

To: Honorable Mayor and City Councilors
From: Russell Gale , Acting City Manager
Date: March 2, 2018
Re: Notes to Council

1. STAFF REPORTS / ITEMS REQUIRING IMMEDIATE ATTENTION

- Parks & Recreation Department Monthly Report – January 2018
- Utilities Department Monthly Report – January 2018
- General Services Department Monthly Report – January 2018
- Engineering & Construction Department Update – Road Closure, Elm and Broadway

2. GENERAL CORRESPONDENCE / NOTIFICATION

- Press Release – HOA Workshop, March 3
- Press Release – BA makes US Today's Charming Main Streets List

3. SPECIAL EVENTS / ACTIVITIES

- HOA Workshop Brochure

Respectfully submitted,



Russell Gale

clm
Attachments

1. STAFF REPORTS / ITEMS REQUIRING IMMEDIATE ATTENTION



To: Kenneth Schwab, Assistant City Manager - Operations

From: Scott Esmond, Parks and Recreation Director



CC: Jennifer Hooks, Crickett Moore

Date: February 27, 2018

Re: January 2018 Monthly Report

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

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

Encl: January 2018 Monthly Report



Parks and Recreation Department

January 2018 Monthly Report

DIRECTOR - PARKS AND RECREATION

- No report.

BATTLE CREEK GOLF CLUB (BCGC)

GENERAL

- January 1st through January 18th, extremely cold temperatures impacted play with only 331 total rounds. January 18th through January 31st, temperatures warmed up and BCGC came close to reaching budgeted revenues.

GOLF OPERATIONS

- Finishing spring and summer merchandise orders for apparel, clubs, accessories, etc., to assure golf shop will be stocked with new inventory items.
- Continue to book tournaments and leagues, and preparing tournament contracts for upcoming events.

COURSE MAINTENANCE

- January was an unusual month with high temperature in the mid 70's and lows in the single digits. BCGC had a total of .30 inches of rainfall.
- The maintenance team accomplished many tasks this month to improve or continue to provide excellent playing conditions. These tasks included:
 - Multiple irrigation repairs.
 - Preventative maintenance of equipment.
 - Spraying golf course with post-emergent herbicides.
 - Clear brush where needed.
 - Assisted install of new drain line for banquet facility.
 - Marked lines in the lawn for patio project.
- February, apply pre-emergent herbicides to golf course, BCGC grounds and flower beds, continue preventative maintenance to equipment and irrigation repairs as needed.

MONTHLY SUMMARY

- January rounds were 63 less total rounds to budget and 180 less than last year.

January Rounds	Budgeted	Prior Year	Actual
PUBLIC ROUNDS	180	168	120
TOURNAMENT	0	0	0
MEMBER	700	782	716
BATTLE CARD	125	121	99
TWILIGHT	90	91	75
MISC.	50	64	41
MEMBER GUEST	100	136	131
	1,245	1,362	1,182

MONTHLY GROSS REVENUE

- January total revenue was \$55,502 for the month, which was \$1,885 less than budgeted revenues.

	January Budget	January Prior Year	January Actual
DUES & FEES	26,500	26,826	27,942
GREEN FEES	13,893	14,336	12,081
CART FEES	4,492	4,771	3,513
MERCHANDISE	3,922	4,883	3,675
OTHER GOLF COURSE SERVICES	3,600	3,038	3,809
FOOD & BEVERAGES	4,980	4,406	4,482
TOTAL REVENUE	57,387	58,260	55,502

BANQUET FACILITY USAGE REPORT

January	Event	\$
1/11	EVENT	0
1/20	EVENT	150.00
1/23	HOMEOWNERS ASSOCIATION MEETING	0
1/24	EVENT	150.00
1/25	HOMEOWNERS ASSOCIATION MEETING	0
1/29	HOMEOWNERS ASSOCIATION MEETING	0
	Total Banquet Revenue	\$ 300.00

BANQUET

- Hosted 4 Homeowners Association (HOA) Meetings. Greenway allows Battle Creek area HOA's one complimentary meeting each year to provide goodwill to our neighbors.

GRILL

- Accomplished many winter cleaning tasks and preparing for the upcoming golf season.

SPECIAL EVENTS DIVISION

COMMUNITY EVENT MANAGER

- Attended weekly staff meetings.
- Received, processed, and reviewed several applications for events.
- Continued working on Fiscal Year 2018-2019, 2019-2020 budgeting items.
- Prepared for, planned, and attended Special Events Committee Meetings.
- Met with Ice Rink Enterprises to discuss ice rink proceeds, needed support, and possible extension of the contract.
- Updated current Rose District Farmers Market application and guidelines.
- Received, reviewed, and processed Rose District Farmers Market applications.
- Met with Museum Broken Arrow and local merchant to discuss partnership idea for history event at the Rose District Farmers Market.
- Updated calendar and tracking for events taking place in 2018.
- Attended National Safety Council, Our Driving Concern – Train the Trainer Workshop.
- Met with Flags of Honor promoter to discuss details on event scheduled for April.
- Researched and started process to accept Supplemental Nutrition Assistance Program (SNAP) funds at the Rose District Farmers Market.
- Attended City of Broken Arrow University (COBA-U) Leadership meeting.
- Attended follow-up meeting regarding Ruts N Guts with staff.
- Met with event organizers for ScotFestival to discuss plans for 2018.
- Met with advertiser from Tulsa World for promotion of the Rose District Farmers Market.
- Discussed and researched advertising avenues for the Rose District Farmers Market.

- Continued planning music, events, and special classes for the Rose District Farmers Market event calendar for the 2018 season. Opening day tentatively planned for April 7th.
- Met with Keep Broken Arrow Beautiful (KBAB) to discuss plans for Rose Festival and Rose Kite Flight to take place May 5th and 6th.

RECREATION DIVISION

RECREATION MANAGER

- Attended City Council meeting as Parks and Recreation Department representative.
- Attended two Leadership meetings for the Parks and Recreation Director.
- Attended a brief meeting with the City Manager, Assistant City Manager of Administration, Community Relations Liaison, and Community Events Manager at City Hall.
- Attended Special Events Committee meetings.
- Attended a walk and talk meeting regarding Marmie the Mouse sculptures through the Rose District.
- Attended Assistant City Manager of Operations staff meeting.
- Attended Defensive Driving Course at the Public Safety Complex, which was held by the City's Safety Manager.
- Attended meeting with Parks and Recreation Leadership Team and Assistant City Manager of Operations regarding GO Bond Quality of Life proposed projects. Attended GO Bond Work Session.
- Attended bid opening regarding Sales Tax Capital Improvement Project 186004, resurfacing Family Aquatic Flume Slides, and Rain Drops.
- Attended Servant Leadership Workshop at Stoney Creek Conference Center.
- Attended Pre-Construction Meeting for Sales Tax Capital Improvement Project 186002, Security Lights at Nienhuis Aquatic/Skate Park parking lot.
- Attended monthly Recreation Division Staff meeting. Recreation Technician led the meeting and customer service was discussed.
- Attended Facilities Assessment meeting.
- Attended National Safety Council Safe Driving course at Nienhuis Park Community Center.
- Attended meeting with Parks and Recreation Director and a representative from Crawford and Associates regarding Finance Best Practices.
- Attended Employee Insurance Advisory Committee meeting.

- Escorted new staff members around the City to discuss various parks.
- Met with Broken Arrow Rugby Club to discuss location of temporary field placement at the Events Park.
- Attended meeting with Broken Arrow Community Playhouse personnel.

RECREATION TECHNICIAN

- Attended Recreation Manager's Monthly Staff meeting.
- Attended 10.3 RecTrac Recreation Software Training.
- Met with the Parks and Recreation Director to discuss 2018 Geographical Information System (GIS) Maintenance Contract.

CENTRAL PARK COMMUNITY CENTER

- Logged visitors for January were 1,977 which is an increase of 481 compared to December 2017.
- Full-Time Recreation Assistant hired and began working at Central Park Community Center.
- Homeschool PE spring semester began with 52 participants an increase of 9 compared to the 2017 fall semester.
- Center Supervisor held a Part-Time Recreation Assistant's annual review.
- Center Supervisor and Full-Time Recreation Assistant attended Recreation Manager's Monthly Staff Meeting.
- Center Supervisor and Center staff attended 10.3 RecTrac Recreation Software Training.
- Center Supervisor held monthly Center staff meeting.

NIENHUIS PARK COMMUNITY CENTER

- Logged visits for January were 2,499 which is an increase of 572 compared to December 2017.
- Center Supervisor and Recreation Manager met with Nienhuis Park Maintenance personnel regarding drainage issues around the Nienhuis Park Community Center.
- Center Supervisor met with Center staff regarding preparations for the Daddy Daughter Dance in February.
- Center Supervisor and Center staff attended 10.3 RecTrac Recreation Software Training.
- Center Supervisor and Center staff attended Recreation Manager's Monthly Staff Meeting.

- Center Supervisor and Recreation Manager met with two engineers regarding Nienhuis Park Community Center moisture issues.
- Center Supervisor and Recreation Assistant met with City's Horticulturist on an upcoming spring program.

RAY HARRAL NATURE CENTER

- The estimated total number of visitors in the Nature Center were 675 which is a decrease of 121 compared to December 2017.
- Ray Harral Nature Center's classroom hosted 2 private parties during January.
- Ray Harral Nature Center hosted "Is Beekeeping for Me?" educational workshop with 28 participants. Northeastern Oklahoma Beekeepers Associated presented the impact of local beekeeping, proper equipment and equipment management, potential problems beekeepers face, along with the time and effort it takes to become a beekeeper. Participants were given the opportunity to ask questions at the end of the presentation.
- Ray Harral Nature Center hosted a Spring Garden Preparation education workshop with 49 participants. Tulsa Area Master Gardeners presented the importance of proper maintenance and preparation of a home garden. The goal was to help participants get the most out of their home gardening operation. Participants were given the opportunity to ask the Master Gardeners questions regarding their gardens.
- Nature Center Supervisor met with Oklahoma Forestry Service's Community Preparedness Coordinator to discuss potential fires in the Nature Park. Center Supervisor and City's Horticulturist helped coordinator assess the forest's fuel load and growth capacity. Further evaluation and assessments will be conducted.
- Nature Center Supervisor attended Keep Oklahoma Beautiful Winter Workshop in Tulsa, Oklahoma.
- Nature Center Supervisor met with two separate individuals interested in becoming instructors at the Nature Center.
- Nature Center Supervisor attended Monthly Employee Event Steering Committee meeting.
- Nature Center Supervisor and Center staff attended Recreation Manager's monthly staff meeting.

PARKS MAINTENANCE DIVISION

PARKS MAINTENANCE MANAGER

- Attended Parks and Recreation Director's weekly staff meeting.
- Conducted staff meetings with Parks Maintenance Division Supervisors.

- Monitored ongoing park projects:
 - Indian Springs Sports Complex (ISSC) Renovation Project: Fencing continues to be installed at baseball complex, and fencing being removed at soccer complex. Irrigation being installed on south soccer fields. Several electrical conduits/wiring have been damaged during the trenching process. Contractor is repairing the electrical damages.
 - Indian Springs Soccer Field Lighting: Contractor work complete. Coordinated warranty work with Musco on control-link system for these new lights. Several communication transformers were replaced on field 38 & 40, and these fields had to be added to our control-link schedule.
 - Arrowhead Concession/Restroom/Umpire Building: Design firm wrapping up plans to enlarge building design and connect new structure to existing concession building.
 - Country Aire Playground Replacement: Pre-construction meeting held, and work notice to proceed given.
 - Leisure Park New Splash Pad and Replacement Playground: Pre-construction meeting held, and work notice to proceed given.
 - Rose West Dog Park and Restroom: Restroom building block being installed. Electric conduit for building installed. Ordered two dog waste stations, and received delivery of two pet fountains.
 - Events Park and Liberty Trail Restrooms: Both buildings have been blocked, and waiting on roof panels. Work inside both buildings underway. Contractor waiting on transformer for Events Park restroom.
 - Events Park Playground and Pavilions: Grading of site underway.
 - New Adult Softball Complex: In design.
 - Events Park Security Lighting: Contractor work complete.
 - Nienhuis Skate Park/Pool Parking Lot Lighting: Pre-construction meeting held.
 - Veterans Park Phase II: Pre-construction for granite structures held. Lead-time for granite was questioned. Construction project bid awarded. Waiting on pre-construction meeting.
 - Memorial Park/Garden: Design work complete.
 - Family Aquatic Center waterslide resurfacing: Bid awarded. Waiting on pre-construction meeting.
 - Nienhuis Sand Volleyball: Design work in progress.

- Working with Human Resources (HR) to post (3) vacant Park Maintenance Worker positions. Waiting on candidate background checks to be completed before interview process begins.

- Attended pre-construction meetings for Events Park Playground/Pavilion Project, Leisure Park Playground/Splash Pad Project, and Country Aire Playground Project.

- Met with personnel conducting the Facilities Assessment Interviews, and accompanied them through facilities at ISSC.

- Met Rugby personnel at the Events Park to review sites they would like to use for practice/scrimmages. Discussed other options in the Events Park should there be event conflicts with the location they proposed to use.

- Putting together quote specifications for Purchasing Department to re-quote pond maintenance work for 7 pond sites. Working to get new contract established by March 1, 2018.

- Parks Manager and Maintenance Division Supervisors attended National Safety Council "Our Driving Concern" Train-the-Trainer course.
- Met with Broken Arrow Girls Softball League personnel at Arrowhead Softball Complex to review maintenance requests they would like completed prior to the start of the spring season.
- Worked with Purchasing Department to quote engineered wood fibers that will be installed around various playground sites.

FACILITIES MAINTENANCE SECTION

- Conducted monthly playground inspections.
- Completed entry of chemical Safety Data Sheets (SDS) inventory into Risk Management online database.
- Installed concrete pad with two park benches and one trash receptacle at the Nienhuis sport court site.
- Worked with holiday light contractor to store materials after the contractor had removed everything.
- Checked Rose District Pavilion daily for any signs of ground heaving related to the ice rink. No heaving issues at this time.
- Checked heaters in all unoccupied department buildings during extreme cold temperature periods. Reported heating problems to Building Maintenance Division for repairs.
- Replaced curled sections of chain link fencing at Al Graham Softball Complex and Nienhuis Skate Park.
- Installed new posts on the Veterans Park wooden sign, and installed. Relocated Purple Heart City sign within the park.
- Hauled off old playground material that had been removed due to damage/vandalism or natural wear and tear. Metal material was hauled to scrap vendor, and other materials hauled to landfill.
- Shutdown pond aerators during extreme cold temperatures. Restarted aerators after ice had melted off nozzles.
- Lowered and raised department flags as ordered. Replaced tattered flags as needed. Replaced bulbs in flag lights as needed.

GROUNDS MAINTENANCE SECTION

- Checked and cleaned all outdoor restrooms weekly. Removed litter from park sites and took recyclable materials to the Metropolitan Environmental Trust (M.E.T.)
- Replaced several wooden fence posts around Castlegate Retention Facility walking path.

- Located and marked raised areas on the Liberty Parkway Trail, Rockwood West Trail, and Copper Creek Trail. Streets/Stormwater Department used their equipment to grind down the raised areas.
- Filled eroded areas on Ray Herral Nature Park Trails, and regraded several areas to assist water to travel off trails in order to reduce erosion.
- Removed three portable bleachers from Arrowhead Softball Complex and stored at the Nienhuis football practice fields.
- Straightened sign posts in various park sites.
- Performed routine inspection of the Liberty Parkway Trail. Trimmed back tree limbs from the trail. Patched several areas of the trail that had separated due to weather/temperature.
- Grounds Supervisor responded to report that a vehicle accident had damaged fence adjacent to the Liberty Parkway Trail. After inspecting trail found that damage was on a City of Tulsa maintained trail.
- Filled in eroded areas in Arrowhead Park and sodded.
- Calibrated division sprayers and started pre-emergent applications on athletic fields and on park grounds.
- Removing tape adhesive from park shelters.
- Installed gravel inside electric fenced enclosures at Central Park.
- Trenched new irrigation lines, relocated quick-connect valves on (4) infields, and tilled all infields at Arrowhead Softball Complex. Relocated two maintenance gates on fields 10 and 11 per BAGSL's request. Secured block retaining wall caps with adhesive.
- Hauled compost material to several monarch garden sites, and tilled into soil.
- Painted boundary lines corners on ISSC soccer fields not under construction.
- Located and marked utility lines on athletic fields under construction at ISSC.
- Adding infield dirt mix to baseball fields at ISSC and leveling out.
- Trapping gophers from athletic fields and Anderson pond dam.


HORTICULTURE/FORESTRY SECTION

- Performed routine maintenance in Rose District: Blew sidewalks, removed litter, weeded beds, etc. Adding mulch to planters and landscape beds.
- Checked and adjusted irrigation system in Rose District as required. Replaced rain/freeze sensor for Centennial Park irrigation system. Changed out several nozzles in landscape beds with low pressure.

- Trimming back crape myrtles and ornamental grasses throughout all park sites and the Rose District. Dividing ornamental grasses that have grown too big, and transplanting to other locations.
- Horticulturist working on updating GIS inventory throughout the Rose District and Arrowhead Park.
- Turned over compost pile at ISSC.
- Picked up soil sample reports for the Rose District rose planters. Purchased soil to amend nutrients around each rose bush as recommended in soil test results.
- Continued routine annual tree pruning at various parks. Raising limb height throughout parks, and removing deadwood.
- Installed new lockers for staff at the Nienhuis Maintenance Facility.
- Grinding tree stumps as needed in parks. Removing excess wood chips produced during the grinding process.
- Stockpiled bulk mulch at Nienhuis Park, and started mulching process on landscape areas at Ray Herral Nature Park.
- Added additional attic decking in the Nienhuis Maintenance Facility to provide extra storage room needed for additional Rose District holiday lighting/decorations purchased this season.

End of Report

INTEROFFICE MEMO

To: Michael Spurgeon, City Manager
From: Anthony Daniel, Utilities Director 
Date: March 2, 2018
Re: Utilities Department Monthly Report – January 2018

	January 2018	January 2017
Water Treated, Purchased and Distributed		
Water Purchased from Tulsa	1.2 MG	.2 MG
Water – Produced at Verdigris WTP	<u>280.3 MG</u>	<u>274.3 MG</u>
Total	281.5 MG	274.5 MG
 Wastewater Treated		
Lynn Lane Plant	114.5 MG	116.3 MG
Haikey Creek Plant flow from BA	145.6 MG	139.7 MG
Haikey Creek Plant flow from Tulsa	187.5 MG	188.4 MG

**LLWWTP Maintenance Summary-
David Handy**

1. Repaired 2 water leaks in the Return Activated Sludge Building.
2. Replaced heater in RAS Bldg.
3. Replaced RAS Pump No. 1 motor due to basement flooding from a broken water line.
4. Repaired Chlorine injection line between Clarifier and RAS Bldg.
5. Changed oil and greased jackshafts in Blower No's. 1, 4, 7 and 8.
6. Cut hole in North wall of Headworks for dumping screenings to allow construction activity on South side of building.
7. Heater installed in Chlorine Storage Room.
8. Maintenance done on Chlorine Analyzer Pump.
9. Replaced breaker on Pump No. 2 on Secondary Pump Station.
10. Installed new belts, lower grid assembly and cake sensor on West Filter Belt Press.
11. Repaired mud valve on West Contact Basin.
12. Replaced pigtail and isolation valve on West Bank Chlorine gas container Manifold.
13. Cleaned Chlorine Contact Basins.
14. South Digester was placed in service after major rehab. North Digester has been cleaned and ready for new air supply piping installation.
15. Headworks Project has begun with demolition of Old Wetwell, Old Lab Bldg. and Aeration Tanks. Crossland has set construction trailers.
16. Ongoing Safety training for all employees.
17. Maintenance of facility grounds.

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

Fats, Oil & Grease (FOG) Program Activities

1. Food Handling Establishment Inspections:

- City pretreatment staff performed 45 food handling establishment inspections during the month of January. Staff inspected manifests for grease interceptor maintenance, inspected the interceptors, and discussed best management practices with management. Establishments with interceptors that were improperly maintained or in need of repair were given 15 days to correct the deficiency. Re-checks were done for non-compliance issues.

2. FOG Program Administration:

- Pretreatment staff are still encouraging residents to recycle used cooking oil. Residents can get a free cooking oil recycle container and recycling instructions at the City of Broken Arrow One-Stop Center and Utilities Billing.
- Pretreatment staff met with Union Public Schools to issue “Best Management Practice” documents for Christa McAuliffe and Tom Peters Elementary Schools. Lisa Griffin and Vivian Brown attended for Union Public Schools. Lisa Griffin, Director of Child Nutrition, signed the documents, certifying that the practices would be implemented immediately to reduce fats, oil, and grease discharges from the two kitchen facilities.

Industrial Pretreatment Activities:

1. Industrial Permitting:

- Communication Graphics – The facility Maintenance Manager submitted a permit application, accidental spill prevention plan, process schematics, and safety data sheets for chemicals used in wastewater processes. Pretreatment staff reviewed the application, drafted a permit, and scheduled the first compliance monitoring event.
- Broken Arrow Powder Coating (Location 2)- The wastewater discharge permit is up for renewal. Broken Arrow Powder Coating submitted a permit application packet including an accidental spill prevention plan and Toxic Organic Management Plan to the City of Broken Arrow pretreatment office for approval. Pretreatment staff reviewed the information in the application packet, as well as the last pretreatment inspection form, and incorporated necessary changes into the new permit. The Utilities Director then reviewed and signed the permit and it was issued to Broken Arrow Powder Coating (Location 2).

2. Compliance reports and laboratory analysis:

- Blue Bell compliance self-monitoring report and laboratory analysis were received and reviewed. There were 4 daily biochemical oxygen demand (BOD) violations and a monthly BOD violation. Monthly surcharges for conventional pollutants above residential thresholds were calculated in the amount of \$34,923.20. Surcharges have been suspended until January of 2019 when the consent order issued to Blue Bell by the City of Broken Arrow is complete and Blue Bell begins operation of a pretreatment system. The purpose of the pretreatment system is to bring Blue Bell back into compliance with the wastewater discharge permit limits issued by City of Broken Arrow.

- The Blue Bell “Pilot Study” report was received and reviewed by Pretreatment staff as well as the Utilities Director. The pilot study was done to test equipment similar in design to the pretreatment system Blue Bell is to construct. The study revealed that a Dissolved Air Floatation (DAF) system will significantly reduce biochemical oxygen demand, total suspended solids, and oil and grease from the wastewater discharged from Blue Bell.
- Unifirst compliance self-monitoring report and laboratory analysis for December were received and reviewed. No deficiencies were noted. Monthly surcharges for conventional pollutants above residential thresholds were calculated in the amount of \$1,801.13 and submitted to finance.
- Gruv-N-Gasket quarterly compliance report was received and reviewed. No deficiencies were noted. Gruv-N-Gasket closed their doors on 1/3/18. They submitted notification of facility shutdown along with a manifest for the pumping of waste tanks. Wastewater Discharge Permit #BA023 has been officially “closed out”.
- The Lynn Lane Wastewater Treatment Plant influent and effluent priority pollutant laboratory analysis was received and reviewed. No deficiencies were noted.

UTILITIES DISTRIBUTION/COLLECTIONS MAINTENANCE SUMMARY

WATER DISTRIBUTION – Jerry Hanewinkel

1. New Taps and Meters set-34
2. Responded to 616 Call Okie Line Locates
3. Replaced 7 meters
4. Repaired or Replaced 29 meter boxes and valve boxes
5. Meter leak repairs done-21
6. Responded to 155 water leak calls
7. Distribution Main Leaks repaired-42
8. Replaced 18 Curb Stops
9. Valve truck crew exercised 46 valves for the month, bringing the total to 46 for 2018
10. Service Crossings Installed-3
11. Responded to 87 water system service requests
12. Fire Hydrants Repaired-2
13. Cleaned and restored 19 yards after water line repairs were done
14. Flushed 43main lines for water quality issues
15. Checked 17 auto flushers in service
16. Valve Repaired, Replaced or Installed-5
17. Water Main Installed or Replaced-23 ft.

SEWER COLLECTION- David Marlow

1. Service requests calls-35
2. Sewer line locates done-70
3. Sewer line blockages-15
4. Stand-by and night crew responded to 20 sewer calls
5. Manholes cleaned /raised/repaired-11
6. Clean ups done at 4 locations after repairs to sewer lines were done
7. Sanitary Sewer Overflows (SSO’s) reported to ODEQ for the month of January-5
8. Sewer lines repaired/replaced-8 ft.
9. Sewer lines root cut-100 ft.
10. CCTV inspections done-400 ft.
11. Sewer line cleaned-3,870 ft.

BOOSTER AND LIFT STATIONS

1. Routine station visits (29 lift stations and 4 booster stations)-621
2. Check valves/pumps cleaned at 8 stations
3. Wet wells cleaned using vacor truck-1
4. Booster station emergency calls-3
5. Pump station maintenance and repairs done-
 - Bass Pro-#2 pump would not shut off ; reset #1 pump and turned off #2 pump
 - South Park South-changed vacuum pump starters & surge protectors
 - Bass Pro-Haynes reprogrammed VFD
 - ISSC-AEI wired #1 pump motor
 - Adams Creek North-pulled rotating assembly from pump #1A and replaced wear plate
 - Cambridge-changed vacuum pump starter
 - Adams Creek North-vacuumed out wetwell
 - Adams Creek North-replaced rotating assembly on pump unit #1B and rebuilt pump
 - Adams Creek North-cleaned check valve, pulled pump #1B for oil leak
 - 209th-helped Pencco install eyewash station

METER READING – Derriel Bynum

1. Replaced Meters-122
2. Placed Door Hangers for bad checks-107
3. Turn Ons for nonpayment-205
4. Turn Offs for nonpayment-209
5. New Account Service Initiated-407
6. Accounts Finaled-407
7. Read 38,308 Meters for the month of January 2018
8. Construction Meters Set-4
9. Rereads/Leak Tests-102
10. Meter boxes replaced-27
11. Meter lids replaced-1
12. Resident Check-7
13. Misreads-38 verified
14. Met with residents to discuss their high bill/water usage concerns-6
15. Meters pulled-2
16. UME Chambers replaced on large meters-81
17. Meter stop replaced-2
18. 7” meter riser replaced-2

AMR PROJECT-

- Retrieved water use history from 3 AMR radio devices and provided the 90 day graphs to the customers.
- Dead AMR registers replaced-7

UTILITIES CONSTRUCTION – Tommy Kimbrough

1. E 129th-S 152nd (WL1802)-installed 680’ of 6” C-900 water line
2. Distribution main leaks-3
3. Line locates-12
4. Fire hydrants installed-3
5. Meters replaced-7
6. Meter leak repairs done-4
7. Meter boxes replaced-7

8. Water taps installed-8
9. Service crossings installed-6

WATER QUALITY- Diana Flora

1. Flushed dead end water lines at 39 locations.
2. Tested chlorine levels near auto flushers to verify all are working, 17 total.
3. 1 dirty water call, 5,640 gallons of water flushed to improve water quality.
4. Collected 100 Bac-T samples and 2 chlorine (am/pm) daily for the monthly WTP reporting.
5. Distribution system-11 parameter testing at 13 locations every two weeks.
6. Total gallons flushed to improve water quality in January; 3,915,140 gallons.

VERDIGRIS WTP – Jimmy Helms

1. Installed secondary Chlorine spear for injecting sodium hypochlorite
2. Repaired CIP Acid tank leak on flange
3. Installed a new bubble trap for the new Turbidimeter on Rack 10
4. Modified blower #1 PVC drain pipe in chlorine generator room
5. Replaced O-rings on Rack #1, and #4 modules
6. Repaired union leaks on the Chlorine line going to the Sodium Hypochlorite tanks
7. Installed new flow switch on process drain pump in pipe chase
8. Repaired ceiling light in membrane room
9. Replaced seal on Rack #4 membrane module
10. Installed new Cl-17 at the Pre-Clear Well Total location in High Service line
11. Re-plumbed Water supply and drain assembly to new chlorine analyzer
12. Set up chemical feed pump on LAS #3 pedestal for testing purposes
13. Tightened reverse filtration valve on Rack #8
14. Removed Citric acid flow meter and installed it on Chlorine transfer pumps
15. Re-plumbed Citric acid flow meter line
16. Replaced some of the membrane seals on a few of the modules and tightened some of the seals on Rack #5 to stop leaks
17. Replaced O-rings on feed pump strainer #3
18. Scaled the 4-20 mA on the new LAS Metering Pump #3
19. Replaced internal tubing on the Sodium Permanganate metering pump
20. Repaired leaks on clear couplings on Rack #2
21. Tightened the mechanical seal on Chlorine Transfer Pump A and lubed it
22. Wired in old flow meter on citric system so we can do EFM's
23. Removed insulation from 101st tank transmitter and found supply line was frozen. Thawed it with a heat gun and installed new transmitter
24. Installed fittings and mounted air valve on #10 rack for turbidity meter flow control
25. Installed drain line for the sample line on the Filtrate Turbidimeter
26. Changed the oil on the east sludge pump
27. Replaced permanganate containment area sump pump
28. Flushed train #2 sludge system
29. Cleaned Pre-Treatment trains # 1,2,3,4
30. Installed new battery pack in UPS at raw water
31. Worked on configuring overflow cap for turbidity air bubbler
32. Reconfigured supply hose through flow sensor on #10 Rack turbidimeter

33. Installed new rotameters on the Master Hypo Generator
34. Installed a toggle switch for 3D scanner on brine tank
35. Replaced top and bottom external feed hoses on LAS metering pump #2
36. Replaced fluoride containment area sump pump
37. Installed a new line from chlorine generator slave #2 to brine pump
38. Completed bi-annual inspection of backup generators by Cummins
39. Completed annual Pall plant inspection of the entire microfiltration system. Pall rep provided training for new operators.
40. Attended Safety Council workshop

ASSISTANT DIRECTOR-Barney Campbell

MEETINGS

- Utilities Staff Meetings
- Building Assessment Meeting
- O & M 2019 Budget
- Servant Leadership Workshop at Stoney Creek
- CCTV Bid Meeting
- Bid Tab for Air Compressor Meeting
- County Line Odor Control Sewer Line Meeting
- County Line Trunk Sewer Alignment Meeting
- Update GIS Atlas Meeting
- ST1409 Kenosha Street Improvements Meeting
- Facilities Assessment Meeting
- Development Services (sewer in front yards) Meeting

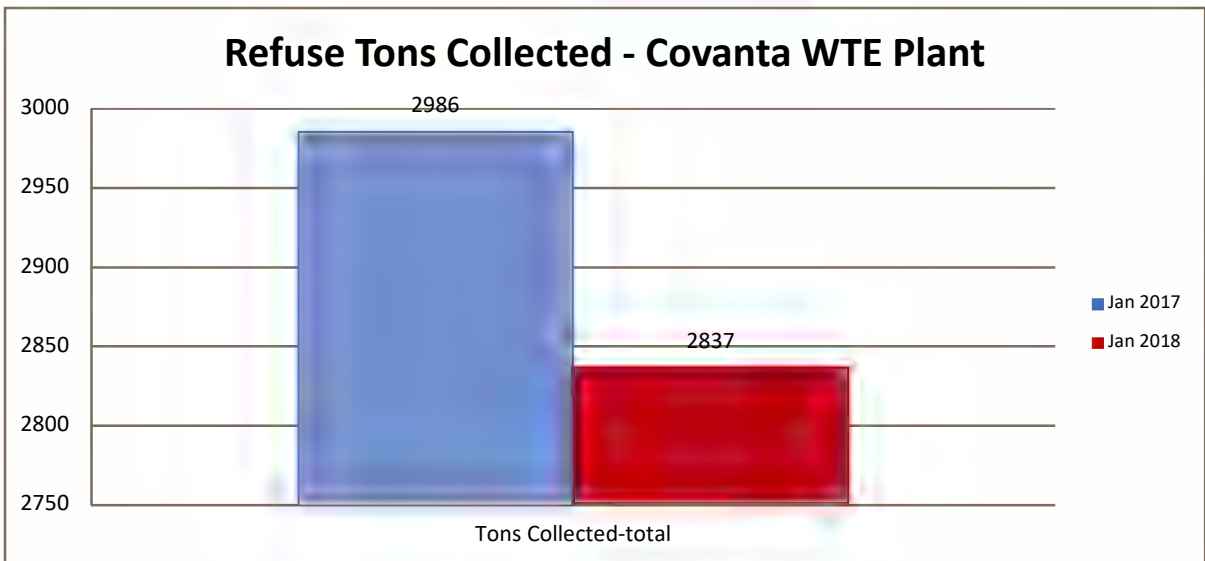
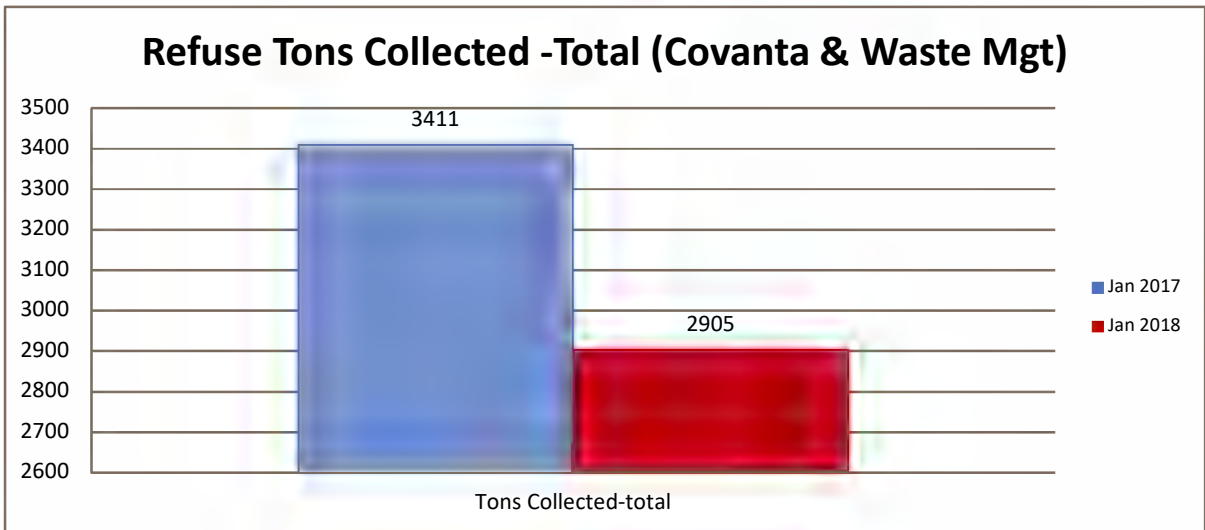
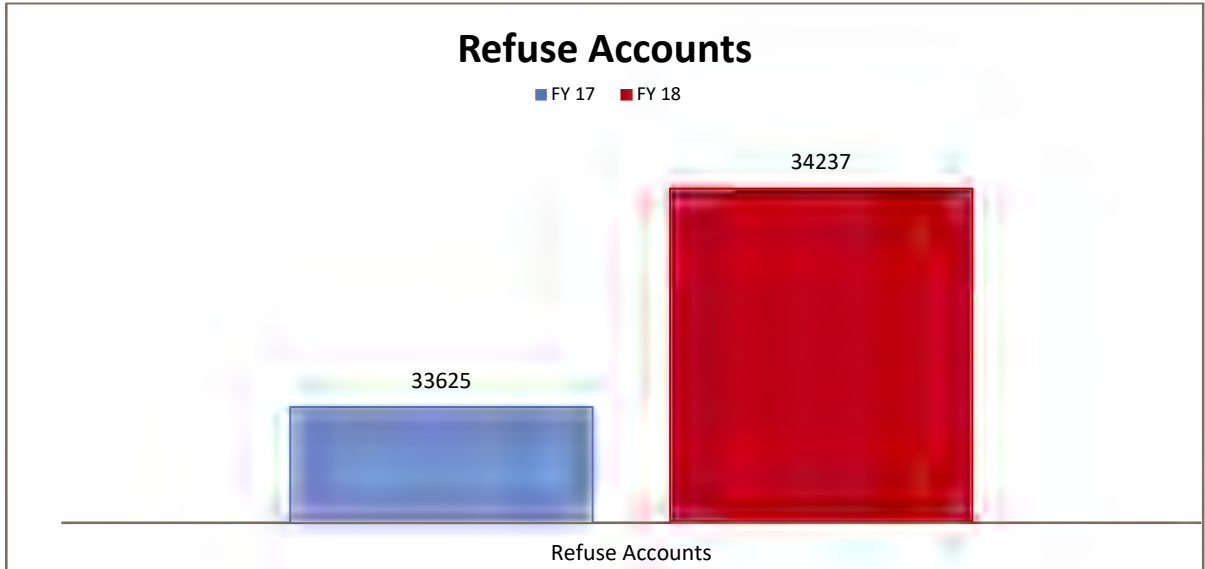
DIRECTOR'S REPORT–Anthony Daniel

1. Attended the weekly City Manager's leadership meeting.
2. Attended the weekly Asst. City Manager of Operations staff meeting.
3. Conducted the weekly Utilities Department staff meeting.
4. Attended the scheduled city council and BAMA meeting.
5. Attended the monthly RMUA operations group meeting at HCWWTP to review O & M of the plant and progress of ongoing CIP projects.
6. Attended the two scheduled CIP project coordination meetings with ACM, E & C staff and Finance Dept. staff.
7. Attended the GIS and Water and Sewer map update project managed by E & C. Utility staff interacted and discussed on the progress made and the material handed out.
8. Attended a meeting with E & C project manager on the alignment of the County Line trunk sewer line replacement project.
9. Participated in the kickoff meeting for the CIP FRP tank replacement project at the WTP.
10. Attended the monthly safety meeting at the WTP.
11. Attended the lunch meeting with reps from AWWA.
12. Attended the special GO BOND work session with city councilors.

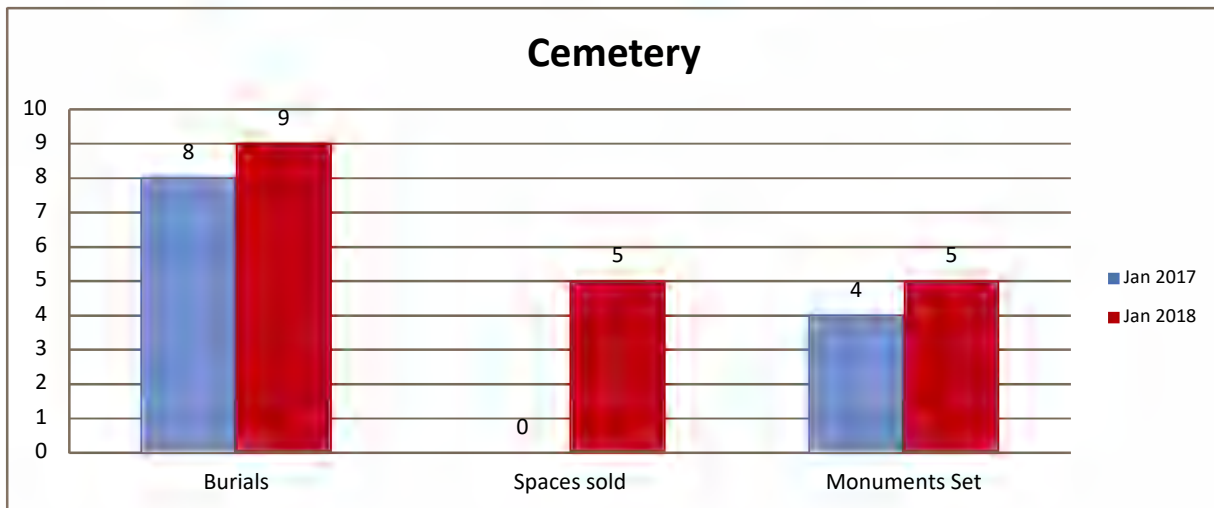
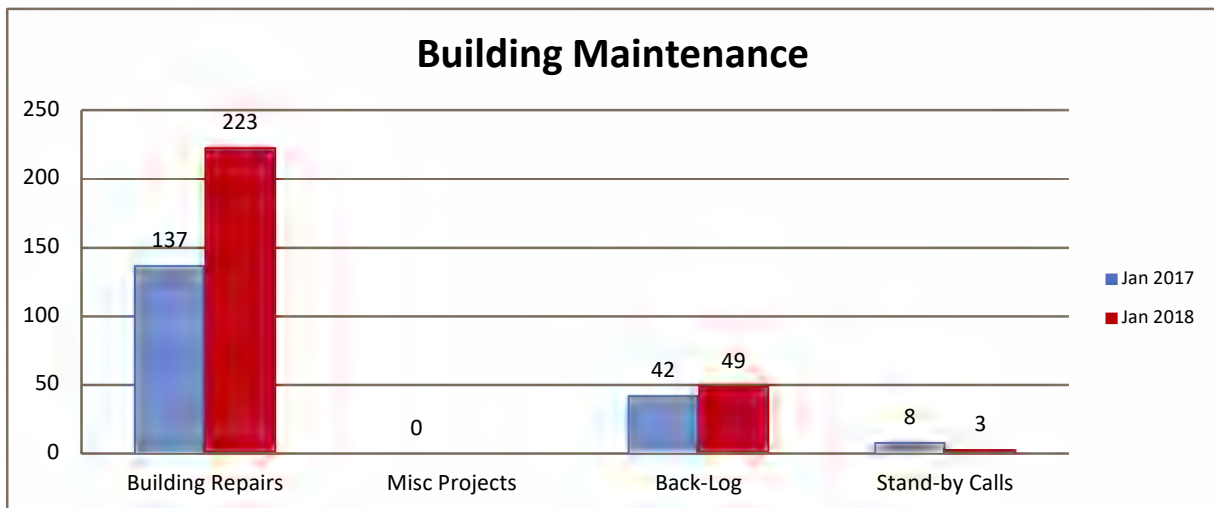
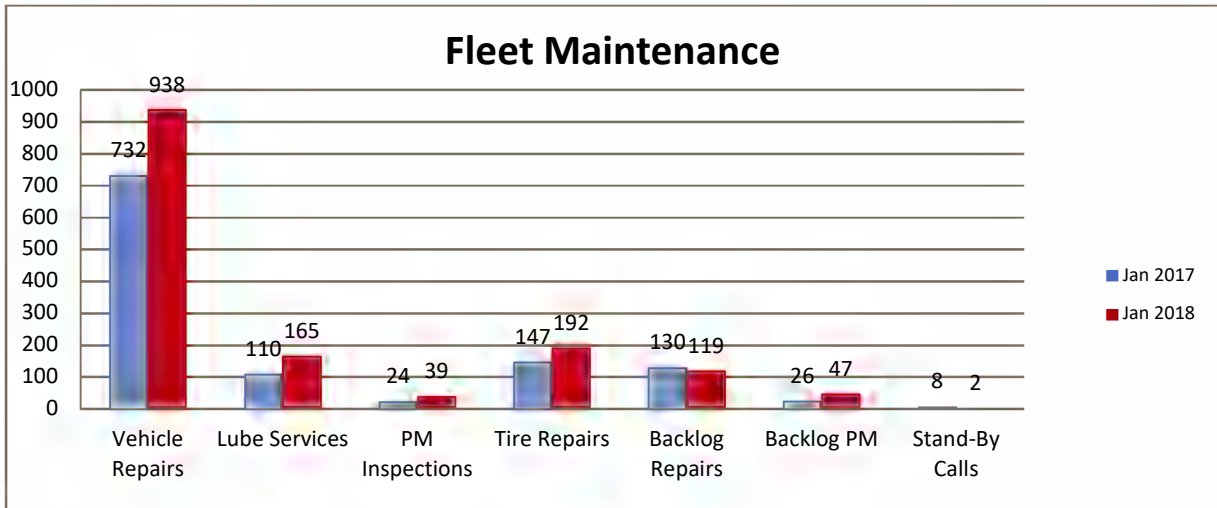
13. Participated in the two day workshop on “Servant Leadership” conducted by SGR.
14. Attended the LLWWTP Headworks Project prework meeting.
15. Attended the meeting with Mayor and staff to discuss the Wayland Foundation on water conservation participation by the citizens of Broken Arrow.
16. Attended a meeting with Finance customer service manager and attorney on delinquent Accounts in the RWD4 service area.
17. Participated in a teleconference with E & C project manager and Alan Plummer engineer regarding fees for services during construction.
18. Met with division managers to finalize the FY19 O & M budget for each division.
19. Attended the FY18 O & M CIP kickoff meeting at HCWWTP with City of Tulsa staff and HUB Engineering.
20. Attended the kickoff meeting for the HCWWTP Grit Building Rehab Project along with City of Tulsa staff and Tetra Tech Engineers.
21. Participated in the Long Range Planning-Technical Advisory task force meeting.
22. Participated in the interviews for the selection of the consultant for the Facilities Assessment.
23. Met with attorney to schedule meetings with field employees.
24. Attended the special RMUA Board meeting at Tulsa City Hall.

PROJECT TO DO LIST: NONE

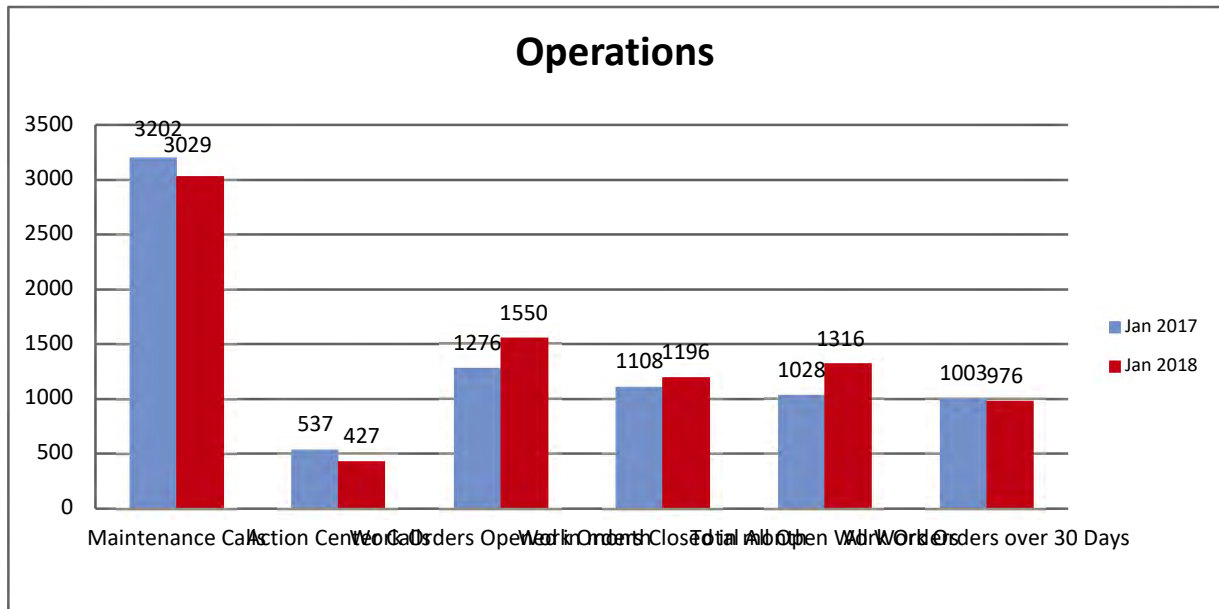
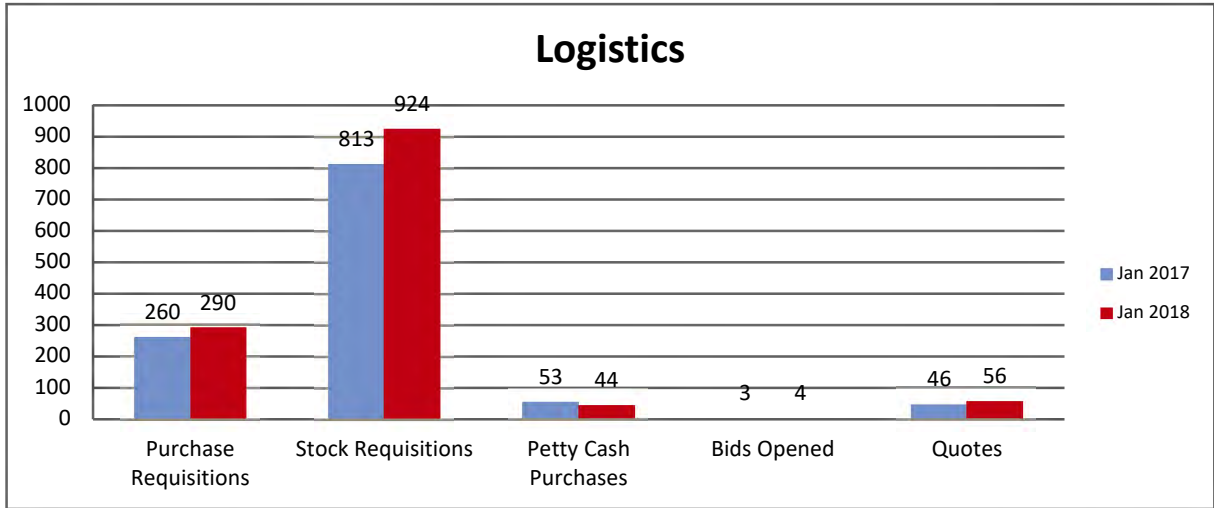
General Services Monthly Report, January 2018



General Services Monthly Report, January 2018



General Services Monthly Report, January 2018



INTEROFFICE MEMO

To: Michael Spurgeon, City Manager
From: Alex Mills, P.E., Dir. Engineering & Construction
Date: March 1, 2018
RE: Notes to Council – Roadway Closures

Mr. Spurgeon-

The following project will have roadway closure impacts for the traveling public that we wanted to inform you and council of.

Elm Place at Broadway Avenue in association with the Federal Aid Railroad Project with the Oklahoma Department of Transportation at the At-Grade Crossing of Union Pacific Railroad at South Elm Place in Broken Arrow, Tulsa County, Project RRCS-272N(217)CS,J/P #333075(10)

As part of the Oklahoma Department of Transportation (ODOT) and the Union Pacific Railroad (UPRR) reviewing street grade crossings at a number of locations across the state, with the goal of improving safety for the traveling public, this project was created. The improvements at Elm Place are described as installation of pedestal-mounted flashing light signals with median gate arms, utilizing prediction circuitry and traffic signal preemption. Planning and design for this project has been completed and construction is ready to start requiring some traffic considerations.

The lane closures being executed will allow the contractor to complete required median concrete pavement work as well as equipment installations at the railroad crossing just south of Broadway Avenue on Elm Place. This work will involve concrete median demolition and construction, underground conduit installation, and installation of crossing arm equipment and protective barriers.

Section 23-28 of the Broken Arrow Code provides for the closure of roads during construction. It provides that City personnel or contractors, while repairing or improving the streets of the city, and city personnel and utility companies, when installing, improving or repairing lines or other public facilities in the streets, are hereby authorized as necessary, subject to control by the City Manager, to close any street during the repair, maintenance or construction. Closure is, of course, predicated on the erection of proper control devices and barricades to warn and notify the public that the street has been closed to traffic.

The lane closures being executed will take place in (2) two phases such to limit impact to the traveling public:

- The first phase of lane closures will take effect starting March 8th and will encompass the inside lanes of Elm Place north and south of the UP Railroad crossing. This phase will last approximately (6) six days through March 15th.
- The second phase of lane closures will take effect starting March 20th and will encompass the same two inside lanes of Elm Place north and south of the UP Railroad Crossing. This

INTEROFFICE MEMO

- phase will last 2 days through March 22nd. This will be followed by a closure of the (2) two south bound lanes and shifting southbound traffic into the inside north bound lane and north bound traffic to the outside lane. This portion of phase 2 will start approximately 7pm March 24th and complete by 9am March 25th. Flaggers will be in place to facilitate traffic flow and turning movements onto Broadway avenue.

Traffic signs will be placed in roadway prior to closure alerting the traveling public of the pending lane closures. The City of Broken Arrow Communications Department will also post notifications of the pending lane closures through various media outlets before work begins.

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

Community event offers free homeowner association tips & information
Annual HOA Workshop scheduled for March 3

Broken Arrow, Okla. (2/23/2018) – The 2018 Broken Arrow Homeowners Association Workshop has moved this year! The workshop will be held from 10 a.m.-1:30 p.m. on Saturday, March 3, at Stoney Creek Conference Center, 200 W. Albany St.

This annual workshop provides a great opportunity for HOA members as well as current and potential homeowners to get their property and neighborhood questions answered. The workshop is open to all; residents don't need to be a homeowner to attend.

Participants can visit with presenters to receive advice on various topics associated with HOAs such as:

- Legal and Operation issues for Home Owners Associations,
- Public Safety (Police and Fire Departments) concerns for HOAs,
- Animal Control,
- Building Permits,
- Planning and Development,
- Code Enforcement type issues,
- Stormwater Management and Low Impact Development (LID) Certification for Neighborhoods,
- HOA Insurance, and
- Recycling.

In addition, participants can speak to representatives from various City departments.

Light snacks and refreshments will be available. Children are welcome, with activities available in the kid's zone. Attendees will also be eligible to win door prizes. The event is free and open to the public.

(More)

Online registration is preferred but not required at BrokenArrowOK.gov/HOA-Workshop. Attendees may also register at the door.

WHAT: Broken Arrow Homeowners Association Workshop

WHEN: Saturday, March 3 from 10 a.m.-1:30 p.m.

WHERE: Stoney Creek Conference Center, 200 W. Albany St. (61st Street east of Elm Place)

###

PRESS RELEASE

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

Broken Arrow Makes USA Today's Charming Main Streets List

The Rose District is popular destination for dining, shopping, living

Broken Arrow, Okla. (2/26/2018) – USA Today in their list of [charming Main Streets across the USA](#) included Broken Arrow's Rose District in the top 50 list.

“The national recognition is really awesome to see, because of all the hard work the Broken Arrow City Council, staff and our partners the Chamber of Commerce and the Broken Arrow School District have put into revitalizing Main Street,” said Craig Thurmond, Broken Arrow Mayor. “Our residents and business owners should also be proud. They supported the public initiatives that allowed our Main Street to become successful.”

The City Council kicked off a Downtown Revitalization Plan in 2005, with a goal to make this area as vital and successful as it was in the last century. The City created a local Tax Increment Financing (TIF) District to begin funding improvements, and voters later approved General Obligation bonds in 2011 and 2014 to continue improving key infrastructure. Public projects, worth over \$65 million, included the renovation of historic buildings, a new 1,500 seat Performing Arts Center, a new pavilion to hold a farmer's market and community gatherings, a 1,200 square-foot interactive water feature, new brick paved sidewalks, pedestrian crossings, decorative street lamps and landscape planters. Private sector funding surged, as many new business, with expenditures of over \$25 million, relocated into this once declining district. An additional \$60 million in private development is currently on its way.

These changes have elevated the quality of life for residents and brought hundreds of new jobs and over 70 new businesses into the area. By offering unique dining, local artisan products, nightlife, entertainment and cultural experiences, the Rose District is now one of the most popular destinations in the region.

A new \$18-million mixed-use development will break ground later this year, through a partnership with Milestone Capital. The four-story facility will feature 31,000 square feet of commercial space on the ground floor with about 90 luxury apartment units on the three levels above.

###

3. SPECIAL EVENTS / ACTIVITIES



2018 Annual Homeowners Association Workshop



BROKEN ARROW

Where opportunity lives

Saturday, March 3 • 10 a.m. - 1:30 p.m.

Helpful tips and resources for:

- Property Owners
- Renters
- Potential Home Buyers

Light refreshments will be available.
The event is **FREE** and open to the public.

Register at BrokenArrowOK.gov/HOA-Workshop

New Location!

Stoney Creek
Conference Center
Ballroom
200 W. Albany St.

