

To: Honorable Mayor and City Councilors
From: Michael Spurgeon, City Manager
Date: January 5, 2018
Re: Notes to Council

1. STAFF REPORTS / ITEMS REQUIRING IMMEDIATE ATTENTION

- Parks & Recreation Department Monthly Report – November 2017
- Utilities Department Monthly Report – November 2017
- Utilities Report – Monthly Water Usage for 2017

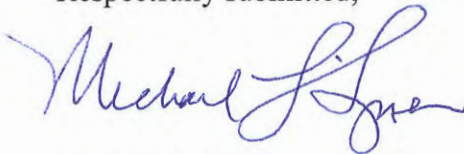
2. GENERAL CORRESPONDENCE / NOTIFICATION

- Press Release – Fatality House Fire, December 31, 2017

3. SPECIAL EVENTS / ACTIVITIES

- N/A

Respectfully submitted,



Michael L. Spurgeon

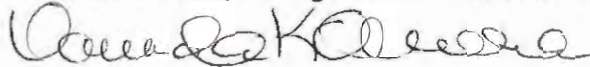
jmh
Attachments

1. STAFF REPORTS / ITEMS REQUIRING IMMEDIATE ATTENTION



To: Kenneth Schwab, Assistant City Manager - Operations

From: Vaunda Olivera, Acting Director Parks and Recreation



CC: Jennifer Hooks, Crickett Moore

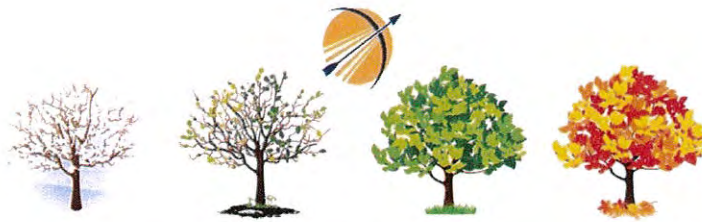
Date: December 28, 2017

Re: November 2017 Monthly Report

Please find enclosed the November 2017 Monthly Report for the Parks and Recreation Department.

Please contact Vaunda Olivera if you have any questions.

Encl: November 2017 Monthly Report



Parks and Recreation Department November 2017 Monthly Report

DIRECTOR - PARKS AND RECREATION

- No report.

BATTLE CREEK GOLF CLUB (BCGC)

GENERAL

- November had fairly warm temperatures mixed with some cooler mornings.
- Total revenues for the month were \$84,202 compared to budgeted revenues of \$77,754.
- Finalizing proposed 2018 Capital Project list for equipment needs as well as general asset maintenance for upcoming fiscal year.
- Managers working to complete their departmental budgets for an end of January 2018 review.

GOLF OPERATIONS

- BCGC is offering an additional 10% for any gift card purchases of \$50 or more through the end of December 2017. This promotion is a great way to increase sales while providing BCGC patrons a way to give that special someone the perfect holiday gift.
- Began selling 2018 Battle Cards for the low rate of \$60. Battle Cards are a popular promotion among our regular players which offers great value for their golfing experience. This card gives players the following benefits.
 - \$10 discount off regular public rates.
 - One hour early access to twilight times and \$5 off twilight rates.
 - 10% discount on merchandise in the golf shop.
 - Four coupons good for two players for \$50.

COURSE MAINTENANCE

- BCGC had a total of 0.75 inches of rainfall for November. Temperatures ranged from the low 80's for highs and low 20'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:
 - Injected wetting agents into irrigation water for tee boxes, green surrounds, and fairways to extend the time intervals between watering of these areas.

- Irrigation repairs as needed.
 - Sprayed greens with fungicides and wetting agents as needed.
 - Mowed all native areas.
 - Hand watered greens where and when needed.
 - Began winterizing restrooms on the course.
 - Installed fountains on ponds at hole #1 and #18.
 - Began cleaning drainage ditches of silt and any debris, and installed new drainage along the cart trail east of #13 green.
- December, begin preventative maintenance to all equipment to prepare for the next mowing season, excavate drainage ditches as needed, haul away all tree debris from the maintenance facility, and will continue to hand syringe greens with water as needed.

MONTHLY SUMMARY

- November rounds were 350 more total rounds to budget and 179 less than last year.

| <u>November Rounds</u> | <u>Budgeted</u> | <u>Prior Year</u> | <u>Actual</u> |
|-------------------------------|------------------------|--------------------------|----------------------|
| PUBLIC ROUNDS | 275 | 373 | 342 |
| TOURNAMENT | 48 | 46 | 18 |
| MEMBER | 1,050 | 1,366 | 1,283 |
| BATTLE CARD | 200 | 20 | 207 |
| TWILIGHT | 100 | 08 | 113 |
| MISC. | 100 | 116 | 81 |
| MEMBER GUEST | 150 | 220 | 226 |
| TOTAL ROUNDS | 1,923 | 2,449 | 2,270 |

MONTHLY GROSS REVENUE

- November total revenue was \$84,202 for the month, which was \$6,448 less than budgeted revenues.

| | <u>November Budget</u> | <u>November Prior Year</u> | <u>November Actual</u> |
|----------------------------|-------------------------------|-----------------------------------|-------------------------------|
| DUES & FEES | 23,700 | 25,203 | 23,797 |
| GREEN FEES | 22,138 | 27,882 | 26,493 |
| CART FEES | 7,212 | 8,893 | 8,994 |
| MERCHANDISE | 9,024 | 12,320 | 11,756 |
| OTHER GOLF COURSE SERVICES | 3,500 | 3,892 | 2,596 |
| FOOD & BEVERAGES | 12,180 | 9,088 | 10,566 |
| TOTAL REVENUE | 77,754 | 87,278 | 84,202 |

BANQUET FACILITY USAGE REPORT

| November | Event | \$ |
|-----------------|------------------------------|--------------------|
| 18 | Wedding Reception | 1,500.00 |
| 20 | Wedding Reception | 750.00 |
| 21 | Wedding Reception | 448.00 |
| 28 | Event | 0.00 |
| | | |
| | Total Banquet Revenue | \$ 2,698.00 |

BANQUET

- Hosted Broken Arrow Chamber of Commerce meeting.
- Partnered with a new event website for a free listing promoting BCGC's Banquet Facility.

GRILL

- Veterans Day, gave out complimentary hot dogs to all veterans to say, "Thank You for Your Service."
- Ordered and received winter uniform jackets for Grill Staff.

SPECIAL EVENTS DIVISION

COMMUNITY EVENT MANAGER

- Attended weekly staff meetings.
- Received, processed, and reviewed several applications for events.
- Met with event organizers for Folds of Honor, event scheduled for 2018.
- Met with Ruts N Guts event organizer to discuss final site plans, insurance, and safety concerns.
- Met with parking expert to discuss Gatesway Balloon Festival feedback and for future large events.
- Met with Hmong New Year event organizer to discuss 2018 event.
- Met with Events Division Staff to discuss November and December staffing.
- Attended Leadership Team meeting.
- Prepared for, planned, and attended Special Events Committee Meetings.
- Met with ScotFestival event organizer to discuss their vision/plans for possible 2018 event.

- Began planning events, music, and special classes for the 2018 Rose District Farmers Market season.
- Reviewed surveys completed by the Rose District Farmers Market vendors.
- Began reviewing current policy and resource guide for updates.
- Attended Turkish Food and Art Festival.
- Attended Bark in the Park event held at Ray Herral Nature Center.
- Attended Power of a Simple Gift event.
- Attended the Rose District Lights On and Holiday Tea-Off events.
- Attended the Rose District Ice Rink Opening.

RECREATION DIVISION

RECREATION MANAGER

- Attended pre-construction meeting regarding Indian Springs Sports Complex baseball and soccer improvements.
- Attended Oklahoma Recreation and Parks Society Annual Conference in Ardmore, Oklahoma.
- Attended Pre-Hire Interview with Parks and Recreation Director and new candidate.
- Attended and presented Parks and Recreation Department volunteer opportunities to the Citizens Police Academy participants.
- Meet with contractor and Project Engineer at Nienhuis Park Community Center regarding boring samples.
- Oversaw several facilities throughout the month.
- Conducted monthly Center Supervisor meeting.
- Attended Special Events Committee Meeting.

CENTRAL PARK COMMUNITY CENTER

- Logged visitors were 1,442 which is a decrease of 1,227 compared to October. The decrease is due to Broken Arrow Amateur Basketball Association (BAABA) usage of the Center's three gyms for practice which began November 1st.
- Center Supervisor assisted with Bark in the Park event held at Ray Herral Nature Center.
- Center Supervisor attended Oklahoma Recreation and Park Society Conference in Ardmore, Oklahoma.

- Center Supervisor attended Special Events Committee meeting.
- Main Street Merchant's Heart of Broken Arrow Craft Show was held at Central Park Community Center. Attendance was estimated at 600 which was low due to four other craft shows on the same day.
- Center Supervisor held two Part-Time Recreation Assistant evaluations.
- Center Supervisor attended Recreation Manager's Monthly Supervisor meeting.
- Center Supervisor oversaw Ray Harral Nature Center while Nature Center Supervisor attended Employee Events Steering Committee meeting.

NIENHUIS PARK COMMUNITY CENTER

- Logged visitors for November were 1,516 which is a decrease of 235 compared to October. The decrease is due to Broken Arrow Amateur Basketball Association (BAABA) usage of the Center's two gyms for practice which began November 6th.
- Center Supervisor and Recreation Manager meet with Premier Flooring and Malone Flooring concerning repairs to the gym floor, and an estimate to replace entire floor. A moisture reading of the floor was taken.
- Both gyms were closed for six days for floor maintenance by Premier Floors. Gym floors were sanded and recoated.
- Center Supervisor attended Recreation Manager's Supervisors meeting at Central Park.
- Reached out to volunteers for Pizza with Santa event scheduled for December 16th.

RAY HARRAL NATURE CENTER

- Estimated total numbers of visitors in the Nature Center were 808, which is a decrease of 305 compared to October.
- Ray Harral Nature Center's classroom hosted one private party during the month.
- Center staff led Broken Arrow Public Schools' staff on a guided hike to outline the uses and resources of the Nature Park.
- Ray Harral Nature Center hosted Bark in the Park, which brought out 240 individuals and their pets to the Nature Park. Visitors and pets had the opportunity to walk trails and visit various pet focused vendors. A total of 13 different vendors were in attendance.
- Ray Harral Nature Center hosted the Employee Advisory Committee monthly meeting.
- Center Supervisor held one Part-Time Recreation Assistant annual performance evaluation.
- Center Supervisor conducted interviews for an open Part-Time Recreation Assistant position.

- Center Supervisor attended Recreation Manager's Monthly Supervisor meeting.
- Center Supervisor attended Monthly Employee Event Steering Committee meeting.

PARKS MAINTENANCE DIVISION

PARKS MAINTENANCE MANAGER

- Attended Director's weekly staff meeting.
- Conducted staff meetings with Parks Maintenance Division Supervisors.
- Monitored ongoing park projects:
 - Streetscapes Phase IV: Audio Company programmed computer for independent music volume control by block. Training was provided to Parks Maintenance and Chamber personnel.
 - Indian Springs Sports Complex (ISSC) Renovation Project: Fence demolition started on baseball complex, and new fence posts are being installed. Irrigation demolition began on soccer fields.
 - Interactive Water Feature (IWF): Contractor replaced sump pump and touched up exposed rebar in the basin. System winterized.
 - Indian Springs Soccer Field Lighting: Completed.
 - Arrowhead Concession/Restroom/Umpire Building: Still in design phase to enlarge building.
 - Country Aire Playground Replacement: Bid awarded. Waiting on pre-construction meeting.
 - Leisure Park New Splash Pad and Replacement Playground: Bid awarded. Waiting on pre-construction meeting.
 - Rose West Dog Park and Restroom: Work on hold due to backorder of block for restroom.
 - Events Park and Liberty Trail Restrooms: Sewer line connections completed by Utilities Department. Block work complete at Events Park, and roof going up. Liberty Trail restroom floor and rough-in complete.
 - Events Park Playground and Pavilions: Bid awarded. Waiting on pre-construction meeting.
 - Events Park Third Access Road: Completed. Contractor painted and relocated security gate.
 - New Adult Softball Complex: Met with design team and they were given the direction to keep fields on south park property, but stay out of any wetland area to reduce any mitigation issues with the Corps. They were to produce a field layout with this direction, and get back with City team for approval of final field and amenity locations.
 - Events Park Security Lighting: Contractor waiting on delivery of light poles.
 - Nienhuis Pool Parking Lot Lighting: Bid awarded. Waiting on pre-construction meeting.
 - Veterans Park Phase III: Review of 90% plans in progress. Granite work for wall and monument being bid separately.
 - Memorial Park/Garden: Design plan completed. Began process to contact volunteers who have expressed interest to help with construction.
 - Waterslide Resurfacing: Reviewed specifications prior to bidding project. Resurface project for two waterslides at the Family Aquatic Center.

- Attended Streets/Stormwater Department snow and ice removal meeting. Winter weather responsibilities for each department were reviewed.
- Reviewed candidates for one Park Maintenance Worker position, and submitted three candidates to Human Resources for background checks.
- Attended pre-construction meeting for ISSC fencing and irrigation project. Final completion date in mid-March.
- Met with Ice Challenges Enterprise personnel to discuss setup requirements for ice rink. Scheduled delivery of sand for ice rink base, and water hookups.
- Coordinated holiday Rose District "Lights On" ceremony with Chamber personnel and Building Maintenance. Worked with Building Maintenance to provide a power connection for the ice rink food vendor.
- Attended Streetscape V Design Plan review meeting.
- Met with Rose District holiday light contractor, and setup delivery of all materials in our storage. Contacted contractor as needed for miscellaneous repairs/adjustments.
- Registered three staff members for Playground Safety Inspector Training Course and Certification Exam to be held at Wagoner, Oklahoma in February 2018.
- Registered staff pesticide applicators for required training at the Oklahoma Turfgrass and Research Foundation (OTRF) Conference. Brad West, Grounds Supervisor, was elected OTRF board Vice President for the upcoming year.
- Ordered boom shrouds for spray unit. Sales Tax Capital Improvement (STCI) project.
- Ordered replacement slide for Liberty Park playground.
- Attended Veterans Park Phase II Design Plan meeting.
- Purchased one additional bike station with Keep Broken Arrow Beautiful grant funds, and installed in Rose West Dog Park by Park Maintenance personnel.
- Attended conference call with GreenCity GIS personnel prior to returning to Broken Arrow to collect inventory missed in initial collections. Basic training to staff on editing collections and inventory changes will be provided.

FACILITIES MAINTENANCE SECTION

- Conducted monthly playground inspections. Replaced swing hangers and bushings as needed. Removed damaged slide from Liberty Park playground.
- Installed bike repair station at Rose West Dog Park.
- Completed winterization of the IWF. Washed all dirt and debris from basin floor into sump and pumped/shoveled out. Reset all granite pavers to level.

- Reset department mechanical timers at the end of daylight savings time.
- Checked and changed flags as needed prior to Veterans Day holiday. Lowered and raised flags as ordered.
- Installed 6 replacement charcoal grills at various park shelter locations.
- Replaced park benches at Morrow Park.
- Setup holiday displays at the Rose District Farmers Market plaza prior to "Lights On" ceremony. Installed parking banner at Rose District overflow parking lot. Checked holiday lights in Rose District weekly, and adjusted as needed.
- Installed Rose District irrigation controller weather station. Connected it to controller which had been moved during the Phase IV construction.
- Winterized baseball buildings after fall season had concluded. Checked heaters in all unoccupied park buildings.

GROUNDS MAINTENANCE SECTION

- Checked and cleaned all outdoor restrooms. Removed litter from park sites and delivered recyclable materials to the Metropolitan Environmental Trust (M.E.T.)
- Mulching leaves in parks which have a heavy collection, to avoid drainage issues during heavy rains.
- Filling in eroded areas or ground depressions throughout the park system. Sodding areas as needed.
- Preparing Events Park for Ruts N Guts event. Removing deadwood in course area, hauled in sand for pit, hauled in dirt for flyover ramp, installed temporary crossing culverts in creek, and graded ground that had be excavated during the installation of the sewer line for the new restroom.
- Cleaned out willow trees and other scrub brush from the Arrowhead Park detention area.
- Trapping gophers from athletic fields at ISSC and Arrowhead Park.
- Supervisors inputting pesticide information into the City's Material Safety Data Sheets (MSDS) online program.
- Breaking down old metal bleachers that were damaged in the summer tornado/wind storm. Hauling material to scrap vendor.
- Located and marked irrigation lines, heads and valves at ISSC prior to the contractor starting construction work on baseball and soccer complexes. Grading down fence line ridges prior to new fencing being installed at ISSC.
- Spot sprayed herbicide to control broadleaf weeds on athletic fields and City Hall grounds.


- Removed shade cover canvas from Al Graham Softball Complex structures.
- Painted soccer fields for season ending league and tournaments games. 266 games played at ISSC in the Sam Shannon tournament.
- Performed monthly inspection of Liberty Parkway Trail. Installed or replaced warnings signs along the trail as needed. Trimmed out the fence line along the entire trail. Contacted Broken Arrow Police Department twice due to a person camping overnight adjacent to the trail.
- Repaired wooden fence along Castlegate detention facility walking trail.

HORTICULTURE/FORESTRY SECTION

- Performed routine maintenance in Rose District; blew sidewalks, removed litter, herbicide applications, weeded beds, etc.
- Completed planting of all winter annuals in Rose District and Veterans Park.
- Major leaf removal throughout Rose District.
- Winterized all irrigation backflow devices. Checked hot boxes and connected heat tape to each device.
- Collected soil samples from rose planters. Sent to Oklahoma State University Extension Office for testing.
- Continued with annual tree pruning throughout park system. Raising limb height to 8' and removing deadwood as needed during pruning process. Hauled trimmings and deadwood to Tulsa greenwaste site or chipping onsite.
- Reset irrigation controller run times for winter annuals.
- Drained Veterans Park's fountain and cleaned after vandals poured detergent into fountain.
- Horticulturist monitored contractors' maintenance of rose plants in the Rose District and Centennial Park.
- Delivered holiday light material to Rose District lighting contractor.
- Horticulturist and one crew member attended International Arborist Conference held in Tulsa, Oklahoma. Registration funded by the National Arbor Day Foundation.
- Collected or updated tree inventory information, and entered into the Park GIS inventory.

End of Report

INTEROFFICE MEMO

To: Michael Spurgeon, City Manager
From: Anthony Daniel, Utilities Director 
Date: January 5, 2018
Re: Utilities Department Monthly Report -- November 2017

| | November 2017 | November 2016 |
|---|-----------------|-----------------|
| Water Treated, Purchased and Distributed | | |
| Water Purchased from Tulsa | .7 MG | .2 MG |
| Water – Produced at Verdigris WTP | <u>292.9 MG</u> | <u>310.7 MG</u> |
| Total | 293.6 MG | 310.9 MG |
| Wastewater Treated | | |
| Lynn Lane Plant | 112.6 MG | 103.4 MG |
| Haikey Creek Plant flow from BA | 147.2 MG | 127.9 MG |
| Haikey Creek Plant flow from Tulsa | 174.4 MG | 181.6 MG |

**LLWWTP Maintenance Summary-
David Handy**

1. Replaced hose faucet in Sodium Bisulfite room.
2. Cake sensor on Belt Press failed, ordered a new switch.
3. Performed maintenance on North Barscreen. Tightened chain as needed.
4. Replaced faulty timer in Blower #6 control cabinet.
5. Performed maintenance adjustment on Effluent Flowmeter Transducer.
6. Repaired top belt on Belt Press.
7. Continued ongoing QC training with staff.
8. Performed maintenance on facility grounds.

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

Fats, Oil & Grease (FOG) Program Activities

1. Food Handling Establishment Inspections:

- City pretreatment staff performed 37 food handling establishment inspections in the month of November. Staff inspected 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.

2. FOG Program Administration:

- Pretreatment staff are advising residents to recycle used cooking oil. Residents can get a free cooking oil recycle container and recycling instructions at the City of Broken Arrow One-Stop Center and Utilities Billing office.

Industrial Pretreatment Activities:

1. Industrial Pretreatment Program Administration:

- City of Broken Arrow Utilities Department hosted the Quarterly Oklahoma Pretreatment Meeting in November. The topics of the meeting are as follows:
 - Encouraging Community and Commercial Recycling- Graham Brannin, Executive Director, Metropolitan Environmental Trust.
 - Environmental Laboratory Regulation Updates – Brian Duzan, Laboratory Director, Green Country Testing
 - Funding Your Pretreatment Program Through Water Rates – Jerry Gates, Pretreatment Coordinator, City of Oklahoma City
 - Resource Conservation and Recovery Act/Hazardous Waste Rules for Industry Inspections – Ryan Kirk, Environmental Specialist, Oklahoma Department of Environmental Quality
 - EPA’s Dental Amalgam Rule/State of Oklahoma Implementation – Roshini Nambiar, Municipal Pretreatment Coordinator, Oklahoma Department of Environmental Quality

- The Lynn Lane Wastewater Treatment Plant Oklahoma Pollutant Discharge Elimination System (OPDES) Permit No. OK0040053 was renewed effective October 1, 2017. The Haikey Creek Wastewater Treatment Plant OPDES Permit No. OK0034363 will expire on May 31, 2018. A requirement of both permits is to submit to DEQ, within 60 days of the effective date of the permit, a written certification that a technical evaluation has been performed demonstrating that the existing technically based local limits (TBLL) are based upon the current state water quality standards and are adequate to prevent pass through of pollutants, inhibition of or interference with the treatment facility, worker health and safety problems, and sludge contamination **OR** submit a written notification that a technical evaluation revising the current TBLL and a draft sewer use ordinance which incorporates such revisions will be submitted within 12 months of the effective date of the permit. City of Broken Arrow Pretreatment staff submitted to the Oklahoma Department of Environmental Quality a “Notice of Intent” to perform a Technically Based Local Limits Study for both Lynn Lane and Haikey Creek Wastewater Treatment Plants by May 31, 2019.

2. Compliance monitoring reports and laboratory analysis:

- Blue Bell compliance self-monitoring report and laboratory analysis was received and reviewed. Three daily biochemical oxygen demand (BOD) permit violations and a monthly average permit violation were noted. Monthly surcharges for conventional pollutants above residential thresholds were calculated in the amount of \$20,963.11. 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. Blue Bell has been ordered to begin construction of this pretreatment system by January 8, 2018. 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.
- Unifirst compliance self-monitoring report and laboratory analysis for October were received and reviewed. No deficiencies were noted. Monthly surcharges for

conventional pollutants above residential thresholds were calculated in the amount of \$2,820.87 and submitted to finance for billing.

- Haikey Creek Wastewater Treatment Plant influent and effluent priority pollutant laboratory analysis was received and reviewed. No deficiencies were noted.
- Flight Safety quarterly compliance monitoring report and laboratory analysis was received and reviewed. No deficiencies were noted.
- Russelectric's wastewater discharge permit is up for renewal. Russelectric submitted a permit application packet including an accidental spill prevention plan and Toxic Organic Management Plan to the City of Broken Arrow pretreatment office for approval. Pretreatment staff reviewed the information submitted by Russelectric, as well as the last pretreatment inspection form, and incorporated necessary changes into the new permit. The Utilities Director has reviewed and signed the permit and it was issued to Russelectric.

UTILITIES DISTRIBUTION/COLLECTIONS MAINTENANCE SUMMARY

WATER DISTRIBUTION – Jerry Hanewinkel

1. New Taps and Meters set-47
2. Responded to 477 Call Okie Line Locates
3. Replaced 84 meters
4. Repaired or Replaced 62 meter boxes and valve boxes
5. Meter leak repairs done-24
6. Responded to 34 water leak calls
7. Distribution Main Leaks repaired-7
8. Replaced 18 Curb Stops
9. Valve truck crew exercised 102 valves for the month, bringing the total to 1096 for 2017
10. Installed 3 service crossings
11. Responded to 59 water system service requests
12. Fire Hydrants Repaired-6
13. Fire Hydrants Replaced-1
14. Painted 21 fire hydrants. Total of 1,062 for 2017
15. Cleaned and restored 19 yards after water line repairs were done
16. Flushed 50 main lines for water quality issues
17. Checked 17 auto flushers in service

SEWER COLLECTION- David Marlow

1. Service requests calls-40
2. Sewer line locates done-91
3. Sewer line blockages-16
4. Stand-by and night crew responded to 15 sewer calls
5. Manholes cleaned /raised/repaired-7
6. Clean ups done at 4 locations after repairs to sewer lines were done
7. Sanitary Sewer Overflows (SSO's) reported to ODEQ for the month of November-2
8. Sewer lines repaired/replaced-58 ft.
9. Sewer lines root cut-1000 ft.
10. CCTV inspections done-845 ft.
11. Sewer line cleaned-8,150 ft.

BOOSTER AND LIFT STATIONS

1. Routine station visits (29 lift stations and 4 booster stations)-659
2. Check valves/pumps cleaned at 13 stations

3. Wet wells cleaned using vacor truck-1
4. Booster station emergency calls-1
5. Grounds keeping at lift stations and booster stations-5 locations
6. Lift station maintenance and repairs done-
 - South Park South-removed trash from both pumps
 - ISSC-cleaned flapper on #1 pump
 - ISSC-replaced washers on #1 flapper
 - South Park South-pulled #1 pump and cleaned out trash
 - Old Adams Creek-pulled, rebuilt and reinstalled pump #2B
 - Westwind-replaced light bulbs
 - Timberbrook-replaced heater
 - Adams Creek North-reprimed pump #1
 - Villas on the Greens-replaced heater

METER READING – Derriel Bynum

1. Replaced Meters-20
2. Placed Door Hangers for bad checks-63
3. Turn Ons for nonpayment-295
4. Turn Offs for nonpayment-289
5. New Account Service Initiated-390
6. Accounts Finaled-436
7. Read 38,242 Meters for the month of November 2017
8. Construction Meters Set-6
9. Rereads/Leak Tests-129
10. Meter boxes replaced-12
11. Misreads-31 verified
12. Met with residents to discuss their high bill/water usage concerns-6
13. Meters pulled-2
14. Resident Checks-4
15. UME Chambers replaced on large meters-8

AMR PROJECT-

- Retrieved water use history from 8 AMR radio devices and provided the 90 day graphs to the customers.
- Dead AMR registers replaced-10

UTILITIES CONSTRUCTION – Tommy Kimbrough

1. WL 1801 (West Park)-installed 4' of 6" C-900 water line
2. Chisholm Trail-installed 1022' of 8" SDR35 sewer line
3. 7700 S Juniper Pl-cleaned up after repairs made
4. Chisholm Trail-installed 6 manholes
5. Liberty Park-tied 4" service into manhole

WATER QUALITY- Diana Flora

1. Flushed dead end water lines at 39 locations.
2. Tested chlorine levels near auto flushers to verify all are working, 16 total.
3. 1 dirty water call, 22,500 gallons of water flushed to improve water quality.
4. Collected 100 Bac-T samples and 2 chlorine (am/pm) daily for the monthly WTP reporting.
5. Distribution system-11 parameter testing at 13 locations every two weeks.
6. Total gallons flushed to improve water quality in November; 4,064,625 gallons.

VERDIGRIS WTP – Jimmy Helms

1. Rebuilt the plumbing from the ACH bulk tank to the transfer pumps.
2. Cleaned train 1 ,2, 3, 4 plate settler surfaces.
3. Replaced 60' and 100' sludge rake cables on train 2, replaced 60' cable on Train #1.
4. Replaced 60' sludge rake cables in both trains #3, and #4.
5. Calibrated sludge rake system on trains 1, 2, 3, and 4.
6. Greased sludge rake system on train 1, 2, 3, and 4.
7. Removed the vertical chlorine injection spear, there will not be a secondary spear in this position until we get our hastelloy unit on unit.
8. Removed the horizontal chlorine spear and replaced the leaking Alloy 20 check valve with cpvc check valve.
9. Installed new 2" valve on chlorine line close to the spear in the pipe chase.
10. Installed check valve on slave 2 generator brine line.
11. CIP line in the pipe chase had 2 brackets that became unattached and were re-attached.
12. Painted valves and bollards at water treatment plant.
13. Monitoring raw water pipe lateral movement in the pre-treat flow control vault.
14. Installed new LED bulb in stair case at old building.
15. Flushed Earth Tech feed line and repaired leaking fitting on Earth Tech feed panel. Installed new external hoses and internal pump hoses on the pump.
16. Replaced cracked male cam lock fitting on chlorine feed panel that #3 metering pump upper hose is connected to.
17. Installed new communication module and adapter on blower after cooler B.
18. Calibrated and bump tested the Ventis MX4 air monitor.
19. Installed new bollard bases on the south side of the west pre-sedimentation basin.
20. Tested eye wash stations in the membrane building.
21. Installed a new ½" brine line going into chlorine generator slave #2, and new ½" valve and quick connect fittings right after brine pump.
22. Repaired leaks on Rack # 3, 4, 8, and 10 Flow control valves.
23. Installed new light fixture on raw water building.
24. Installed new fire extinguisher sign on west side of pre-treatment basin.
25. Re-installed man way covers on the west ACH bulk tank.
26. Installed stainless steel grease purge fittings on all influent feed pumps.
27. Repaired lights on outside of the membrane building.
28. Repaired safety switches on overhead doors in the membrane building.
29. Repaired water leak on feed pump #3.
30. Safety meeting on 11/15 over CPR/AED and accident investigation.
31. Attended Environmental Protection Agency webinar on the upcoming *Unregulated Contaminate Monitoring Rule 4*.
32. Conducted a tour for Cody Milton of Legal Department.
33. Attended Public Service of Oklahoma Luncheon for Peak Performers participation and received a check of \$50,612.76
34. Attended meeting with Garver Engineering regarding Northside distribution residual.
35. Attended meeting with FKI Engineering to discuss HVAC upgrades at the plant.
36. Conducted a tour for Enercon Services.
37. Attended meeting to discuss replacement of CIP caustic/chlorine tank.

ASSISTANT DIRECTOR-Barney Campbell

MEETINGS

- Utilities Staff meetings
- Meetings with Utilities Director
- Blue Bell
- Finalize water modeling scope
- East Nashville industrial access
- Kenwood Hills water line review
- Snow & Ice removal
- Water & Sewer GIS update
- In house Utilities construction projects
- SCADA prebid meeting

DEVELOPMENT PLAN REVIEWS

- Black Bear Diner
- Ninety One Phase III
- Whiskey Ridge
- Blue Bell Creameries

IN HOUSE PLAN REVIEW

- Kenwood Hills water line
- Veteran's Park Phase II
- 1st St-Detroit to Midway water line

DIRECTOR'S REPORT–Anthony Daniel

1. Attended the weekly City Manager's leadership meetings.
2. Attended the weekly Asst. City Manager of Operations staff meetings.
3. Conducted the weekly Utilities Department staff meetings.
4. Attended the scheduled city council and BAMA meetings.
5. Attended the monthly RMUA operations committee meeting at HCWWTP to review the O & M of the plant and progress of the O & M funded CIP projects.
6. Attended the scheduled project coordination meetings with E & C staff to review progress of CIP projects.
7. Attended the PSO peak performers lunch to receive the check for WTP participation in the program.
8. Met with consultant to discuss scope of work for the 5MG tank water modeling project.
9. Participated in the two city wide SCADA project prebid meeting.
10. Met with E & C staff to review the design of the proposed water line to replace Kenwood Hills booster pump station.
11. Met with E & C staff to discuss the scheduling of Utilities Department in house projects.
12. Met with staff to discuss FY19 O & M Capital items that need to be submitted.
13. Participated in the architect/consultant selection process for the City Facilities Assessment project.
14. Attended the quarterly RMUA board meeting at City of Tulsa City Hall.

15. Presented Utilities Department's role as a provider of essential services in the city to the COBA-U participants.
16. Met with WTP staff and E & C project manager to discuss the scope of work for the FRP tank replacement project at the WTP.
17. Met with Tetra Tech project engineer at HCWWTP for the grit building rehab project.
18. Met with E & C staff and Crossland Construction to review the progress on the two digesters rehab project at LLWWTP.

PROJECT TO DO LIST: NONE

Total Water Usage - 2017

| DayMon | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec |
|--------------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|
| 1 | 8.9 | 9.4 | 8.8 | 9.5 | 9.5 | 12.1 | 12.7 | 11.5 | 15.6 | 17.7 | 8.6 | 7.9 |
| 2 | 9.3 | 8.2 | 11.8 | 9.2 | 8.6 | 11.4 | 12.3 | 15.7 | 14.3 | 17.5 | 10.8 | 9.2 |
| 3 | 9.1 | 8.2 | 11.3 | 9.2 | 9.0 | 11.1 | 12.5 | 15.2 | 14.7 | 10.9 | 10.0 | 9.1 |
| 4 | 9.0 | 9.2 | 9.8 | 8.8 | 9.2 | 13.9 | 11.4 | 12.8 | 17.4 | 9.6 | 8.7 | 9.8 |
| 5 | 8.1 | 9.0 | 9.3 | 8.8 | 10.5 | 12.4 | 12.8 | 14.0 | 14.7 | 9.7 | 8.2 | 8.4 |
| 6 | 8.1 | 9.5 | 10.1 | 9.8 | 10.0 | 12.8 | 13.0 | 11.4 | 17.1 | 10.1 | 11.5 | 8.5 |
| 7 | 9.6 | 9.6 | 8.6 | 10.6 | 12.3 | 13.4 | 15.5 | 13.3 | 15.5 | 10.3 | 9.4 | 8.6 |
| 8 | 9.2 | 8.2 | 9.0 | 8.9 | 12.8 | 14.4 | 12.7 | 10.3 | 16.1 | 9.7 | 9.3 | 8.6 |
| 9 | 10.2 | 8.1 | 9.3 | 10.7 | 13.5 | 16.9 | 12.4 | 14.1 | 15.5 | 11.5 | 8.9 | 8.2 |
| 10 | 9.4 | 8.7 | 9.6 | 10.8 | 12.0 | 16.9 | 15.3 | 13.6 | 15.7 | 9.2 | 9.9 | 9.1 |
| 11 | 8.4 | 10.1 | 7.7 | 12.8 | 9.9 | 19.1 | 16.1 | 11.7 | 17.1 | 9.9 | 9.9 | 9.7 |
| 12 | 9.2 | 11.4 | 8.4 | 12.2 | 9.4 | 19.0 | 16.7 | 11.1 | 15.1 | 11.1 | 9.3 | 9.3 |
| 13 | 8.6 | 9.1 | 8.7 | 10.9 | 10.7 | 17.6 | 17.1 | 11.3 | 16.4 | 10.8 | 10.0 | 8.5 |
| 14 | 8.5 | 7.3 | 8.4 | 10.9 | 10.5 | 18.7 | 17.3 | 11.2 | 16.2 | 11.3 | 9.2 | 8.5 |
| 15 | 8.8 | 7.9 | 8.1 | 12.0 | 12.8 | 18.6 | 12.6 | 13.4 | 16.9 | 10.0 | 9.1 | 8.6 |
| 16 | 9.1 | 8.9 | 8.8 | 10.1 | 11.6 | 15.3 | 13.5 | 11.0 | 16.1 | 10.4 | 10.5 | 9.2 |
| 17 | 8.9 | 9.3 | 9.1 | 10.1 | 11.2 | 13.1 | 14.9 | 9.7 | 13.9 | 10.6 | 9.8 | 8.5 |
| 18 | 8.2 | 8.6 | 11.2 | 8.7 | 10.1 | 12.3 | 10.8 | 11.7 | 12.5 | 10.6 | 10.3 | 8.6 |
| 19 | 8.6 | 9.1 | 10.2 | 10.2 | 10.0 | 15.6 | 14.0 | 11.9 | 12.0 | 9.7 | 10.2 | 8.5 |
| 20 | 8.2 | 8.3 | 11.6 | 9.2 | 8.4 | 14.1 | 16.0 | 12.8 | 13.1 | 11.1 | 11.1 | 8.6 |
| 21 | 8.4 | 9.0 | 11.8 | 8.8 | 9.8 | 15.3 | 14.4 | 13.9 | 13.6 | 9.5 | 10.4 | 10.0 |
| 22 | 9.0 | 9.0 | 10.9 | 9.1 | 10.8 | 17.4 | 14.0 | 12.8 | 15.9 | 9.2 | 11.5 | 7.8 |
| 23 | 8.5 | 9.5 | 9.7 | 9.7 | 10.4 | 16.9 | 14.8 | 15.2 | 15.1 | 10.3 | 9.1 | 7.7 |
| 24 | 9.0 | 8.5 | 11.2 | 9.5 | 10.1 | 11.6 | 15.7 | 15.5 | 14.3 | 9.3 | 9.2 | 8.5 |
| 25 | 9.3 | 8.1 | 8.3 | 9.6 | 11.3 | 13.8 | 16.1 | 14.9 | 16.2 | 9.5 | 10.0 | 9.8 |
| 26 | 8.1 | 9.4 | 9.5 | 9.1 | 10.8 | 15.8 | 18.0 | 15.1 | 13.7 | 11.3 | 10.0 | 8.1 |
| 27 | 8.8 | 8.5 | 10.1 | 8.9 | 11.2 | 16.8 | 14.4 | 14.6 | 12.8 | 9.8 | 10.2 | 8.3 |
| 28 | 8.8 | 8.6 | 8.9 | 8.3 | 12.3 | 18.5 | 13.0 | 15.8 | 12.2 | 9.8 | 9.2 | 8.2 |
| 29 | 8.6 | | 8.9 | 8.5 | 14.5 | 17.9 | 15.9 | 15.3 | 17.1 | 9.7 | 9.5 | 9.3 |
| 30 | 9.5 | | 8.8 | 8.2 | 12.9 | 14.6 | 15.7 | 15.6 | 16.9 | 9.7 | 9.1 | 8.4 |
| 31 | 8.9 | | 8.5 | | 13.9 | | 15.6 | 14.8 | | 9.3 | | 8.2 |
| Mon. Total | 274.3 | 248.7 | 296.4 | 293.1 | 340.0 | 457.3 | 447.2 | 411.2 | 453.7 | 329.1 | 292.9 | 269.7 |
| Plant Avg. Day | 8.8 | 8.9 | 9.6 | 9.8 | 11.0 | 15.2 | 14.4 | 13.3 | 15.1 | 10.6 | 9.8 | 8.7 |
| Monthly Purchase | 0.2 | 0.1 | 3.8 | 0.7 | 0.7 | 18.1 | 49.9 | 17.3 | 2.1 | 1.0 | 0.7 | 1.3 |
| Total Month | 274.5 | 248.8 | 300.2 | 293.8 | 340.7 | 475.4 | 497.1 | 428.5 | 455.8 | 330.1 | 293.6 | 271.0 |
| Total Avg. Day | 8.9 | 8.9 | 9.7 | 9.8 | 11.0 | 15.8 | 16.0 | 13.8 | 15.2 | 10.6 | 9.8 | 8.7 |

Verdigris Finished Water (MG): 4,113.6

Plant Annual Max. Day (MGD): **19.1**

Tulsa Purchase Water (MG) ⁽¹⁾: 96.0

Plant Annual Avg. Day (MGD): 11.3

Total Finished Water (MG): 4,209.6

Plant Annual Min. Day (MGD): **7.3**

Total System Annual Avg. Day (MGD): 11.5

Notes:

(1) Actual take is calculated from the billing records for the individual month.

2. GENERAL CORRESPONDENCE / NOTIFICATION



PRESS RELEASE

Contact: Stan Spradlin
Fire Marshal
City of Broken Arrow
Phone: (918) 259-8360

Broken Arrow Fire Department confirms 1 dead in NYE house fire

Broken Arrow, Okla. (1/2/18) – At around 8:50 p.m., on Dec. 31, the Broken Arrow Fire Department responded to a house fire in the 18000 block of East 96th Street.

Upon arrival, firefighters found the structure fully involved, and neighbors reported the home could possibly be occupied.

After the fire was under control, firefighters located one person who was found deceased inside near an exit at the back of the house.

The Oklahoma Medical Examiner positively identified the victim as Shelly Mayor, 55, who lived at the residence with her daughter, son-in-law and granddaughter. Those family members were not at home at the time of the fire.

The cause of the fire is still under investigation at this time.

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