

To: Honorable Mayor and City Councilors
From: Michael Spurgeon, City Manager
Date: December 13, 2019
Re: Notes to Council

1. STAFF REPORTS / ITEMS REQUIRING IMMEDIATE ATTENTION

- Engineering & Construction Memo – Hillside Drive Retaining Wall Replacement
- Parks and Recreation Department Monthly Report – November 2019

2. GENERAL CORRESPONDENCE / NOTIFICATION

- Press Release – Broken Arrow City Manager presents State of the City
- Museum Broken Arrow Newsletter – December 2019
- 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: Michael Spurgeon, City Manager
From: Travis Small, P.E., Transportation Manager, Engineering & Construction Dept.
Date: December 13, 2019
RE: Notes to Council – ST2034, Hillside Drive Retaining Wall Replacement

Mr. Spurgeon-

The project was originally advertised for bid on November 19th and 26th with a bid opening set for December 10th. A mandatory Pre-Bid meeting was held on December 3rd at which time all contractors were advised the contract documents provided for a project time of 180 days and contained a “pre-qualification” requirement which stated only bid packages from contractors on the approved ODOT Prequalified Contractors List would be accepted and opened.

Several contractors contacted the City Legal Department objecting to this pre-qualification requirement. After researching the issue, City Legal Department determined the Engineering & Construction Department must cancel the bid and re-issue the project for advertisement and bidding. This determination was made since the original advertisement for bid did not include the pre-qualification requirement although the “Requirements for Bidding and Instructions to Bidders” section of the contract documents did include the requirement.

An addendum canceling the original project bid was then issued and a new advertisement for bid submitted for publishing which included the requirement for contractors to be on the approved ODOT Prequalified Contractors List as well as the new contract time of 150 days. The new advertisement was published in the Tulsa World on December 11th and will advertise again on December 18th. The new bid opening is set for January 3rd, 2020 with construction anticipated to begin around February 1, 2020.

It is anticipated that with the revised contract time of 150 days, decreased from the original time of 180 days, as well as the incentive time of 30 days maximum, the construction will be completed approximately the same time forecast for the original advertised project.

To: Kenneth Schwab, Assistant City Manager - Operations

From: Matt Hendren, Parks and Recreation Director

CC: Jennifer Swezey, Crickett Moore

Date: December 13, 2019

Re: November 2019 Monthly Report

Please find enclosed November 2019 Monthly Report for the Parks and Recreation Department.

Please contact Matt Hendren x7442, if you have any questions.

Encl: November 2019 Monthly Report



Parks and Recreation Department November 2019 Monthly Report

CENTRAL PARK COMMUNITY CENTER	VISITS
Basketball	718
Floor Hockey	24
Homeschool PE	135
Pickleball	208
Quest Martial Arts	16
RC Flying	28
Volleyball	19
Walking	176
Women's Volleyball	23
Zumba	41

FACEBOOK

- 406 total views
- 14 new likes out of 1,523
- 4 new dislikes
- 28 new followers out of 1,538
- 84% of followers are women and 15% are men
- 7 hours 44 minutes response time

GOOGLE

- 9,782 total searches.
- 52.1% of people directly searched Central Park Community Center.
- 47.5% of people discovered Central Park Community Center through other searches.
- 227 people clicked Call.
- Most popular query search was Broken Arrow Community Center.

NIENHUIS PARK COMMUNITY CENTER	VISITS
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

- 779 total views
- 21 new likes out of 3,979
- 7 new dislikes
- 23 new followers out of 4,061
- 86% of followers are women and 14% are men
- 7 hours 21 minutes response time.

GOOGLE

- 22,839 total searches.
- 31.6% of people directly searched Nienhuis Park Community Center.
- 68.2% of people discovered Nienhuis Park Community Center through other searches.
- 369 people clicked Call.
- Most popular query search was Parks.

RAY HARRAL NATURE CENTER

Visitors 1,092

EVENTS

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

FACEBOOK

- 1,905 total views
- 133 new likes out of 3,730
- 12 new dislikes
- 147 new followers out of 3,880
- 87% of followers are women and 12% are men
- 8 hours and 49 minutes response time

GOOGLE

- 28,076 total searches.
- 27.7% of people directly searched Ray Harral Nature Park.
- 72 of people discovered Ray Harral Nature Park through other searches.
- 16 people clicked Call.
- Most popular query search was Attractions.

FACEBOOK - BA Parks & Recreation

- 170 new total views
- 30 new likes out of 4,603
- 6 new dislikes
- 38 new followers out of 4,645
- 83% of followers are women and 16% are men
- 1 day 6 hours response time.

CITY WEBSITE – BA Parks & Recreation

Parks Locator Tool

- 72 people viewed.
- On average, 2.48 people viewed per day.

Parks Story Map

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

FARMERS MARKET STORY MAP

- 64 people viewed.
- On average, 2.21 people viewed per day.

PARKS MAINTENANCE

Maintenance Job Code	Hours Work Performed	Percentage of Work Hours
Athletic Field Maintenance	134.00	3.36%
Building Maintenance	12.50	0.31%
Chemical Applications	34.50	0.86%
Construction	124.50	3.12%
Custodial Services	80.50	2.02%
Data Entry	228.75	5.73%
Electrical	10.75	0.27%
Equipment Maintenance	290.00	7.27%
Fencing	0	0.00%
Flood Recovery	12.50	0.31%
Forestry	368.50	9.24%
GIS	0	0.00%
General Site Maintenance	635.50	15.93%
Graffiti Removal	15.55	0.39%
Horticulture	365.75	9.18%
Inspections	121.00	3.03%
Irrigation Maintenance	81.50	2.04%
Irrigation/Watering	4.50	0.11%
Locks/Hardware	0	0.00%
Mowing	336.50	8.43%
Plumbing	2.00	0.05%
Playground Maintenance	29.50	0.74%
Painting	82.00	2.06%
Refuse	138.25	3.47%
Storm Damage	64.00	1.60%
Special Event	313.28	7.85%
Splash Pad Maintenance	0	0.00%
Snow/Ice Removal	0	0.00%
Safety Training	166.50	4.17%
Supervisor Training	52.50	1.32%
Trail Maintenance	4.50	0.11%
Training/Meeting	263.75	6.61%
Tree Planting	16.75	0.42%
Totals	3989.78	100.00%

End of Report

FACILITY REPORT FOR



November 2019

SUBMITTED BY



Battle Creek Golf Club – November Review

General

November was shaping up to be a good revenue month but unfortunately the last week of the month brought cold temperatures and rain. There were (7) days during the month where there were 20 or fewer total rounds due to cold or rainy weather. Total revenues for the month were \$67,139 which was \$5,735 more compared to last November's total revenues. The club officially launched the 2020 Battle Card program during Thanksgiving week, which offers preferred green fee rates for loyal customers who play regularly at Battle Creek GC. The cost to purchase the Battle card is \$59 plus tax and is valid for one year from date of purchase. Currently updating and finalizing proposed 2020-21 Capital list for recommended equipment and projects for next fiscal year.

Golf Operations

The club hosted a Tournament Series event with a 2-Man Scramble format that attracted a total of 36 players. This was a fun format given the winter conditions and player's games not being in tip top shape.

The club also ran a few monthly specials during November to show the clubs appreciation for its members and patrons. The club is offering 10% extra for any gift card purchases of \$50 or more through the end of December 2019. This promotion is a great way to increase shop sales while providing the clubs patrons a great way to give that special someone the perfect holiday gift.

The club began selling the 2020 Battle Card Program for the low rate of \$59 plus tax. This card gives players the following benefits.

- 1) Preferred Rates
- 2) Early Access to twilight
- 3) 10% discount on merchandise in the golf shop
- 4) 4 coupons good for 2 Players for \$50

*Battle Cards are a popular promotion for loyal customers of all skill levels that are looking to play for a great value.

Course Maintenance

In November, there was a total of 6.45 inches of rainfall for the month. The temperatures ranged from the mid to upper 70's for highs and as low as the 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: Irrigation repairs as needed, sprayed greens with fungicides and wetting agents as needed, mowed all native areas, began winterizing the on course restrooms, sprayed weeds around

greens and tee complexes, sprayed green surrounds and tee complexes with pre-emergent herbicide to reduce winter weed germination.

Next month we will begin preventative maintenance to all equipment to get ready for the next mowing season as well as trimming trees where needed, leaf removal, recondition some green bunkers as needed, Irrigation repairs as needed.

Golf Rounds Monthly Summary

October total rounds were 1,659 which were 219 more rounds compared to last year.

<u>Rounds</u>	<u>Budgeted</u>	<u>Prior year</u>	<u>Actual</u>
PUBLIC ROUNDS	325	253	302
TOURNAMENT	45	0	0
MEMBER	1,200	769	873
BATTLE CARD	205	129	150
TWILIGHT	110	48	87
MISC.	100	71	92
MEMBER GUEST	200	170	155
TOTAL ROUNDS	2,185	1,440	1,659

Monthly Gross Revenues

October total revenue was \$67,139 for the month, which was \$5,735 more than prior year. The full financial reports are presented separately.

	November Budget	November Prior Year	November Actual
DUES & FEES	24,025	21,223	22,547
GREEN FEES	25,356	17,785	21,177
CART FEES	8,086	5,612	6,943
MERCHANDISE	11,799	4,916	6,507
OTHER GOLF COURSE SERVICES	3,600	3,121	1,955
FOOD & BEVERAGES	13,240	8,746	8,010
TOTAL REVENUE	86,106	61,404	67,139

Banquet Facility Usage Report

Date	Event	Total
Nov. 7 th	Rehearsal/Party	\$0
Nov. 8 th	Reception/Event	\$995
Nov. 12 th	Event/Party	\$0
Nov. 30 th	Party/Event	\$450
	Total Banquet Revenue:	\$1,445

Sales Report by Selected Department

Battle Creek Golf Shop

Department: Greens Fees

Date Between 11/1/2019 & 11/30/2019

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	26	\$572.00	\$0.00	\$572.00	\$46.25	\$618.25
1634	*BC Golf	Gf - Battle Card Weekday	\$0.00	\$0.00	0.00%	\$22.00	9	\$198.00	\$0.00	\$198.00	\$16.65	\$214.65
1634	*BC Golf	Gf - Battle Card Weekday	\$0.00	\$0.00	0.00%	\$32.00	1	\$32.00	\$0.00	\$32.00	\$2.69	\$34.69
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	99	\$2,673.00	\$0.00	\$2,673.00	\$224.73	\$2,897.73
1637	*BC Golf	Gf - Battle Card Weekend	\$0.00	\$0.00	0.00%	\$23.00	12	\$276.00	\$0.00	\$276.00	\$23.28	\$299.28
		Summary for Card Rounds	\$0.00	\$0.00	100.00%	\$149.00	150	\$3,820.00	\$0.00	\$3,820.00	\$319.42	\$4,139.42
Sub-Department: Comp Rounds												
1632	*BC Golf	Gf - Bailey Member	\$0.00	\$0.00	0.00%	\$0.00	25	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1644	*BC Golf	Gf - Complimentary	\$0.00	\$0.00	0.00%	\$0.00	5	\$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	23	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1683	*BC Golf	Complimentary	\$0.00	\$0.00	0.00%	\$0.00	23	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1684	*BC Golf	Gf - Employee	\$0.00	\$0.00	0.00%	\$0.00	108	\$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	64	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		Summary for Comp Rounds	\$0.00	\$0.00	0.00%	\$0.00	252	\$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	35	\$770.00	\$0.00	\$770.00	\$64.75	\$834.75
1680	*BC Golf	Gf - Member Guest Weekend	\$0.00	\$0.00	0.00%	\$27.00	85	\$2,295.00	\$0.00	\$2,295.00	\$192.95	\$2,487.95
1681	*BC Golf	Gf - Member Guest Weekday	\$0.00	\$0.00	0.00%	\$22.00	19	\$418.00	\$0.00	\$418.00	\$35.15	\$453.15
1710	*BC Golf	Gf - Member Guest	\$0.00	\$0.00	0.00%	\$18.44	16	\$295.04	\$0.00	\$295.04	\$24.96	\$320.00
		Summary for Guest Rounds	\$0.00	\$0.00	100.00%	\$89.44	155	\$3,778.04	\$0.00	\$3,778.04	\$317.81	\$4,095.85
Sub-Department: Member Rounds												
1629	*BC Golf	Gf - Annual Member	\$0.00	\$0.00	0.00%	\$0.00	538	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1662	*BC Golf	Gf - Weekday Member	\$0.00	\$0.00	0.00%	\$0.00	221	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1685	*BC Golf	Gf - Family Member	\$0.00	\$0.00	0.00%	\$0.00	114	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		Summary for Member Rounds	\$0.00	\$0.00	0.00%	\$0.00	873	\$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	5	\$70.00	\$0.00	\$70.00	\$5.90	\$75.90

1670	*BC Golf	Gf - 2 for \$50	\$0.00	\$0.00	0.00%	\$18.44	80	\$1,475.20	\$0.00	\$1,475.20	\$124.80	\$1,600.00
1670	*BC Golf	Gf - 2 for \$50	\$0.00	\$0.00	0.00%	\$23.05	2	\$46.10	\$0.00	\$46.10	\$3.90	\$50.00
GF1713	*BC Golf	Tulsa Drillers	\$0.00	\$0.00	0.00%	\$0.00	5	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		Summary for Miscellaneous	\$0.00	\$0.00	100.00%	\$55.49	92	\$1,591.30	\$0.00	\$1,591.30	\$134.60	\$1,725.90
Sub-Department: Paid Rounds												
1655	*BC Golf	Gf - Public Senior (WD)	\$0.00	\$0.00	0.00%	\$22.00	88	\$1,936.00	\$0.00	\$1,936.00	\$162.80	\$2,098.80
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	30	\$960.00	\$0.00	\$960.00	\$80.70	\$1,040.70
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	167	\$6,179.00	\$0.00	\$6,179.00	\$519.37	\$6,698.37
1658	*BC Golf	Gf - Public Weekend	\$0.00	\$0.00	0.00%	\$47.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1697	*BC Golf	Gf - Weekend Walking	\$0.00	\$0.00	0.00%	\$37.00	5	\$185.00	\$0.00	\$185.00	\$15.55	\$200.55
1701	*BC Golf	Gf - Senior Walking	\$0.00	\$0.00	0.00%	\$22.75	3	\$68.25	\$0.00	\$68.25	\$5.73	\$73.98
1993	*BC Golf	GF - 9 Hole Weekday	\$0.00	\$0.00	0.00%	\$17.00	3	\$51.00	\$0.00	\$51.00	\$4.29	\$55.29
1993	*BC Golf	GF - 9 Hole Weekday	\$0.00	\$0.00	0.00%	\$27.00	5	\$135.00	\$0.00	\$135.00	\$11.35	\$146.35
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%	\$337.75	302	\$9,526.25	\$0.00	\$9,526.25	\$800.79	\$10,327.04
Sub-Department: Twilight												
1657	*BC Golf	Gf - Public Weekday Twilight	\$0.00	\$0.00	0.00%	\$28.00	18	\$504.00	\$0.00	\$504.00	\$42.48	\$546.48
1657	*BC Golf	Gf - Public Weekday Twilight	\$0.00	\$0.00	0.00%	\$33.00	1	\$33.00	\$0.00	\$33.00	\$2.78	\$35.78
1660	*BC Golf	Gf - Public Weekend Twilight	\$0.00	\$0.00	0.00%	\$28.00	56	\$1,568.00	\$0.00	\$1,568.00	\$132.16	\$1,700.16
1660	*BC Golf	Gf - Public Weekend Twilight	\$0.00	\$0.00	0.00%	\$33.00	7	\$231.00	\$0.00	\$231.00	\$19.46	\$250.46
1943	*BC Golf	Gf - Twilight Walking	\$0.00	\$0.00	0.00%	\$25.00	5	\$125.00	\$0.00	\$125.00	\$10.50	\$135.50
		Summary for Twilight	\$0.00	\$0.00	100.00%	\$147.00	87	\$2,461.00	\$0.00	\$2,461.00	\$207.38	\$2,668.38
		Grand Total:	\$0.00	\$0.00	100.00%	\$778.68	1911	\$21,176.59	\$0.00	\$21,176.59	\$1,780.00	\$22,956.59

2. GENERAL CORRESPONDENCE / NOTIFICATION



Broken Arrow city manager presents State of the City Dec. 11

- The State of the City will be presented during the Broken Arrow Chamber of Commerce's monthly luncheon on Wednesday, Dec. 11.
- Presentation will include comments from Broken Arrow community members and business leaders about why they love Broken Arrow.

Quote:

"Broken Arrow has continued to thrive in 2019 and is increasingly seen as a leader for small cities in the state and around the region. This is one of the reasons so many love this City and why they call it home. I look forward to sharing more about what's happened over the past year with the Chamber membership and community."

City Manager Michael Spurgeon

Background:

Broken Arrow City Manager Michael Spurgeon will give his annual State of the City Address at 11:30 a.m. on Wednesday, Dec. 11, during a Broken Arrow Chamber luncheon. The luncheon will be at the Central on Main Ballroom, 210 N. Main St.

In his fifth State of the City Address, City Manager Michael Spurgeon plans to include comments from community leaders, local business owners, and other community members about why they love Broken Arrow and call the City home.

The presentation will be made also be available on the City's social media channels by the end of the week.

Contact:

Jennifer Swezey, Community Relations Liaison
City of Broken Arrow
918-259-2400, ext. 5447
jswezey@brokenarrowok.gov



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ttle Trees Exhibit on display until 12/14

5th Wine Walk 6-9PM

5th Thursday Night Open Late 4-8PM

7th Marmie Children's Christmas Party (after the parade) 11am-2pm

12th Thursday Night Open Late 4-8PM

14th BA Neighbors comes to pick up the trees

16th Annual Historical Society/Museum

Members Meetings & Elections 5-6pm

19th Thursday Night Open Late 4-8PM

24th-January 1st CLOSED



GIVE THE GIFT OF
MEMBERSHIP THIS
SEASON.

*Our membership gives recipients
free entry to over 1,000 museums
nationwide.. That's a gift that
keeps on giving, all year long!!*

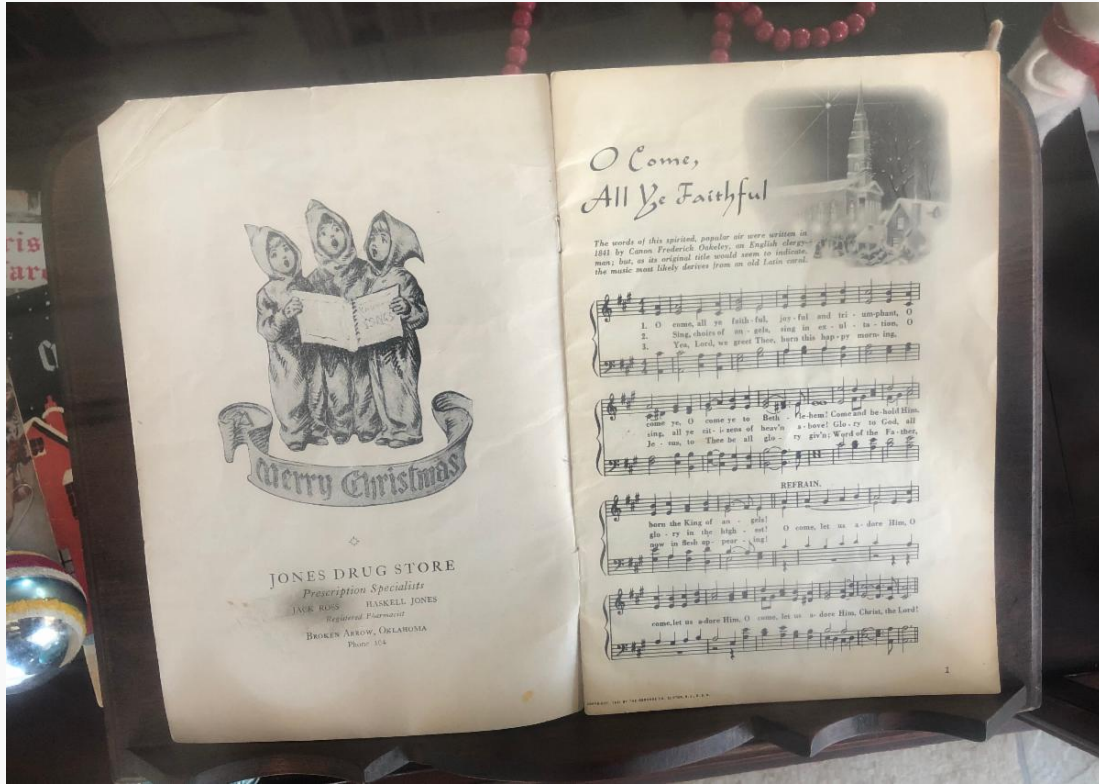


Black Friday. Cyber Monday.
#GIVINGTUESDAY
December 3, 2019

[Donate Here](#)



NARM Members: Have you been to Woolaroc's Wonderland of Lights? If not, add it to your holiday "to do" list! Seeing Woolaroc at night is a beautiful sight on any given evening, but when it's dressed up for the holiday's...it's breathtaking! [Click here](#) for more information on this family friendly event.



This BA artifact (Jones Drug Store Christmas Carol Booklet) is currently on display in The Museum entryway display case.

Thank you to our generous sponsors:



Pamela K. Fly



Jan & Ken Collins

The Museum Broken Arrow | 400 S. Main Street, Broken Arrow, OK 74012



INTEROFFICE MEMO

To: Honorable Mayor and City Councilors
From: Jennifer Swezey, Community Relations Liaison
Date: December 13, 2019
Re: Recent News Articles

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

<https://www.newson6.com/story/41440804/broken-arrow-leaders-focus-on-business-population-growth>

<https://www.publicradiotulsa.org/post/broken-arrow-city-manager-current-state-city-strong>

Respectfully submitted,

Jennifer Swezey

3. SPECIAL EVENTS / ACTIVITIES

