

**To:** Honorable Mayor and City Councilors  
**From:** Michael Spurgeon, City Manager  
**Date:** December 2, 2016  
**Re:** Notes to Council

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

- Development Services Report – Downtown Residential Overlay District Update
- Utilities Department Monthly Report – October 2016

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

- Press Release – Lisa Ford Wins Community Impact Award
- Stoney Creek Update

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

- Rose District Ice Rink Opens

Respectfully submitted,




Michael L. Spurgeon

jmh  
Attachments

## 1. STAFF REPORTS / ITEMS REQUIRING IMMEDIATE ATTENTION



**To:** City Council  
**Cc:** Michael Spurgeon, City Manager  
Kenny Schwab, Assistant City Manager – Operations  
**From:** Michael W. Skates, Development Services Director   
**Date:** December 1, 2016  
**Re:** Development Services Report

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1. To help guide us through the process of formulating The Downtown Residential Overlay District, the City Council retained the planning consulting firm ADG Consulting, to assist us in this process. The Consultant team will be in town on Dec. 13, 14 and 15 to conduct discussions, interviews and a Public Workshop. During these days the consulting team members will meet with Stakeholders in the area, including the City Council, the Planning Commission, the Downtown Advisory Board, Chamber of Commerce representatives, BA School representatives, City Staff and others.

The Stakeholder meetings will be on Tuesday and Wednesday afternoons at City Hall and the Consultants will be contacting you and others with the time schedule.

The **Community Workshop will be on Wednesday, December 14, 2016 from 6:00 p.m. to 8:00 p.m. at Central on Main, 210 North Main Street.** This workshop is open to the public and all property owners within the one square mile area are being notified of the Workshop.



**INTEROFFICE MEMO**

**To:** Michael Spurgeon, City Manager  
**From:** Anthony Daniel, Utilities Director *AD*  
**Date:** November 30, 2016  
**Re:** Utilities Department Monthly Report – October 2016

	<b>October 2016</b>	<b>October 2015</b>
<b>Water Treated, Purchased and Distributed</b>		
Water Purchased from Tulsa	4.4 MG	0 MG
Water – Produced at Verdigris WTP	<u>385.5 MG</u>	<u>397.8 MG</u>
Total	389.9 MG	397.8 MG
<b>Wastewater Treated</b>		
Lynn Lane Plant	110.9 MG	101.0 MG
Haikey Creek Plant flow from BA	133.7 MG	137.4 MG
Haikey Creek Plant flow from Tulsa	188.4 MG	174.1 MG

**Pump Stations Equipment Maintenance Summary-David Handy**

1. Request estimate for VFD replacement at Battlecreek Booster Station.
2. Ordered new pressure gauges for Adams Creek NW.

**LLWWTF Maintenance Summary**

1. New Belt Press booster pump on order.
2. North barscreen back in service. New shock relay and timer installed.
3. Skimmer arm rubber replaced on East Clarifier.
4. West grit pump plugged off. Using just East pump in “Hand” operation.
5. Backflow preventers certified and tested. Will have to replace (4) units. Quote submitted.
6. AC unit installed on RAS Pump #2 control panel.
7. Air manifold repaired on Grit Chamber.
8. Trees cleared on East fence line. New fence line installed.
9. Parking lot re-stripped.

**Lynn Lane and Haikey Creek WWTP Industrial Pretreatment Program Summary-Lauren Wilson**

**Fats, Oil & Grease (FOG) Program Activities**

**1. Food Handling Establishment Inspections done:**

City pretreatment staff inspected 58 food handling establishments (FHE) in the month of October.

Staff inspected manifests for grease interceptor (GI) maintenance, looked at GI, and discussed best management practices for facilities with grease abatement equipment. FHEs with improperly maintained

interceptors have been asked to have their grease interceptor pumped immediately. Re-checks are being done for non-compliance issues.

## **2. FOG Program Administration & Sanitary Sewer Overflows (SSO) Response:**

- FHE database being updated
- FHE file being updated
- Problems were reported at the South Park South Lift Station. The station has been receiving excessive grease and debris. Staff distributed cooking oil collection bottles, recycling information and FOG pollution prevention brochures to residents in this neighborhood. Staff also utilized the community callout system to notify residents of the excessive grease and debris coming from their neighborhood.
- City pretreatment staff began FHE rechecks for: full interceptors, dirty oil recycle-station areas, lack of maintenance manifests and insufficient GI maintenance schedules.
- Pretreatment staff met to discuss FHE issues and the direction of FOG program.

### **Industrial Pretreatment Activities:**

- FY 2016 Annual Pretreatment Reports for Lynn Lane and Haikey Creek Wastewater Treatment Plants were submitted to DEQ. The reports consist of:
  - 1) Comparing quarterly priority pollutant laboratory analyses to Oklahoma Water Quality Standards and Maximum Allowable Headworks Loadings (MAHL) based upon influent daily flow.
  - 2) Calculating significant non-compliance for 12 months for Industrial Users (IU) based upon technical review criteria, violations, etc. This requires a complete file review for each permitted IU.
  - 3) Summarizing IU self-monitoring and reporting for the 12-month period of October 1, 2015 to September 30, 2016.
  - 4) Summarizing IU inspections and City-performed monitoring for the year.
  - 5) Summarizing pollution prevention activities for the year.
  - 6) Summarizing IU survey activities for the year.
- City of Broken Arrow staff drafted a consent order that will require Blue Bell to hire an engineer, perform a waste characterization study, use the study to choose a method of pretreatment, construct the pretreatment facility and bring into compliance with Broken Arrow discharge permit BA 007. City of Broken Arrow Utilities Department/Blue Bell Creameries had a Q&A conference call about the proposed consent order. City staff asked Blue Bell to make recommendations on the timeline for compliance. Blue Bell submitted the recommendations and City staff is reviewing them.
- RL Hudson IU survey and plant walk-thru done.
- Received Gruv-N-Gasket quarterly certification statement.
- Blue Bell waste characterization study: City staff reviewed laboratory analysis and created a spreadsheet of the results.
- September Blue Bell laboratory analysis and compliance monitoring report review, surcharges calculated at \$22,725.79. A Biochemical Oxygen Demand permit violation was recorded.
- Republic Services/Broken Arrow Landfill quarterly laboratory analysis and monitoring report reviewed. No deficiencies were noted.
- Auto Shop best management practice visits are ongoing.

- Russelectric quarterly laboratory analysis and monitoring report reviewed. No deficiencies were noted.
- City pretreatment staff developed a “Car Wash Questionnaire” to determine maintenance practices and procedures for oil/water separators and sand traps.

## **UTILITIES DISTRIBUTION/COLLECTIONS MAINTENANCE SUMMARY**

### **WATER DISTRIBUTION – Jerry Hanewinkel**

1. New Taps and Meters set 35
2. Responded to 50 water leak calls
3. Replaced 42 meters
4. Repaired or Replaced 23 meters and valve boxes
5. Replaced 25 Curb Stops
6. Cleaned and restored 44 yards after water line repairs
7. Responded to 425 Call Okie Line Locates
8. Installed 6 service crossings
9. Responded to 66 water system service requests
10. Flushed 42 main lines for water quality issues
11. Distribution Main Leaks repaired 28
12. Meter leak repairs done 19
13. Valve truck crew exercised 113 valves for the month, bringing the total to 947
14. Fire Hydrants Repaired 3
15. Fire Hydrants Replaced 4
16. Fire Hydrants Painted 153, bringing the total to 778
17. Fire Hydrants Tested 99

#### AMR PROJECT-

AMR register with new meter-73 installed

AMR registers only-90 replaced

### **SEWER COLLECTION- David Marlow**

1. Service requests calls 34
2. Sewer line blockages 9
3. Lift station repairs done at 4 stations
4. Manholes cleaned /raised/repaired 4
5. Sewer line cleaned 1250 ft.
6. Sewer line repaired 32 ft.
7. Sewer line locates done 113
8. Clean ups done at 6 locations after repairs to sewer lines
9. CCTV 550 ft. to locate problems/defects in the sewer line
10. Stand-by and night crew responded to 11 sewer calls
11. Sanitary Sewer Overflows (SSO's) reported the month of October 2016-6
12. Cleaned check valves/pumps at 5 lift stations
13. Sewer lines root cut at 7 locations

### **METER READING – Derriel Bynum**

1. Replaced Meters-76
2. Door Hangers for bad check-64
3. Turn Ons for nonpayment-415
4. Turn Offs for nonpayment-398
5. New Accounts-451

6. Finals-485
7. Read 37,667 Meters for the month of October 2016
8. Construction Meters Set-4
9. Rereads/Leak Tests-358
10. Meter boxes replaced-9
11. Meter lids replaced-6
12. Misreads-42 verified
13. Met with residents-10
14. Resident requested meter check-27
15. Meters pulled-9
16. UME chambers installed-1
17. Registers replaced-10

#### AMR PROJECT-

AMR registers only installed-127

AMR register & new meter installed-107

Meter boxes replaced-10

Meter risers installed-9

Curb stops replaced-1

Retrieved water use history from 78 AMR radio devices and provided the graphs to the customer.

#### **UTILITIES CONSTRUCTION – Tommy Kimbrough**

1. WWTP-installed 25' of 4" SCH 40 pipe for new maintenance building.
2. Water Line Project from Washington St to Date to 1800 S Main St-installed 850' of 6" C-900 pipe water line.
3. Olive Ave water line break-installed 25' of 24" C-905 pipe water line.

#### **WATER QUALITY- Diana Flora**

1. Flushed dead end water lines at 40 locations.
2. Tested chlorine levels near auto flushers to verify all are working, 18 total.
3. 9 dirty water calls, 84,375 gallons of water flushed to improve water quality.
4. Collected 100 Bac-T samples and 2 chlorine (am/pm) daily for the month.
5. Total gallons flushed to improve water quality in October; 8,279,427 gallons.

#### **VERDIGRIS WTP – Jimmy Helms**

1. Drained, cleaned and inspected Train 1, 2, 3, and 4 plate settler areas
2. Repaired an air leak on ¼" plastic tubing on the South wall of CIP room
3. Repaired 1018 actuator on Rack #7
4. Installed new sump pump in vault north of Pre-treatment
5. V-1010 actuator on rack #3 has been rebuilt
6. Valve 1030 on rack #3: Removed the actuator and manually opened and closed the valve, reinstalled the actuator
7. Installed new upper and lower hose on Hypochlorite metering pump #1
8. Resealed leaking connections on Hypochlorite feed panel
9. Resealed leaking gauge on Hypochlorite transfer pump A
10. Installed insulation on sludge pump system
11. Repaired multiple leaks on Master chlorine generator
12. Installed clean out valve on Master chlorine generator

13. Repaired 1018 actuator on Rack #5
14. Repaired multiple leaks on Hypochlorite feed panel
15. Installed new totalizers on ACH, and fluoride
16. Installed new safety / warning stickers on exterior doors
17. Installed new safety / warning signs above exterior chemical areas
18. 8 hour Hazwoper renewal class on 10/04/16
19. Flushed sodium permanganate line to clear blockage
20. Starting to winterize all outdoor processes susceptible to freezing
21. Hosted South Central Membrane Conference
22. Replaced air pump on compressor A

## **ASSISTANT DIRECTOR-Barney Campbell**

### IN HOUSE MEETINGS

- Staff meetings
- Master Sewer Plan
- GIS, Valves and Maps
- Kenwood Hills Water Line Design
- Aspen Creek Relief Sewer Line
- Project S.1504 Bar Screens for 5 Lift Stations
- Right of Way for Force Main 209<sup>th</sup> Lift Station

### MEETINGS

- Water Quality with PEC
- Pre-bid for Stark Building Insulation
- Tank Residuals
- Lunch & Learn Kupferle Products (bac-T station auto flushers)
- Fence Co. at 41<sup>st</sup> & 161<sup>st</sup> for Tulsa Connection Meter
- Scoping for Tiger Hill Ground Storage Tanks

## **DIRECTOR'S REPORT – Anthony Daniel**

1. Attended the weekly City Manager's leadership meetings.
2. Participated in the weekly Asst. Manager of Operations staff meetings.
3. Conducted the weekly Utilities Department staff meetings.
4. Attended the regular City Council meetings and the special meeting Black & Veatch Rate Study.
5. E & C staff and Utilities staff met with Meshek to scope out a project to update utilities record drawings.
6. Met with E & C staff and Tetra Tech on the design of secondary clarifier improvements and a stand alone plant effluent reuse system.
7. Utilities staff met with E & C to define the scope of work for the elimination of Kenwood Hills Booster Pump Station.
8. Attended the annual RWD4 Board meeting.
9. Attended the annual RMUA operations group meeting with City of Tulsa staff at HCWWTP.
10. Participated in the teleconference with Clevest regarding full installation and implementation of the AMR meter changeout software.



11. Attended the 1.5 days Southwest Membrane Conference held at the BA Vedigris WTP.
12. Participated in the Additional Water Supply Study update from HDR Engineers.
13. Participated in the Preliminary Design Review Meeting for the LLWWTP Headwords Improvement Project with HDR.
14. Attended the Economic Development Project Update meeting and the focus was on water supply in Wagoner County.
15. Participated in a meeting with E & C to review the Draft Wastewater System Master Plan.
16. Met with Meshek Consultants to refine the scope of the map update project.
17. Met with RMUA Ops group and HUB engineering to discuss the progress on the FY16 O & M capital replacement project.
18. Met with HUB engineers and E & C to review the 90% plans for the installation of bar screens at five lift stations.
19. Utilities staff met to discuss the issue of low chlorine residual in the distribution system.
20. Attended the SeeClickFix director's update meeting.
21. Participated in the AMR Clevest software progress update teleconferences.
22. Utilities staff met with PEC engineers to discuss the cause(s) and identify solutions to the low chlorine residual issue in the water distribution system.
23. Participated in the meeting with E & C to identify right of way issues for the 209<sup>th</sup> sewer lift station force main.
24. Attended the design review meeting for the improvements to the LLWWTP/secondary clarifier and plant effluent reuse system with Tetra Tech.
25. Participated in the WTP Appreciation Breakfast at the WTP organized by the City Manager's office.
26. Attended the lunch and learn session conducted by Hobas Fiberglass Pipe and LFM Manholes.
27. Participated in the scoping meeting with E & C and Hub engineering on the installation of mixing systems for 4 ground storage tanks.

**FUTURE PROJECT TO DO LIST:**

None

## 2. GENERAL CORRESPONDENCE / NOTIFICATION



**PRESS RELEASE**

Contact: James Koch  
Public Information Officer – Police Department  
City of Broken Arrow  
Phone: 918-451-8200 ext. 8821

## **BA Crime Prevention Specialist Wins Community Impact Award** *Broken Arrow Chamber recognizes successful women*

**Broken Arrow, Okla. (12/1/16)** – The Broken Arrow Chamber of commerce today announced that Lisa Ford, the Crime Prevention Specialist and Community Liaison for the Broken Arrow Police Department, is one of the winners of the 2016 Community Impact award.

“It is wonderful to have employees like Lisa, who you can give just an idea to, and they regularly turn it into something amazing,” said Police Chief David Boggs. “I could not be more proud to have her in my department as an asset to the citizens of Broken Arrow.”

The Community Impact award is part of the Successful Women’s Luncheon series, which brings together women who are active in the Broken Arrow community. Ford was nominated alongside 15 other women who’ve contributed to Broken Arrow.

Ford was hired by the Broken Arrow Police Department as their Crime Prevention Specialist in June of 2001. Before coming to BAPD, she worked for the Citizens Crime Commission, where she oversaw the Alert Neighbor, Crime Stoppers, and Arrest Arson programs.

Ford manages the [Volunteers in Police Service](#) program for the department, which has more than 200 volunteers currently participating. She has also instructed over 100 other law enforcement agencies on running successful volunteer programs through the Oklahoma Regional Community Policing Institute.

Ford also sits on the Board of Directors for Broken Arrow Seniors, Broken Arrow Neighbors, PC Power, Dogs Against Drugs, Leadership Broken Arrow, and participates in many other organizations. In addition, she is a Trustee for the Tulsa Police Officers Memorial.

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## Hooks, Jennifer

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**From:** Schwab, Kenneth  
**Sent:** Wednesday, November 30, 2016 11:05 AM  
**To:** Hooks, Jennifer  
**Cc:** Spurgeon, Michael  
**Subject:** FW: Stoney Creek Video Update

Let's put this on notes to Council for this week. You can really see the Conference Center taking shape.

***Kenneth D. Schwab, P.E., CFM***

Assistant City Manager – Operations  
City of Broken Arrow  
Phone: 918-259-2400  
Ext. 5419 (Administrative) and 5519 (Direct)  
Email: [kschwab@brokenarrowok.gov](mailto:kschwab@brokenarrowok.gov)



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**From:** Steve Schwab [mailto:steve@cowangroup.co]  
**Sent:** Wednesday, November 30, 2016 9:31 AM  
**To:** Jeff Cowan <jeff@cowangroup.co>; Barrick Rosenbaum <barrick@cowangroup.co>; Tanita White <tawhite@pmgtulsa.com>; Russ Fischer <russ@cowangroup.co>; Schwab, Kenneth <kschwab@brokenarrowok.gov>; Skates, Michael <MSkates@brokenarrowok.gov>; Chandler Robertson <chandler@cowangroup.co>; Flasch, Krista <KFlasch@brokenarrowok.gov>; Nichols, Chad <cnichols@brokenarrowok.gov>; Kirk Richardson <kirk@cowangroup.co>  
**Subject:** Stoney Creek Video Update

Good Morning All!

Here is the latest video update from November for Stoney Creek in BA. Thank you to Mike Hughes Architects!

<https://www.youtube.com/watch?v=xHiDamqyYCK>

Thanks,

**Steve Schwab**  
Branch Manager



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### 3. SPECIAL EVENTS / ACTIVITIES





*INTEROFFICE MEMO*

**To:** Honorable Mayor and City Councilors  
**From:** Jennifer Hooks, Executive Assistant to the City Manager  
**Date:** December 2, 2016  
**Re:** Rose District Ice Rink Open

The Grand Opening of the Rose District Ice Rink was held on December 1 at 5pm. We look forward to a great season!



Hours and prices are below.  
Respectfully submitted,

Jennifer Hooks

Season:

December 1, 2016 - January 8, 2017

Location:

The Rose District Pavilion  
418 S Main Street  
Broken Arrow, OK 74012  
The Rose District Pavilion

Hours:

December 1 - December 20  
Mon - Thur: 3pm - 9pm  
Fri: 3pm - 10pm  
Sat & Sun: 12noon - 10pm

Extended Hours:

December 21 - January 3  
Daily from 12noon - 10pm

Holiday Hours

Christmas Eve: 12noon - 5pm  
Christmas Day: 12noon - 10pm  
New Year's Eve: 12noon - 10pm

Admission:

\$10.00 General Admission w/ Skate Rental  
\$9.00 General Admission w/ Military Discount  
\$5.00 General Admission w/o Skate Rental  
\$5.00 Children 5 and under

To inquire about group rates, visit [info@expressice.com](mailto:info@expressice.com)

\*\*All rates include tax. Cash, VISA, MasterCard, AMEX, and Discover accepted

Skate Sizes:

Skate sizes range from child size 7 to adult size 13.