

**To:** Honorable Mayor and City Councilors  
**From:** Russell Gale, Acting City Manager  
**Date:** November 2, 2018  
**Re:** Notes to Council

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

- General Services Report – Free Dump Day, Fall 2018
- Utilities Department Monthly Report – September 2018

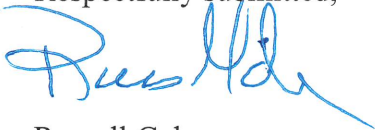
### **2. GENERAL CORRESPONDENCE / NOTIFICATION**

- Press Release – Rose District kicks off holiday season on Nov. 15 with Lights on Ceremony

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

- Parks Department – Events Memo
- Parks Department Post Event Report – Mummy & Me Dance – October 2018
- Parks Department Post Event Report – The Great Pumpkin Hunt – October 2018

Respectfully submitted,



Russell Gale

clm  
Attachments

# 1. STAFF REPORTS / ITEMS REQUIRING IMMEDIATE ATTENTION



*INTEROFFICE MEMO*

**To: Russell Gale, Assistant City Manager, Administration**

**From: Lee Zirk, General Services Director**

**Date: October 30, 2018**

**Re: Free Dump Day, Fall 2018**

The following details the data of Fall Free Dump Day events, 2018 data is in red:

<b>General</b>	<b>Fall 2015</b>	<b>Fall 2014</b>	<b>Fall 2013</b>	<b>Fall 2012</b>	<b>Fall 2011</b>
Date:	10-17-15	10-17-14	10-12-13	10-13-12	10-15-11
Location:	Landfill	Landfill	Landfill	Landfill	Landfill
Vans/Cars	33	15	18	5	12
Pickups	366	173	178	42	126
Trailers	<u>141</u>	<u>60</u>	<u>49</u>	<u>17</u>	<u>45</u>
Vehicle count:	540	248	245	64	183
Man Hours Worked:	38	55	44	44	44
<b>Costs:</b>					
Tipping Fees:	\$9,355.00	\$4,245.00	\$ 4,075.00	\$1,105.00	\$3,145.00
<b>General</b>	<b>Fall 2020</b>	<b>Fall 2019</b>	<b>Fall 2018</b>	<b>Fall 2017</b>	<b>Fall 2016</b>
Date:	TBD	TBD	10-20-18	10-21-17	10-22-16
Location:	Landfill	Landfill	Landfill	Landfill	Landfill
Vans/Cars			53	71	37
Pickups			352	415	328
Trailers			<u>98</u>	<u>161</u>	<u>142</u>
Vehicle count:			503	647	507
Man Hours Worked:			40	36	36
<b>Costs:</b>					
Tipping Fees:			\$9,618.00	\$10,990	\$8,840

**To:** Michael Spurgeon, City Manager  
**From:** Charles Vokes, Utilities Director  
**Date:** October 26, 2018  
**Re:** Utilities Department Monthly Report – September 2018

	September 2018	September 2017
<b>Water Treated, Purchased and Distributed</b>		
Water Purchased from Tulsa	7.0 MG	2.1 MG
Water – Produced at Verdigris WTP	<u>388.6 MG</u>	<u>453.7 MG</u>
Total	395.6 MG	455.8 MG
 <b>Wastewater Treated</b>		
Lynn Lane Plant	116.5 MG	90.4 MG
Haikey Creek Plant flow from BA	<u>162.2 MG</u>	<u>148.2 MG</u>
Total	278.7 MG	238.6 MG
Haikey Creek Plant flow from Tulsa	189.5 MG	172.3 MG

**Lynn Lane WWTP Maintenance Summary-  
David Handy, Plant Manager**

1. Installed chlorine breaker.
2. Changed oil in Aerator Gearbox No. 4AR1 and 5AR2
3. Installed new rubber skimmer on East Clarifier arm
4. Repaired water leak in Sodium Bisulfite Room
5. Repaired sludge conveyor in Transport Building
6. Winterized site glass for Sodium Bisulfite Tank
7. Checked and tightened belts on Flow Equalization Basin (FEB) pump
8. Lubricated/greased Digester Platform hoists
9. Hung tarp and winterized Headworks North Barscreen.
10. Cleaned Waste Pump Station
11. Repaired water line to East Clarifier Center Ring
12. Winterized all buildings
13. Checked/added oil to Blower No. 1 in Blower Building
14. Polymer mixer shaft machined/retrofitted to new mixer blades
15. Cleaned light cover lens and replaced ceiling tiles in Administration Building
16. Cleaned control panel boxes in Transport Building
17. Cleaned Contact Basins
18. Replaced grease seal on Secondary Pump No. 2
19. Replaced seal on North Digester Pump No. 12P4
20. Replaced Exhaust Fan belt in West Beltpress Building
21. Troubleshoot controls Headworks Screw Pump No. 2
22. Replaced Level Indicator floats in East Clarifier Scum Box

23. Headworks Project: Lower basement piping and valves installed. Two sections of FEB Basin piping installed. Clean up dirt and dust off pavement
24. Maintenance of facility grounds
25. Plant Manager and Asst. Plant Manager toured Del City WWTF newly installed UV disinfection system and facility upgrades
26. Training at O.W.P.C.C.A. Conference in Del City, Oct. 09, 2018

**Lynn Lane and Haikey Creek WWTP Industrial Pretreatment Program Summary-  
Lauren Wilson, Pretreatment Coordinator  
Fats, Oil & Grease (FOG) Program Activities**

**Food Handling Establishment Inspections:**

- City Pretreatment staff performed 41 food handling establishment inspections in the month of September. Staff reviewed manifests for grease interceptor maintenance, inspected the 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 Activities:**

- Blue Bell – The compliance self-monitoring and laboratory analysis reports were received and reviewed. There were three “daily maximum” violations for Biochemical Oxygen Demand (BOD). Monthly surcharges for conventional pollutants above residential thresholds were calculated in the amount of \$32,321.43. Surcharges have been suspended until January of 2019 when the consent order issued to Blue Bell by the City of Broken Arrow is complete and Blue Bell begins operation of a pretreatment system. The purpose of the pretreatment system is to bring Blue Bell back into compliance with the wastewater discharge permit limits issued by City of Broken Arrow. Construction of the pretreatment system is underway.
- Unifirst – The compliance self-monitoring and laboratory analysis reports were received and reviewed. No deficiencies were noted. Monthly surcharges for conventional pollutants above residential thresholds were calculated in the amount of \$1,162.64 and submitted to the Finance Department for billing. Federal and State Pretreatment regulations require City of Broken Arrow to perform a facility inspection and sample the process wastewater at least once per year at every facility with a wastewater discharge permit. Pretreatment staff inspected Unifirst and performed wastewater monitoring in September. 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. A bill was issued to Unifirst, by the Finance Department, for reimbursement of laboratory charges.
- Comgraphx– The monthly compliance self-monitoring and laboratory analysis reports were received and reviewed. No deficiencies were noted.
- Russelectric – Pretreatment staff inspected Russelectric and performed wastewater monitoring in September. 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. A bill was issued to Russelectric, by the Finance Department, for reimbursement of laboratory charges.

- Republic Services/Broken Arrow Landfill – Pretreatment staff inspected BA Landfill and performed wastewater monitoring in September. Once samples are collected they are transported to a state certified laboratory for analysis. The laboratory analysis came back with no deficiencies. A bill was issued to Republic Services, by the Finance Department, for reimbursement of laboratory charges.

## **Utilities Distribution/Collections Maintenance Summary**

### **Water Distribution – Jerry Hanewinkel, Interim Utilities Systems Manager**

1. New Taps and Meters set-40
2. Responded to 524 Call Okie Line Locates
3. Replaced 172 meters
4. Repaired or Replaced 22 meter boxes and valve boxes
6. Meter leak repairs done-10
7. Responded to 28 water leak calls
8. Distribution Main Leaks repaired-18
9. Replaced 13 Curb Stops
10. Valve truck crew exercised 63 valves for the month, bringing the total to 826 for 2018
11. Service Crossings Installed-1
12. Responded to 85 water system service requests
13. Fire Hydrants Repaired-25
14. Fire Hydrants Replaced-1
15. Fire Hydrants Painted-0
16. Cleaned and restored 18 yards after water line repairs were done
17. Valve Repaired, Replaced or Installed-1
18. Flushed 113 main lines to address water quality issues
19. Checked 18 auto flushers in service and rebuilt 1
20. Replaced registers for AMR project-311
21. Mowed and weedeated all water tower locations.
22. Assisted the Sanitation Department by doing special pick ups for two weeks.

### **Sewer Collection- David Marlow, Wastewater Collection Supervisor**

#### **Sewer**

1. Service requests calls-40
2. Sewer line locates done-104
3. Sewer line blockages relieved-5
4. Stand-by and night crew responded to 12 sewer calls
5. Manholes cleaned /raised/repaired-9
6. Sewer line cleaned-7,485 ft.
7. Sewer lines repaired/replaced/installed-22 ft.
8. CCTV inspections done-3,089 ft.
9. Sewer lines root cut-0
10. Sinkholes inspected-0
11. Clean ups done at 6 locations after repairs to sewer lines were done
12. Sanitary Sewer Overflows (SSO's) reported to ODEQ for the month-3
13. Assist other departments-9
14. Sewer line protection, Haikey Creek trunk line

#### **Booster and Lift Stations**

1. Routine station visits (29 lift stations and 4 booster stations)-561
2. Check valves/pumps cleaned at 12 stations
3. Wet wells cleaned using vactor truck-3

4. Groundskeeping (mow, weed/pest control, trim trees)-4
5. Booster station calls-1
6. Pump station maintenance and repairs done-12
  - Timberbrook-cleaned 3 way valve and air relief
  - Turnberry-replaced 3 way valve
  - Ridgeway Heights-replaced worn out parts
  - South Park South-removed trash from impellers
  - Adams Creek North-replaced check valve spring
  - South Park South-rewired 3 way valve
  - Adams Creek North-took #2 pump out of rotation
  - Bass Pro Booster-shut down station and reset VFD's and programmed
  - Adams Creek North-replaced flapper on pump #2A
  - South Park South-retapped lifting lug threads
  - The Greens-replaced bolts on #2 pump
  - The Greens-helped move #2 pump motor to #3 pump

**Meter Reading – Derriell Bynum, Meter Reading Supervisor**

1. Replaced Meters-15
2. Placed Door Hangers for bad checks-100
3. Turn Ons for nonpayment-211
4. Turn Offs for nonpayment-222
5. New Account Service Initiated-455
6. Accounts Finaled-421
7. Read 38,620 Meters
8. Construction Meters Set-1
9. Rereads/Leak Tests-126
10. Meter boxes replaced-3
11. Meter lids replaced-0
12. Resident Request to Check Meter-1
13. Misreads-20 verified
14. Met with residents to discuss their high bill/water usage concerns-17
15. Meters pulled-1
16. Meter stop replaced-1
17. 7" meter riser replaced-2
18. UME Chambers replaced-1

**AMR Project-**

- Retrieved water use history from 17 AMR radio devices and provided the 90 day graphs to the customers
- AMR antennas replaced-0
- AMR registers-646
- AMR meter body-318
- Dead AMR registers replaced-15
- Meter boxes replaced-30
- Meter riser-20
- Stops replaced-0

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

1. WL-1805 (1st St and Detroit St) plugged old water lines, concreted valve boxes, dirt work and sod
2. ED-1701 (Alfa Laval) installed 860' of 12" C-900 water pipe
3. Flush dead lines-11
4. Line locates-20
5. 8501 S Lynn Lane Rd-clean up, dirt work and sod
6. Helped Sanitation Department with special pick ups.
7. Helped Meter Reading Department install AMR's.
8. 405 S 9<sup>th</sup> St-2" push and replaced saddle
9. 1801 E. Hillside Dr.-replaced 24"x2" tapping saddle
10. Water main line leaks-3

### **Water Quality- Diana Flora, Linda Megli, Water Quality Technician**

1. Flushed dead end water lines at 28 locations
2. Tested chlorine levels near auto flushers to verify all are working, 18 total
3. Several water quality concerns calls due to water event, about 3,408,025 gallons flushed
4. Collected 100 Bac-T samples
5. Collected 2 chlorine samples (am/pm) daily, a total of 62
6. Distribution system-11 parameter testing with 143 onsite tests at 8 distribution and 5 water tower locations for this month
7. Total gallons flushed to improve water quality in September; 5,146,000 gallons
8. Lead and copper tested

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

1. Repaired leaking water line on high service pump #4 and installed new stainless steel water line fittings
2. Tightened and lubed front gate chain
3. Replaced flex coupler on CIP drain pump in pipe chase.
4. Calibrated all plant ph probes
5. Repaired a light in high service pump station
6. Cleaned all filters on high service variable frequency drives
7. Removed overgrown brush and cleaned up around sewage lagoon
8. Installed new expansion tank on hot water heater
9. Installed new Yaskawa variable frequency drives on pre-treatment Flocculator #10 and #12
10. Installed new stainless hardware and re-attached bracket on 6" PVC CIP return line behind neutralization tank
11. Completed programming and installation of variable Frequency drives on all three floc mixers on pre-treatment train #4
12. Installed new auto cleaning device on membrane rack #5 turbidity meter
13. Cleaned electrical room and moved Eaton drives up to old water plant
14. Installed filler screws in vacant holes left by Eaton control displays that were removed by Yaskawa installation
15. Changed device net program settings on all three new Yaskawa drives on pre-treatment train #4 floc zone 1, 2 and 3
16. Installed new tubing kit on inline chlorine analyzer at high service
17. Replaced hoses on aluminum chlorohydrate feed pump #1
18. Repaired variable frequency drive on pre-treatment floc zone #1, Train #1
19. Reconfigured input phase supervision alarm on the drive for pre-treatment floc zone #1, Train#1 to just a warning and not a shutdown
20. Unclogged salt tank fill line



21. Changed carrier Frequency on the variable frequency drives for pre-treatment flocculator #12 and #10
22. Installed rebuild kit in sludge pump #2 discharge air release
23. Installed stainless valves on top and the side of the sludge pump #2 air release
24. Installed new check valve and replaced the sump pump in the sodium permanganate containment area
25. Repaired outlet for sodium permanganate containment area sump pump
26. Cleaned membrane racks 1 through 10 turbidity meters
27. Changed out Encoder and terminal block on sludge system #3
28. Calibrated Encoder on sludge system #3
29. Installed new chemical warning signs on four walk-in doors
30. Installed rebuild kit in citric acid waste valve actuator
31. Reinstalled and tested citric acid waste valve actuator
32. Installed new lead pump float on decant pump station
33. Cleaned and replaced air filters on all buckets in the MCC
34. Safety meeting on 9/19/18 hearing protection and chemical safety

## 2. GENERAL CORRESPONDENCE / NOTIFICATION



**PRESS RELEASE**

Contact: TJ Gerlach  
Communications Coordinator  
City of Broken Arrow  
Phone: (918) 259-2400, ext. 5348

**Rose District kicks off holiday season on Nov. 15 with Lights On Ceremony**

*The ice skating rink also opens during the annual event*

**Broken Arrow, Okla. (11/2/18)** – The Rose District will officially kick off the holiday season with a Lights On Ceremony on Thursday, Nov. 15.

Hosted by the Broken Arrow Main Street Merchants Association, the Festival begins at 6 p.m. at the Rose District Plaza, where dignitaries will turn on the Rose District Christmas tree and lights will illuminate the district. The ice skating rink at the pavilion opens immediately after the lights come on.

After the lights come on, visitors can enjoy the rest of the celebration. Merchants will have refreshments, awesome giveaways and more. There will also be horse and carriage rides, a trolley, carolers, food trucks and even jolly old St. Nick.

Everyone is invited to come enjoy the atmosphere, which also includes the Rose District Window Decorating Contest. Rose District merchants go all out for this fun holiday tradition. Check out all the creative displays throughout the entire district making downtown look and feel extra charming.

Beginning Nov. 21, Broken Arrow's Riddle Plant Farm will bring back the Christmas tree pop-up shop, selling fresh cut trees and wreaths at the plaza.

**What:** Holiday Lights On Festival  
**When:** Thursday, Nov. 15, at 6 p.m.  
**Where:** Broken Arrow's Rose District Plaza, 418 S. Main

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### 3. SPECIAL EVENTS / ACTIVITIES



**To:** Cricket Moore, Executive Assistant  
**From:** Vaunda Olivera, Community Events Manager  
**CC:** Scott Esmond, Director of Parks and Recreation  
**Date:** November 2nd, 2018  
**Re:** Notes to Council

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## **EVENTS DIVISION**

### EVENTS

This weekend, Park and Recreation will be hosting the Bark in the Park at Ray Herral Nature Center. The event will begin at 10:00 a.m. to 2:00 p.m. This is a great opportunity to get the family and your fur friends out of the house for some hiking and fun in the park. The Broken Arrow Animal Shelter will be onsite if you are looking for a new fur friend to take home. There will be a veterinarian on site as well as other fur friend (pet) themed vendors. This event is free and open to the public and is appropriate for all ages. Hot Diggity Dog will also be onsite serving what else – Hot Dogs!

### PAST EVENTS

This past weekend the Night Out on Crime hosted by the Broken Arrow Police Department was held in the Rose District. Kids of all ages dressed in costume and were greeted and treated by several jurisdictions including Broken Arrow Fire, Grand River Dam Authority, Tulsa County Sheriff's Office and many more. This year's costumes were amazing. Attendance for this year's event is estimated at 40,000. This event continues to grow and has become the event to visit during Halloween.

At the Events Park, this last weekend the Oklahoma Hmong Association held their annual New Year's Festival. Councilman Johnnie Parks welcomed the Hmong community to Broken Arrow for this year's celebration. This year's festival included the Oklahoma Hmong Associations youth men and women's competition which included traditional dancing. There was also a soccer tournament which kept things exciting and spectators were cheering at each game. Through the vendor area there were merchants offering traditional garments, music, baskets and other items. The food vendors this year offered traditional food including Boba tea, Pho and Papaya Salad just to name a few. The weather was beautiful for this year's event and attendance this year is estimated at 8,000, which is over twice the attendance of last year.



CITY OF BROKEN ARROW

Parks & Recreation Event Report

Event/Program: Mummy & Me Dance Date: 10/20/18

**DETAILS**

<i>Location</i>	Nienhuis Park 3201 N. 9 <sup>th</sup> Street	<i>Attendance</i>	205
<i>Event Organizer</i>	Jim Reed/ Nienhuis Park Center Supervisor	<i>How long has the event been going?</i>	1 <sup>st</sup> Year

**DESCRIPTION**

- Mothers and their special little one(s) danced the evening away at the inaugural Mummy & Me Dance hosted by the Broken Arrow Parks and Recreation Department.
- This Halloween themed dance was a big hit with all the participants. Many of them expressed their gratitude for hosting the dance and mentioned their return next year.
- Party All Stars DJ service provided the music for the dance as well as helped judge for our costume contest.
- The DJ even played dance games with the patrons, which they had a blast doing!
- Light refreshments were provided to participants during the duration of the dance.
- TSS Photography was on hand to capture this memory for any mummy that wanted one.

**TYPE OF PROMOTIONS USED**

- Posters and flyers at Community Centers
- Posted on Community Calendar and City Website
- Posted on Facebook pages
- Posted on Marquees
- Posted in the seasonal Recreation Guide
- The Focus news letter

**Our goal:**

Our goal with this event is to bring families together in a safe, clean, friendly, and fun environment.



BROKEN ARROW

Photos:



CITY OF BROKEN ARROW

# Parks & Recreation Post Event Report

Event/Program: The Great Pumpkin Hunt Date: 10/17/18 - 10/20/18

## DETAILS

<i>Location</i>	Ray Harral Nature Center	<i>Attendance</i>	190 participants
<i>Event Organizer</i>	Ray Harral Staff	<i>How long has the event been going?</i>	1 <sup>st</sup> Year

## DESCRIPTION

- Ray Harral Nature Center staff hid pumpkins throughout the Nature Park. Each pumpkin had a letter on it and families had the opportunity to search for it.
- Once all the pumpkins and letters had been found, children had to unscramble the word to solve the puzzle.
- Each participant got a prize once they unscrambled the word.
- Crafts were available for children at the nature center to create and stay occupied.
- This whole program ran during the BAPS Fall Break.

## TYPE OF PROMOTIONS USED

- Ray Harral Nature Center Facebook Page

## NOTES

Our goals:

- Give families the opportunity to be creative and constructive.
- Provide an inclusive and hands-on Fall Break activity to get the whole family out of the house and enjoying the outdoors.

For Next Year:

- More pumpkins
- Earlier set up time
- More minor supplies
- More advertising





Ray Herral Nature Center

# THE GREAT PUMPKIN HUNT

Fall Break!

Search for the

pumpkins in the park,

Crack the code, &

Get a prize!

Good for ages 8-12

Get started by talking to any of the  
Nature Center Staff!

