

**To:** Honorable Mayor and City Councilors  
**From:** Russell Gale, Acting City Manager  
**Date:** December 30, 2016  
**Re:** Notes to Council

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

- Utilities Department Report – November 2016
- Parks and Recreation Department Report – November 2016
- Staff Memo – Streets & Stormwater Completion of Work Report

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

- Press Release – BA Mayor Elected to NLC Board of Directors
- Press Release – BA Councilor Elected Chair of the M.e.t. Board of Trustees
- Press Release – BA Councilor Appointed to Transportation Committee
- Press Release – BA Councilor Reappointed to NLC Public Safety & Crime Prevention Committee
- Press Release – BA Citizen Recycling Committee to Tour Recycling Center

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

- N/A

Respectfully submitted,



Russell Gale,

gak  
Attachments

## 1. STAFF REPORTS / ITEMS REQUIRING IMMEDIATE ATTENTION



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**INTEROFFICE MEMO**

**To:** Michael Spurgeon, City Manager  
**From:** Anthony Daniel, Utilities Director *AD*  
**Date:** December 30, 2016  
**Re:** Utilities Department Monthly Report – November 2016

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	November 2016	November 2015
<b>Water Treated, Purchased and Distributed</b>		
Water Purchased from Tulsa	0.2 MG	2.7 MG
Water – Produced at Verdigris WTP	<u>310.7 MG</u>	<u>278.4 MG</u>
Total	310.9 MG	281.1 MG

**Wastewater Treated**

Lynn Lane Plant	103.4 MG	124.0 MG
Haikey Creek Plant flow from BA	127.9 MG	159.6 MG
Haikey Creek Plant flow from Tulsa	181.6 MG	191.1 MG

**Lift-Booster Station Equipment Maintenance Summary**

**David Handy**

1. Battlecreek Booster Station Pump #1 VFD, has gone bad and replacement unit has been ordered.
2. Greens Lift Station Pump #3 replaced with a new unit. Performed standard startup, pump will not prime. Possibly could be a hole in suction pipe. Needs further investigation.
3. At Old Adams Creek lift station, installed new seal and rebuilt rotating assembly on Pump #1A: Replaced faulty breaker for generator battery charger and block heater.
4. Replace solenoid valve on Pump #1 at Windsor Lift Station.
5. Replaced “Low Level” float and seal on Pump #1 at Southpark Lift Station.
6. Louver actuator motor failed at Old Adams Creek. Replacement unit on order.

**LLWWTF Maintenance Summary**

1. New packing installed and adjustment done on East Grit pump.
2. New heaters installed in Chlorine Feed and Mechanical rooms in Chlorine Building.
3. New heater and circuit installed in Polymer Storage Room.
4. New ice machine installed by Bldg. Maintenance.
5. Maintenance done on gravel filters in Lab.
6. Replaced Chlorine Analyzer in Sodium Bisulfite Pump Room.
7. Back up Belt Press Booster Pump on order.
8. Repaired seal on wash water box on the Belt Press.
9. Cleaned Effluent outfall structure.
10. Installed new wind sock on Chlorine Building

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

## **Fats, Oil & Grease (FOG) Program Activities**

### **1. Food Handling Establishment Inspections:**

City pretreatment staff inspected 35 food handling establishments (FHE) in the month of November.

Staff inspected manifests for grease interceptor (GI) maintenance, looked at GI, and discussed best management practices for facilities with grease abatement equipment. FHEs with improperly maintained interceptors have been asked to have their grease interceptor pumped immediately. Re-checks are done for non-compliance issues.

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

- City of Broken Arrow pretreatment staff responded to a grease-related SSO at the Clarion Hotel. A private manhole at the back of the property was completely full of grease. A notice of violation was issued to the Clarion Hotel directing them to have the manhole pumped out immediately. The Clarion Hotel complied with the request.
- Pretreatment staff responded to a grease-related SSO at the Carlyle Apartments. Upon arrival, City staff notified management and maintenance personnel at the Carlyle of excessive grease coming from the apartments. Management at the Carlyle agreed to pass out cooking oil collection bottles and recycling information to the residents before Thanksgiving. These materials are also available to residents at the One Stop Center.
- The Utilities Department sent out a community alert to all Broken Arrow residents, via the emergency callout system, asking them to recycle used cooking oil this holiday season.
- A resident called to report that the cooking oil recycle bin at Reasor's was in need of maintenance. The screen on the on the inlet was completely covered with grease. No cooking oil could be poured into the container. We called the contractor for service on the bin and created a new sign for the recycle station directing residents to only pour vegetable based cooking oil into the bin. Meat drippings should be cooled and put into the trash. City of Broken Arrow FOG pollution prevention brochures have also been updated to provide this important information. Pretreatment staff will be checking the station weekly. The Reasor's recycle station has been a success so far. More cooking oil was recycled from this bin than from the Broken Arrow MET during the past 12 months.
- City pretreatment staff responded to two grease-related SSOs at Walmart Supercenter 71<sup>st</sup> & Aspen. Staff checked both grease interceptors and notified Walmart management that they needed to be serviced. Upon further inspection, City staff directed Walmart to repair a piping problem with one of the interceptors. A notice of violation was issued to Walmart for lack of necessary maintenance. Walmart has agreed to revisit best management practices and evaluate an effective maintenance schedule.
- Pretreatment staff updated the database/file system and met to discuss FHE issues.

### **Industrial Pretreatment Activities:**

- Received and reviewed ground water laboratory analysis/discharge monitoring reports from Seneca Environmental for 3 different gas station sites. No parameters were above federal or local levels of concern and permission was given to discharge into the City sewer system.
- Surcharges for Bio-chemical Oxygen Demand (BOD), Total Suspended Solids (TSS), and Oil & Grease above residential thresholds were calculated for Unifirst in the amount of \$4,268.45 and submitted to the Finance Department. Blue Bell surcharges were calculated in the amount of \$14,816.35 but not billed per Utilities Director.
- Blue Bell laboratory analysis and compliance monitoring report review. – no deficiencies were noted.
- Blue Bell Consent Order modifications were submitted to City of Broken Arrow Legal Department for approval.
- Unifirst laboratory analysis and compliance report review. – no deficiencies were noted.
- Haikey Creek Wastewater Treatment Plant influent and effluent priority pollutant scan performed and report reviewed. – no deficiencies were noted.
- Auto shop inspections are in progress. Best Management Practice signs are being distributed to auto shop management. Management is asked to hang the sign for employees to view. City staff is looking at hazardous/waste disposal manifests and compiling information for database.

### **UTILITIES DISTRIBUTION/COLLECTIONS MAINTENANCE SUMMARY WATER DISTRIBUTION – Jerry Hanewinkel**

1. New Taps and Meters set 36
2. Responded to 55 water leak calls
3. Replaced 47 meters
4. Repaired or Replaced 18 meters and valve boxes
5. Replaced 19 Curb Stops
6. Cleaned and restored 16 yards after water line repairs were done
7. Responded to 433 Call Okie Line Locates
8. Installed 4 service crossings
9. Responded to 262 water system service requests
10. Flushed 59 main lines for water quality issues
11. Distribution Main Leaks repaired 19
12. Meter leak repairs done 9
13. Valve truck crew exercised 88 valves for the month, bringing the total to 1035
14. Fire Hydrants Repaired 6
15. Repaired 2 isolation valves

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

1. Service requests calls 45
2. Sewer line blockages 6
3. Lift station repairs done at 6 stations
4. Manholes cleaned /raised/repaired 10
5. Sewer line cleaned 2200 ft.
6. Sewer line repaired 8 ft.
7. Sewer line locates done 67
8. Clean ups done at 14 locations after repairs to sewer lines were done
9. Sewer lines root cut at 12 locations

10. Stand-by and night crew responded to 10 sewer calls
11. Sanitary Sewer Overflows (SSO's) reported for the month of November 2016-6
12. Cleaned check valves/pumps at 6 lift stations
13. Sewer lines smoked and checked at 1 location

### **METER READING – Derriel Bynum**

1. Replaced Meters-82
2. Door Hangers for bad check-78
3. Turn Ons for nonpayment-305
4. Turn Offs for nonpayment-282
5. New Accounts-439
6. Finals-469
7. Read 37,781 Meters for the month of November 2016
8. Construction Meters Set-8
9. Rereads/Leak Tests-370
10. Meter boxes replaced-9
11. Misreads-47 verified
12. Met with residents-20
13. Resident requested meter check-7
14. Meters pulled-6
15. UME chambers installed-8

### **AMR PROJECT-**

AMR registers only installed-3

Retrieved water use history from 25 AMR radio devices and provided the graphs to the customer.

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

1. Water Line Project from 61st St to 129th St-installed 265' of 12" C-900 pipe water line.

### **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. 5 dirty water calls, 51,570 gallons of water flushed to improve water quality.
4. Collected 100 Bac-T samples and 2 chlorine (am/pm) daily for the month.
5. Total gallons flushed to improve water quality in November; 6,281,620 gallons.
6. Additional testing on low chlorine areas via Bac-T sample locations for trending chlorine.

### **VERDIGRIS WTP – Jimmy Helms**

1. Replaced rubber coupler on Hypo transfer pump B.
2. Installed new brine pump on Hypo generator.
3. Replaced both external hoses and the internal pump hose on Fluoride #1 pump.
4. Replaced both external hoses on the Permanganate pump.
5. Installed new gasket and bolts on fluoride day tank.
6. Made adjustments to the programming parameters on pretreatment train #1 sludge removal system.
7. Replaced VFD on slave #2 chlorine generator.
8. Repaired brine tank containment area eye wash station.
9. Repaired leaking V-1010 actuator on rack #10.
10. Replaced Sodium Hypochlorite internal hose on metering pump #1.

11. Repaired shielding on the wiring of pretreatment train #1 sludge system.
12. Repaired air leaks on Rack #1, 2 and 3.
13. Repaired water leak on Rack #3.
14. Installed new external hose on Hypochlorite metering pump #2.
15. Replaced VFD on chlorine pump #2.
16. Rewired all flocculator VFD in-line filters on pretreatment basin.
17. Installed digital totalizer for LAS.
18. Fluoride Metering pump #2 has been removed and sent for repairs.
19. Safety meeting on 11/21/16 over Biohazards.
20. Winterized outside lines and systems,
21. Replaced bad light fixtures in chemical storage room.
22. Conducted tour for Leadership Broken Arrow.
23. Coagulant optimization testing.
24. Conducted ODEQ approved Water Operator training class/test.

## **ASSISTANT DIRECTOR-Barney Campbell**

### MEETINGS

- Pre-Council Meeting (staff)
- Lot split at 10321 S Lynn Lane Rd
- Centennial Crossing/location of 24" water line
- Water tanks/draining and residuals
- Rates Funding and additional positions
- Lunch & learn-snow and ice removal (Street Dept)
- Annual performance evaluation

### In house-

- 209<sup>th</sup> St lift station and force main
- East Haskell sewer lines
- Tank cleaning/disinfecting, Bac T test

### PLAN REVIEWS

- Villas at Bel Lago
- East Haskell Addition Collection Improvements
- Maintenance Facility Water Line Extension
- Commerce Crossing Lot 1 Block 1
- The Shops at Broken Arrow Phase 2
- Broken Arrow Health and Rehab (aka Shady Brook)
- Aspen Meadows (aka Aspen Park Village)
- Field House Classroom Addition-BA High School

## **DIRECTOR'S REPORT – Anthony Daniel**

1. Attended the weekly City Manager's leadership meetings.
2. Participated in the weekly Asst. Manager of Operations staff meetings.
3. Conducted the weekly Utilities Department staff meetings.

4. Attended the scheduled City Council and BAMA meetings and the adoption of new water, sewer and storm water rates.
5. Participated in the teleconference with Clevest regarding the installation and implementation of the AMR meter change out software.
6. Utilities staff and I met with PEC and E & C to review progress made with the issue of low chlorine residual in the ground storage tanks. Contacted Candy Thompson, DEQ District Engineer and advised her of the corrective steps being taken.
7. Met with HUB Engineers and E & C staff to review the layout of the 209<sup>th</sup> Street lift station force main.
8. Attended the PSO Peak Performers load sharing lunch meeting to collect BA's check for participating in the program.
9. Reviewed the East Haskell subdivision sewer lines refurbishment project with E & C and consultant.
10. Participated in the monthly RMUA operations committee meeting with Tulsa staff at HCWWTP.
11. Participated in the Leadership Broken Arrow one day session at Public Safety Complex
  - opening session with City Manager and Mayor
  - lunch meeting and tour of the Water Treatment Plant
12. Meeting at HR to discuss personnel issues.
13. Lunch time presentation by Huber on headworks screens for LLWWTP.
14. Economic Development discussions on RWD4 Wagoner County water service area.
15. Met with E & C staff to review the County Line trunk sewer replacement project.
16. Metering Supervisor and I met with Franciscan Villa supervisor to discuss their request for reduction in their sewer bill due to water evaporation loss from their HVAC cooling tower.
17. Met with HUB and E & C staff on the SCADA for the 209<sup>th</sup> Street sewer lift station. Meeting ended with a conference call to Patrick Moseley at Alan Plumer and Associates.
18. Attended the one day workshop on Earthquakes and Municipal Infrastructure conducted by OWRB and Freese & Nichols.
19. Attended the lunch time presentation on a second brand of headworks screens for LLWWTP.
20. Participated in the review meeting for the second segment of the County Line trunk sewer line conceptual design with E & C and PEC consultant.
21. Met with ODEQ permit writer at LLWWTP for a joint tour of the facility. Tour was conducted by David Handy.
22. Met with a group on possible sewer service out in Wagoner County for an existing golf course and a large residential complex.
23. Met with PT staff to discuss the proposed Consent Order for Blue Bell.
24. Attended the presentation by HDR on the Long Range Water Supply Plan.
25. Participated in the HCWWTP Aeration Basin Design kick off meeting with CH2 consultants and Tulsa Staff.

**FUTURE PROJECT TO DO LIST:**

None



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

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



**CC:** Jennifer Hooks, Gail Kirk

**Date:** December 27<sup>th</sup>, 2016

**Re:** November 2016 Monthly Report

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

Please contact Scott Esmond if you have any questions.

Encl: November 2016 Monthly Report



## Parks and Recreation Department November 2016 Monthly Report

### DIRECTOR - PARKS AND RECREATION

- Attended a Greater Tulsa Board of Realtors meeting.
- Attended park projects scoping meetings with consultants and Engineering staff.
- Attended City Council meetings.
- Attended the City Manager's weekly staff meetings.
- Had meetings with a Geographic Information System (GIS) consultant for the purpose of continuing the department's GIS implementation.
- Held weekly staff meetings with direct reports.
- Attended meetings to discuss programming for Rugby.
- Attended the Leadership Broken Arrow meeting at the Public Safety Complex.
- Met with leadership team to discuss future economic development.
- Had meetings with staff and others regarding the Holiday Ice Rink at the Rose District Pavilion.
- Met with Legal and the Assistant City Manager of Operations regarding a park access issue.
- Met with Engineering staff and a lighting consultant to review new LED lights and fixtures.

### BATTLE CREEK GOLF CLUB



### GENERAL

- November provided unseasonably warm temperatures and many sunny days which enabled Battle Creek Golf Club (BCGC) to have an excellent month for rounds and revenues.
- BCGC exceeded budgeted revenues by \$13,631 and \$10,427 more than last year.

- Heading into the lower revenue winter months, department managers are preparing to be more efficient with controlling labor and expenses.
- Battle Creek Golf Shop staff is preparing for holiday sales and focusing on marketing the expiring 2016 Battle Card Members to renew for 2017.

## GOLF OPERATIONS

- During November, BCGC hosted its Annual Thanksgiving Day Shotgun. BCGC is the only public golf course in Tulsa that opens its doors to players on Thanksgiving Day. This provides Tulsans with an affordable, fun and friendly place to bring friends and family for a round of golf. This year, BCGC hosted 23 players which is up 6 players from 2015.
- Monthly specials were offered to show appreciation for members and patrons. BCGC is offering for any gift card purchases of \$50 or more, an extra 10% off through the end of December 2016. This promotion is a great way to increase shop sales while providing the patrons a way to give that special someone the perfect holiday gift.
- BCGC began selling 2017 Battle Cards for the low rate of \$60. Battle Cards are a popular promotion among players of all skill levels that are looking to play on a budget. This card offers players:
  - Discounted rates with \$10 off regular green fee rate.
  - Early access and \$5 discount off twilight rate.
  - 10% discount on merchandise in the golf shop.
  - Promotional coupons good for 2 players for \$50.

## COURSE MAINTENANCE

- November had temperatures in the upper 80's and lows were in the mid 20's. BCGC received 1.80 inches of rainfall.
- The maintenance team accomplished the following tasks:
  - Needle tined aerification of greens to improve oxygen exchanges and improve water infiltration.
  - Top-dressed greens to help smooth out ball marks left on the surface.
  - Sprayed wetting agents on greens and tee boxes to extend watering intervals.
  - Sprayed course with post-emergent herbicides where needed.
  - Removed all tree suckers and brushy plant material along all fence lines.
  - Repaired bunker liner that was damaged by animals.
  - Hand watered greens where and when needed.
  - Multiple irrigation repairs.
  - Sprayed greens with fungicides as needed.
  - Dyed ponds on holes 18, 17 and behind #1 green to knock down some of the algae.
  - Began pre-emergent herbicide applications.
  - Painted target mounds on the driving range to improve visibility for golfers.
- December, pre-emergent herbicides will be applied to the golf course where needed, begin to winterize golf course as needed, continue working on the pond edge on hole 16, continue

to work on the bunker at the lower end of the driving range, trim trees, and continue to do preventative maintenance to all equipment.

## MONTHLY SUMMARY

- November rounds were 589 more total rounds to budget and 529 more than last year.

<b>November Rounds</b>	<b>Budgeted</b>	<b>Prior Year</b>	<b>Actual</b>
PUBLIC ROUNDS	275	261	<b>373</b>
TOURNAMENT	35	27	<b>46</b>
MEMBER	1,000	1,087	<b>1,366</b>
BATTLE CARD	200	152	<b>220</b>
TWILIGHT	100	115	<b>108</b>
MISC.	100	83	<b>116</b>
MEMBER GUEST	150	195	<b>220</b>
<b>TOTAL ROUNDS</b>	<b>1,860</b>	<b>1,920</b>	<b>2,449</b>

## MONTHLY GROSS REVENUE

- November total revenue was \$87,202 for the month, which was \$13,631 more than budgeted revenues.

	<b>November Budget</b>	<b>November Prior Year</b>	<b>November Actual</b>
DUES & FEES	21,500	21,511	25,203
GREEN FEES	21,331	21,716	27,882
CART FEES	6,945	6,729	8,893
MERCHANDISE	7,905	8,835	12,320
OTHER GOLF COURSE SERVICES	3,450	2,795	3,892
FOOD & BEVERAGES	12,440	15,189	9,012
<b>TOTAL REVENUE</b>	<b>73,571</b>	<b>76,775</b>	<b>87,202</b>

## BANQUET FACILITY USAGE REPORT

<b>November</b>	<b>Event</b>	<b>\$</b>
19	Party/Event	580.00
21	Company Banquet	350.00
29	Chamber Event	0
	<b>Total Banquet Revenue</b>	<b>\$930.00</b>

## BANQUET

- Attended 3 Tulsa Wedding Society meetings to help promote BCGC Banquet Facility.
- Received bids for re-flooring of the front entry to banquet facility.

## OTHER

- Took a tutorial on new marketing tools to expand BCGC website application.
- Veterans Day gave out complimentary hotdogs to all veterans to thank them for their service and sacrifice.
- Finalized exit contact with Pepsi and began agreement process with Coca-Cola as BCGC beverage provider.
- Food and Beverage staff were issued winter fleece sweaters as part of their uniform.

## SPECIAL EVENTS DIVISION

### COMMUNITY EVENT MANAGER

- Attended weekly Department staff meetings.
- Met with GIS Consultant to discuss mapping of Parks assets.
- Prepared, planned, and attended the Special Events Committee meetings.
- Prepared road closures for various events.
- Met with event organizer for Rose Festival preliminary discussions.
- Attended the setup for Main Street Burn.
- Met with event organizer for Hmong New Year to discuss 2016's event and set a date for 2017.
- Attended Rogue Disc Golf event.
- Met with event organizers and Engineering staff to discuss the parade route for the Christmas Parade.
- Met with Ruts N Guts event organizers to discuss food trucks, site plan, permitting, and final plans for event.
- Attended the Convention and Visitors Bureau meeting.
- Met with Parks and Recreation staff and architects to discuss budget and design for future improvements to the Events Park; picnic shelters, restrooms, and a playground.
- Attended the Employee Health Screening Result Session.

- Met with a job shadower to answer questions on what it is like to be an Event Manager.
- Attended Tea-Off event and the light lighting ceremony in the Rose District.
- Coordinated with Police Department for final arrangements for Run with the Pride event.
- Attended Heart of Broken Arrow Craft Show.
- Attended Flyers Cross event at the Events Park.
- Attended meeting (via phone) with Oklahoma Racing and Coursing Association (ORCA) to discuss events planned for this year.
- Attended several meetings throughout the month regarding the Rose District Ice Rink.
- Met with Barry Jarvis via conference call to discuss promotions and special events for the 2017 Rose District Farmers Market season.
- Attended meeting with City Managers' Staff regarding the Rose District Plaza and Special Use Permit.

## **RECREATION DIVISION**

### **RECREATION MANAGER**

- Attended a meeting with GIS Consultant, Parks and Recreation Director and staff, Building Maintenance Supervisor, and the City's GIS Analyst.
- Attended Special Events Committee Meeting.
- Recreation Manager and two Center Supervisors attended the annual Oklahoma Recreation and Parks Society State Conference and Trade Show in Oklahoma City.
- Attended Insurance Committee Meeting.
- Conducted Monthly Recreation Division Meeting.
- Met with Young Men's Christian Association (YMCA) representative to discuss future plans for City pools.
- Recreation Manager and one Center Supervisor attended Community Partner Night at Union 6<sup>th</sup> & 7<sup>th</sup> Grade Center.
- Conducted Supervisor weekly meetings at Ray Herral Nature Center.
- Attended preliminary meeting regarding Rugby in Broken Arrow.
- Attended Event Planning meeting regarding Recreation Division Special Events.

## CENTRAL PARK COMMUNITY CENTER

- Logged visitors for November were 1,720 which is a decrease of 1,111 compared to October.
- Heart of Broken Arrow Craft Show attendance was estimated at 5,000+.
- Basketball Turkey Shoot took place with 13 participants.

## NIENHUIS PARK COMMUNITY CENTER

- Logged visitors for November were 1,273 which is a decrease of 520 compared to October.
- Attend National Recreation and Park Association (NRPA) webinar on the 2016 election and what it means for Parks and Recreation.
- Held a meeting with the Recreation Manager and staff members concerning Pizza with Santa event in December.

## RAY HARRAL NATURE CENTER

- The total visitors for November were 1,988 which is an increase of 1,158 compared to October.

## **PARKS MAINTENANCE DIVISION**

### PARKS MAINTENACE MANAGER

- Attended Director's weekly staff meeting.
- Conducted staff meetings with maintenance division staff.
- Monitored ongoing park projects:
  - Nienhuis Sports Courts: Punch list items completed. Net posts were changed to 3" outer diameter posts.
  - Rose District Interactive Water Feature (IWF): Additional concrete added to basin for luminaires and new wiring pulled to all luminaires. Effects software was reprogrammed by the Fountain People and tested prior to winterization by Magnum Construction and Parks Department. Minor anchoring of luminaires will be completed prior to spring startup by Magnum Construction.
  - Streetscapes Phase IV: Construction continues on south end of the Rose District and Commercial Street, with the exception of the demolition of construction phase in front of the Rose District Plaza. This phase is on hold until ice rink programming concludes.
  - Nienhuis Football Sports Turf: Bids were received and contract is scheduled to be awarded on December 20<sup>th</sup>.
  - Indian Springs Sports Complex (ISSC) Renovation Project: 95% plans being developed for baseball replacement fencing.
  - Green City GIS: Park inventory is currently being collected by Green City personnel.

- Liberty Parkway Trail repair: Pre-construction meeting completed, and work scheduled to begin on January 3<sup>rd</sup>, 2017.
- Completed replacement playground specifications for Arrowhead Park and sent to Purchasing for bidding.
- Interviewed candidates for Park Maintenance Worker positions. No viable candidates were interviewed and Human Resources will re-advertise the positions.
- Attended Streets/Stormwater ice and snow removal planning meeting. Parks Maintenance will maintain same areas as in previous year; entrances and sidewalks at City Hall, Main Place, Museums, and all department building facilities.
- Monitored contract maintenance on park ponds. Monthly service was extended an additional month due to warm water temperatures.
- Attended scoping meeting for design work on bond projects at the Events Park (pavilions and restroom) and ISSC (soccer complex lighting).
- Quoted replacement components for the Copper Creek playground refurbishment. Components will be purchased once bond funds become available.
- Met with Ruts N Guts event coordinator for final review of race course prior to event.
- Monitored installation of holiday lighting by contractor, and scheduled minor electrical repairs with Building Maintenance prior to "Lights On" ceremony.
- Coordinated and scheduled City responsibilities for ice rink setup, and met with the rink contractor to review utilities on site and parking options.
- Registered staff personnel for Oklahoma Turfgrass Research Foundation (OTRF) conference.

## GROUNDS MAINTENANCE SECTION

- Removed litter from parks and cleaned outdoor restrooms daily.
- Performed janitorial duties at the Camino Villa Park Building weekly.
- Conducted the season's final mowing of parks and trails. Completed 51 mowing cycles on 40 sites.
- Started routine leaf removal or mulching at all parks, building grounds and sport complexes.
- Removed temporary fencing around City Hall parking lot that was installed for the temporary Rose District Farmers Market site.



- Cleared scrub trees from south fence line at the Valley Ridge trailhead parking lot.
- Routine mowing of athletic fields at ISSC and Nienhuis as needed through the end of baseball, soccer, and football season.
- Painted boundary lines on baseball, adult softball, soccer, and football fields until their fall season concluded.
- Prepared ISSC soccer complex for Annual Fall Recreation Tournament and Sam Shannon Showcase.
- Assisted Broken Arrow Girls Softball with preparations for their large Heartland Showcase.
- Removed a disc golf tee at the Nienhuis course due to problems with discs flying into homeowners' yards. The subject hole had two tees.
- Mowed and cleared cycle course for Ruts N Guts event. Removed scrub-brush and several small trees. Hauled in several loads of sand to replenish the sand pits, and hauled many loads of dirt to fill low areas as requested by event personnel. Trimmed up any low hanging branches around course. Hauled debris to City's green waste site.
- Tilled milkweed garden sites at Broken Arrow High School. Beds were cleaned and filled with garden soil in preparation for groundbreaking December 1<sup>st</sup>. Fabricated sign posts for monarch waystation signs and installed at all City planting sites.
- Renovated milkweed planting sites in Veterans Park and Ray Herral Nature Park. Milkweed/pollinator seed mix was sown after ground renovation.
- Locating irrigation heads and valves that will be removed and salvaged prior to new synthetic turf project at Nienhuis.
- Replaced in-ground junction boxes for Nienhuis Football Complex field #4 lighting.
- Trapping gophers from athletic fields at ISSC and Arrowhead.
- Winterized all water tank/spraying equipment.
- Hauled 50 cubic yards of sand to the Rose District Pavilion for the ice rink construction.
- Grounds Supervisors attended OTRF Sports Turf Management Workshop and Pesticide Training Workshop.

## FACILITIES MAINTENANCE SECTION

- Performed monthly playground inspections. Completed minor repairs as noted during inspection process.

- Adjusted light timers for buildings and sports courts due to the end of daylight savings time.
- Winterized all outdoor drinking fountains.
- Checked department flags, and performed maintenance as needed; replaced tattered flags, lowered to half-staff when ordered, changed light bulbs, etc.
- Performed daily chemical and filtration checks on the IWF prior to winterization. IWF was winterized with the assistance of Magnum Construction. Extra chemicals were stored at Family Aquatic Center until next spring start-up.
- Replaced lighting lamps inside the Centennial Clock.
- Replenishing playground safety surfacing to playgrounds at Jackson and Nienhuis playgrounds.
- Winterized baseball complex restroom that does not have heater.
- Checked heaters in Parks and Recreation Department's unoccupied buildings prior to first hard freeze.
- Replaced metal panels on Arrowhead softball dugout that blew off during wind storm.
- Installed additional holiday lighting on trees at Centennial Park. Repaired several holiday light displays that were installed around the ice rink at the Rose District Pavilion.
- Staff members attended OTRF, Pesticide Training Workshop.

#### HORTICULTURE/FORESTRY SECTION

- Conducted routine daily maintenance in the Rose District; removed litter, blew debris from sidewalk, weeded beds, checked irrigation, mulching planting beds, etc.
- Cleaned and backwashed Veterans Park fountain filter. Adjusted the fountain's color lenses prior to Tea-Off event.
- Horticulturist monitored contract maintenance for rose plants in the Rose District and Centennial Park.
- Purchased and planted 4 commemorative tree plantings. Plaques will be ordered and installed at a later date.
- Removed trees that were dead or in poor condition at several park sites. Stumps were ground to 3" below ground level.
- Inspected trees overhanging walking paths at Ray Herral Nature Park. Trees will be trimmed back and deadwood removed during routine winter pruning process.

- Winterized all water tank/spraying equipment.
- Horticulturist gathering information for 2016 Tree City USA work plan.
- Routine tree trimming low hanging limbs. Waiting for Fleet to complete repairs on bucket truck before upper limbs can be trimmed.
- Routine stump grinding at various park sites.
- Staff members attended OTRF, Pesticide Training Workshop.

End of Report



**To: Jennifer Hooks**  
**From: Steve Arrant**  
**Subject: Street and Storm Water Completion of Work**  
**Date: December 30, 2016**

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**Please include these items in your notes to council:**

1. Recently completed the mill and overlay of Country Aire Additions V and VII.
2. Recently completed the construction of the wingwalls/headwalls to the drainage structure on Albany just east of County Line.
3. Completed the demolition of existing structures on the future fire station site.
4. Traffic signal upgrade on Friday, December 30<sup>th</sup> at the traffic light on Kenosha and 9<sup>th</sup> Street - adding the flashing yellow arrow to all left turns.
5. Harold Cleveland, truck driver, is retiring on Friday after 33 years with the City.

## 2. GENERAL CORRESPONDENCE / NOTIFICATION



**Contact: Krista Flasch**  
**Director of Communications**  
**City of Broken Arrow**  
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**Mobile: (918) 409-7771**  
**Fax: (918) 259-8226**

## **BA Mayor Elected to Second Term on NLC Board of Directors**

**Broken Arrow, Okla. (12/30/2016)** – Mayor Craig Thurmond was elected to serve another term on the National League of Cities (NLC) Board of Directors at the recent City Summit held in Pittsburgh, Pennsylvania. Thurmond, who will serve a one-year term, will play a key role in guiding the nation’s largest and most representative membership and advocacy organization for city officials. Over the next year, Thurmond will participate in several Board of Directors meetings at NLC convenings in Washington and across the nation.

“I am honored to continue serving on NLC’s Board of Directors,” said Thurmond. “Having served on the board this past year, I have had opportunities to represent Broken Arrow at the national level. I look forward to serving again on the board and continuing to push for our community’s best interests.”

“The National League of Cities board of directors serves a critical role in guiding our organization’s priorities and policies,” said Clarence E. Anthony, CEO and executive director of the National League of Cities (NLC). “I want to thank the members elected to the board for their service to our organization, and look forward to working with them during an important year for the nation’s cities.”

In his role on the Board, Thurmond will help guide NLC’s strategic direction and set the organization’s advocacy priorities and operational goals. Board members are selected by a 15-member nominating committee, and are confirmed by a vote by NLC’s membership.

The National League of Cities (NLC) is dedicated to helping city leaders build better communities. NLC is a resource and advocate for 19,000 cities, towns and villages, representing more than 218 million Americans.

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**PRESS RELEASE**

**Contact: Krista Flasch**  
**Director of Communications**  
**City of Broken Arrow**  
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**Mobile: (918) 409-7771**

## **BA Councilor Elected Chair of the M.e.t. Board of Trustees**

**Broken Arrow, Okla. (12/29/2016)** – Councilor Scott Eudey has been elected Chair of the Board of Trustees of the Metropolitan Environmental Trust, known as the M.e.t.

The M.e.t. is a public trust authority that assists in environmental planning and programs, mainly solid waste issues. The Board of Trustees is comprised of one representative from each member community government: Bixby, Broken Arrow, Claremore, Collinsville, Coweta, Glenpool, Jenks, Owasso, Sand Springs, Tulsa and the County of Tulsa.

“Thanks to the efforts of the M.e.t, more people every day learn about the importance of recycling and other environmentally friendly practices,” said Eudey. “I’m proud to serve as the Chair of the Board of Trustees and look forward to working with the Board and Executive Director Graham Brannin to oversee the M.e.t.’s continued efforts to promote sustainability in the community.”

The M.e.t. manages several programs, including eleven recycling centers - the largest is located in Broken Arrow at 302 N. Elm, coordination of household pollutant disposal for citizens outside of Tulsa, recycling education and more.

Eudey is a managing partner of Ross and Eudey, a law firm located on Main Street in Broken Arrow that focuses on estate planning, business development, real estate and contracts. He has been a Broken Arrow City Councilor since April 2015.

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## **BA Councilor Appointed to NLC Transportation Committee**

**Broken Arrow, Okla. (12/29/2016)** – Councilor Scott Eudey has been appointed to the [National League of Cities](#) (NLC) 2017 [Transportation and Infrastructure Services](#) (TIS) federal advocacy committee. This committee has the lead responsibility for developing NLC’s federal policy positions on issues involving transportation, including planning, funding, safety and security of public transit, streets and highways, aviation, railroads and ports. The National League of Cities is dedicated to helping city leaders build better communities. NLC is a resource and advocate for 19,000 cities, towns and villages, representing more than 218 million Americans.

“Transportation is a major issue for the Broken Arrow community, both for our manufacturing sector and commuters who travel from home, school and work,” said Eudey. “I’m honored to be part of a committee that will make important policy decisions when it comes to taking care of our roads and improving transportation access.”

As a member of the committee, Councilor Eudey will play a key role in shaping NLC’s policy positions and advocate on behalf of America’s cities and towns before Congress, with the new Administration and at home.

The leadership of this year’s committee will consist of Chair Greg Evans, councilmember, Eugene, Oregon, and Vice Chairs Valerie J. McCall, chief of government and international affairs, Cleveland and James McDonald, vice mayor, Pinecrest, Florida.

For more information on NLC’s other committees and councils, visit <http://www.nlc.org/influence-federal-policy/policy-committees>.

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**PRESS RELEASE**

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**Director of Communications**  
**City of Broken Arrow**  
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## **BA Councilor Reappointed to NLC Public Safety and Crime Prevention Committee**

**Broken Arrow, Okla. (12/30/2016)** – Councilor Mike Lester has been reappointed to the National League of Cities (NLC) 2017 Public Safety and Crime Prevention Policy and Advocacy Steering Committee. This Committee has the lead responsibility for developing NLC federal policy positions in the areas of crime prevention, public safety, homeland security, disaster preparedness and response, substance abuse, and municipal fire policy.

"The Public Safety and Crime Prevention Committee is continually seeking ways to better protect our citizens and those that serve us each day," said Lester. "I'm honored to be able to continue exploring new ways to deal with issues that impact Broken Arrow, whether it is in working with FEMA, seeking new ways to provide first responder services, or the latest in technology in support of our public safety personnel."

The leadership of this year's committee will consist of Chair Joel Price, mayor, Thousand Oaks, California, and Vice Chairs Cleophus King, city council president, Bessemer, Alabama and Kristin Szakos, council member, Charlottesville, Virginia.

For more information on NLC's other committees and councils, visit <http://www.nlc.org/influence-federal-policy/policy-committees/public-safety-and-crime-prevention>.

***PRESS RELEASE***

The National League of Cities is the nation's oldest and largest organization devoted to strengthening and promoting cities as centers of opportunity, leadership and governance. NLC is a resource and advocate for 19,000 cities, towns and villages, representing more than 218 million Americans.

###

***PRESS RELEASE***

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**Director of Communications**  
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## **BA Citizen Recycling Committee to Tour Recycling Center**

**Broken Arrow, Okla. (12/19/2016)** – A citizen-led recycling committee tasked with investigating residential curbside recycling options for Broken Arrow will tour a Metropolitan Environmental Trust (M.e.t.) recycling center on Monday, December 19 at 4:00 p.m.

Earlier this year, a survey was conducted asking BA residents about their satisfaction with the current trash service and desire for recycling options. The survey showed that residents overwhelmingly like the current trash service, but are interested in recycling as well. More than 80% of respondents in the city-wide survey stated they would make an effort to recycle more if curbside recycling was available.

To look into the best way to incorporate a recycling program with our current services, the City Council established a citizens recycling committee, which held its first meeting on November 29. The committee is expected to make a recommendation for a program in July 2017. If the City Council approves the program, curbside recycling is expected to start in late 2017.

Members of the committee include Councilor Johnnie Parks, Councilor Scott Eudey (as an alternate for Councilor Parks), Jim Hoffmeister, Tom Hahn, Russell Peterson, Dawn Seing, Jill Spurgeon, Michelle Bergwall, Vicky Randolph, EJ Hardwick, Becky Wood, Tom Chatterton, Chris Taylor, and Peggy Striegl.

**WHAT:** BA Recycling Committee Tours M.e.t. Recycling Center

**WHEN:** Monday, December 19  
4:00 p.m.

**WHERE:** M.e.t – Broken Arrow Recycling Center, 302 N. Elm Place

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### 3. SPECIAL EVENTS / ACTIVITIES

