

**To:** Honorable Mayor and City Councilors  
**From:** Michael Spurgeon, City Manager  
**Date:** February 19, 2021  
**Re:** Notes to Council

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

- Streets and Stormwater Department Memo – Snow and Ice Control
- Parks and Recreation Department Monthly Report – January 2021

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

- Recent Media Coverage

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

- N/A

Respectfully submitted

Michael Spurgeon

clm

Attachments

## 1. STAFF REPORTS / ITEMS REQUIRING IMMEDIATE ATTENTION





To: Crickett Moore  
From: Christina Denton  
CC: Rocky Henkel, Kenny Schwab, John Myers  
Subject: Streets and Stormwater Department  
Date: February 16, 2021

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Please include these items in your notes to council for the next meeting:

*Snow and Ice Control*

The Streets and Stormwater Department responded to the winter weather event that occurred on February 11, 2021. At approximately 7:00 a.m., on Thursday February 11, 2021, the Streets and Stormwater Department dispersed a crew of twenty individuals, utilizing 102.5 personnel hours and 105 tons of salt. Eleven trucks were utilized to monitor for slick spots on all routes. Crews treated the Public Safety Complex, Wastewater Treatment Plant, City Hall, all Community Centers, and the secondary routes. Crews also responded to accident calls per PD, and monitored the radios. Crews also brought in 343 tons of sand from our old stockpiles, as we started running low on salt.

At approximately 7:00 a.m., on Friday February 12, 2021 the Streets and Stormwater Department dispersed a crew of five individuals, utilizing 60 personnel hours and used 32 tons of salt. Four trucks were utilized to monitor the radio and check the streets for slick spots. Crews also treated secondary streets and responded to calls and emails to treat streets. Cleaned out 2 sander/ snowplows of frozen salt. We also had a contractor haul in 1504.68 tons of sand.

At approximately 11:00 p.m., on Friday February 12, 2021 the Streets and Stormwater Department dispersed a crew of seventeen individuals, utilizing 153 personnel hours and used 0 tons of salt. Thirteen trucks were utilized to prepare for snow plowing operations. Snow started falling at 5:00 a.m. and stopped at 6:00 a.m. accumulating anything from 1/8<sup>th</sup> to ¼ inch of snow fall.

At approximately 7:00 a.m., on Saturday February 13, 2021 the Streets and Stormwater Department dispersed a crew of five individuals, utilizing 50 personnel hours and used 0 tons of salt. No trucks were utilized. Crews monitored the radio. They also cleaned out 10 spreaders that had become frozen. Crews Fueled up and cleaned out the other trucks. Nine trucks were parked inside the fleet building and the others were plugged in.

At approximately 8:00 a.m., on Sunday February 14, 2021 the Streets and Stormwater Department dispersed a crew of sixteen individuals, utilizing 192 personnel hours and used 0 tons of salt. Thirteen trucks were utilized to treat routes plow arterials routes 1 thru 6 and to plow the following areas: secondary streets, PD Parking Lot and Tiger Hill Road. Crews then went out and started a second round of plowing routes 1 thru 6.

At approximately 8:00 p.m., on Sunday February 14, 2021 the Streets and Stormwater Department dispersed a crew of fourteen individuals, utilizing 164.5 personnel hours and used 0 tons of salt. Eleven trucks were utilized to plow all 6 snow routes. Crews also cleaned off Public Safety Complex parking lot. Snow stopped falling at 2:00 a.m. and started back up at 6:00 a.m.

At approximately 8:00 a.m., on Monday February 15, 2021 the Streets and Stormwater Department dispersed a crew of fifteen individuals, utilizing 180 personnel hours and used 0 tons of salt. Thirteen trucks were utilized to Plow arterials, secondary's, Water Treatment Plant, Wastewater Treatment Plant and Public Safety Complex. Cleaned parking lot at our shop and monitored the radio.

At approximately 8:00 p.m., on Monday February 15, 2021 the Streets and Stormwater Department dispersed a crew of thirteen individuals, utilizing 155 personnel hours and used 0 tons of salt. Eleven trucks were utilized check for slick spots and places that needed plowing. Crews cleared the parking lots at the Police Training Center and the Animal Shelter. They also monitored the radio for PD calls. They attempted to sand an intersections, however, the sand froze in the sanders within 10 minutes. They had only put 1 bucket of sand in the sander.

At approximately 8:00 p.m., on Tuesday February 16, 2021 the Streets and Stormwater Department dispersed a crew of fifteen individuals, utilizing 176.75 personnel hours and used 0 tons of salt. Eleven trucks were utilized to plow all routes, 1 thru 6. Crews also plowed Water Plant Road, Sewer Plant Road and 219<sup>th</sup>.

At approximately 8:00 a.m., on Tuesday February 16, 2021 the Streets and Stormwater Department dispersed a crew of eighteen individuals, utilizing 98.73 personnel hours and used 0 tons of salt. Twelve trucks were utilized to plowing all routes, 1 thru 6. Crews also plowed secondary/feeder roads, the intersection at Elm and Galveston, parking spaces at 412 N. Main Street and cleaned out 4 of the sanders.

At approximately 8:00 p.m., on Wednesday February 17, 2021 the Streets and Stormwater Department dispersed a crew of fifteen individuals, utilizing 164 personnel hours and used 16 tons of salt. Ten trucks were utilized to clean up the intersection corners, and knock down windrows on the side streets. Crews starting salting slick spots at 5:15 a.m. on Wednesday February 17, 2021, crews plowed 31<sup>st</sup> St. from Houston to Louisville, and Louisville from Hwy 51 to dead end. Crews also moved snow pile from in front of Franklin's on Main.

At approximately 8:00 a.m., on Wednesday February 17, 2021 the Streets and Stormwater Department dispersed a crew of seventeen individuals, utilizing 204 personnel hours and used 0 tons of salt. Thirteen trucks were utilized to clean up the intersection corners, and knock down windrows on the side streets. Crews plowed arterials routes 1 thru 6 as well as the secondary's. Crews also plowed in the following locations; Hemlock off 61<sup>st</sup>, Oneta schools from Oneta to 81<sup>st</sup> St, Public Safety Center, parking lot at the animal shelter and the Water Plant.

At approximately 7:00 p.m., on Thursday February 18, 2021 the Streets and Stormwater Department dispersed a crew of five individuals, utilizing 57.50 personnel hours and used 0 tons of salt. Three trucks were utilized to plow all streets coming onto the arterials. Crews also plowed in the following locations: Fir from Kenosha to Houston, College from Aspen to Olive, Miami from Elm to Ash, Ash from Miami to Florence, Birch from Tucson to Charlotte, and Charlotte from Elm to Birch finishing at 12:10 a.m. on Thursday February 18 at 12:10 a.m.

At approximately 8:00 a.m., on Thursday February 18, 2021 the Streets and Stormwater Department dispersed a crew of fifteen individuals, utilizing 96 personnel hours and used 0 tons of salt. Eleven trucks were utilized to plow all arterials routes 1 thru 6 as well as the secondary's. Crews also made a couple of passes on tiger hill with the loader. Crews plowed sight triangles and hit hot spots such as the intersections and hills. The rest of the evening was spent responding to calls from PD.

*INTEROFFICE MEMO*

**To:** Kenneth Schwab, Assistant City Manager - Operations  
**From:** Matt Hendren, Parks & Recreation Director   
**CC:** Crickett Moore  
**Date:** February 16, 2021  
**Re:** January 2021 Monthly Report

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Please find enclosed the January 2021 Monthly Report for the Parks & Recreation Department.

Please contact Matt Hendren x7442 if you have any questions.

Encl: January 2021 Monthly Report



## Parks and Recreation Department January 2021 Monthly Report

<b>CENTRAL PARK COMMUNITY CENTER</b>	<b>VISITS</b>
Basketball	1,031
Fitness Line Dancing	211
Homeschool PE	135
Pickleball	189
RC Flying	10
Volleyball	83
Walking	226
Zumba	57

### **FACEBOOK**

- 358 total views
- 15 new likes out of 1,817
- 6 new dislikes
- 16 new followers out of 1,864
- 84% of followers are women and 15% are men

### **GOOGLE**

- 7,554 total searches.
- 41.6% of people directly searched Central Park Community Center.
- 57.6% of people discovered Central Park Community Center through other searches.
- 274 people clicked Call.
- Most popular query search was Broken Arrow Community Center.

<b>NIENHUIS PARK COMMUNITY CENTER</b>	<b>VISITS</b>
Basketball	1100
Break Dance	12
Crafty Tots	12
Exercise	3
Karate Tots	4
Martial Arts	148
Monday Night Pickleball	20
NP Flying	7
Pickleball	233
Ping Pong	6
Rec Room Usage	30
Roly Poly's	36
Tumbling Gymnastics	34
Tykes Tumbling	22
Volleyball – Open Gym	265
Walking	16

## FACEBOOK

- 782 total views
- 24 new likes out of 4,523
- 16 new dislikes
- 28 new followers out 4,637
- 86% of followers are women and 14% are men

## GOOGLE

- 14,518 total searches.
- 39.7% of people directly searched Nienhuis Park Community Center.
- 59.8% of people discovered Nienhuis Park Community Center through other searches.
- 397 people clicked Call.
- Most popular query search was Nienhuis Park Community Center, North 9th Street.

## RAY HARRAL NATURE CENTER

Visitors 579

## EVENTS

Professional Speaker Interview Series  
Virtual Ray Harral Hike on Zoom  
Virtual Story Time and Craft on Zoom  
Virtual Basket Weaving on Zoom 2  
Virtual Macramé Plant Hangar on Zoom 10

## FACEBOOK

- 1,317 total views
- 97 new likes out of 5,178
- 14 new dislikes
- 112 new followers out of 5,329
- 88% of followers are women and 12% are men

## GOOGLE

- 31,167 total searches.
- 61.3% of people directly searched Ray Harral Nature Park.
- 38.3% of people discovered Ray Harral Nature Park through other searches.
- 19 people clicked Call.
- Most popular query search was Ray Harral Nature Park & Center and South 3<sup>rd</sup> Street.

## FACEBOOK - BA Parks & Recreation

- 357 new total views
- 57 new likes out of 5,684
- 18 new dislikes
- 57 new followers out of 5,929
- 84% of followers are women and 16% are men

## CITY WEBSITE – BA Parks & Recreation

### Parks Locator Tool

- 255 people viewed.
- On average, 7.50 people viewed per day.

### Parks Story Map

- 136 people viewed.
- On average, 4.53 people viewed per day.



## PARKS MAINTENANCE

Maintenance Job Code	Hours Work Performed	Percentage of Work Hours
Aquatic Maintenance	0.00	0.00%
Athletic Field Maintenance	56.25	1.40%
Building Maintenance	11.50	0.29%
Canopy/Windscreen Maintenance	111.25	2.77%
Chemical Applications	466.25	11.11%
Construction	176.00	4.38%
Custodial Services	142.50	3.55%
Data Entry	192.25	4.79%
Electrical	3.00	0.07%
Equipment Maintenance	364.00	9.06%
Fencing	18.50	0.38%
Flood Recovery	0.00	0.00%
Forestry	350.75	8.73%
General Site Maintenance	353.25	8.80%
GIS	0.00	0.00%
Graffiti Removal	28.25	0.07%
Horticulture	381.50	9.50%
Inspections	270.50	6.73%
Irrigation Maintenance	216.25	5.38%
Irrigation/Watering	1.50	0.04%
Leaf Mulching & Removal	104.75	2.61%
Locks/Hardware	6.75	0.17%
Mowing	15.25	0.38%
Painting	16.00	0.40%
Playground Maintenance	121.00	3.01%
Private Contractor	4.50	0.11%
Refuse	212.00	5.35%
Seed/Sod	3.75	0.09%
Snow/Ice Removal	0.00	0.00%
Special Events	108.75	2.73%
Splash Pad Maintenance	2.50	0.06%
Sports Field/Security Lights	5.50	0.14%
Storm Damage	25.00	0.62%
Supervisor Training	127.00	3.16%
Trail Maintenance	6.00	0.15%
Training/Meeting	118.50	2.95%
Tree Planting	14.00	0.35%
Vandalism	1.50	0.04%
<b>Totals</b>	<b>4,016.25</b>	<b>100%</b>

# FACILITY REPORT FOR



January 2021

SUBMITTED BY



## **Battle Creek Golf Club – January Review**

### **General**

January was a decent month with more rounds than budgeted and higher revenues to budget as well. There were (8) days of inclement weather with 20 or fewer total rounds played on those days. Total revenues for the month were \$66,758 which was \$9,881 more than budgeted revenues. Battle Creek had 1,501 total rounds for January which was 286 more rounds compared to budgeted rounds. The Club is continuing to have more golf cart battery issues and is reviewing options with City to resolve.

### **Golf Operations**

During the month of January the Golf Operations finished all spring and summer merchandise orders, booked all recurring tournaments and leagues. During the month seasonal golf operations applications were accepted and interviews were performed to begin finding seasonal golf shop, outside services, starter, and course marshal positions.

During the month preventative maintenance was performed on the golf carts (Ensure all tires are 22psi, detail clean plastic trim & GPS Screens, Battery maintenance was moved up to every 2 weeks from 3 weeks). During the month the staff worked with the Yamaha service tech to replace 13 golf cars batteries under manufacturer warranty. Many of the remaining golf cars are experiencing battery issues due to allowing single cart riders during Covid-19 and increased rounds throughout the entire year of 2020. Much of the remaining golf car fleet will only go 18 holes or just over 18 holes.

During the month of January the club saw a 36% increase over last January's rounds. Much of this can be attributed to the above average temperatures as well as increased demand. Also during the month the club saw a total of \$7,420 in merchandise sales to a budget of \$4,556. This was an increase of 47% over prior year of \$3,948. Again much of this increase is due to increased traffic, as well as demand due to mild winter to date.

### **Course Maintenance**

January was another unusual month with high temperatures in the mid 60's, and lows in the 20's. We did received 2.30" rainfall and a light snow during the month.

The maintenance team accomplished many tasks this month to improve or continue to provide excellent playing conditions of the golf course.

These tasks included: spraying the course with pre-emergent herbicides, continue to do preventative maintenance on equipment to get ready for the next season, multiple irrigation repairs, began some bunker reconditioning (which includes cutting edges,

replacing damaged liner, and replacing sand where needed), begun to remodel banquet facility flower beds.

Next month we will apply post-emergent herbicides to the golf course as well as the clubhouse grounds and flower beds, continue irrigation repairs as needed continue preventative maintenance of all equipment as needed.

**Golf Rounds Monthly Summary**

January total paid rounds were 1,501, 286 more than budgeted rounds for month.

<u>Rounds</u>	<u>Budgeted</u>	<u>Prior year</u>	<u>Actual</u>
PUBLIC ROUNDS	150	178	265
TOURNAMENT	0	0	0
MEMBER	700	609	838
BATTLE CARD	110	59	71
TWILIGHT	75	69	103
MISC.	55	55	49
MEMBER GUEST	125	90	175
<b>TOTAL ROUNDS</b>	<b>1,215</b>	<b>1,060</b>	<b>1,501</b>

**Monthly Gross Revenues**

January total revenue was \$66,758 for the month, which was \$9,881 more than budgeted revenues. The full financial reports are presented separately.

	<u>January</u>	<u>January</u>	<u>January</u>
	<u>Budget</u>	<u>Prior Year</u>	<u>Actual</u>
DUES & FEES	25,950	20,443	26,116
GREEN FEES	13,018	11,540	18,180
CART FEES	4,264	3,825	5,610
MERCHANDISE	4,556	3,948	7,420
OTHER GOLF COURSE SERVICES	3,100	3,546	4,664
FOOD & BEVERAGES	5,989	5,325	4,768
<b>TOTAL REVENUE</b>	<b>56,877</b>	<b>48,628</b>	<b>66,758</b>

**Banquet Facility Usage Report**

<u>Date</u>	<u>Event</u>	<u>Total</u>
Jan. 12 <sup>th</sup>	Homeowners Association Meeting	\$0
Jan. 25 <sup>th</sup>	Homeowners Association Meeting	\$0
	<b>Total Banquet Revenue:</b>	<b>\$0</b>

**Grill**

- Updating Grille Menu & pricing to implement by March 1<sup>st</sup>.

Sales Report by Selected Department

Battle Creek Golf Shop

Department: Greens Fees

Date Between 1/1/2021 & 1/31/2021

SKU	Manufacturer	Item Description	Cost Avg	Cost Of Goods	Margin Percent	Price	Qty	Retail Value	Discount	Pre-Tax Value	Tax TTL	Extension
<b>Sub-Department: Card Rounds</b>												
1633	*BC Golf	Gf - Battle Card Sr. (Weekday	\$0.00	\$0.00	0.00%	\$22.00	17	\$374.00	\$0.00	\$374.00	\$29.60	\$403.60
1634	*BC Golf	Gf - Battle Card Weekday	\$0.00	\$0.00	0.00%	\$22.00	5	\$110.00	\$0.00	\$110.00	\$9.25	\$119.25
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%	\$21.00	8	\$168.00	\$0.00	\$168.00	\$14.16	\$182.16
1636	*BC Golf	Gf - Battle Card Weekend	\$0.00	\$0.00	0.00%	\$30.00	21	\$630.00	\$0.00	\$630.00	\$53.13	\$683.13
1637	*BC Golf	Gf - Battle Card Weekend	\$0.00	\$0.00	0.00%	\$21.00	7	\$147.00	\$0.00	\$147.00	\$12.39	\$159.39
2590	*BC Golf	Gf - Battle Card WE Pre-	\$0.00	\$0.00	0.00%	\$27.00	12	\$324.00	\$0.00	\$324.00	\$27.24	\$351.24
Summary for Card Rounds			\$0.00	\$0.00	100.00%	\$175.00	71	\$1,785.00	\$0.00	\$1,785.00	\$148.46	\$1,933.46
<b>Sub-Department: Guest Rounds</b>												
1678	*BC Golf	Gf - Member Guest Sr.	\$0.00	\$0.00	0.00%	\$22.00	32	\$704.00	\$0.00	\$704.00	\$59.20	\$763.20
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	85	\$2,550.00	\$0.00	\$2,550.00	\$215.05	\$2,765.05
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	38	\$700.72	\$0.00	\$700.72	\$59.28	\$760.00
Summary for Guest Rounds			\$0.00	\$0.00	100.00%	\$119.44	175	\$4,399.72	\$0.00	\$4,399.72	\$370.95	\$4,770.67
<b>Sub-Department: Member Rounds</b>												
1629	*BC Golf	Gf - Annual Member	\$0.00	\$0.00	0.00%	\$0.00	523	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1650	*BC Golf	Gf - Family Member	\$0.00	\$0.00	0.00%	\$0.00	1	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1662	*BC Golf	Gf - Weekday Member	\$0.00	\$0.00	0.00%	\$0.00	219	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1685	*BC Golf	Gf - Family Member	\$0.00	\$0.00	0.00%	\$0.00	95	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Summary for Member Rounds			\$0.00	\$0.00	0.00%	\$0.00	838	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Sub-Department: Miscellaneous</b>												
1651	*BC Golf	Gf - Junior Riding	\$0.00	\$0.00	0.00%	\$14.00	8	\$112.00	\$0.00	\$112.00	\$9.44	\$121.44
1670	*BC Golf	Gf - 2 for \$50	\$0.00	\$0.00	0.00%	\$18.44	35	\$645.40	\$0.00	\$645.40	\$54.60	\$700.00
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	3	\$60.00	\$0.00	\$60.00	\$5.04	\$65.04
1686	*BC Golf	Gf - Junior Walking	\$0.00	\$0.00	0.00%	\$12.91	2	\$25.82	\$0.00	\$25.82	\$2.18	\$28.00
Summary for Miscellaneous			\$0.00	\$0.00	100.00%	\$88.40	49	\$866.27	\$0.00	\$866.27	\$73.21	\$939.48

**Sub-Department: Paid Rounds**

1655	*BC Golf	Gf - Public Senior (WD)	\$0.00	\$0.00	0.00%	\$22.00	69	\$1,518.00	\$0.00	\$1,518.00	\$125.80	\$1,643.80
1656	*BC Golf	Gf - Public Weekday	\$0.00	\$0.00	0.00%	\$32.00	68	\$2,176.00	\$0.00	\$2,176.00	\$182.92	\$2,358.92
1658	*BC Golf	Gf - Public Weekend	\$0.00	\$0.00	0.00%	\$37.00	107	\$3,959.00	\$0.00	\$3,959.00	\$332.77	\$4,291.77
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
1698	*BC Golf	Gf - Weekday Walking	\$0.00	\$0.00	0.00%	\$32.00	3	\$96.00	\$0.00	\$96.00	\$8.07	\$104.07
1701	*BC Golf	Gf - Senior Walking	\$0.00	\$0.00	0.00%	\$22.75	4	\$91.00	\$0.00	\$91.00	\$7.64	\$98.64
1993	*BC Golf	GF - 9 Hole Weekday	\$0.00	\$0.00	0.00%	\$17.00	4	\$68.00	\$0.00	\$68.00	\$5.72	\$73.72
1993	*BC Golf	GF - 9 Hole Weekday	\$0.00	\$0.00	0.00%	\$27.00	1	\$27.00	\$0.00	\$27.00	\$2.27	\$29.27
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%	\$248.75	265	\$8,253.00	\$0.00	\$8,253.00	\$691.92	\$8,944.92

**Sub-Department: Twilight**

1657	*BC Golf	Gf - Public Weekday Twilight	\$0.00	\$0.00	0.00%	\$28.00	59	\$1,652.00	\$0.00	\$1,652.00	\$139.24	\$1,791.24
1660	*BC Golf	Gf - Public Weekend Twilight	\$0.00	\$0.00	0.00%	\$28.00	43	\$1,204.00	\$0.00	\$1,204.00	\$101.48	\$1,305.48
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
Summary for Twilight			\$0.00	\$0.00	100.00%	\$76.29	103	\$2,876.29	\$0.00	\$2,876.29	\$242.43	\$3,118.72

**Sub-Department: z Comp Rounds**

1682	*BC Golf	Charity/Donation	\$0.00	\$0.00	0.00%	\$0.00	10	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Summary for z Comp Rounds			\$0.00	\$0.00	0.00%	\$0.00	10	\$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	5	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1684	*BC Golf	Gf - Employee	\$0.00	\$0.00	0.00%	\$0.00	81	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Summary for z Employee Rounds			\$0.00	\$0.00	0.00%	\$0.00	86	\$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	6	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Summary for z Raincheck			\$0.00	\$0.00	0.00%	\$0.00	6	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

**Sub-Department: z Trade Rounds**

1632	*BC Golf	Gf - Batley Member	\$0.00	\$0.00	0.00%	\$0.00	32	\$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	52	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Summary for z Trade Rounds			\$0.00	\$0.00	0.00%	\$0.00	89	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

<b>Grand Total:</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>100.00%</b>	<b>\$707.88</b>	<b>1692</b>	<b>\$18,180.28</b>	<b>\$0.00</b>	<b>\$18,180.28</b>	<b>\$1,526.97</b>	<b>\$19,707.25</b>
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## 2. GENERAL CORRESPONDENCE / NOTIFICATION





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*INTEROFFICE MEMO*

**To:** Honorable Mayor and City Councilors  
**From:** Jennifer Swezey, Communications & Media Relations Manager  
**Date:** February 19, 2021  
**Re:** Recent Media Coverage

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Below are some links to news coverage in Broken Arrow the past two weeks.

<https://www.krmg.com/news/broken-arrow-open-first-covid-vaccine-clinic/IJHTAAI6XBAFTPEXBJDS7R6DQ4/>

<https://ktul.com/news/local/broken-arrow-02-10-2021>

<https://www.newson6.com/story/60244f1ce9657e019bdc6c9c/broken-arrow-opens-its-first-covid19-vaccination-site-->

Respectfully submitted,

Jennifer Swezey



### 3. SPECIAL EVENTS / ACTIVITIES

