

To: Honorable Mayor and City Councilors
From: Michael Spurgeon, City Manager
Date: June 21, 2019
Re: Notes to Council

1. STAFF REPORTS / ITEMS REQUIRING IMMEDIATE ATTENTION

- Parks and Recreation Department Monthly Report – May 2019

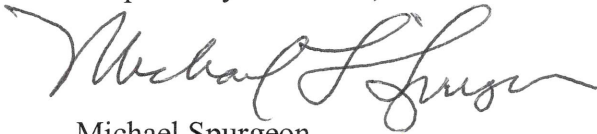
2. GENERAL CORRESPONDENCE / NOTIFICATION

- Press Release – 7 new firefighters complete BAFD Academy 219

3. SPECIAL EVENTS / ACTIVITIES

- N/A

Respectfully submitted,



Michael Spurgeon

clm
Attachments

1. STAFF REPORTS / ITEMS REQUIRING IMMEDIATE ATTENTION





Parks and Recreation Department

May 2019 Monthly Report

PARKS MAINTENANCE MANAGER / ACTING PARKS AND RECREATION DIRECTOR

- Conducted staff meetings with Parks Maintenance Division Supervisors.
- Monitored ongoing park projects:
 - Indian Springs Sports Complex (ISSC) Renovation Project: Completed.
 - Arrowhead Concession/Restroom/Umpire Building: Waiting on funding. Additional funding in Capital Improvement Plan requests.
 - Events Park Adult Softball Complex: Bids opened and project scheduled for the June 3, City Council Meeting to award.
 - Memorial Park/Garden: Minor landscaping for pollinator area, completed by fall.
 - Nienhuis Sand Volleyball: Site has been excavated, sub-surface drains installed, and installation of concrete border underway.
 - New Southwest Park: Architecture/Engineering (A/E) contract in Engineering Department.
 - Highland Park: Reviewed first concept/construction layout for rugby field and master plan for park. City comments returned to A/E.
 - Family Aquatic Center (FAC) Waterslide Resurfacing: Minor warranty items completed by contractor prior to pool opening.
 - Vandever Park Playground: Waiting on completion of 90% plans.

PARKS MAINTENANCE DIVISION HIGHLIGHTS

- Planted seasonal annuals in landscape beds at Centennial Park, Rose District, Gateway walls, Veterans Park, City Hall, Rose West Dog Park, Ray Herral Nature Park, and ISSC.
- Assisted with landscape bed cleanup around Broken Arrow's Animal Shelter.
- Completed installation of 128 flowering hanging baskets in the Rose District.
- Applied insecticide and fungicide to rose bushes outside of the Rose District.
- Removed nine trees and many limbs throughout the park system due to storm damage.
- Performed daily chemical inspections at pools and Interactive Water Feature (IWF). IWF, checked twice daily.
- All pools filled and prepared for use. Electric meter blow-up at the Family Aquatic Center and delayed its' opening. AEP replaced the service lines that went to this meter. City contractor installed a new meter can.
- All splash pads opened on Memorial Day weekend.
- In preparation of flooding at ISSC, removed majority of moveable equipment and materials from ISSC Maintenance Facility. Disconnected power to areas of the park that were in jeopardy of being flooded. Park staff worked with sports clubs to remove

equipment and items from their contracted buildings. Relocated Park Division Operations and staff to the Nienhuis Maintenance Facility until water receded from ISSC.

Job Code	Work hours	Percentage of work
Athletic Field Maintenance	20	.42%
Building Maintenance	5.5	.12%
Chemical applications	316.75	6.64%
Construction	34.5	.72%
Custodial Service	50.5	1.06%
Data Entry	262.25	5.50%
Electrical	8.75	.18%
Equipment Maintenance	457.25	9.58%
Fencing	36	.75%
Flood Damage	118.50	2.48%
Forestry	69.5	1.46%
GIS	1	.02%
Graffiti Removal	4	.08%
General Site Maintenance	442.50	9.28%
Horticulture	502.75	10.54%
Irrigation Maintenance	180.75	3.79%
Inspections	125.75	2.64%
Irrigation/Watering	10	.21%
Locks/Hardware	2.75	.06%
Mowing	998.5	20.93%
Plumbing	3	.06%
Playground Maintenance	21	.44%
Painting	84.50	1.78%
Refuse	212	4.44%
Storm Damage	518	10.86%
Special Event	86	1.80%
Special Event OT	0	0%
Splash Pad Maintenance	11	.23%
Snow Removal	0	0%
Stand-by work	24.5	.51%
Supervision training	56.5	1.18%
Training/meeting	96.25	2.02%
Tree Planting	2.25	.05%
Tree Removal	8	.17%

BATTLE CREEK GOLF CLUB (BCGC)

GENERAL

- BCGC received 17 inches of rain along with localized flooding from the spring storms. This obviously affected play with fewer rounds. The wet course conditions limited golfers using golf carts to cart paths only for much of May.
- The maintenance staff did an outstanding job working around the storms and working long days trying to keep up with the weekly mowing schedule as permitted.

- Due to the extremely wet conditions and poor weather, rounds played for the month were 1,741 less total rounds to budget but 1,343 less than 2018.

GOLF OPERATIONS

- BCGC hosted seven outside events with 327 tournament rounds. Last year, the club hosted 651 rounds. The large drop is due to the abnormally wet spring, which contributed to a number of May events moving their tournaments to the fall.
- BCGC offered a Mother's Day Special, which consisted of free greens fees, range balls, and a drink of their choice with a full paid greens fee by their guest. Twelve moms and their guest took advantage of the reduced rate.
- Golf Shop recorded a total of \$16,429 in merchandise sales compared to last years \$19,302. This is a 15% drop, which is significant. However, compared to the drop in rounds, which was 19% due to rain, the merchandise revenue was better than anticipated with the large drop in foot traffic. Orders for merchandise scheduled for delivery in April and May, now postponed until June and July due to the drop in rounds.

COURSE MAINTENANCE

- May, a very wet month with 17 inches of rain. Temperatures were in the mid 80's for highs and upper 50's for lows.
- Maintenance team accomplished many tasks to improve or continue to provide excellent playing conditions of the golf course. These tasks include:
 - Sprayed greens with fungicide, fertilized, wetting agents, and growth regulators as needed.
 - Multiple irrigation repairs.
 - Preventative maintenance on equipment.
 - Seasonal scheduled mowing all areas of the course.
 - Hand syringing of greens as needed.
 - Finished wiring fountains at holes #2 and #8.
 - Bunker repairs due to the wet conditions.

MONTHLY SUMMARY

- May rounds were 1,741 less total rounds to budget and 1,343 less than 2018.

Rounds	Budgeted	Prior year	Actual
PUBLIC ROUNDS	700	608	533
TOURNAMENT	650	651	327
MEMBER	1,500	1,460	873
BATTLE CARD	285	228	159
TWILIGHT	625	372	253
MISC.	130	122	132
MEMBER GUEST	275	327	148
TOTAL ROUNDS	4,165	3,768	2,425

MONTHLY GROSS REVENUES

May total revenue was \$129,319 for the month, which was \$62,743 less than budgeted revenues.

	May	May	May
	Budget	Prior Year	Actual
DUES & FEES	39,975	42,516	35,678
GREEN FEES	70,509	62,432	41,076
CART FEES	21,354	19,883	13,224
MERCHANDISE	19,784	19,302	16,429
OTHER GOLF COURSE SERVICES	10,950	7,425	4,088
FOOD & BEVERAGES	29,490	27,858	18,824
TOTAL REVENUE	192,062	179,416	129,319

BANQUET FACILITY USAGE

Date	Event	Total
May 1	Tournament	\$0
May 4	Wedding Reception	\$1,000
May 10	Tournament	\$0
May 16	Tournament	\$0
May 18	Tournament	\$0
	Total	\$1,000

SPECIAL EVENTS DIVISION

COMMUNITY EVENT MANAGER

- Attended weekly department and division staff meetings.
- Received, processed, and reviewed several applications for events.
- Attended Rose District Farmers Market each Saturday in May.
- Prepared for, planned, and attended Special Events Committee Meetings.
- Met with Chalk It Up committee to discuss final plans for upcoming event.
- Attended Creekwood Elementary 5th grade event at Nienhuis Park.
- Met with Chamber of Commerce to discuss final plans for Rooster Days.
- Attended Minicon event and Tuesday Night Crits event.
- Prepared for and attended Rooster Days Parade, Festival and Run.
- Reviewed and processed additional applications for the Rose District Farmers Market. Invoiced bands for Farmers Market and events.
- Held weekly meetings with Events Division staff.

- Attended Division Manager Training.
- Met with organizer with Barracks program for possible future event to benefit the program.
- Continued learning Constant Contact software to increase communication with citizens regarding events and the Rose District Farmers Market. Wrote and sent out our first weekly newsletter through Constant Contact. Information included upcoming events for the weekend and available produce at the Farmers Market.
- Attended online webinar for Events.
- Met with ScotFest event host concerning site plan, plans for the event, and other events planned for 2019.
- Met with Patriots in the Park organizer to discuss plans and layout.
- Met with Acting Director of Parks and Recreation to discuss events and budget.
- Met with event organizer for Red Dirt Music Festival.
- Scheduled support for Raising Cane's Event.
- Met with American Fencing staff to discuss bollards and pricing.
- Met with Legal Department to discuss food trucks, events, and requirements.
- Attended Rose Festival and Chalk It Up setups.

RECREATION DIVISION

RECREATION MANAGER

- Attended Special Event Committee meetings.
- Attended and conducted weekly supervisor meetings.
- Attended City of Broken Arrow University.
- Met with Central Park staff regarding Rooster Days activities.
- Attended Division Manager Training.
- Interviewed seasonal applicants for aquatic and concession positions.
- Met with Tulsa Health Department regarding seasonal concession stands.
- Recreation Technician attended a virtual skype GIS Database Training regarding inventory data for the Parks and Recreation Department's collector application.

CENTRAL PARK COMMUNITY CENTER

- Central Park and the Central Park Community Center hosted Rooster Days. Approximately 30,000 people attended during the four-day event.
- Center Supervisor attended Recreation Manager's weekly supervisor meeting.
- Center Supervisor attended Special Events Committee meeting for Recreation Manager.
- Center Supervisor and Full-Time Recreation Assistant attended Camp Bandage meeting. Event organizers cancelled May 17 due to inclement weather.
- Central Park Community Center acted as a "Cooling Station" for residents affected by power outages.

- Total logged visitors were 1,891, which is a decrease of 640 compared to April.

NIENHUIS PARK COMMUNITY CENTER

- Logged visits were 2,056 that is an increase of 204 compared to April.
- Broken Arrow Volleyball Club (BAVC) spring season usage ended.
- Center Supervisor attended Recreation Manager's weekly supervisor meeting.
- Nienhuis Park Community Center hosted Public Works Department luncheon for personnel within the Operations Group.

RAY HARRAL NATURE CENTER

- Estimated total number of visitors in the Nature Center was 1,358, which is a decrease of 383 compared to April.
- Ray Harral Nature Center's classroom hosted four private parties during May.
- Nature Center hosted Mom & Me Hike with 43 people. Moms and their children created a craft in the Nature Center followed by a hike around the Nature Park.
- Nature Center hosted Backpacking 101 with 17 in attendance. Staff from Backwoods Tulsa presented participants the opportunity to expand their knowledge on hiking do's and don'ts.
- Nature Center's STEM Camp: Mission to Mars program finished with seven children. The program allowed them to exercise creativity and engineering an assortment of space themed objects. Tulsa Regional STEM Alliance Classroom Grant provided all materials for this program. The Nature Center applied for the grant in 2018.
- Nature Center hosted the first Early Birds event of the summer with 15 participants. This program is a partnership between Autism Tulsa and the Broken Arrow Parks & Recreation Department. Once a month, Early Birds provides families with a sensory, friendly space to explore.
- Nature Center hosted the yearly Twilight Hike with 27 people. Children have the opportunity to learn about animals and sounds they may see or hear at night, during a short hike through the Nature Park. The program ended making s'mores.
- Nature Center's Story Time program had attendance of 100 people. Opening day, Tulsa City/County Library brought their Imagination Station Traveling Library out for toddlers to listen to stories, sing, and dance.
- Nature Center Supervisor met with two separate Eagle Scout candidates to discuss possible service project installations in the Nature Park.
- Nature Center hosted the Walls Middle School, 8th grade, with 70 individuals. The class received a guided hike and discussion regarding wildlife habitat.
- Tulsa Audubon Society visited Ray Harral Nature Park to participate in the nationwide Audubon Society's Big Day. The event updates bird counts all over the United States.
- Nature Center Supervisor and Part-Time Recreation Assistant attended Tulsa Regional STEM Alliance monthly meeting.
- Nature Center Supervisor attended the Recreation Manager's weekly supervisor meetings.

2. GENERAL CORRESPONDENCE / NOTIFICATION



PRESS RELEASE

Contact: Jeremy Moore
Fire Chief
City of Broken Arrow
Phone: 918-259-8360

7 new firefighters complete BAFD Academy 219

Broken Arrow, Okla. (6/18/2019) – The Broken Arrow Fire Department will welcome seven new firefighters during a graduation ceremony for Fire Academy 219.

The cadets have been through four months of training with BAFD and will be recognized for their efforts at 2 p.m., Thursday, June 20, at the Broken Arrow Performing Arts Center, 701 S. Main St.

The Broken Arrow Fire Department provides fire suppression services, emergency medical service and transport, hazardous materials mitigation at the operations level, and rescue technician level services within the City of Broken Arrow's 105 square mile fence line.

What: Broken Arrow Fire Academy 219 Graduation
When: 2 p.m., Thursday, June 20
Where: Broken Arrow PAC, 701 S. Main St.

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3. SPECIAL EVENTS / ACTIVITIES

