

To: Honorable Mayor and City Councilors
From: Michael Spurgeon, City Manager
Date: January 22, 2021
Re: Notes to Council

1. STAFF REPORTS / ITEMS REQUIRING IMMEDIATE ATTENTION

- Parks and Recreation Department Monthly Report – December 2020

2. GENERAL CORRESPONDENCE / NOTIFICATION

- Press Release – Drug Drop-off Event
- Recent Media Coverage

3. SPECIAL EVENTS / ACTIVITIES

- N/A

Respectfully submitted

Michael Spurgeon

clm

Attachments

1. STAFF REPORTS / ITEMS REQUIRING IMMEDIATE ATTENTION



To: Kenneth Schwab, Assistant City Manager - Operations
From: Matt Hendren, Director Parks & Recreation *MH*
CC: Crickett Moore
Date: January 20, 2021
Re: December 2020 Monthly Report

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

Please contact Matt Hendren x7442 if you have any questions.

Encl: December 2020 Monthly Report

FACILITY REPORT FOR



December 2020

SUBMITTED BY



Battle Creek Golf Club – December Review

General

December ending up being a fairly busy month even with the course being closed for (8) days due to snow covering the course from snow showers. Total revenues for the month were \$83,046 which was \$20,398 more than budgeted revenues. Battle Creek had 1,687 total rounds for December which was 417 more rounds compared to budgeted rounds. Battle Creek GC management team has been working on preparing proposed budget for the 2021-22 fiscal year to present to city next month for review.

Golf Operations

- December Sales Promotions:
 - Gift Card Promo (Purchase a minimum of \$50 receive an additional 10% for free)
 - Merchandise Sales (Clearance Shoes, Discounted Clubs, Footjoy 1857 close out sale, 20% off most merchandise.)
 - Footjoy Virtual Shop - Club offered patrons an online virtual Footjoy shop. Through this online portal guests could purchase Footjoy products at a discount. Patrons could shop from home and then have purchases either shipped to club, or ship to their home. Program was very successful and led to \$1,700 in sales.
 - Titleist ProV1 Dozens on sale for \$39.99/ normally \$48.99
- The golf car fleet at the club experienced significant battery issues during the month of December. The batteries on many of the golf cars are bad due to single rider carts during 2020, as well as a 25% increase in rounds. Many carts were going out 3 times a day for over 6 months straight. This increase in use and wear and tear has led to many of the fleet's batteries going bad. We have been working daily with the Yamaha service mechanic to diagnose, repair, and troubleshoot ongoing issues. During the month the club had up to 15 carts down due to bad batteries, carts not making 18 holes, overheated batteries, or chargers going into protect mode and not charging the golf cars overnight.

To date, 8 golf cars have received all new batteries under warranty. 6 golf cars are still not able to be used due to them not being able to make a full 18 holes. Currently Yamaha is reviewing to determine if they are covered under warranty. This is expected to be an ongoing issue until batteries are exchanged or fleet changes over.

Course Maintenance

In December, there was a total of 3.9 inches of rainfall and 5 inches of snow for the month. The temperatures ranged from the Lower 70's for highs and as low as the 20's for overnight lows. The maintenance team tasks included: Irrigation repairs as needed, began annual maintenance of equipment, Made tee markers for the coming season, Painted turf on driving range target mounds and par 3 tee boxes to keep soil

temperatures stable. Also flushed all green drains as well as some dead tree removal on Hole # 9 tee area.

Next month will continue preventative maintenance to all equipment to get ready for the next mowing season, we will repair drain pipes from greens as needed, continue irrigation repairs as needed, spray greens as needed, and will spray the course with post-emergent herbicide to control winter weeds, and begin to spray the entire course with pre-emergent herbicide to prevent weeds for the growing season.

Golf Rounds Monthly Summary

December paid rounds were 1,687, 417 more than budgeted rounds for month.

<u>Rounds</u>	<u>Budgeted</u>	<u>Prior year</u>	<u>Actual</u>
PUBLIC ROUNDS	150	222	308
TOURNAMENT	0	0	0
MEMBER	725	862	874
BATTLE CARD	125	90	93
TWILIGHT	75	43	112
MISC.	70	79	101
MEMBER GUEST	125	131	199
TOTAL ROUNDS	1,270	1,427	1,687

Monthly Gross Revenues

December total revenue was \$83,046 for the month, which was \$20,398 more than budgeted revenues. The full financial reports are presented separately.

	<u>December</u>	<u>December</u>	<u>December</u>
	<u>Budget</u>	<u>Prior Year</u>	<u>Actual</u>
DUES & FEES	25,000	18,344	31,919
GREEN FEES	13,629	14,188	21,546
CART FEES	4,492	5,245	7,150
MERCHANDISE	7,620	7,087	14,109
OTHER GOLF COURSE SERVICES	2,700	2,368	2,858
FOOD & BEVERAGES	9,207	8,769	5,463
TOTAL REVENUE	62,648	56,000	83,046

Banquet Facility Usage Report

<u>Date</u>	<u>Event</u>	<u>Total</u>
Dec. 12 th	Party / Event	Cancelled
Dec. 18 th	Party / Event	Cancelled
Dec. 19 th	Wedding Reception	Cancelled
	Total Banquet Revenue:	\$0

Grill - Had (2) Company Christmas Parties & (1) Wedding Reception all cancel due to Covid concerns for month of December.

Sales Report by Selected Department
 Department: Greens Fees

Battle Creek Golf Shop
 Date Between 12/1/2020 & 12/31/2020

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	21	\$462.00	\$0.00	\$462.00	\$35.15	\$497.15
1633	*BC Golf	Gf - Battle Card Sr. (Weekday	\$0.00	\$0.00	0.00%	\$27.00	-1	(\$27.00)	\$0.00	(\$27.00)	(\$2.27)	(\$29.27)
1634	*BC Golf	Gf - Battle Card Weekday	\$0.00	\$0.00	0.00%	\$22.00	3	\$66.00	\$0.00	\$66.00	\$5.55	\$71.55
1635	*BC Golf	Gf - Battle Card Weekday	\$0.00	\$0.00	0.00%	\$21.00	4	\$84.00	\$0.00	\$84.00	\$7.08	\$91.08
1636	*BC Golf	Gf - Battle Card Weekend	\$0.00	\$0.00	0.00%	\$30.00	39	\$1,170.00	\$0.00	\$1,170.00	\$98.67	\$1,268.67
1637	*BC Golf	Gf - Battle Card Weekend	\$0.00	\$0.00	0.00%	\$21.00	13	\$273.00	\$0.00	\$273.00	\$23.01	\$296.01
1699	*BC Golf	Gf - Battle Card Weekday	\$0.00	\$0.00	0.00%	\$22.75	2	\$45.50	\$0.00	\$45.50	\$3.82	\$49.32
1699	*BC Golf	Gf - Battle Card Weekday	\$0.00	\$0.00	0.00%	\$24.00	1	\$24.00	\$0.00	\$24.00	\$2.02	\$26.02
2590	*BC Golf	Gf - Battle Card WE Pre-	\$0.00	\$0.00	0.00%	\$27.00	11	\$297.00	\$0.00	\$297.00	\$24.97	\$321.97
Summary for Card Rounds			\$0.00	\$0.00	100.00%	\$216.75	93	\$2,394.50	\$0.00	\$2,394.50	\$198.00	\$2,592.50
Sub-Department: Guest Rounds												
1678	*BC Golf	Gf - Member Guest Sr.	\$0.00	\$0.00	0.00%	\$22.00	41	\$902.00	\$0.00	\$902.00	\$75.85	\$977.85
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%	\$30.00	93	\$2,790.00	\$0.00	\$2,790.00	\$235.29	\$3,025.29
1681	*BC Golf	Gf - Member Guest Weekday	\$0.00	\$0.00	0.00%	\$22.00	29	\$638.00	\$0.00	\$638.00	\$53.65	\$691.65
1710	*BC Golf	Gf - Member Guest	\$0.00	\$0.00	0.00%	\$18.44	37	\$682.28	\$0.00	\$682.28	\$57.72	\$740.00
Summary for Guest Rounds			\$0.00	\$0.00	100.00%	\$119.44	199	\$4,985.28	\$0.00	\$4,985.28	\$420.24	\$5,405.52
Sub-Department: Member Rounds												
1629	*BC Golf	Gf - Annual Member	\$0.00	\$0.00	0.00%	\$0.00	540	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1662	*BC Golf	Gf - Weekday Member	\$0.00	\$0.00	0.00%	\$0.00	218	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1685	*BC Golf	Gf - Family Member	\$0.00	\$0.00	0.00%	\$0.00	116	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Summary for Member Rounds			\$0.00	\$0.00	0.00%	\$0.00	874	\$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	14	\$196.00	\$0.00	\$196.00	\$16.52	\$212.52
1670	*BC Golf	Gf - 2 for \$50	\$0.00	\$0.00	0.00%	\$18.44	84	\$1,548.96	\$0.00	\$1,548.96	\$131.04	\$1,680.00
1670	*BC Golf	Gf - 2 for \$50	\$0.00	\$0.00	0.00%	\$23.05	1	\$23.05	\$0.00	\$23.05	\$1.95	\$25.00
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	1	\$12.91	\$0.00	\$12.91	\$1.09	\$14.00
Summary for Miscellaneous			\$0.00	\$0.00	100.00%	\$88.40	101	\$1,800.92	\$0.00	\$1,800.92	\$152.28	\$1,953.20

Sub-Department: Paid Rounds

1655	*BC Golf	Gf - Public Senior (WD)	\$0.00	\$0.00	0.00%	\$22.00	95	\$2,090.00	\$0.00	\$2,090.00	\$173.90	\$2,263.90
1656	*BC Golf	Gf - Public Weekday	\$0.00	\$0.00	0.00%	\$32.00	75	\$2,400.00	\$0.00	\$2,400.00	\$201.75	\$2,601.75
1658	*BC Golf	Gf - Public Weekend	\$0.00	\$0.00	0.00%	\$37.00	109	\$4,033.00	\$0.00	\$4,033.00	\$338.99	\$4,371.99
1697	*BC Golf	Gf - Weekend Walking	\$0.00	\$0.00	0.00%	\$37.00	8	\$296.00	\$0.00	\$296.00	\$24.88	\$320.88
1701	*BC Golf	Gf - Senior Walking	\$0.00	\$0.00	0.00%	\$22.75	1	\$22.75	\$0.00	\$22.75	\$1.91	\$24.66
1993	*BC Golf	GF - 9 Hole Weekday	\$0.00	\$0.00	0.00%	\$17.00	15	\$255.00	\$0.00	\$255.00	\$21.45	\$276.45
1993	*BC Golf	GF - 9 Hole Weekday	\$0.00	\$0.00	0.00%	\$27.00	4	\$108.00	\$0.00	\$108.00	\$9.08	\$117.08
1994	*BC Golf	GF - 9 Hole Weekend	\$0.00	\$0.00	0.00%	\$32.00	1	\$32.00	\$0.00	\$32.00	\$2.69	\$34.69
Summary for Paid Rounds			\$0.00	\$0.00	100.00%	\$226.75	308	\$9,236.75	\$0.00	\$9,236.75	\$774.65	\$10,011.40

Sub-Department: Twilight

1657	*BC Golf	Gf - Public Weekday Twilight	\$0.00	\$0.00	0.00%	\$28.00	58	\$1,624.00	\$0.00	\$1,624.00	\$136.88	\$1,760.88
1660	*BC Golf	Gf - Public Weekend Twilight	\$0.00	\$0.00	0.00%	\$28.00	52	\$1,456.00	\$0.00	\$1,456.00	\$122.72	\$1,578.72
1687	*BC Golf	Gf - League Green Fee (No	\$0.00	\$0.00	0.00%	\$20.29	1	\$20.29	\$0.00	\$20.29	\$1.71	\$22.00
1943	*BC Golf	Gf - Twilight Walking	\$0.00	\$0.00	0.00%	\$28.00	1	\$28.00	\$0.00	\$28.00	\$2.36	\$30.36
Summary for Twilight			\$0.00	\$0.00	100.00%	\$104.29	112	\$3,128.29	\$0.00	\$3,128.29	\$263.67	\$3,391.96

Sub-Department: z Comp Rounds

1644	*BC Golf	Gf - Complimentary	\$0.00	\$0.00	0.00%	\$0.00	2	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1682	*BC Golf	Charity/Donation	\$0.00	\$0.00	0.00%	\$0.00	37	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Summary for z Comp Rounds			\$0.00	\$0.00	0.00%	\$0.00	39	\$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	7	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1684	*BC Golf	Gf - Employee	\$0.00	\$0.00	0.00%	\$0.00	85	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Summary for z Employee Rounds			\$0.00	\$0.00	0.00%	\$0.00	92	\$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	43	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2535	*BC Golf	Gf - Trade/Marketing	\$0.00	\$0.00	0.00%	\$0.00	5	\$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
GF1713	*BC Golf	Tulsa Drillers	\$0.00	\$0.00	0.00%	\$0.00	2	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Summary for z Trade Rounds			\$0.00	\$0.00	0.00%	\$0.00	114	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Grand Total:	\$0.00	\$0.00	100.00%	\$755.63	1932	\$21,545.74	\$0.00	\$21,545.74	\$1,808.84	\$23,354.58
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Parks and Recreation Department December 2020 Monthly Report

CENTRAL PARK COMMUNITY CENTER	VISITS
Basketball	1,191
Homeschool PE	108
Pickleball	147
Preschool Playtime	7
RC Flying	8
Tai Chi	47
Volleyball	89
Walking	197
Zumba	32

FACEBOOK

- 327 total views
- 10 new likes out of 1,802
- 6 new dislikes
- 11 new followers out of 1,849
- 84% of followers are women and 15% are men

GOOGLE

- 5,449 total searches.
- 36.3% of people directly searched Central Park Community Center.
- 63.1% of people discovered Central Park Community Center through other searches.
- 255 people clicked Call.
- Most popular query search was Broken Arrow Community Center.

NIENHUIS PARK COMMUNITY CENTER	VISITS
Basketball	1,232
Break Dance	16
Crafty Tots	15
Martial Arts	112
NP Flying	13
Pickleball	251
Ping Pong	33
Rec Room Usage	28
Roly Poly's	46
Tumbling Gymnastics	43
Tykes Tumbling	52
Volleyball – Open Gym	399
Walking	11

FACEBOOK

- 684 total views
- 11 new likes out of 4,499
- 12 new dislikes

- 11 new followers out of 4,611
- 86% of followers are women and 14% are men

GOOGLE

- 11,621 total searches.
- 37.6% of people directly searched Nienhuis Park Community Center.
- 61.8% of people discovered Nienhuis Park Community Center through other searches.
- 367 people clicked Call.
- Most popular query search was Nienhuis Park Community Center, North 9th Street.

RAY HARRAL NATURE CENTER

Visitors 662

EVENTS

Seasonal Painting 16

Virtual – Introduction to Observing Birds on Facebook.

Virtual – Ray Herral Nature Park hiking trails on Facebook.

FACEBOOK

- 954 total views
- 50 new likes out of 5,081
- 10 new dislikes
- 53 new followers out of 5,218
- 88% of followers are women and 12% are men

GOOGLE

- 27,200 total searches.
- 58% of people directly searched Ray Herral Nature Park.
- 41.1% of people discovered Ray Herral Nature Park through other searches.
- 11 people clicked Call.
- Most popular query search was Ray Herral Nature Park & Center and South 3rd Street.

ROSE DISTRICT FARMERS MARKET

FACEBOOK

- 183 total views
- 0 new likes out of 12,153
- 28 new dislikes
- 0 new followers out of 12,322
- 84% of followers are women and 15% are men

FACEBOOK - BA Parks & Recreation

- 319 new total views
- 68 new likes out of 5,779
- 16 new dislikes
- 70 new followers out of 5,873
- 84% of followers are women and 16% are men

CITY WEBSITE – BA Parks & Recreation

Parks Locator Tool

- 197 people viewed.
- On average, 6.57 people viewed per day.

Parks Story Map

- 74 people viewed.
- On average, 2.47 people viewed per day.

PARKS MAINTENANCE

Maintenance Job Code	Hours Work Performed	Percentage of Work Hours
Aquatic Maintenance	7.25	0.17%
Athletic Field Maintenance	92.75	2.17%
Building Maintenance	12.75	0.30%
Canopy/Windscreen Maintenance	49.50	1.16%
Chemical Applications	119.50	2.80%
Construction	214.25	5.02%
Custodial Services	161.50	3.78%
Data Entry	206.00	4.82%
Electrical	11.75	0.28%
Equipment Maintenance	400.75	9.38%
Fencing	71.00	1.66%
Flood Recovery	0.00	0.00%
Forestry	235.75	5.52%
General Site Maintenance	452.27	10.59%
GIS	0.00	0.00%
Graffiti Removal	0.00	0.00%
Horticulture	255.75	5.99%
Inspections	252.75	5.92%
Irrigation Maintenance	139.53	3.27%
Irrigation/Watering	3.00	0.07%
Leaf Mulching & Removal	158.00	3.70%
Locks/Hardware	0.00	0.00%
Mowing	145.50	3.41%
Painting	85.25	2.00%
Playground Maintenance	63.50	1.49%
Plumbing	0.00	0.00%
Refuse	182.25	4.27%
Safety Training	1.50	0.04%
Seed/Sod	61.25	1.43%
Snow/Ice Removal	505.25	11.83%
Special Events	51.00	1.19%
Splash Pad Maintenance	1.50	0.04%
Sports Field/Security Lights	2.00	0.05%
Storm Damage	27	0.63%
Supervisor Training	126.50	2.94%
Trail Maintenance	8.00	0.19%
Training/Meeting	151.25	3.53%
Tree Planting	16.00	0.36%
Vandalism	0	0.00%
Totals	4,271.80	100%

2. GENERAL CORRESPONDENCE / NOTIFICATION





BROKEN ARROW POLICE DEPARTMENT

1101 N 6th Street, Broken Arrow, OK 74012

PHONE: (918) 259-8400; FAX: (918) 251-2427

Press Release No.: 21-04

Date: January 21, 2021

Subject: Drug Drop-Off Event

What: Prescription Drug Drop-Off

When: Saturday January 23, 2021 10:00AM to 1:00PM

Where: Broken Arrow Public Safety Center, 1101 N. 6th St.

On Saturday January 23, 2021 the Broken Arrow Police Department will be hosting a prescription drug drop-off for safe disposal of expired or unwanted prescription medications. The event will run from 10:00 AM to 1:00 PM in the public parking lot of the Public Safety Center, 1101 N. 6th St. The event will be drive-through, low contact and in compliance with CDC guidelines.

Data suggest as many as 40 percent of American households have expired or unwanted medicine in need of being safely disposed. Research suggests nearly half of youth (47%) say it is easy to obtain prescription drugs from a parent's medicine cabinet and 75% of heroin users reported they began their addiction by obtaining opioids from the medicine cabinets of family and friends.

Questions or for more information contact:

Lisa Ford

918-451-8212

lford@brokenarrowok.gov

Authority/Title: Officer C.L. Walker/Public Information Officer

Phone Number: (918) 344-2553



INTEROFFICE MEMO

To: Honorable Mayor and City Councilors
From: Jennifer Swezey, Communications & Media Relations Manager
Date: January 22, 2021
Re: Recent Media Coverage

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

<https://www.newson6.com/story/6007687d42148c0be8718c53/broken-arrow-state-of-the-city-address-delivered-virtually>

<https://www.newson6.com/story/60079ff80b47000be7315b48/broken-arrow-city-council-discusses-possible-mask-mandate->

<https://www.kjrh.com/news/local-news/broken-arrow-city-council-to-consider-mask-mandate>

https://tulsaworld.com/news/local/govt-and-politics/watch-now-mask-ordinance-proposal-dies-at-broken-arrow-city-council-meeting/article_a5116238-59f4-11eb-a532-2bd077f19341.html#tracking-source=home-trending

<https://www.fox23.com/news/local/broken-arrow-city-council-plans-new-vote-proposed-mask-rule/YDNTPTWR4NBZTICYTQCEJO3M/>

Respectfully submitted,

Jennifer Swezey

3. SPECIAL EVENTS / ACTIVITIES

