

To: Honorable Mayor and City Councilors
From: Russell Gale, Acting City Manager
Date: January 30, 2015
Re: Notes to Council

1. STAFF REPORTS / ITEMS REQUIRING IMMEDIATE ATTENTION

- BAPD Month in Review – January 2015
- Parks & Rec. Department Monthly Report – December 2014
- Utilities Department Monthly Report – December 2014

2. GENERAL CORRESPONDENCE / NOTIFICATION

- DOT Letter : 23rd Street Widening Project

3. SPECIAL EVENTS / ACTIVITIES

- BA 5K Race – January 31, 2015

Respectfully submitted,




Russell Gale

jmh
Attachments

1. STAFF REPORTS / ITEMS REQUIRING IMMEDIATE ATTENTION



To: Russell Gale, Interim City Manager
From: David N. Boggs, Chief of Police 
Date: January 27, 2015
Re: BAPD Month in Review – January 2015

Sgt. Ed Ferguson and Officer Kelly Harper will both retire at the end of January. Both of these individuals have long and distinguished careers at the Police Department and they will both be truly missed. Remember that on Thursday afternoon the retirement reception for Kelly Harper and Sgt. Ed Ferguson will be held in the PSC classrooms at 1500. Everyone is invited!!

Candidates for the upcoming Cpl./Sgt. test have been notified as to changes made to the testing materials. The range within each reading source was narrowed for the candidates since it is a closed book test. No other changes have been made.

Kurt Kline and the CPAAA graciously agreed to cook breakfast for the entire agency on the 22nd of January. It was a great chance to slow down and catch up with everyone we hadn't gotten to see in a while and a chance to chat with our retirees.

The Academy schedule was completed, finalized, and approved by CLEET. Instructors will be forwarded any changes to CLEET's lesson plans over the next few weeks.

We have been working to address a traffic complaint called to our attention by John Aten. The complaint is closely tied to the impact the Centennial Middle School and County Lane Elementary School are having on the County Lane Estates neighborhood. Instead of going to campus to pick up students, large groups of parents are parking the neighborhood in the 100 block of East Kansas Street and in the 3300 block of North Frist Street. Non-neighborhood kids from the campus are walking into the neighborhood via a sidewalk on the southeast corner of the schools and picked up. Parents are choosing to do this because it is more convenient than attempting to deal with traffic queues on the campus.

Associated parking infractions have included blocking private drives, parking too close to a fire hydrant and not leaving enough room on the streets for other traffic to safely pass. All of these parking behaviors are prohibited by ordinance. Traffic congestion and parking infractions are intense from 3:35 pm until 3:55 p.m.

We have proposed three steps to deal with the situation:

- 1) *Flyers will be sent home with school children which describe the problem and define ordinance requirements.*
- 2) *School Resource Officers will meet with school officials and attempt to see if they can restrict non-neighborhood students from using the campus sidewalk to go into County Lane Estates*
- 3) *The police Traffic Specialist Unit will be assigned to the area to conduct enforcement if the problem persists.*

It has come to our attention that some parents picking up students from County Lane Elementary School and Centennial Middle School are using the street southeast of campus for student pickup. Specifically, this is the 100 block of East Kansas Street and the 3300 block of North First Street which are both in the Carriage Crossing housing addition. Kids are walking down the sidewalk from the schools and being picked up by parents who are parked in the neighborhood. The majority of the parking issues and traffic congestion is centered around the sidewalk near the dead end portion of East Kansas Street.

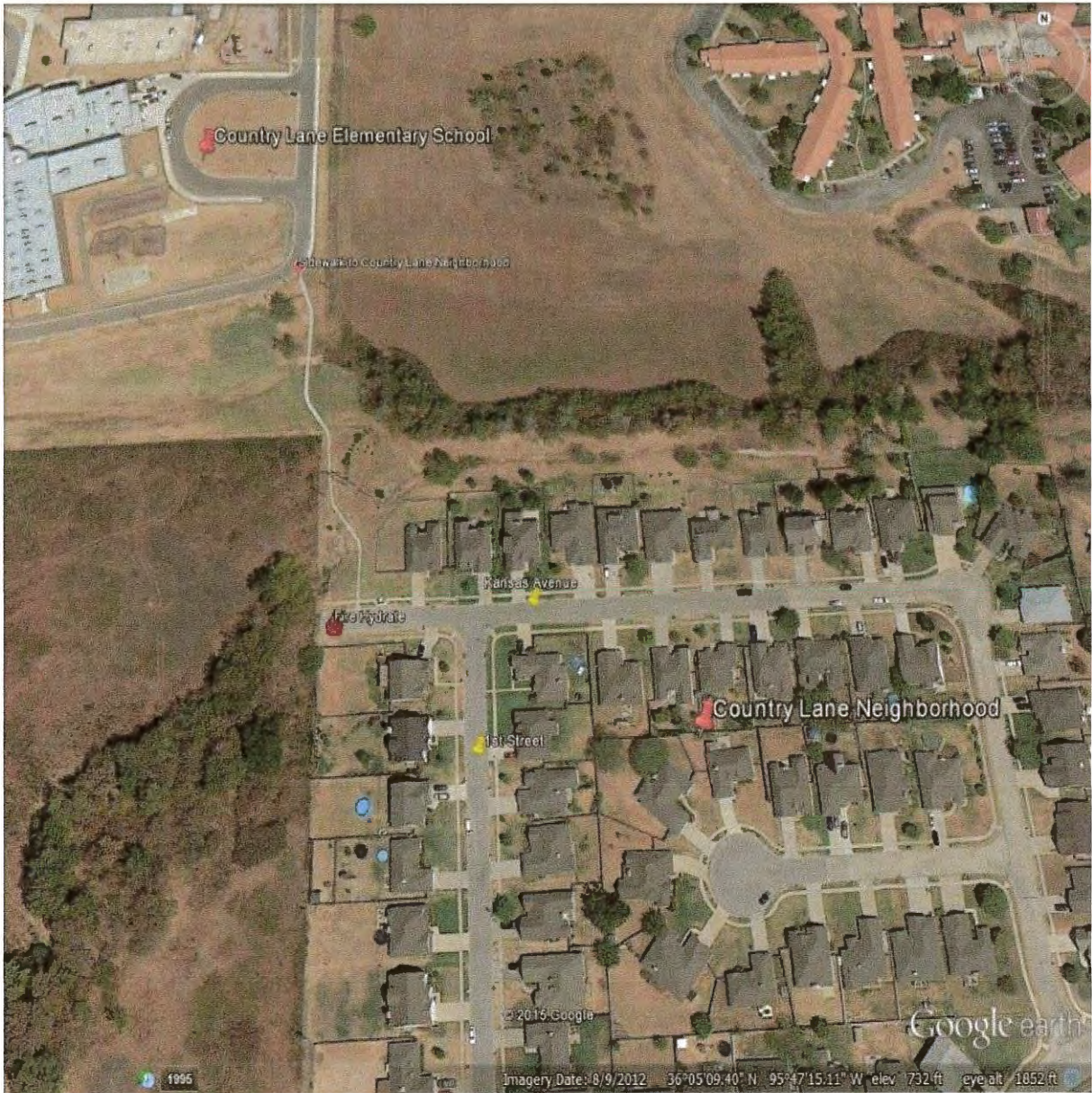
From approximately 3:35 to 3:55 p.m. we have credible information that there are ongoing problems with parking ordinance violations and traffic congestion.

The complaints are that waiting parents are blocking private drives, parking too close to the fire hydrant at 100 East Kansas Street and lining both sides of the streets so that there is not adequate room for other traffic to pass.

- *Parking Ordinance 23-129 prohibits motorists from parking in such a manner that a person's driveway is blocked.*
- *Parking Ordinance 23-130 prohibits parking within 15' of a fire hydrant.*
- *Parking Ordinance 23-134 specifies that at least 10' of the street be left clear to so that traffic can safely pass.*

If you come to the neighborhood to wait on your child please be aware of these parking ordinances and obey them. The neighbors in the area would be very appreciative. It is incumbent upon everyone to be respectful of the law and to remember we all have to live in Broken Arrow together. Your voluntary cooperation will eliminate or reduce the need for police resources to be deployed to the area for enforcement purposes. However, if the problem persists this is the likely the next step. Please contact our Traffic Specialist Unit at 918-451-8426 or our School Resource Officer Unit at 918-451-8517 if further clarification is needed. On behalf of the whole police dept. we thank you for your prompt attention to these matters.

Note: North is at the top of the page. E. Kansas St. is the east/west street depicted in the upper portion of the Country Lane neighborhood picture. North First Street is the north/south street pictured on the west or left side of the Country Lane.



To: Jeff Jenkins, Assistant City Manager

From: Scott Esmond, Director Parks and Recreation



CC:

Date: January 29th, 2015

Re: December 2014 Monthly Report

Please find enclosed the December 2014 Monthly Report for the Parks and Recreation Department.

Please contact Scott Esmond if you have any questions.

Encl: December 2014 Monthly Report



Parks & Recreation Department
December 2014 Monthly Report

DIRECTOR – SCOTT ESMOND

- Reviewed Central Park's new sports courts with contractor, architect, and Engineering and Construction Department representatives.
- Met with Stormwater Manager and other department heads to evaluate facilities for compliance with the Department of Environmental Quality requirements for stormwater runoff.
- Met with Broken Arrow Seniors Inc., representatives for the purpose of discussing the Senior Facility needs.
- Reviewed the Special Event draft policy with department staff members.
- Conducted one manager's annual performance review.
- Attended a City Council meeting.
- Held staff meetings with department managers.
- Met with Gatesway Foundation representatives to discuss possible community recreation programming at their facility.
- Met with other department heads for the purpose of reviewing the Operations Policy Manual.
- Attended the City Manager's staff meetings.
- Held an annual meeting with an Adult Softball representative.
- Met with Engineering and Construction, electrical engineer, and contractor for the purpose of reviewing new electric options for the Events Park.
- Met with the Assistant City Manager to discuss department related updates and issues.
- Director took one week vacation.
- Discussed department fees with department staff members.
- Met with City Staff to discuss Main Street punch list items.

BATTLE CREEK GOLF CLUB



GENERAL

- The club recorded 14 days in which there were 15 or less rounds due to inclement weather.
- Total revenues for the month were \$13,023 less than budgeted revenues but \$1,838 more than last year.
- The golf and food & beverage staff was busy learning how to operate our new EZ Links point of sale and tee sheet management system. The club went live with the new point of sale system on December 12th.
- The EZ Links system offers a much better marketing program to help increase revenues at the club than the prior Fore! POS system.

GOLF OPERATIONS

- During the month of December the golf shop offered an additional 10% on any gift card purchases of \$50 or more; as a gift of appreciation to our members and patrons for their continued support of Battle Creek.
- Battle Cards for 2015 were offered towards the end of November giving patrons two free months of privileges as an incentive to renew early.
- Some of the winter projects that were completed are as follows:
 - Detailed all carts.
 - Cleaned and organized golf shop, cart barn, and stock room.
 - Trained staff on new POS and Tee Sheet Software
- Throughout the month all spring merchandise orders were placed with Titleist, Foot-Joy, Under Armour, Tifosi, Ping, Page and Tuttle, J & M, and Odyssey. Our merchandise mix this year should be a good representative of our clientele and should help boost sales throughout the year ahead.
- The new 2015 Tournament Series and Couples Night events should provide members and patrons a variety of different formats to participate in and experience Broken Arrow's premier public golf course.

COURSE MAINTENANCE

- We received 1.4 inches of precipitation for the month with about .25 inches of that in snow.
- The maintenance team did accomplish many tasks this month in order to improve the playability and ease of maintenance of the course for the next growing season. These tasks included:
 - Trimming and cleaning up the native and brushy areas around the pond by 15 green.
 - Continued to work on the tee expansion on hole 12 and the lower practice tee areas.
 - Sprayed broad leaf weeds with herbicide.
 - Tree removal, trimming and grinding stumps.
 - Blow and mulch leaves on the course and around the clubhouse.
 - Irrigation repairs as needed.
 - Priming and painting the kitchen area.

- January we expect to complete the lower practice tee area, refurbish the area around the pond, 15 green will be graded and ready for sod. We will apply herbicides around all greens to remove any winter weeds that may have germinated, install irrigation to the tee area at the lower practice area, and repair any irrigation leaks.

MONTHLY SUMMARY

- December rounds were 318 less total rounds to budget and 70 more than last year.

| <u>December Rounds</u> | <u>Budgeted</u> | <u>Prior Year</u> | <u>Actual</u> |
|-------------------------------|------------------------|--------------------------|----------------------|
| PUBLIC ROUNDS | 275 | 101 | 125 |
| TOURNAMENT | 0 | 0 | 0 |
| MEMBER | 700 | 539 | 571 |
| BATTLE CARD | 125 | 88 | 106 |
| TWILIGHT | 80 | 31 | 21 |
| MISC. | 0 | 52 | 64 |
| MEMBER GUEST | 125 | 106 | 100 |
| TOTAL ROUNDS | 1,305 | 917 | 987 |

MONTHLY GROSS REVENUE

- December total revenue was \$46,882 for the month; which was \$13,023 less than budgeted revenues.

| | <u>December Budget</u> | <u>December Prior Year</u> | <u>December Actual</u> |
|----------------------------|-------------------------------|-----------------------------------|-------------------------------|
| DUES & FEES | 20,900 | 17,840 | 18,574 |
| GREEN FEES | 15,559 | 9,019 | 10,661 |
| CART FEES | 4,937 | 3,118 | 3,169 |
| MERCHANDISE | 7,308 | 4,776 | 6,564 |
| OTHER GOLF COURSE SERVICES | 3,150 | 1,079 | 1,577 |
| FOOD & BEVERAGES | 8,051 | 9,213 | 6,337 |
| TOTAL REVENUE | 59,905 | 45,045 | 46,882 |

BANQUET FACILITY

- Seven events were held with several events being booked for 2015.
- Being the new Director of Fun & Events, Raechel Krolikowski, I focused on meeting the clients, familiarizing myself, and updating point of contacts of my position.

BANQUET FACILITY USAGE REPORT

| | Event | Total \$\$ |
|----------|-------------------------------|-------------------|
| 12/4/14 | Event | 549.00 |
| 12/5/14 | Event | 389.00 |
| 12/10/14 | Event | 400.00 |
| 12/12/14 | Event | 812.93 |
| 12/13/14 | Event | 595.00 |
| 12/19/14 | Event | 293.62 |
| 12/20/14 | Event | 939.41 |
| | Total Banquet Revenue: | \$3,978.96 |

FOOD AND BEVERAGE

- The grill was fairly slow during December due to cold, overcast days.
- Banquet revenue was roughly \$4,000 which helped offset the low revenues for the grill operation.
- Staff focused on deep cleaning and reorganizing the kitchen area and banquet space.

CULTURAL AFFAIRS & TOURISM

DIRECTOR - LORI HILL

- Attended the Military History Museum board meeting.
- Attended the History Museum board meeting.
- Attended the History Museum Plaque unveiling.
- Attended a grant writing webinar with the History and Military Museum representatives.
- Assisted with the setup of the Ruts n Guts event.
- Attended the monthly Convention and Visitors Bureau meeting and prepared all agenda items and postings for meeting.
- Coordinated and attended a grant review committee with three Convention and Visitors Bureau (CVB) members.

- Attended and assisted with the coordination of food/beverage for the Government session for Leadership Broken Arrow.
- Attended Green Country Marketing Association's annual membership meeting.
- Took week of December 22nd as vacation.
- Continue to work with Vaunda Olivera on finalizing the Special Events Policy and Application packet.
- Attended the monthly Special Events Committee meeting.

EVENTS COORDINATOR – VAUNDA OLIVERA

- Finalized the draft version of the Special Events Resource Guide and Policy.
- Attended Ruts and Guts event at Events Park on December 6th and 7th.
- Worked with Finance to establish invoicing in H.T.E. for special event related expenses. Invoicing through H.T.E. will allow tracking of expenses for Fire, Police, Streets and Stormwater, and Parks and Recreation that are related to events not budgeted for as longstanding, sponsored events.
- Attended Leadership Broken Arrow Government Day on December 11th.
- Attended pre-work meeting with staff and contractors for Electric Phase II for the Events Park.
- Met with event organizer for Relay for Life; event is scheduled for June 5th at The Rose District Farmers Market.
- Attended the Special Events Committee meeting held on December 18th.
- Researching ordinances related to mobile food vendors as it relates to special events.
- Contacted several event organizers regarding possible events for 2015 and 2016 to be held at the Events Park.
- Began preparations for Tulsa Home and Garden Show.

FARMERS MARKET COORDINATOR – JUDY PRIETO

- Ongoing dialogue with the Federal Government regarding SNAP (Supplemental Nutrition Assistance Program) eligibility for individual vendors.
- Continued working on the 2015 guidelines for the Farmers Market. SNAP information will be included in the guidelines for eligible vendors. Legal Department has received the 2015 guidelines for review. Once approved, they will be more readable and user friendly. The 2015 guidelines will be available as an electronic version or a hard copy.
- Attended a Health Conference at Oklahoma University in Tulsa, OK.

- Submitted Farmers Market photos for publication in the Tulsa World per Krista Flash's request.
- Contacted the HUB and the YMCA, Young Men's Christian Association, for spring classes and fees.
- Farmers Market layout will change in 2015 to hold double the booths and have two walkways in the center of the pavilion. Plan design should be finished in January 2015.

RECREATION DIVISION

RECREATION MANAGER – THOR ROOKS

- Met with Gatesway Foundation.
- Attended interviews for three part-time Recreation Assistant positions.
- Attended the Employee Advisory Committee (EAC) meeting.
- Met with the Nienhuis Park Community Center Supervisor regarding an upcoming event.
- Pizza with Santa was a great success.
 - 349 participants, around 25 people left due to the wait.
 - Broken Arrow Chamber donated 400 mini candy canes.
 - Total cost of event, not including labor, was ninety-nine cents a participant.
 - CiCi's Pizza, coloring books and beverages were provided.
 - Received many "Thank you" for this event.
 - Due to the success, Pizza with Santa will be held in a gymnasium in 2015.
- Met with Adult Softball regarding future Use Agreement for the Al Graham Softball Complex.
- Held a meeting with the Center Supervisors.

RAY HARRAL NATURE CENTER – JOHNNY KOESTER

- Nature Center had 199 visitors.
- 453 people walked the trails within the park area.
- Donations received - 200 pounds of bird seed, five pounds peanut treats and four pounds peanut logs.
- Leadership Broken Arrow toured the Nature Center with approximately 50 people.

PARKS MAINTENANCE DIVISION

PARKS MAINTENANCE MANAGER – PHIL HINK

- Attended Department staff meetings.
- Monitored ongoing park construction projects:
 - Broadway Streetscaping – Contractor still has landscape issues to resolve. Several trees need to be replaced.
 - Rose District- Still waiting on irrigation equipment and irrigation repairs to be completed.

- Farmers Market parking lot - Still waiting on "as-built" for irrigation line or for contractor to locate line.
 - Central Park sports courts - Punch list completed by Architect/Engineer and sent to Engineering for directions to contractor.
 - Camino Villa Clubhouse - Contractor continuing to finish inside of building.
 - Chisholm Trail South Park electric- Attended meeting to discuss use of existing electric gear on site and a pre-construction meeting. Notice to proceed has been given by Engineering.
- Completed Family Medical Leave paperwork as required for division personnel.
 - Completed hiring process for open Grounds Supervisor position and Horticulture park maintenance worker positions.
 - Received bid tab for new utility tractor and brush hog. Working with General Services to reject bids in order to purchase a more suitable unit that can perform both mowing and snow removal work.
 - Completed Tree City USA recertification paperwork, and submitted documents to our State Forester.
 - Completed renewal paperwork for our Oklahoma State Pesticide License. Paperwork was submitted to the Oklahoma Department of Agriculture.
 - Attended a MainTrac demo to determine how beneficial the software program would be for park maintenance activities.
 - Coordinated maintenance responsibilities for the Ruts n Guts event. Stage setup, water hookup, water purging, clearing of course, etc.
 - Met with other Departments to discuss responsibilities and procedures during snow/ice events. Parks Maintenance will continue to maintain grounds around Park facilities and City Hall. Also, we will continue to clear department parking lots and assist with City Hall parking lot.
 - Attended end of year meeting with Adult Softball. Discussed new contract changes, their maintenance requests, future new complex development, etc.

PARKS MAINTENANCE

- Daily litter cleanup was performed at all park sites, and park outdoor bathrooms were cleaned.
- Weekly high frequency and monthly low playground inspections were completed, and maintenance items addressed as required.
- Crews setup and removed mobile stage used for the Ruts n Guts event at the Events Park.
- Mulching leaves in parks that have significant leaf collection. Concentrating on parks that have drainage structures prone to clogging with excessive leaf collection.
- Performed leaf removal from inside tennis court fencing.
- Performed monthly tests on the Lightning Prediction system at Indian Springs Sports Complex (ISSC).
- Pulled soil samples from athletic fields at ISSC, Nienhuis, and Arrowhead. Sent samples for Oklahoma State University extension office for nutrient testing.

- Completed second application of annual ryegrass on 15 soccer fields.
- Removed soccer goals from fields at ISSC as the fall season has concluded. Field activity will start back up in February.
- Performed daily maintenance at The Rose District; trash cleanup, blowing sidewalks, leaf removal, dead heading annuals, etc.
- Horticulture crews removed leaves from landscape beds around park facilities and City Hall.
- Removing deadwood from trees and ground in areas of the Events Park that were used during the Ruts n Guts event. Continue with raising limb level on trees throughout the park.
- Performed weekly filter checks and backwashing on the Veterans Park fountain.
- Checked department flags and replaced as needed. Lowered all flags in remembrance of Pearl Harbor Day.
- Seven staff members that are pesticide applicators attended pesticide safety training at the Oklahoma Turfgrass and Research Foundation conference in Stillwater, Oklahoma.
- Crews worked with an outside lighting contractor and General Service personnel to complete The Rose District holiday lighting setup. Staff checked lights weekly for any necessary maintenance.
- Continue to trap or bait gophers/moles that are actively working on athletic fields.
- Finished installation of two containment bays at the Park Maintenance Facility. Bays will store collected scrap metal or debris until it can be hauled off to the landfill or scrap metal vendor.
- Installed new winter drain valves on Country Aire pool.
- Checked and adjusted all heating units in our unoccupied facilities prior to hard freezing temperatures.
- Maintained weekly checks on swimming pool sump pumps.
- Calibrated all division spraying equipment in preparation for winter pre-emergent and post-emergent applications.

End of Report

INTEROFFICE MEMO

To: Russell Gale, Acting City Manager
From: Anthony Daniel, Utilities Director *AD*
Date: January 27, 2015
Re: Utilities Department Monthly Report – December 2014

| | December 2014 | December 2013 |
|---|----------------------|----------------------|
| Water Purchased and Distributed | | |
| OOWA – Water Purchased | 0 MG | 332.2 MG |
| Water – Sold | 222.8 MG | 223.7 MG |
| [Verdigris WTP came on line April 10, 2014] | | |
| Wastewater Treated | | |
| Lynn Lane Plant | 126.7 MG | 129.1 MG |
| Haikey Creek Plant (BA) | 131.4 MG | 143.1 MG |
| Haikey Creek Plant (Tulsa) | 171.6 MG | 180.4 MG |
| Water Distribution | | |
| Tap and Meter Sets | 42 | 13 |
| Meters Repaired/Replaced | 93 | 108 |
| Line Locates Done | 465 | 430 |
| Service/Meter Leaks | 29 | 317 |
| Distribution Leaks Repaired | 13 | 13 |
| Fire Hydrants Repaired/Replaced | 2 | 46 |
| New Water Line Installed | 360 lf | 20 lf |
| Fire Hydrants Exercised and Painted | 46 | Total to date 1087 |
| Sanitary Sewer Collection | | |
| Sewer Line Blockages | 9 | 5 |
| Sewer Line Cleaned | 5100 lf | 1,600 lf |
| Sewer Line Repaired | 17 lf | 4 lf |
| Line Locates Done | 32 | 71 |
| Sanitary Sewer Overflows Reported to DEQ | 4 | 2 |
| New Sewer Line Installed | 0 lf | 0 lf |
| Other | | |
| Grease Traps Inspected | 0 | Total to date 90 |

Wastewater Treatment Flow Report

Dec-14

| Location | Dec-14 | Dec-13 |
|---|---------|---------|
| | (MG) | (MG) |
| Lynn Lane Wastewater Treatment Plant (Includes Tulsa TB04 & TB05) | 126.735 | 129.120 |
| Haikey Creek Treatment Plant (Broken Arrow) | 131.394 | 143.087 |
| Haikey Creek Treatment Plant (Tulsa) | 171.643 | 180.387 |
| Broken Arrow → Tulsa Northside (BT01) | 3.832 | 4.555 |
| Tulsa → Lynn Lane Wastewater Treatment Plant (TB04) | 3.465 | 4.274 |
| Tulsa → Lynn Lane Wastewater Treatment Plant (TB05) | 5.320 | 5.128 |

Lift-Booster Station Equipment Maintenance Summary

December 17, 2014 to January 16, 2015

1. Troubleshoot PumpLine #2 Adams Creek Northwest. PLC issues.
2. Trip by Haynes Equipment to troubleshoot and fix pump controls at Adams Creek lift station.
3. Put Pump #2B motor back to original place; Repair Pump #2A rotating assembly and fill with oil, shim to wear plate and start #2 Pump line at Adams Creek lift station.
4. Lubricate motors on Pumps 1A, 1B, 2A, 2B and 3A. Motor 3B in shop for repair at Adams Creek lift station.
5. Install new P & B relays at Florence lift station.
6. Install new program in PLC at Bass Pro Water Booster Station.
7. Meet with HD Supply rep at Old Adams Creek for pricing on new spools and wafer check valves.
8. Order spare parts for repairing rotating assemblies for Greens, Indian Springs, Old Adams Creek and Adams Creek Northwest lift stations.
9. Order spare "On Delay" timers for lift stations.
10. Seal out on Pump #2 at South Park. Parts on order.
11. Move spare pumps and parts from Olen's warehouse and take inventory.
12. Greens Lift Station Pump #3 rotating assembly replaced with existing spare from Olen's inventory; Pump rotating assembly started leaking oil after startup. Parts on order and expected delivery next week.
13. Replace light fixture at Bass Pro Booster Station.
14. Replaced sump pump at Adams Creek Northwest Lift Station.

LLWWTF Maintenance Summary

December 17, 2014 to January 16, 2015

1. Power failure knocked out relay and surge protector on WAS station. Repaired and back online. Parts are on order.
2. Seal replaced on Blower #7.
3. Coupling replaced on Scum Pump.
4. Wall demo in RAS Bldg. finished and ready for demo on centrifugal blowers and piping.
5. Radio communications failed at Chlorine Bldg. Power supply to radio failed. New power supply on order.
6. North Thickner pivot arm failed to operate. Replace motor starter trip heaters.
7. Automatic gate opener batteries dead. Will not charge. Adjust gate and replace batteries.

8. South plant emergency generator failed to operate properly. Replaced interface board, control board and ribbon cable. Call Lakeshore and troubleshoot transfer switch. Auto power transfer switch failed. Getting price on replacing transfer switch.
9. Waiting on parts for rebuilding rotating assemblies.
10. Scada-Pak failed at Headworks. New one on order. No call out protection.
11. Unplug grit pump suction lines. East line back in service. West line still working on.
12. Finish repairing lights on outside of Sludge Transport Bldg. Inside still left to do.

UTILITIES WATER DISTRIBUTION/METERING AND WASTEWATER COLLECTIONS MAINTENANCE SUMMARY

DECEMBER 2014

WATER DISTRIBUTION

1. Repaired 2 main line breaks and replaced 6 tapping saddles.
2. Repaired 1 service crossing.
3. Repaired 2 fire hydrants.
4. Cleaned up 25 yards.
5. Responded to 70 meter leaks.
6. Replaced 210 meters.
7. Repaired or Replaced 45 meter and valve boxes.
8. Replaced 17 Curb Stops.
9. Flushed the Tulsa Connection.

SEWER COLLECTION

1. Sewer service requests 21
2. Sewer line blockages 9
3. Manholes repaired 2
4. Sewer lines cleaned 5100 Ft.
5. Lift station repairs 65
6. Sewer lines replaced 17ft.
7. Line locates 32
8. Set new gate post at Kenwood Hills booster
9. Sewer lines TV cameraed 100ft.

METER READING

- | | |
|-----------------------------------|------------------------------------|
| 1. Replace 93 Water Meters | 9. Pulled Meters 5 |
| 2. Door Hangers For Bad Checks 60 | 10. Replace Meter Stop 4 |
| 3. Rereads/Leak test 289 | 11. Resident Checks 0 |
| 4. Turn/offes 288 | 12. Replace Master AMR Register 22 |
| 5. Turn/ons 235 | 13. We read 36,533 meters |
| 6. New Accounts 406 | |
| 7. Finals 414 | |
| 8. Raise Meters 4 | |

UTILITIES CONSTRUCTION

1. Replaced 360' Of 8" C-900 Water line (Project WL 1502) at alley El Paso to Dallas
2. Set 2 Fire Hydrants (Project WL 1502) at alley El Paso to Dallas
3. Bac-T Samples and Pressure Testing line (Project WL 1502)
4. 60' Of 8" C-900 Water line (Project WL 1406) Final Tie-in at Garnett Road

WATER QUALITY MAINTENANCE REPORT

Flushed dead end water lines (29 locations and flushed 1,938,250 gallons)

Tested chlorine levels near auto flushers/ verify all working (14 total)

5 dirty water calls, flushed 161,250 gallons water

100 Bac-T samples , 2 chlorine (am/pm) daily

Total gallons flushed to improve water quality is 2,272,750

December 2014 Water Quality customer complaint calls

| <u>Date</u> | <u>Address</u> | <u>Customer complaint</u> | <u>Action taken</u> | <u>gallons flushed</u> | <u>Final chlorine mg/l</u> |
|--------------|--|------------------------------------|---|------------------------|----------------------------|
| 3-Dec | 421 S Redbud Ave | cloudy water | flushed hydrant near residence. Customer not home/ no phone # | 16,875 | 2.1 |
| 10-Dec | 485 N Poplar (operations building/ city) | cloudy water | flushed hydrant in front of building | 106,875 | 2.0 |
| 15-Dec | 24326 E Laver Ct | dirty water | flushed hydrant/ clean-up after city workers | 16,875 | 2.1 |
| 15-Dec | 8404 Millwood Circle | black specks in water | spoke with customer by phone, told possibly gaskets with home plumbing and flushed hydrant near residence | 16,875 | 1.9 |
| 16-Dec | 2617 S poplar Ave | rust coming out of tub faucet only | spoke w/ customer by phone, told most likely within home plumbing and flushed hydrant near residence | 3,750 | 2.3 |
| Total | | | | 161,250 | |

December 2014

- Cleaned 160 tons of sludge out of lagoon # 1
- Water treatment chemicals \$0.17/1000 gal.
- Water Pumpage 2014

| | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec |
|---------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|
| 1 | 7.7 | 7.9 | 6.9 | 9.0 | 11.9 | 12.7 | 14.7 | 11.8 | 18.7 | 13.1 | 9.5 | 9.0 |
| 2 | 8.7 | 8.1 | 9.0 | 9.5 | 12.8 | 11.9 | 16.7 | 13.0 | 13.1 | 13.1 | 10.0 | 8.2 |
| 3 | 8.1 | 12.5 | 9.5 | 9.2 | 14.7 | 11.1 | 16.3 | 13.8 | 13.2 | 11.2 | 9.4 | 8.2 |
| 4 | 8.0 | 6.6 | 10.6 | 9.2 | 16.8 | 12.5 | 17.9 | 15.5 | 14.3 | 10.2 | 9.2 | 8.6 |
| 5 | 8.1 | 8.2 | 9.3 | 9.7 | 17.0 | 11.8 | 16.6 | 15.4 | 15.1 | 12.0 | 8.7 | 8.4 |
| 6 | 9.2 | 8.3 | 8.2 | 9.4 | 15.4 | 10.9 | 18.1 | 16.6 | 11.9 | 11.7 | 9.7 | 7.5 |
| 7 | 9.2 | 9.3 | 8.6 | 8.8 | 15.4 | 10.6 | 19.4 | 13.3 | 12.6 | 12.0 | 9.2 | 7.5 |
| 8 | 13.2 | 8.4 | 8.7 | 9.0 | 11.2 | 10.2 | 19.1 | 12.5 | 12.6 | 12.1 | 8.6 | 8.7 |
| 9 | 8.3 | 9.0 | 7.5 | 9.8 | 13.7 | 10.2 | 19.4 | 11.9 | 13.8 | 11.7 | 9.4 | 8.4 |
| 10 | 9.9 | 9.4 | 9.4 | 10.6 | 13.7 | 10.2 | 15.0 | 12.2 | 14.6 | 10.7 | 10.2 | 8.4 |
| 11 | 8.4 | 8.9 | 9.5 | 10.8 | 15.4 | 11.4 | 13.0 | 13.1 | 13.0 | 8.1 | 9.2 | 8.1 |
| 12 | 8.3 | 10.9 | 8.7 | 10.4 | 13.2 | 10.9 | 15.2 | 13.2 | 12.0 | 10.4 | 8.6 | 8.4 |
| 13 | 8.9 | 8.0 | 9.1 | 9.3 | 11.1 | 12.2 | 16.5 | 15.2 | 12.3 | 9.2 | 8.9 | 7.6 |
| 14 | 10.2 | 8.5 | 9.7 | 8.3 | 11.9 | 12.5 | 17.0 | 14.8 | 13.2 | 9.5 | 8.2 | 8.0 |
| 15 | 8.7 | 9.4 | 7.8 | 8.5 | 11.6 | 11.2 | 15.2 | 16.6 | 13.6 | 8.9 | 7.9 | 9.5 |
| 16 | 8.3 | 9.2 | 8.6 | 11.0 | 13.1 | 13.3 | 14.3 | 16.4 | 12.7 | 10.0 | 8.8 | 9.4 |
| 17 | 8.7 | 9.5 | 8.6 | 11.2 | 11.9 | 14.4 | 11.4 | 16.8 | 13.5 | 10.1 | 9.1 | 8.1 |
| 18 | 8.3 | 9.7 | 8.3 | 11.5 | 12.9 | 14.5 | 11.2 | 17.1 | 12.1 | 9.7 | 8.4 | 7.5 |
| 19 | 7.3 | 9.3 | 9.8 | 12.7 | 15.1 | 14.0 | 12.4 | 15.1 | 10.6 | 10.1 | 8.1 | 8.7 |
| 20 | 8.9 | 8.9 | 9.9 | 11.4 | 15.6 | 14.9 | 14.0 | 16.4 | 11.9 | 10.4 | 9.0 | 7.9 |
| 21 | 10.7 | 8.7 | 10.1 | 10.1 | 17.1 | 16.0 | 15.6 | 16.7 | 11.7 | 10.4 | 8.7 | 8.2 |
| 22 | 8.8 | 10.8 | 9.1 | 9.3 | 17.1 | 15.0 | 17.0 | 15.0 | 12.7 | 10.4 | 7.5 | 8.1 |
| 23 | 8.0 | 9.6 | 8.7 | 10.6 | 16.5 | 12.6 | 16.6 | 13.8 | 12.6 | 10.2 | 8.5 | 9.0 |
| 24 | 9.2 | 9.0 | 9.8 | 10.0 | 14.5 | 13.4 | 15.6 | 13.2 | 12.9 | 9.7 | 9.4 | 8.5 |
| 25 | 11.0 | 8.7 | 9.6 | 10.0 | 14.5 | 12.9 | 16.8 | 12.3 | 12.9 | 9.6 | 8.5 | 8.6 |
| 26 | 9.9 | 8.4 | 9.8 | 10.7 | 13.9 | 13.7 | 19.4 | 13.3 | 15.1 | 10.2 | 8.5 | 7.9 |
| 27 | 9.6 | 8.6 | 8.6 | 10.6 | 10.7 | 14.8 | 17.9 | 16.2 | 14.6 | 11.1 | 8.4 | 7.7 |
| 28 | 8.7 | 8.5 | 9.3 | 12.1 | 10.4 | 13.4 | 18.0 | 17.7 | 13.8 | 9.6 | 8.6 | 8.4 |
| 29 | 8.3 | | 9.0 | 10.7 | 11.2 | 13.0 | 16.4 | 16.0 | 14.8 | 10.5 | 8.8 | 8.8 |
| 30 | 10.3 | | 9.8 | 11.1 | 11.4 | 14.4 | 13.1 | 17.0 | 14.6 | 10.2 | 9.0 | 8.7 |
| 31 | 8.0 | | 9.5 | | 12.2 | | 10.6 | 18.1 | | 9.5 | | 8.8 |
| Total: | 278.9 | 252.3 | 281.0 | 304.5 | 423.9 | 380.6 | 490.4 | 460.0 | 400.5 | 325.6 | 266.0 | 258.8 |
| Daily Aver. | 9.0 | 9.0 | 9.1 | 10.2 | 13.7 | 12.7 | 15.8 | 14.8 | 13.4 | 10.5 | 8.9 | 8.3 |

Verdigris 2014
Total MG 3219.6

Daily High: 19.4

Daily Low: 6.6 Increase -3477.1

OOWA 2014
Total MG 902.9

2014 Total MG
Water 4122.5

Increase From 2013 144.2 MG
Percent Difference 3.5%

2. GENERAL CORRESPONDENCE / NOTIFICATION





OKLAHOMA DEPARTMENT OF TRANSPORTATION

200 N. E. 21st Street

Oklahoma City, OK 73105-3204

January 21, 2015

City of Broken Arrow

JAN 27 2015

Honorable Craig Thurmond
Mayor, City of Broken Arrow
PO Box 610
Broken Arrow, OK 74013

City Manager's Office

Project Number: TBA IG
State Job Number: 31553(04)
County: Wagoner
City: City of Broken Arrow
Description: 23RD STREET (193RD ST. S) FROM HOUSTON (81ST ST. S) TO
NEW ORLEANS STREET (101ST ST. S) WIDENING, TRAIL,
ROW AND UTILITIES, IN THE CITY OF BROKEN ARROW

Dear Mayor Thurmond:

Local Government Division acknowledges receipt and acceptance of your resolution requesting programming for construction of the above referenced project. Please be advised that this acceptance does not obligate state or federal funds. Actual obligation of funds is contingent upon the following:

1. Compliance with federal requirements, including Title VI of the Civil Rights Act of 1964
2. Approval of design plans
3. Completion of right-of-way acquisition
4. Relocation of utilities
5. Deposit of local matching funds
6. Availability of federal or other program funds

When the above listed items are all in order, the Department will request Transportation Commission approval of the project and submit necessary documents to the Federal highway Administration for its approval and obligation of federal funds, if applicable. The cost of federal requirements, design plans, right-of-way acquisition, and relocation of utilities are ineligible for federal participation.

The Department, in compliance with Federal Regulations, cannot approve design plans prior to approval of the environmental clearance document. Preliminary design plans may be completed only to the level required to conduct a plan-in-hand inspection and evaluate environmental impacts. Final design can begin only after completion of the environmental clearance document. This office will notify you promptly when this clearance is received. A plan-in-hand inspection may be conducted prior to such approval under the following conditions:

"The mission of the Oklahoma Department of Transportation is to provide a safe, economical, and effective transportation network for the people, commerce and communities of Oklahoma."

AN EQUAL OPPORTUNITY EMPLOYER

Mr. Craig Thurmond
Page 2
January 21, 2015

1. The City will accept financial responsibility for any changes to design plans required as a result of the environmental clearance documentation processes.
2. A plan-in-hand inspection is conducted with consideration of possible environmental impacts.
3. A report of the plan-in-hand inspection is written and submitted to the Department.

Please note that negotiations for acquisition of new right-of-way prior to completion of the environmental clearance document is also prohibited. New right-of-way must be acquired in strict compliance with federal and state regulations.

We provide this information to inform you of several major steps involved in advancing this project. Noncompliance with federal or state laws and regulations will result in the loss of funding for construction.

If you need further information about project development or assistance in implementing this or other projects, please contact this office at (405) 521-2553.

Sincerely,



Shannon J. Sheffert, P.E.
Division Engineer
Local Government Division

SJS:bf

cc: Field Division Engineer, Division I
Tom Hendrix, P.E., City Engineer

3. SPECIAL EVENTS / ACTIVITIES



Hooks, Jennifer

From: Olivera, Vaunda
Sent: Friday, January 30, 2015 9:43 AM
To: Hooks, Jennifer; Hill, Lori
Subject: BA 5K Race

Follow Up Flag: Follow up
Flag Status: Flagged

There is a 5k race planned for the area of Chisolm Trail Events Park and the campus of Northeastern State University Saturday, January 31st. The race will begin in the CTEP at approximately 8:30 am and conclude by 10:30 am. The roads effected are University Parkway and New Orleans Street. Broken Arrow Police Department will be onsite to assist with traffic at intersections. Road closure has been approved by the Acting City Manager.

Vaunda K Olivera
Events Coordinator

918.451-4211

918.693.0476 Cell and text

volivera@brokenarrowok.gov

