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**To:** Honorable Mayor and City Councilors  
**From:** Michael Spurgeon, City Manager  
**Date:** September 2, 2016  
**Re:** Notes to Council

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

- Parks Department Monthly Report - July 2016
- Utilities Department Monthly Report – July 2016
- Final Report - Debris Removal for July 14, 2016 Storm

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

- Press Release - Washington Street Road Closure
- Staff MEMO – Streets & Stormwater Give School Presentation

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

- N/A

Respectfully submitted,

Michael L. Spurgeon

jmh  
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:** August 31<sup>st</sup>, 2016

**Re:** July 2016 Monthly Report

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Please find enclosed the July 2016 Monthly Report for the Parks and Recreation Department.

Please contact Scott Esmond if you have any questions.

Encl: July 2016 Monthly Report



## Parks & Recreation Department

### July 2016 Monthly Report

#### DIRECTOR-SCOTT ESMOND

- Attended the weekly Assistant City Manager of Operations staff meetings.
- Attended City Council meetings.
- Attended the weekly City Manager's staff meetings.
- Reviewed FY '17 projects with the Communications Director.
- Attended the Indian Springs Sports Complex (ISSC) 2011 bond project kickoff meeting with a consultant and Engineering staff.
- Attended a few meetings this month to plan for the Monarch Butterfly Habitat Project.
- Met with department heads and the City Manager to discuss storm debris pickup and cooling stations plans.
- Met with a consultant, Oklahoma Department of Transportation staff, and City staff regarding five trail corridor applications.
- Met with a consultant, The Museum BA staff, and City staff regarding the design for The Museum BA's 3<sup>rd</sup> floor terrace cover/canopy.
- Met with the Assistant City Manager of Operations and a Broken Arrow Public School official to preview land.
- Met with staff to discuss event electrical distribution boxes for Streetscapes Phase IV project.
- Met with City staff and a consulting group to review scope for the Albany Corridor project.
- Met with City staff to discuss funding, insurance settlement, and schedule for replacing the clubhouse and banquet facility roofs at Battle Creek Golf Club.
- Met with City staff to discuss trail easements needed for the Broken Arrow Creek Trail Phase I.



## GENERAL

- July was a solid month financially with total revenues for the month at \$169,392. Battle Creek Golf Club (BCGC) missed budgeted revenues by only \$2,307 but did \$17,295 more than last year for July.
- The Golf Boards continue to be a hit with over 600 customers now registered online.
- Lee Ann Kron, one of the Golf Shop Assistants for the past 6 years, resigned her position for other employment. She will be missed by our entire team at BCGC for her great customer service to all of our members and customers.

## GOLF OPERATIONS

- The Summer Men's Match Play tournament is winding down with only 2 more matches to determine this year's champion.
- The club will soon receive collegiate merchandise for the upcoming football season with logoed apparel for Oklahoma, Oklahoma State, and the University of Tulsa. The collegiate logoed shirts and long sleeve pullovers do really well in the fall season.
- Several employees are preparing to go back to college. Looking to hire to fill these positions for the fall season.

## COURSE MAINTENANCE

- July's high temperatures reached the upper 90's with heat indexes in the 110's and overnight lows in the upper 70's. BCGC received a total of 3 inches of rain for the month.
- The maintenance team accomplished many tasks this month to improve or continue to provide excellent playing conditions of the golf course. These tasks included:
  - Mowed all native areas. Hand watered greens where needed.
  - Aerified tee boxes to improve water penetration and air circulation.
  - Sprayed wetting agents to tee boxes, green surrounds, and fairways to extend the time intervals between watering of these areas.
  - Sprayed plant growth regulators to tees, green surrounds, and fairways to limit clippings on these areas.
  - Needle tined all greens to improve oxygen exchange throughout the profile and to improve water infiltration.
  - Mowed all native areas, hand watered greens where needed daily.
- August, will continue the seasonal mowing schedules as well as edging bunkers and all trim work as needed. Continue to hand syringe greens with water as needed as the temperatures will continue to be extremely hot.

## MONTHLY SUMMARY

- July rounds were 304 less total rounds to budget and 205 more than last year.

<b><u>July Rounds</u></b>	<b><u>Budgeted</u></b>	<b><u>Prior Year</u></b>	<b><u>Actual</u></b>
PUBLIC ROUNDS	775	622	<b>748</b>
TOURNAMENT	200	196	<b>256</b>
MEMBER	1,750	1,672	<b>1,649</b>
BATTLE CARD	400	319	<b>299</b>
TWILIGHT	675	585	<b>614</b>
MISC.	200	195	<b>175</b>
MEMBER GUEST	350	252	<b>305</b>
<b>TOTAL ROUNDS</b>	<b>4,350</b>	<b>3,841</b>	<b>4,046</b>

## MONTHLY GROSS REVENUE

- July total revenue was \$169,392 for the month, which was \$2,307 less than budgeted revenues.

	<b><u>July Budget</u></b>	<b><u>July Prior Year</u></b>	<b><u>July Actual</u></b>
DUES & FEES	34,000	32,683	38,412
GREEN FEES	64,766	55,287	62,461
CART FEES	20,995	16,526	19,414
MERCHANDISE	15,660	14,094	14,361
OTHER GOLF COURSE SERVICES	8,700	7,932	8,606
FOOD & BEVERAGES	27,578	25,575	26,138
<b>TOTAL REVENUE</b>	<b>171,699</b>	<b>152,097</b>	<b>169,392</b>

## BANQUET FACILITY USAGE REPORT

<b>July</b>	<b>Event</b>	<b>\$</b>
7/2	Wedding Reception	1,730.00
7/12	BBQ Night Tulsa wedding Show	0.00
7/17	Tournament	0.00
7/20	Banquet/Party	550.00
7/23	Wedding Reception	1,250.00
7/25	HOA Meeting	0.00
7/30	Tournament	1,201.42
	<b>Total Banquet Revenue</b>	<b>\$ 4,731.42</b>



## BANQUET

- New banquet chairs were delivered.
- Attended 4 Tulsa Wedding Society meetings.
- Donated the use of the venue to Tulsa Wedding Society for their BBQ for the Couples event.
- Donated the use of the banquet room to a neighborhood Homeowners Association.

## GRILL

- Researched and ordered new outdoor patio furniture and indoor furniture with Capital Improvement Funds.
- Created a new menu with new pricing.
- Decorated for July 4<sup>th</sup> and ran a beer special. Course was slow.

## OTHER

- Visited 12 new businesses and handed out information on our banquets.
- Managed social media.
- Hosted a Battle Creek Employee Par 3 Party for all staff members and their spouses.

## SPECIAL EVENTS

### COMMUNITY EVENT MANAGER – VAUNDA OLIVERA

- Attended weekly Department staff meetings.
- Met with Cox Communications on July 1<sup>st</sup> and 18<sup>th</sup> to discuss the Community Concert event.
- Attended the Wine, Eats & Easels meetings every Monday in July. Finalized options for layout while onsite.
- Met with Jolly Runner and Taste on Main event organizers to discuss their events.
- Spoke before the Starlight Civitans meeting on July 7<sup>th</sup>.
- Prepared, planned and attended the Special Events Committee meeting on July 7<sup>th</sup> and 21<sup>st</sup>.
- Attended the Downtown Advisory Board meeting to give an update on the events taking place in the Rose District and the Rose District Farmers Market.
- Met with Taste on Main event organizer at the site to discuss final layout and permitting.
- Attended the Taste of Summer pre-event meetings, setup, and Taste of Summer event held on July 16<sup>th</sup>.

- Attended the KRMG event at the Rose District Farmers Market on July 16<sup>th</sup>.
- Attended the Rose District Farmers Market each Saturday in July.
- Attended Friday Night Flicks event on July 22<sup>nd</sup> and 29<sup>th</sup> held at the Central Park Community Center.
- July 26<sup>th</sup> attended the Tulsa Criterium event held at the Events Park.
- July 30<sup>th</sup> attended the Firefighters Union Fundraiser for Kara Strong held at Central Park.

#### EVENTS ASSISTANT – CANDICE KILLAM

- Received and processed several applications for the Special Event Committee to review.
- Attended with Community Event Manager and Cox Communications on July 1<sup>st</sup> to discuss the Community Concert event to be held in September.
- Attended the Rose District Farmers Market every Saturday in July.
- Attended, prepared minutes and agenda for Special Events Committee meetings for July 1<sup>st</sup> and July 21<sup>st</sup>.
- Attended a farm visit to Gibson Gardens on July 13<sup>th</sup>.
- Attended the Oklahoma Racing and Coursing Association event held at the Events Park on July 9<sup>th</sup> and 10<sup>th</sup>.
- Attended Taste of Summer meeting with Community Event Manager on July 6<sup>th</sup>.
- Attended Downtown Advisory Board Meeting on July 6<sup>th</sup> with Community Event Manager.
- Posted events to Facebook.
- Processed road closures for events scheduled to be held.
- Set up and attended the Friday Night Flicks events July 22<sup>nd</sup> and 29<sup>th</sup>.
- Prepared advertising for Rose District Farmers Market.
- Attended Chamber Luncheon on July 12<sup>th</sup>.

#### FARMERS MARKET COORDINATOR – JUDY PRIETO

- Attended Rose District Farmers Market three Saturdays in July.
- Recorded several videos to promote the Rose District Farmers Market. Videos will be used on Facebook.



- Continued working on developing an Instagram page for the Rose District Farmers Market for future promotions.
- Reached out to local not-for-profits to facilitate conversations with the vendors requesting assistance in donating produce left over from the Farmers Market.
- Prepared bi-weekly social media postings for Facebook to promote the Rose District Farmers Market.
- Attended and performed farm visits on July 13<sup>th</sup> Gibson Gardens, July 20<sup>th</sup> Eden Veggies, and July 26<sup>th</sup> Nous Garden.
- Attended the KRMG and Allen Storjahonn special event held at the Rose District Farmers Market on July 16<sup>th</sup>.

## **RECREATION DIVISION**

### **RECREATION MANAGER – THOR ROOKS**

- The Broken Arrow Parks and Recreation Department held several small events to celebrate National Parks and Recreation Month in July.
  - Super Thursdays took place at the City's five splash pads. Tents were set up to promote healthy living with drawings for free giveaways such as Frisbees, balls, and other interactive toys. Jackson Park Splash Pad had the largest amount of patrons with over 100 tickets given out.
  - Friday Night Flicks took place inside the Central Park Community Center due to the extreme heat outdoors. Patron participation was low for both dates that the movies were shown.
  - Selfie Snap Shot was a Facebook promotion to get people out to enjoy the Broken Arrow Parks. Eight participants won single day passes to any City pool.
- Vacation from July 4<sup>th</sup> to 10<sup>th</sup>.
- July 14<sup>th</sup> a thunderstorm caused a power outage to several hundred Broken Arrow residents during the heat of the summer. Broken Arrow Parks and Recreation Department provided public cooling stations at both Community Centers, July 16<sup>th</sup> and 17<sup>th</sup> from 9am to 9pm. Public participation was very low.
- July 18<sup>th</sup> attended weekly Assistant City Manager of Operations Department staff meeting for Parks and Recreation Director. Also, attended on-site progress report meeting regarding Nienhuis Park tennis and basketball courts.
- July 21<sup>st</sup> attended Special Events Committee meeting for the Recreation Division.
- July 26<sup>th</sup> conducted monthly Center Supervisor meeting; discussed a new type of staff schedule, upcoming events, facility schedules, and a new event for August, Pooch Plunge.
- Covered half day at Ray Herral Nature Center on July 28<sup>th</sup> and July 29<sup>th</sup>.

## CENTRAL PARK COMMUNITY CENTER – TANNER WILBURN

- Logged visitors for July were 3,236 which is a decrease of 538 compared to June.
- July 6<sup>th</sup>-10<sup>th</sup>, Griffin Promise, an autism organization in Broken Arrow, held day camps which hosted approximately 20 children per camp twice a day.
- July 16<sup>th</sup>, Taste of Summer was held at Central Park from 10am to 3pm. Estimated attendance was 6,000.

## NIENHUIS PARK COMMUNITY CENTER – JIM REED

- Logged visitors for July were 2,020 a decrease of 498 from June.
- July 9<sup>th</sup>, Mom and Son Luau took place at the Nienhuis Aquatic Facility. The event was very successful with over 270 tickets sold. Post Event Report was submitted to Notes to Council on July 15<sup>th</sup>.
- Working on several programs to start in August and September.

## RAY HARRAL NATURE CENTER – JOHNNY KOESTER

- The total visitors for July were 1,083. Ray Harral Nature Center had 664 visitors inside the Nature Center and an estimated 419 visitors on the trails in the Nature Park.
- July 12<sup>th</sup>, a homeschool science group of 36 received a lesson on what to look for on the trail, questions on the exhibits were answered and a tour was given.
- July 14<sup>th</sup>, Tulsa Motion arrived with 45 patrons ranging from 4 – 10 years old. Central Park Recreation Assistant was on hand to help. Information was given concerning the exhibits and the Nature Center. Due to the group walking the trails on their own, radar was monitored due to the approaching storm.
- July 15<sup>th</sup>, Ray Harral Nature Center was closed due to a power outage caused by the storm.

## PARKS MAINTENANCE DIVISION

### PARKS MAINTENANCE MANAGER – PHIL HINK

- Monitored ongoing park construction projects:
  - Nienhuis Sport Courts subbase grading complete and post tension slabs have been poured.
  - Nienhuis Turf Football Fields construction plans waiting for funding source.
  - Interactive Water Feature fountain basin has been poured. Fountain light and water supplies are being connected in preparation for installation of granite pavers. Mechanical and chemical packs have been installed and connected to water and waste lines.
  - Streetscapes Phase IV Project awarded. Preconstruction meeting scheduled for August.

- ISSC 2011 Bond Projects - Project site survey is underway at ISSC baseball and soccer complexes.
- Liberty Parkway Trail Repair - Design work completed and project is ready to bid.
- Monitored contracted pond maintenance for seven park ponds.
- Attended meetings associated with the Monarch Butterfly project. Project sites have been determined, and committee members met with Tulsa Zoo personnel to review their Monarch butterfly gardens.
- Met with Director and General Services personnel to review electrical unit that General Services built for the Streetscapes Phase IV Project.
- Worked with Fleet Division Manager to completed final specs for replacement refuse truck, and sent specs to Purchasing for bid in August.
- Met with Darren Jackson of Window Worlds to discuss their donation of new windows for the press boxes at the Nienhuis Football Complex. Vendor will remove old windows and install new ones prior to the start of football season.
- Worked with Broken Arrow Girls Softball League president to ensure Arrowhead Softball Complex was prepared for 16 & under Gold Nationals Tournament. Coordinated field light repairs, tree removals, irrigation issues, additional trash barrels, signs to close walking trail, etc.
- Purchased replacement parts for Thor Guard lightning systems at Arrowhead Park and West Soccer Complex. Components were installed and systems tested for proper operation.
- Worked with Fleet Maintenance to expedite major repairs on two wide area mowers that broke down during the month.
- Ordered two dog waste stations that will be installed at Centennial Park and Jackson Park. Additional units may be purchased based on how these units are received and used.
- Sent specs to Purchasing to re-bid rose plant maintenance for the Rose District and Centennial Park.
- Ordered replacement utility cart that was quoted by Purchasing.

## GROUNDS MAINTENACE SECTION

- Litter cleanup was performed at park sites, and park outdoor restrooms were cleaned daily during the week and on weekends.

- Completed routine inspection and maintenance on the Liberty Parkway trail. Trail grounds were mowed, debris blown off trail surface, traffic control devices replaced when moved by trail users, trail edges and fence lines were sprayed with herbicide, etc.
- Routine general park mowing was performed at 124 sites. Athletic fields at ISSC and Nienhuis were mowed 2 to 3 times per week.
- Moved portable bleachers from the Events Park to Central Park for Taste of Summer event. Bleachers were returned after event.
- Chipped and/or hauled a substantial amount of tree debris related to the July 14<sup>th</sup> storm that caused damage throughout the park system.
- Routine irrigation system checks and repairs. Replaced several valves and solenoids on the Arrowhead Softball Complex system. Adjusted irrigation heads level at Nienhuis Football Complex. Replaced several irrigation heads and decoders on systems at ISSC.
- Sprayed Nienhuis football fields for goose grass. Aerated and fertilized fields after herbicide applications.
- Sprayed ISSC soccer and baseball fields for goose grass. Also, sprayed fence lines at ISSC.
- Fertilized all athletic fields at ISSC.
- Sod cut out areas of turf on several soccer fields that were in poor condition after wear from the Spring soccer season. Areas were leveled and new sod installed.
- Prepared ISSC baseball complex for World Series event. About 20 teams participated in event.
- Hauled two loads of sand to Central Park for Taste of Summer treasure hunt sand box.

## FACILITIES MAINTENANCE SECTION

- Performed operational checks on all splash pads. Repaired two leaking valves inside Jackson Splash Pad vault and replaced o-rings on water cannon features. Cleaned nozzles at Rockwood Splash Pad and adjusted water flow.
- Performed daily filtration and sanitation checks on all pools. Adjusted chemicals as needed. Replaced several ladder treads and one footboard on a portable lifeguard stand. Checked proper operation of ADA lifts at all facilities. Installed new water control valve on chlorinator at Nienhuis Aquatic Facility (NAF). Repaired leaking joint on water flume slide at NAF.
- Setup mobile stage in Central Park for Taste of Summer event, and at ISSC for baseball World Series event. Assisted Special Events personnel with opening and closing stage.

- Check department flags and replaced or lowered as needed.
- Conducted monthly playground inspections, and made maintenance repairs as needed. Sprayed weeds in playground surfacing and installed new playground rules signs at playground sites. Removed another slide from Copper Creek playground. Slide was cracked on surface at base of chute. Replacement slide is being quoted.
- Provided painting supplies for students for Broken Arrow Police Department alternative class to cover graffiti in Ray Harral Nature Park.
- Repaired fan under large pavilion at the Farmers Market.
- Temporarily repaired one cast stone on the planter bench in the Rose District. Cast stone will be replaced when additional stones are received during the Streetscapes Phase IV Project.
- Adjusted time on the Centennial clock located at the Farmers Market.
- Installed new concrete joint material in Sieling Park Splash Pad.
- Removed dugout and bleacher covers that were damaged during wind storm. Refastened fabric covers and framework that were blown loose during wind storm.

#### HORTICULTURE/FORESTRY SECTION

- Performed routine daily maintenance in the Rose District; trash cleanup, blowing sidewalks, weeding, etc. Applied liquid fertilizer to hanging flower baskets.
- Relocated turf heads at Jackson Park in attempts to reduce water collecting on sidewalks and shelter pad.
- Removed two pear trees that had failed inside Arrowhead Softball Complex. Stumps were ground down to 3" below grade.
- Horticulturist attended meeting at Tulsa Zoo to review their Monarch Butterfly gardens and discuss maintenance issues related to the gardens.
- Monitored contractor maintenance on the rose plantings at Centennial Park and Rose District.
- Applied fungicide and insecticide to Nienhuis Rose Garden. Deadheaded roses and weeded garden as needed.
- Performed routine weeding of landscape bed in parks and Rose District.
- Filled gator bags on newly planted trees with water as needed during the month. Used water tank to water other trees or landscape areas that do not have gator bags or irrigation.
- Cutting up tree debris resulting from major wind storm damage. Heavy damage in the south and southeast parks; ISSC, Ray Harral, and Events Park received the worst damage. Hauling debris to Northeastern State University waste site with help from other park crews.

- Trimmed trees in drainage at Aspen Creek Park that were protruding into street at citizen's request. Forwarded request for additional sidewalk for this area to Stormwater.
- Cleaned filter screen, backwashed and added chemicals to the Veterans Park fountain. Drained and cleaned fountain one time during the month as a result of detergent being dump into fountain.
- Sprayed herbicide on tree wells in Rose District and Broadway Street.
- Removed web worm nets from trees inside the baseball complex at ISSC. Blew debris from hard surfaces around trees.

End of Report





**INTEROFFICE MEMO**

**To:** Michael Spurgeon, City Manager  
**From:** Anthony Daniel, Utilities Director *AD*  
**Date:** August 31, 2016  
**Re:** Utilities Department Monthly Report – July 2016

	<b>July 2016</b>	<b>July 2015</b>
<b>Water Treated, Purchased and Distributed</b>		
Water Purchased from Tulsa	35.8 MG	20.9 MG
Water – Produced at Verdigris WTP	<u>505.5 MG</u>	<u>422.9 MG</u>
Total	541.3 MG	443.8 MG
<b>Wastewater Treated</b>		
Lynn Lane Plant	119.4 MG	158.7 MG
Haikey Creek Plant flow from BA	134.5 MG	171.3 MG
Haikey Creek Plant flow from Tulsa	205.0 MG	206.4 MG

**Pump Stations Equipment Maintenance Summary-David Handy**

- 1. Indian Springs Lift Station (Soccer Field):**
  - a. Troubleshoot/Repair audible alarm and light.
- 2. Windsor Lift Station:**
  - a. Replaced float switch.
- 3. Adams Creek NW Lift Station:**
  - a. Callout/repair on generator due to storm knocking power out. Replaced the batteries and charger. Cummins/Southern Plains was called in to do repairs.
- 4. Old Adams Creek Lift Station:**
  - a. Replaced fan belt.
  - b. Shim pump #2A on rear cover plate.
- 5. Oneta Road Lift Station:**
  - a. Repaired discharge hose on temporary pump.
  - b. Adjusted float switches and pump control level.
- 6. Pinalto Lift Station:**
  - a. HFE field technician replaced PLC.
- 7. Dresser Rand Lift Station:**
  - a. Replaced vacuum pump.
- 8. Timberbrook, Villas on the Greens, Parklane and Sonic Lift Stations:**
  - a. Replaced vent fans.
- 9. Cambridge Lift Station:**
  - a. New vent fan on order.

## 10. Greens Lift Station:

- a. Replaced rotating assembly on Pump #3.

## LLWWTF Maintenance Summary

### 1. Headworks:

- a. North screen pulled from channel. Parts are on order.

### 2. Grit Chamber:

- a. Grit Chamber is plugged, repairs are scheduled.

### 3. Contact Basins:

- a. Staff gauge mounted and checked for accuracy.

### 4. Belt Press:

- a. New parts for control cabinet received, waiting on programming instructions from Ashbrook (belt press manufacturer).

Weekly cleaning of WAS, RAS and Thickner pumps.

New Polymer injection machine installation in progress.

Maintenance building construction of footing and floor sub-grade in progress.

Signal splitter for effluent sampler installed.

## 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 inspected 50 food handling establishments (FHE) in the month of July.

Inspected manifests for grease interceptor (GI) maintenance, looked at GI, and discussed best management practices for facilities with grease abatement equipment. FHEs with improperly maintained interceptors have been asked to have their grease interceptor pumped immediately. Re-checks are done for non-compliance issues.

#### 2. Grease-Related Sanitary Sewer Overflows (SSO) & Response:

- Stream samples at 91<sup>st</sup> & Olive after SSO – Re-test.
- Meeting with maintenance manager of Forest Hills Adult Care Facility (81<sup>st</sup> & 129<sup>th</sup>) about excessive grease in City sewer line.
- Created food truck, catering, concession database and began surveying vendors operating in Broken Arrow for details about type of cooking done and wastewater disposal sites.

#### 3. Community Awareness/Fats, Oil & Grease Pollution Prevention

Hosted “Kid’s Corner” at the Broken Arrow Farmer’s Market. Children decorated cooking oil recycle bottles to use at their homes. Parents were provided information about recycling used cooking oil in Broken Arrow.

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### **Industrial Pretreatment Activities:**

1. City staff inspected the following industrial facilities:
  - Flight Safety – new water jet process, waste stream will combine with current sample point.
2. Met with Blue Bell and engineering firm about wastewater treatment facility/basin and proposed timeline.
3. Finalized Laboratory Quality Assurance Plan and Standard Operating Procedures for Lynn Lane Wastewater Treatment Plant.
4. The following compliance monitoring reports/certifications and/or laboratory analysis were received and reviewed in the month of July:
  - Blue Bell compliance monitoring report and laboratory analysis – Oil & Grease violation.
  - Unifirst compliance monitoring report and laboratory analysis – no deficiencies
  - Russelectric compliance monitoring report and laboratory analysis – no deficiencies.
  - Republic Services/Broken Arrow Landfill compliance monitoring report and laboratory analysis – no deficiencies.
5. Surcharges for Bio-chemical Oxygen Demand (BOD), Total Suspended Solids (TSS), and Oil & Grease above residential thresholds were calculated for Unifirst in the amount of \$5,596.78. Blue Bell surcharges were calculated at \$11,139.29, but not issued. Surcharges have been deferred per Utilities Director.

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

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

1. New Taps and Meters set 36
2. Responded to 50 water leak calls
3. Replaced 16 meters
4. Repaired or Replaced 22 meters and valve boxes
5. Replaced 12 Curb Stops
6. Repaired 8 valves
7. Cleaned up 18 yards
8. Responded to 350 Call Okie Line Locates
9. Installed 8 service crossings
10. Responded to 52 water system service requests
11. Flushed 15 main lines for water quality issues
12. Distribution Main Leaks repaired 18
13. Meter leak repairs done 14
14. Valve truck crew exercised 105 valves
15. Fire Hydrants Repaired 16
16. Fire Hydrants Replaced 1
17. Fire Hydrants Painted 84
18. Fire Hydrants Tested 217

#### **AMR PROJECT-**

AMR register with new meter-83 installed

AMR register only-90 replaced

Replace meter boxes-7

## **SEWER COLLECTION- David Marlow**

1. Service requests calls 25
2. Sewer line blockages 7
3. Lift station repairs done at 7 stations
4. Manholes cleaned /raised/repared 3
5. Sewer line cleaned 1480 ft.
6. Sewer line repaired 5 ft.
7. Sewer line locates done 88
8. Clean ups done at 3 locations
9. CCTV 1110 ft. to locate problems/defects in the sewer line
10. Stand-by and night crew responded to 7 sewer calls
11. Sanitary Sewer Overflows (SSO's) reported 2 for the month of July

## **METER READING – Derriel Bynum**

1. Replaced Meters-12
2. Door Hangers for bad check-78
3. Turn Ons for nonpayment-296
4. Turn Offs for nonpayment-270
5. New Accounts-555
6. Finals-519
7. Read 37,413 Meters for the month of July 2016
8. Construction Meters Set-6
9. Rereads/Leak Tests-156

### AMR PROJECT-

AMR registers only installed-201

AMR register & new meter installed-155

Meter boxes replaced-23

Meter risers installed-9

Curb stops replaced-1

## **UTILITIES CONSTRUCTION – Tommy Kimbrough**

1. Project Kirk W/L 1303-installed 157' of 24" C-905 PVC water line.

## **WATER QUALITY- Diana Flora**

1. Flushed dead end water lines (41 total) added a new location to the list.
2. Tested chlorine levels near auto flushers to verify all are working (19 total)
3. 6 dirty water calls, 25,000 gallons of water flushed to improve water quality.
4. Collected 100 Bac-T samples and 2 chlorine (am/pm) daily
5. Total gallons flushed to improve water quality in July; 4,980,930 gallons.

## **VERDIGRIS WTP – Jimmy Helms**

1. Replaced leaking flange on fluoride bulk tank
2. Replaced sump pump in fluoride containment area
3. Replaced mechanical seal in chlorine transfer pump B
4. Repaired pipe bracket and leak on chlorine generator slave #1
5. Addressed leaks on fluoride bulk tank
6. Repaired leak on heat exchanger on chlorine generator

7. Installed new motor on air scrub blower B
8. Replaced variable frequency drive on air scrub blower B
9. Addressed communication problems and replace communications card on air scrub blower B
10. Replaced two bad submersible pumps in decant pond lift station
11. Replaced seal and gasket on flocculator 2 on pretreatment train 4
12. Replaced chemical feed tube in sodium permanganate feed pump
13. Repaired blown line on chlorine transfer pump
14. Conducted safety training over heavy equipment safety on 7-13-16
15. Replaced broken isolator on chlorine master generator
16. Sent fluoride metering pump #2 off for repair
17. Replaced variable frequency drive on reverse filtration pump #1
18. Replaced soft water filters and brine filters on chlorine generation system
19. Replaced wheels on pallet jack
20. Tightened hose clamps and plate bolts on chlorine generators
21. Acid cleaned chlorine generator slave #2
22. Sent LAS metering pump #1 off for repair
23. Vibration analysis performed on raw water pump #3-no problems identified

## **ASSISTANT DIRECTOR-Barney Campbell**

### PLAN REVIEWS

- Bixby NE Intermediate School
- FEDEX
- Continental Industries Addition
- Crossings at Lynn Lane

### MEETINGS

- Staff meeting
- Oneta Rd Lift Station
- US Cellular
- Sewer Overflows
- Tulsa Meter Connection (61<sup>st</sup> & 129<sup>th</sup>)
- APWA
- Sewer backups into homes
- 2" water line on Olive

### IN HOUSE PROJECTS

- Kenwood Booster Pump Station (final plan)
- 6" water line Date-Main (final plan)

Looked at trailers in West Tulsa for possible future purchase.

## **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 supervisors and managers staff meetings.
4. Attended the monthly RMUA operations group meeting with City of Tulsa staff at HCWWTP.

5. Attended the July 5<sup>th</sup> and July 19<sup>th</sup> City Council and BAMA meetings.
6. Attended the new Tulsa connection construction progress meetings.
7. Participated in the Oneta Rd. lift station replacement project mandatory pre bid meeting.
8. Participated in the Kenwood Hills water booster pump station improvement project plan review meeting.
9. Participated in several teleconferences with CLEVEST on the implementation of the AMR mass meter change out software.
10. Participated in the final plan review meeting with Engineering and consultant on the proposed water line improvement along Main to Date.
11. Participated in the meeting with US Cellular and representatives from various city departments to discuss the proposed installation of additional cellular equipment on the west water tank on Tiger Hill.
12. Met with Acting HR Director to discuss city policies.
13. Met with WTP staff as a group to launch the operator's Progression Pay Plan.
14. Met with David Handy and Lauren Wilson to finalize the ODEQ response letter for the Notice of Deficiencies identified during the annual inspection.
15. Lauren Wilson and Anthony met with representatives of Blue Bell and their engineer (Gresham Smith and Partners, Birmingham, Alabama) on the proposed pretreatment facility.
16. Participated in a conference call to GRDA on the long term water supply source study along with HDR and engineering staff.
17. Participated in a conference call to Anna White of Black & Veatch on the Rate Study project along with Finance Department staff.

**FUTURE PROJECT TO DO LIST:**

-Repair water leak at the junction of Kenosha and Aspen before the mill and overlay project.



<b>CITY OF BROKEN ARROW STORM DEBRIS REMOVAL REPORT</b>			
STORM OCCURANCE DATE - JULY 14TH, 2016			
DEPARTMENT: STREET AND STORMWATER			
I. ACTUAL LABOR, EQUIPMENT AND QUANTITIES (July 15 - August 24, 2016)			
1	LABOR		
	a. Regular Hours	5,220 hrs	
	b. OT Hours	727 hrs	
	<b>Total Hours</b>	<b>5,947 hrs</b>	
2	EQUIPMENT HOURS	4495 hrs	
3	QUANTITIES(LOADS/CYS)	1,943 LDS/24,650 CYS	
4	COSTS		
	a. Regular Hours w/ Benefits	\$119,960	
	b. OT Hours w/ Benefits	\$25,944	
	c. Equipment Costs	\$138,123	
	<b>Total Costs</b>	<b>\$284,027</b>	
II. ESTIMATED LABOR, EQUIPMENT AND QUANTITIES ( Estimated 30 work days to complete final phase of disposal of stockpiled debris by chipping, burning or hauling to Tulsa Green Waste Site)			
1	LABOR		
	a. Regular Hours	640 hrs	
	b. OT Hours	0	
	<b>Total Hours</b>	<b>640 hrs</b>	
2	EQUIPMENT HOURS	880 hrs	
3	QUANTITIES(LOADS/CYS)	300 LDS/3,810 CYS	
4	COSTS		
	a. Regular Hours w/ Benefits	\$14,708	
	b. OT Hours w/ Benefits	\$0	
	c. Equipment Costs	\$27,034	
	<b>Total Costs</b>	<b>\$41,742</b>	

## 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**

## **Washington Street to Close for Repairs**

**Broken Arrow, Okla. (9/2/2016)** – Starting September 6, the City of Broken Arrow will close Washington Street (91<sup>st</sup> Street) from Oneta Road (241<sup>st</sup> East Avenue) to Midway Road (257<sup>th</sup> East Avenue) to repair and resurface the roadway. The work is expected to take up to two (2) weeks to complete.

Detour signs will be in place to direct traffic. The public's patience is appreciated while these necessary repairs are made.

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# 91st Road Closure & Detour

ROAD CLOSED TO THRU TRAFFIC



ROAD CLOSED

ROAD CLOSED



ROAD CLOSED TO THRU TRAFFIC







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**INTEROFFICE MEMO**

**To:** Honorable Mayor and City Councilors  
**From:** Steve Arant, Director of Streets and Stormwater  
**Date:** September 2, 2016  
**Re:** Presentation to the School

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**Streets Department Gives School Presentation on August 16, 2016**



The Streets & Stormwater Department responded to a request from a private school, OSIEL (STEM school), concerning the trapping of mosquitoes. Clint Myers gave a 30-minute inactive discussion with the students. See the comments provided to the OSIEL parents by the school administrator.

*"Today, we had mosquito expert, Clint Myers, answer questions asked by the students of OSIEL. Mr. Myers, a technician for the City of Broken Arrow who traps mosquitoes for analysis, provided us with endless information. We learned about mosquito facts and behaviors, the importance of catching and testing mosquitoes, and the components of the mosquito traps and how they work. His visit allowed us to reflect upon and troubleshoot our traps we set last week. It was a very informative discussion for us all!"*