

**To:** Honorable Mayor and City Councilors  
**From:** Michael Spurgeon, City Manager  
**Date:** June 7, 2019  
**Re:** Notes to Council

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

- General Services Department Monthly Report – April 2019
- Parks Department Monthly Report – April 2019
- Streets and Stormwater Department Monthly Report – May 2019

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

- Press Release – Broken Arrow names new Parks director
- Press Release – Broken Arrow pools open in June
- Recent news articles

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

- N/A

Respectfully submitted,



Michael Spurgeon

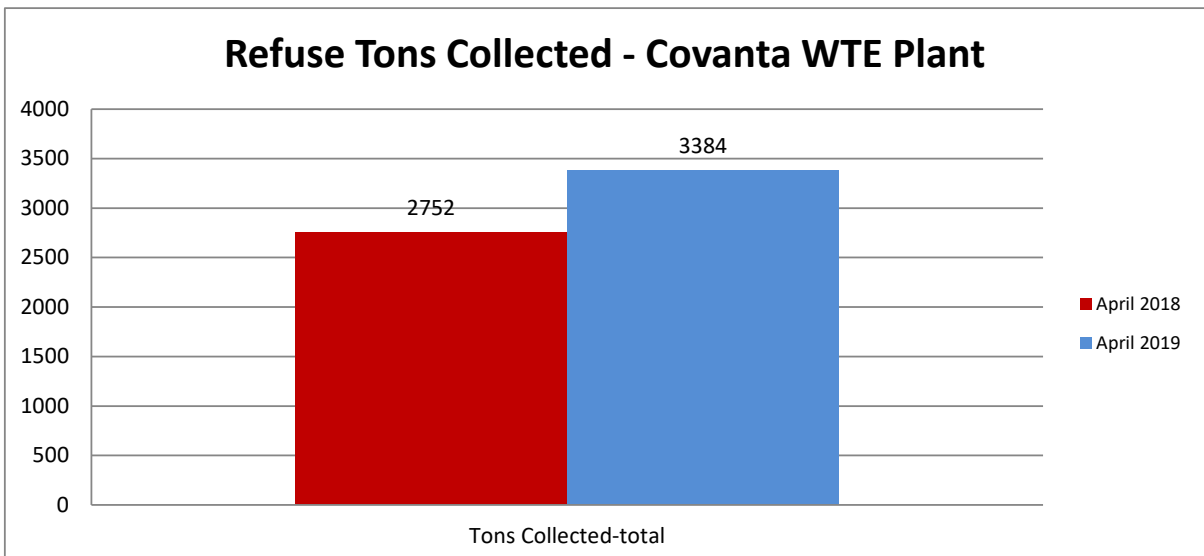
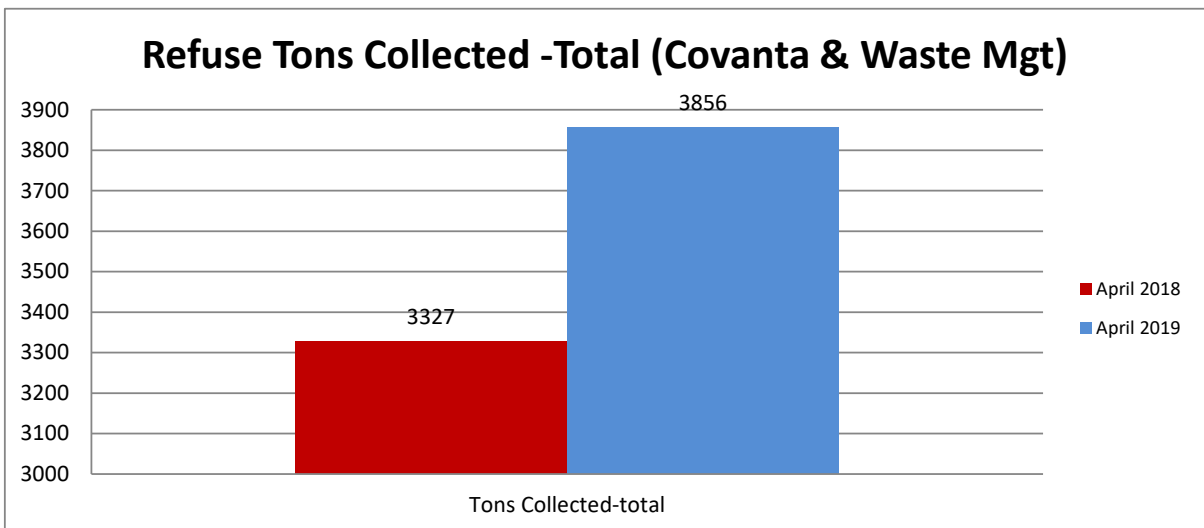
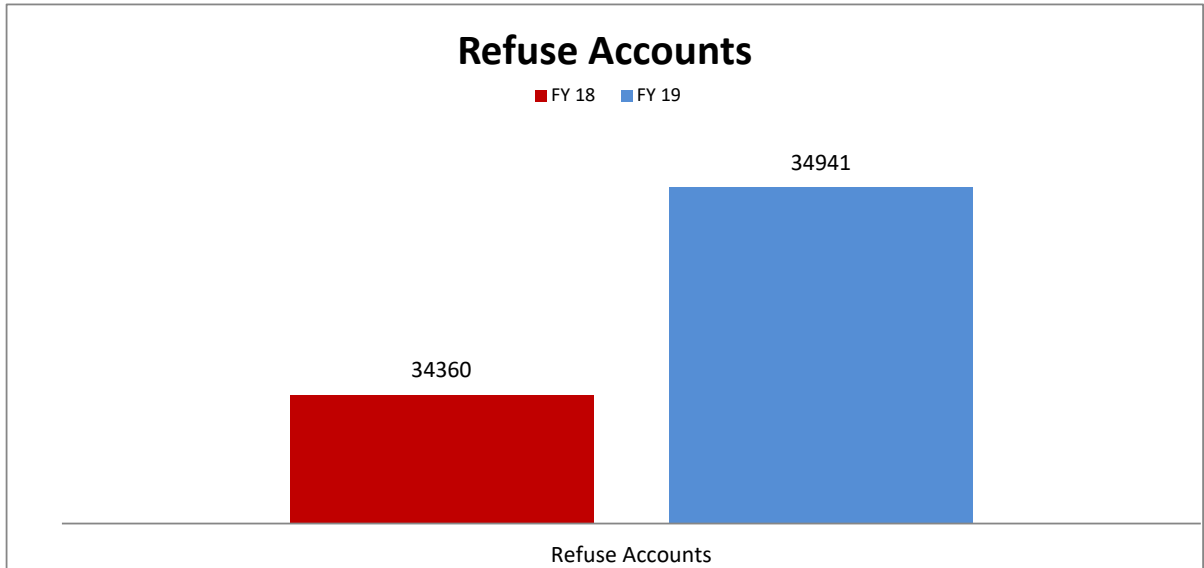
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Attachments

## 1. STAFF REPORTS / ITEMS REQUIRING IMMEDIATE ATTENTION



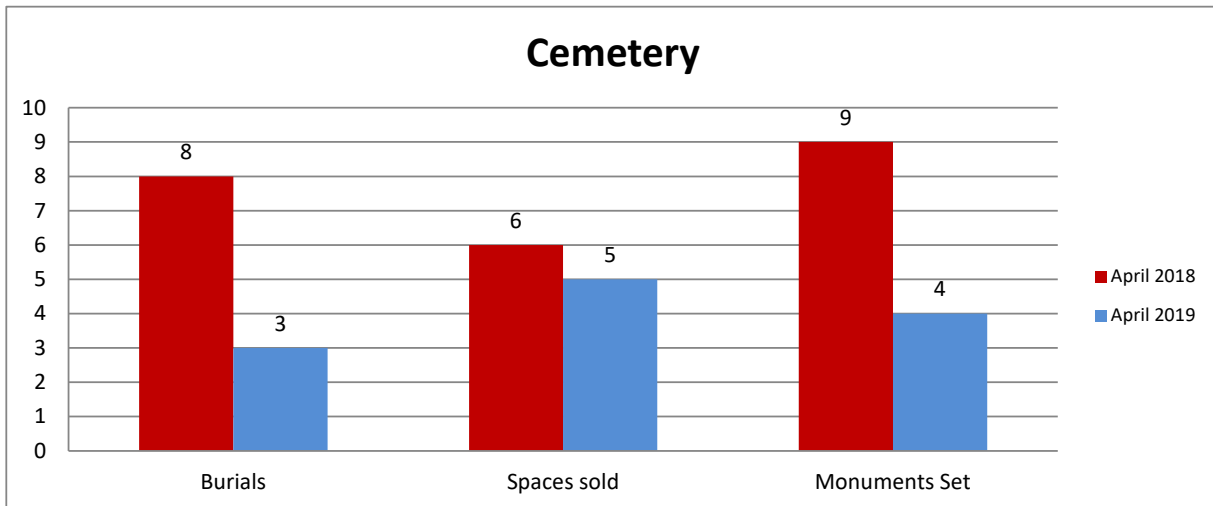
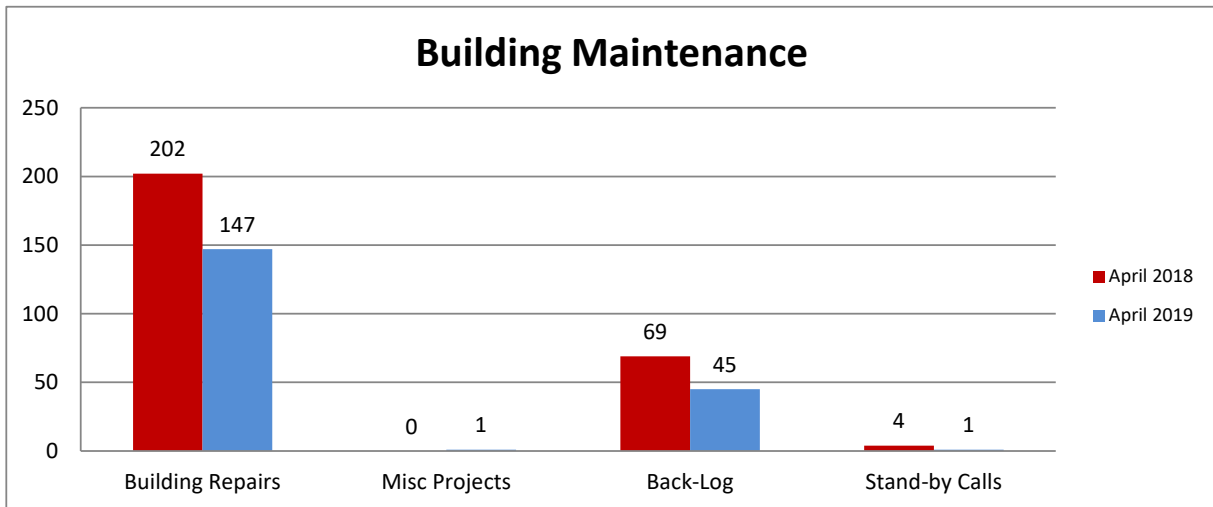
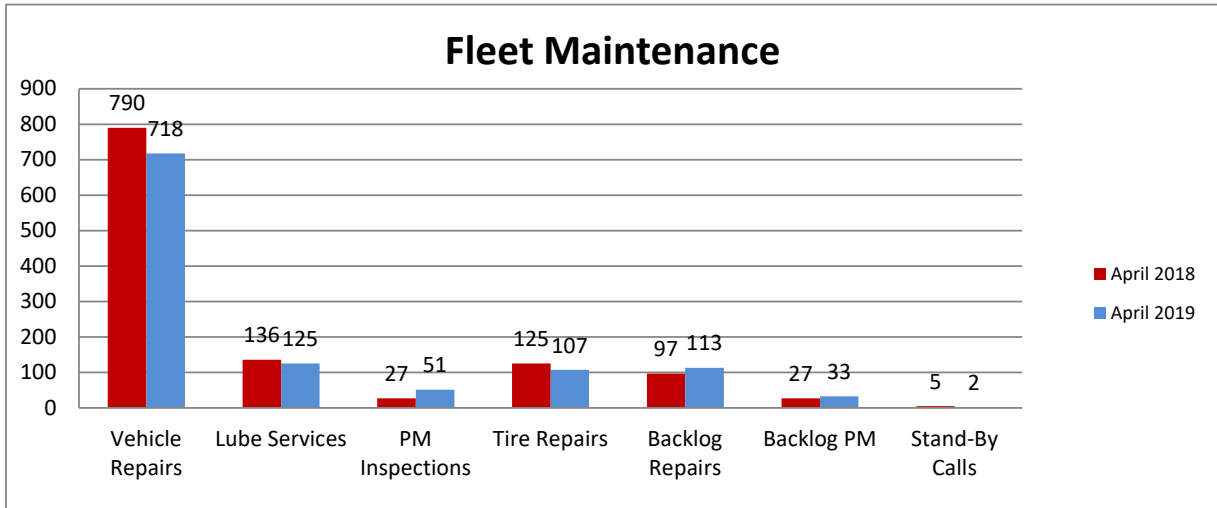
# General Services Monthly Report

## April 2019



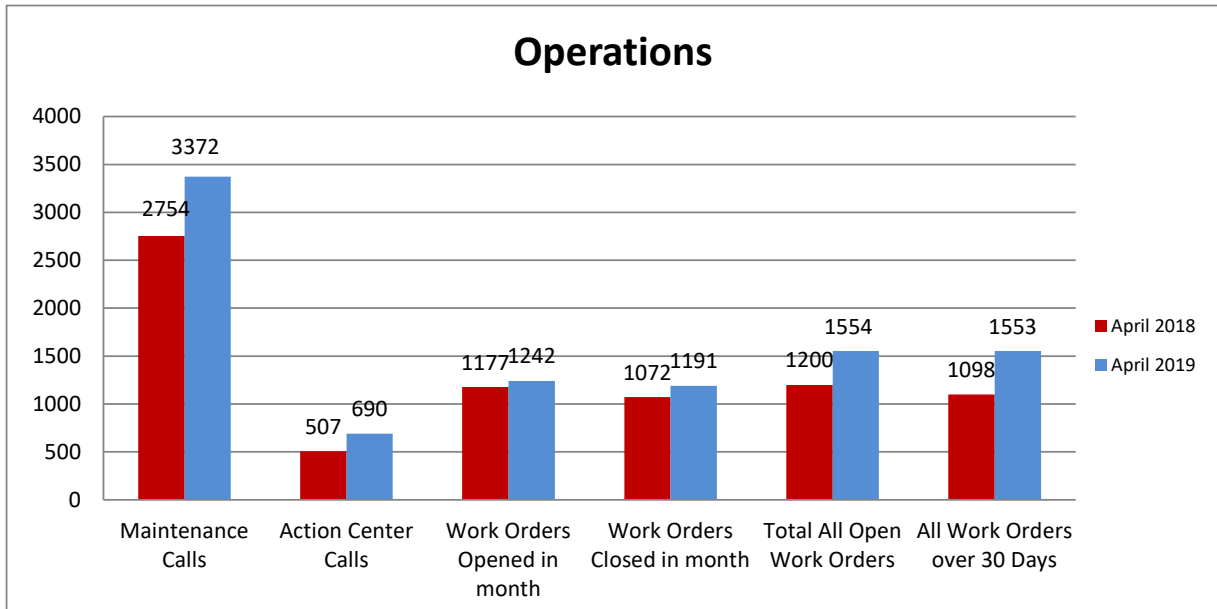
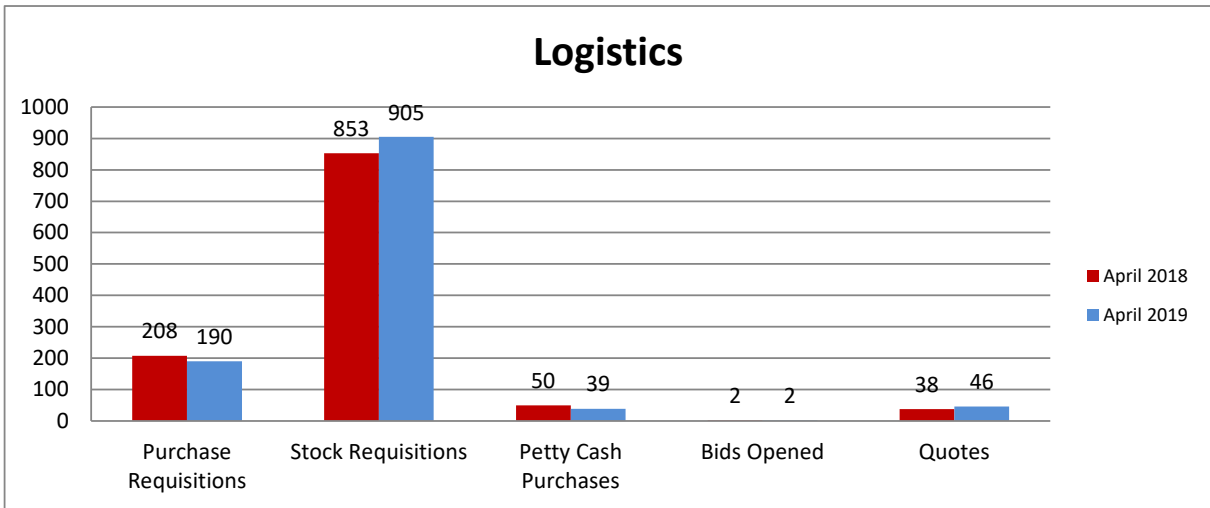
# General Services Monthly Report

## April 2019



# General Services Monthly Report

## April 2019





## Parks and Recreation Department

### April 2019 Monthly Report

#### PARKS MAINTENANCE MANAGER / ACTING PARKS AND RECREATION DIRECTOR

- Conducted weekly staff meetings with department staff.
- Monitored ongoing park projects:
  - Indian Springs Sports Complex (ISSC) Renovation Project: Continue to work with Engineering/Construction on finalizing punch list completion.
  - Arrowhead Concession/Restroom/Umpire Building: Waiting on funding. Additional funding in Capital Improvement Plan requests.
  - Events Park Adult Softball Complex: Bids open May 14, 2019.
  - Reflection Park: Project completed.
  - Nienhuis Sand Volleyball: Project awarded, and work scheduled to begin May 15, 2019.
  - New Southwest Park: Architecture/Engineering (A/E) contract in Engineering Department.
  - Highland Park: A/E contract awarded, and waiting on first concepts from A/E.
  - Family Aquatic Center Waterslide Resurfacing: Waiting on maintenance warranty repairs on joints and gel coating prior to pool opening June 5, 2019.
  - Vandever Park Playground: Comments from first concept plans returned to A/E firm.
  - Park Security Cameras: Valley Ridge trailhead camera installed. Project completed.
  - Jackson Park Splash Pad: Contractor completed first layer of coating, will need to smooth down rough material edges created in the applications.

#### PARKS MAINTENANCE DIVISION HIGHLIGHTS

- Removed nine trees, and ground down 15 stumps.
- Fertilized approximately 700 rose bushes with liquid or granular product.
- Added new irrigation zone to sign landscape bed at the Rose West Dog Park, and installed plant material.
- Installed 60 rose bushes in the Rose District planters, and 14 bushes in the Nienhuis Rose garden.
- Completed installation of hanging flowering baskets in the Rose District.
- Conducted 120 playground inspections.
- Installed 30 cubic yards of playground surfacing.
- Performed 60 chemical and filtration inspections at the interactive water feature.
- Mowed and trimmed 835 acres.
- Provided weed control to 125 acres.
- Painted 39 linear miles of field boundary lines.
- Aerated 9 acres of turf.
- Mowing and rose maintenance contracts will begin on May 1, 2019.

# BATTLE CREEK GOLF CLUB (BCGC)

## GENERAL

- Prepared for the upcoming golf season by core aerifying and topdressing of greens. This does effect play short term, but provides healthy and excellent putting surfaces all season long.
- Jessica Helm accepted the position of Grill & Events Manager and will begin in May.

## GOLF OPERATIONS

- Hosted Annual Free Fitting Day with Titleist, Callaway, and Cobra manufacturers. This was a great opportunity for golfers to get a free fit with the Track Man Launch Monitor. Thirty-one players came to their scheduled fitting and many other players came to test out the new products. Free Fitting Day resulted in four custom orders and three waiting to order. Fitting Day was a huge success and the weather was great!
- Annual Masters Board Competition was held and generated \$500 in the Golf Shop credit book.
- BCGC hosted three outside events and two Golf Leagues on Tuesday and Wednesday evenings. The events brought a total of 210 players plus volunteers and sponsors out to BCGC.

## COURSE MAINTENANCE

- BCGC received 2.35 inches of rainfall. Temperatures ranged from the high 80's and lows in the 30's.
- Maintenance team accomplished many tasks to improve or continue to provide excellent playing conditions of the golf course. These tasks include:
  - Spring aerification and topdressing of greens.
  - Sprayed course with post-emergent herbicides.
  - Continued preventative maintenance on equipment.
  - Multiple irrigation repairs.
  - Fertilized entire golf course for spring green up.
  - Sprayed greens with fungicide. Fertilized greens and applied wetting agents as needed.
- May, continue irrigation repairs, preventative maintenance on equipment, begin seasonal mowing as the temperature warms and Bermuda grass responds to fertilization, mow native areas, trimming course as needed, begin to hand syringe greens where needed and as weather dictates.

## MONTHLY SUMMARY

- April rounds 609 less total rounds to budget and 336 more than prior year.

<b><u>April Paid Rounds</u></b>	<b><u>Budgeted</u></b>	<b><u>Prior Year</u></b>	<b><u>Actual</u></b>
PUBLIC ROUNDS	500	240	<b>492</b>
TOURNAMENT	250	210	<b>238</b>
MEMBER	1,175	877	<b>833</b>
BATTLE CARD	250	135	<b>107</b>
TWILIGHT	300	168	<b>206</b>
MISC.	120	63	<b>140</b>
MEMBER GUEST	175	132	<b>145</b>
	<b>2,770</b>	<b>1,825</b>	<b>2,161</b>

## MONTHLY GROSS REVENUE

- April total revenue was \$113,929 that was \$14,778 less than budgeted revenues.

	<b>April Budget</b>	<b>April Prior Year</b>	<b>April Actual</b>
DUES & FEES	31,650	32,585	33,670
GREEN FEES	41,911	24,992	35,904
CART FEES	13,222	4,838	8,018
MERCHANDISE	13,158	12,772	11,529
OTHER GOLF COURSE SERVICES	10,000	5,827	8,628
FOOD & BEVERAGES	18,766	10,506	16,179
	<b>128,707</b>	<b>91,520</b>	<b>113,928</b>

## BANQUET FACILITY USAGE REPORT

<b>April</b>	<b>Event</b>	<b>\$</b>
1	Tournament	0
6	Party/Event	1,200.00
12	Tournament	0
27	Wedding/Reception	950.00
	<b>Total Banquet Revenue</b>	<b>\$2,150.00</b>

## SPECIAL EVENTS DIVISION

### COMMUNITY EVENT MANAGER

- Attended weekly department and division staff meetings.
- Received, processed, and reviewed applications for events and the Rose District Farmers Market.
- Attended Rose District Farmers Market each Saturday in April.
- Completed invoicing various events we co-sponsor such as Thursday Night Live and Chalk It Up.
- Arranged for radio station KRMG to attend the Farmers Market in August and host various promotions.
- Prepared for, planned, and attended Special Events Committee Meetings.
- Met with Chalk It Up committee to discuss plans for upcoming event.
- Met with Wine Eats and Easels committee to discuss plans for upcoming event.
- Reviewed applications and interviewed applicants for Event Assistant position.
- Met with Chamber of Commerce several times to discuss upcoming Rooster Days events, sound system for the parade, and logistics.
- Met with Ice Rink Enterprises, Inc. to discuss 2019 ice rink event, contract, and plans for 2020. Tentative opening date is November 14, 2019.



- Worked with City staff to present water conservation information at the Rose District Farmers Market every Saturday for the 2019 season.
- Began learning and working with Constant Contact software to increase communication with citizens regarding events and the Rose District Farmers Market.
- Attended weekly Events Division Staff meetings.
- Attended online webinar for Events.
- Met with ScotFest event host to discuss site plan, plans for the event, and other events planned for 2019.
- Met with Interim Director of Parks and Recreation to discuss an offer to a prospective Events Assistant.
- Met with Hmong Association of Oklahoma to discuss plans for their event in October 2019.
- Attended Legistar Training for agenda items.
- Prepared agenda items as needed for the season.
- Created a newsletter for the Rose District Farmers Market and the first edition went out on April 25, 2019.
- Met with Oklahoma Alcoholic Beverage Laws Enforcement (ABLE) to discuss new laws and licensing requirements for events.
- Attended Division Managers Training meeting.
- Attended Easter Egg Hunt events at The Assembly and Central Park.
- Met with Rose Festival and Chalk It Up Chairpersons to discuss logistics of combined events.
- Planned and attended Walmart Honorary Heart Dive Event.
- Attended Serve My City meeting to discuss logistics for events.
- Attended Senior Resource Health Fair at Central Park Community Center.
- Attended Keep Broken Arrow Beautiful Trash Bash event.
- Attended onboarding meeting with Economic Development and Tourism Departments.
- Continued revisions on the Special Event Resource Guide.
- Researched options for tracking and workflow for event applications.

## **RECREATION DIVISION**

### **RECREATION MANAGER**

- Attended Job Fair with Human Resources staff at Tulsa Community College.
- Attended Special Event Committee meetings at Public Safety Complex.
- Attended COBA-U held at the Water Treatment Plant.
- Met with YMCA personnel at Family Aquatic Center to discuss future needs and contractual terms.
- Participated in a tour of Broken Arrow Sports Facilities with City of Broken Arrow Convention and Visitors Bureau Manager and the Director of Business Development of Sports Planning Guide (SPG) magazine.

- Attended a meeting with Broken Arrow Community Playhouse personnel regarding upcoming carpet project.
- Met onsite with contractor regarding Community Playhouse carpet project.
- Attended Monthly Manager Training at the Police and Fire Training Facility.
- Met with each Center Supervisor regarding upcoming programs and events.

#### CENTRAL PARK COMMUNITY CENTER

- Total logged visitors were 2,531, which is a decrease of 295 compared to March.
- Center Supervisor and Full-Time Recreation Assistant attended Summer Camp and Activity Fair at the Union Multipurpose Activity Center.
- Mixed Doubles Pickleball Tournament with 90 participants took place at Central Park Community Center.
- Center Supervisor attended Job Fair with Human Resources representatives and Recreation Manager.
- Center Supervisor and Full-Time Recreation Assistant attended the Take Me Fishing meeting held in Tulsa, Oklahoma.
- Center Supervisor held monthly meeting with Center Staff regarding upcoming events and facility schedule.
- Center Supervisor attended Special Events Committee meeting.
- Senior Resource and Health Fair with an estimated took place at Central Park Community Center. No issues were reported and estimated attendance was not provided

#### NIENHUIS PARK COMMUNITY CENTER

- Total logged visits were 1,903, which is 193 less than March.
- Hosted a Double Elimination Ping-Pong Tournament with six participants.
- One Full-Time and one Part-Time Recreation Assistant assisted during Central Park's Pickleball Tournament.

#### RAY HARRAL NATURE CENTER

- The estimated total number of visitors in the Nature Center was 1,741, which is a decrease of 496 compared to March.
- Nature Center hosted Terrific Tomatoes presented by the Tulsa County Master Gardeners. The class provided 25 participants with information on how to grow the perfect tomato in Oklahoma.
- Nature Center hosted BA Spring Clean. The event allowed organizations and individuals to volunteer their time and services. Sixty participants picked up trash, stained wooden structures, and painted structures in the Nature Park.
- Nature Center hosted NSU BA Into the Streets service project. This project allowed six students and faculty to come out to the Nature Park and paint structures.
- Nature Center logged 138 hours of volunteer service between the BA Spring Clean and the NSU BA Into the Streets events.

- Nature Center hosted an Earth Day Party. Visitors participated in a reading of the book Lorax by Dr. Seuss, an interactive scavenger hunt, and learned how to make seed balls.
- Nature Center hosted STEM Camp: Mission to Mars. Seven participants were challenged to use their inner-engineer and create rockets, space ships, and even rovers to simulate an actual mission to mars. The provided program's materials were by a STEM grant the Nature Center received from the Tulsa Regional STEM Alliance in November 2018.
- Nature Center hosted Union Public Schools kindergarten class with 85 people. Nature Center Staff presented on wildlife and led hikes for the group.
- Nature Center hosted a visit from the Spring Creek Elementary afterschool program with 35 individuals.
- Nature Center hosted three separate homeschool groups and three scout groups. Activities included presentations on wildlife, habitat, and guided hikes.
- Nature Center Supervisor met with two separate Eagle Scout candidates to discuss possible service project installations in the Nature Park.
- Nature Center Supervisor met with two registered volunteers to begin interpretive training work.
- Nature Center Supervisor and Part-Time Recreation Assistant attended Tulsa Regional STEM Alliance monthly meeting.

End of Report

# Street & Roadside Maintenance

## Monthly Report 5/2019

Job	Monthly Total
Street Service Calls (Not covered by other categories)	195
Pothole Patches	619
Dura Patch Holes	0
Major Street Repairs (SY)	234
Signs Repaired	179
New Signs Installed/Replaced	29
Signs Fabricated	176
Streets Painted (LF)	5,340
Arrows Painted	0
ONLY'S	0
Intersection/Crosswalk Marking	0
Drop Inlets Cleaned	21
Tree Removal/Trimming	173
Crack Sealing (FT)	13,210 FT & 50 Boxes
Manholes Raised	3
R.O.W Signs	0
Streets Paved (SY)	19,357
24 Hour Traffic Counts	1
12 Hour Speed Surveys	0
Traffic Calming Signs Posted	0
Traffic Calming Areas Painted	0
Speed Bumps Installed	0
Speed Bumps Removed	0
Speed Bumps Painted	0

# Traffic Signal Maintenance

## Monthly Report 05/2019

Job	Monthly Total
Traffic Signal service/repair calls	95
School Signal service/repair calls	3
Civil Defense Sirens	33
Electrical/ street lights other	3
Stanby calls	20
Backlog work orders	15
Backlog PM Inspections	157

# Stormwater Maintenance

## Monthly Report 05/2019

Job	Monthly Total
Street Sweeping (miles)	82
Mowing ROW (miles)	145
Mowing Special Projects	0
Weedlot Abatement	0
Tree Removal / Trimming	98
Spraying	9
Signs Removed from ROW	0
Stormwater Service Calls (not covered by other categories)	16
Barricades Repaired	0
Bar Ditch Repairs / Cleaning (LF)	0
Creek Cleaning(LF)	3482
Culverts Cleaning	13
Storm Sewer Sinkholes	7
Storm Sewer Installed (LF)	0
Drop Inlets Cleaned	161
Drop Inlets Repaired	1
Junction Box Repairs	1
Storm Drain Grates Replaced	0
Storm Drain Hood Repaired/Replaced	1
Concrete Street Repairs (SF)	3,742
Sidewalk Repairs (SF)	1,156
Curb and Gutter Repairs ( LF)	300
French Drains	0
Backfill or Spread Topsoil	6
Saw Cut Curb & Gutter	0
Driveways & Approaches (SF)	501
Vertical Walls & Headwalls	42
Mobile Cement Truck (CY)	0
Hydro Mulch	0

Sod Layed (SF)	1,600
Special Pickup	0
Storm Damage	0
New Inlets & Junction Boxes	0
Wheelchair Ramp	0
Flow Filled Pipes	0
Manholes Raised	1
Metal Hoods Raised	0
Log Jams	0
Surface Drains Installed	0
Pads (SF)	0
Brush Loads	19
6 X 6 Boxes	0
Raised Manhole Rings	0
Floor (SF)	160
Control Pods	0
Concrete Swell	0
Spilled Cleaned	0
Beaver Slides	0
Econ blocks (9 per set)	0
Rip Rap tons	135
Graffiti removal	0
Concrete parking lots (SF)	0
Bar Ditching (miles)	0
Creek Cleaning	0
Bridge Cleanout	2
Weedeat	0
Guardrails (ft)	20
Ag-Base	19
Footings	0
Dog Kennel Pads Poured sq ft	0
Pipe Joints Patched Repaired	6
Signal Pedestals (sq ft)	0
Lids (sq ft)	0
Storm Drain Joints Crawled and Repaired	6
Mailbox repairs	0

1 1/2 road rock  
spoils  
top soil  
3/8 chips  
clean out bay

	1
	15
	10
	8
	2



## 2. GENERAL CORRESPONDENCE / NOTIFICATION



**PRESS RELEASE**

**Contact: Krista Flasch**  
**Director of Communications**  
**City of Broken Arrow**  
**Phone: (918) 259-2400, ext. 5309**  
**Mobile: (918) 409-7771**

## **Broken Arrow names new Parks director**

**Broken Arrow, Okla. (6/4/2019)** – Following a comprehensive nationwide search, the City of Broken Arrow today announced Matt Hendren as its new Parks and Recreation Director.

“I am honored to have been chosen to lead the Broken Arrow Parks and Recreation Department into an exciting future,” Hendren said. “I have dedicated my career to Parks and Recreation and believe wholeheartedly in the positive effects an active, dedicated Parks and Recreation Department has on a community. I look forward to collaborating with the leadership team, elected officials, Parks and Recreation staff and the entire Broken Arrow community on the exiting opportunities that await.”

Hendren joins the City from Norman, where he has served as parks superintendent since 2015. Prior to that, he worked for Wyandotte County, Kan., as well as for golf courses in the Kansas City area.

“I am excited to have Matt join our leadership team,” said City Manager Michael Spurgeon. “The energy and experience he will bring to the Parks and Recreation Department will be a vital addition to the organization.”

Hendren is a Certified Parks and Recreation Professional, Certified Aquatic Facility Operator, a graduate of the National Recreation and Park Association (NRPA) Directors School, and a trustee for the Oklahoma Recreation and Parks Society Board of Directors.

Hendren will start work in Broken Arrow in July.

He will be in charge of 41 parks and 800 acres of public space, including an 18-hole golf course, the Battle Creek Golf Club, two community centers, a nature center and two aquatic facilities.

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**PRESS RELEASE**

**Contact: Krista Flasch**  
**Director of Communications**  
**City of Broken Arrow**  
**Phone: (918) 259-2400, ext. 5309**  
**Mobile: (918) 409-7771**

## **Broken Arrow pools open in June**

**Broken Arrow, Okla. (5/31/2019)** – The City of Broken Arrow’s three public pools will open for the season within the next week. Nienhuis Aquatic Facility opens Saturday, June 1, and the Family Aquatic Center and Country Aire Pool will both open Wednesday, June 5.

The City’s six public splash pads began operating Memorial Day weekend.

The City is still seeking to fill its seasonal lifeguard positions and offers the highest lifeguard pay in the area. Job description, applications and other seasonal opportunities can be found at [BrokenArrowOK.gov/jobs](http://BrokenArrowOK.gov/jobs).

Hours and fees for the City’s pools are as follows:

### **Opens June 1: Nienhuis Aquatic Facility, 3201 N. 9th St.**

Hours:

Monday-Tuesday	11 a.m.-7 p.m.
Wednesday	Closed
Thursday-Saturday	11 a.m.-7 p.m.
Sunday	1-6 p.m.

Fees:

Under 48 inches:	\$5
Over 48 inches:	\$6

### **Opens June 5: Family Aquatic Center, 1400 S. Main St.**

Hours:

Monday	Closed
Tuesday-Friday	1-6 p.m.
Saturday	11 a.m.-7 p.m.
Sunday	1-6 p.m.

*(continued)*

Fees:

Under 48 inches: \$5  
Over 48 inches: \$6

**Opens June 5: Country Aire Pool, 100 N. Fir Ave.**

Hours:

Wednesday-Monday 1-6 p.m.  
Tuesday Closed

Fees:

Under 48 inches: \$4  
Over 48 inches: \$5

Admission is free for children ages 2 and under at all three pools. Broken Arrow residents with a valid utility bill or state-issued ID can purchase a Swim Punch Pass, good for 10 punches, for \$40. Each punch is good for one person. Punch passes can be purchased now at either Central Park Community Center, 1500 S. Main St., or Nienhuis Park Community Center, 3201 N. 9<sup>th</sup> St.

The City's splash pads will be on daily from 8 a.m.-8 p.m. Splash pads are located at

- Camino Villa Park, 2812 E. Madison Pl.
- Haskell Park, 601 E. Dallas St.
- Jackson Park, 4800 W. Washington St.
- Leisure Park, 801 W. Charleston St.
- Sieling Park, 525 W. Iola St.
- Rockwood West Park, 1301 N. Redbud Ave.

The YMCA of Greater Tulsa will again offer swim lessons at the Family Aquatic Center beginning June 3. Call 918-872-9622 or visit [ymcatulsa.org/swim](http://ymcatulsa.org/swim) for details.

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*INTEROFFICE MEMO*

**To:** Honorable Mayor and City Councilors  
**From:** Jennifer Swezey, Community Relations Liaison  
**Date:** June 7, 2019  
**Re:** Recent News Articles

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

<https://www.alfalaval.us/media/news/2019/broken-arrow-facility-expansion/>

Respectfully submitted,

Jennifer Swezey

### 3. SPECIAL EVENTS / ACTIVITIES

