

**To:** Honorable Mayor and City Councilors  
**From:** Michael Spurgeon, City Manager  
**Date:** May 11, 2018  
**Re:** Notes to Council

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

- Parks & Recreation Department Monthly Report – March 2018
- Utilities Department Monthly Report – March 2018
- General Services Department Memo – Free Dump Day Report

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

- Press Release – Broken Arrow Ranks 9<sup>th</sup> on National List of Lowest-Crime Cities

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

- N/A

Respectfully submitted,




Michael Spurgeon

jmh  
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:** May 7, 2018

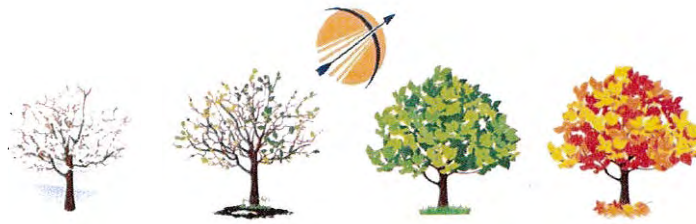
**Re:** March 2018 Monthly Report

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

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

Encl: March 2018 Monthly Report



## Parks and Recreation Department

### March 2018 Monthly Report

#### DIRECTOR - PARKS AND RECREATION

- No report.

#### BATTLE CREEK GOLF CLUB (BCGC)

##### GENERAL

- March weather continued to be cooler and wetter than normal for this time of year. BCGC made budgeted revenues even with the challenging weather conditions.
- BCGC restroom remodel was completed and operational. Outdoor patio with fire-pit and banquet walkway project are underway.

##### GOLF OPERATIONS

- BCGC hosted the National Collegiate Club Golf Association and a Charity Fundraiser for local children's softball and baseball teams which brought in 192 tournament rounds.
- Continued to prepare for the annual free fitting day on April 7th. This year patrons are offered free club fittings from Titleist, Callaway, Cobra, and Taylor Made. Fittings are by appointment only, however, anyone that missed the sign up is able to try the new models from each vendor.

##### COURSE MAINTENANCE

- BCGC received 5.80" of rain during the month. However, due to a period of high humidity and winds, some of the golf course greens experienced turf damage. This was reviewed with Greenway Agronomic Team and measures have been put in place to recover turf and return the greens to desired standards. The result of the damaged turf is visible on the surface and will take 4-6 weeks to fully heal.
- Maintenance tasks included:
  - Spraying the course with pre-emergent herbicides.
  - Continued preventative maintenance on equipment in preparation for the season.
  - Irrigation repairs.
  - Continued to clear brush where needed.
  - Trimmed all ornamental grass at the clubhouse.
  - Installed power for fountains for ponds 1, 18, 2, and 8. Bubblers installed in ponds 2 and 8.

- All flower beds mulched at the clubhouse.
  - Installed new ball washers on the course.
  - Fertilized greens in preparation for spring aerification.
- Next month, will aerify and top-dress all greens, continue irrigation repairs as needed, continue preventative maintenance of all equipment as needed, begin spring mow out areas that are coming out of dormancy, and fertilize the entire golf course.

## MONTHLY SUMMARY

- March rounds 22 more total rounds to budget and 25 less than last year.

<b>March Rounds</b>	<b>Budgeted</b>	<b>Prior Year</b>	<b>Actual</b>
PUBLIC ROUNDS	425	438	454
TOURNAMENT	125	204	192
MEMBER	1,200	1,260	1,227
BATTLE CARD	275	195	175
TWILIGHT	230	204	195
MISC.	130	99	79
MEMBER GUEST	190	222	275
	<b>2,575</b>	<b>2,622</b>	<b>2,597</b>

## MONTHLY GROSS REVENUE

- March total revenue was \$123,120 for the month, which was \$20 more than budgeted revenues.

	<b>March Budget</b>	<b>March Prior Year</b>	<b>March Actual</b>
DUES & FEES	42,300	33,223	34,456
GREEN FEES	35,265	35,923	37,504
CART FEES	11,450	11,225	11,531
MERCHANDISE	10,300	13,853	13,105
OTHER GOLF COURSE SERVICES	12,000	17,596	13,443
FOOD & BEVERAGES	11,785	17,092	13,081
<b>TOTAL REVENUE</b>	<b>123,100</b>	<b>128,912</b>	<b>123,120</b>

## BANQUET FACILITY USAGE REPORT

<b>March</b>	<b>Event</b>	<b>\$</b>
3/3	Bridal Shower	200.00
3/6	Business Meeting	185.00
3/10	Wedding Reception	1,250.00
3/19	Group Event	350.00
3/24	Group Event	600.00

3/25	Group Event	560.00
	<b>Total Banquet Revenue</b>	<b>\$ 3,145.00</b>

## BANQUET

- Decorated clubhouse for St. Patrick's Day
- Catered the first tournament of the season.

## SPECIAL EVENTS DIVISION

### COMMUNITY EVENT MANAGER

- Attended Director's weekly staff meetings.
- Received, processed, and reviewed applications submitted for events to ensure all insurance and other documents have been received.
- Prepared for, planned, and attended Special Events Committee Meetings.
- Received, reviewed, and processed Rose District Farmers Market applications and assigned spaces.
- Attended Enterprise Resource Planning (ERP) Kick-Off and follow up meetings for permitting and licensing.
- Attended meeting with ScotFest event organizers to discuss planning.
- Met with Ice Rink Enterprises to discuss 2018 event season.
- Met with Wine, Eats & Easels Committee to discuss plans for 2018.
- Attended meetings and attended ShamRock the Rose event.
- Met with Gateway Balloon Festival event organizers.
- Attended Oklahoma Racing and Coursing event at the Events Park.
- Met with Grilles and Grills event organizers to discuss two events they are planning.
- Met with Folds of Honor organizer, via phone conference, concerning event scheduled for April.
- Prepared for Rose District Farmers Market opening in April.
- Continued working on updates for the internal Farmers Market Calendar.

- Arranged for content and details for KTUL advertising for the Rose District Farmers Market. Continued to plan for events, music, and special food trucks focusing on the second half of the market season.
- Met with Keep Broken Arrow Beautiful (KBAB) to discuss final plans for Rose Festival and Rose Kite Flight to take place May 5th and 6th.
- Attended Rooster Days events planning meeting at the Chamber of Commerce.
- Prepared for events taking place over Easter weekend; licensing and permitting were issued.
- Arranged meeting with Development Services and Information Technology (IT) to discuss a new process for electronic reviews and permitting for special events.

## **RECREATION DIVISION**

### **RECREATION MANAGER**

- Attended Special Events Committee meetings.
- Met with Human Resource staff to discuss Seasonal Employment strategies.
- Attended Defensive Driving training at the Public Safety Complex.
- Attended Enterprise Resource Planning (ERP) Kickoff Meeting at City Hall.
- Attended and presented at Youth City Council meeting held at Northeastern State University Broken Arrow Campus.
- Attended ERP Budget Meeting at City Hall.
- Attended Parks and Recreation Director's weekly staff meetings.
- Attended and conducted weekly Center Supervisor meetings.
- Conducted Recreation Division Orientation for all full-time and part-time staff.
- Met with Legal Department and Convention & Visitors Bureau regarding Stay to Play policy.
- Attended Broken Arrow Community Playhouse Board meeting.
- Attended Broken Arrow High School Job Fair to promote Parks and Recreation Department's seasonal positions.
- Met with several vendors regarding possible future project at Central Park Community Center.
- Attended meeting with Community Relations Liaison regarding update of the United States Conference of Mayors Childhood Obesity Prevention program.



- Attended Comprehensive Plan for the City open house at Central on Main.

### CENTRAL PARK COMMUNITY CENTER

- Logged visitors were 2,987 which is an increase of 1,114 compared to February.
- Center Supervisor attended Recreation Manager's weekly supervisor meetings.
- Center Supervisor attended Homeowners Association Workshop at Stoney Creek Conference Center.
- Center Supervisor submitted class proposal sheets for Summer Camp.
- Center Supervisor submitted Recreation Manager a quote for Pickleball Tournament Prize Medals.
- Center Supervisor held monthly Center staff meeting.
- Broken Arrow Amateur Basketball Association (BAABA) completed their usage of Central Park Community Center.

### NIENHUIS PARK COMMUNITY CENTER

- Logged visitors were 2,104 which is an increase of 40 compared to February.
- Attended Recreation Manager's Weekly Supervisor Meeting at Central Park Community Center.
- Broken Arrow Volleyball Club (BAVC) held a 16 team volleyball tournament with an estimated attendance of 400. BAVC also began their Spring Recreation Volleyball season.
- Center Supervisor conducted one Part-Time Recreation Assistant's three month Performance Evaluation.
- Center Supervisor and two Part-Time Recreation Assistant's attended Recreation Manager's Monthly Staff Meeting.
- Center Supervisor conducted monthly Center Staff Meeting regarding policies and procedures for safety and RecTrac; Parks and Recreation Software.
- Center Supervisor met with City's Safety Manager to discuss safety procedures for Nienhuis Park Community Center.

### RAY HARRAL NATURE CENTER

- The estimated total number of visitors in the Nature Center were 2,268 which is an increase of 1,744 compared to February.
- Nature Center's classroom hosted two private parties during the month. One party, with 25 attendees, requested a private guided hike through the Nature Park.



- Nature Center hosted a handful of activities, which were open to the public, during Spring Break. Activities included, bird hikes, guided hikes, scavenger hunts, and making bird treats.
  - Total attendance was 920 during Spring Break.
  - 208 visitors participated in the scavenger hunts.
  - 55 visitors participated in the bird hikes.
  - 13 visitors participated in the guided hikes.
  - 20 pounds of birdseed was used to make bird treats.
- Center Staff held one guided hike, which was open to the public, with 19 people in attendance.
- Center Supervisor attended Recreation Manager's Weekly Supervisor Meetings.
- Center Supervisor attended Employee Event Steering Committee's Monthly Meeting.
- Center Supervisor conducted one Part-Time Recreation Assistant's three month Performance Evaluation.
- Center Supervisor met and worked with Eagle Scout candidates to discuss possible educational installations in the Nature Park.

## **PARKS MAINTENANCE DIVISION**

### **PARKS MAINTENANCE MANAGER**

- Attended Director's weekly staff meeting.
- Conducted staff meetings with Parks Maintenance Division Supervisors.
- Monitored ongoing park projects:
  - Indian Springs Sports Complex (ISSC) Renovation Project: Fencing and irrigation contractor given notice of deficiencies in work by Engineering/Construction. Irrigation work on north soccer fields was put on hold due to contractor slow progress and not completing work by substantial completion date. Fabric was installed on baseball dugouts.
  - Arrowhead Concession/Restroom/Umpire Building: Design firm's amended contract was approved, and building will be in re-design.
  - Country Aire Playground Replacement: Minor grading has begun at playground site.
  - Leisure Park New Splash Pad and Replacement Playground: Grading and soil stabilization completed. Concrete sidewalks and curbing are being formed and poured. Water meter installed for Splash Pad.
  - Rose West Dog Park and Restroom: Work underway on restroom interior. Waiting on American Electric Power (AEP) to set electric meter. Fencing contractor has installed all fencing and is in the process of wire tying fabric. Pet fountains and irrigation has been installed. Irrigation is waiting on power for controller to be put in operation.
  - Events Park and Liberty Trail Restrooms: Standing seam roofs have been installed and interior finish of restrooms is wrapping up. New transformer installed at Events Park and power connected to restroom.
  - Events Park Playground and Pavilions: Playground curbing has been installed, and concrete foundations for playground equipment poured. Boulders have been placed around playground, but need additional work to meet specifications.

- New Adult Softball Complex: In design process.
  - Nienhuis Skate Park/Pool Parking Lot Lighting: Light pole bases have been installed, and poles should be erected by first week of May.
  - Veterans Park Phase II: New sidewalks have been installed, and granite monument/wall foundations poured. Construction of seat walls has begun. Irrigation system is being installed.
  - Memorial Park/Garden: Engineering working with volunteer labor groups to define items that will need to be bid or performed by City.
  - Family Aquatic Center waterslide resurfacing: Re-surfacing of slides complete. Working with contract administrator to determine if type of wax applied to slides was installed to specifications.
  - Nienhuis Park Sand Volleyball: Design work in progress.
- Working with Human Resources (HR) to fill three vacant Park Maintenance Worker positions. One position filled for Grounds, and one candidate in hiring process for Facilities. Horticulture is conducting interviews for remaining position.
  - Met with Facilities Assessment team to discuss future facilities needs for Maintenance Division.
  - Met with Director, Engineering, and adult softball personnel to discuss design layout of adult softball fields at the Events Park.
  - Attended in-house defensive driving training course.
  - Monitored pond maintenance contractor's work.
  - Met with City staff to discuss a plan of action to prepare ISSC soccer complex for play if contractor fails to have fields ready by substantial completion date.
  - Provided deposition related to incident that happened on the Liberty Parkway Trail in 2016.
  - Manager and Horticulturist attended Tree City USA awards ceremony held in Oklahoma City. City of Broken Arrow received Tree City USA designation of 2017.
  - Attended irrigation walk through on ISSC soccer complex project. Irrigation designer noted many deficiencies on work that had been performed to that point.
  - Met with City staff and Event Coordinators with Scotfest and Rose District Ice Rink regarding events. Identified utility locations for Scotfest, and discussed ways to reduce the negative affects the ice rink installation is having on the Rose District Pavilion Plaza.
  - Met with City staff to discuss plans for the Rose West Dog Park grand opening.

## FACILITIES MAINTENANCE SECTION

- Conducted monthly playground inspections. Replenished playground surfacing around playground equipment at Nienhuis, Morrow, Camino Villa, Wedgewood, Copper Creek, Vandever, and Liberty Parks.
- Repaired vandalized fencing around Camino Villa Community Building.

- Reconditioned several picnic tables that were removed from Copper Creek Park and moved them to the ISSC baseball complex.
- Adjusted mechanical timers for daylight savings time.
- Remarked booth locations at the Rose District Farmers Market.
- Removed graffiti from Indian Springs Mini Park/playground and Copper Creek drainage structure.
- Spot painted Family Aquatic Pool surface prior to waterslide resurfacing project.
- Began de-winterization of the Rose District Interactive Water Feature (IWF). Ultraviolet (UV) lamps were replaced, new chemical tubing installed, pump strainers cleaned, filters installed, and winter drains closed prior to startup. Startup was delayed due to freezing temperatures at the end of the month.
- Checked heaters in all unoccupied department buildings during cold temperature periods. Reported any heating problems to Building Maintenance Division for repairs.
- 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.)
- Performed routine inspection of the Liberty Parkway Trail. Removed mud and debris from trail after heavy rains. Replaced missing wooden rail fencing at several entrances into the trail.
- Restriped parking spaces in the Nienhuis Park Community Center parking lot.
- Installed new section of sod around backstops on fields 1-8 at Arrowhead Softball Complex.
- Replaced sections of vinyl fencing that had been damaged by an unknown vehicle; Grainger entrance to Battlecreek.
- Marked off and painted lacrosse boundaries on Nienhuis football fields 1 and 4.
- Applied herbicides to Arrowhead Softball Complex fields and non-play areas.
- Fertilized athletic fields at Arrowhead and Nienhuis Parks.
- Installed two isolation valves on Nienhuis Football Complex irrigation system. This will eliminate need for irrigation mainline running under the synthetic turf fields. Connected football field #4 into the irrigation system controlling fields 5-8.
- Performed soccer field cleanup behind project contractor. Graded or filled irrigation

- trenches as needed. Removed debris remaining around fields. Seeded trenches with rye. Filled holes or depressions around fencing. Replace areas of sod on soccer fields that had been scraped off by contractor's trenching equipment.
- Started mowing operations for spring season. Fields were scalped of excessive material and parks were spot mowed as needed.
- Applied soil conditioner to baseball complex infields.
- Sodded worn or eroded turf areas on the baseball infields and along west soccer sidewalks.

## HORTICULTURE/FORESTRY SECTION

- Performed routine maintenance in Rose District; blew sidewalks, removed litter, weeded beds, etc. Trimmed back dormant plant material. Mulched landscape beds. Limbed up oak trees within the Rose District.
- Renovating the landscape beds around Central Park playground. Old plants removed and new plants installed. Also, new border installed around landscape bed.
- Continue with annual tree trimming program to remove deadwood and raise/remove low hanging limbs.
- Applied herbicide treatment to rose bushes at Nienhuis Rose Garden. Treated juniper scrubs/trees at various park sites.
- Performed routine irrigation checks on systems in the Rose District.
- Trimmed trees around Ray Herral Nature Center to allow more sunlight for turf growth. Eliminated one azalea bed and installed turf to reduce erosion around the Nature Center. Performed stump grinding for two trees that were removed by a contractor.
- Completed renovation of landscape beds at Jackson Park. New soil amendment mixed into beds, and azaleas were replanted. New plant material installed in some beds where azaleas had been performing poorly due to excessive sunlight.
- Installed new shrubs in granite planters on eastside of City Hall.
- Horticulturist coordinated an Arbor Day activity that will be held at Country Aire Park. Students and teachers from Peters Elementary School will assist with planting five evergreen trees in the park.
- Ordered milkweed plants that will be installed in monarch waystations in May.

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

	<b>March 2018</b>	<b>March 2017</b>
<b>Water Treated, Purchased and Distributed</b>		
Water Purchased from Tulsa	0.4 MG	3.8 MG
Water – Produced at Verdigris WTP	<u>273.3 MG</u>	<u>296.4 MG</u>
Total	273.7 MG	300.2 MG
<b>Wastewater Treated</b>		
Lynn Lane Plant	142.8 MG	110.5 MG
Haikey Creek Plant flow from BA	158.7 MG	138.4 MG
Haikey Creek Plant flow from Tulsa	210.7 MG	185.2 MG

**LLWWTP Maintenance Summary-  
David Handy**

1. South digester-tested mixer. North digester- tested aeration.
2. Installed and calibrated new Effluent Flow Meter.
3. Installed new 90° elbow on West Grit Pump discharge line.
4. Installed new motor starter on South Barscreen Control Panel.
5. Repaired North Barscreen.
6. Performed maintenance to facility grounds.
7. Headworks Project: excavation to lower level of wetwell.
8. Attended Accident Investigation and Defensive Driving training.

**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 21 food handling establishment inspections in the month of March. 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.

## **Industrial Pretreatment Activities:**

### **1. Industrial Pretreatment Program Administration:**

- Pretreatment staff attended the Quarterly Oklahoma Pretreatment Coordinator's meeting in Shawnee.
- Lynn Lane Wastewater Treatment Plant influent and effluent priority pollutant samples were collected by Pretreatment staff. Reports will be received in April.

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

- Blue Bell compliance self-monitoring report and laboratory analysis were received and reviewed. No deficiencies were noted. Monthly surcharges for conventional pollutants above residential thresholds were calculated in the amount of \$12,706.60. 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.
- Unifirst compliance self-monitoring report and laboratory analysis were received and reviewed. No deficiencies were noted. Monthly surcharges for conventional pollutants above residential thresholds were calculated in the amount of \$1,620.13 and submitted to finance.
- Comgraphx – A wastewater discharge permit was issued to this facility in February. Initial discharge monitoring revealed a silver result which was above the City of Broken Arrow local limits. The two laboratory results from March were progressively lower than the initial sample, but still above City of Broken Arrow local limits. The City of Broken Arrow Pretreatment Office is giving Comgraphx 90 days to come into compliance with the permit before asking the facility to hire a contractor to haul the wastewater offsite. Comgraphx has upsized the silver recovery unit, pumped out the oil/water separator that collects flow from the unit, and jetted the sewer line feeding into the oil/water separator. Another sample was performed after these actions, but the results have not been received. I will provide an update in April.
- PACCAR Winch compliance monitoring report and laboratory analysis was received and reviewed. No deficiencies were noted.
- Haikey Creek Wastewater Treatment Plant influent and effluent priority pollutant laboratory analyses were received and reviewed. No deficiencies were noted.

### **3. Inspections:**

City Pretreatment staff performed 4 car wash inspections in the month of March. Staff inspected manifests for sand interceptor and oil/water separator maintenance, inspected the interceptors, and discussed best management practices with management. Establishments with interceptors that were improperly maintained or in need of repair were given 15 days to correct the deficiency. Re-checks were done for non-compliance issues. "No Dumping" signs are being distributed to self-service facilities asking the public not to dump motor oil or chemicals into car wash bays. Car wash management is encouraged to contact the City for assistance if they notice anyone dumping something that they shouldn't.

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

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

1. New Taps and Meters set-45
2. Responded to 629 Call Okie Line Locates
3. Replaced 51 meters
4. Repaired or Replaced 76 meter boxes and valve boxes
5. Meter leak repairs done-13
6. Responded to 56 water leak calls
7. Distribution Main Leaks repaired-14
8. Replaced 28 Curb Stops
9. Valve truck crew exercised 131 valves for the month, bringing the total to 272 for 2018
10. Service Crossings Installed-5
11. Responded to 138 water system service requests
12. Fire Hydrants Repaired-6
13. Fire Hydrants Replaced-1
14. Cleaned and restored 36 yards after water line repairs were done
15. Flushed 40 main lines to address water quality issues
16. Checked 17 auto flushers in service
17. Valve Repaired, Replaced or Installed-5
18. Inspected 164 fire hydrants in preparation of painting
19. Made two 2” taps and installed two 2” valves at Nienhuis Park for the Parks Department
20. Replaced two sample stations

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

1. Service requests calls-55
2. Sewer line locates done-64
3. Sewer line blockages relieved-18
4. Stand-by and night crew responded to 12 sewer calls
5. Manholes cleaned /raised/repaired-9
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-15
8. Sewer lines root cut-2,650 ft.
9. CCTV inspections done-726 ft.
10. Sewer line cleaned-17,045 ft.
11. Sewer lines repaired/replaced/installed-726 ft.
12. Sinkholes inspected-2

### **BOOSTER AND LIFT STATIONS**

1. Routine station visits (29 lift stations and 4 booster stations)-571
2. Check valves/pumps cleaned at 2 stations
3. Wet wells cleaned using vacor truck-1
4. Pump station maintenance and repairs done-12
  - Adams Creek North-removed materials from 3A flapper
  - ISSC-Building Maintenance replaced transformer
  - The Greens-removed & replaced broken bolts on pump unit #1
  - Willow Springs-replaced relay
  - The Greens-replaced rotating assembly
  - Wellstone-removed #2 diaphragm
  - ISSC-cleaned #2 pump and flapper
  - Shadow Trails-replaced vacuum bowels



- Old Adams Creek-cleaned check valves
- Oneta Road-reset fault alarm
- Adams Creek North-reprimed #3 set
- ISSC-pulled trash from #2 pump

### **METER READING – Derriel Bynum**

1. Replaced Meters-46
2. Placed Door Hangers for bad checks-70
3. Turn Ons for nonpayment-258
4. Turn Offs for nonpayment-288
5. New Account Service Initiated-443
6. Accounts Finaled-460
7. Read 38,398 Meters
8. Construction Meters Set-4
9. Rereads/Leak Tests-97
10. Meter boxes replaced-50
11. Meter lids replaced-0
12. Resident Request to Check Meter-6
13. Misreads-43 verified
14. Met with residents to discuss their high bill/water usage concerns-2
15. Meters pulled-5
16. Meter stop replaced-0
17. 7” meter riser replaced-9

#### **AMR PROJECT-**

- Retrieved water use history from 10 AMR radio devices and provided the 90 day graphs to the customers.
- AMR antennas replaced-3
- AMR registers replaced-4

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

1. Milestone Apartments (WL1805)-installed 120’ of 12” C-900 water line
2. 129<sup>th</sup> & 154<sup>th</sup> (WL 1802)-26 pallets of sod and 60 yards of top soil
3. Sherwood & Willow Springs-7 pallets of sod and 15 yards of top soil
4. Tree Top Apartments-installed 60’ of 12” SDR 35 sewer pipe, 15 yards of concrete, 6’ x 4’ manhole extension, removed trees and dirt work
5. 111<sup>th</sup> & Haikey Creek Sewer-installed 80’ of SDR 35 sewer pipe, 15 yards of concrete, 75’ of casing and 140’ of I-Beam
6. Line locates-12

### **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. 6 dirty water calls, about 129,385 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 March; 4,068,350 gallons.

## **VERDIGRIS WTP – Jimmy Helms**

1. Installed and programmed new flow meter display at 41<sup>st</sup> Tulsa connection
2. Drained and cleaned Pre-treatment trains #1-4, and all floc zones
3. Repaired Pre-treatment Train #3 floc zone 1 sludge valve shaft
4. Replaced 100' sludge system cable on Pre-treatment train #3
5. Installed new 2" flange and ball valve on Sodium Hydroxide bulk tank drain
6. Installed new 2" flange and diaphragm valve on Sodium Hydroxide bulk tank to transfer pumps
7. Installed new 2" flanges on Sodium Hydroxide day tank fill line, overflow, and drain lines
8. Installed new valve on Sodium Hydroxide day tank feed line
9. Repaired leak on feed line from Sodium Hydroxide bulk tank to transfer pumps
10. Installed new 2" flange on Fluoride bulk tank fill line
11. Installed new 2" flange, plumbing, and unistrut support on Fluoride bulk tank feed line to transfer pumps, and repaired leaks going into transfer pump #2
12. Installed new tank lid on Fluoride day tank
13. Repaired thermostat on chlorine containment area eye wash station
14. Repaired cracked union on eye wash station north of chlorine feed panel
15. Programmed permanganate flow meter to read forward flow only
16. Installed new flow meter on Earthtec panel
17. Tightened coupler on Sodium Hypochlorite transfer pump B
18. Repaired leak on membrane filtrate fitting coming off the 48" pipe
19. Removed Smart Bob controller from box on the side of Brine tank. Calibrated and rescaled precision digital meter for salt level display
20. Cleaned backwash strainers #1-4
21. Installed new 3" flange on back wash strainer #4 drain
22. Replaced brine containment area sump pump, installed new check valve
23. Participated in software evaluation meeting Berry Dunn
24. Attended annual five year CIP meeting
25. Conducted a tour for Broken Arrow High School students
26. Attended Utilities Operation budget meeting
27. Attended kickoff meeting for Battle Creek 5MG water storage tank evaluation
28. Conducted safety meeting "energized electrical equipment/chemical safety"

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*INTEROFFICE MEMO*

**To: Russell Gale, Assistant City Manager, Administration**

**From: Lee Zirk, General Services Director**

**Date: May 8, 2018**

**Re: Free Dump Day, Spring 2018**

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The following details the data of the 2018 Spring Free Dump Day event:

<b>General</b>	<b>2018</b>	<b>2017</b>	<b>2016</b>	<b>2015</b>	<b>2014</b>
Date:	April 21	April 22	April 23	April 25	May 3
Vehicle count:	700	680	884	744	656
Cars	80	63	63	46	19
Pickups	461	459	624	496	469
Trailers	159	158	197	202	164
Man Hours Worked:	31	24	28.5	44	44
<b>Costs:</b>					
Tipping Fees:	\$13,551				

The original intent of Free Dump Day was to provide a means for Broken Arrow residents to clean up their properties and dispose of those items free of charge. The Sanitation Division operational budget funds this service. This service available to any resident with a Broken Arrow address.









## 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

**Broken Arrow ranks 9<sup>th</sup> on national list of lowest-crime cities**

**Broken Arrow, Okla. (5/11/18)** – An [analysis](#) done by the news website Business Insider ranks Broken Arrow 9<sup>th</sup> on a list of cities with the fewest violent crimes in the United States.

The website utilized recent data from the FBI's Uniform Crime Report, which compiles data submitted by law enforcement agencies in cities with a population over 100,000 in 39 states and the District of Columbia.

“This is amazing news, and it really validates the City of Broken Arrow’s commitment to public safety,” said Mayor Craig Thurmond. “I commend our public safety personnel, who do a phenomenal job keeping our city safe. Our citizens also need to be recognized for their efforts in promoting a culture of safety in our community.”

Additionally, Police Chief Brandon Berryhill credits the customer service mindset within the Broken Arrow Police Department and partnering with citizens as key factors in developing the trust needed for officers to do their job effectively.

“The Broken Arrow Police Department has made sustained community engagement a priority for all its employees,” said Berryhill.

The department utilizes community programs such as a citizens police academy, gun lock safety, victims advocacy, video messaging and Night Out on Main Street to help connect law enforcement with the public.

View the Business Insider article at <http://www.businessinsider.com/us-cities-few-crimes-fbi-2018-5>.

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