

To: Honorable Mayor and City Councilors
From: Russell Gale, Acting City Manager
Date: June 5, 2020
Re: Notes to Council

1. STAFF REPORTS / ITEMS REQUIRING IMMEDIATE ATTENTION

- Utilities Department Monthly Report – April 2020
- Streets and Stormwater Department Monthly Report – May 2020

2. GENERAL CORRESPONDENCE / NOTIFICATION

- Press Release – Rose District Farmers Market set to open June 6th
- BA Rising Press Release – BA Rising igniting positivity in Broken Arrow
- Broken Arrow Microgrant Business Support - Information Sheet
- PSO Memo – Collections of past due balances has returned to normal
- Recent Media Coverage

3. SPECIAL EVENTS / ACTIVITIES

- N/A

Respectfully submitted

CLM For

Russell Gale

clm

Attachments

1. STAFF REPORTS / ITEMS REQUIRING IMMEDIATE ATTENTION



To: Michael Spurgeon, City Manager
From: Charles Vokes, Utilities Director
Date: May 29, 2020
Re: Utilities Department Monthly Report – April 2020

	April 2020	April 2019
Water Treated, Purchased and Distributed		
Water Purchased from Tulsa	0.7 MG	4.3 MG
Water Produced at Verdigris WTP	<u>272.5 MG</u>	<u>285.8 MG</u>
Total	273.2 MG	290.1 MG
Wastewater Treated		
Lynn Lane Plant	192.1 MG	153.5 MG
Haikey Creek Plant flow from BA	<u>150.6 MG</u>	<u>173.5 MG</u>
Total	342.7 MG	327.0 MG
Haikey Creek Plant flow from Tulsa	206.6 MG	205.6 MG

LLWWTF Summary

David Handy, Plant Manager

Preventive Maintenance (29 person-hrs total)

1. Cleaned west head cell (8 hours)
2. Cleaned and washed east tea cup and grit snail (2 hours)
3. Cleaned east head cell (8 hours)
4. Clean and washed west tea cup and grit snail (2 hours)
5. Tested chlorine detectors (0.5 hours)
6. Checked accuracy of effluent flowmeter (0.5 hours)
7. Cleaned clarifier weirs (2 hours)
8. Performed weekly lubrication for influent channel screen (1 hour)
9. Removed rags off compactors (0.5 hours)
10. Performed monthly lubrication of all facility equipment motors and bearings (2 hours)
11. Power washed clarifier (2 hours)
12. Replaced filters on make-up air unit at headworks (0.5 hours)

Corrective Maintenance

1. Unclogged line from scum pit to digesters and cleaned up
2. Drained and washed down west and east contact chambers
3. Worked on west and east valves for contact basins
4. Repaired leak on bisulfite pump #1
5. Removed scum pump from pit and unplugged
6. Installed scum pump and float from RAS basement into clarifier scum pit

Other Maintenance

1. Changed out roll off dumpster in headworks
2. Installed hanger on ceiling inside headworks for bug light

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

Preventive Maintenance

1. Line locates-872
2. Valve truck crew exercised 90 valves for the month, bringing the total to 213 for 2020
3. Fire hydrants inspected and greased-132, bringing the total to 322 for 2020

Corrective Maintenance

1. Meter leak repairs-16
2. Distribution main leak repaired-7
3. Curb stops replaced-13
4. Defective meters replaced-7
6. Water system service requests-37
7. Broken meter/valve boxes replaced-18
8. Cleaned and restored yards after water line repair-30
9. Installed auto flusher at the 300 block of E Broadway St for water quality

Other

1. New taps and meters-62
2. Service line breaks-14
3. Water pressure tests-5
4. Assisted Meter Reading with Turn Ons/Offs-2
5. Assisted Parks Dept. repair a leaking sprinkler line at S Main St & W Detroit St

Water Quality

Preventive Maintenance

1. Tested chlorine levels near auto flushers to verify all are working-15
2. Bac-T samples collected-103
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 35 locations once a month-448,526 gallons

Corrective Maintenance

1. Water quality concern calls at 15 locations-92,517 gallons flushed

Other

1. Total gallons flushed to improve water quality-estimated 4,721,401 gallons

Water Reclamation-David Marlow, Wastewater Collection Supervisor

Preventive Maintenance

1. CCTV inspections done-23,148 ft.
2. Routine station visits (29 lift stations and 4 booster stations)-569
3. Check valves/pumps cleaned at stations-10
4. Sewer line root cut-100 ft.
5. Sewer line locates-107
6. Sewer line cleaning-22,060 ft.

Corrective Maintenance

1. Service request calls-38
2. Sewer line blockages relieved-7
3. After hour calls-20

4. Manholes repaired-6
5. Sewer lines repaired/replaced/installed-2
7. Clean and restored yards after sewer line repairs-7
8. Sanitary Sewer Overflows (SSOs) reported to ODEQ-5
9. Sinkholes-2
8. Lift station maintenance and repairs-
 - Willow Springs-alarm malfunctioned, AEI repaired
 - South Park South-cleaned fog rod, probes and 3 way valves
 - Cambridge Estates-cleaned fog rod and probes
 - Adams Creek North-installed new floats, AEI adjusted to match PLC
 - Homeland-cleaned 3 way valve
 - Windsor-cleaned fog rod
 - South Park South-cleaned impeller, probes and 3 way valves on four different occasions
 - 209th-cleaned fog rod and bypass line
 - Shadow Trails-cleaned impeller, replaced vacuum bowl and gauge
 - Pinalto-cleaned fog rod
 - Willow Springs-cleaned impeller and back flushed
 - Timberbrook-cleaned and raised fog rod
 - Expressway-cleaned fog rod

Other

1. Assisted Construction Division with vac truck to locate utilities at 101st & Lynn Lane

Meter Reading-Derriel Bynum, Meter Reading Supervisor

Preventive Maintenance

1. Replace meters-37
2. Install Mach 10 meters-2
3. Clean in and around meter boxes

Corrective Maintenance

1. Replace defective AMR registers-22
2. Meter boxes replace-23
3. Replace defective meters-12

Other Maintenance

1. Meters read-39,225
2. Rereads/Leak Tests-49
3. Turn Ons for nonpayment-(on hold)
4. Turn Offs for nonpayment-(on hold)
5. New accounts-452
6. Finals-378
7. Pulled meters-4
8. Retrieve water use history from AMR and provide 90 day graph to customer-6 for a total of 15 for 2020
9. Place door hangers for bad checks-10
10. Misreads-19

Utilities Construction-Tommy Kimbrough, Construction Supervisor

Preventive Maintenance

1. Date, Elgin and Freeport water line project-installed 850' of 6" C-900 water pipe, 4 fire hydrants, 18 service taps, 6 service crossings, completed dirt work and installed sod.

Corrective Maintenance

1. None for this month

Other

1. Haikey Creek Lift Station water" tap line project-installed 990' of 8" C-900 water pipe, 4 fire Hydrants, 4 service taps, 1 12"x 8" tap, removed and hauled trees, completed dirt work and installed sod.

Verdigris WTP-Jimmy Helms, Plant Manager

Preventive Maintenance (73.5 person-hrs total)

1. Tested eye wash/shower stations (4.5 hours)
2. Calibrated and bump tested MX4 air monitors (0.5 hours)
3. Inspected fire extinguishers (1 hour)
4. Flushed citric acid containment area (1 hour)
5. Flushed and cleaned caustic/brine containment area (3 hours)
6. Flushed permanganate line (3 hours)
7. Flushed permanganate containment area, hosed off feed panel (3 hours)
8. Flushed raw water turbidimeter (1 hour)
9. Cleaned pipe chase area (2 hours)
10. Cleaned and washed off top of the brine tank (1 hour)
11. Changed buffer and indicator solution on hardness monitor (1 hour)
12. Changed out reagents in the CI-17s (2 hours)
13. Installed new ball valve and water hose connection on SBS overflow trap (1 hour)
14. Flushed SBS containment area (1 hour)
15. Cycled the water in the EQ basin from the old pre-treatment basin (2 hours)
16. Flushed settled water turbidimeter (0.5 hours)
17. Flushed hypochlorite containment area (1 hour)
18. Changed oil and filters on Atlas Copco air compressors (2 hours)
19. Cleaned plate settler/sludge area on train 1, 2 and 3 (12 hours)
20. Brushed the top of the plate settlers on pre-treatment trains #5 and #6 (4 hours)
21. Replaced 100' sludge drive cables in train 1, 2 and 4 (8 hours)
22. Removed baffles from train 2 and 4 plate settler areas (12 hours)
23. Greased sludge rakes on trains 1, 2, 3 and 4 (1 hour)
24. Installed new stainless steel bolt in bottom plug valve adapter in plate settler area 4 (2 hours)
25. Installed new internal hose on permanganate pump 3 (0.5 hours)
26. Cleaned check valve on permanganate pump 3 effluent hose (1 hour)
27. Set pressure regulators on permanganate pumps 1, 2 and 3 (0.5 hours)
28. Hosed down hypochlorite generator room, cleaned floor (2 hours)

Corrective Maintenance

1. Repaired air leak on neutralization tank drain valve
2. Repaired leak on CIP caustic system air relief valve
3. Repaired leak on hypochlorite transfer pump B, replaced fitting
4. Set up citric acid tote containment in CIP room, plumbed connections from tote to feed panel in preparation for citric acid tank inspection due to leak
5. Replaced broken roll pins with stainless bolts for the plug valve in the head of the pretreatment basin
6. Repaired leak on eye wash/shower station located near hypochlorite feed panel
7. Repaired leak on permanganate feed panel, installed new stainless steel cap
8. Repaired leak on hypochlorite generator 3, installed new ½" union on brine line

Other Maintenance

1. Performed grounds keeping duties
2. Cleaned and disinfected membrane building
3. Installed new Flygt ground water decant pumps (contractor)

Lynn Lane and Haikey Creek WWTP Industrial Pretreatment Program Summary

Lauren Kimbrough, Pretreatment Coordinator

Fats, Rags, Oil & Grease Program (FROG)-

Grease interceptor inspections

- 232 interceptors were inspected in March. The Water Quality Technician is currently conducting inspections of grease interceptors outdoors and calling management of facilities that need to have maintenance performed. Facilities that have interceptors that need immediate maintenance are being asked to have maintenance performed within 15 days.
- 18 facilities were asked to pump the grease interceptor.

Industrial Pretreatment-

Self-Monitoring Laboratory reports received and reviewed for compliance

1. Blue Bell – No deficiencies were noted. Monthly surcharges for conventional pollutants above residential thresholds were calculated in the amount of \$2,237.72. Surcharges have been submitted to the Finance Department for billing.
2. Unifirst – No deficiencies were noted. Monthly surcharges for conventional pollutants above residential thresholds were calculated in the amount of \$878.64 and submitted to the Finance Department for billing.
3. Mullin Plumbing – The permitted Septic System Dewatering Station remains closed at this time. There was no discharge and no monitoring performed.
4. Comgraphx/Communication Graphics – No deficiencies were noted. Monthly surcharges for conventional pollutants above residential thresholds were calculated in the amount of \$46.64 and submitted to the Finance Department for billing.
5. CSI Aerospace – No deficiencies were noted
6. Baker Hughes – the facility has not begun discharging from the permitted process. A “no-discharge” certification statement was submitted.
7. Broken Arrow Powder Coating – No deficiencies were noted.
8. Flight Safety International – No deficiencies were noted.

Street & Roadside Maintenance

Monthly Report 05/2020

Job	Monthly Total
Street Service Calls (Not covered by other categories)	
Pothole Patches	1436- 36.61 Tons Asphlat
Dura Patch Holes	
Major Street Repairs (SY)	
Signs Repaired	130
New Signs Installed	76
Signs Fabricated	161
Streets Painted (LF)	
Thermo Plast (FT)	
Arrows Painted	
Arrows Thermo Plast	
ONLY'S	
Intersection/Crosswalk Marking	
Special Projects	
Drop Inlets Cleaned	
Mosquito Spraying	
Tree Removal/Trimming	99
Crack Sealing (FT)	
Manholes Raised	1
R.O.W Signs	
Streets Paved (SY)	27,934
Bar Ditching (FT)	
24 Hour Traffic Counts	1
12 Hour Speed Surveys	
Traffic Calming Signs Posted	
Traffic Calming Areas Painted	
Speed Bumps Installed	
Speed Bumps Removed	
Speed Bumps Painted	
Sweeping for striping	

Stormwater Maintenance
Monthly Report 05/2020

Job	
Street Sweeping (miles)	196
Mowing ROW (miles)	49
Mowing Special Projects	
Weedlot Abatement	
Tree Removal / Trimming	4
Spraying	
Signs Removed from ROW	
Stormwater Service Calls (not covered by other categories)	
Barricades Repaired	
Bar Ditch Repairs / Cleaning (LF)	668
Creek Cleaning(LF)	
Culverts Cleaning	
Storm Sewer Sinkholes	10
Storm Sewer Installed (LF)	
Drop Inlets Cleaned	
Drop Inlets Repaired	
Junction Box Repairs	
Storm Drain Grates Replaced	
Storm Drain Hood Repaired/Replaced	
Concrete Street Repairs (SF)	10,268
Sidewalk Repairs (SF)	54
Curb and Gutter Repairs (LF)	894
French Drains	
Backfill or Spread Topsoil	
Saw Cut Curb & Gutter	
Driveways & Approaches (SF)	
Vertical Walls & Headwalls	
Mobile Cement Truck (CY)	
Hydro Mulch	
Sod Layed (SF)	

Special Pickup	
Storm Damage	
New Inlets & Junction Boxes	
Wheelchair Ramp	1
Flow Filled Pipes	
Manholes Raised	
Metal Hoods Raised	
Log Jams	
Surface Drains Installed	
Pads (SF)	
Brush Loads	1
6 X 6 Boxes	
Raised Manhole Rings	
Floor (SF)	
Control Pods	
Concrete Swell	
Spilled Cleaned	
Beaver Slides	
Econ blocks (9 per set)	
Rip Rap tons	14
Graffiti removal	
Concrete parking lots (SF)	
Bar Ditching (feet)	
Creek Cleaning	
Bridge Cleanout	
Weedeat	
Guardrails (ft)	
Ag-Base	9
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	55
top soil	
3/8 chips	
clean out bay	12
6" Surge Rock	16

Traffic Signal Maintenance

Monthly Report 05/2020

Job	Total Hours	Monthly Total
Traffic Signal service/repair calls		21
School Signal service/repair calls		0
Electrical/ street lights other		56.5
Stanby calls		4
Backlog work orders		0
Backlog PM Inspections		0
Civil Defense Siren		67
Ariel Maintenance		27
Ground Maintenance		34

2. GENERAL CORRESPONDENCE / NOTIFICATION



For Immediate Release
Date: 5/29/2020
Contact: Lesa L. Jones
City of Broken Arrow
918-259- 2400 Ext. 5436
lljones@brokenarrowok.gov

For Immediate Release

Date: May 29, 2020

Rose District Farmers Market set to open June 6th

The market will be open weekly through October 31st

Broken Arrow, Okla. (5/29/2020) The Rose District Farmers Market begins its 2020 season on Saturday, June 6, at the Rose District Plaza, 418 S. Main St., from 8 a.m. to noon.

Nicole Orcutt, Rose District Farmers Market Coordinator, asked shoppers to please wear face masks and observe social distancing for the safety of people within the community.

The market's opening day will feature 42 vendors, food trucks, and live music.

"Shoppers can go to www.baparks.org to learn about each vendor and get their contact information," Orcutt said. "Once you have their information, you can place orders directly with the vendors before the start of the market."

Green leafy vegetables such as asparagus, kale, lettuce, broccoli, and spinach will be available on opening day as well as beef, chicken, home-made baked goods, honey, and local cheeses. Additional offerings available for purchase include landscape, garden, and kitchen crafts, fresh cut flowers, bulbs and plants. Shoppers can have confidence; this is a regulated Oklahoma-made and grown market with something for every taste.

WHAT: Rose District Farmers Market

WHEN: Every Saturday, 8 a.m.-12 p.m., starting June 6th until October 31st

WHERE: Rose District Plaza, 418 A. Main St., Broken Arrow

###

PRESS RELEASE

Alyssa Smythe
Communications and Marketing Manager

Office 918.893.2109
Mobile 972.768.1431

210 N. Main St., Suite C, Broken Arrow, OK



BA Rising Igniting Positivity in Broken Arrow

Broken Arrow, OK – June 4, 2020 – BA Rising continues to support the Broken Arrow business community with a new “Thank you, BA!” campaign. Broken Arrow businesses are displaying ‘Thank You’ posters, created by the BA Rising Taskforce, led by the Broken Arrow Chamber of Commerce and Economic Development Corporation in partnership with the City of Broken Arrow, expressing their appreciation for the community’s support through the COVID-19 pandemic. Whether it was purchasing online gift cards, utilizing take-out, respectfully adhering to guidelines, or coming back to shop local, BA businesses wanted to say thank you.



“As we entered into Phase 3, we all came through this wanting to share a positive message. This community worked hard to support our businesses and each other, and we felt it was important to communicate how thankful we are. Each of us played an important role in helping Broken Arrow businesses survive,” stated Jennifer Conway, President and CEO of the Broken Arrow Chamber of Commerce and Economic Development Corporation.

The City of Broken Arrow, Broken Arrow Chamber of Commerce and Broken Arrow Economic Development Corporation visited local businesses to deliver specially made posters expressing appreciation to the community. Businesses were given the opportunity to share what they were thankful for during the last few weeks and months. The BA Rising Taskforce hopes businesses will display these posters for the entire month of June. The campaign includes a social media component throughout the month, recognizing the businesses and telling their story of thankfulness.

PRESS RELEASE

Alyssa Smythe
Communications and Marketing Manager

Office 918.893.2109

Mobile 972.768.1431

210 N. Main St., Suite C, Broken Arrow, OK



“It’s nice to publicly show we do appreciate what our community has done to support us during this time”, said Dawn Seing, Realtor with Dawn Seing McGraw Realtors.

The Taskforce will be spreading the “Thank You” message by giving residents an opportunity to share why they are thankful at the opening of the Farmers Market on Saturday, June 6th from 8AM -12PM. Smaller versions of the “Thank You For..” posters will be provided for the community to fill out and display for all of Broken Arrow to see as well as pictures of the businesses who have shared why they are Thanking BA!

###



43
Businesses applied for over
\$200,000

34
Businesses were awarded
\$140,000

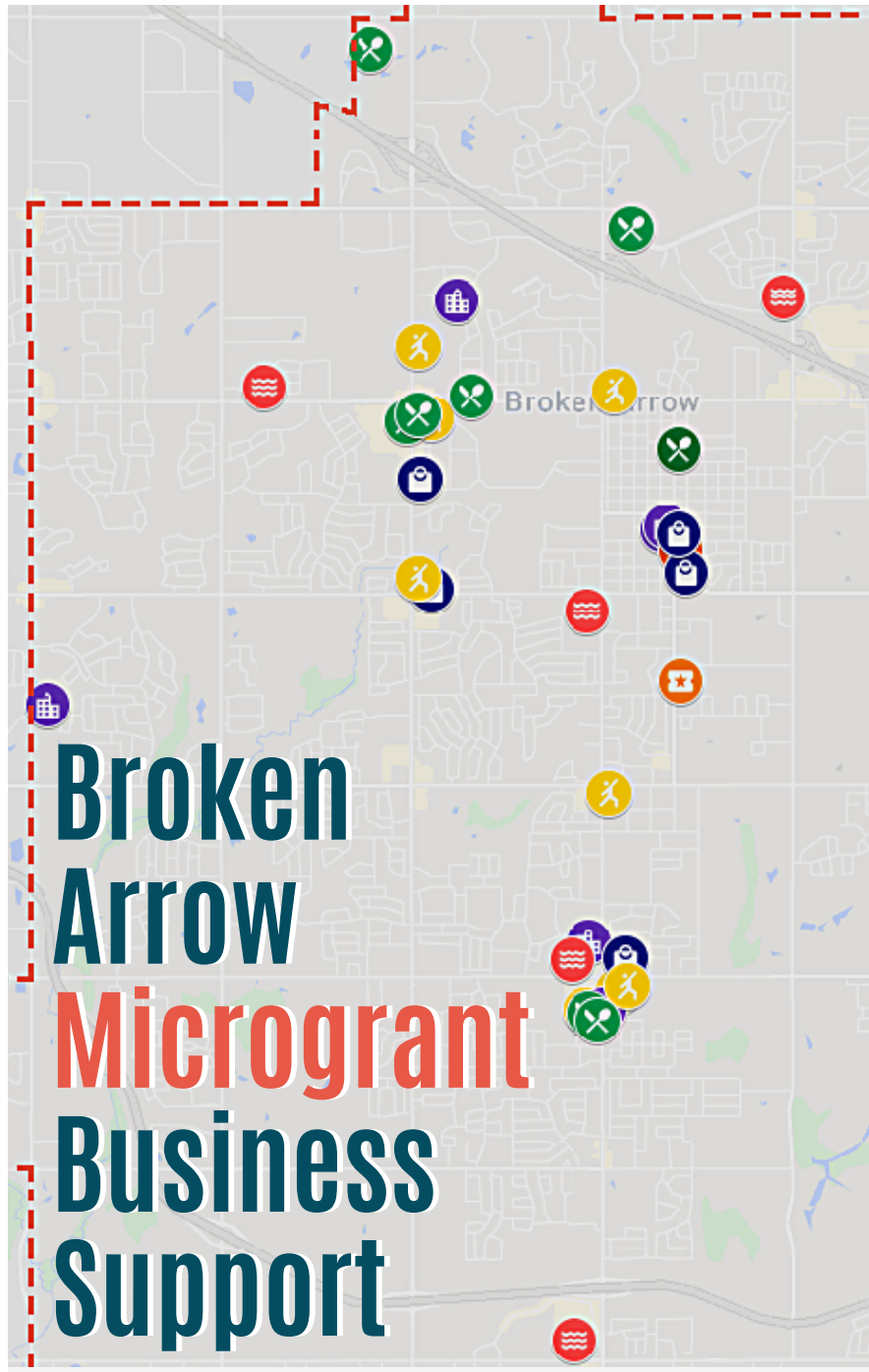


Funds will be used for:

- Rent
- Cleaning
- Utilities
- Sanitation
- PPE
- Mortgage

3 largest investment concentrations:

- 101st & Elm - \$30,900
- Rose District - \$30,033
- 71st & Olive - \$30,700



Broken Arrow Microgrant Business Support

6 business sectors received funds:

- Recreation (7) - \$30,300
- Service (6) - \$23,500
- Restaurant (8) - \$36,100
- Retail (5) - \$21,000
- Entertainment (3) - \$7,900
- Salons (5) - \$21,200



Provided By:



From: Michael Gordon

Date: June 1, 2020 at 10:34:38 AM CDT

Subject: PSO communication with customers who have past due balances has returned to "normal."

Mr. Spurgeon,

A new month...a new beginning!

As a follow up to our conversation about a week ago, I wanted to let you know the messaging to our customers has returned to normal, with the billing cycle on May 29th. Customers with past due balances will receive disconnect notices, as well as dialer messages, to prompt for payment or payment arrangements to bring their accounts current.

We are committed to assisting our customers through the recovery from COVID19, and we urge those who need to make payment arrangements to contact us so that we can help. I have attached a couple of marketing pieces for you and your staff in case they receive questions about options available and what number to call.

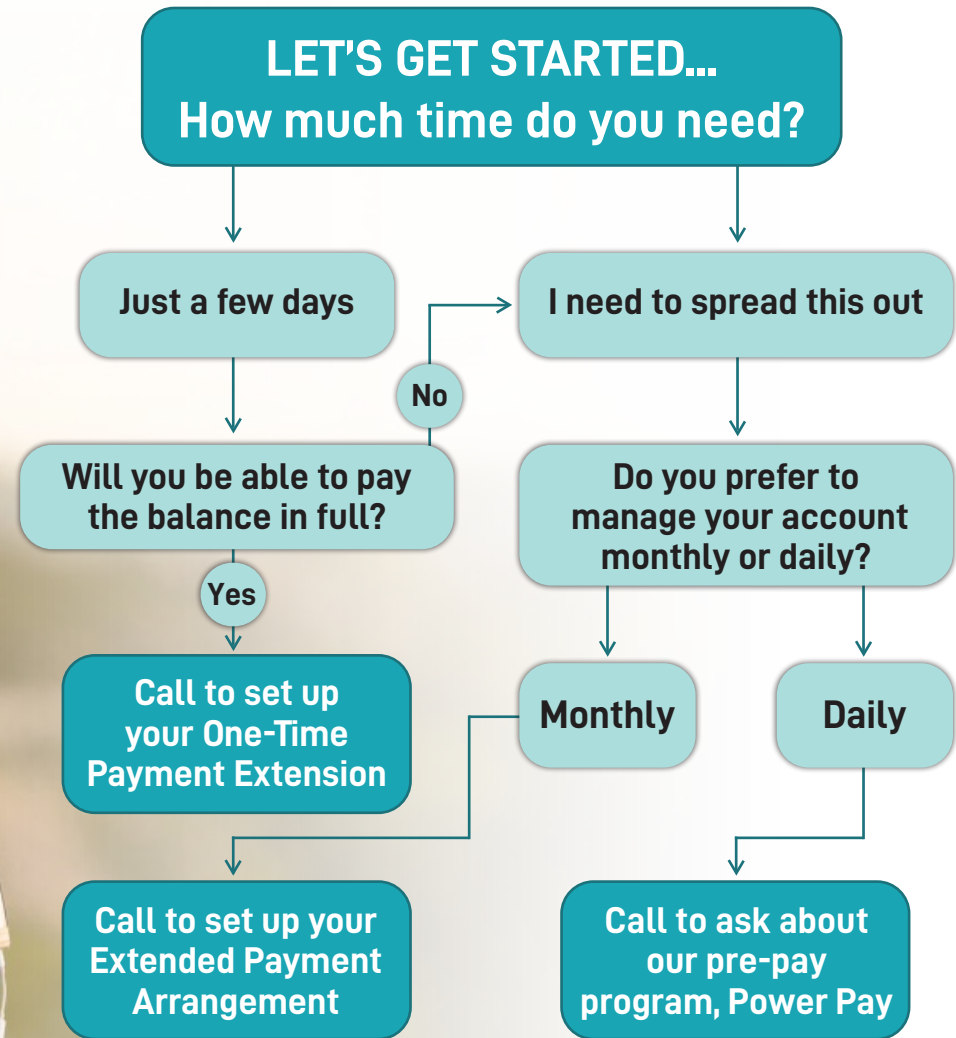
- One-time payment extensions and extended payment agreements for residential customers;
- Payment plans for our industrial and commercial customers.
- Suspended the processing fees for debit and credit card payments through June 30, 2020. (To make a payment by check or credit card, call 1-800-611-0964).

For Contact:

- Customer Operations Center (open 24/7) **1-888-832-6279**
- [PSOklahoma.com/assistance](https://www.psooklahoma.com/assistance)
- Use the private messaging feature on FaceBook, Twitter, or Instagram to chat with a customer service agent.

Our hope is that we can all recover and be stronger together.

Need more time to pay your PSO bill? We can help!



**PUBLIC SERVICE
COMPANY OF
OKLAHOMA**

An **AEP** Company

Contact customer service at **1-888-832-6279**
to learn more about payment options.

Need more time to pay your PSO bill? We can help!



Call customer service at **1-888-832-6279** to learn more about our flexible payment plans.



Go online to **psoklahoma.com/assistance** for information about payment extensions and agreements.



Send us a message on **Facebook** or **Twitter**. Our customer service agents can answer any of your payment questions.



Find one of our 200+ in-person payment kiosks by going to **psoklahoma.com/account/bills**.



An **AEP** Company

BOUNDLESS ENERGY™



INTEROFFICE MEMO

To: Honorable Mayor and City Councilors
From: Jennifer Swezey, Communications & Media Relations Manager
Date: June 5, 2020
Re: Recent Media Coverage

Below are some links to news coverage in Broken Arrow this week.

https://www.fox23.com/pb/news/broken-arrow-farmers-market-reopen-this-weekend/7WCB3ZHJVSSMF6MYCOZG27C4AU/?_website=cmg-tv-10100

https://www.fox23.com/news/aquatic-center-opens-broken-arrow/OE4AW2M6NWUMZFH6466ABXF2DM/?_website=cmg-tv-10100

<https://www.krmg.com/news/local/broken-arrow-farmer-market-set-reopen-saturday/eVaOUotE9ioaiZAVZP3nYK/>

Respectfully submitted,

Jennifer Swezey

3. SPECIAL EVENTS / ACTIVITIES

