

To: Honorable Mayor and City Councilors
From: Michael Spurgeon, City Manager
Date: April 3, 2020
Re: Notes to Council

1. STAFF REPORTS / ITEMS REQUIRING IMMEDIATE ATTENTION

- Parks Department Monthly Report – February 2020
- Utilities Department Monthly Report – February 2020
- Streets & Stormwater Department Monthly Report – March 2020


2. GENERAL CORRESPONDENCE / NOTIFICATION

- N/A

3. SPECIAL EVENTS / ACTIVITIES

- N/A

Respectfully submitted


Michael Spurgeon

clm

Attachments

1. STAFF REPORTS / ITEMS REQUIRING IMMEDIATE ATTENTION



INTEROFFICE MEMO

To: Kenneth Schwab, Assistant City Manager - Operations
From: Matt Hendren, Director Parks & Recreation *MH*
CC: Jennifer Swezey, Crickett Moore
Date: March 31, 2020
Re: February 2020 Monthly Report

Please find enclosed the February 2020 Monthly Report for the Parks & Recreation Department.

Please contact Matt Hendren x7442 if you have any questions.

Encl: February 2020 Monthly Report



Parks and Recreation Department February 2020 Monthly Report

CENTRAL PARK COMMUNITY CENTER	VISITS
Basketball	833
Coed Volleyball	21
Homeschool PE	147
Pickleball	268
Quest Martial Arts	17
RC Flying	40
Volleyball	62
Walking	154
Zumba	51

FACEBOOK

- 452 total views
- 17 new likes out of 1,595
- 6 new dislikes
- 20 new followers out of 1,629
- 84% of followers are women and 16% are men

GOOGLE

- 12,718 total searches.
- 34.8% of people directly searched Central Park Community Center.
- 64.5% of people discovered Central Park Community Center through other searches.
- 297 people clicked Call.
- Most popular query search was Broken Arrow Community Center.

NIENHUIS PARK COMMUNITY CENTER	VISITS
Basketball – Open Gym	888
Basketball Spectator – Open Gym	5
Color Guard	12
Just As I Am! Fitness	24
Martial Arts	148
Martial Arts Spectator	41
Pickleball	223
Rec Room Usage	67
Roly Poly's	41
Roly Poly's Spectator	34
Tumbling Gymnastics	20
Tumbling Gymnastics Spectator	13
Tykes Tumbling	19
Tykes Tumbling Spectator	20
Volleyball – Open Gym	92
Walking	14

FACEBOOK

- 1,120 total views
- 21 new likes out of 4,107
- 7 new dislikes
- 66 new followers out of 4,201
- 86% of followers are women and 14% are men

GOOGLE

- 17,579 total searches.
- 29.3% of people directly searched Nienhuis Park Community Center.
- 70% of people discovered Nienhuis Park Community Center through other searches.
- 432 people clicked Call.
- Most popular query search was Broken Arrow Community Center.

RAY HARRAL NATURE CENTER

Visitors 1,013

EVENTS

Nature Tots	26
Composting 101	30
Seasonal Painting	10

FACEBOOK

- 682 total views
- 59 new likes out of 4,014
- 10 new dislikes
- 60 new followers out of 4,108
- 87% of followers are women and 12% are men

GOOGLE

- 26,027 total searches.
- 24.9% of people directly searched Ray Harral Nature Park.
- 74.4% of people discovered Ray Harral Nature Park through other searches.
- 37 people clicked Call.
- Most popular query search was “Things to do near me.”

FACEBOOK - BA Parks & Recreation

- 685 new total views
- 72 new likes out of 4,603
- 15 new dislikes
- 38 new followers out of 4,831
- 83% of followers are women and 16% are men

CITY WEBSITE – BA Parks & Recreation

Parks Locator Tool

- 135 people viewed.
- On average, 4.50 people viewed per day.

Parks Story Map

- 62 people viewed.
- On average, 2.07 people viewed per day.

PARKS MAINTENANCE

Maintenance Job Code	Hours Work Performed	Percentage of Work Hours
Athletic Field Maintenance	299	7.07%
Building Maintenance	81.25	1.92%
Chemical Applications	248.5	5.88%
Construction	98	2.32%
Canopy/Windscreen Maintenance	51.5	1.22%
Custodial Services	87.75	2.08%
Data Entry	310	7.33%
Electrical	0	0.00%
Equipment Maintenance	261.25	6.18%
Fencing	12.5	0.30%
Flood Recovery	0	0.00%
Forestry	470	11.11%
GIS	0	0.00%
General Site Maintenance	487	11.52%
Graffiti Removal	0	0.00%
Horticulture	294.50	6.97%
Inspections	186	4.40%
Irrigation Maintenance	126.75	3.00%
Irrigation/Watering	16.75	0.40%
Locks/Hardware	0.5	0.01%
Mowing	13	0.31%
Plumbing	0	0.00%
Playground Maintenance	118.25	2.80%
Painting	76.5	1.81%
Refuse	140.75	3.33%
Storm Damage	28	0.66%
Special Event	19.75	0.47%
Splash Pad Maintenance	0	0.00%
Snow/Ice Removal	372.75	8.82%
Safety Training	20.25	0.48%
Supervisor Training	87.25	2.06%
Trail Maintenance	1	0.02%
Training/Meeting	316	7.48%
Vandalism	2	0.05%
Totals	4226.75	100.00%

End of Report

FACILITY REPORT FOR



February 2020

SUBMITTED BY



course. Next month will continue irrigation repairs as needed, continue preventative maintenance of all equipment as needed, fertilize greens and green surrounds in preparation for the season.

Golf Rounds Monthly Summary

February total rounds were 1,326 which were 476 more rounds compared to last year.

<u>Rounds</u>	<u>Budgeted</u>	<u>Prior year</u>	<u>Actual</u>
PUBLIC ROUNDS	200	131	239
TOURNAMENT	0	0	0
MEMBER	700	501	695
BATTLE CARD	125	59	94
TWILIGHT	90	33	102
MISC.	50	38	61
MEMBER GUEST	125	88	135
TOTAL ROUNDS	1,290	850	1,326

Monthly Gross Revenues

February total revenue was \$68,880 for the month, which was \$23,225 more than prior year. The full financial reports are presented separately.

	<u>February</u>	<u>February</u>	<u>February</u>
	<u>Budget</u>	<u>Prior Year</u>	<u>Actual</u>
DUES & FEES	27,530	22,020	29,287
GREEN FEES	15,213	9,347	17,869
CART FEES	4,834	3,064	5,419
MERCHANDISE	6,450	5,487	6,281
OTHER GOLF COURSE SERVICES	3,550	2,434	2,084
FOOD & BEVERAGES	6,160	3,303	7,940
TOTAL REVENUE	63,737	45,655	68,880

Banquet Facility Usage Report

<u>Date</u>	<u>Event</u>	<u>Total</u>
2/2/20	Party / Event	\$495
2/4/20	Homeowner's Association Meeting	\$0
2/8/20	Event / Party	\$395
2/10/20	Homeowner's Association Meeting	\$0
2/11/20	Homeowner's Association Meeting	\$0
2/12/20	Homeowner's Association Meeting	\$0
2/15/20	Wedding Reception	\$1,250
2/22/20	Party / Event	\$300
2/24/20	Homeowner's Association Meeting	\$0
	Total Banquet Revenue:	\$2,440

Sales Report by Selected Department

Battle Creek Golf Shop

Department: Greens Fees

Date Between 2/1/2020 & 2/29/2020

SKU	Manufacturer	Item Description	Cost Avg	Cost Of Goods	Margin Percent	Price	Qty	Retail Value	Discount	Pre-Tax Value	Tax TTL	Extension
Sub-Department: Card Rounds												
1633	*BC Golf	Gf - Battle Card Sr. (Weekday	\$0.00	\$0.00	0.00%	\$22.00	8	\$176.00	\$0.00	\$176.00	\$14.80	\$190.80
1634	*BC Golf	Gf - Battle Card Weekday	\$0.00	\$0.00	0.00%	\$22.00	4	\$88.00	\$0.00	\$88.00	\$7.40	\$95.40
1635	*BC Golf	Gf - Battle Card Weekday	\$0.00	\$0.00	0.00%	\$23.00	2	\$46.00	\$0.00	\$46.00	\$3.88	\$49.88
1636	*BC Golf	Gf - Battle Card Weekend	\$0.00	\$0.00	0.00%	\$27.00	58	\$1,566.00	\$0.00	\$1,566.00	\$131.66	\$1,697.66
1636	*BC Golf	Gf - Battle Card Weekend	\$0.00	\$0.00	0.00%	\$37.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1637	*BC Golf	Gf - Battle Card Weekend	\$0.00	\$0.00	0.00%	\$23.00	20	\$460.00	\$0.00	\$460.00	\$38.80	\$498.80
1637	*BC Golf	Gf - Battle Card Weekend	\$0.00	\$0.00	0.00%	\$28.00	1	\$28.00	\$0.00	\$28.00	\$2.36	\$30.36
1700	*BC Golf	Gf - Battle Card Weekend	\$0.00	\$0.00	0.00%	\$27.00	1	\$27.00	\$0.00	\$27.00	\$2.27	\$29.27
Summary for Card Rounds			\$0.00	\$0.00	100.00%	\$209.00	94	\$2,391.00	\$0.00	\$2,391.00	\$201.17	\$2,592.17
Sub-Department: Guest Rounds												
1678	*BC Golf	Gf - Member Guest Sr.	\$0.00	\$0.00	0.00%	\$22.00	18	\$396.00	\$0.00	\$396.00	\$33.30	\$429.30
1680	*BC Golf	Gf - Member Guest Weekend	\$0.00	\$0.00	0.00%	\$27.00	92	\$2,484.00	\$0.00	\$2,484.00	\$208.84	\$2,692.84
1680	*BC Golf	Gf - Member Guest Weekend	\$0.00	\$0.00	0.00%	\$37.00	3	\$111.00	\$0.00	\$111.00	\$9.33	\$120.33
1681	*BC Golf	Gf - Member Guest Weekday	\$0.00	\$0.00	0.00%	\$22.00	15	\$330.00	\$0.00	\$330.00	\$27.75	\$357.75
1710	*BC Golf	Gf - Member Guest	\$0.00	\$0.00	0.00%	\$18.44	7	\$129.08	\$0.00	\$129.08	\$10.92	\$140.00
Summary for Guest Rounds			\$0.00	\$0.00	100.00%	\$126.44	135	\$3,450.08	\$0.00	\$3,450.08	\$290.14	\$3,740.22
Sub-Department: Member Rounds												
1629	*BC Golf	Gf - Annual Member	\$0.00	\$0.00	0.00%	\$0.00	459	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1662	*BC Golf	Gf - Weekday Member	\$0.00	\$0.00	0.00%	\$0.00	137	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1685	*BC Golf	Gf - Family Member	\$0.00	\$0.00	0.00%	\$0.00	99	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Summary for Member Rounds			\$0.00	\$0.00	0.00%	\$0.00	695	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Sub-Department: Miscellaneous												
1651	*BC Golf	Gf - Junior Riding	\$0.00	\$0.00	0.00%	\$14.00	2	\$28.00	\$0.00	\$28.00	\$2.36	\$30.36
1670	*BC Golf	Gf - 2 for \$50	\$0.00	\$0.00	0.00%	\$18.44	49	\$903.56	\$0.00	\$903.56	\$76.44	\$980.00
1674	*BC Golf	Gf - Replay Round	\$0.00	\$0.00	0.00%	\$20.00	1	\$20.00	\$0.00	\$20.00	\$1.68	\$21.68
1686	*BC Golf	Gf - Junior Walking	\$0.00	\$0.00	0.00%	\$12.91	9	\$116.19	\$0.00	\$116.19	\$9.81	\$126.00
Summary for Miscellaneous			\$0.00	\$0.00	100.00%	\$65.35	61	\$1,067.75	\$0.00	\$1,067.75	\$90.29	\$1,158.04
Sub-Department: Paid Rounds												
1655	*BC Golf	Gf - Public Senior (WD)	\$0.00	\$0.00	0.00%	\$22.00	28	\$616.00	\$0.00	\$616.00	\$51.80	\$667.80

1656	*BC Golf	Gf - Public Weekday	\$0.00	\$0.00	0.00%	\$32.00	38	\$1,216.00	\$0.00	\$1,216.00	\$102.22	\$1,318.22
1658	*BC Golf	Gf - Public Weekend	\$0.00	\$0.00	0.00%	\$37.00	157	\$5,809.00	\$0.00	\$5,809.00	\$488.27	\$6,297.27
1658	*BC Golf	Gf - Public Weekend	\$0.00	\$0.00	0.00%	\$47.00	-2	(\$94.00)	\$0.00	(\$94.00)	(\$7.92)	(\$101.92)
1697	*BC Golf	Gf - Weekend Walking	\$0.00	\$0.00	0.00%	\$37.00	8	\$296.00	\$0.00	\$296.00	\$24.88	\$320.88
1701	*BC Golf	Gf - Senior Walking	\$0.00	\$0.00	0.00%	\$22.75	1	\$22.75	\$0.00	\$22.75	\$1.91	\$24.66
1994	*BC Golf	GF - 9 Hole Weekend	\$0.00	\$0.00	0.00%	\$22.00	5	\$110.00	\$0.00	\$110.00	\$9.25	\$119.25
1994	*BC Golf	GF - 9 Hole Weekend	\$0.00	\$0.00	0.00%	\$32.00	4	\$128.00	\$0.00	\$128.00	\$10.76	\$138.76
Summary for Paid Rounds			\$0.00	\$0.00	100.00%	\$251.75	239	\$8,103.75	\$0.00	\$8,103.75	\$681.17	\$8,784.92
Sub-Department: Twilight												
1657	*BC Golf	Gf - Public Weekday Twilight	\$0.00	\$0.00	0.00%	\$28.00	25	\$700.00	\$0.00	\$700.00	\$59.00	\$759.00
1660	*BC Golf	Gf - Public Weekend Twilight	\$0.00	\$0.00	0.00%	\$28.00	75	\$2,100.00	\$0.00	\$2,100.00	\$177.00	\$2,277.00
1943	*BC Golf	Gf - Twilight Walking	\$0.00	\$0.00	0.00%	\$28.00	2	\$56.00	\$0.00	\$56.00	\$4.72	\$60.72
Summary for Twilight			\$0.00	\$0.00	100.00%	\$84.00	102	\$2,856.00	\$0.00	\$2,856.00	\$240.72	\$3,096.72
Sub-Department: z Comp Rounds												
1644	*BC Golf	Gf - Complimentary	\$0.00	\$0.00	0.00%	\$0.00	17	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1682	*BC Golf	Charity/Donation	\$0.00	\$0.00	0.00%	\$0.00	9	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Summary for z Comp Rounds			\$0.00	\$0.00	0.00%	\$0.00	26	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Sub-Department: z Employee Rounds												
1649	*BC Golf	Gf - Employees	\$0.00	\$0.00	0.00%	\$0.00	2	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1683	*BC Golf	PGA / Industry	\$0.00	\$0.00	0.00%	\$0.00	16	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1684	*BC Golf	Gf - Employee	\$0.00	\$0.00	0.00%	\$0.00	63	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Summary for z Employee Rounds			\$0.00	\$0.00	0.00%	\$0.00	81	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Sub-Department: z Raincheck												
2536	*BC Golf	Gf - Raincheck	\$0.00	\$0.00	0.00%	\$0.00	3	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Summary for z Raincheck			\$0.00	\$0.00	0.00%	\$0.00	3	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Sub-Department: z Trade Rounds												
1632	*BC Golf	Gf - Bailey Member	\$0.00	\$0.00	0.00%	\$0.00	15	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2535	*BC Golf	Gf - Trade/Marketing	\$0.00	\$0.00	0.00%	\$0.00	1	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
EZ Links	*BC Golf	Gf - EZLinks PrePaid Trade	\$0.00	\$0.00	0.00%	\$0.00	55	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
GF1713	*BC Golf	Tulsa Drillers	\$0.00	\$0.00	0.00%	\$0.00	9	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Summary for z Trade Rounds			\$0.00	\$0.00	0.00%	\$0.00	80	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Grand Total:			\$0.00	\$0.00	100.00%	\$736.54	1516	\$17,868.58	\$0.00	\$17,868.58	\$1,503.49	\$19,372.07

To: Michael Spurgeon, City Manager
From: Charles Vokes, Utilities Director
Date: March 31, 2020
Re: Utilities Department Monthly Report – February 2020

	February 2020	February 2019
Water Treated, Purchased and Distributed		
Water Purchased from Tulsa	0.5 MG	0.4 MG
Water Produced at Verdigris WTP	<u>238.6 MG</u>	<u>232.5 MG</u>
Total	239.1 MG	232.9 MG
Wastewater Treated		
Lynn Lane Plant	194.3 MG	92.9 MG
Haikey Creek Plant flow from BA	<u>153.3 MG</u>	<u>164.3 MG</u>
Total	347.6 MG	257.2 MG
Haikey Creek Plant flow from Tulsa	204.0 MG	178.6 MG

LLWWTF Summary

David Handy, Plant Manager

Preventive Maintenance

1. Lubricated chain drive on overhead door at RAS building
2. Drained and cleaned east head cell
3. Drained and cleaned west teacup and grit snail
4. Drained and cleaned west contact chamber
5. Tested chlorine detectors on chlorine feed and storage rooms
6. Checked accuracy of effluent flowmeter
7. Cleaned clarifier weirs
8. Removed rag debris from east and west wash compactors
9. Performed weekly lubrication for influent channel screen
10. Removed obstruction from drain pipe from west teacup
11. Performed monthly lubrication of all facility equipment motors and bearing
12. Adjusted belt tension on bio-filter booster fan at headcell access area
13. Drained and cleaned east contact chamber
14. Isolated useable parts out of old aerator gearbox
15. Scraped and cleaned floor in polymer room
16. Drained east teacup and cleaned grit vortex

Corrective Maintenance

1. Fixed water leak and tightened fittings on east wash compactor
2. Installed unistrut stand for chlorine cylinder weight scales
3. Installed new chlorine regulator, switchover, flow meter and injector
4. Removed existing west chlorine system and abandon feeder

Utilities Distribution/Collections Maintenance Summary
Water Distribution-Travis Schemonia, Water Supervisor
Preventive Maintenance

1. Line locates-820
2. Valve truck crew exercised 29 valves for the month, bringing the total to 46 for 2020

Corrective Maintenance

1. Meter leak repairs-8
2. Distribution main leak repaired-9
3. Curb stops replaced-8
4. Defective meters replaced-4
5. Water quality calls-7
6. Water system service requests-53
7. Broken meter boxes replaced-13
8. Cleaned and restored yards after water line repair-7

Other

1. New taps and meters-37
2. Service line breaks-19
3. Water pressure tests-4
4. Assisted Meter Reading with Turn Ons/Offs-15
5. Spot dug 12", 24" and 36" lines on E Houston St for Engineering/Construction

Water Quality

Preventive Maintenance

1. Tested chlorine levels near auto flushers to verify all are working-18
2. Bac-T samples collected-105
3. Collected 2 chlorine samples (am/pm) daily-60 total
4. Distribution system-tests at 12 distribution locations and 5 water tower locations-153
5. Checked chlorine levels every Friday at 5 water towers-20
6. Flushed dead end lines at 40 locations once a month

Corrective Maintenance

1. Water quality concern calls at 5 locations-64,125 gallons flushed

Other

1. Total gallons flushed to improve water quality-estimated 3,975,625 gallons

Water Reclamation-David Marlow, Wastewater Collection Supervisor

Preventive Maintenance

1. CCTV inspections done-407 ft.
2. Routine station visits (29 lift stations and 4 booster stations)-554
3. Check valves/pumps cleaned at stations-9
4. Wet wells cleaned-4
5. Sewer line locates-104

Corrective Maintenance

1. Service request calls-22
2. Sewer line blockages relieved-8
3. After hour calls-20
4. Manholes repaired-3
5. Sewer lines repaired/replaced/installed-49 ft.
6. Clean and restored yards after sewer line repairs-2
7. Sanitary Sewer Overflows (SSOs) reported to ODEQ-4

8. Lift station maintenance and repairs-22
 - Stone Horse-rebuilt #3 vacuum breaker
 - Windsor-cleaned 3 way valve
 - South Park South-pulled trash and repaired probe
 - South Park South-pulled trash from pumps on 8 different occasions
 - Kenwood Hills-replaced belts on compressor
 - Stone Horse-Lost power, replaced bad relay
 - Greens-repaired bypass hose
 - South Park South-cleaned 3 way valve
 - Oneta-repaired #1 sensor
 - Adams Creek North-installed new fan control
 - Pinalto-cleaned 3 way valves
 - Adams Creek North-replaced flapper valve
 - Stone Horse-cleaned vacuum hose and probes
 - Shadow Trails-cleaned 3 way valve

Meter Reading-Derriell Bynum, Meter Reading Supervisor

Preventive Maintenance

1. Replace meters-21
2. Install Mach 10 meters-2
3. Clean in and around meter boxes-60

Corrective Maintenance

1. Replace defective AMR registers-3
2. Meter boxes replace-6
3. Replace defective meters-12
5. Replace AMR antenna-1

Other Maintenance

1. Meters read-39,205
2. Rereads/Leak Tests-93
3. Turn Ons for nonpayment-214
4. Turn Offs for nonpayment-211
5. New accounts-359
6. Finals-445
7. Pulled meters-4
8. Retrieve water use history from AMR and provide 90 day graph to customer-4 for a total of 7 for 2020
9. Place door hangers for bad checks-13

Utilities Construction-Tommy Kimbrough, Construction Supervisor

Preventive Maintenance

1. Freeport Water Line-replaced 40' of 6" C-900 water pipe
2. Detroit Water Line-replaced 676' of 6" C-900 water pipe
3. Line locates-9

Corrective Maintenance

1. Main line leak-1
2. Service line leak-1
3. Defective meters replaced-6
4. Meter box replace-1
5. Cleaned and restored yards after water line repair-1

Other

1. New taps-13
2. Fire hydrants-2
3. Service crossings-3
4. Snow shift-clearing parking lots at city buildings

Verdigris WTP-Jimmy Helms, Plant Manager

Preventive Maintenance

1. Tested eye wash / shower stations (3 hours)
2. Calibrated and bump tested MX4 air monitors (0.5 hours)
3. Inspected fire extinguishers (1 hour)
4. Flushed permanganate line from membrane building to pre-treatment vault (3 hours)
5. Flushed and squeegeed the ACH containment area (4 hours)
6. Hosed off hypochlorite, permanganate and caustic feed panel (1 hour)
7. Flushed permanganate, LAS, CIP room waste, acid, and caustic containment areas (3 hours)
8. Acidized hypochlorite generators #1 - #3 (5 hours)
9. Calibrated Endress Hauser pH probes (3 hours)
10. Drained and refilled water traps on acid and sbs tank overflow lines (0.5 hours)
11. Vacuumed and cleaned out floc zones #1 - #6 variable frequency drive cabinets (4 hours)
12. Changed the buffer and indicator in the hardness monitor (0.5 hours)
13. Changed out the settled turbidimeter hoses
14. Replaced hoses on the filtrate turbidimeter and flushed the line

Corrective Maintenance

1. Removed harmonic filters on the output side of variable frequency drives for floc zones #1 - #9 and tested operation
2. Adjusted packing flanges on all feed pump swing check valves
3. Replaced 2" cpvc valve on hypochlorite feed panel
4. Resealed leaking camlock connection on hypochlorite feed panel
5. Changed cell #4 temp switch on hypochlorite generator #1
6. Fixed 2" pvc leak on hypochlorite generator #1
7. Organized storage area in old WTP building
8. Installed new magnetic flow meter for measurement of cell flow on hypochlorite generator #2

Other Maintenance

1. Performed grounds keeping duties

Lynn Lane and Haikey Creek WWTP Industrial Pretreatment Program Summary

Lauren Kimbrough, Pretreatment Coordinator

Industrial Pretreatment-

1. Self-Monitoring Laboratory reports received and reviewed for compliance
 - Blue Bell – No deficiencies were noted. Monthly surcharges for conventional pollutants above residential thresholds were calculated in the amount of \$4,487.31. Surcharges have been submitted to the Finance Department for billing.
 - Unifirst –No deficiencies were noted. Monthly surcharges for conventional pollutants above residential thresholds were calculated in the amount of \$2,556.09 and submitted to the Finance Department for billing.
 - Mullin Plumbing – The permitted Septic System Dewatering Station remains closed at this time. There was no discharge and no monitoring performed.
 - Comgraphx/Communication Graphics – Laboratory results revealed a permit violation for silver. A notice of violation and fine are required per City of Broken Arrow Pretreatment Program Enforcement Response Plan. Monthly surcharges for conventional pollutants above residential thresholds were calculated in the amount of \$30.55 and submitted to the Finance Department for billing.

- Flight Safety International – No deficiencies were noted.
 - Broken Arrow Powder Coating – No deficiencies were noted.
 - Baker Hughes – They have not started discharging water from the permitted process yet. A “no discharge” monitoring report was submitted.
2. Permitting:
- Comgraphx – The wastewater discharge permit is up for renewal. An application for renewal was submitted with an accidental spill prevention plan.
 - Continental Industries – This division of Burndy Co. submitted a wastewater discharge permit application for a metal finishing process in the Broken Arrow facility. The application includes an accidental spill prevention plan, toxic organic management plan, and baseline monitoring report. The application is being reviewed.
3. Wastewater Treatment Plant Monitoring:
- Haikey Creek – Influent and effluent priority pollutant scans were performed as required, with no deficiencies noted.
 - Lynn Lane – Influent and effluent priority pollutant scans were performed as required, with no deficiencies noted.

Street & Roadside Maintenance

Monthly Report 03/2020

Job	Totals	Monthly Total
Street Service Calls (Not covered by other categories)		
Pothole Patches	1536	1536 holes/ 90.97 tons asphalt
Dura Patch Holes		
Major Street Repairs (SY)		
Signs Repaired	171	
New Signs Installed	145	
Signs Fabricated	285	
Streets Painted (LF)		
Thermo Plast (FT)		
Arrows Painted		
Arrows Thermo Plast		
ONLY'S		
Intersection/Crosswalk Marking		
Special Projects		
Drop Inlets Cleaned	5	
Mosquito Spraying		
Tree Removal/Trimming	6	
Crack Sealing (FT)	4,664	
Manholes Raised		
R.O.W Signs		
Streets Paved (SY)	18460	
Bar Ditching (FT)		
24 Hour Traffic Counts		
12 Hour Speed Surveys		
Traffic Calming Signs Posted		
Traffic Calming Areas Painted		
Speed Bumps Installed		
Speed Bumps Removed		
Speed Bumps Painted		
Sweeping for striping	26 lane miles	

Stormwater Maintenance
Monthly Report 03/2020

Job	
Street Sweeping (miles)	170
Mowing ROW (miles)	
Mowing Special Projects	
Weedlot Abatement	
Tree Removal / Trimming	
Spraying	
Signs Removed from ROW	
Stormwater Service Calls (not covered by other categories)	
Barricades Repaired	
Bar Ditch Repairs / Cleaning (LF)	1515
Creek Cleaning(LF)	
Culverts Cleaning	7
Storm Sewer Sinkholes	
Storm Sewer Installed (LF)	
Drop Inlets Cleaned	35
Drop Inlets Repaired	
Junction Box Repairs	
Storm Drain Grates Replaced	
Storm Drain Hood Repaired/Replaced	
Concrete Street Repairs (SF)	10,532
Sidewalk Repairs (SF)	2,325
Curb and Gutter Repairs (LF)	140.5
French Drains	
Backfill or Spread Topsoil	
Saw Cut Curb & Gutter	
Driveways & Approaches (SF)	926
Vertical Walls & Headwalls	
Mobile Cement Truck (CY)	
Hydro Mulch	
Sod Layed (SF)	2,000

Special Pickup	
Storm Damage	
New Inlets & Junction Boxes	
Wheelchair Ramp	6
Flow Filled Pipes	
Manholes Raised	
Metal Hoods Raised	
Log Jams	
Surface Drains Installed	
Pads (SF)	
Brush Loads	
6 X 6 Boxes	
Raised Manhole Rings	
Floor (SF)	
Control Pods	
Concrete Swell	
Spilled Cleaned	
Beaver Slides	2
Econ blocks (9 per set)	
Rip Rap tons	
Graffiti removal	
Concrete parking lots (SF)	
Bar Ditching (feet)	
Creek Cleaning	
Bridge Cleanout	
Weedeat	
Guardrails (ft)	
Ag-Base	5
Footings	
Dog Kennel Pads Poured sq ft	
Pipe Joints Patched Repaired	
Signal Pedestals (sq ft)	
Lids (sq ft)	
Storm Drain Joints Crawled and Repaired	
Mailbox repairs	
1 1/2 road rock	

spoils	26
top soil	0.5
3/8 chips	0.5
clean out bay	

Traffic Signal Maintenance
Monthly Report 03 /2020

Job	Total Hours	Monthly Total
Traffic Signal service/repair calls	89	89
School Signal service/repair calls	19	19
Electrical/ street lights other	81.5	81.5
Stanby calls	6	6
Backlog work orders		
Backlog PM Inspections		
Civil Defense Siren		

2. GENERAL CORRESPONDENCE / NOTIFICATION



3. SPECIAL EVENTS / ACTIVITIES

