

**To:** Honorable Mayor and City Councilors  
**From:** Russell Gale, Acting City Manager  
**Date:** December 7, 2018  
**Re:** Notes to Council

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

- Parks and Recreation Department Monthly Report – October 2018

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

- N/A

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

- Events Division Memo – Ruts N Guts and Rudolph Run

Respectfully submitted,



Russell Gale

clm  
Attachments

## 1. STAFF REPORTS / ITEMS REQUIRING IMMEDIATE ATTENTION



**To:** Kenneth Schwab, Assistant City Manager - Operations

**From:** Scott Esmond, Parks and Recreation Director



**CC:** Jennifer Hooks, Crickett Moore

**Date:** November 30, 2018

**Re:** October 2018 Monthly Report

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Please find enclosed the October 2018 Monthly Report for the Parks and Recreation Department.

Please contact Scott Esmond if you have any questions at x7442.

Encl: October 2018 Monthly Report



## Parks and Recreation Department

### October 2018 Monthly Report

#### DIRECTOR - PARKS AND RECREATION

- No report.

#### BATTLE CREEK GOLF CLUB (BCGC)

##### GENERAL

- October weather was wetter than normal and much cooler towards the end of the month.
- Rounds continue to trend lower with 2,515 rounds played compared to 2,776 last year. Golf Datatech has reported total golf rounds are down by 9.2% from January through September compared to 2017 for all courses in Oklahoma. Battle Creek Golf Club (BCGC) rounds are down by 11% compared to last year rounds played January through October. The main factors for lower rounds are inclement weather patterns and impacts from summer course turf issues. BCGC had another solid month for tournaments, 549 rounds played compared to 444 for last year.
- The new Yamatrack GPS units for the golf car fleet arrived and were installed in mid-October. First impressions have been very positive.

##### GOLF OPERATIONS

- Battle Creek Golf Club hosted 9 outside events for a total of 549 tournament rounds. Tournament rounds were a little over 20% from last October even with two events cancelling at the last minute. October is a high demand month due to the course conditioning as well as cooler weather.
- This is the 3<sup>rd</sup> consecutive year that Charles Gibson, Head Golf Professional, provided free golf instruction to underprivileged children in grades 3<sup>rd</sup> and 4<sup>th</sup> from the Roy Clark Elementary School.

##### COURSE MAINTENANCE

- BCGC had a total of 6.75 inches of rainfall. Temperatures ranged from the mid to upper 80's for highs and the low 30's for overnight lows. BCGC experienced the first freeze of the season.
- Maintenance team accomplished many tasks to improve or continue to provide excellent playing conditions of the golf course. The tasks include:

- Final seasonal mowing of all playing areas of the course.
  - Sprayed greens with fungicides, plant growth regulators and insecticides as needed.
  - Irrigation repairs as needed.
  - Sprayed tee and green surrounds with pre-emergent herbicide to help prevent any winter weeds.
  - Edged all bunkers.
  - Hand watered greens daily where needed.
  - Mowed all native areas.
- November, begin preventative maintenance to all equipment, excavate ditches as needed, haul away all tree debris from maintenance facility, and continue to hand syringe greens with water as needed.

### MONTHLY SUMMARY

- October rounds were 770 less total rounds to budget.

<b><u>October Paid Rounds</u></b>	<b><u>Budgeted</u></b>	<b><u>Prior Year</u></b>	<b><u>Actual</u></b>
PUBLIC ROUNDS	550	465	<b>276</b>
TOURNAMENT	500	444	<b>549</b>
MEMBER	1,450	1,236	<b>1,097</b>
BATTLE CARD	235	178	<b>148</b>
TWILIGHT	225	145	<b>128</b>
MISC.	110	86	<b>90</b>
MEMBER GUEST	215	222	<b>227</b>
	<b>3,285</b>	<b>2,776</b>	<b>2,515</b>

### MONTHLY GROSS REVENUE

- October total revenue was \$101,039 which was \$44,515 less than budgeted revenues.

	<b><u>October Budget</u></b>	<b><u>October Prior Year</u></b>	<b><u>October Actual</u></b>
DUES & FEES	24,975	24,801	20,216
GREEN FEES	48,971	42,540	37,970
CART FEES	14,946	14,262	12,262
MERCHANDISE	22,995	21,346	11,446
OTHER GOLF COURSE SERVICES	7,300	4,624	3,382
FOOD & BEVERAGES	26,367	24,353	15,763
	<b>145,554</b>	<b>131,926</b>	<b>101,039</b>

## BANQUET FACILITY USAGE REPORT

<b>October</b>	<b>Event</b>	<b>\$</b>
1	Tournament/Event	0
3	Tournament/Event	0
5	Tournament/Event	0
6	Tournament/Event	0
8	Tournament/Event	0
11	Tournament/Event	0
11	Party/Event	300.00
12	Tournament/Event	0
13	Tournament/Event	0
27	Tournament/Event	0
27	Party/Event	600.00
	<b>Total Banquet Revenue</b>	<b>900.00</b>

## GRILL

- Complete transition from low point beer to high point beer.
- Switched beer inventories from pop top cans to twist off aluminum bottles to help regulate the new ABLE Commission laws requiring each can to be opened by staff after purchase.

## SPECIAL EVENTS DIVISION

### COMMUNITY EVENT MANAGER

- Attended Director's weekly staff meetings.
- Prepared for and attended Rose District Farmers Markets every Saturday.
- Gathered Farmers Market vendor's Oklahoma Department of Agriculture, Food and Forestry forms for year-end report.
- Finalized music, food trucks, and prepared social media posts for the remainder of the Farmers Market season.
- Received, processed, and reviewed several applications for events.
- Prepared for, planned, and attended Special Events Committee Meetings.
- Met with Leon Burch Foundation about their event planned for October 5<sup>th</sup>, 2019 to be held at the Events Park.
- Attended Green County Spyder Jamboree event.
- Attended Broken Arrow Homecoming Parade and Cool Grilles events held in the Rose District.

- Attended ScotFest wrap up meeting.
- Attended Employee Event Steering Committee Meeting.
- Attended Hmong New Year meeting to finalize details. Also, attended the event.
- Attended presentation by the Parks and Recreation Department at Ray Herral Nature Center for COBA-U.
- Attended Chalk It Up organizational meeting to discuss 2019 event.
- Attended Wine Eats and Easels event.
- Attended Stepping Out for Scleroderma event.
- Attended Bubble Run event.
- Attended Military History Center's History Through the Ages event.
- Finalized Event Tracking List to prepare for statistical data for year-end reports.
- Attended meeting with Caribbean Festival committee to discuss 2019 event.
- Attended Broken Arrow employees United Way Day held at Central Park Community Center.
- Attended Broken Arrow Police Department Night Out Against Crime.
- Met with ICE, Inc. to discuss the Rose District Ice Rink details.

## **RECREATION DIVISION**

### **RECREATION MANAGER**

- Attended Special Events Committee Meetings.
- Recreation Manager and Recreation Technician attended and presented to COBA-U at Ray Herral Nature Center.
- Conducted two Recreation Division annual performance evaluations.
- Recreation Manager and Recreation Technician attended conference call with Halff and Associates regarding Parks and Recreation Master Plan.
- Recreation Manager and Recreation Technician attended several sessions regarding Enterprise Resource Planning System Project with both presenting organizations.
- Recreation Manager took seven Recreation Division staff members on a citywide tour of the Parks and Recreation Department's facilities.
- Met with the new Broken Arrow Seniors Incorporated Executive Director to discuss current contract terms and future programming possibilities.
- Spoke to the Oklahoma Adaptive Sports Association via conference call regarding possible adaptive sports programming/opportunities here in Broken Arrow for the Northeast Oklahoma region.
- Attended meeting with Convention Sales & Marketing Manager and Transportation Manager regarding future Adult Softball Complex.

- Attended and assisted with setup and cleanup of the City's Annual United Way Fun Day held at Central Park Community Center.
- Attended Operations Director meeting as the Parks and Recreation Department's representative.
- Attended a Leadership meeting at City Hall as the Parks and Recreation Department's representative.
- Mummy and Me Dance took place at Nienhuis Park Community Center with 250 participants. Details submitted through Notes to Council on October 26, 2018.

#### CENTRAL PARK COMMUNITY CENTER

- Senior Pickleball Tournament, ages 50 and older, took place at Central Park Community Center with 83 participants. A medical emergency took place during the event, but the patron involved has returned home and is doing very well. Staff and patrons who were involved were recognized by City Council.
- Center Supervisor and Human Resources representative held Part-Time Recreation Assistant interviews.
- City of Broken Arrow's United Way Day was held at Central Park Community Center with an estimated 300 participants.
- Broken Arrow Amateur Basketball Association held their annual draft combine.
- Premier Wood Floor resurfaced the three gym floors and completed the job on schedule.
- Total logged visitors were 1,570 which is a decrease of 211 compared to September.

#### NIENHUIS PARK COMMUNITY CENTER

- Logged visits were 1,843 which is an increase of 288 compared to September.
- Nienhuis Park's first Mummy & Me Dance was held with 205 participants. Looking forward to increase attendance and activities for 2019.
- Center Supervisor and Part-Time Recreation Assistant manned a booth and gave out candy during Night Out Against Crime in the Rose District.

#### RAY HARRAL NATURE CENTER

- Estimated total number of visitors in the Nature Center were 1,194 which is an increase of 260 compared to September.
- Five private parties were held at the Nature Center during October.
- Nature Center hosted October's COBA-U monthly meeting. Nature Center Supervisor presented the history and operations of Ray Harral Nature Center and Park.
- Nature Center's first Great Pumpkin Hunt was held with 190 individuals. This event was free to the public and allowed children and families the chance to stay active during school's Fall Break. Families searched for pumpkins with letters on them and had to unscramble the letters to solve a word puzzle. All participants received a prize.
- The Iris Garden Club, a club for local gardening and outdoor enthusiasts, held their monthly



meeting with 18 individuals. Meeting included a presentation from the Nature Center Supervisor and City Horticulturalist concerning the importance of the Broken Arrow Monarch Movement and the Nature Park. A guided hike followed the presentation.

- Fall Nature Tots program was held with 30 individuals. This program allowed toddlers to explore the park, made crafts, and played games with their parents. Total attendance for this program was sold out at 30 individuals.
- Fall Story Time program was held with 63 individuals. The weekly program allowed children ages 1-5 the chance to enjoy illustrated stories and singalong songs at the Nature Park.
- Nature Center Supervisor held monthly staff meeting to discuss upcoming events and program ideas. The local WING-IT chapter, an organization which provides education and resources regarding urban wildlife, gave a presentation.
- Summit Christian Academy 8<sup>th</sup> grade class fieldtrip was held at the Nature Center and Park. A presentation on conservation was presented by the Nature Center Supervisor and Part-Time Recreation Assistant along with a guided hike to observe wildlife.
- Nature Center staff hosted their first Build Your Own Fairy House program with 15 individuals. This program allowed participants to build their own unique structure to decorate their home garden beds.
- Nature Center Supervisor met with a local Yoga Instructor to discuss offering an outdoor yoga program at the Nature Park.
- A wedding, consisting of approximately 50 attendees, was held near the Nature Center.
- Nature Center Supervisor held a Part-Time Recreation Assistant's 3-month performance evaluation.
- A Part-Time Nature Center Recreation Assistant helped 4 Girl Scouts obtain several badge requirements by providing instruction on habitat, natural resources, and sustainability.
- Spring Creek Elementary 3<sup>rd</sup> grade class participated in a hike and tour of Ray Herral Nature Center and Park; which was led by their school staff.
- Employee Advisory Committee monthly meeting was held at the Nature Center.
- Nature Center Supervisor and Staff attended United Way Day held at Central Park Community Center.

## **PARKS MAINTENANCE DIVISION**

### **PARKS MAINTENANCE MANAGER**

- Attended Director's weekly staff meeting.
- Conducted staff meetings with Parks Maintenance Division Supervisors.
- Monitored ongoing park projects:
  - Indian Springs Sports Complex (ISSC) Renovation Project: Project waiting on bonding company to restart work December 1, 2018.
  - Arrowhead Concession/Restroom/Umpire Building: Waiting on funding.
  - Leisure Park New Splash Pad and Replacement Playground: Waiting on close-out documents for playground.
  - Country Aire Playground: Waiting on close-out document for playground.

- Rose West Dog Park and Restroom: Shade sails have been received and scheduled for temporary install by late November.
  - Events Park Playground and Pavilions: Waiting on close-out documents for playground, and repairs to two defective cattail spinner units.
  - Events Park Adult Softball Complex: Construction design plans in progress.
  - Memorial Park/Garden: Landscape beds have been constructed and trees planted. Area grading is complete and ready for volunteer contractors to complete irrigation and sod work. Engineering still waiting on pavilion vendor to supply unit.
  - Nienhuis Sand Volleyball: Project preparing to re-bid.
  - ISSC Entry Sign: Signage operational training conducted and project complete.
- Worked with Human Resources (HR) to post new position for an Irrigation Technician. Selected three candidates for HR to perform background checks prior to any interviews.
  - Ordered additional Christmas decorations for the Rose District. Worked with Chamber personnel to obtain quotes for contractors to install and remove the decorations. Met with contractors at site to review installation procedures and coordinate their work schedules.
  - Attended Parks and Recreation Department sponsored COBA-U class. Presented the basic operational functions of the Parks Maintenance Division.
  - Quoted and ordered large commercial artificial Christmas tree for the Rose District. Tree will be installed prior to the Tea-Off/Lights On event.
  - Received replacement spreader/seeder unit. Old unit was taken to Fleet for surplus. Received new field painting machine that will be used at ISSC.
  - Worked with American Electric Power (AEP) contractor to relocate a shallow electric line that powered security lights for Arrowhead Softball Complex.
  - Registered Parks staff pesticide applicators for training at the Oklahoma Turfgrass Research Conference that will be held in Owasso, Oklahoma. Staff will receive Continuing Education Units (CEU) required to retain their license.
  - Monitored pond maintenance and mowing contractor work. Requested contractor provide a price quote to perform short-term maintenance to one shallow pond at Battle Creek Golf Course. Mowing cycles have been suspended until spring '19.
  - Attended meeting to review 90% construction plans for Events Park Softball Complex. Met with Engineering staff and Director to discuss items in the plans that can be cut or reduced to meet budget requirements.
  - Attended scoping meeting to discuss the master planning process for Highland Park property with Engineering personnel and A/E firm.

## FACILITIES MAINTENANCE SECTION

- Conducted monthly playground inspections. High frequency inspections performed weekly, and low frequency inspection performed monthly. Fabricated a temporary cover for base of cattail spinner at the Events Park playground. Engineering working with contractor/manufacturer on repairs. Replaced border timbers that were in poor condition at several playground sites.
- Shutdown and winterized the IWF. Basin and all water lines were drained, chemicals

removed from vats, pumps and filters drained, and chemicals pumps put into storage. Sump pump has been left in auto mode to remove any rainwater that may collect in basin during the off-season.

- All splash pads were closed and winterized. Overhead plastic features were removed, and put into storage. Shade cover fabric was removed and put into storage. Completed any minor repairs needed prior to next season's opening. Cleaned mineral deposits from features.
- Supplemented surfacing around playgrounds at Oakcreek Park and Country Aire Tot-Lot.
- Re-grouted rock on Jackson Park Memorial plaque base.
- Installed goalpost for new concrete basketball pad at Camino Villa Park. After some additional welding is performed on the goalpost, a backboard and rim will be installed. Removed excess dirt from concrete work, and installed sod around the pad.
- Checked heaters in unoccupied facilities for proper operation and thermostat settings.
- Shutdown and winterized all outdoor drinking fountains.
- Entire Facilities Section Crew attended a 40-hour Hazardous Waste Operations and Emergency Response (HAZWOPER) certification class held at the City's water treatment plant. Training will be valuable due to the crew's exposure to chemicals at the swimming pools and IWF.
- Hauled/setup/removed tables and chairs for the City's United Way Fun Day event.
- Removed Rose District Christmas decorations from storage, in preparation for installation by contractor.
- Setup mobile stage for Night Out Against Crime event in the Rose District. Hauled in trash barrels for event and removed after event concluded.
- Lowered department flags as ordered during the month. Changed tattered flags and flag light bulbs as needed.

## GROUNDS MAINTENANCE SECTION

- Checked and cleaned all outdoor restrooms weekly. Removed litter from park sites and took recyclable materials to the Metropolitan Environmental Trust (M.E.T.)
- Performed routine inspection of the Liberty Parkway trail. Trimmed back any limbs or vegetation adjacent to trail. Removed mud/debris from the trail after significant rainfall.
- Two staff pesticide applicators attended Oklahoma Vegetation Management Association (OKVMA) training workshop for CEU's related to aquatic pesticide applications.
- Routine irrigation checks and repairs on athletic complexes.
- Picked up miscellaneous debris dumped in several park sites, and hauled to landfill.
- Assisted Facilities Crew with setup and removal of tables and chairs for United Way Fun Day.
- Performed monthly inspection of the Nienhuis Skate Park. Made repairs as required.
- Performed routine season ending mowing cycles to 45 park/trail sites. Began fall leaf mulching in park sites as needed.

- All athletic fields were mowed 2-3 times per week.
- Removed scoreboards from baseball fields 15 and 16. User group install their own scoreboards on these fields.
- Groomed/brushed infill on synthetic football fields at the Nienhuis Football Complex.
- Boundary lines were painted weekly on baseball, softball, and lacrosse fields.
- Repaired one lightning damaged scoreboard at the Nienhuis Football Complex. Checked all other scoreboards for proper operation.
- Refastened bleacher/dugout covers and fence windscreen at ISSC that were blown loose during high winds.
- Turf rolled all soccer fields on ISSC west complex.
- Eradicated gophers from playing fields at ISSC.

#### HORTICULTURE/FORESTRY SECTION

- Performed routine maintenance in Rose District; blew sidewalks, removed litter, weeded beds, etc. Hanging baskets were removed and emptied into compost pile. Any basket in good condition was placed into storage for use next spring. Mulched beds throughout Rose District.
- Summer annuals were removed from landscape beds and winter annuals installed in Rose District, Gateways, City Hall, and Veterans Park.
- Added rose bush locations to GIS inventory for the Rose District.
- Horticulturist gave a presentation on Monarch waystation/gardens to the Iris Club at the Ray Herral Nature Center.
- Removed and replaced a worn out sand filter valve for the Veterans Park fountain. Cleaned and backwashed fountain after new valve was installed.
- Ordered soil and amendments for landscape beds at the Memorial Park site, and began construction. Installed rock landscape borders and graded out turf areas waiting to receive sod.
- Performed routine tree pruning and removed several hanging limbs related to wind storm damage at Nienhuis Park.
- Performed routine deadheading of roses at the Nienhuis Rose Garden. Applied insecticide/fungicide treatment.
- Performed routine irrigation checks on systems in the Rose District and City Hall.
- Over seeded fescue turf at Ray Herral Nature Park.

End of Report

## 2. GENERAL CORRESPONDENCE / NOTIFICATION



### 3. SPECIAL EVENTS / ACTIVITIES



**To:** Cricket Moore, Executive Assistant  
**From:** Vaunda Olivera, Community Events Manager  
**CC:** Scott Esmond, Director of Parks and Recreation  
**Date:** December 6<sup>th</sup>, 2018  
**Re:** Notes to Council

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## **EVENTS DIVISION**

### EVENTS

Events Park –Ruts N Guts LLC will be hosting their annual cyclocross event this weekend – December 8<sup>th</sup> and 9<sup>th</sup>. The first race begins at 8:00 a.m. Saturday, December 8th and Sunday, December 9th. Races include men’s women’s, masters, elite and youth throughout each day. The event also features a Chicken, Waffle and Bourbon ride on Sunday, December 9th beginning at 8:00 a.m. featuring a 40 mile and a 75 mile rides. More information is available on their Facebook page – Ruts N Guts or [www.rutsnguts.org](http://www.rutsnguts.org)

Rose District – The annual Rudolph Run hosted by Fleet Feet – Broken Arrow will be taking place December 15<sup>th</sup> downtown Broken Arrow – Rose District. Main Street will be closed from El Paso to Dallas beginning at 6:00 a.m. for set up. Main Street will be closed from Richmond (south end) to Freeport (north end) beginning at 8:30 a.m. for the fun run and 5k. Roads will reopen no later than 11:30 a.m. More information is available on their Facebook page – Rudolph Run or <https://runsignup.com/Race/OK/BrokenArrow/FFTRudolphRun>