


To: Honorable Mayor and City Councilors
From: Michael Spurgeon, City Manager 
Date: December 31, 2015
Re: Notes to Council

1. STAFF REPORTS / ITEMS REQUIRING IMMEDIATE ATTENTION

- Utilities Department Monthly Report – November 2015
- Streets Department Memo – 2015 Traffic Counts Completed
- Streets Department – Winter Storm Report – December 2015

2. GENERAL CORRESPONDENCE / NOTIFICATION

- Press Release – Portion of Liberty Trail Closed
- Traffic Advisory – Part of Hillside Drive Closed

3. SPECIAL EVENTS / ACTIVITIES

- Upcoming Events/Special Events Committee Report
- Post-Event Report – Pizza With Santa

Respectfully submitted,




Michael L. Spurgeon

jmh
Attachments

1. STAFF REPORTS / ITEMS REQUIRING IMMEDIATE ATTENTION



INTEROFFICE MEMO

To: Michael Spurgeon, City Manager
From: Anthony Daniel, Utilities Director 
Date: December 28, 2015
Re: Utilities Department Monthly Report – November 2015

	November 2015	November 2014
Water Treated, Purchased and Distributed		
Water Purchased from Tulsa	0 MG	0 MG
Water – Produced at Verdigris WTP	278.0 MG	266.0 MG
Wastewater Treated		
Lynn Lane Plant	124.0 MG	120.7 MG
Haikey Creek Plant (BA)	159.6 MG	129.2 MG
Haikey Creek Plant (Tulsa)	191.1 MG	163.0 MG

Lift-Booster Station Equipment Maintenance Summary-David Handy

1. Bass Pro Booster Station- Pump #1, installed new motor and seal
2. Kenwood Hills Booster Station-installed new motor starter and relay for Pump #2
3. South Park Lift Station-Installed 2 used vacuum pumps, installed new seal in pump #2, used 2 tubes of silicon to replace gasket on pump #1 to get it to prime
4. Oneta Road Lift Station-installed new phase monitor and new control panel
5. Lift Stations-continuous amp monitoring on all motors project

LLWWTP Maintenance Summary-David Handy

1. Secondary Lift Station: installed new motor on south pump #2
2. Secondary Lift Station: replaced belts on pump #2 during rain event 12/13/15
3. South Polymer Tank- repaired mixer 4 times.
4. West Clarifier-replaced diaphragm on Diaphragm Pump #1
5. East Clarifier- dye test conducted by Tetra Tech
6. East Clarifier-installed new flap valve for Scum Beach
7. Flow Equalization Basin-continue with installation of new pump
8. Secondary Lift Station-repair/replace/rewire receptacle on light pole
9. Administration Building- check thermostat wiring for new HVAC unit
10. Administration Building-repair ice machine
11. Chlorine Building-repaired water leaks in building

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

1. City Staff attended a workshop for calculating Technically Based Local Limits (TBLL) for the wastewater treatment plant. These limits are given to industrial users (in wastewater discharge permits) to ensure the wastewater treatment plant meets federal water quality standards.
2. Broken Arrow Municipal Authority hosted an oil recycle jug decorating contest for Broken Arrow Public Schools 2nd graders. City staff distributed plastic bottles to 5 participating schools: Oak Crest, Vandever, Leisure Park, Wolf Creek, and Arrowhead. 2nd grade students were given educational materials explaining the importance of recycling used cooking oil and where Broken Arrow's recycling centers are located, as well as a reusable bottle to decorate for the contest. Bottles were judged by City staff on November 23rd, 2015. Five winners (one from each school) were given gift cards to Toys R Us. Children were then asked to take their bottle home for use in their own kitchen. Oil recycle bottles are also being given to residents at the City of Broken Arrow One-Stop Center.

3. City staff inspected the following facilities:

Inspected manifests for grease interceptor maintenance, discussed best management practices.

- Toast
- Paradise Donuts
- Burke's Kenosha Café
- Ted's Mexican Escondido
- Claret Café
- Red Robin
- Mexico Lindo

4. City staff sampled the following facilities:

- Blue Bell Creameries

5. Reports were reviewed and determined to be in compliance by pretreatment staff. Surcharges for Bio-chemical Oxygen Demand (BOD), Total Suspended Solids (TSS), and Oil & Grease above residential thresholds were issued to Unifirst as a result of this analysis for \$2,717.22. The following reports/certifications were received and reviewed for the month of October:

- Blue Bell compliance monitoring report and laboratory analysis
- Unifirst compliance monitoring report and laboratory analysis
- CSI Aerospace compliance monitoring report and laboratory analysis
- Broken Arrow Powder Coating compliance monitoring report and laboratory analysis

6. City of Broken Arrow received the FY 2015 Pretreatment Municipal Pollution Prevention Assessment (Audit) final report from DEQ for the audit performed in December of 2014. This was a comprehensive audit that is performed once every five years. DEQ has scheduled the next Pretreatment Compliance Inspection for December 16th, 2015.

UTILITIES DISTRIBUTION/COLLECTIONS MAINTENANCE SUMMARY

WATER DISTRIBUTION – Jerry Hanewinkel

1. Repaired 5 main line breaks and replaced 9 tapping saddles.
2. Replaced 3 crossings and repaired 4 copper lines.
3. Responded to 51 meter leaks.
4. Replaced 29 meters.
5. Repaired or Replaced 15 meters and valve boxes.
6. Replaced 11 Curb Stops.
7. Reset fire hydrant on main line at 3929 W Utica St.
8. Cleaned up 15 yards.
9. Responded to 553 Call Okie Line Locates.
10. Replaced fire hydrant at 915 W Elmira St.
11. Repaired two fire hydrants.
12. Dug up tap and removed restriction from line at 4400 W Queens St.
13. Checked 43 valves in Washington Lane and found 3 were off.
14. Checked 15 valves in Spring Creek.
15. Located, exercised and isolated valves for Icon Apartment contractors to install in-line valve at Florence and Elm.

SEWER COLLECTION- Olen Bailey

1. Service requests calls 12
2. Sewer line blockages 3
3. Lift station repairs 10
4. Manholes repaired 3
5. Sewer line cleaned 2500 ft.
6. Sewer line replaced 10 ft.
7. Line locates done 35
8. CCTV line 400 ft. of sewer line
9. Stand-by and night crew 15 calls received

METER READING – Derriel Bynum

1. Replaced Meters-21
2. Door Hangers for bad checks-80
3. Turn Ons for non payment-143
4. Turn Offs for non payment-183
5. New /Accounts-331
6. Finals-401
7. Pulled Meters-8
8. Read 37,081 Meters for the month of November 2015
9. Construction Meters Set-6
10. Rebuilt large meters-4
11. Talked to customers about high water bills-13

UTILITIES CONSTRUCTION – Tommy Kimbrough

Project Kirk W/L 1303 – Installed 292' of 24" C-905 Water line with:

- (2) 24" 45° bends
- 24"x 6" Flange Tee
- MJ x Flange valve
- 6" Flange x MJ 90° bend
- 14' of 6" (DI) water pipe
- Flange x Flange 45° bend

Installed 560' of 6" C-900 Water line (Vandever Blvd 1607)

- (6) Flange x MJ valve
- (2) MJ x MJ valve
- (8) Flange x MJ valve
- (3) 3/4" Taps
- (2) Fire Hydrants
- (7) Complete Valve Box
- Solid Sleeve

2 Distribution Main Line breaks

OOWA Line Locates Pryor, 36" water line 8 locates done

21 Meters replaced

4 Meter boxes replaced

WATER QUALITY- Diana Flora

1. Flushed dead end water lines (36 total)
2. Tested chlorine levels near auto flushers to verify all working (17 total) one auto flusher added
3. 11 dirty water calls, 352,500 gallons of water flushed.
4. 100 Bac-T samples, 2 chlorine (am/pm) daily
5. Total gallons flushed to improve water quality in November were 2,791,813 gallons.

VERDIGRIS WTP – Jimmy Helms

1. Drained, cleaned and inspected pretreatment train #3
2. Removed baffle plates on pretreatment train #3 (assisted by JMS)
3. Fixed raw water sample pump
4. Replaced seals on actuator on membrane rack #8
5. Rebuilt air regulator on membrane rack #6
6. Replaced air scrub screen on all membrane racks
7. Ran a full scale trial of a coagulant aid on the pretreatment basin
8. Conducted performance test on pretreatment basin
9. Replaced broken fittings on caustic/chlorine clean in place tank
10. Calibrated transducer on caustic/chlorine clean in place tank
11. Replaced pneumatic solenoid on feed strainer system
12. Replaced communications module on blower aftercooler B
13. Replaced chlorine feed pump hose
14. Tightened leaking packing on valves on membrane racks #4 and #8
15. Isolated chlorine chemical induction unit due to seal failure

DIRECTOR'S REPORT – Anthony Daniel

1. Met with FEMA and State Emergency office representatives at City Hall. Visited Adams Creek lift station to discuss details of the flood damage claim.
2. Follow up meeting with Mr. Vernon Lee, FEMA representative handling Broken Arrow claims and provided additional information.
3. Attended PSO lunch meeting to accept check for the Verdigris Water Treatment Plant participation in the PSO Peak Performers program.
4. Attended the monthly RMUA operations group meeting at Haikey Creek WWTP.
5. Met with ODEQ District Engineer, Travis Archer, at Oneta Road Sewer Lift Station to discuss citizen complaint on sewer overflows from the station.
6. Utilities staff met with Engineering & Construction staff (monthly meeting) to discuss Utilities Department projects progress.
7. Attended Leadership Broken Arrow meeting at the Armed Forces Reserve Center.
8. Met with Black & Veatch Project team to discuss the scope of work for the five year rate study project.
9. Participated in the 65% Design Documents Review Meeting for the flow equalization basin at Haikey Creek WWTP. Design consultant is CH2M Hill.
10. Attended the pre-work meeting for O & M Capital items replacement project at Haikey Creek WWTP.
11. Met with Indian Springs Country Club General Manager to discuss high water usage recorded through a 3/4" meter serving a set of restrooms.
12. Participated in a conference call arranged by IS with HTE Sungard to discuss programming changes for the Automated Meter Reading Project.
13. Participated in the walk through with Engineering & Construction staff before accepting the improvements at Easley lift station.
14. Attended the second session of the HDPE pipe training conducted by the Plastic Pipe Institute.
15. Attended the Elm Creek Trunk Line Improvement kick off meeting initiated by Engineering & Construction Project Manager.
16. Met with OWRB Project Manager at OWRB office to review and finalize the AMR Project Bid Specifications.
17. Attended the 12" Tucson Waterline from 15th Place to 23rd Street review meeting.

To: Krista Flasch

From: Steve Arant, Director of Streets and Storm Water

Date: December 31, 2015

Re: 2015 Traffic Counts Completed

Traffic counts for 2015 have been completed and can be viewed on the City website here:
<http://www.brokenarrowok.gov/index.aspx?nid=91>

Traffic counts serve as a factual indicator of the volume of vehicles at a certain location such as an intersection or a section of road. This information is valuable in determining whether to install a new traffic light at a certain location or determine whether a street needs to widen to meet the traffic demand or determines the type of maintenance to be performed to meet the traffic loading. Also, this information is critical and very important to developers to determine where they want to build or relocate their new/existing business.

2. GENERAL CORRESPONDENCE / NOTIFICATION



Contact: Krista Flasch
Director of Communications
City of Broken Arrow
Phone: (918) 259-2400, ext. 5309
Mobile: (918) 409-7771
Fax: (918) 259-8226

Liberty Trail Closed Between Elm Place and 9th Street

Broken Arrow, Okla. (12/29/2015) – A portion of Liberty Trail, a bicycling and walking trail next to the Creek Turnpike, is now closed between Elm Place and 9th Street (Lynn Lane) due to weather-related damage.

City crews are currently evaluating the repair process. In the meantime, trail users may still use the Elm Place trail head but will have to head west toward Aspen Avenue. A trail head is also located at the Northeastern State University (NSU) Broken Arrow campus.

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

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From: [Flasch, Krista](#)
To: [Flasch, Krista](#)
Subject: FW: Traffic Advisory
Date: Tuesday, December 29, 2015 12:41:41 PM

Hello,

Please see the traffic advisory below. A portion of Hillside Drive has been closed due to safety concerns.

Krista

From: Cook, William
Sent: Tuesday, December 29, 2015 12:33 PM
To: _All Media Contacts
Cc: Shaw, Michael; Irwin, Mark; Flasch, Krista
Subject: Traffic Advisory

Subject: Traffic Advisory Issued

[The Broken Arrow Police Department](#) has issued a **Traffic Advisory** for the following area:

Location: Hillside Drive from Charleston's parking lot east to Sprout's Parking lot. The businesses of Charleston's, Sprout's, and Los Cabos will not be affected.

Reason for Advisory: Roadway Damage

This Traffic Advisory will be in effect from: Until further advised.

Authority,
Sergeant Keith Cook
Broken Arrow Traffic Specialist Unit
(918) 451-8375

3. SPECIAL EVENTS / ACTIVITIES



To: Jennifer Hooks, Executive Assistant to the City Manager
From: Vaunda Olivera, Events Coordinator
CC: Scott Esmond, Russell Gale
Date: December 29th, 2015
Re: Notes to Council

EVENTS

Emails to event organizers and market vendors were sent this week to apprise them of construction projects in and around the Rose District. The email included detailed information regarding the construction schedule for the fountain project at the Rose District Farmer's Market. Details included that we will not be booking the facility from April 1st through August 1st, but we will monitor the construction progress and hopefully the duration can be shortened.

I also added information regarding the streetscaping construction that will occur on Main Street from Ft. Worth to Dallas and from College to Detroit. Other areas of Main Street will not be affected by the project. This project is expected to start June 1st and is scheduled to be completed by Dec 1st, but we will monitor the construction progress and should the completion date change we will notify those event organizers that typically use the facility during those months.

We have offered assistance in finding alternative locations for each of the events affected by the construction.

FARMER'S MARKET

Because the construction projects will impact the location of the Rose District Farmer's Market, we have decided to temporarily relocate to the parking lots adjacent to City Hall. We reviewed several locations for the market, but felt this location would be the best overall. Our goal was to keep the market in the Rose District (or as close as possible) to lessen the possible impact of the relocation on the market attendance and business for the surrounding merchants. To assist the vendors with any unplanned costs (i.e. shade covers, extra tables etc.) we will be waiving booth fees for the 2016 season. Notices to the vendors will be mailed late this week into early next week. We will be meeting with the vendors in February to discuss the final layout of the market and assign spaces for the season.

SPECIAL EVENTS COMMITTEE (SEC)

The SEC met on December 17th, at the Public Safety Complex. We reviewed seven new applications, final planning on one event, and follow up review on six events. We also discussed a date change for Camp Bandage to May 21st at the Events Park. We spent some time discussing some of the challenges we had over the last year and will be preparing some small updates to the Resource Guide, as well as adding some safety information to the appendix. We also discussed some training for SEC members so that we have a good understanding of emergency operations that may take place in the case of an emergency situation. Further details regarding those additions will be forthcoming.

CITY OF BROKEN ARROW

Parks & Recreation Event Report

Event/Program: Pizza with Santa Dates: December 19th 2015

DETAILS			
<i>Location</i>	Nienhuis Park Community Center, 3201 N 9 th Street	<i>Attendance</i>	460 people
<i>Organizer</i>	Jim Reed, Nienhuis Center Supervisor	<i>How long has the event been taking place?</i>	3 rd year
DESCRIPTION			
<ul style="list-style-type: none"> Over 250 children of all ages took the time to tell Santa about their wish list. Children enjoyed making ornaments as their craft. Onsite surveys were administered. <ul style="list-style-type: none"> 95% of people gave the overall event five stars out of a possible five stars. 93% of people gave staff friendliness, professionalism, and helpfulness five stars. 95% of people gave the Santa Picture Area five stars. 97% of people waited 30 minutes or less to have their picture taken with Santa. One slice of FREE pizza was given to all in attendance. We ordered 90 pizzas sliced into 6 pieces so everyone got a good sized slice. CiCi's Pizza was a cosponsor of this event. 			
TYPE OF PROMOTIONS USED			
<ul style="list-style-type: none"> Facebook posts on Parks and Recreation page and both Community Center pages. Created Event on Facebook. Broken Arrow Ledger calendar. Posters and Flyers at Community Centers and local businesses. City website, Community Calendar, and Events Calendar Handed out flyers at other City events. 			
NOTES			
<ul style="list-style-type: none"> Our goal was achieved by offering a FREE family fun event that promotes the Broken Arrow Parks and Recreation Department and the City of Broken Arrow in a positive and professional manner. Our onsite surveys assured us that we achieved our set goals. 			

PICTURES:

Kids enjoying coloring sheets while waiting in line to see Santa.



Within 30 minutes of starting the event there were already 200 people in attendance.



Citizens patiently waiting in line to see Santa. Say cheese!!



An additional picture area was created for those not too happy to sit on Santa lap.



We hope many great family memories were made at this event.

