

**To:** Honorable Mayor and City Councilors  
**From:** Michael Spurgeon, City Manager  
**Date:** February 21, 2020  
**Re:** Notes to Council

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

- Parks and Recreation Department Monthly Report – January 2020

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

- Press Release – Broken Arrow achieves Class 1 ISO rating
- Recent news articles

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

- N/A

Respectfully submitted

*CLM for*

Michael Spurgeon

clm

Attachments

## 1. STAFF REPORTS / ITEMS REQUIRING IMMEDIATE ATTENTION



*INTEROFFICE MEMO*

**To:** Kenneth Schwab, Assistant City Manager - Operations

**From:** Matt Hendren, Director Parks & Recreation *MH*

**CC:** Jennifer Swezey, Crickett Moore

**Date:** February 21, 2020

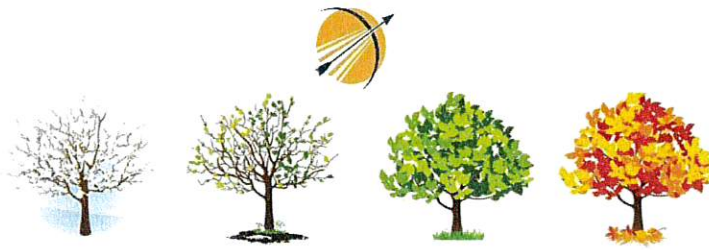
**Re:** January 2020 Monthly Report

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Please find enclosed the January 2020 Monthly Report for the Parks & Recreation Department.

Please contact Matt Hendren x7442 if you have any questions.

Encl: January 2020 Monthly Report



## Parks and Recreation Department January 2020 Monthly Report

<b>CENTRAL PARK COMMUNITY CENTER</b>	<b>VISITS</b>
Basketball	859
Coed Volleyball	16
Homeschool PE	154
Pickleball	263
Quest Martial Arts	17
RC Flying	63
Volleyball	44
Walking	330
Zumba	57

### **FACEBOOK**

- 691 total views
- 47 new likes out of 1,577
- 8 new dislikes
- 46 new followers out of 1,608
- 84% of followers are women and 16% are men
- 15 hours 32 minutes response time

### **GOOGLE**

- 13,454 total searches.
- 46.5% of people directly searched Central Park Community Center.
- 52.9% of people discovered Central Park Community Center through other searches.
- 276 people clicked Call.
- Most popular query search was Broken Arrow Community Center.

<b>NIENHUIS PARK COMMUNITY CENTER</b>	<b>VISITS</b>
Basketball – Open Gym	487
Basketball Spectator – Open Gym	5
Just As I Am! Fitness	31
Just As I Am! Spectator	1
Martial Arts	111
Martial Arts Spectator	20
Pickleball	173
Rec Room Usage	46
Roly Poly's	32
Roly Poly's Spectator	29
Tumbling Gymnastics	27
Tumbling Gymnastics Spectator	16
Tykes Tumbling	23
Tykes Tumbling Spectator	24
Volleyball – Open Gym	154

## FACEBOOK

- 1,401 total views
- 52 new likes out of 4,045
- 12 new dislikes
- 52 new followers out of 4,131
- 86% of followers are women and 14% are men
- 15 hours 32 minutes response time.

## GOOGLE

- 17,579 total searches.
- 29.3% of people directly searched Nienhuis Park Community Center.
- 70% of people discovered Nienhuis Park Community Center through other searches.
- 432 people clicked Call.
- Most popular query search was Broken Arrow Community Center.

## RAY HARRAL NATURE CENTER

Visitors 1,092

## EVENTS

Bark in the Park	425
STEM Camp: Young Engineers	3
Seasonal Painting	10

## FACEBOOK

- 691 total views
- 50 new likes out of 3,954
- 8 new dislikes
- 57 new followers out of 4,048
- 87% of followers are women and 12% are men
- 2 hours and 14 minutes response time

## GOOGLE

- 24,188 total searches.
- 25.1% of people directly searched Ray Harral Nature Park.
- 74.2% of people discovered Ray Harral Nature Park through other searches.
- 15 people clicked Call.
- Most popular query search was “Things to do near me.”

## FACEBOOK - BA Parks & Recreation

- 592 new total views
- 40 new likes out of 4,754
- 17 new dislikes
- 87 new followers out of 4,801
- 83% of followers are women and 16% are men
- 1 day 1 hour response time.

## CITY WEBSITE – BA Parks & Recreation

### Parks Locator Tool

- 149 people viewed.
- On average, 4.97 people viewed per day.

### Parks Story Map

- 266 people viewed.
- On average, 6.55 people viewed per day.

## FARMERS MARKET STORY MAP

- 64 people viewed.
- On average, 8.87 people viewed per day.

## PARKS MAINTENANCE

Maintenance Job Code	Hours Work Performed	Percentage of Work Hours
Athletic Field Maintenance	180	3.93%
Building Maintenance	17	0.37%
Chemical Applications	177	3.86%
Construction	112	2.45%
Custodial Services	117	2.55%
Data Entry	307	6.70%
Electrical	2	0.04%
Equipment Maintenance	399.75	8.73%
Fencing	60	1.31%
Flood Recovery	0	0.00%
Forestry	725.25	15.83%
GIS	0	0.00%
General Site Maintenance	702	15.33%
Graffiti Removal	21	0.46%
Horticulture	338.75	7.40%
Inspections	182.5	3.98%
Irrigation Maintenance	121.5	2.65%
Irrigation/Watering	48	1.05%
Locks/Hardware	0	0.00%
Mowing	35	0.76%
Plumbing	0.5	0.01%
Playground Maintenance	84.5	1.84%
Painting	54.5	1.19%
Refuse	192.75	4.21%
Storm Damage	70	1.53%
Special Event	91	1.99%
Splash Pad Maintenance	0	0.00%
Snow/Ice Removal	68.5	1.50%
Safety Training	8.5	0.19%
Supervisor Training	96.5	2.11%
Trail Maintenance	30	0.66%
Training/Meeting	337.75	7.37%
Tree Planting	0	0.00%
<b>Totals</b>	<b>4580.25</b>	<b>100.00%</b>

End of Report

# FACILITY REPORT FOR



January 2020

SUBMITTED BY



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

### **General**

January offered a mix of inclement weather and some nice weekends for golfers to enjoy. There were (14) days during the month where there were 20 or fewer total rounds due to cold or inclement weather. The course continues to be saturated from the damp weather causing golf carts to be restricted to cart paths only many of the days. This lowers demand for play and effects revenues as many golfers do not like to have to walk from the golf cart to their golf balls during play. Total revenues for the month were \$48,628 which was \$8,188 more compared to last January's total revenues. The 2020-21 proposed budget for the Battle Creek Golf Club operations was submitted to the City of Broken Arrow for review and approval.

### **Golf Operations**

During the month of January, the Golf Operations team finished all spring and summer merchandise orders, re-booked all recurring tournaments and leagues. During the month, seasonal golf operations applications were accepted and interviews were performed for upcoming staffing of seasonal golf shop, outside services, starter, and course marshal positions.

Preventative maintenance was performed on the golf carts (Ensure all tires are 22psi, detail clean plastic trim & GPS Screens, Rotate fleet to control amp hours averages) , golf boards (Ensure all bolts are tight to manufacturer specs, Shipping 1 board at a time back to Golfboard to get parts replaced that require it to ensure they are safe to use), beverage carts (Oil changes & Cleaning), and gang units for the range picker (New swivel arm ordered and installed to allow unit to turn properly, grease all parts, tighten all discs used to pick golf balls.).

### **Course Maintenance**

January was another unusual month with high temperatures in the mid 60's, and lows in the teens. We did received 5.25" rainfall and a light snow during the month. The maintenance team accomplished the following tasks this month. Continue to do preventative maintenance on equipment to get ready for the next season, multiple irrigation repairs, edged cart trails around the course, flushed all green drains, trimmed trees around the course where needed, chipped brush pile at maintenance yard, and replaced sections of cart path that had to be removed for irrigation repairs .

Next month we will apply pre and post-emergent herbicides to the golf course as well as the clubhouse grounds and flower beds, continue irrigation repairs as needed continue



preventative maintenance of all equipment as needed, trim all ornamental grasses at the clubhouse .

**Golf Rounds Monthly Summary**

January total rounds were 1,062 which were 347 more rounds compared to last year.

<u>Rounds</u>	<u>Budgeted</u>	<u>Prior year</u>	<u>Actual</u>
PUBLIC ROUNDS	160	103	178
TOURNAMENT	0	0	0
MEMBER	700	401	609
BATTLE CARD	125	42	59
TWILIGHT	90	46	69
MISC.	50	49	57
MEMBER GUEST	125	74	90
<b>TOTAL ROUNDS</b>	<b>1,250</b>	<b>715</b>	<b>1,062</b>

**Monthly Gross Revenues**

January total revenue was \$48,628 for the month, which was \$8,188 more than prior year. The full financial reports are presented separately.

	<u>January Budget</u>	<u>January Prior Year</u>	<u>January Actual</u>
DUES & FEES	26,950	23,018	20,443
GREEN FEES	13,983	8,022	11,540
CART FEES	4,530	2,408	3,825
MERCHANDISE	4,688	3,371	3,949
OTHER GOLF COURSE SERVICES	3,100	1,591	3,546
FOOD & BEVERAGES	5,000	2,030	5,325
<b>TOTAL REVENUE</b>	<b>58,251</b>	<b>40,440</b>	<b>48,628</b>

**Banquet Facility Usage Report**

<u>Date</u>	<u>Event</u>	<u>Total</u>
1/17/20	Wedding Reception	\$995
1/19/20	Party / Event	\$325
1/22/20	Homeowner's Association Meeting	\$0
1/25/20	Homeowner's Association Meeting	\$0
1/27/20	Homeowner's Association Meeting	\$0
1/28/20	Homeowner's Association Meeting	\$0
	<b>Total Banquet Revenue:</b>	<b>\$1,320</b>

**Grill:** New Menu items have been chosen for revised Menu as well as decision on which current menu items to remove that are slower sellers. Plans are to have new menu in place by April 1<sup>st</sup>.

# Sales Report by Selected Department

Battle Creek Golf Shop

Department: Greens Fees

Date Between 1/1/2020 & 1/31/2020

SKU	Manufacturer	Item Description	Cost Avg	Cost Of Goods	Margin Percent	Price	Qty	Retail Value	Discount	Pre-Tax Value	Tax TTL	Extension
<b>Sub-Department: Card Rounds</b>												
1633	*BC Golf	Gf - Battle Card Sr. (Weekday)	\$0.00	\$0.00	0.00%	\$22.00	27	\$594.00	\$0.00	\$594.00	\$48.10	\$642.10
1634	*BC Golf	Gf - Battle Card Weekday	\$0.00	\$0.00	0.00%	\$22.00	7	\$154.00	\$0.00	\$154.00	\$12.95	\$166.95
1635	*BC Golf	Gf - Battle Card Weekday	\$0.00	\$0.00	0.00%	\$23.00	3	\$69.00	\$0.00	\$69.00	\$5.82	\$74.82
1636	*BC Golf	Gf - Battle Card Weekend	\$0.00	\$0.00	0.00%	\$27.00	16	\$432.00	\$0.00	\$432.00	\$36.32	\$468.32
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
Summary for Card Rounds			\$0.00	\$0.00	100.00%	\$117.00	59	\$1,387.00	\$0.00	\$1,387.00	\$114.83	\$1,501.83
<b>Sub-Department: Comp Rounds</b>												
1632	*BC Golf	Gf - Bailey Member	\$0.00	\$0.00	0.00%	\$0.00	11	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1644	*BC Golf	Gf - Complimentary	\$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	16	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1683	*BC Golf	Complimentary	\$0.00	\$0.00	0.00%	\$0.00	11	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1684	*BC Golf	Gf - Employee	\$0.00	\$0.00	0.00%	\$0.00	63	\$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	57	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Summary for Comp Rounds			\$0.00	\$0.00	0.00%	\$0.00	162	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Sub-Department: Guest Rounds</b>												
1678	*BC Golf	Gf - Member Guest Sr.	\$0.00	\$0.00	0.00%	\$22.00	17	\$374.00	\$0.00	\$374.00	\$31.45	\$405.45
1678	*BC Golf	Gf - Member Guest Sr.	\$0.00	\$0.00	0.00%	\$27.00	1	\$27.00	\$0.00	\$27.00	\$2.27	\$29.27
1680	*BC Golf	Gf - Member Guest Weekend	\$0.00	\$0.00	0.00%	\$27.00	34	\$918.00	\$0.00	\$918.00	\$77.18	\$995.18
1681	*BC Golf	Gf - Member Guest Weekday	\$0.00	\$0.00	0.00%	\$22.00	24	\$528.00	\$0.00	\$528.00	\$44.40	\$572.40
1710	*BC Golf	Gf - Member Guest	\$0.00	\$0.00	0.00%	\$18.44	14	\$258.16	\$0.00	\$258.16	\$21.84	\$280.00
Summary for Guest Rounds			\$0.00	\$0.00	100.00%	\$116.44	90	\$2,105.16	\$0.00	\$2,105.16	\$177.14	\$2,282.30
<b>Sub-Department: Member Rounds</b>												
1629	*BC Golf	Gf - Annual Member	\$0.00	\$0.00	0.00%	\$0.00	375	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1662	*BC Golf	Gf - Weekday Member	\$0.00	\$0.00	0.00%	\$0.00	177	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1685	*BC Golf	Gf - Family Member	\$0.00	\$0.00	0.00%	\$0.00	57	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Summary for Member Rounds			\$0.00	\$0.00	0.00%	\$0.00	609	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Sub-Department: Miscellaneous</b>												
1651	*BC Golf	Gf - Junior Riding	\$0.00	\$0.00	0.00%	\$14.00	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	44	\$811.36	\$0.00	\$811.36	\$68.64	\$880.00

1674	*BC Golf	Gf - Replay Round	\$0.00	\$0.00	0.00%	\$20.00	1	\$20.00	\$0.00	\$20.00	\$1.68	\$21.68
1686	*BC Golf	Gf - Junior Walking	\$0.00	\$0.00	0.00%	\$12.91	10	\$129.10	(\$49.77)	\$79.33	\$6.67	\$86.00
		Summary for Miscellaneous	\$0.00	\$0.00	100.00%	\$65.35	57	\$988.46	(\$49.77)	\$938.69	\$79.35	\$1,018.04
<b>Sub-Department: Paid Rounds</b>												
1655	*BC Golf	Gf - Public Senior (WD)	\$0.00	\$0.00	0.00%	\$22.00	59	\$1,298.00	\$0.00	\$1,298.00	\$109.15	\$1,407.15
1656	*BC Golf	Gf - Public Weekday	\$0.00	\$0.00	0.00%	\$32.00	64	\$2,048.00	\$0.00	\$2,048.00	\$172.16	\$2,220.16
1656	*BC Golf	Gf - Public Weekday	\$0.00	\$0.00	0.00%	\$42.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1658	*BC Golf	Gf - Public Weekend	\$0.00	\$0.00	0.00%	\$37.00	42	\$1,554.00	\$0.00	\$1,554.00	\$130.62	\$1,684.62
1697	*BC Golf	Gf - Weekend Walking	\$0.00	\$0.00	0.00%	\$37.00	1	\$37.00	\$0.00	\$37.00	\$3.11	\$40.11
1701	*BC Golf	Gf - Senior Walking	\$0.00	\$0.00	0.00%	\$22.75	2	\$45.50	\$0.00	\$45.50	\$3.82	\$49.32
1993	*BC Golf	GF - 9 Hole Weekday	\$0.00	\$0.00	0.00%	\$17.00	8	\$136.00	\$0.00	\$136.00	\$11.44	\$147.44
1993	*BC Golf	GF - 9 Hole Weekday	\$0.00	\$0.00	0.00%	\$27.00	1	\$27.00	\$0.00	\$27.00	\$2.27	\$29.27
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%	\$258.75	178	\$5,167.50	\$0.00	\$5,167.50	\$434.42	\$5,601.92
<b>Sub-Department: Twilight</b>												
1657	*BC Golf	Gf - Public Weekday Twilight	\$0.00	\$0.00	0.00%	\$28.00	28	\$784.00	\$0.00	\$784.00	\$66.08	\$850.08
1660	*BC Golf	Gf - Public Weekend Twilight	\$0.00	\$0.00	0.00%	\$28.00	39	\$1,092.00	\$0.00	\$1,092.00	\$92.04	\$1,184.04
1660	*BC Golf	Gf - Public Weekend Twilight	\$0.00	\$0.00	0.00%	\$33.00	2	\$66.00	\$0.00	\$66.00	\$5.56	\$71.56
		Summary for Twilight	\$0.00	\$0.00	100.00%	\$89.00	69	\$1,942.00	\$0.00	\$1,942.00	\$163.68	\$2,105.68
		<b>Grand Total:</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>100.00%</b>	<b>\$646.54</b>	<b>1224</b>	<b>\$11,590.12</b>	<b>(\$49.77)</b>	<b>\$11,540.35</b>	<b>\$969.42</b>	<b>\$12,509.77</b>

## 2. GENERAL CORRESPONDENCE / NOTIFICATION



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**Subject:** Broken Arrow achieves Class 1 ISO rating

## Broken Arrow achieves Class 1 ISO rating

- Official announcement to be made during a press conference at 10 a.m., Feb. 20, at Fire Station 2, near Aspen (145<sup>th</sup> East) Avenue and the Creek Turnpike.
- Broken Arrow joins about 350 communities nationwide with this highest classification.

### Background:

The City of Broken Arrow Fire Department is proud to announce that its Fire Department has received a Class 1 Public Protection Classification (PPC) rating from the Insurance Services Office (ISO). ISO is an independent organization that evaluates fire-protection efforts in communities across the country.

An ISO Class 1 rating is the highest rating possible, and ISO's Public Protection Classification can play an important part in an insurer's decisions when underwriting property insurance.

Homeowners should contact their insurer about a possible minor reduction in their premium after the new rating takes effect April 1.

The official announcement will be made at a press conference at 10 a.m., Feb. 20, at Broken Arrow Fire Station 2, 2300 W. Norfolk Dr. (near Aspen and the Creek Turnpike). Lieutenant Gov. Matt Pinnell, Oklahoma Insurance Commissioner Glen Mulready, a local insurance agent, and a representative from ISO will join City leaders for the announcement.

"Earning this distinction is a direct reflection of the hard work of our front line firefighters, the prevention division and our dispatchers, as well as the Utilities Department," said Fire Chief Jeremy Moore. "This ranks Broken Arrow Fire among the best of the best in fire service in the country. I want to thank the City Council, City staff and the community as a whole for supporting us in providing outstanding customer service to Broken Arrow."

Broken Arrow joins about 350 communities nationwide with this highest classification.

"Having the Broken Arrow Fire Department earn a Class 1 rating is a tremendous boon for Broken Arrow," said Mayor Craig Thurmond. "This puts the community on an elite list of cities across the country that are prepared to provide the best fire service to their residents."

ISO collects information on communities and analyzes the data using its Fire Suppression Rating Schedule. This Fire Suppression Rating Schedule evaluates four primary categories of fire suppression – fire department, emergency communications, water supply, and community risk reduction. Fire services are ranked between 1 and 10.

BAFD scored 94.42 points out of a possible 105.5.

### Contact:

Jeremy Moore, Fire Chief  
City of Broken Arrow  
918-259-8360  
[jkmoore@brokenarrowok.gov](mailto:jkmoore@brokenarrowok.gov)



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*INTEROFFICE MEMO*

**To:** Honorable Mayor and City Councilors  
**From:** Jennifer Swezey, Community Relations Liaison  
**Date:** February 21, 2020  
**Re:** Recent News Articles

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Below are some links to news coverage in Broken Arrow this week.

**Transit meeting:**

<https://www.newson6.com/story/41757371/broken-arrow-community-hopes-for-public-transportation-improvements>

**ISO rating:**

<https://www.kjrh.com/news/local-news/bafds-top-iso-rating-could-save-you-money>

<https://ktul.com/news/local/ba-lower-insurance-rates>

<https://www.publicradiotulsa.org/post/broken-arrow-fire-earns-highest-possible-public-protection-classification>

Respectfully submitted,

Jennifer Swezey

### 3. SPECIAL EVENTS / ACTIVITIES

