

To: Honorable Mayor and City Councilors
From: Michael Spurgeon, City Manager
Date: May 22, 2020
Re: Notes to Council

1. STAFF REPORTS / ITEMS REQUIRING IMMEDIATE ATTENTION

- Parks and Recreation Department Report – April 2020

2. GENERAL CORRESPONDENCE / NOTIFICATION

- Press Release – BA Rising Taskforce Awards \$140,000 to Businesses through Economic Recovery Microgrant

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: May 22, 2020
Re: April 2020 Monthly Report

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

Please contact Matt Hendren x7442 if you have any questions.

Encl: April 2020 Monthly Report



Parks and Recreation Department

April 2020 Monthly Report

CENTRAL PARK COMMUNITY CENTER CLOSED

FACEBOOK

- 268 total views
- 0 new likes out of 1,601
- 3 new dislikes
- 0 new followers out of 1,639
- 84% of followers are women and 16% are men

GOOGLE

- 2,087 total searches.
- 39.9% of people directly searched Central Park Community Center.
- 59% of people discovered Central Park Community Center through other searches.
- 39 people clicked Call.
- Most popular query search was Broken Arrow Community Center.

NIENHUIS PARK COMMUNITY CENTER CLOSED

FACEBOOK

- 824 total views
- 8 new likes out of 4,140
- 8 new dislikes
- 8 new followers out of 4,235
- 86% of followers are women and 14% are men

GOOGLE

- 9,814 total searches.
- 23.3% of people directly searched Nienhuis Park Community Center.
- 76.4% of people discovered Nienhuis Park Community Center through other searches.
- 148 people clicked Call.
- Most popular query search was Broken Arrow Parks.

RAY HARRAL NATURE CENTER CLOSED

FACEBOOK

- 2,309 total views
- 186 new likes out of 4,278
- 8 new dislikes
- 193 new followers out of 4,382
- 87% of followers are women and 12% are men

GOOGLE

- 28,080 total searches.
- 34.8% of people directly searched Ray Harral Nature Park.
- 64.8% of people discovered Ray Harral Nature Park through other searches.
- 65 people clicked Call.
- Most popular query search was “Hiking Trails Near Me”

FACEBOOK - BA Parks & Recreation

- 1,091 new total views
- 89 new likes out of 4,984
- 17 new dislikes
- 99 new followers out of 5,049
- 83% of followers are women and 16% are men

CITY WEBSITE

Parks Locator Tool

- 204 people viewed.
- On average, 6.80 people viewed per day.

Parks Story Map

- 102 people viewed.
- On average, 3.40 people viewed per day.

Farmers Market Story Map

- 3,153 people viewed.
- On average, 105.10 people viewed per day.

PARKS MAINTENANCE

Maintenance Job Code	Hours Work Performed	Percentage of Work Hours
Athletic Field Maintenance	177.5	4.36%
Aquatic Maintenance	128.5	3.16%
Building Maintenance	25	0.61%
Chemical Applications	237.25	5.83%
Construction	0	0%
Canopy/Windscreen Maintenance	76	1.87%
Custodial Services	14.5	0.36%
Data Entry	134.5	3.30%
Electrical	1.75	0.04%
Equipment Maintenance	219.5	5.39%
Fencing	6	0.15%
Flood Recovery	0	0.00%
Forestry	101.75	2.50%
GIS	0.25	0.01%
General Site Maintenance	262.25	6.44%
Graffiti Removal	0	0.00%
Horticulture	595.25	14.63%
Inspections	168	4.13%
Irrigation Maintenance	187	4.59%
Irrigation/Watering	44	1.08%
Locks/Hardware	0	0.00%
Mowing	1211.75	29.79%
Plumbing	0	0.00%
Playground Maintenance	32	0.79%
Painting	84.75	2.08%

Refuse	174.75	4.29%
Storm Damage	5.5	0.13%
Special Event	10.75	0.26%
Splash Pad Maintenance	0	0.00%
Sports Field/Security Lights	22	0.54%
Safety Training	0	0%
Supervisor Training	71.75	1.76%
Trail Maintenance	7	0.17%
Training/Meeting	70.75	1.74%
Tree Planting	0	0%
Vandalism	0	0%
Totals	4070	100.00%

End of Report

FACILITY REPORT FOR



April 2020

SUBMITTED BY



Golf Rounds Monthly Summary

April total rounds were 3,411 which were 731 more compared to budgeted rounds.

<u>Rounds</u>	<u>Budgeted</u>	<u>Prior year</u>	<u>Actual</u>
PUBLIC ROUNDS	435	492	1,096
TOURNAMENT	180	238	0
MEMBER	1,275	833	1,073
BATTLE CARD	200	107	122
TWILIGHT	230	206	778
MISC.	110	140	126
MEMBER GUEST	250	145	216
TOTAL ROUNDS	2,680	2,161	3,411

Monthly Gross Revenues

April total revenue was \$149,141 for the month, which was \$26,362 more than budgeted revenues. The full financial reports are presented separately.

	April Budget	April Prior Year	April Actual
DUES & FEES	31,650	33,670	44,391
GREEN FEES	38,506	35,904	62,397
CART FEES	12,234	8,018	16,928
MERCHANDISE	12,421	11,529	8,512
OTHER GOLF COURSE SERVICES	10,000	8,628	7,511
FOOD & BEVERAGES	17,967	16,179	9,403
TOTAL REVENUE	122,779	113,929	149,141

Banquet Facility Usage Report

Date	Event	Total
	No Events Permitted	
	Total Banquet Revenue:	\$0

Grill

- Continued offering Take out only for food & beverage items.

Sales Report by Selected Department

Battle Creek Golf Shop

Department: Greens Fees

Date Between 4/1/2020 & 4/30/2020

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	23	\$506.00	\$0.00	\$506.00	\$37.00	\$543.00
1633	*BC Golf	Gf - Battle Card Sr. (Weekday	\$0.00	\$0.00	0.00%	\$27.00	3	\$81.00	\$0.00	\$81.00	\$6.81	\$87.81
1634	*BC Golf	Gf - Battle Card Weekday	\$0.00	\$0.00	0.00%	\$22.00	1	\$22.00	\$0.00	\$22.00	\$1.85	\$23.85
1635	*BC Golf	Gf - Battle Card Weekday	\$0.00	\$0.00	0.00%	\$21.00	24	\$504.00	\$0.00	\$504.00	\$42.48	\$546.48
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	14	\$378.00	\$0.00	\$378.00	\$31.78	\$409.78
1636	*BC Golf	Gf - Battle Card Weekend	\$0.00	\$0.00	0.00%	\$30.00	23	\$690.00	\$0.00	\$690.00	\$58.19	\$748.19
1637	*BC Golf	Gf - Battle Card Weekend	\$0.00	\$0.00	0.00%	\$21.00	11	\$231.00	\$0.00	\$231.00	\$19.47	\$250.47
1637	*BC Golf	Gf - Battle Card Weekend	\$0.00	\$0.00	0.00%	\$23.00	9	\$207.00	\$0.00	\$207.00	\$17.46	\$224.46
1637	*BC Golf	Gf - Battle Card Weekend	\$0.00	\$0.00	0.00%	\$28.00	1	\$28.00	\$0.00	\$28.00	\$2.36	\$30.36
1699	*BC Golf	Gf - Battle Card Weekday	\$0.00	\$0.00	0.00%	\$22.75	1	\$22.75	\$0.00	\$22.75	\$1.91	\$24.66
1700	*BC Golf	Gf - Battle Card Weekend	\$0.00	\$0.00	0.00%	\$27.00	3	\$81.00	\$0.00	\$81.00	\$6.81	\$87.81
1702	*BC Golf	Gf - Battle Card Sr. Walking	\$0.00	\$0.00	0.00%	\$22.75	4	\$91.00	\$0.00	\$91.00	\$7.64	\$98.64
		Summary for Card Rounds	\$0.00	\$0.00	100.00%	\$344.50	122	\$2,961.75	\$0.00	\$2,961.75	\$243.88	\$3,205.63
Sub-Department: Guest Rounds												
1678	*BC Golf	Gf - Member Guest Sr.	\$0.00	\$0.00	0.00%	\$22.00	61	\$1,342.00	\$0.00	\$1,342.00	\$109.15	\$1,451.15
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	29	\$783.00	\$0.00	\$783.00	\$65.83	\$848.83
1680	*BC Golf	Gf - Member Guest Weekend	\$0.00	\$0.00	0.00%	\$30.00	51	\$1,530.00	\$0.00	\$1,530.00	\$129.03	\$1,659.03
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	22	\$484.00	\$0.00	\$484.00	\$40.70	\$524.70
1710	*BC Golf	Gf - Member Guest	\$0.00	\$0.00	0.00%	\$18.44	53	\$977.32	\$0.00	\$977.32	\$82.68	\$1,060.00
		Summary for Guest Rounds	\$0.00	\$0.00	100.00%	\$183.44	216	\$5,126.32	\$0.00	\$5,126.32	\$428.23	\$5,554.55
Sub-Department: Member Rounds												
1629	*BC Golf	Gf - Annual Member	\$0.00	\$0.00	0.00%	\$0.00	658	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1662	*BC Golf	Gf - Weekday Member	\$0.00	\$0.00	0.00%	\$0.00	247	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1685	*BC Golf	Gf - Family Member	\$0.00	\$0.00	0.00%	\$0.00	168	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		Summary for Member Rounds	\$0.00	\$0.00	0.00%	\$0.00	1073	\$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	23	\$322.00	\$0.00	\$322.00	\$27.14	\$349.14
1651	*BC Golf	Gf - Junior Riding	\$0.00	\$0.00	0.00%	\$22.13	2	\$44.26	\$0.00	\$44.26	\$3.74	\$48.00
1670	*BC Golf	Gf - 2 for \$50	\$0.00	\$0.00	0.00%	\$18.44	70	\$1,290.80	\$0.00	\$1,290.80	\$109.20	\$1,400.00
1670	*BC Golf	Gf - 2 for \$50	\$0.00	\$0.00	0.00%	\$23.05	5	\$115.25	\$0.00	\$115.25	\$9.75	\$125.00
1674	*BC Golf	Gf - Replay Round	\$0.00	\$0.00	0.00%	\$20.00	7	\$140.00	\$0.00	\$140.00	\$11.76	\$151.76
1686	*BC Golf	Gf - Junior Walking	\$0.00	\$0.00	0.00%	\$12.91	19	\$245.29	\$0.00	\$245.29	\$20.71	\$266.00
Summary for Miscellaneous			\$0.00	\$0.00	100.00%	\$110.53	126	\$2,157.60	\$0.00	\$2,157.60	\$182.30	\$2,339.90

Sub-Department: Paid Rounds

1655	*BC Golf	Gf - Public Senior (WD)	\$0.00	\$0.00	0.00%	\$22.00	474	\$10,428.00	\$0.00	\$10,428.00	\$875.05	\$11,303.05
1655	*BC Golf	Gf - Public Senior (WD)	\$0.00	\$0.00	0.00%	\$32.00	2	\$64.00	\$0.00	\$64.00	\$5.38	\$69.38
1656	*BC Golf	Gf - Public Weekday	\$0.00	\$0.00	0.00%	\$32.00	282	\$9,024.00	\$0.00	\$9,024.00	\$758.58	\$9,782.58
1656	*BC Golf	Gf - Public Weekday	\$0.00	\$0.00	0.00%	\$42.00	-3	(\$126.00)	\$0.00	(\$126.00)	(\$10.62)	(\$136.62)
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	1	\$47.00	\$0.00	\$47.00	\$3.96	\$50.96
1697	*BC Golf	Gf - Weekend Walking	\$0.00	\$0.00	0.00%	\$37.00	29	\$1,073.00	\$0.00	\$1,073.00	\$90.19	\$1,163.19
1698	*BC Golf	Gf - Weekday Walking	\$0.00	\$0.00	0.00%	\$32.00	33	\$1,056.00	\$0.00	\$1,056.00	\$88.77	\$1,144.77
1701	*BC Golf	Gf - Senior Walking	\$0.00	\$0.00	0.00%	\$22.75	54	\$1,228.50	\$0.00	\$1,228.50	\$103.14	\$1,331.64
1993	*BC Golf	GF - 9 Hole Weekday	\$0.00	\$0.00	0.00%	\$17.00	19	\$323.00	\$0.00	\$323.00	\$27.17	\$350.17
1993	*BC Golf	GF - 9 Hole Weekday	\$0.00	\$0.00	0.00%	\$27.00	26	\$702.00	\$0.00	\$702.00	\$59.02	\$761.02
1994	*BC Golf	GF - 9 Hole Weekend	\$0.00	\$0.00	0.00%	\$22.00	8	\$176.00	\$0.00	\$176.00	\$14.80	\$190.80
1994	*BC Golf	GF - 9 Hole Weekend	\$0.00	\$0.00	0.00%	\$32.00	4	\$128.00	\$0.00	\$128.00	\$10.76	\$138.76
Summary for Paid Rounds			\$0.00	\$0.00	100.00%	\$401.75	1096	\$30,302.50	\$0.00	\$30,302.50	\$2,545.57	\$32,848.07

Sub-Department: Twilight

1657	*BC Golf	Gf - Public Weekday Twilight	\$0.00	\$0.00	0.00%	\$28.00	449	\$12,572.00	\$0.00	\$12,572.00	\$1,059.64	\$13,631.64
1657	*BC Golf	Gf - Public Weekday Twilight	\$0.00	\$0.00	0.00%	\$33.00	3	\$99.00	\$0.00	\$99.00	\$8.34	\$107.34
1660	*BC Golf	Gf - Public Weekend Twilight	\$0.00	\$0.00	0.00%	\$28.00	231	\$6,468.00	\$0.00	\$6,468.00	\$545.16	\$7,013.16
1660	*BC Golf	Gf - Public Weekend Twilight	\$0.00	\$0.00	0.00%	\$33.00	10	\$330.00	\$0.00	\$330.00	\$27.80	\$357.80
1943	*BC Golf	Gf - Twilight Walking	\$0.00	\$0.00	0.00%	\$28.00	85	\$2,380.00	\$0.00	\$2,380.00	\$200.60	\$2,580.60
Summary for Twilight			\$0.00	\$0.00	100.00%	\$150.00	778	\$21,849.00	\$0.00	\$21,849.00	\$1,841.54	\$23,690.54

Sub-Department: z Comp Rounds

1644	*BC Golf	Gf - Complimentary	\$0.00	\$0.00	0.00%	\$0.00	1	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1682	*BC Golf	Charity/Donation	\$0.00	\$0.00	0.00%	\$0.00	21	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Summary for z Comp Rounds			\$0.00	\$0.00	0.00%	\$0.00	22	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Sub-Department: z Employee Rounds

1683	*BC Golf	PGA / Industry	\$0.00	\$0.00	0.00%	\$0.00	17	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1684	*BC Golf	Gf - Employee	\$0.00	\$0.00	0.00%	\$0.00	18	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Summary for z Employee Rounds			\$0.00	\$0.00	0.00%	\$0.00	35	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Sub-Department: z Raincheck

2536	*BC Golf	Gf - Raincheck	\$0.00	\$0.00	0.00%	\$0.00	19	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Summary for z Raincheck			\$0.00	\$0.00	0.00%	\$0.00	19	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Sub-Department: z Trade Rounds

1632	*BC Golf	Gf - Bailey Member	\$0.00	\$0.00	0.00%	\$0.00	28	\$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	140	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
GF1713	*BC Golf	Tulsa Drillers	\$0.00	\$0.00	0.00%	\$0.00	1	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Summary for z Trade Rounds			\$0.00	\$0.00	0.00%	\$0.00	169	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Grand Total:			\$0.00	\$0.00	100.00%	\$1,190.22	3656	\$62,397.17	\$0.00	\$62,397.17	\$5,241.52	\$67,638.69

2. GENERAL CORRESPONDENCE / NOTIFICATION



PRESS RELEASE

Alyssa Smythe
Communications and Marketing Manager

Office 918.893.2109
Mobile 972.768.1431

210 N. Main St., Suite C, Broken Arrow, OK



BA Rising Taskforce Awards \$140,000 to Businesses Through Economic Recovery Microgrant

Broken Arrow's Economic Recovery Taskforce, BA Rising, has approved 34 applications for microgrants to assist businesses with restart costs as businesses open back up. BA Rising will pump \$140,000 into the Broken Arrow economy with these awards.

"Although there has been unprecedented federal assistance to businesses, some have been unable to obtain or there are additional expenses for supplies, PPE, and other protective measures. Additionally, many businesses were forced to close or dramatically reduce their footprint and still incurred overhead of rent and utilities without access to revenue," said Mayor Craig Thurmond.

The economic impact of the 2020 COVID-19 Pandemic is still evolving and the overall damage continues to unfold globally, nationally, state-wide, and locally. The City of Broken Arrow, Broken Arrow EDC, and Chamber of Commerce have been addressing critical needs of businesses since March 1, 2020, as closures have resulted in millions lost in revenue and jobs cut. The BA Rising taskforce has been working to strategically address how Broken Arrow moves from disaster response to economic recovery. The microgrant awards are answering the needs of critical businesses that need capital to stay in business.

The applications were reviewed by a committee made up of board members of the Broken Arrow Economic Development Corporation. Each application was scored, and the awards were based on greatest need. Businesses will be required to justify allowable expenses, which includes rent, utilities, and PPE expenses.

"There is still great need in our business community and we will continue to work for additional funding to assist in recovery. We are thankful for the commitment of our City, Chamber and EDC leadership to commit these funds to help those we could assist with these grant funds," Stated Jennifer Conway, President and CEO, Broken Arrow Chamber and Economic Development Corporation.

Business sectors awarded include retail, restaurants, service-based businesses, recreation businesses, salons, and entertainment and were disbursed to businesses that spanned the entire City of Broken Arrow.

The grants were made with contributions from the City of Broken Arrow, The Broken Arrow Chamber, and the Broken Arrow Economic Development Corporation.

###

3. SPECIAL EVENTS / ACTIVITIES

