

To: Honorable Mayor and City Councilors
From: Michael Spurgeon, City Manager
Date: October 28, 2016
Re: Notes to Council

1. STAFF REPORTS / ITEMS REQUIRING IMMEDIATE ATTENTION

- Staff Memo - Adoption of the 2015 International Residential Code
- Utilities Department Monthly Report – September 2016
- Post-Event Report Free Dump Day – Fall 2016

2. GENERAL CORRESPONDENCE / NOTIFICATION

- GTR Article – City Manager Oversees City’s Advancement

3. SPECIAL EVENTS / ACTIVITIES

- N/A

Respectfully submitted,



Michael L. Spurgeon

jmh
Attachments

1. STAFF REPORTS / ITEMS REQUIRING IMMEDIATE ATTENTION





To: All Contractors
From: Joe Williford, MCP, Chief Building Inspector
Date: October 20, 2016
Re: Adoption of the 2015 International Residential Code

The OUBCC chose not to adopt the 2012 Residential Code as the states minimum code and elected to wait until the 2015 Residential Code was published to do code updates. In February of 2015 the OUBCC Technical committees were formed to review each section of the 2015 International Residential Code. The committee's recommendations were reviewed and approved by the OUBCC Board and the Board set out for adoption of the 2015 International Residential Code with various modifications. The adoption of this code was approved by legislative action, signed by Governor Mary Fallin and will be effective state-wide on November 1, 2016.

The City of Broken Arrow also completed the process of adopting of the 2015 International Residential Code as adopted and amended by the Oklahoma Uniform Building Code Commission with various local amendments. These codes will be effective on November 4, 2016.

All adopted code changes can be viewed on the city website: www.brokenarrowok.gov, City Codes & Ordinances; Chapter 6.

INTEROFFICE MEMO

To: Michael Spurgeon, City Manager
From: Anthony Daniel, Utilities Director *AD*
Date: October 28, 2016
Re: Utilities Department Monthly Report – September 2016

	September 2016	September 2015
Water Treated, Purchased and Distributed		
Water Purchased from Tulsa	90.6 MG	3 MG
Water – Produced at Verdigris WTP	<u>425.5 MG</u>	<u>417.9 MG</u>
Total	516.1 MG	420.9 MG
Wastewater Treated		
Lynn Lane Plant	111.4 MG	115.3 MG
Haikey Creek Plant flow from BA	130.2 MG	132.3 MG
Haikey Creek Plant flow from Tulsa	188.1 MG	163.6 MG

Pump Stations Equipment Maintenance Summary-David Handy

1. Replaced burned motor wiring in Pump #2 at Old Adams Creek Lift Station.
2. Replaced belts on Pump #2A at Adams Creek NW Lift Station.
3. Installed new interface on Pump #1 VFD at Battle Creek Booster Station. Need to replace the VFD with a new unit.
4. Troubleshoot Pump #2 VFD at Bass Pro Booster Station. Programming needed for deceleration mode. Work has been scheduled.
5. Replaced Pump #2 at Greens Lift Station with a new Ebara model. Repaired the motor starter and tested pump run. Pump #3 scheduled for replacement.
6. Generated list for lift stations without “high level” alarm capabilities. New high level alarm installed at Southpark Lift Station.
7. Troubleshoot Pump #1A and #1B at Adams Creek NW. Check valves will not open. Work has been scheduled.

LLWWTF Maintenance Summary

1. Painted bollards around entire facility.
2. Lubricated/greased jackshafts and motor bearings on Blowers #1, #2, #3, #4, #6, #7 and #8.
3. Started cleanup of Flow Equalization basin.
4. Built pad for screenings dumpster on south side of Headworks building.
5. Cleaned suction line on South Thickener.
6. Cleaned RAS building.
7. Walls erected and roof installed on new Maintenance Bldg under construction.
8. Replaced belts on Primary Screw Pump#1 and Pump #2.
9. Replaced burned 3-phase wiring on Primary Screw Pump #1.
10. Installed new belts on West Grit Pump.

11. Shut down chlorine disinfection system for the season and evacuated the lines.
12. Shut down Sodium Bi-sulfite system and winterized CL₂ analyzer pump.
13. CL₂ analyzer has burned pc board. New analyzer to be ordered.
14. CL₂ detectors failed. Replacing with new ones. Detectors to be ordered.
15. Grit chamber pumped and cleaned with Vac-Truck.
16. Cleaned west fence line and seeded grass for erosion control.
17. Tree fell on east fence line. Removed tree and damaged fence. Cleared out brush for storm water drainage.
18. Air conditioner installed on RAS Pump #2 control panel.

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 32 food handling establishments (FHE) in the month of September.

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

- FHE database update
- FHE file update
- Met with Forest Hills Adult Care Facility management about their GI maintenance schedule. The manhole directly downstream from this facility has experienced multiple grease-related SSOs. Forest Hills has agreed to increase the pumping schedule to quarterly on their large GI and monthly on the smaller one. Forest Hills management was cooperative and ready to do what it takes to keep excessive grease from accumulating in the sewer line.
- Long John Silver's has installed a GI as agreed.
- New FHE Best Management Practice sign created. City staff is asking FHEs to hang the laminated sign for employees to comply.
- City staff restocked cooking oil collection bottles at City Hall. The bottles are free and available to the public for collecting and recycling used cooking oil.
- Pretreatment staff met to discuss FHE issues and direction of FOG program.

Industrial Pretreatment Activities:

- Blue Bell laboratory analysis and compliance monitoring report review. – 2 violations for BOD
- Blue Bell Consent Order 2nd Draft submitted to Blue Bell for comment.
- Unifirst laboratory analysis and compliance report review. – no deficiencies
- 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 \$4,701.65 and submitted to the Finance Department. Blue Bell surcharges have not yet been calculated for September laboratory analysis.
- Flight Safety laboratory analysis and compliance monitoring report review. – no deficiencies
- CSI Aerospace laboratory analysis and compliance monitoring report review. – no deficiencies

- Verdigris Water Treatment Plant Citric Acid Waste laboratory analysis. – all parameters below City of Broken Arrow pretreatment standards.
- PACCAR Winch requested a meeting to appeal the wastewater discharge permit issued to them by City of Broken Arrow. PACCAR Winch would like to discharge metal finishing chemicals along with rinse water. Metal finishing chemical analysis performed by PACCAR Winch and submitted to City revealed Cyanide and Copper over the legal limits. PACCAR Winch believes those results were “false positives” City has requested proof.
- Lynn Lane Wastewater Treatment Plant influent and effluent priority pollutant scan performed and report reviewed. – no deficiencies
- Auto shop inspections are now being conducted. Best Management Practice signs are being distributed to auto shop management. Management is asked to hang the sign for employees to view. City staff is looking at hazardous/waste disposal manifests and compiling information for database. Six inspections were performed in September.

UTILITIES DISTRIBUTION/COLLECTIONS MAINTENANCE SUMMARY

WATER DISTRIBUTION – Jerry Hanewinkel

1. New Taps and Meters set 39
2. Responded to 49 water leak calls
3. Replaced 21 meters
4. Repaired or Replaced 32 meters and valve boxes
5. Replaced 15 Curb Stops
6. Performed maintenance on 8 auto flushers
7. Cleaned up 25 yards
8. Responded to 478 Call Okie Line Locates
9. Installed 5 service crossings
10. Responded to 32 water system service requests
11. Flushed 53 main lines for water quality issues
12. Distribution Main Leaks repaired 23
13. Meter leak repairs done 17
14. Valve truck crew exercised 98 valves for the month
15. Fire Hydrants Repaired 7
16. Fire Hydrants Replaced 1
17. Fire Hydrants Painted 208
18. Fire Hydrants Tested 114

AMR PROJECT-

AMR register with new meter-214 installed

AMR registers only-208 replaced

Replaced meter boxes-5

SEWER COLLECTION- David Marlow

1. Service requests calls 37
2. Sewer line blockages 10
3. Lift station repairs done at 3 stations
4. Manholes cleaned /raised/repaired 12
5. Sewer line cleaned 470 ft.
6. Sewer line repaired 22 ft.
7. Sewer line locates done 89
8. Clean ups done at 11 locations

9. CCTV 280 ft. to locate problems/defects in the sewer line
10. Stand-by and night crew responded to 9 sewer calls
11. Sanitary Sewer Overflows (SSO's) reported 12 for the month of September 2016
12. Cleaned check valves/pumps at lift stations 6
13. Wet wells cleaned 3
14. Sewer lines root cut 6 locations

METER READING – Derriel Bynum

1. Replaced Meters-89
2. Door Hangers for bad check-74
3. Turn Ons for nonpayment-231
4. Turn Offs for nonpayment-297
5. New Accounts-534
6. Finals-522
7. Read 37,591 Meters for the month of September 2016
8. Construction Meters Set-3
9. Rereads/Leak Tests-83
10. Meter boxes replaced-12
11. Meter lids replaced-2
12. Misreads-25 verified
13. Met with residents-8
14. Resident requested meter check-11
15. Meters pulled-8
16. UME chambers installed-2
17. Registers replaced-21

AMR PROJECT-

- AMR registers only installed-239
- AMR register & new meter installed-172
- Meter boxes replaced-13
- Meter risers installed-15
- Curb stops replaced-4

UTILITIES CONSTRUCTION – Tommy Kimbrough

1. Kirk W/L Project-made service tie ins. Cleaned up properties.
2. Water Line Project from Washington St to Date to 1800 S Main St-installed 872' of 6" C-900 pipe water line
3. 3rd & Richmond-layed sod
4. Completed 7 line locates on OOWA water line.

WATER QUALITY- Diana Flora

1. Flushed dead end water lines 40 total.
2. Tested chlorine levels near auto flushers to verify all are working 19 total.
3. 20 dirty water calls, 192,500 gallons of water flushed to improve water quality.
4. Collected 100 Bac-T samples and 2 chlorine (am/pm) daily for the month.
5. Total gallons flushed to improve water quality in September; 9,968,335 gallons with estimated 2,498,875 gal. misc flushing to improve chlorine residuals (included in total).

VERDIGRIS WTP – Jimmy Helms

1. Replaced 4 Teflon gaskets on Fluoride flow meter
2. Replaced hose on permanganate pump
3. Flushed permanganate line to unplug the feed line
4. Disassembled Permanganate stainless pipe and cleaned the unions
5. Installed new valves, check valves, and tubing on the brine feed lines going into Chlorine Generator Slave #1, and Slave #2 water softener
6. Installed a new ½” pvc setup on the CL17 line for finished water in the high service.
7. Replaced upper hose gasket on #2 Hypo metering pump
8. Replaced lower hose on chlorine metering pump #2
9. Installed new hour meters on decant pumps
10. Replaced relay on fluoride metering 4018 pump
11. Replaced communication card on blower 2
12. Replaced output card on PLC rack 1
13. Installed valve in permanganate line in vault North of Pre treatment basin
14. Replaced seal on Train 1, floc zone 1 flocculator
15. Laser aligned Train 1, floc zone 1 flocculator motor
16. Repaired multiple leaks on chlorine master generator
17. Installed new flush out line / valve on master generator
18. Repaired leaking gauge on bypass line in high service pump station
19. Repaired 1” CPVC Sodium Hypochlorite leak in pipe chase going into CIP room
20. Repaired leaking eye wash station / shower in chlorine containment area
21. Safety Meeting on 9/21/16 over “Preparing for an Emergency”
22. Installed new head on flow meter in decant station
23. Repaired auto drain on air compressor “A”

ASSISTANT DIRECTOR-Barney Campbell

PLAN REVIEWS

- The Shops at Hillside Crossing
- Switzer Locker Room
- Fieldhouse Classroom Addition/Broken Arrow School

MEETINGS

- Staff meetings
- Executime
- Kenwood Hills Pump Station
- Tulsa Water Connection Final Walk Thru
- CDL drivers in Utilities Department
- CI residuals in Broken Arrow
- Life Safety/Fire Protection (Wagoner County)

Obtain quotes for security fence at 41st St Tulsa meter connection vault.

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 monthly RMUA operations group meeting with Tulsa staff at HCWWTP.
5. Met with Pretreatment Coordinator to discuss Bluebell Consent Order.
6. Visited the construction sites where Tommy Kimbrough's construction crew was installing new water lines.
7. Teleconference with Anna of Black & Veatch to discuss the rate study project.
8. Visited the Waste Management Landfill with David Handy and Lee Zirk to discuss the disposal of LLWWTP sludge.
9. Attended the progress meeting with Tulsa staff, HUB Engineering and L & L Construction for the O & M FY17 capital projects.
10. Participated in the final walk thru for the 61st Tulsa water connection.
11. Attended the COBA-U kick off meeting.
12. Met with utility service supervisors about utility service workers obtaining CDL license.
13. Participated in the review meeting with E & C staff and consultant on the County Line Trunk Sewer Project.
14. Participated in the biweekly teleconference with Clevest on the AMR Project handheld software.
15. Attended the UV disinfection workshop conducted by Garver Engineers.
16. Visited Forest Hills Adult Care Facility Management with Lauren Wilson to discuss the maintenance of their two on site grease traps.
17. Met with Tulsa staff and Tetra Tech to discuss the scope of work for the HCWWTP Grit Facility Rehab Project.
18. Met with HR Director and staff to discuss the recruitment for the Water Treatment Plant Industrial Tech position.
19. Attended the RMUA Board meeting at Tulsa City Hall.
20. Attended the annual OML meeting in Oklahoma City.
21. Met with Tetra Tech consultant at Tetra Tech office to discuss the alignment and easements for the proposed force main.
22. Attended the turn on the downtown fountain ceremony.
23. Participated in the review meeting with E & C staff for the lowest mile County Line Trunk Sewer Project.
24. Attended the HDPE pipe workshop in Tulsa.
25. Attended the United Way kickoff rally at city hall.
26. Participated in the Rate Study meeting with staff and Black & Veatch prior to the special council meeting.
27. Attended the special council meeting on the water & sewer rates and revenue forecast.
28. Participated in the OMUP monthly conference call meeting.
29. Participated in the SCADA design bid specs and drawings review meeting with E & C staff and APAI Engineers.
30. Attended the quarterly schools operational quarterly meeting.

FUTURE PROJECT TO DO LIST:

None

INTEROFFICE MEMO

To: Russell Gale, Assistant City Manager, Administration

From: Lee Zirk, General Services Director

Date: October 25, 2016

Re: Free Dump Day, Fall 2016

The following details the data of the 2016 Fall Free Dump Day event:

General	Fall 2015	Fall 2014	Fall 2013	Fall 2012	Fall 2011
Date:	10-17-15	10-17-14	10-12-13	10-13-12	10-15-11
Location:	Landfill	Landfill	Landfill	Landfill	Landfill
Vans/Cars	33	15	18	5	12
Pickups	366	173	178	42	126
Trailers	<u>141</u>	<u>60</u>	<u>49</u>	<u>17</u>	<u>45</u>
Vehicle count:	540	248	245	64	183
Man Hours Worked:	38	55	44	44	44
Costs:					
Tipping Fees:	\$9,355.00	\$4,245.00	\$ 4,075.00	\$1,105.00	\$3,145.00
General	Fall 2020	Fall 2019	Fall 2018	Fall 2017	Fall 2016
Date:	TBD	TBD	TBD	TBD	10-22-16
Location:	Landfill	Landfill	Landfill	Landfill	Landfill
Vans/Cars					37
Pickups					328
Trailers					<u>142</u>
Vehicle count:					507
Man Hours Worked:					36
Costs:					
Tipping Fees:					\$8,840

2. GENERAL CORRESPONDENCE / NOTIFICATION





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Broken Arrow City Manager Michael Spurgeon Oversees City's Advancement

By EMILY RAMSEY
Managing Editor



A FLOURISHING CITY: It has been just over one year since Michael Spurgeon took the reins as Broken Arrow's City Manager. Since then, Spurgeon has overseen the continued revitalization of the Rose District, worked to improve the city's transparency, and initiated studies to address downtown residential growth and south Broken Arrow development.

EMILY RAMSEY for GTR Newspapers

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Editor's Note: Broken Arrow City Manager Michael Spurgeon is one of Greater Tulsa Reporter's "10 People to Watch in 2016," as announced in its January 2016 issue. GTR was the first news group in greater Tulsa to introduce People to Watch, which launched in January 2009. This is the final article in the series that featured each of the "10 People to Watch." In the December issue, GTR will announce its "10 People to Watch in 2017."

Michael Spurgeon came to Broken Arrow in September 2015 as the city's fifth city manager in 11 years. Thus, among Spurgeon's priorities after

taking the helm, was bringing stability to the job and improving transparency, he says.

Spurgeon is a Tulsa native who had previously served as city manager for the City of Miami and then director of administration for the City of St. Charles, Missouri. When he came to Broken Arrow, he took the reins of a growing city that had recently hit 100,000 citizens and was in the midst of its downtown resurgence.

“To have the opportunity to help finish up the revitalization of Broken Arrow’s downtown has been great,” says Spurgeon, who describes himself as “a downtown guy.”

Downtown Broken Arrow has gone from just under \$25,000 in sales tax revenue 10 years ago to \$350,000 in the previous fiscal year. The area has also seen \$12 million in public investment and \$40 million in private investment.

Although the Rose District’s emergence was well underway by the time Spurgeon arrived, “There’s two areas that I was able to leave my thumbprint in downtown,” he says: the construction of the downtown fountain, which opened in September, and the removal of the vacant Assembly of God Church at 305 N. Main St. in order to make way for redevelopment.

“The fountain will raise the bar for public attractions,” he says.

Over the summer, the Assembly of God Church was demolished. The building has sat vacant since 2006. Spurgeon expects that by the end of October an announcement will be made for the development of that property. But Spurgeon promises, “It will be a vertical project with multiple floors and multiple uses, including possibly retail, commercial, office and residential.”

To further address downtown residential development, a downtown residential study is currently underway regarding the future creation of an overlay design plan for downtown. “This is a unique opportunity to redevelop an area. That only comes around every 50 years or so,” Spurgeon says.

“There’s enormous interest in residential opportunities in downtown Broken Arrow,” he continues. “There are people literally driving down side streets in downtown, looking for available property.”

Another noteworthy development for Broken Arrow is talks that the city has entered into with its business and education communities to create an innovation district that would be located near Northeastern State University’s Broken Arrow campus.

The project would include high-tech businesses, start-up companies, business incubators, and educational partnerships with NSUBA, Tulsa Tech, and Broken Arrow Public Schools. “There may even be residential options, such as solar or wind homes,” Spurgeon says.

“But the focus of this area will be to create a technology corridor to attract high-tech companies. We have to think about where we’re going as a country and jobs, and that is STEM (Science, Technology, Engineering, Mathematics).”

Development projects, particularly retail, continue to come especially to the northern part of B.A., with further growth to come to the shopping area at 71st Street and Lynn Lane.

“Broken Arrow citizens have a lot of buying power, which is causing corporations to sit up and take notice.”

While south Broken Arrow is seeing residential growth with about 4,000 homes currently in the development process, Spurgeon has initiated a study to address the need for hotel properties in south B.A. “Most of our hotel properties are located in north B.A., but our baseball and softball fields are in south B.A.”

One of those new south B.A. residents is Spurgeon and his wife, who married in May.

Additional hurdles that Spurgeon plans to overcome in the coming years include the maintenance and building of infrastructure to meet the needs of a growing city.

“We have nearly 110,000 citizens, plus the potential for thousands of new homes coming to the city, so we need to look down the road as to stormwater, utility and traffic needs,” he says.

Spurgeon expects to soon see the need for water and sewer repair and improvement projects, equaling approximately \$140 million.

Add to that a long list of road projects and his focus on improving city transparency, and Spurgeon would agree that he has his work cut out for him.

His emphasis on transparency is coming through to citizens in a number of ways, including providing video recaps on the city website of city council meetings, publishing an annual financial report, and conducting phone and social media campaigns regarding city projects.

“I want people to know what’s happening at City Hall because it’s their government,” he says. “The more they know, the more they’ll be involved.”

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