

**To:** Honorable Mayor and City Councilors  
**From:** Michael Spurgeon, City Manager  
**Date:** July 24, 2020  
**Re:** Notes to Council

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

- Parks & Recreation Department Report – June 2020
- Utilities Department Report – June 2020

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

- Press Release – BA rolls out new single-sort recycling and curbside recycling program
- Recent Media Coverage

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

- N/A

Respectfully submitted

*CLM for*

Michael Spurgeon

clm

Attachments

# 1. STAFF REPORTS / ITEMS REQUIRING IMMEDIATE ATTENTION



**To:** Kenneth Schwab, Assistant City Manager - Operations  
**From:** Matt Hendren, Director Parks & Recreation *MH*  
**CC:** Crickett Moore  
**Date:** July 24, 2020  
**Re:** June 2020 Monthly Report

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

Please contact Matt Hendren x7442 if you have any questions.

Encl: June 2020 Monthly Report



## Parks and Recreation Department June 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**

- 599 total views
- 43 new likes out of 1,653
- 10 new dislikes
- 44 new followers out of 1,692
- 84% of followers are women and 16% are men

### **GOOGLE**

- 5,587 total searches.
- 37.2% of people directly searched Central Park Community Center.
- 62.3% of people discovered Central Park Community Center through other searches.
- 251 people clicked Call.
- Most popular query search was Broken Arrow Community Center.

### **NIENHUIS PARK COMMUNITY CENTER                      VISITS**

Basketball – Open Gym	1,235
Martial Arts	78
Martial Arts Spectator	10
Pickleball	241
Rec Room Usage	33
Tumbling Gymnastics Spectator	13
Volleyball – Open Gym	82
Walking	3

### **FACEBOOK**

- 2,450 total views
- 122 new likes out of 4,290
- 9 new dislikes
- 127 new followers out of 4,393
- 86% of followers are women and 14% are men

## **GOOGLE**

- 23,393 total searches.
- 33% of people directly searched Nienhuis Park Community Center.
- 66.6% of people discovered Nienhuis Park Community Center through other searches.
- 637 people clicked Call.
- Most popular query search was Nienhuis Park Community Center, North 9<sup>th</sup> Street and Broken Arrow, OK.

## **RAY HARRAL NATURE CENTER**

Visitors 1,745

### **EVENTS**

Twilight Hike 150  
June Seasonal Painting 9

### **FACEBOOK**

- 1,750 total views
- 135 new likes out of 4,542
- 15 new dislikes
- 141 new followers out of 4,660
- 87% of followers are women and 12% are men

## **GOOGLE**

- 39,385 total searches.
- 51.5% of people directly searched Ray Harral Nature Park.
- 48.1% of people discovered Ray Harral Nature Park through other searches.
- 39 people clicked Call.
- Most popular query search was “Ray Harral Nature Park & Center.”

## **FAMILY AQUATIC CENTER**

### **FACEBOOK**

- 711 total views
- 97 new likes out of 511
- 4 new dislikes
- 107 new followers out of 525
- 91% of followers are women and 9% are men

## **NIENHUIS AQUATIC FACILITY**

### **FACEBOOK**

- 4,084 total views
- 462 new likes out of 511
- 6 new dislikes
- 478 new followers out of 1,212
- 94% of followers are women and 6% are men

## **GOOGLE**

- 30,550 total searches.
- 16.4% of people directly searched Nienhuis Aquatic Facility.
- 83.3% of people discovered Nienhuis Aquatic Facility through other searches.
- 1000+ people clicked Call.
- Most popular query search is “Pools near me.”

## ROSE DISTRICT FARMERS MARKET

### FACEBOOK

- 3,282 total views
- 399 new likes out of 11,701
- 39 new dislikes
- 422 new followers out of 11,832
- 85% of followers are women and 12% are men

### FACEBOOK - BA Parks & Recreation

- 901 new total views
- 168 new likes out of 5,323
- 22 new dislikes
- 174 new followers out of 5,394
- 83% of followers are women and 16% are men

### CITY WEBSITE – BA Parks & Recreation

#### Parks Locator Tool

- 260 people viewed.
- On average, 8.67 people viewed per day.

#### Parks Story Map

- 123 people viewed.
- On average, 4.10 people viewed per day.

#### Farmers Market Story Map

- 472 people viewed.
- On average, 15.73 people viewed per day.

## PARKS MAINTENANCE

Maintenance Job Code	Hours Work Performed	Percentage of Work Hours
Aquatic Maintenance	196.75	4.02%
Athletic Field Maintenance	69.5	1.42%
Building Maintenance	1.75	0.02%
Chemical Applications	373.25	7.62%
Construction	38.25	0.78%
Canopy/Windscreen Maintenance	6.0	0.12%
Custodial Services	87.5	1.79%
Data Entry	202.25	4.13%
Electrical	0.5	0.01%
Equipment Maintenance	201.75	4.12%
Fencing	0	0.00%
Flood Recovery	0	0.00%
Forestry	148.50	3.03%
GIS	0	0.00%
General Site Maintenance	332.25	6.78%
Graffiti Removal	8	0.16%
Horticulture	379.75	7.75%
Inspections	69	1.41%
Irrigation Maintenance	369.55	7.54%

Irrigation/Watering	221.55	4.52%
Locks/Hardware	0.5	0.01%
Mowing	1676.25	34.23%
Plumbing	17	0.35%
Playground Maintenance	30.5	0.62%
Painting	69.5	1.42%
Refuse	212.75	4.34%
Safety Training	0	0.00%
Snow/Ice Removal	0	0.00%
Splash Pad Maintenance	20	0.41%
Special Events	16.5	0.34%
Sports Field/Security Lights	0	0.00%
Storm Damage	0	0.00%
Supervisor Training	44.75	0.91%
Trail Maintenance	13.5	0.28%
Training/Meeting	86.5	1.77%
Tree Planting	5	0.10%
Vandalism	0	0.00%
<b>Totals</b>	<b>4897.75</b>	<b>100%</b>

End of Report

# FACILITY REPORT FOR



June 2020



## **Battle Creek Golf Club – June Review**

### **General**

The month of June turned out to be a fairly good month even with the reduced tee times (10 min. intervals) due to COVID situation and all of the tournaments that had to cancel or postpone their tournament for the month. Total revenues for the month were \$185,292 which was \$18,708 less than budgeted revenues but also \$12,997 more than last June's total revenues. The golf operations is currently still allowing single rider golf carts to help assist with social distancing. Even with the COVID pandemic and operational restrictions, the club saw a 20% increase in rounds for the month of June compared to last year.

### **Golf Operations**

The club had a total of 14 outside club events booked for June. Unfortunately due to Covid-19 precautions, 12 of the 14 events were rescheduled or canceled. To accommodate golf outings with proper social distancing the club spaced the carts at least 6 ft. apart before tee off. The club is only providing boxed to-go lunches instead of having the normal buffet line. Lastly the club is not allowing events to use the grill or banquet spaces for awards or meals since it would be impossible to accommodate proper social distancing guidelines.

The club hosted two PGA Junior League Competitions during the month. Last year the Battle Creek Golf Club team qualified for Nationals and travelled to Grayhawk Golf Club in Scottsdale, Arizona. They placed 6<sup>th</sup> out of 12 teams that qualified from across the United States. This year the club has a total of three teams and will be trying to qualify for Nationals again.

During the month the staff worked diligently to keep the club clean and sanitized to protect both the staff and clubs patrons. All golf cars are cleaned and sanitized before and after each use. All touch surfaces are cleaned ongoing by the golf shop and food and beverage staff. The club is utilizing enter and exit only doors to control the traffic going thru the clubhouse.

### **Course Maintenance**

In June we had a total of 0 inches of rainfall for the month. The temperatures ranged from the mid 90's for highs and as low as the mid 60's for overnight lows.

The maintenance team accomplished many tasks this month to improve or continue to provide excellent playing conditions of the golf course. These tasks included: scheduled weekly mowing of all playing areas of the course, Irrigation repairs as needed, sprayed greens with fungicides ,plant growth regulators, and insecticides as needed, 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 improve water infiltration, mowed all native areas, hand watered greens where needed daily, re installed liner and sand to bunkers on hole 11 & 12 greens.

Next month we will continue our seasonal mowing schedules as well as edging bunkers and all trim work as needed to the golf course to provide excellent playing conditions, we will continue to hand syringe greens with water as needed as the temperatures will continue to be extremely hot.

### **Golf Rounds Monthly Summary**

June total rounds were 4,500 which were 10 more than budgeted rounds for month.

<b><u>Rounds</u></b>	<b><u>Budgeted</u></b>	<b><u>Prior year</u></b>	<b><u>Actual</u></b>
PUBLIC ROUNDS	725	648	1,107
TOURNAMENT	650	524	136
MEMBER	1,675	1,331	1,824
BATTLE CARD	310	203	199
TWILIGHT	600	416	645
MISC.	180	181	129
MEMBER GUEST	350	270	460
<b>TOTAL ROUNDS</b>	<b>4,490</b>	<b>3,573</b>	<b>4,500</b>

### **Monthly Gross Revenues**

June total revenue was \$185,292 for the month, which was \$18,708 less than budgeted revenues. The full financial reports are presented separately.

	<b>June</b>	<b>June</b>	<b>June</b>
	<b>Budget</b>	<b>Prior Year</b>	<b>Actual</b>
DUES & FEES	42,250	35,049	33,685
GREEN FEES	73,866	59,814	74,209
CART FEES	22,494	21,314	23,067
MERCHANDISE	19,083	15,225	17,393
OTHER GOLF COURSE SERVICES	11,499	12,013	12,421
FOOD & BEVERAGES	34,807	28,880	24,517
<b>TOTAL REVENUE</b>	<b>204,000</b>	<b>172,295</b>	<b>185,292</b>

### **Banquet Facility Usage Report**

<b>Date</b>	<b>Event</b>	<b>Total</b>
	No Events Permitted	
	<b>Total Banquet Revenue:</b>	<b>\$0</b>

### **Grill**

- Golf Outing meals are being served in to-go containers for social distancing.

Sales Report by Selected Department

Battle Creek Golf Shop

Department: Greens Fees

Date Between 6/1/2020 & 6/30/2020

SKU	Manufacturer	Item Description	Cost Avg	Cost Of Goods	Margin Percent	Price	Qty	Retail Value	Discount	Pre-Tax Value	Tax TTL	Extension
<b>Sub-Department: Card Rounds</b>												
1633	*BC Golf	Gf - Battle Card Sr. (Weekday	\$0.00	\$0.00	0.00%	\$22.00	37	\$814.00	\$0.00	\$814.00	\$66.60	\$880.60
1633	*BC Golf	Gf - Battle Card Sr. (Weekday	\$0.00	\$0.00	0.00%	\$27.00	1	\$27.00	\$0.00	\$27.00	\$2.27	\$29.27
1634	*BC Golf	Gf - Battle Card Weekday	\$0.00	\$0.00	0.00%	\$22.00	8	\$176.00	\$0.00	\$176.00	\$14.80	\$190.80
1635	*BC Golf	Gf - Battle Card Weekday	\$0.00	\$0.00	0.00%	\$21.00	47	\$987.00	\$0.00	\$987.00	\$83.19	\$1,070.19
1635	*BC Golf	Gf - Battle Card Weekday	\$0.00	\$0.00	0.00%	\$28.00	1	\$28.00	\$0.00	\$28.00	\$2.36	\$30.36
1636	*BC Golf	Gf - Battle Card Weekend	\$0.00	\$0.00	0.00%	\$30.00	82	\$2,460.00	\$0.00	\$2,460.00	\$207.46	\$2,667.46
1637	*BC Golf	Gf - Battle Card Weekend	\$0.00	\$0.00	0.00%	\$21.00	11	\$231.00	\$0.00	\$231.00	\$19.47	\$250.47
1699	*BC Golf	Gf - Battle Card Weekday	\$0.00	\$0.00	0.00%	\$24.00	1	\$24.00	\$0.00	\$24.00	\$2.02	\$26.02
1702	*BC Golf	Gf - Battle Card Sr. Walking	\$0.00	\$0.00	0.00%	\$22.75	3	\$68.25	\$0.00	\$68.25	\$5.73	\$73.98
2590	*BC Golf	Gf - Battle Card WE Pre-	\$0.00	\$0.00	0.00%	\$27.00	8	\$216.00	\$0.00	\$216.00	\$18.16	\$234.16
Summary for Card Rounds			\$0.00	\$0.00	100.00%	\$244.75	199	\$5,031.25	\$0.00	\$5,031.25	\$422.06	\$5,453.31
<b>Sub-Department: Guest Rounds</b>												
1678	*BC Golf	Gf - Member Guest Sr.	\$0.00	\$0.00	0.00%	\$22.00	135	\$2,970.00	\$0.00	\$2,970.00	\$249.75	\$3,219.75
1678	*BC Golf	Gf - Member Guest Sr.	\$0.00	\$0.00	0.00%	\$27.00	1	\$27.00	\$0.00	\$27.00	\$2.27	\$29.27
1680	*BC Golf	Gf - Member Guest Weekend	\$0.00	\$0.00	0.00%	\$30.00	156	\$4,680.00	\$0.00	\$4,680.00	\$394.68	\$5,074.68
1680	*BC Golf	Gf - Member Guest Weekend	\$0.00	\$0.00	0.00%	\$40.00	1	\$40.00	\$0.00	\$40.00	\$3.37	\$43.37
1681	*BC Golf	Gf - Member Guest Weekday	\$0.00	\$0.00	0.00%	\$22.00	43	\$946.00	\$0.00	\$946.00	\$77.70	\$1,023.70
1710	*BC Golf	Gf - Member Guest	\$0.00	\$0.00	0.00%	\$18.44	124	\$2,286.56	\$0.00	\$2,286.56	\$193.44	\$2,480.00
Summary for Guest Rounds			\$0.00	\$0.00	100.00%	\$159.44	460	\$10,949.56	\$0.00	\$10,949.56	\$921.21	\$11,870.77
<b>Sub-Department: Member Rounds</b>												
1629	*BC Golf	Gf - Annual Member	\$0.00	\$0.00	0.00%	\$0.00	1119	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1629	*BC Golf	Gf - Annual Member	\$0.00	\$0.00	0.00%	\$42.00	1	\$42.00	\$0.00	\$42.00	\$0.00	\$42.00
1662	*BC Golf	Gf - Weekday Member	\$0.00	\$0.00	0.00%	\$0.00	477	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1685	*BC Golf	Gf - Family Member	\$0.00	\$0.00	0.00%	\$0.00	227	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Summary for Member Rounds			\$0.00	\$0.00	100.00%	\$42.00	1824	\$42.00	\$0.00	\$42.00	\$0.00	\$42.00
<b>Sub-Department: Miscellaneous</b>												
1651	*BC Golf	Gf - Junior Riding	\$0.00	\$0.00	0.00%	\$14.00	15	\$210.00	\$0.00	\$210.00	\$17.70	\$227.70
1670	*BC Golf	Gf - 2 for \$50	\$0.00	\$0.00	0.00%	\$18.44	107	\$1,973.08	\$0.00	\$1,973.08	\$166.92	\$2,140.00
1670	*BC Golf	Gf - 2 for \$50	\$0.00	\$0.00	0.00%	\$23.05	1	\$23.05	\$0.00	\$23.05	\$1.95	\$25.00

1674	*BC Golf	Gf - Replay Round	\$0.00	\$0.00	0.00%	\$20.00	4	\$80.00	\$0.00	\$80.00	\$6.72	\$86.72
1686	*BC Golf	Gf - Junior Walking	\$0.00	\$0.00	0.00%	\$12.91	2	\$25.82	\$0.00	\$25.82	\$2.18	\$28.00
		Summary for Miscellaneous	\$0.00	\$0.00	100.00%	\$88.40	129	\$2,311.95	\$0.00	\$2,311.95	\$195.47	\$2,507.42
<b>Sub-Department: Paid Rounds</b>												
1655	*BC Golf	Gf - Public Senior (WD)	\$0.00	\$0.00	0.00%	\$22.00	302	\$6,644.00	\$0.00	\$6,644.00	\$556.85	\$7,200.85
1655	*BC Golf	Gf - Public Senior (WD)	\$0.00	\$0.00	0.00%	\$32.00	-2	(\$64.00)	\$0.00	(\$64.00)	(\$10.76)	(\$74.76)
1656	*BC Golf	Gf - Public Weekday	\$0.00	\$0.00	0.00%	\$32.00	354	\$11,328.00	\$0.00	\$11,328.00	\$952.26	\$12,280.26
1656	*BC Golf	Gf - Public Weekday	\$0.00	\$0.00	0.00%	\$42.00	4	\$168.00	\$0.00	\$168.00	\$14.16	\$182.16
1658	*BC Golf	Gf - Public Weekend	\$0.00	\$0.00	0.00%	\$37.00	384	\$14,208.00	\$0.00	\$14,208.00	\$1,194.24	\$15,402.24
1658	*BC Golf	Gf - Public Weekend	\$0.00	\$0.00	0.00%	\$47.00	3	\$141.00	\$0.00	\$141.00	\$11.88	\$152.88
1697	*BC Golf	Gf - Weekend Walking	\$0.00	\$0.00	0.00%	\$37.00	15	\$555.00	\$0.00	\$555.00	\$46.65	\$601.65
1698	*BC Golf	Gf - Weekday Walking	\$0.00	\$0.00	0.00%	\$32.00	12	\$384.00	\$0.00	\$384.00	\$32.28	\$416.28
1701	*BC Golf	Gf - Senior Walking	\$0.00	\$0.00	0.00%	\$22.75	3	\$68.25	\$0.00	\$68.25	\$5.73	\$73.98
1993	*BC Golf	GF - 9 Hole Weekday	\$0.00	\$0.00	0.00%	\$17.00	12	\$204.00	\$0.00	\$204.00	\$17.16	\$221.16
1993	*BC Golf	GF - 9 Hole Weekday	\$0.00	\$0.00	0.00%	\$27.00	11	\$297.00	\$0.00	\$297.00	\$24.97	\$321.97
1994	*BC Golf	GF - 9 Hole Weekend	\$0.00	\$0.00	0.00%	\$22.00	7	\$154.00	\$0.00	\$154.00	\$12.95	\$166.95
1994	*BC Golf	GF - 9 Hole Weekend	\$0.00	\$0.00	0.00%	\$32.00	2	\$64.00	\$0.00	\$64.00	\$5.38	\$69.38
		Summary for Paid Rounds	\$0.00	\$0.00	100.00%	\$401.75	1107	\$34,151.25	\$0.00	\$34,151.25	\$2,863.75	\$37,015.00
<b>Sub-Department: Tournaments</b>												
1661	*BC Golf	Gf - Tournament	\$0.00	\$0.00	0.00%	\$26.17	40	\$1,046.80	\$0.00	\$1,046.80	\$88.00	\$1,134.80
1661	*BC Golf	Gf - Tournament	\$0.00	\$0.00	0.00%	\$27.42	96	\$2,632.32	\$0.00	\$2,632.32	\$221.76	\$2,854.08
		Summary for Tournaments	\$0.00	\$0.00	100.00%	\$53.59	136	\$3,679.12	\$0.00	\$3,679.12	\$309.76	\$3,988.88
<b>Sub-Department: Twilight</b>												
1657	*BC Golf	Gf - Public Weekday Twilight	\$0.00	\$0.00	0.00%	\$28.00	394	\$11,032.00	\$0.00	\$11,032.00	\$929.84	\$11,961.84
1657	*BC Golf	Gf - Public Weekday Twilight	\$0.00	\$0.00	0.00%	\$33.00	6	\$198.00	\$0.00	\$198.00	\$16.68	\$214.68
1660	*BC Golf	Gf - Public Weekend Twilight	\$0.00	\$0.00	0.00%	\$28.00	228	\$6,384.00	\$0.00	\$6,384.00	\$538.08	\$6,922.08
1660	*BC Golf	Gf - Public Weekend Twilight	\$0.00	\$0.00	0.00%	\$33.00	-3	(\$99.00)	\$0.00	(\$99.00)	(\$8.34)	(\$107.34)
1687	*BC Golf	Gf - League Green Fee (No	\$0.00	\$0.00	0.00%	\$20.29	4	\$81.16	\$0.00	\$81.16	\$6.84	\$88.00
1943	*BC Golf	Gf - Twilight Walking	\$0.00	\$0.00	0.00%	\$28.00	16	\$448.00	\$0.00	\$448.00	\$37.76	\$485.76
		Summary for Twilight	\$0.00	\$0.00	100.00%	\$170.29	645	\$18,044.16	\$0.00	\$18,044.16	\$1,520.86	\$19,565.02
<b>Sub-Department: z Comp Rounds</b>												
1682	*BC Golf	Charity/Donation	\$0.00	\$0.00	0.00%	\$0.00	81	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		Summary for z Comp Rounds	\$0.00	\$0.00	0.00%	\$0.00	81	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Sub-Department: z Employee Rounds</b>												
1683	*BC Golf	PGA / Industry	\$0.00	\$0.00	0.00%	\$0.00	21	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

1684	*BC Golf	Gf - Employee	\$0.00	\$0.00	0.00%	\$0.00	116	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		Summary for z Employee Rounds	\$0.00	\$0.00	0.00%	\$0.00	137	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Sub-Department: z Raincheck</b>												
2536	*BC Golf	Gf - Raincheck	\$0.00	\$0.00	0.00%	\$0.00	19	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		Summary for z Raincheck	\$0.00	\$0.00	0.00%	\$0.00	19	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Sub-Department: z Trade Rounds</b>												
1632	*BC Golf	Gf - Bailey Member	\$0.00	\$0.00	0.00%	\$0.00	72	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2535	*BC Golf	Gf - Trade/Marketing	\$0.00	\$0.00	0.00%	\$0.00	6	\$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	119	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		Summary for z Trade Rounds	\$0.00	\$0.00	0.00%	\$0.00	197	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		<b>Grand Total:</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>100.00%</b>	<b>\$1,160.22</b>	<b>4934</b>	<b>\$74,209.29</b>	<b>\$0.00</b>	<b>\$74,209.29</b>	<b>\$6,233.11</b>	<b>\$80,442.40</b>

**To:** Michael Spurgeon, City Manager  
**From:** Charles Vokes, Utilities Director  
**Date:** July 24, 2020  
**Re:** Utilities Department Monthly Report – June 2020

	<b>June 2020</b>	<b>June 2019</b>
<b>Water Treated, Purchased and Distributed</b>		
Water Purchased from Tulsa	1.7 MG	2.2 MG
Water Produced at Verdigris WTP	<u>505.1 MG</u>	<u>332.9 MG</u>
Total	506.8 MG	335.1 MG
<b>Wastewater Treated</b>		
Lynn Lane Plant	161.2 MG	161.3 MG
Haikey Creek Plant flow from BA	<u>126.8 MG</u>	<u>190.9 MG</u>
Total	288.0 MG	352.2 MG
Haikey Creek Plant flow from Tulsa	192.6 MG	230.3 MG

**LLWWTF Summary**

**David Handy, Plant Manager**

**Preventive Maintenance (40.5 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. Weekly lubrication for influent channel screen (1 hour)
6. Cleared compactors of built up rags (1 hour)
7. Unplugged WAS pumps (2 hours)
8. Performed weekly lubrication for influent channel screen (1 hour)
9. Changed filters on make up air unit at headworks (0.5 hours)
10. Performed quarterly lubrication of equipment and motors (4 hours)
11. Power washed clarifier (2 hours)
12. Checked two filters on top of headworks (0.5 hours)
13. Drained and washed down west and east contact chambers (8 hours)
14. Changed out three filters on biofilter and washed old filters (0.5 hours)

**Corrective Maintenance**

1. Repaired hose to scum pit by east clarifier
2. Removed old 4 inch piping from west side of contact basins
3. Removed and replaced old gearbox and handle from east contact basin gate
4. Put protective tubes over contact basin gate stems to keep water out

**Other Maintenance**

1. Changed out roll off dumpster in headworks

2. Removed and replaced light fixture in polymer room
3. Power washed floor and walls in belt press room

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

1. Line locates-870
2. Valve truck crew exercised 173 valves for the month, bringing the total to 491 for 2020
3. Fire hydrants inspected and greased-410, bringing the total to 830 for 2020
4. Fire hydrants painted-188

**Corrective Maintenance**

1. Meter leak repairs-0
2. Distribution main leak repaired-6
3. Curb stops replaced-9
4. Defective meters replaced-9
5. Water system service requests-28
6. Broken meter/valve boxes replaced-25
7. Cleaned and restored yards after water line repair-31
8. Fire hydrants repaired-9

**Other**

1. New taps and meters-38
2. Service line breaks-20
3. Water pressure tests-10
4. Service crossings installed-0
5. Assisted Meter Reading with Turn Ons/Offs-6
6. Raised concrete vault at the Milestone Project

**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-306
5. Checked chlorine levels every Friday at 5 water towers-20
6. Flushed dead end lines at 26 locations once a month and 16 locations twice a month-581,164 gallons

**Corrective Maintenance**

1. Water quality concern calls at 60 locations-1,833,321 gallons flushed

**Other**

1. Total gallons flushed to improve water quality-estimated 7,419,050 gallons

**Water Reclamation-David Marlow, Wastewater Collection Supervisor**

**Preventive Maintenance**

1. CCTV inspections done-5,912 ft.
2. Routine station visits (29 lift stations and 4 booster stations)-617
3. Check valves/pumps cleaned at stations-9
4. Sewer line root cut-0
5. Sewer line locates-62
6. Sewer line cleaning-17,373 ft.
7. Lines smoked-1
8. Clean fog rods at lift stations-23

## **Corrective Maintenance**

1. Service request calls-27
2. Sewer line blockages relieved-2
3. After hour calls-15
4. Manholes repaired-18
5. Sewer lines repaired/replaced/installed-120 ft
6. Clean and restored yards after sewer line repairs-5
7. Sanitary Sewer Overflows (SSOs) reported to ODEQ-1
8. Sinkholes-2
9. Lift station repairs-
  - Park Lane-replaced probes and bowls
  - Willow Springs-repaired gate
  - Shadow Trails-replaced vacuum pump
  - Adams Creek North-pulled trash from all three pumps
  - Oneta-replaced PLC screen
  - Adams Creek North-replaced #2 and #3 rotating assembly
  - Turnberry-pulled vacuum pump for cleaning
  - South Park-replaced vacuum bowls
  - Windsor-replaced fuses
  - Old Adams Creek-replaced flapper

## **Other**

1. Assisted WWTP with the sludge tank
2. Assisted Meter Reading to chip hammer an area
3. Assisted Stormwater with a storm drain

## **Meter Reading-Derriell Bynum, Meter Reading Supervisor**

### **Preventive Maintenance**

1. Replace meters-174
2. Install Mach 10 meters-7
3. Replace meter lids-2

### **Corrective Maintenance**

1. Replace defective AMR registers-20
2. Meter boxes replace-16
3. Replace AMR antenna-8
4. Construction meters rebuilt-3

### **Other Maintenance**

1. Meters read-39,441
2. Rereads/Leak Tests-185
3. Turn Ons for nonpayment-(on hold)
4. Turn Offs for nonpayment-(on hold)
5. New accounts-542
6. Finals-567
7. Pulled meters-1
8. Retrieve water use history from AMR and provide 90 day graph to customer-9 for a total of 45 for 2020
9. Place door hangers for bad checks-0
10. Misreads-21

## **Utilities Construction-Tommy Kimbrough, Construction Supervisor**

### **Preventive Maintenance**



1. Date, Detroit to Iola water line project-installed 110' of 6" C-900 water pipe, made 30 taps and service tie ins. Replaced 30 meters and boxes, installed 4 fire hydrants and made two 6" tie ins
2. Galveston water line project-saw cut streets, set one 6" cross and installed 140' of 6" C-900 water pipe
3. Installed four auto flushers for water quality

#### **Corrective Maintenance**

1. None for this month

#### **Other**

1. Date, Detroit and Iola-clean ups, dirt work and sod, concreted valves, removed old hydrants and hauled off old spoil piles
2. 111<sup>th</sup> & Garnett-dirt work and sod
3. Timber Ridge Cottages-cleared trees for new sewer line

#### **Verdigris WTP-Jimmy Helms, Plant Manager**

##### **Preventive Maintenance (76 person-hrs total)**

1. Tested eye wash/shower stations (4 hours)
2. Calibrated and bump tested MX4 air monitors (0.5 hours)
3. Inspected fire extinguishers (1 hour)
4. Flushed SBS and hydrochloric acid tank overflow water traps (1 hour)
5. Replaced sample hoses in the lab (0.5 hours)
6. Flushed raw water turbidimeter (2 hours)
7. Rinsed and flushed hydrochloric acid, neutralization and citric acid tank containment areas (2 hours)
8. Changed hypochlorite generator softened water filters (3 hours)
9. Disassembled and cleaned feed pump strainers 1-4 (42 hours)
10. Cleaned CL17 high service color cell (1 hour)
11. Cleaned pretreatment plate settlers on Trains 1-6 (9 hours)
12. Flushed settled and filtrate turbidimeter lines (0.5 hours)
13. Changed buffer and indicator solutions on hardness monitor (1 hour)
14. Changed tubing on rack 8 turbidimeter (0.5 hours)
15. Replaced resin in water softeners (8 hours, contractor)

##### **Corrective Maintenance**

1. Ran one power cable and two Ethernet cables from front of membrane building to network room
2. Replaced two air lines on raw water air tank
3. Tightened membrane couplings on rack 3
4. Repaired caustic pump air line
5. Prepped and flushed citric acid tank for crack repair
6. Replaced roller assembly on ACH pump 2
7. Set up and plumbed air lines to rental air compressor unit
8. Added coolant to Cummins generator 3
9. Installed new motor and fan on blower B after cooler
10. Repaired leak on hypochlorite transfer pump B, installed new hose fitting
11. Replaced camlock fitting on ACH unloading hookup
12. Sealed hypo transfer pump B conduit
13. Repaired leak on hypochlorite hose pump 2 feed panel 1 1/2" valve
14. Repaired leak on hypochlorite hose pump 3, installed new gasket on pump flange
15. Replaced I/O card for permanganate pump 3 and ACH pump 6 (contractor)
16. Repaired leak on pump #3 permanganate panel (contractor)
17. Repaired crack on floor of citric acid tank (contractor)
18. Replace coolant hoses on Cummins generator 3 (contractor)

19. Repaired high service building ventilation system (contractor)
20. Repaired front gate, installed 2 new sensors and new Ethernet cable under the road (contractor)

### **Other Maintenance**

1. Performed grounds keeping duties
2. Cleaned and disinfected membrane building

### **Lynn Lane and Haikey Creek WWTP Industrial Pretreatment Program Summary**

#### **Lauren Kimbrough, Pretreatment Coordinator**

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

##### Grease interceptor inspections

- 9 interceptors were inspected in June. 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.
- 5 facilities were asked to perform maintenance.

##### Oil/Water Separator/Sand Interceptor inspections

- City Pretreatment staff performed 8 automotive shop inspections in the month of June. Staff inspected manifests for oil/water separator maintenance and waste hauling, inspected interceptors, and discussed best management practices with management. Establishments with interceptors that were improperly maintained or in need of repair were given 15 days to correct the deficiency. Re-checks were done for non-compliance issues.

#### Industrial Pretreatment-

##### 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 \$2,472.29. 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 \$1,098.46 and submitted to the Finance Department for billing.
- Mullin Plumbing – City staff performed the monthly monitoring of the system in June. Surcharges will be calculated and issued in July.
- Comgraphx/Communication Graphics – There was a silver violation for the June lab analysis. Monthly surcharges for conventional pollutants above residential thresholds were calculated in the amount of \$18.62 and submitted to the Finance Department for billing.

#### Annual Control Authority Inspections and Sampling

- Unifirst – No deficiencies were noted.
- Solar Turbines - No deficiencies were noted.
- CSI Aerospace - No deficiencies were noted.
- Blue Bell- No deficiencies were noted.
- Baker Hughes - No deficiencies were noted.
- Broken Arrow Landfill/Republic Services - No deficiencies were noted.
- Exterran - No deficiencies were noted.

- BA Powder Coating - No deficiencies were noted.
- Paccar Winch - No deficiencies were noted.
- Russelectric - No deficiencies were noted.
- Flight Safety - No deficiencies were noted.
- Comgraphx – Comgraphx had a silver violation on the control authority sampling. A consent order is required per the City of Broken Arrow Pretreatment Program Enforcement Response Plan.
- Lynn Lane Water Reclamation Plant – Pretreatment staff performed quarterly influent and effluent priority pollutant monitoring at the Lynn Lane Wastewater Treatment Plant. City staff use automatic sampling equipment to perform 24-hour composite samples per EPA regulation. Once samples are collected they are transported to a state certified laboratory for analysis. The laboratory analysis came back with no deficiencies.

#### EPA Dental Amalgam Rule

- The City of Broken Arrow is required by the Environmental Protection Agency (EPA) to collect one-time compliance reports for dental facilities that are subject to 40 CFR 441. All existing facilities subject to the regulations must install an amalgam separator, implement best management practices for maintaining the separators, and certify such to the City of Broken Arrow by July 14, 2020. Any new dental facility must comply immediately. We lack 4 compliance reports and are working with the facilities to ensure compliance.

## 2. GENERAL CORRESPONDENCE / NOTIFICATION



**For Immediate Release**

**Date: July 21, 2020**

**Contact: Mackenzie Jones, City of Broken Arrow  
918-259-2400, ext. 7364 | [mkjones@brokenarrowok.gov](mailto:mkjones@brokenarrowok.gov)**

## **Broken Arrow Rolls Out New Single-Sort Recycling and Curbside Collection Program**

*Residents Need to Choose Their Carts by August 4, 2020*

The City of Broken Arrow, OK is pleased to announce a grant awarded by [The Recycling Partnership](#) to bring residential recycling carts and educational programming to the City. The Recycling Partnership is a national nonprofit working with communities nationwide to improve access to recycling, reduce confusion about what can be recycled, and improve the quality of recyclables.

In fall 2020, Broken Arrow will move from a disposable bag-based trash collection system to a cart-based system, with the introduction of curbside recycling. With this new and improved recycling program, taking recyclables to a separate location is no longer necessary. Instead, residents will be able to place all recyclable items directly into a recycling container conveniently located at their own home.

In July, residents will receive a mailer to select their trash cart size and to opt in or out of curbside recycling. The trash cart choices are between a 96- and 64-gallon, lidded and wheeled carts – and all recycling carts will be 96 gallons. The carts will begin arriving at residents' homes in September with service likely to begin in October. The carts have high quality wheels for easy maneuvering and attached lids to keep recyclables dry and secure.

The City applied for and received a grant from The Recycling Partnership because of its dedication to advancing recycling in the community. The positive results from the City's pilot program last year indicate that residents will utilize the recycling carts, and the ease of curbside recycling will create a more sustainable city. The grant from The Recycling Partnership will help pay for a portion of the 35,500 new recycling carts and includes funding for education and outreach to residents about the new collection process.

“The Partnership is proud to partner with the City of Broken Arrow on curbside recycling carts in order to expand recycling access for residents and to make it easier to recycle,” said Cody Marshall, Chief Community Strategy Officer at The Recycling Partnership. “We are thrilled to offer our support, funded in part by the American Beverage Association, to this exciting project and look forward to working with Broken Arrow to learn more about the City's recycling habits, reducing confusion on what's recyclable, supporting local jobs, and protecting the environment.”

**PRESS RELEASE**

The City is also asking residents to prepare for the introduction of curbside recycling by reviewing [RecycleBA.com](https://www.recycleba.com) for an explanation of what can be recycled. These items include glass bottles and jars, aluminum and steel cans, food, and beverage cartons, paper products (including newspapers and flattened cardboard), and empty plastic bottles and containers. To help limit trash and other non-recyclables in the recycling carts, empty food and drink containers and then place them directly into the recycling cart—no bagging of items needed.

Some items that cannot be recycled include plastic bags, paper towels, pizza boxes, electrical equipment, batteries, and clothing. These items often get placed into recycling carts because of “wishcycling,” or the wish that they can be recycled. But well-intentioned, non-recyclable items cause serious issues in recycling facilities including equipment malfunction, unsafe work conditions, and possibility of fires.

For more information on what can and can’t go into the cart along, with informational videos and timelines, visit [RecycleBA.com](https://www.recycleba.com) or contact Recycling Outreach Coordinator Mackenzie Jones at [mkjones@brokenarrowok.gov](mailto:mkjones@brokenarrowok.gov).

**About The Recycling Partnership**

The Recycling Partnership ([recyclingpartnership.org](https://www.recyclingpartnership.org)) is a national nonprofit organization that leverages corporate partner funding to transform recycling for good in states, cities and communities all across the U.S. As the only organization in the country that engages the full recycling supply chain from the corporations that manufacture products and packaging to local governments charged with recycling to industry end markets, haulers, material recovery facilities, and converters; The Recycling Partnership positively impacts recycling at every step in the process. The Recycling Partnership has served more than 1,500 communities and counting with best-in-class tools, data, resources and technical support, helped place more than 700,000 recycling carts, reached 74 million American households, and helped companies and communities invest more than \$57 million in recycling infrastructure. In doing so, The Recycling Partnership has created meaningful social, environmental, and economic change. By the end of 2019, the nonprofit change agent estimates it diverted 230 million pounds of new recyclables from landfills, saved 465 million gallons of water, avoided more than 250,000 metric tons of greenhouse gases, and driven significant reductions in targeted contamination rates.

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*INTEROFFICE MEMO*

**To:** Honorable Mayor and City Councilors  
**From:** Jennifer Swezey, Communications & Media Relations Manager  
**Date:** July 24, 2020  
**Re:** Recent Media Coverage

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

- *Recycling*

<https://www.wastetodaymagazine.com/article/oklahoma-town-selected-investment-under-every-bottle-back/>

<https://www.recyclingtoday.com/article/oklahoma-town-selected-investment-under-every-bottle-back/>

<https://ktul.com/news/local/broken-arrow-rolls-out-a-new-recycling-and-curbside-collection-program>

- *COVID-19*

<https://www.krmg.com/news/local/two-more-oklahoma-cities-say-no-mask-mandate/FBTBWGPWYNHVLDTHM4OL5YGZCU/>

Respectfully submitted,

Jennifer Swezey

### 3. SPECIAL EVENTS / ACTIVITIES

