



# NOTES TO COUNCIL

**To:** Honorable Mayor and City Councilors  
**From:** Michael Spurgeon, City Manager  
**Date:** March 26, 2021  
**Re:** Notes to Council

## 1. STAFF REPORTS / ITEMS REQUIRING IMMEDIATE ATTENTION

- Parks Department Monthly Report – February 2021
- Utilities Department Monthly Report – February 2021

## 2. GENERAL CORRESPONDENCE / NOTIFICATION

- Press Release – Broken Arrow announces new development in South BA
- Press Release – Broken Arrow names new leadership team members
- Recent Media Coverage

## 3. SPECIAL EVENTS / ACTIVITIES

- N/A

Respectfully submitted

Michael Spurgeon

clm


Attachments



**BROKEN ARROW**

*Where opportunity lives*

# SECTION 1 - STAFF REPORTS

**To:** Kenneth Schwab, Assistant City Manager - Operations  
**From:** Matt Hendren, Parks & Recreation Director   
**CC:** Crickett Moore  
**Date:** March 22, 2021  
**Re:** February 2021 Monthly Report

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Please find enclosed the February 2021 Monthly Report for the Parks & Recreation Department.

Please contact Matt Hendren x7442 if you have any questions.

Encl: February 2021 Monthly Report



## Parks and Recreation Department February 2021 Monthly Report

<b>CENTRAL PARK COMMUNITY CENTER</b>	<b>VISITS</b>
Basketball	1,022
Fitness Line Dancing	142
Homeschool PE	148
Pickleball	136
Quest Martial Arts	3
RC Flying	14
Volleyball	98
Walking	188
Zumba	19

### **FACEBOOK**

- 444 total views
- 16 new likes out of 1,834
- 7 new dislikes
- 17 new followers out of 1,882
- 84% of followers are women and 15% are men

### **GOOGLE**

- 7,376 total searches.
- 41.5% of people directly searched Central Park Community Center.
- 57.8% of people discovered Central Park Community Center through other searches.
- 348 people clicked Call.
- Most popular query search was Broken Arrow Community Center.

<b>NIENHUIS PARK COMMUNITY CENTER</b>	<b>VISITS</b>
Basketball	978
Break Dance	8
Crafty Tots	14
Color Guard	1
Karate Tots	5
Martial Arts	125
Monday Night Pickleball	28
NP Flying	12
Pickleball	206
Ping Pong	3
Rec Room Usage	34
Roly Poly's	52
Tumbling Gymnastics	68
Tykes Tumbling	50
Volleyball – Open Gym	248
Walking	8

## FACEBOOK

- 929 total views
- 22 new likes out of 4,541
- 17 new dislikes
- 21 new followers out 4,655
- 86% of followers are women and 14% are men

## GOOGLE

- 14,745 total searches.
- 47.7% of people directly searched Nienhuis Park Community Center.
- 51.7% of people discovered Nienhuis Park Community Center through other searches.
- 324 people clicked Call.
- Most popular query search was Nienhuis Park Community Center, North 9th Street.

## RAY HARRAL NATURE CENTER

Visitors 507

## EVENTS

Professional Speaker Interview Series	
Virtual Spring Garden Preparation Class	38
Virtual Great Backyard Bird Count discussion	
Two Virtual Story Time Programs	
Nature Tots	10

## FACEBOOK

- 1,102 total views
- 53 new likes out of 5,231
- 26 new dislikes
- 61 new followers out of 5,393
- 88% of followers are women and 12% are men

## GOOGLE

- 30,909 total searches.
- 62.1% of people directly searched Ray Harral Nature Park.
- 37.5% of people discovered Ray Harral Nature Park through other searches.
- 22 people clicked Call.
- Most popular query search was Ray Harral Nature Park & Center and South 3<sup>rd</sup> Street.

## FACEBOOK - BA Parks & Recreation

- 325 new total views
- 35 new likes out of 5,872
- 29 new dislikes
- 36 new followers out of 5,967
- 84% of followers are women and 16% are men

## CITY WEBSITE – BA Parks & Recreation

### Parks Locator Tool

- 232 people viewed.
- On average, 8.59 people viewed per day.

### Parks Story Map

- 153 people viewed.
- On average, 5.67 people viewed per day.

## FLOWCODE QR CODES

### Ray Harral Nature Park Trail Map

- 20 QR Code Scans

## RECREATION GUIDE

### Winter/Spring 2020-2021

- 103 people read the Rec Guide
- Average read time was 2 minutes 33 seconds
- 11 people used a desktop to view the Rec Guide
- 92 people used a tablet or smartphone

## PARK GROVE CEMETERY

	BURIALS		SPACES SOLD		MONUMENTS SET	
Jul-20	6	\$ 5,830.00	1	\$ 1,689.00	4	\$ 1,294.80
Aug-20	5	\$ 4,664.00	7	\$ 11,164.00	4	\$ 1,496.00
Sep-20	5	\$ 2,986	3	\$ 5,067.00	7	\$ 2,542.80
Oct-20	9	\$ 8,627.00	3	\$ 5,175.00	5	\$ 1,471.72
Nov-20	10	\$ 8,104.00	6	\$ 8,323.00	8	\$ 2,455.20
Dec-20	12	\$ 13,769.00	5	\$ 8,625.00	4	\$ 1,853.08
Jan-21	16	\$ 16,151.00	7	\$ 12,075.00	4	\$ 1,091.96
<b>Feb-21</b>	<b>9</b>	<b>\$ 9,673.00</b>	<b>6</b>	<b>\$ 10,350.00</b>	<b>3</b>	<b>\$ 1,045.44</b>
Mar-21	0	\$ -	0	\$ -	0	\$ -
Apr-21	0	\$ -	0	\$ -	0	\$ -
May-21	0	\$ -	0	\$ -	0	\$ -
Jun-21	0	\$ -	0	\$ -	0	\$ -
<b>TOTAL</b>	<b>72</b>	<b>\$ 69,804.00</b>	<b>38</b>	<b>\$ 62,468.00</b>	<b>39</b>	<b>\$ 13,251.00</b>

YEAR TO DATE	\$ 145,523.00
LESS 0.25	\$ 109,142.25
BUDGET AMOUNT	\$ 236,352.00
GAIN/SHORTFALL	\$(127,209.75)

	BURIALS		SPACES SOLD		MONUMENTS SET	
Jul-19	3	\$ 3,423.00	2	\$ 3,306.00	4	\$ 1,228.80
Aug-19	8	\$ 7,486.00	16	\$ 24,921.00	4	\$ 1,520.64
Sep-19	6	\$ 5,844	2	\$ 3,306.00	3	\$ 814.08
Oct-19	6	\$ 5,894.00	3	\$ 3,508.00	5	\$ 1,835.73
Nov-19	8	\$ 8,162.00	2	\$ 3,378.00	3	\$ 817.25
Dec-19	8	\$ 8,304.00	4	\$ 6,756.00	2	\$ 748.80
Jan-20	10	\$ 11,148.00	1	\$ 1,689.00	5	\$ 1,560.00
Feb-20	5	\$ 5,830.00	4	\$ 6,756.00	3	\$ 1,583.40
Mar-20	9	\$ 9,470	4	\$ 6,756.00	1	\$ 436.80
Apr-20	6	\$ 5,830.00	0		1	\$ 280.80
May-20	5	\$ 5,830.00	3	\$ 5,067.00	7	\$ 1,502.80
Jun-20	15	\$ 13,992.00	19	\$ 28,664.00	12	\$ 3,829.80
<b>TOTAL</b>	<b>89</b>	<b>\$ 91,213.00</b>	<b>60</b>	<b>\$ 94,107.00</b>	<b>50</b>	<b>\$ 16,158.90</b>

YEAR TO DATE	\$ 201,478.90
LESS 0.25	\$ 151,109.18
BUDGET AMOUNT	\$ 220,500.00
GAIN/SHORTFALL	\$ (69,390.83)

## PARKS MAINTENANCE

Maintenance Job Code	Hours Work Performed	Percentage of Work Hours
Aquatic Maintenance	14.50	0.35%
Athletic Field Maintenance	151.50	3.64%
Building Maintenance	117.00	2.81%
Canopy/Windscreen Maintenance	49.00	1.19%
Chemical Applications	184.25	4.42%
Construction	76.75	1.84%
Custodial Services	125.50	3.01%
Data Entry	230.00	5.52%
Electrical	6.25	0.15%
Equipment Maintenance	311.75	7.48%
Fencing	7.50	0.18%
Flood Recovery	0.00	0.00%
Forestry	101.25	2.43%
General Site Maintenance	601.75	14.45%
GIS	0.00	0.00%
Heat/Air	11.00	0.26%
Horticulture	193.25	4.64%
Inspections	264.50	6.35%
Irrigation Maintenance	118.00	2.84%
Irrigation/Watering	19.00	0.47%
Leaf Mulching & Removal	10.75	0.26%
Locks/Hardware	3.25	0.08%
Mowing	21.00	0.50%
Painting	33.00	0.79%
Playground Maintenance	54.75	1.31%
Plumbing	19.75	0.47%
Refuse	175.50	4.28%
Seed/Sod	23.25	0.56%
Snow/Ice Removal	959.25	22.77%
Special Events	17.50	0.47%
Splash Pad Maintenance	0.00	0.00%
Storm Damage	5.00	0.12%
Supervisor Training	89.00	2.25%
Trail Maintenance	14.00	0.34%
Training/Meeting	134.50	3.25%
Tree Planting	13.50	0.32%
Tree Removal	8.00	0.19%
Vandalism	0.50	0.01%
<b>Totals</b>	<b>4,165.25</b>	<b>100.00%</b>

FACILITY REPORT FOR



February 2021



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

### **General**

The month of February started out very well until the big winter storm hit the area on March 8<sup>th</sup>. The course was close for (15) straight days due to ice/snow covering the course and extreme cold temps. The winter storm obviously negatively impacted revenue and rounds for the month. Total revenues for the month were \$48,859 which was \$13,171 less than budgeted revenues. There were 827 total rounds for February which was 428 less rounds compared to budgeted rounds. There were some irrigation leaks/damages on the course due to the extremely cold temps which the maintenance crew will work on repairing next month.

### **Golf Operations**

During the month of February, Golf Operations completed all spring and summer merchandise orders for the golf shop. During the month all golf cars were updated with a GPS wiring software update to address an issue with the units not taking enough charge at night. During the month a total of (13) golf carts received all new batteries by warranty. Also during the month the staff at the club along with the Yamaha service tech identified another (6) carts with a few warrantable batteries. As of the last day of the month the club still had a total of 17 golf carts that either wouldn't make 18 holes or had extremely hot batteries after overnight charging and were unsafe to send out with customers.

All golf operations staff uniforms were ordered for upcoming season. Hired a few new Outside Services staff to our team to accommodate the increased demand and they are the process of beginning training. All utility and beverage carts will be serviced according to Yamaha's specifications with oil kits ordered during the month.

### **Course Maintenance**

February had high temperatures in the low 70's, and lows in the negatives reaching -8 degrees. We did receive 12 .15" of snow during the month as well as .25 inches of rainfall. We had 10 plus days of snow cover on the course.

The maintenance team accomplished spraying the course with post-emergent and pre-emergent herbicides, continued to do preventative maintenance on equipment to get ready for the next season, and multiple irrigation repairs.

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

### Golf Rounds Monthly Summary

Total paid rounds were 827 which were 428 less than budgeted rounds for month.

<u>Rounds</u>	<u>Budgeted</u>	<u>Prior year</u>	<u>Actual</u>
PUBLIC ROUNDS	175	239	106
TOURNAMENT	0	0	0
MEMBER	700	695	476
BATTLE CARD	110	94	36
TWILIGHT	90	102	84
MISC.	55	61	18
MEMBER GUEST	125	135	107
<b>TOTAL ROUNDS</b>	<b>1,255</b>	<b>1,326</b>	<b>827</b>

### Monthly Gross Revenues

February total revenue was \$48,859 for the month, which was \$13,171 less than budgeted revenues. The full financial reports are presented separately.

	<b>February</b>	<b>February</b>	<b>February</b>
	<b>Budget</b>	<b>Prior Year</b>	<b>Actual</b>
DUES & FEES	27,530	29,287	26,530
GREEN FEES	14,153	17,869	9,475
CART FEES	4,568	5,419	2,752
MERCHANDISE	6,275	6,281	5,133
OTHER GOLF COURSE SERVICES	3,550	2,084	1,702
FOOD & BEVERAGES	5,954	7,940	3,267
<b>TOTAL REVENUE</b>	<b>62,030</b>	<b>68,880</b>	<b>48,859</b>

### Banquet Facility Usage Report

<b>Date</b>	<b>Event</b>	<b>Total</b>
Feb. 2 <sup>nd</sup>	Homeowners Association Meeting	\$0
Feb. 3 <sup>rd</sup>	Homeowners Association Meeting	\$0
Feb. 9 <sup>th</sup>	Homeowners Association Meeting	\$0
Feb. 10 <sup>th</sup>	Homeowners Association Meeting	\$0
Feb. 27 <sup>th</sup>	Party / Event	\$500
	<b>Total Banquet Revenue:</b>	<b>\$0</b>

### Grill

- Updated Menu for the Grille was completed and is now posted with new menu items and pricing adjusted.

Sales Report by Selected Department  
 Department: Greens Fees

Battle Creek Golf Shop

Date Between 2/1/2021 & 2/28/2021

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	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	2	\$44.00	\$0.00	\$44.00	\$3.70	\$47.70
1635	*BC Golf	Gf - Battle Card Weekday	\$0.00	\$0.00	0.00%	\$21.00	6	\$126.00	\$0.00	\$126.00	\$10.62	\$136.62
1636	*BC Golf	Gf - Battle Card Weekend	\$0.00	\$0.00	0.00%	\$30.00	17	\$510.00	\$0.00	\$510.00	\$43.01	\$553.01
1637	*BC Golf	Gf - Battle Card Weekend	\$0.00	\$0.00	0.00%	\$21.00	1	\$21.00	\$0.00	\$21.00	\$1.77	\$22.77
2590	*BC Golf	Gf - Battle Card WE Pre-	\$0.00	\$0.00	0.00%	\$27.00	2	\$54.00	\$0.00	\$54.00	\$4.54	\$58.54
Summary for Card Rounds			\$0.00	\$0.00	100.00%	\$143.00	36	\$931.00	\$0.00	\$931.00	\$78.44	\$1,009.44
<b>Sub-Department: Guest Rounds</b>												
1678	*BC Golf	Gf - Member Guest Sr.	\$0.00	\$0.00	0.00%	\$22.00	20	\$440.00	\$0.00	\$440.00	\$37.00	\$477.00
1680	*BC Golf	Gf - Member Guest Weekend	\$0.00	\$0.00	0.00%	\$30.00	50	\$1,500.00	\$0.00	\$1,500.00	\$126.50	\$1,626.50
1681	*BC Golf	Gf - Member Guest Weekday	\$0.00	\$0.00	0.00%	\$22.00	10	\$220.00	\$0.00	\$220.00	\$18.50	\$238.50
1710	*BC Golf	Gf - Member Guest	\$0.00	\$0.00	0.00%	\$18.44	27	\$497.88	\$0.00	\$497.88	\$42.12	\$540.00
Summary for Guest Rounds			\$0.00	\$0.00	100.00%	\$92.44	107	\$2,657.88	\$0.00	\$2,657.88	\$224.12	\$2,882.00
<b>Sub-Department: Member Rounds</b>												
1629	*BC Golf	Gf - Annual Member	\$0.00	\$0.00	0.00%	\$0.00	296	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1662	*BC Golf	Gf - Weekday Member	\$0.00	\$0.00	0.00%	\$0.00	121	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1685	*BC Golf	Gf - Family Member	\$0.00	\$0.00	0.00%	\$0.00	59	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Summary for Member Rounds			\$0.00	\$0.00	0.00%	\$0.00	476	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Sub-Department: Miscellaneous</b>												
1651	*BC Golf	Gf - Junior Riding	\$0.00	\$0.00	0.00%	\$14.00	1	\$14.00	\$0.00	\$14.00	\$1.18	\$15.18
1670	*BC Golf	Gf - 2 for \$50	\$0.00	\$0.00	0.00%	\$18.44	15	\$276.60	\$0.00	\$276.60	\$23.40	\$300.00
1670	*BC Golf	Gf - 2 for \$50	\$0.00	\$0.00	0.00%	\$23.05	2	\$46.10	\$0.00	\$46.10	\$3.90	\$50.00
Summary for Miscellaneous			\$0.00	\$0.00	100.00%	\$55.49	18	\$336.70	\$0.00	\$336.70	\$28.48	\$365.18
<b>Sub-Department: Paid Rounds</b>												
1655	*BC Golf	Gf - Public Senior (WD)	\$0.00	\$0.00	0.00%	\$22.00	27	\$594.00	\$0.00	\$594.00	\$49.95	\$643.95
1655	*BC Golf	Gf - Public Senior (WD)	\$0.00	\$0.00	0.00%	\$32.00	1	\$32.00	\$0.00	\$32.00	\$2.69	\$34.69
1656	*BC Golf	Gf - Public Weekday	\$0.00	\$0.00	0.00%	\$32.00	36	\$1,152.00	\$0.00	\$1,152.00	\$96.84	\$1,248.84
1656	*BC Golf	Gf - Public Weekday	\$0.00	\$0.00	0.00%	\$42.00	-1	(\$42.00)	\$0.00	(\$42.00)	(\$3.54)	(\$45.54)
1658	*BC Golf	Gf - Public Weekend	\$0.00	\$0.00	0.00%	\$37.00	32	\$1,184.00	\$0.00	\$1,184.00	\$99.52	\$1,283.52

1697	*BC Golf	Gf - Weekend Walking	\$0.00	\$0.00	0.00%	\$37.00	3	\$111.00	\$0.00	\$111.00	\$9.33	\$120.33
1993	*BC Golf	GF - 9 Hole Weekday	\$0.00	\$0.00	0.00%	\$17.00	5	\$85.00	\$0.00	\$85.00	\$7.15	\$92.15
1993	*BC Golf	GF - 9 Hole Weekday	\$0.00	\$0.00	0.00%	\$27.00	3	\$81.00	\$0.00	\$81.00	\$6.81	\$87.81
Summary for Paid Rounds			\$0.00	\$0.00	100.00%	\$246.00	106	\$3,197.00	\$0.00	\$3,197.00	\$268.75	\$3,465.75
<b>Sub-Department: Twilight</b>												
1657	*BC Golf	Gf - Public Weekday Twilight	\$0.00	\$0.00	0.00%	\$28.00	55	\$1,540.00	\$0.00	\$1,540.00	\$129.80	\$1,669.80
1660	*BC Golf	Gf - Public Weekend Twilight	\$0.00	\$0.00	0.00%	\$28.00	28	\$784.00	\$0.00	\$784.00	\$66.08	\$850.08
1943	*BC Golf	Gf - Twilight Walking	\$0.00	\$0.00	0.00%	\$28.00	1	\$28.00	\$0.00	\$28.00	\$2.36	\$30.36
Summary for Twilight			\$0.00	\$0.00	100.00%	\$84.00	84	\$2,352.00	\$0.00	\$2,352.00	\$198.24	\$2,550.24
<b>Sub-Department: z Comp Rounds</b>												
1644	*BC Golf	Gf - Complimentary	\$0.00	\$0.00	0.00%	\$0.00	1	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1682	*BC Golf	Charity/Donation	\$0.00	\$0.00	0.00%	\$0.00	6	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Summary for z Comp Rounds			\$0.00	\$0.00	0.00%	\$0.00	7	\$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	4	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1684	*BC Golf	Gf - Employee	\$0.00	\$0.00	0.00%	\$0.00	48	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Summary for z Employee Rounds			\$0.00	\$0.00	0.00%	\$0.00	52	\$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	2	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Summary for z Raincheck			\$0.00	\$0.00	0.00%	\$0.00	2	\$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	8	\$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	33	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Summary for z Trade Rounds			\$0.00	\$0.00	0.00%	\$0.00	42	\$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>\$620.93</b>	<b>930</b>	<b>\$9,474.58</b>	<b>\$0.00</b>	<b>\$9,474.58</b>	<b>\$798.03</b>	<b>\$10,272.61</b>

**To:** Michael Spurgeon, City Manager  
**From:** Charles Vokes, Utilities Director  
**Date:** March 26, 2021  
**Re:** Utilities Department Monthly Report – February 2021

	<b>February 2021</b>	<b>February 2020</b>
<b>Water Treated, Purchased and Distributed</b>		
Water Purchased from Tulsa	0.3 MG	0.5 MG
Water Produced at Verdigris WTP	<u>274.6 MG</u>	<u>238.6 MG</u>
Total	274.9 MG	239.1 MG
<b>Wastewater Treated</b>		
Lynn Lane Plant	159.1 MG	194.3 MG
Haikey Creek Plant flow from BA	<u>127.7 MG</u>	<u>127.7 MG</u>
Total	286.8 MG	322.0 MG
Haikey Creek Plant flow from Tulsa	194.2 MG	194.2 MG

**LLWWTF Summary**

**David Handy, Plant Manager**

**Preventive Maintenance (13.0 person-hrs total)**

1. Changed out filters on air make up unit at headworks (0.5 hour)
2. Tested chlorine leak detection sensors (0.5 hour)
3. Checked effluent flowmeter calibration (0.5 hour)
4. Weekly lubrication for influent channel screen (1 hour)
5. Cleared compactors of built up rags (1 hour)
6. Tightened belts on bio filter fan (0.5 hour)
7. Washed and dried three bio filters for head works (1 hour)
8. Performed quarterly lubrication of equipment and motors (4 hours)
9. Checked pumps in non-potable building (0.5 hour)
10. Changed out 3 filters on bio filler (0.5 hour)
11. Checked pump 12P2 for rags (1 hour)
12. Lubricated overhead door on belt press building (0.5 hour)
13. Changed filter in number 4 blower (0.5 hour)
14. Cleaned east and west scum pits (1 hour)

**Corrective Maintenance**

1. Worked on unplugging bisulfite pump
2. Repaired bisulfite tank
3. Replaced motor on air compressor in transport room
4. Cleaned out and unstopped WAS pumps 1 & 2

## **Other Maintenance**

1. Changed out roll off dumpster in head works

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

### **Preventive Maintenance**

1. Line locates-1419
2. Valve truck crew exercised 77 valves for the month, bringing the total to 193 for 2021
3. Fire hydrants inspected-57, bringing the total to 226 for 2021
4. Fire hydrants painted-0
5. Fire hydrants greased/oiled-27

### **Corrective Maintenance**

1. Meter leak repairs-7
2. Distribution main leak repaired-22
3. Curb stops replaced-5
4. Defective meters replaced-1
5. Water system service requests-191
6. Broken meter/valve boxes replaced-5
7. Cleaned and restored yards after water line repair-12
8. Fire hydrants repaired-0
9. Fire hydrants replaced-0
10. Service line breaks-93
11. After hours sewer calls-2

### **Other**

1. New taps and meters-26
2. Water pressure tests-4
3. Service crossings installed-1
4. Assisted Meter Reading with Turn Ons/Offs-83
5. Water quality concerns-2
6. During snow event-
  - Assisted City of Tulsa with water main line repairs
  - Completed maintenance of trucks
  - Cleaned and organized our lockup area

## **Water Quality**

### **Tim Nix-Water Quality Technician**

#### **Preventive Maintenance**

1. Tested chlorine levels near auto flushers-19
2. Bac-T samples collected-101
3. Collected 2 chlorine samples (am/pm) daily-56 total
4. Distribution system-tests at 12 distribution locations and 5 water tower locations-144
5. Checked chlorine levels every Friday at 5 water towers-20
6. Flushed dead end lines at 35 locations once a month and 10 locations twice a month-72,125 gallons

#### **Corrective Maintenance**

1. Water quality concern calls at 14 locations-95,082 gallons flushed

#### **Other**

1. Total gallons flushed to improve water quality-estimated 4,585,523 gallons

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

### **Preventive Maintenance**

1. CCTV inspections done-0
2. Routine station visits (29 lift stations and 4 booster stations)-256
3. Check valves/pumps cleaned at stations-13
4. Sewer line root cut-0
5. Sewer line locates-50
6. Sewer line cleaning-2,650 ft.
7. Lines smoked-0
8. Clean fog rods at lift stations-8
9. Clean wet wells-1

### **Corrective Maintenance**

1. Service request calls-27
2. Sewer line blockages relieved-8
3. After hour calls-6
4. Manholes repaired-9
5. Sewer lines repaired/replaced/installed-2
6. Sewer taps-0
7. Clean and restored yards after sewer line repairs-1
8. Sanitary Sewer Overflows (SSOs) reported to ODEQ-2
9. Sinkholes-1
10. Lift station repairs-
  - Shadow Trails-cleaned impeller, AEI replaced fog rod
  - South Park-replaced frozen hose
  - Adams Creek North-EPS worked on transfer switch
  - Greens-regulator froze due to weather
  - Berwick-cleaned impeller
  - Villas on the Greens-cleaned impellar
  - Animal Shelter-cleaned out swing check valve
  - Dresser Rand-cleaned 3 way valves
  - Westwind-cleaned impellar, replaced gaskets and checked valves
  - Windsor-replaced starter
  - Expressway-station was not working, set up 6" bypass

### **Other**

1. Assisted Parks Department with a sewer service line at the Events Park
2. Assisted Water Division with vac truck

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

### **Preventive Maintenance**

1. Replace meters-6
2. Install Mach 10 meters-0
3. Replace meter lids-0

### **Corrective Maintenance**

1. Replace defective AMR registers-4
2. Meter boxes replace-1
3. Replace AMR antenna-2
4. Construction meters rebuilt-0
5. Replace riser-0
6. Replace defective meter base-10

7. Replace stop-0

#### **Other Maintenance**

1. Meters read-38,896
2. Rereads/Leak Tests-74
3. Turn Ons for nonpayment-118
4. Turn Offs for nonpayment-193
5. New accounts-323
6. Finals-337
7. Pulled meters-0
8. Retrieve water use history from AMR and provide 90-day graph to customer-12 for a total of 42 for 2021
9. Place door hangers for bad checks-0
10. Misreads-23 for a total of 35 for 2021
11. Customer concerns-0
12. Cleaned around meter boxes
13. Due to snow event we had to average reads on 779 meters

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

##### **Preventive Maintenance**

1. Garnett water line-installed 60' of 8" C-900 water pipe
2. Cedar water line-installed 100' of 6" C-900 water pipe
3. El Paso water line-installed 180' of 6" C-900 water pipe
4. Timber Ridge Cottages-cleaned up area

##### **Corrective Maintenance**

1. None for this month

##### **Other**

1. Assisted Water Division installing taps and meters
2. During snow event-
  - Cleaned and organized lockup area
  - Performed maintenance on trucks, backhoes and skid loaders
  - Assisted Water Division with main line repairs
  - Assisted City of Tulsa with water main line repairs
  - Assisted Street Department with hauling sand to the maintenance center
  - Cleared snow on parking lots at various city buildings

#### **Verdigris WTP-Lou Fisher, Plant Manager**

##### **Preventive Maintenance (108.5 person-hrs total)**

1. Installed new fittings in air compressor line for air demand study (1 hour)
2. Greased feed pump motors (5 hours)
3. Changed surge protector and pressure transmitter at Baptist tower (4 hours)
4. Installed insulation on Baptist and 101st tower pressure transmitters (3 hours)
5. Installed insulation and heat tape on phase 2 west sludge pump (1.5 hours)
6. Turned heat trace breakers on, installed remaining insulation on sludge pumps (2 hours)
7. Increased amp setting on MRI sludge removal system (1 hour)
8. Charged scissor lift and boom lift (1 hour)
9. Retrieved salt bags from old WTP for de-icing of sidewalks (0.5 hours)
10. Swept floors, cleaned and emptied trash in computer data equipment and mechanical electrical equipment room (2.5 hours)
11. Worked with Bauman to retrieve PLC programs for hypochlorite generators (1 hour)
12. Cleaned and reorganized industrial tech tool bag (1 hour)
13. Respanned and calibrated CIP caustic tank transmitter (1 hour)



14. Respanned and calibrated CIP acid tank transmitter (1 hour)
15. Removed air compressor testing equipment (1 hour)
16. De-iced track loader, charged battery. Moved blade and track loader with bucket attachment to CIP room (3 hours)
17. Cleared snow and ice from incoming road, parking lot and raw water road (25 hours)
18. Ran all Cummins generators under load, checked operation (4 hours)
19. Worked on maintenance room and hallway, cleaned and organized parts and tools (16 hours)
20. Thawed and opened west pre treatment slide gates (3 hours)
21. Set up portable heater at raw water 2<sup>nd</sup> level (1 hour)
22. Reset ACH metering pump 7 (0.5 hours)
23. Flushed floor drains and shower drains in bathroom, swept hallway (2 hours)
24. Replaced 101<sup>st</sup> tower electric heater (1 hour)
25. Ordered spare Ashcroft pressure transducers utilized for measuring and transmitting water tower levels (1 hour)
26. Flushed SBS and hydrochloric tank water traps and containment areas (3 hours)
27. Bumped tested and calibrated Ventis MX4 air monitors (0.5 hours)
28. Flushed permanganate containment area, hosed off permanganate transfer pump area (3 hours)
29. Checked towers and heaters (4 hours)
30. Replaced finished water pH probe, calibrated all 3 pH probes (2 hours)
31. Replaced GFCI receptacle in finished water vault for sump pump (2 hours)
32. Replaced exterior NW corner high service GFCI (2 hours)
33. Tested eye wash and shower stations (6 hours)
34. Pulled power fuse, unwired and removed submersible level indicator (2 hours)
35. Changed desiccant on settled water turbidimeter (1 hour)

**Corrective Maintenance (61 person-hrs total)**

1. Worked on wiring and installation of EarthTech pump 1 (7 hours)
2. Removed process drain pump 2 for repair (8 hours)
3. Pulled and reset ground water pump 1 (2 hours)
4. Diagnosed and repaired CIP acid tank alarm (4 hours)
5. Pulled high high sensor on acid CIP tank, installed blind flange (1.5 hours)
6. Worked on LAS transfer pump, repaired union leak (3 hours)
7. Repaired acid wash cart's plumbing (2 hours)
8. Buried exposed offline electrical conduit east of membrane building (1 hour)
9. Worked with Bauman to retrieve January and February MOR (2 hours)
10. Repaired seal water supply line on raw water pump 2 (1.5 hours)
11. Worked on wall mount heaters in membrane building (3 hours)
12. Worked on raw water 1<sup>st</sup> floor heater (3 hours)
13. Located and repaired electrical short in 208 voltage power supply circuit that feeds wall mount unit heater 4011 (2.5 hours)
14. Changed out bad lamps in light fixtures between racks 3/4 and racks 5/6 (2 hours)
15. Removed heater 4004 from CIP room west wall, disassembled and diagnosed burnt wires, repaired wiring (4 hours)
16. Installed and wired power to unit 4004, tested operation and is now working correctly (3 hours)
17. Replaced Baptist tower level control circuit 1 amp fuse and checked electric heater setting (1 hour)
18. Received diesel fuel delivery and manually validated diesel fuel levels in all three Cummins generators (0.5 hours)
19. Replaced shower head in women's bathroom (0.5 hours)
20. Wired in UPS bypass on hypochlorite generator 2 (1 hour)
21. Installed new sludge actuator 4, tested operation (3 hours)
22. Installed new pressure gauge on hypochlorite generator 2 (1 hour)

23. Reset CIP acid tank heaters (0.5 hours)
24. Worked on phase 2 west sludge pump (3 hours)
25. Worked on feed pump strainer 2 water leak (1 hour)

**Operator Preventive Maintenance (49.5 person-hrs total)**

1. Flushed influent, effluent hoses and installed new internal hose on permanganate pump 3 (0.5 hours)
2. Flushed settled water and filtrate lines to the Lab and turbidimeters (1 hour)
3. Flushed citric acid waste containment area (1 hour)
4. Flushed citric acid CIP and caustic CIP containment areas (2 hours)
5. Hosed off the chemical residue outside of the citric acid offloading area (0.5 hours)
6. Cleaned off salt/dirt/sand buildup on Dodge truck (0.5 hours)
7. Received a delivery of hydrochloric acid (1 hour)
8. Received a load of LAS (0.5 hours)
9. Completed CIPs on rack 1-10 (40 hours)
10. Squeegeed condensation water from in between the racks (0.5 hours)
11. Inspected fire extinguishers (1 hour)
12. Replaced desiccant cartridge on the settled turbidimeter (1 hour)

**Operator Corrective Maintenance (29.5 person-hrs total)**

1. Worked on EarthTech pump 1 (6 hours)
2. Worked on sludge pumps, set up portable heater on sludge pump 2 (11 hours)
3. Changed interior hose on ACH pump 7 (0.5 hours)
4. Drained and cleaned trains 1-3 (12 hours)

**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**

- 56 interceptors were inspected in February. Facilities that have interceptors that need immediate maintenance are being asked to have maintenance performed within 15 days.
- 14 facilities were asked to perform maintenance.

**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 \$ 695.36. 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 \$ 1,115.23 and submitted to the Finance Department for billing.
- Comgraphx/Communication Graphics – No deficiencies were noted. Monthly surcharges for conventional pollutants above residential thresholds were calculated in the amount of \$31.14. Surcharges have been submitted to the Finance Department for billing.
- Flight Safety–No deficiencies were noted.
- Paccar Winch –No deficiencies were noted.
- Solar Turbines –No deficiencies were noted.

## Inspections

- Continental Industries- Staff reviewed permit application, toxic organic management plan, accidental spill prevention plan, and safety data sheets. An inspection was performed of the facility, focusing on the metal finishing process and waste storage/hauling procedures. End of process samples were collected, and Wastewater Discharge Permit No. BA 030 was issued to Continental Industries.

## Wastewater Treatment Plant

- Haikey Creek Wastewater Treatment Plant – Influent and effluent priority pollutant testing was performed with no deficiencies noted.



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## **SECTION 2 - GENERAL**

**For Immediate Release**

**Date: March 25, 2021**

**Contact: Jennifer Swezey, City of Broken Arrow**

**918-607-8921 | [jswezey@brokenarrowok.gov](mailto:jswezey@brokenarrowok.gov)**

**CBA Release 21-15**

## **Broken Arrow Announces New Development in South BA**

*City leaders and partners to hold press event March 29*

**Broken Arrow, Oklahoma** – The City of Broken Arrow is excited to announce plans for a new mixed-use development on city-owned property in south Broken Arrow, located near 5601 S. Aspen (145<sup>th</sup> E. Avenue) just north of the Creek Turnpike.

After many months of intense negotiations, the City has reached an agreement with OakTrust Development to bring a 60,000 square-foot store Class-A grocery chain to south Broken Arrow. In addition, the developer is expected to build another 200,000 square feet of retail and commercial space over a four-year period, as well as a 168-unit apartment complex. At total build out, the development will result in over \$40 million of new private investment in the City.

A special Broken Arrow City Council meeting and Broken Arrow Economic Development Authority (BAEDA) meeting were held on March 25th to approve a resolution which recommends the project's approval. The City Council, acting as the Economic Development Authority, signed a Memo of Understanding with the developer, OakTrust Development LLC, to purchase the City's 39.96 acres as part of the business agreement.

The other action taken by the Council was the formation of a new Tax Increment Financing (TIF) District to fund the public improvements needed for the project. BAEDA is obligated to spend \$5,530,000.00 in total infrastructure improvements on the site, including a new traffic signal at Norfolk and Aspen, a deceleration lane, water line, sanitary sewer line, one building pad site, and a new road from Norfolk east from Aspen. As a result, a review committee will be appointed for the TIF District to determine the eligibility and financial impact, if any, on the taxing jurisdictions within the district. The Public Finance Law Group will be contracted to provide counsel on the formation of the district.

City Manager Michael Spurgeon said, "our Economic Development team has been working with the developer and grocery chain representatives since last summer on this tremendous opportunity for our community and specifically south Broken Arrow. On behalf of the Mayor and City Council,

we are thrilled to make this dream a reality and provide additional grocery, shopping, and retail opportunities, and jobs for our residents and visitors in south Broken Arrow,” Spurgeon added.

The City is holding a press conference with the developer and representatives of the Class-A Grocer on-site, on Monday, March 29th to share more information about the proposed TIF District and planned development.

Date: Monday, March 29, 2021

Time: 10:00 AM

Location: 5601 S. Aspen (145<sup>th</sup> E. Ave.), Broken Arrow, OK 74011

Parking: Core Church parking lot

The future development site is located just south of Core Church, 5205 S Aspen Ave, Broken Arrow, OK 74011.

###

Located in northeast Oklahoma, Broken Arrow is the fourth largest city in the State of Oklahoma, with an estimated population of over 113,000 people spread out over 61 square miles. The City of Broken Arrow operates under a Council-Manager form of government with over 800 employees. Broken Arrow is home to the third largest manufacturing hub in the state, with many employees working in the energy sector. Residents in Broken Arrow enjoy a high quality of life, characterized by low crime, high performing schools, affordable housing and easy access to many parks and recreational facilities. The City of Broken Arrow sets the standard by providing the best municipal programs and services.

**For Immediate Release**

**Date: March 22, 2021**

**Contact: Jennifer Swezey, City of Broken Arrow**

**918-607-8921 | [jswezey@brokenarrowok.gov](mailto:jswezey@brokenarrowok.gov)**

**CBA Release 21-14**

## **Broken Arrow Announces New Leadership Team Members**

*Jennifer Rush and Makala Barton chosen for key positions*

**Broken Arrow, Oklahoma** – The City of Broken Arrow is pleased to announce the selection of Jennifer Rush for the position of Economic Development Manager and Makala Barton for Community Relations Liaison. Responsibilities for Rush include leading the Tourism and Economic Development team, and planning, developing, and implementing the City's economic development efforts. She takes over for Norm Stephens who was promoted in February to the position of Assistant City Manager of Administration. Barton will serve as the Liaison in the City Manager's Office for major community partners, user groups, and stakeholder groups in Broken Arrow.

City Manager Michael Spurgeon said, "I am beyond excited about adding these two talented and experienced professionals to the City's extremely high-speed servant-leadership team! Our goal is to provide great service to our residents and businesses, and I believe Jennifer and Makala will help us continue meeting those expectations in the areas of economic development and community relations respectively."

Rush most recently worked for the City of Bixby as the Retail Economic Development Coordinator and the Public Information/Events Coordinator. She brings over 15 years of experience including six in the public sector, working with Tulsa Crime Stoppers prior to the City of Bixby. She holds a Bachelor's degree from Northeastern State University and a Master of Business Administration and Management from Oklahoma State University.

Rush noted, "Over the last several years Broken Arrow has seen extensive economic growth and public/private investment. I am excited to be leading a vibrant Economic Development team and carry on the tremendous work that Norm Stephens has accomplished over the last decade."

"Broken Arrow is well-known for being *the* City where opportunity lives, and I am honored for the opportunity to serve the citizens and business community in my new capacity," Rush added.

The City is also excited to announce the selection of Makala Barton for the role of Community Relations Liaison. Barton was raised in Colorado but is excited to make Broken Arrow home and be closer to Oklahoma family and friends. She holds a Bachelor's degree in Business Management and brings 13 years of experience in local government, the private sector, and as a small business owner. Her most recent role was in Rio Blanco County, Colorado as the Economic Development & Public Relations Director.

Barton's first day with the City is March 22, and Rush will start on April 12.

###

Located in northeast Oklahoma, Broken Arrow is the fourth largest city in the State of Oklahoma, with an estimated population of over 113,000 people spread out over 61 square miles. The City of Broken Arrow operates under a Council-Manager form of government with over 800 employees. Broken Arrow is home to the third largest manufacturing hub in the state, with many employees working in the energy sector. Residents in Broken Arrow enjoy a high quality of life, characterized by low crime, high performing schools, affordable housing and easy access to many parks and recreational facilities. The City of Broken Arrow sets the standard by providing the best municipal programs and services.









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*INTEROFFICE MEMO*

**To:** Honorable Mayor and City Councilors  
**From:** Jennifer Swezey, Communications & Media Relations Manager  
**Date:** March 26, 2021  
**Re:** Recent Media Coverage

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Below are some links to recent news coverage in Broken Arrow.

<https://ktul.com/news/local/broken-arrow-greenlights-purchase-of-50k-tesla-police-car-to-save-money>

<https://www.newson6.com/story/60555f2dc67ed50bc1340f49/broken-arrow-police-to-add-tesla-to-patrol-fleet->

<https://www.newson6.com/story/605330bce3d1a30baa56f7f1/new-broken-arrow-shopping-center-nearing-completion-> (Tiger Hill)

<https://www.krmg.com/news/40m-development-planned-south-broken-arrow/2EGBOJ4RQZESJKHP5WGTWTSUBQ/>

<https://ktul.com/news/local/city-leaders-announces-new-development-in-south-broken-arrow>

Respectfully submitted,

Jennifer Swezey



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## **SECTION 3 - SPECIAL EVENTS**