

To: Honorable Mayor and City Councilors
From: Michael Spurgeon, City Manager
Date: April 28, 2017
Re: Notes to Council

1. STAFF REPORTS / ITEMS REQUIRING IMMEDIATE ATTENTION

- Parks and Recreation Department Monthly Report – March 2017
- Utilities Department Monthly Report – March 2017
- Tulsa’s Future Regional Economic Development Report - March 1 – March 31, 2017

2. GENERAL CORRESPONDENCE / NOTIFICATION

- Press Release – Liberty Parkway Trail Repairs Completed
- Memo – Update on Nienhuis Park Football Fields Synthetic Turf Conversion

3. SPECIAL EVENTS / ACTIVITIES

- N/A

Respectfully submitted,



Michael L. Spurgeon

gak
Attachments

1. STAFF REPORTS / ITEMS REQUIRING IMMEDIATE ATTENTION



To: Kenneth Schwab, Assistant City Manager - Operations

From: Scott Esmond, Director Parks and Recreation



CC: Jennifer Hooks, Gail Kirk

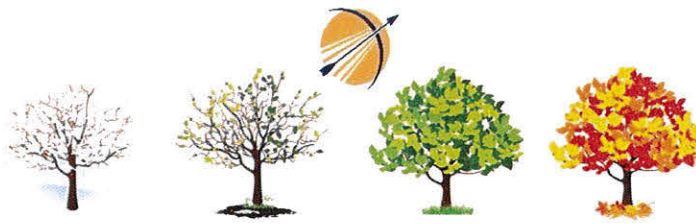
Date: April 24th, 2017

Re: March 2017 Monthly Report

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

Please contact Scott Esmond if you have any questions.

Encl: March 2017 Monthly Report



Parks and Recreation Department

March 2017 Monthly Report

DIRECTOR - PARKS AND RECREATION

- Attended City Council meetings.
- Attended City Manager's staff meetings.
- Attended Assistant City Manager of Operation's staff meetings.
- Held staff meetings with direct reports.
- Met with resident and skate park designer regarding expansion request for Nienhuis Skate Park.
- Attended the Rose District Phase IV Construction progress meeting.
- Met with Chamber President and Economic Development Coordinator regarding Gateway Balloon Festival.
- Participated in Architect and Engineering firm's interviews for the Adult Softball Complex at the Events Park; a 2014 GO Bond Issue Project.
- Worked the Home and Garden Show in Tulsa, OK.
- Met with homeowner regarding a complaint about the Nienhuis Park Disk Golf course.
- Attended park lighting project review meeting with consultant and engineering staff.
- Met with a downtown business owner regarding Public Art in the Parks request.
- Met with Economic Development Coordinator and a business owner regarding a future soccer complex request.
- Met with consultant and engineering staff regarding the secondary access road construction at the Events Park.
- Met with consultant, engineering staff, and Veterans of Foreign Wars (VFW) representatives regarding the design for a new VFW building.



GENERAL

- March weather was much warmer than normal which helped the club exceed budgeted total revenues by \$3,807. There were 4 days with inclement weather with less than 25 total rounds for the day.
- Aeration of the green complexes will be performed on April 10th and 11th. This will affect play and revenues for a couple of weeks but will help prepare the greens for the upcoming season.

GOLF OPERATIONS

- Battle Creek Golf Club (BCGC) kicked off the season with the Tournament Series event, Wednesday evenings "Get Golf Ready Clinics" for beginners, and the Friday Night Couples League. These events are a great opportunity for patrons to participate in BCGC events and get to know other players that frequent BCGC.
- "Get Golf Ready Clinics" are designed from the Professional Golfers Association (PGA) of America's programs and offers players of all skill levels a great opportunity to learn the fundamentals of golf in a group setting. The cost for these clinics is \$20 per session and is offered on Wednesday evenings from 5pm-6pm and run for a total of eight weeks.
- BCGC hosted three outside events during the last week of March, which included the Union High School Invitational.
- BCGC exceeded budgeted tournament rounds for March by 104 rounds. Total rounds for March 2017 were 204 which is an increase of 66 compared to last year's tournament rounds of 138.
- BCGC showed an increase in merchandise sales of 19% over last year's sales and 43% over budgeted sales.

COURSE MAINTENANCE

- Temperatures were in the high 90's and lows in the 20's. BCGC received .9 inches of rainfall.
- The maintenance team accomplished many tasks this month to improve or continue to provide excellent playing conditions of the golf course. These tasks included:
 - Spraying the driving range with pre-emergent herbicides.
 - Continued preventative equipment maintenance to get ready for the growing season.
 - Multiple irrigation repairs.
 - Ground stumps of trees that were removed from the course.
 - Fertilized greens multiple times to get them ready for aeration.
 - Sprayed greens with preventative rates of fungicides and insecticides.

- Mulched all flower beds as needed.
 - Fly-mowed bunkers, mowed tee boxes, and green surrounds for the first time this season.
 - Transplanted crepe myrtles to area by #2 tee.
 - Flushed green drains to improve flow of water and air.
 - Installed new pressure maintenance pump at the pump station.
- April, begin to fertilize the entire golf course, aerify greens to improve nutrient uptake, water penetration, and gaseous exchanges in greens, begin mowing golf course as needed, continue to dye ponds to reduce algae blooms, etc.

MONTHLY SUMMARY

- March rounds were 207 more total rounds to budget and 73 more than last year.

March Rounds	Budgeted	Prior Year	Actual
PUBLIC ROUNDS	425	383	438
TOURNAMENT	100	138	204
MEMBER	1,100	1,312	1,260
BATTLE CARD	275	177	195
TWILIGHT	200	247	204
MISC.	125	102	99
MEMBER GUEST	190	190	222
TOTAL ROUNDS	2,415	2,549	2,622

MONTHLY GROSS REVENUE

- March total revenue was \$125,412 for the month, which was \$3,807 more than budgeted revenues.

	March Budget	March Prior Year	March Actual
DUES & FEES	45,000	31,412	33,223
GREEN FEES	32,899	32,230	35,923
CART FEES	10,619	9,552	11,225
MERCHANDISE	9,660	11,605	13,853
OTHER GOLF COURSE SERVICES	12,250	12,241	14,096
FOOD & BEVERAGES	11,177	13,031	17,092
TOTAL REVENUE	54,686	118,071	125,412

BANQUET FACILITY USAGE REPORT

March	Event	\$
4 th	Wedding Reception	1,213.00
5 th	Banquet Event	100.00
11 th	Wedding Reception	1,513.00
18 th	Banquet Event	250.00
25 th	Wedding Reception	1,170.00
26 th	Wedding Reception	600.00
	Total Banquet Revenue	\$ 4,846.00

BANQUET

- Three wedding receptions were booked for later in 2017.

GRILL

- The new Grill Menu Board is up and implemented with fresh menu items.
- Staff training continues on preparations for the new menu items.
- Currently hiring seasonal staff for upcoming golf season.

SPECIAL EVENTS DIVISION

COMMUNITY EVENT MANAGER

- Attended weekly staff meetings.
- Received and processed several applications for Special Events for 2017.
- Prepared, planned, and attended Special Events Committee meetings.
- Attended meetings for credit card/point of sale with Finance.
- Continued working on reorganization of files for the Rose District Farmers Market.
- Met with Keep Broken Arrow Beautiful members to review plans for the Rose Festival scheduled for May.
- Met with Grilles and Grills event organizer.
- Finalized Home and Garden Show volunteer list and attended the event.

- Attended Placemaking Workshop in Norman, Oklahoma.
- Attended Civil War Display held at the Military History Center.
- Finalized layout and vendor list for the Rose District Farmers Market.
- Met with ArtsOK Broken Arrow to discuss reorganization for the Chalk It Up event.
- Held two meetings with the Rose District Farmers Market vendors.
- Attended the Oklahoma Racing & Coursing Association (ORCA) event at the Events Park.
- Attended Share the Road Motorcycle Course.
- Met with the new Chalk It Up Committee Chair to discuss plans for 2017.
- Attended three Occupational Safety and Health Administration (OSHA) classes, "Fall Protection and Electrocutation", "Health Hazards" and "Hoisting and Rigging" presented by Risk Management at Central Park Community Center.
- Attended City of Broken Arrow University (COBA-U) class.
- Met with York Electronics to discuss panic buttons installation at the Events Park office.

RECREATION DIVISION

RECREATION MANAGER

- Attended Oklahoma Recreation and Parks Society Board Meeting held in Ardmore, Oklahoma.
- Worked the City of Broken Arrow booth at the Home and Garden Show in Tulsa, Oklahoma.
- Attended a meeting with Parks Maintenance Manager and Broken Arrow Youth Baseball Association.
- Attended a Special Events Committee meeting.
- Attended Youth City Council and presented information on the Recreation Division.
- Attended two Occupational Safety and Health Administration (OSHA) classes, "Health Hazards in Construction" and "Fall Protection and Electrocutation" presented by Risk Management at Central Park Community Center.
- Met with contractor regarding Nienhuis Park Community Center flooring.

- Met with the City's Digital Concept Specialist at Central Park to shoot the Spring Informer video.
- Met with Community Playhouse representative regarding facility issues. Issues have been addressed and corrected.
- Met with contractor regarding Nienhuis Park Community Center gym flooring.
- Attended meeting with Tulsa County Parks and Recreation professionals at Chandler Park in Tulsa, Oklahoma.

CENTRAL PARK COMMUNITY CENTER

- Logged visitors for the month of March were 3,062 which is an increase of 795 from February.
- Broken Arrow Amateur Basketball Association ended their season and usage of the Central Park Community Center on March 9th. The three gymnasiums were used a total of 98 days during BAABA's basketball season.
- Preparations are ongoing for the upcoming Summer Day Camp in June and July.
- Contacted BAABA regarding operating our annual Summer Basketball Camp.

NIENHUIS PARK COMMUNITY CENTER

- Logged visitors for March were 2,201 which is an increase of 411 from February.
- Broken Arrow Amateur Basketball Association (BAABA) ended their practice season March 3rd at Nienhuis Park. The 2 gymnasiums were used a total of 39 days during BAABA's basketball season.
- Broken Arrow Volleyball Club (BAVC) Spring Season started March 7th. Nienhuis facility is used for practice Mondays, Tuesdays, Thursdays and Fridays from 5-9pm. Saturdays the facility is used 8am-2pm for games.
- BAVC hosted a volleyball tournament with approximately 600 people in attendance on March 4th from 7am-7pm.
- Attended two Occupational Safety and Health Administration (OSHA) classes, "Hoisting and Rigging" and "Fall Protection and Electrocutation" presented by Risk Management at Central Park Community Center.

RAY HARRAL NATURE CENTER

- The estimated total number of visitors were 4,185 which is an increase of 2,083 compared to February. The increase was due to Spring Break, warm weather, and the increase of room rentals.

- Four birthday parties and two baby showers were held with a combined estimate of 145 people during March for rentals.
- Twilight Hike event was a success with 15 children and 15 parents attending. A class was held before hiking the trails to explain sounds that may be heard. Will schedule another Twilight Hike in June to accommodate more participants and the time change.
- Junior Rangers program had eight participants. Activities included searching and identifying animal tracks, learning about animal traits and adaptations, as well as understanding springtime changes in the forest. The goal of this program is to strengthen a child's connection to nature.
- Community Classroom Composting 101 was attended by eight participants. A Tulsa Master Gardener explained the benefits of composting and how to start your own compost pile.
- Oklahoma Virtual Charter Academy visited with five participants and enjoyed a nature lesson with a guided hike throughout the park.
- Attended a Leave No Trace training in Oklahoma City. Discussion covered how to teach and influence others about healthy outdoor recreation habits that create a minimum impact on sites. Also, to educate others how to leave an area better than you found it.
- Attended two Occupational Safety and Health Administration (OSHA) classes, "Fall Protection and Electrocution" and "Health Hazards" presented by Risk Management at Central Park Community Center.

PARKS MAINTENANCE DIVISION

PARKS MAINTENANCE MANAGER

- Attended Director's weekly staff meeting.
- Conducted staff meetings with maintenance division supervisors.
- Parks Manager and staff attended Occupational Safety and Health Administration (OHSA) 10/30 Construction Training conducted by Risk Management at Central Park Community Center.
- Monitored ongoing park projects:
 - Streetscapes Phase IV: Rose bid awarded and planting schedule will be coordinated with contractor's schedule to complete planter irrigation. Contractor's communication sub-contractor working on installation of speakers and wiring. City contractor completed installation of fiber connection to the Rose District Plaza storage closet. Mini-split Heating, Ventilation and Air Conditioning (HVAC) unit was installed in the Rose District Plaza storage closet that will house all the communication gear.
 - Nienhuis Football Sports Turf: Concrete banding complete and gravel sub-base being wrapped up. Working with contractor to locate field irrigation lines that were cut during grading, and must be capped.

- Indian Springs Sports Complex (ISSC) Renovation Project: Plans under design with construction planned to begin in fall 2017.
 - Interactive Water Feature (IWF): IWF was de-winterized and system started. System was then shut down due to electrical problems with IWF controls and luminaries that needed to be addressed by The Fountain People. Luminaries' solenoids activated all the time, and appear to have burnt up. All available shows do not seem to operate, and primary sump pump used to drain the basin is burnt up.
 - Green City GIS: Training scheduled for around May 1st.
 - Liberty Parkway Trail repair: Retaining wall complete and trail scheduled to open mid-April.
 - Indian Springs Soccer Field lighting: project out to bid.
 - Events Park lighting: project out to bid.
 - Cooper Creek Playground Refurbishment: Refurbishment of playground 80% completed. Waiting on delivery of 3 components that will be replaced, plus new tables and benches that will be installed around the playground.
 - Country Aire Playground Replacement: preliminary design meeting complete.
 - Leisure Park New Splash Pad and Replacement Playground: preliminary design meeting complete.
 - Rose West Dog Park and Liberty Trail Restrooms: preliminary design meeting complete.
 - Veterans Park Community Building: preliminary concept design of building under review by City staff and veterans groups.
 - Events Park Restroom, Playground, and Pavilions: Concept designs delivered for playground and pavilions.
 - Events Park Third Access Road: Preliminary plans reviewed.
 - Arrowhead Shade Structures: Selected frame and fabric colors for shade structures. Contractor unsure of fabrication time at this point.
- Received revised engineered drawing for anchoring options for Morrow Park shelters. Shelters concrete piers and pads scheduled to be poured in mid-April.
 - Attended Tree City USA awards banquet in Oklahoma City. Broken Arrow received its' 17th consecutive Tree City USA designation.
 - Quoted and ordered replacement slide for Liberty Park playground.
 - Received new 6-yard packer truck and put into service.
 - Received quotes for contract mowing projects. Received approved contract from Legal, and contract was sent to vendor for review and signature. Pending all required signatures, contract mowing is scheduled to start on May 1, 2017.

FACILITIES MAINTENANCE SECTION

- Performed monthly playground inspections. Re-ordered small slide for Copper Creek playground due to the received slide was not fabricated properly. Vendor is sending new slide at no cost. Assembled new picnic tables and benches received on last order. These amenities will go to Morrow Park, Copper Creek, and Events Park.

- Adjusted all department timers when daylight savings time ended; sports courts, magnetic door locks, building security lights, etc.
- Set up and removed Home and Garden Show display.
- Power washed oil spots from pavers and replaced blades on the ceiling fan at the Rose District Farmers Market Pavilion. Also, hosed off sand from the Rose District Plaza that remained after the removal of the ice rink, and de-winterized the drinking fountain.
- Painted booth numbers for the Rose District Farmers Market opening.
- De-winterized IWF. Basin was drained of run-off water collected during the closed season, and drain plugs were replaced in all pumps and filters. Fountain basin was filled partially for Magnum Construction to align and anchor the luminaries. Filling was completed, and chemical/filtration systems started.
- Installed two dog waste stations at the Events Park.
- Replaced several bleacher covers at the ISSC baseball complex that had come loose during high winds. Several had to be re-sewn prior to installation.

GROUNDS MAINTENANCE SECTION

- Removed litter from parks and cleaned outdoor restrooms.
- Performed janitorial duties at the Camino Villa Park Building weekly.
- Re-installed irrigation heads on Arrowhead softball fields that were removed during infield lip maintenance. Repaired several leaking quick-connect valves.
- Installed several rolls of Bermuda sod around pond banks at Nienhuis Park.
- Applied pre-emergent chemical to grass football fields.
- Mowed thirty-two park/trail sites during the month. Mowed and trimmed all athletic fields 2 times. Along with routine mowing.
- Repaired scoreboard at Arrowhead softball complex. Returning spent component to manufacturer for warranty.
- Filled in ruts created by vandals at Haskell Park and Nienhuis Park.
- Picked up limbs and brush collected after high wind storm. Hauled to Tulsa green waste site.
- Sowed fescue seed around shelters at Wolfcreek and Ray Herral Nature Park.
- Prepared Events Park for ORCA event. Mowed event area, set up hydrant, and flush water system.
- Performed Liberty Trail inspection. Cleared debris from trail surface as required.

- Installed soil and sod on the east side of Central Park Community Center after new sidewalk was installed.
- Painted boundary lines on soccer, baseball, and softball fields 2-5 times during the month.
- Removed excess dirt and soil that had built up behind home plate on Al Graham softball fields. Sod cut worn turf areas on both infield's arc edge.
- Sod cut worn turf areas around baseball pitching mounds and replaced with new sod. Top-dressed sod with sand.
- Aerated turf on adult softball fields, west soccer fields, and T-ball baseball fields.
- Fertilized all athletic fields at ISSC.
- Routine irrigation system maintenance; waterline leak repairs, valve diaphragm replacements, automatic controller adjustments, etc.

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.
- Horticulturist monitored the contractor providing maintenance to rose plants in the Rose District and Centennial Park.
- Backwashed and adjusted decorative water fountain at Veterans Park.
- Ordered replacement roses for the Rose District and Nienhuis Rose Garden.
- Routine tree trimming at various park sites. Hauled debris to Tulsa green waste site.
- Picked up trees for Arbor Day activities and dug planting holes prior to events. Area students helped plant trees at Ray Herral Nature Park, Arrowhead Park, and Nienhuis Park.
- Met with contractors to quote price for removal of problem trees at Arrowhead Park, Central Park and Camino Villa Park. All work complete except Camino Villa.
- Installed bio-barrier fabric between new trees planted in the Rose District and landscape beds. Fabric will keep tree roots from invading the landscape beds.
- Repaired leaking valves and heads on the irrigation system installed during Streetscapes III. Met with irrigation contractor on Streetscapes IV to discuss problem that have arose during their installations.
- Met with contractor to review the Rose District Streetscape III cast stones that need replaced. Purchase order has been issued for the work, and contractor has given a 4-6 week lead-time to start work.
- Removed cypress trees along the Liberty Parkway trail at the request of a resident that had planted the trees on City maintained property.

- Pruned roses in Nienhuis Rose Garden.
- Remove leaves from the Rose District Plaza.
- Hauled tree mulch from Tulsa green waste site to Nienhuis Park for use around park trees.
- Applied pre-emergent to landscape beds and tree wells. Manually watered in areas that does not have automatic irrigation.

End of Report

INTEROFFICE MEMO

To: Michael Spurgeon, City Manager
From: Anthony Daniel, Utilities Director *AD*
Date: April 28, 2017
Re: Utilities Department Monthly Report – March 2017

	March 2017	March 2016
Water Treated, Purchased and Distributed		
Water Purchased from Tulsa	3.8 MG	2.4 MG
Water – Produced at Verdigris WTP	<u>296.4 MG</u>	<u>270.6 MG</u>
Total	300.2 MG	273.0 MG
 Wastewater Treated		
Lynn Lane Plant	110.5 MG	146.0 MG
Haikey Creek Plant flow from BA	138.4 MG	166.7 MG
Haikey Creek Plant flow from Tulsa	185.2 MG	228.1 MG

**LLWWTP Maintenance Summary-
David Handy**

1. Headworks Screw Pump #3 repaired and back online..
2. Cleaned the east secondary clarifier.
3. Chlorine analyzer plumbed and online.
4. Adams Creek NW VFD reprogrammed and replaced relays in Control Panel.
5. Replaced wiring from Chlorine Bldg. to Contact Basins. New wiring installed at Contact Basin lights.
6. 3” Mud Pump wired and back online.
7. Installed chlorine regulators and startup chlorine disinfection process.
8. OSHA 10 training for employees. OSHA 30 training for Plant Mgr. and Asst. Plant Mgr.
9. Grit Classifier parts on order.
10. Plant Manager’s office painted and refurbished.
11. Built benches and shelving in Maintenance Bldg.
12. Annual Compliance Evaluation Inspection (CEI) performed by Okla. Dept. of Environmental Quality.
13. Laboratory QA/QC Program being audited by Accurate Environmental.
14. 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 48 food handling establishments (FHE) inspections in the month of March. Staff inspected manifests for grease interceptor (GI) maintenance, looked at GI, and discussed best management practices. FHEs with improperly maintained GI have been asked to have it pumped immediately. Re-checks are done for non-compliance issues.

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

- Pretreatment staff have been going door to door in neighborhoods that have grease-related sanitary sewer overflows and handed out cooking oil recycle bottles, recycling instructions, and FOG pollution prevention brochures. Around 300 homes were visited this month.
- Staff made weekly stops at the Reasor's cooking oil recycle station to ensure that residents can get to use the facility. We are experiencing problems with the screen getting clogged, and we have been keeping a better watch on the station. Brooks Grease is emptying the recycle bin more often.

Industrial Pretreatment Activities:

1. Industrial Pretreatment Program Administration:

- Blue Bell submitted the engineering report for their pretreatment system as required by the consent order signed on 2/7/17. City staff reviewed the report and provided comments. A pilot test of a portable system, like the one proposed, is going to be used at Blue Bell in the very near future. Blue Bell will use information gathered during the pilot test to adjust the design, if needed, to gain compliance with City wastewater discharge permit requirements. No update from Blue Bell.
- Lynn Lane Wastewater Treatment Plant quarterly influent and effluent priority pollutant scan was performed.
- Staff attended the Quarterly DEQ Oklahoma Pretreatment Coordinator's Meeting in Lawton.

2. Compliance monitoring reports and laboratory analysis:

- CSI Aerospace compliance monitoring report including laboratory analysis was received and reviewed. No deficiencies were noted.
- PACCAR Winch compliance monitoring report including laboratory analysis was received and reviewed. No deficiencies were noted.
- Haikey Creek Wastewater Treatment Plant influent and effluent priority pollutant scan reports were received and reviewed. No deficiencies were noted.
- Unifirst compliance monitoring report including laboratory analysis was received and reviewed. No deficiencies were noted. Surcharges were calculated in the amount of \$4,722.55 and sent to finance for billing.
- Broken Arrow Powder Coating compliance monitoring report including laboratory analysis was received and reviewed. No deficiencies were noted.

3. Industrial User Survey Inspections:

City pretreatment staff inspected 16 industrial sewer users in the month of March as a part of the 5-year, comprehensive survey that is required by DEQ. The purpose of the survey is to determine compliance with the sewer use/pretreatment requirements that are outlined in Chapter 24, Article V of the Broken Arrow Municipal Code. Staff is looking at industrial processes that have waste streams to determine if a permit is required and focusing on chemical storage as well as hazardous/waste disposal manifests. The information gathered will go into the industrial user database.

4. Car Wash Inspections:

City pretreatment staff inspected 2 car washes in the month March. Staff is looking at maintenance manifests for sand interceptors and oil/water separators. "No Dumping" signs are being distributed to self-service facilities asking the public not to dump motor oil or chemicals into car wash bays.

UTILITIES DISTRIBUTION/COLLECTIONS MAINTENANCE SUMMARY WATER DISTRIBUTION – Jerry Hanewinkel

1. New Taps and Meters set-55
2. Responded to 68 water leak calls
3. Replaced 135 meters
4. Repaired or Replaced 41 meter boxes and valve boxes
5. Replaced 28 Curb Stops
6. Cleaned and restored 39 yards after water line repairs were done
7. Responded to 531 Call Okie Line Locates
8. Installed 2 service crossings
9. Responded to 33 water system service requests
10. Flushed 42 main lines for water quality issues
11. Distribution Main Leaks repaired-18
12. Meter leak repairs done-18
13. Valve truck crew exercised 119 valves for the month, bringing the total to 291 for 2017
14. Fire Hydrants Repaired-6
15. Fire Hydrants Replaced-2
16. Repaired 4 isolation valves
17. Checked 18 auto flushers
18. Installed 70' of water main and set fire hydrant for the maintenance facility.
19. Lowered and replaced 25' of 4" water main in the creek at 7609 S. 230th Ave.

SEWER COLLECTION- David Marlow

1. Service requests calls-41
2. Sewer line blockages-8
3. Manholes cleaned /raised/repaired-6
4. Sewer line locates done-80
5. Clean ups done at 4 locations after repairs to sewer lines were done
6. Stand-by and night crew responded to 12 sewer calls
7. Sanitary Sewer Overflows (SSO's) reported for the month of March-2
8. Smoke tested sewer lines at 1 location
9. Sewer line cleaned-4,2440 ft.
10. CCTV 2,970 ft. to locate problems/defects in the sewer line as a follow up to the SSO
11. Sewer lines root cut-150 ft.

12. Sewer lines repaired/replaced-9 ft.

BOOSTER AND LIFT STATIONS

1. Routine station visits (31 lift stations and 4 booster stations)-634
2. Check valves/pumps cleaned-12
3. Wet wells cleaned-11
4. Grounds keeping (cut grass/trim trees/weed & pest control)-8
5. Booster station calls-0
6. Lift station repairs done-14
 - Grey Oaks-adjusted/lowered floats
 - Adams Creek NW-replaced pressure gauges #2B pump
 - The Greens-installed new dehumidifier
 - disassembled #3 check valve and reinstalled
 - repaired bypass line #1
 - Windsor-changed #1 vacuum bowl
 - Westwind-pulled damaged rotating assembly #3
 - Homeland-cleaned and reset probes and 3 way valve
 - replaced #1 probe bowl
 - ISSC-removed belt guards and belts on #1 pump
 - pulled #1 pump unit, drilled out bolts
 - pulled #1 rotating assembly and rebuilt

METER READING – Derriel Bynum

1. Replaced Meters-147
2. Placed Door Hangers for bad check-54
3. Turn Ons for nonpayment-231
4. Turn Offs for nonpayment-209
5. New Accounts-594
6. Finals-537
7. Read 37,760 Meters for the month of March 2017
8. Construction Meters Set-2
9. UME Chambers replaced on large meters-5
10. Rereads/Leak Tests-101
11. Meter boxes replaced-16
12. Misreads-27 verified
13. Met with residents to discuss their high bill/water usage concerns-5
14. Resident requested meter checked-6
15. Meters pulled-0
16. Meter lids replaced-1
17. Meter resetter installed-2

AMR PROJECT-

- Retrieved water use history from 22 AMR radio devices and provided the 90 day graphs to the customers.
- Total number of AMR meters installed to date-9,358
- AMR register only installed-40
- AMR register with meter installed-35

UTILITIES CONSTRUCTION – Tommy Kimbrough

1. Water Line Project (WL1606) Washington, Date, Main St-cleaned up area after repairs
2. OOWA line locates done-5
3. Hwy 51-replaced 330' of 24" ductile iron pipe

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. 6 dirty water calls, 71,570 gallons of water flushed to improve water quality.
4. Collected 100 Bac-T samples and 2 chlorine (am/pm) daily for the month.
5. Distribution system-12 parameter testing at 12 locations every two weeks.
6. Total gallons flushed to improve water quality in March; 6,125,195 gallons.

VERDIGRIS WTP – Jimmy Helms

1. Replaced ¾" discharge line with 1" discharge line for 720D hypo pump.
2. Replaced tube in 720D hypo pump.
3. Replaced valve on high pressure switch chlorine feed pump #1.
4. Repaired eyewash station north of fluoride tank.
5. Repaired eyewash station north of chlorine feed panel.
6. Replaced flange and gasket on west hypo bulk tank.
7. Replaced hypo containment area sump pump.
8. Repaired vent pipe inside of west hypo bulk tank.
9. Fiberglass repairs done on the inside of west hypo bulk tank.
10. Repaired all leaks on the bleach dilution panel.
11. Replaced love-joy coupling on chlorine transfer pump B.
12. Replaced communication card for CIP drain pump.
13. Hypochlorite-generator slave one and master hypochlorite-generator found three bad diodes and one bad cell, parts are on order.
14. Replaced wiring and breakers in preparation for new air compressors.
15. Extended concrete pad in prep for new air compressors.
16. Cleaned all VFD air filters in the motor control center room.
17. Cleaned all VFD filters in the high service pump station.
18. Replaced vanity light fixtures in the men's restroom.
19. Performed full scale testing with a new coagulant aid.
20. Participated in distribution assistance meeting with PEC Engineering.
21. Conducted safety meeting over chemical safety.
22. Attended budget meetings.
23. Attended capital improvement meeting.
24. Attended scoping meeting for Tiger Hill restoration project.
25. Attended water conservation program review meeting.
26. Conducted tour for Tulsa Technology Center representative.

ASSISTANT DIRECTOR-Barney Campbell

MEETINGS

- Utilities Staff meetings
- Utilities budget meeting with Director to finalize FY18 CIP
- Two budget hearings with City Manager, Asst. City Manager and Finance
- Utilities coordination meeting on In House projects
- Water Distribution Assistance Project
- Attended presentation on Water Modeling of Distribution System
- Attended presentation on Nylon Slip liner PVC
- Attended presentation on Atlas Sewer Camera & Van
- Meeting with Legal-south development

DEVELOPMENT PLAN REVIEWS

- Segraves water line extension
- Tucson Village
- BA High School Kirkland Activity Complex

IN HOUSE PLAN REVIEW

- Kenwood Hills water line

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.
5. Attended the monthly RMUA operations committee meeting along with Tulsa staff at HCWWTP to review the O & M activities for the month.
6. Met with ODEQ waste water permitting staff at DEQ offices in Oklahoma City. City staff and Indian Springs Golf Course staff jointly met to discuss the testing and record keeping requirements as part of the new NPDES permit for the LLWWTP.
7. Participated in the conference call with Blue Bell staff and GS & P (engineers) on the comments city staff had made on the Preliminary Engineering Report.
8. E & C staff and Utilities staff met with PEC Engineer to review and discuss the comments made on the evaluation and causes of possible nitrification and loss of chlorine residual in the water distribution system.
9. Participated in several teleconferences with Clevest AMR meter change-out software vendor, city staff (IT & Utilities) and Sungard rep to resolve issues on transferring field data to HTE billing side.
10. Attended a lunch time water distribution modeling workshop conducted by Garver Engineering.
11. Attended a lunch time presentation by Vylon slipliner about a possible application for slip lining Haikey Creek trunk line.
12. Met with HR and rep from Tulsa Tech on the possible internship program at the Water Treatment Plant and LLWWTP.
13. Attended a lunch time presentation by Uretek at Tetra Tech office on pressure grouting using expandable foam chemicals.
14. Met representatives from DXP at Greens lift station along with sewer division staff regarding a possible problem with one of the pumps purchased from DXP.
15. Met with engineer from Cardinal Enviro Clean on finalizing the 2016 air emissions inventory report to ODEQ for all standby lift station generators, Verdigris WTP and LLWWTP.

16. Attended the FY17 HCWWTP O & M capital replacement items project prebid meeting held at the waste water treatment plant.
17. Attended the pre-work meeting for the 209th lift station and force main improvements project.
18. Attended the lunch time presentation by Aerzen Blower vendor about their high speed blowers for the proposed Aeration Basin project at HCWWTP.
19. Attended the exit interview at LLWWTP conducted by ODEQ clean water staff to discuss the findings of the annual Compliance Evaluation Inspection of the plant.
20. Toured the Windstream property along with city staff to identify the amenities available and to see how it will meet the needs of different divisions.
21. Utilities staff met with city management and Finance Department staff to review and discuss proposed FY18 Utilities O & M budget.
22. Manned the Broken Arrow booth at the Tulsa Home and Garden show.
23. Participated in the 60% design review meeting for the Haikey Creek trunk line rehab project along with E & C staff and consultant.
24. Staff met with city management to briefly review the Water Conservation Program in place.
25. Participated in the webinar on "Effective Utility Management" provided by APWA.
26. E & C and Utilities staff met with city attorney to discuss the proposed development in south Broken Arrow.
27. Met Casey Taylor (Megatronics instructor) from TCC and drove up to the WTP and WWTP. Casey met with WTP manager and WWTP manager and discussed the possibility of placing TCC students for short duration internships at the plants.

FUTURE PROJECT TO DO LIST: NONE

INTEROFFICE MEMO

To: Michael Spurgeon, City Manager

From: Norman Stephens, Assistant to the City Manager / Economic Development
Coordinator

Date: April 26, 2017

Re: Tulsa's Future Report

Sir, attached is the Regional Economic Development Activity Update report from Tulsa's Future, for March 1 – March 31, 2017.

**Regional Economic Development Activity Update
 March 1 – March 31, 2017**

Announcements & New Jobs Created

	Capital Investment	Greater than \$50,000	Less than \$50,000	Total Jobs
For the month of March	\$35,000,000	277	200	477
Total for 2017	\$35,000,000	676	575	1,251
Total for 2016	\$146,500,000	1,888	1,899	3,787
Totals for 2016-2017	\$181,500,000	2,564	2,474	5,038

Business Attraction Activity

	Proposals Submitted	Site Visits	Phase 2 Proposals Submitted
For the month of March	7	4	0
Total for 2017	15	11	1
Total for 2016	47	17	15

Business Retention & Expansion Activity

	BRE Visits
For the month of March	74
Total for 2017	220
Total for 2016	817

Lead Development

Monthly Leads

For the month of March	6
Total for 2017	27
Total for 2016	117

Lead development companies: Fmh Aerospace Corp., Lantronix, Inc., LM Wind Power Blades, Inc., Aviation Communication & Surveillance, Coilplus, Inc., Gamesa Winds US, LLC

Start Date	Number of Jobs	Status	Target Industry	Community	Source
3/1/2017	250-325	Active	Advanced Manufacturing	Bristow, Broken Arrow, Claremore, MidAmerica, Muskogee, Okmulgee, Owasso, Tulsa	Company Direct
3/2/2017	102	Closed	Headquarters	Tulsa	ODOC
3/2/2017	35	Active	Advanced Manufacturing	No sites submitted to date	Company Direct
3/13/2017	216	Success	Headquarters	Tulsa	Company Direct
3/13/2017	55	Active	Advanced Manufacturing	Tulsa	Consultant Direct
3/13/2017	7-16	Active	Advanced Manufacturing	Tulsa, Claremore, MidAmerica	Company Direct
3/27/2017	99	Active	Call Center	Tulsa	ODOC

All regional partners receive RFP request for proposal unless client specifies certain communities, or sites have already been chosen.

2017 Scheduled Appointments

Destination	Participation Deadline	Scheduled Appointment Dates	Communities Attending
Dallas Call Trip	February 10	March 6-9	City of Owasso
Chicago Call Trip	June 14	July 11-13	Claremore Industrial & Economic Development Authority "CIEDA"
Carolinas Call Trip	September 15	October 16-19	
GEDMT - Southern California Call Trip	September 20	September 27-29	Claremore Industrial & Economic Development Authority "CIEDA"
Chicago Cubs Game		TBD	

2017 Trade Shows & Events

In addition to call trips, TRC economic development staff will be attending the following trade shows and events; scheduled appointments will likely be made in coordination with these shows and events. Regional Partners are welcome to register to attend these events and participate in scheduled appointments alongside TRC staff.

Destination	Participation Deadline	Event Dates	Communities Attending
SEDC Meet the Consultants, Atlanta	March 20	April 19-20	
MRO Americas, Orlando	March 27	April 25-27	
AUVSI - Dallas	April 10	May 8-11	
Atlanta GEDMT Event	April 11	May 10-12	City of Owasso, Okmulgee Area Development Corporation, Tulsa Regional Chamber
Global Petroleum Show, Calgary - Alberta, Canada	May 15	June 13-15	
Select USA Investment Summit, D.C.	May 19	June 18-20	AEP – PSO
Paris International Airshow	May 22	June 19-25	
21 Club Reception - NYC, NY		TBD	
NBAA – Las Vegas	September 11	October 10-12	
Houston GEDMT Reception		November TBD	

Note: Any registration costs or pay-to-play fees for the above shows and events are the responsibility of individual partners.

2017 Regional Partner Meetings

- May 25, 2017 – CIEDA, 320 On Main, Claremore
- August 24, 2017 – Need Host
- November 9, 2017 – Need Host

All meetings are 12:00 p.m. to 1:30 p.m. Please notify Angie Zaricor if you are interested in hosting.

Regional Partner Education Forums with National Site Consultants

- Anthony Ceretti, Senior Manager, KPMG LLP

Bio: Anthony has 19 years' experience assisting international and domestic companies with site selection, tax and financial analysis, and negotiating relocation and expansion incentive packages. Currently, Anthony serves as an engagement senior manager for all phases of real estate, location analysis, and business incentive program initiatives with investment attraction and promotion activities. Prior to joining KPMG in 2005, he gained extensive economic development experience at New York State's Empire State Development Corporation "ESD". Representative clients consist of Canon USA, Dresser-Rand, Hertz, Novo Nordisk, Skanska, UTC, and Verizon.

Wednesday, May 10 | 8:00 – 9:30 a.m.

Tulsa Regional Chamber | JD Young Conference Room

One West Third Street, Tulsa

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

Liberty Parkway Trail Repairs Completed

Broken Arrow, Okla. (4/25/17) – The Liberty Parkway Trail between Elm Place and 9th Street (Lynn Lane) in Broken Arrow is now open, after crews completed repairs to the retaining wall and drainage pipe on a section of that trail. Liberty Parkway Trail is a bicycling and walking path next to the Creek Turnpike. A section of the trail had been closed since December 2015 due to weather-related damage.

“Liberty Parkway Trail is one of the most used park assets in Broken Arrow, so we’re very excited to see it open again,” said Scott Esmond, Parks and Recreation Director. “We want to thank everyone for their patience while the repairs were being made.”

The repairs cost approximately \$186,000 and will be paid for through Sales Tax Capital Improvement funds. Cherokee Pride Construction, Inc. completed the repairs, with the City’s Engineering and Construction Department managing the project.

View a map of the re-opened trail at <https://goo.gl/maps/bw8WaNu88Yv>

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INTEROFFICE MEMO

To: Honorable Mayor and City Councilors
From: Kenneth D. Schwab, Assistant City Manager of Operations
Date: April 28, 2017
Re: Update on Nienhuis Park Football Fields Synthetic Turf Conversion

KOS
04-28-17

Below you will find photos of the Nienhuis Park turf installation, which is in progress this week. The project includes the installation of synthetic infill turf at two (2) football fields located at 3201 N 9th Street. The work consists of removal and disposal of the existing natural grass fields, installation of a new field drainage system, permanent markings, warranty, and a tow-behind field sweeper or groomer for maintenance of the fields.

Original contract amount: \$1,191,632

Funding: \$1,000,000 2014 GO Bond
\$141,632 2011 GO Bond
\$50,000 Donation from Broken Arrow Youth Football League





Respectfully submitted,

Kenny Schwab