notification - Broadcaster Negotiations

Dear Local Franchising Authority,

As you know, Cox is required to obtain permission from local broadcast stations and cable networks to provide their signals on our video channel lineup. Our company is in discussions to renew agreements with the following programmers and broadcasters:

Station	SD Channel	HD Channel
Estrella TV – KXAP	701 / 1701	N/A
Fox Life	750 / 1750	N/A
Sportsman Channel	358	1358
WGN	64 / 126	1064 / 1126

Should we be unable to reach equitable terms for a new agreement by their expiration dates, these networks have the right to require Cox to remove their programming from our lineup.

We continue to actively negotiate with these networks and are working toward renewing our agreements without any disruption of service to our customers. We are meeting our customer notification obligation through an ad in the local newspaper.

We will keep you updated with any new information. Please feel free to contact me at (405) 286-5061 or Robbie.Squires@cox.com.

Sincerely,



Robbie Squires
Director, Government Affairs
Cox Communications Central Region

3. SPECIAL EVENTS / ACTIVITIES



CITY OF BROKEN ARROW

Parks & Recreation Post Event Report

Event/Program: “Bugging Out!” Date: August 26, 2017

DETAILS

<i>Location</i>	Ray Harral Nature Center	<i>Attendance</i>	262 participants
<i>Event Organizer</i>	John Darling, Center Supervisor	<i>How long has the event been going?</i>	1 st Year

DESCRIPTION

- For a first year event the Bugging Out event was great!
- Oklahoma State University’s Insect Adventure program brought out their traveling bug zoo.
- Visitors were able to observe both live and preserved insects of all shapes and sizes.
- Program handlers allowed participants to touch live bugs.
- Prizes were offered to participants who dressed up like a bug.
- A craft table was available for children to make wearable antennas and personal ladybugs.
- Kona Ice provided snow cones to visitors.

TYPE OF PROMOTIONS USED

- Broken Arrow Parks and Recreation Facebook Pages
- Fliers at Community Centers

NOTES

Our goals:

- Offer a fun and educational activity for the visitors and citizens of Broken Arrow.
- Have children leaving this event with a new sense of excitement and understanding for bugs.

For Next Year:

- Reach out to more organizations to help advertise the event.

PHOTOS:

