

To: Honorable Mayor and City Councilors
From: Michael Spurgeon, City Manager
Date: January 17, 2020
Re: Notes to Council

1. STAFF REPORTS / ITEMS REQUIRING IMMEDIATE ATTENTION

- Parks and Recreation Department Monthly Report – December 2019
- Streets and Stormwater Memo – Flood Control, Snow and Ice Control

2. GENERAL CORRESPONDENCE / NOTIFICATION

- Recent news article

3. SPECIAL EVENTS / ACTIVITIES

- N/A

Respectfully submitted

CLM for

Michael Spurgeon

clm

Attachments

1. STAFF REPORTS / ITEMS REQUIRING IMMEDIATE ATTENTION



To: Kenneth Schwab, Assistant City Manager - Operations

From: Matt Hendren, Director Parks & Recreation 

CC: Jennifer Swezey, Crickett Moore

Date: January 16, 2020

Re: December 2019 Monthly Report

Please find enclosed the December 2019 Monthly Report for the Parks & Recreation Department.

Please contact Matt Hendren x7442 if you have any questions.

Encl: December 2019 Monthly Report



Parks and Recreation Department December 2019 Monthly Report

CENTRAL PARK COMMUNITY CENTER	VISITS
Basketball	838
Homeschool PE	66
Pickleball	244
Quest Martial Arts	14
RC Flying	32
Volleyball	22
Walking	181
Women's Volleyball	14
Zumba	41

FACEBOOK

- 413 total views
- 7 new likes out of 1,530
- 7 new dislikes
- 24 new followers out of 1,562
- 84% of followers are women and 16% are men
- 12 hours 44 minutes response time

GOOGLE

- 13,096 total searches.
- 44% of people directly searched Central Park Community Center.
- 55.3% of people discovered Central Park Community Center through other searches.
- 214 people clicked Call.
- Most popular query search was Broken Arrow Community Center.

NIENHUIS PARK COMMUNITY CENTER	VISITS
Basketball – Open Gym	916
Just As I Am! Fitness	24
Just As I Am! Spectator	3
Martial Arts	125
Martial Arts Spectator	38
Pickleball	184
Rec Room Usage	45
Roly Poly's	25
Roly Poly's Spectator	30
Tumbling Gymnastics	13
Tumbling Gymnastics Spectator	15
Tykes Tumbling	31
Tykes Tumbling Spectator	24
Volleyball – Open Gym	86
Walking	15

FACEBOOK

- 803 total views
- 15 new likes out of 3,993
- 15 new dislikes
- 18 new followers out of 4,079
- 86% of followers are women and 14% are men
- 1 day 12 hours response time.

GOOGLE

- 20,303 total searches.
- 18.3% of people directly searched Nienhuis Park Community Center.
- 81.4% of people discovered Nienhuis Park Community Center through other searches.
- 257 people clicked call.
- Most popular query search was Central Park Community Center.

RAY HARRAL NATURE CENTER

Visitors 572

EVENTS

2019 Winter Open House 25
Seasonal Painting 7

FACEBOOK

- 421 total views
- 24 new likes out of 3,904
- 9 new dislikes
- 26 new followers out of 3,991
- 87% of followers are women and 12% are men
- 7 hours 29 minutes response time

GOOGLE

- 21,816 total searches.
- 25% of people directly searched Ray Harral Nature Park.
- 74.6% of people discovered Ray Harral Nature Park through other searches.
- 9 people clicked call
- Most popular query search was attractions.

FACEBOOK - BA Parks & Recreation

- 519 new total views
- 65 new likes out of 4,668
- 7 new dislikes
- 69 new followers out of 4,714
- 83% of followers are women and 16% are men
- 1 day 4 hours response time.

CITY WEBSITE – BA Parks & Recreation

Parks Locator Tool

- 203 people viewed.
- On average, 5.38 people viewed per day.

Parks Story Map

- 141 people viewed.
- On average, 4.67 people viewed per day.

FARMERS MARKET STORY MAP

- 39 people viewed.
- On average, 1.30 people viewed per day.

PARKS MAINTENANCE

Maintenance Job Code	Hours Work Performed	Percentage of Work Hours
Athletic Field Maintenance	153.00	4.44%
Building Maintenance	57.00	1.65%
Chemical Applications	17.00	0.49%
Construction	154.00	4.45%
Custodial Services	80.50	2.33%
Data Entry	271.75	7.85%
Electrical	0	0.00%
Equipment Maintenance	270.00	7.80%
Fencing	6.50	0.19%
Flood Recovery	2.50	0.07%
Forestry	246.00	7.11%
GIS	0	0.00%
General Site Maintenance	821.00	23.71%
Graffiti Removal	0	0.00%
Horticulture	342.00	9.88%
Inspections	142.25	4.11%
Irrigation Maintenance	59.50	1.72%
Irrigation/Watering	13.25	0.38%
Locks/Hardware	0	0.00%
Mowing	143.00	4.13%
Plumbing	4.50	0.13%
Playground Maintenance	0	0.00%
Painting	60.50	1.75%
Refuse	226.10	6.53%
Storm Damage	26.50	0.77%
Special Event	97.75	2.82%
Splash Pad Maintenance	0	0.00%
Sports Fields/Security Lights	2.00	0.06%
Snow/Ice Removal	28.50	0.82%
Safety Training	10.75	0.31%
Supervisor Training	56.50	1.63%
Trail Maintenance	10.50	0.30%
Training/Meeting	140.25	4.05 %
Tree Planting	18.00	0.52%
Totals	3461.10	100.00%

End of Report

FACILITY REPORT FOR



December 2019

SUBMITTED BY



Battle Creek Golf Club – December Review

General

December started out slow for the first three weeks of the month with cooler temperatures but the last 10 days of month offered unseasonably warm and mild temperatures over the holiday. There were (9) days during the month where there were 20 or fewer total rounds due to cold or rainy weather. Total revenues for the month were \$56,001 which was \$5,814 more compared to last December's total revenues. Operating cash flow is tight and City finance department has been notified of the situation. The 2020-21 Capital list for recommended equipment and projects for next fiscal year was submitted to City for review. Managers are currently reviewing and working on 2020-21 budgets for their respective departments for the club.

Golf Operations

During the month of December 2019 the golf operation was fairly busy the last couple weeks of the month due to the warmer than average weather. Due to the increased rounds, the outside services staff performed routine maintenance on the golf car fleet including but not limited to checking all tire pressures on golf cars, oil changes on beverage cars and utility cars, detail cleaned the floor boards and dash of each golf car.

An agreement was made to send each of our golf boards into the company to have each taken apart and recommendation on what parts need to be replaced to ensure that each board is safe for Battle Creek Golf Club's patrons. The company has offered to replace any parts at cost and they are waiving the labor on the repairs as well.

Holiday cards were sent out to all Battle Creek Golf Club Annual, Weekday, and Family members. The golf shop ran the following specials during the month;

- 1) Gift Card Special: Purchase at least a \$50 gift card receive an additional 10%.
- 2) All Golf Bags in stock were discounted \$50-\$60
- 3) All Clearance shoes were discounted 25%-40%
- 4) All 2019 Titleist ProV1, ProV1x, and AVX Dozens were on sale for \$39.99 down from the original price of \$47.99.
- 5) New 2020 Battle Cards went on Sale.

Course Maintenance

In December there was a total of 1.5 inches of rainfall for the month. The temperatures ranged from the mid to upper 70's for highs and as low as the 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: Irrigation repairs as needed, began annual maintenance of equipment, Made tee markers for

coming season, Painted turf on driving range target mounds and par 3 tee boxes to keep soil temperatures stable. Flushed all green drains.

Next month we will continue preventative maintenance to all equipment to get ready for the next mowing season, we will repair drain pipes from greens as needed, continue irrigation repairs as needed, spray greens as needed, we will spray the course with post-emergent herbicide to control winter weeds, we will begin to spray the entire course with pre-emergent herbicide to prevent weeds for the growing season.

Golf Rounds Monthly Summary

December total rounds were 1,427 which were 468 more rounds compared to last year.

<u>Rounds</u>	<u>Budgeted</u>	<u>Prior year</u>	<u>Actual</u>
PUBLIC ROUNDS	150	100	222
TOURNAMENT	0	0	0
MEMBER	700	567	862
BATTLE CARD	125	80	90
TWILIGHT	90	34	43
MISC.	70	56	79
MEMBER GUEST	125	122	131

Monthly Gross Revenues

December total revenue was \$56,000 for the month, which was \$5,814 more than prior year. The full financial reports are presented separately.

		Prior Year	Actual
DUES & FEES	25,250	21,034	18,344
GREEN FEES	13,996	9,878	14,188
CART FEES	4,606	3,168	5,245
MERCHANDISE	7,560	6,751	7,087
OTHER GOLF COURSE SERVICES	2,700	2,315	2,368
FOOD & BEVERAGES	9,540	7,040	8,769
TOTAL REVENUE	63,652	50,187	56,001

Banquet Facility Usage Report

Date	Event	Total
12/7/19	Company Party / Event	\$1,000
12/13/19	Company Party / Event	\$595
12/14/19	Company Party / Event	\$1,055
12/20/19	Company Party / Event	\$650
12/31/19	Wedding Reception	\$591
	Total Banquet Revenue:	\$3,891

Sales Report by Selected Department

Battle Creek Golf Shop

Department: Greens Fees

Date Between 12/1/2019 & 12/31/2019

SKU	Manufacturer	Item Description	Cost Avg	Cost Of Goods	Margin Percent	Price	Qty	Retail Value	Discount	Pre-Tax Value	Tax TTL	Extension
Sub-Department: Card Rounds												
1633	*BC Golf	Gf - Battle Card Sr. (Weekday	\$0.00	\$0.00	0.00%	\$22.00	29	\$638.00	\$0.00	\$638.00	\$53.65	\$691.65
1633	*BC Golf	Gf - Battle Card Sr. (Weekday	\$0.00	\$0.00	0.00%	\$27.00	2	\$54.00	\$0.00	\$54.00	\$2.27	\$56.27
1634	*BC Golf	Gf - Battle Card Weekday	\$0.00	\$0.00	0.00%	\$22.00	12	\$264.00	\$0.00	\$264.00	\$22.20	\$286.20
1635	*BC Golf	Gf - Battle Card Weekday	\$0.00	\$0.00	0.00%	\$23.00	4	\$92.00	\$0.00	\$92.00	\$7.76	\$99.76
1635	*BC Golf	Gf - Battle Card Weekday	\$0.00	\$0.00	0.00%	\$28.00	1	\$28.00	\$0.00	\$28.00	\$2.36	\$30.36
1636	*BC Golf	Gf - Battle Card Weekend	\$0.00	\$0.00	0.00%	\$27.00	34	\$918.00	\$0.00	\$918.00	\$77.18	\$995.18
1637	*BC Golf	Gf - Battle Card Weekend	\$0.00	\$0.00	0.00%	\$23.00	6	\$138.00	\$0.00	\$138.00	\$11.64	\$149.64
1637	*BC Golf	Gf - Battle Card Weekend	\$0.00	\$0.00	0.00%	\$28.00	2	\$56.00	\$0.00	\$56.00	\$4.72	\$60.72
Summary for Card Rounds			\$0.00	\$0.00	100.00%	\$200.00	90	\$2,188.00	\$0.00	\$2,188.00	\$181.78	\$2,369.78
Sub-Department: Comp Rounds												
1632	*BC Golf	Gf - Bailey Member	\$0.00	\$0.00	0.00%	\$0.00	22	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1644	*BC Golf	Gf - Complimentary	\$0.00	\$0.00	0.00%	\$0.00	3	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1649	*BC Golf	Gf - Employees	\$0.00	\$0.00	0.00%	\$0.00	4	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1682	*BC Golf	Charity/Donation	\$0.00	\$0.00	0.00%	\$0.00	43	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1683	*BC Golf	Complimentary	\$0.00	\$0.00	0.00%	\$0.00	19	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1684	*BC Golf	Gf - Employee	\$0.00	\$0.00	0.00%	\$0.00	98	\$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	61	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Summary for Comp Rounds			\$0.00	\$0.00	0.00%	\$0.00	250	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Sub-Department: Guest Rounds												
1678	*BC Golf	Gf - Member Guest Sr.	\$0.00	\$0.00	0.00%	\$22.00	34	\$748.00	\$0.00	\$748.00	\$62.90	\$810.90
1678	*BC Golf	Gf - Member Guest Sr.	\$0.00	\$0.00	0.00%	\$27.00	3	\$81.00	\$0.00	\$81.00	\$6.81	\$87.81
1680	*BC Golf	Gf - Member Guest Weekend	\$0.00	\$0.00	0.00%	\$27.00	39	\$1,053.00	\$0.00	\$1,053.00	\$88.53	\$1,141.53
1680	*BC Golf	Gf - Member Guest Weekend	\$0.00	\$0.00	0.00%	\$37.00	1	\$37.00	\$0.00	\$37.00	\$3.11	\$40.11
1681	*BC Golf	Gf - Member Guest Weekday	\$0.00	\$0.00	0.00%	\$22.00	31	\$682.00	\$0.00	\$682.00	\$57.35	\$739.35
1710	*BC Golf	Gf - Member Guest	\$0.00	\$0.00	0.00%	\$18.44	23	\$424.12	\$0.00	\$424.12	\$35.88	\$460.00
Summary for Guest Rounds			\$0.00	\$0.00	100.00%	\$153.44	131	\$3,025.12	\$0.00	\$3,025.12	\$254.58	\$3,279.70
Sub-Department: Member Rounds												
1629	*BC Golf	Gf - Annual Member	\$0.00	\$0.00	0.00%	\$0.00	528	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1662	*BC Golf	Gf - Weekday Member	\$0.00	\$0.00	0.00%	\$0.00	259	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

1685	*BC Golf	Gf - Family Member	\$0.00	\$0.00	0.00%	\$0.00	75	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		Summary for Member Rounds	\$0.00	\$0.00	0.00%	\$0.00	862	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Sub-Department: Miscellaneous												
1651	*BC Golf	Gf - Junior Riding	\$0.00	\$0.00	0.00%	\$14.00	2	\$28.00	\$0.00	\$28.00	\$2.36	\$30.36
1670	*BC Golf	Gf - 2 for \$50	\$0.00	\$0.00	0.00%	\$18.44	71	\$1,309.24	\$0.00	\$1,309.24	\$110.76	\$1,420.00
1670	*BC Golf	Gf - 2 for \$50	\$0.00	\$0.00	0.00%	\$23.05	1	\$23.05	\$0.00	\$23.05	\$1.95	\$25.00
1686	*BC Golf	Gf - Junior Walking	\$0.00	\$0.00	0.00%	\$12.91	2	\$25.82	\$0.00	\$25.82	\$2.18	\$28.00
GF1713	*BC Golf	Tulsa Drillers	\$0.00	\$0.00	0.00%	\$0.00	3	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		Summary for Miscellaneous	\$0.00	\$0.00	100.00%	\$68.40	79	\$1,386.11	\$0.00	\$1,386.11	\$117.25	\$1,503.36
Sub-Department: Paid Rounds												
1655	*BC Golf	Gf - Public Senior (WD)	\$0.00	\$0.00	0.00%	\$22.00	90	\$1,980.00	\$0.00	\$1,980.00	\$164.65	\$2,144.65
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	59	\$1,888.00	\$0.00	\$1,888.00	\$158.71	\$2,046.71
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	55	\$2,035.00	\$0.00	\$2,035.00	\$171.05	\$2,206.05
1658	*BC Golf	Gf - Public Weekend	\$0.00	\$0.00	0.00%	\$47.00	1	\$47.00	\$0.00	\$47.00	\$3.96	\$50.96
1698	*BC Golf	Gf - Weekday Walking	\$0.00	\$0.00	0.00%	\$32.00	2	\$64.00	\$0.00	\$64.00	\$5.38	\$69.38
1698	*BC Golf	Gf - Weekday Walking	\$0.00	\$0.00	0.00%	\$34.00	3	\$102.00	\$0.00	\$102.00	\$8.58	\$110.58
1993	*BC Golf	GF - 9 Hole Weekday	\$0.00	\$0.00	0.00%	\$17.00	7	\$119.00	\$0.00	\$119.00	\$10.01	\$129.01
1993	*BC Golf	GF - 9 Hole Weekday	\$0.00	\$0.00	0.00%	\$27.00	2	\$54.00	\$0.00	\$54.00	\$4.54	\$58.54
1994	*BC Golf	GF - 9 Hole Weekend	\$0.00	\$0.00	0.00%	\$22.00	1	\$22.00	\$0.00	\$22.00	\$1.85	\$23.85
		Summary for Paid Rounds	\$0.00	\$0.00	100.00%	\$344.00	222	\$6,385.00	\$0.00	\$6,385.00	\$534.96	\$6,919.96
Sub-Department: Twilight												
1657	*BC Golf	Gf - Public Weekday Twilight	\$0.00	\$0.00	0.00%	\$28.00	24	\$672.00	\$0.00	\$672.00	\$56.64	\$728.64
1660	*BC Golf	Gf - Public Weekend Twilight	\$0.00	\$0.00	0.00%	\$28.00	15	\$420.00	\$0.00	\$420.00	\$35.40	\$455.40
1943	*BC Golf	Gf - Twilight Walking	\$0.00	\$0.00	0.00%	\$28.00	4	\$112.00	\$0.00	\$112.00	\$9.44	\$121.44
		Summary for Twilight	\$0.00	\$0.00	100.00%	\$84.00	43	\$1,204.00	\$0.00	\$1,204.00	\$101.48	\$1,305.48
		Grand Total:	\$0.00	\$0.00	100.00%	\$849.84	1677	\$14,188.23	\$0.00	\$14,188.23	\$1,190.05	\$15,378.28



To: Crickett Moore
From: Christina Denton
CC: Rocky Henkel, Kenny Schwab, John Myers
Subject: Streets and Stormwater Department
Date: January 13, 2020

Please include these items in your notes to council for the next meeting:

Flood Control

The Streets and Stormwater Department responded to a flooding event that occurred on January 10, 2020. At Approximately 3:30 p.m., the Streets and Stormwater Department dispersed a crew of six individuals, utilizing 48 personnel hours to respond to calls regarding flooded streets and intersections. Crews cleaned out clogged culverts and pipes.

Snow and Ice Control

The Streets and Stormwater Department responded to the winter weather event that occurred on January 11, 2020. At approximately 12:00 a.m., the Streets and Stormwater Department dispersed a crew of twelve individuals, utilizing 96 personnel hours and 144 tons of salt. Ten trucks were utilized to pre-treat bridges/overpasses and arterial streets.

At approximately 8:00 a.m., on January 11, 2020 the Streets and Stormwater Department dispersed a crew of twelve individuals, utilizing 61 personnel hours and used 22 tons of salt to treat bridges/overpasses and arterial streets during the snow event.

2. GENERAL CORRESPONDENCE / NOTIFICATION





INTEROFFICE MEMO

To: Honorable Mayor and City Councilors
From: Jennifer Swezey, Community Relations Liaison
Date: January 17, 2020
Re: Recent News Article

Below is a link to news coverage in Broken Arrow this week.

<https://www.newson6.com/story/41557656/broken-arrow-animal-control-gives-tips-on-discouraging-coyotes>

Respectfully submitted,

Jennifer Swezey

3. SPECIAL EVENTS / ACTIVITIES

