

To: Honorable Mayor and City Councilors
From: Michael Spurgeon, City Manager
Date: December 21, 2018
Re: Notes to Council

1. STAFF REPORTS / ITEMS REQUIRING IMMEDIATE ATTENTION

- General Services Department Monthly Report – November 2018
- Parks and Recreation Department Monthly Report – November 2018

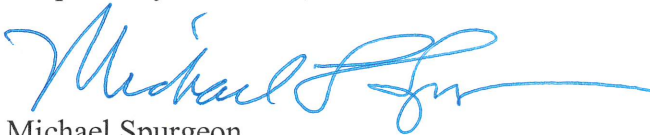
2. GENERAL CORRESPONDENCE / NOTIFICATION

- Press Release – BA City Councilors appointed to national committees
- Press Release – Broken Arrow, Tulsa fire departments conduct joint training

3. SPECIAL EVENTS / ACTIVITIES

- N/A

Respectfully submitted,



Michael Spurgeon

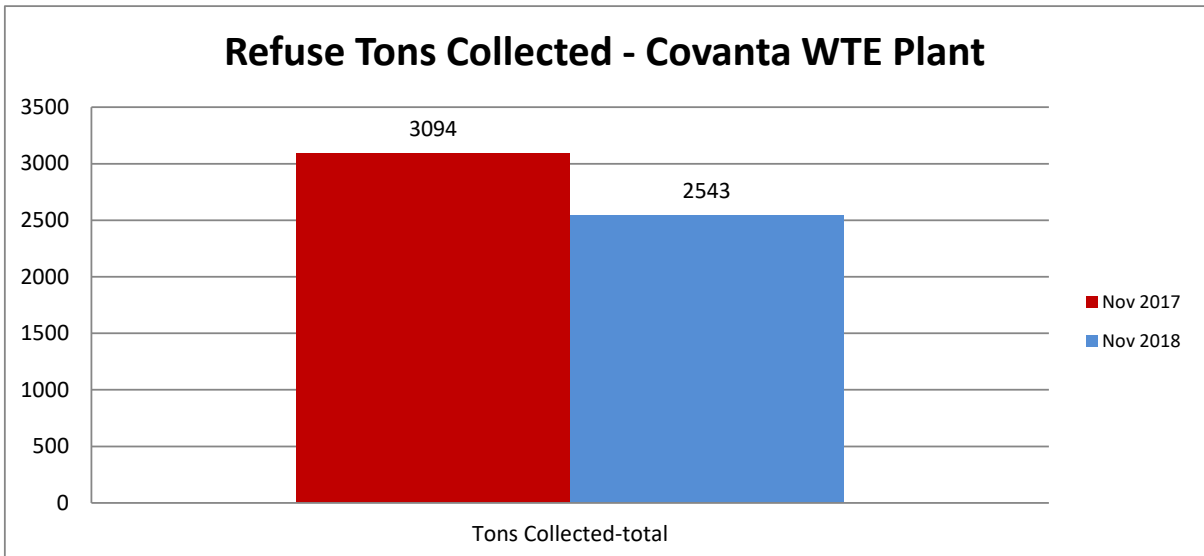
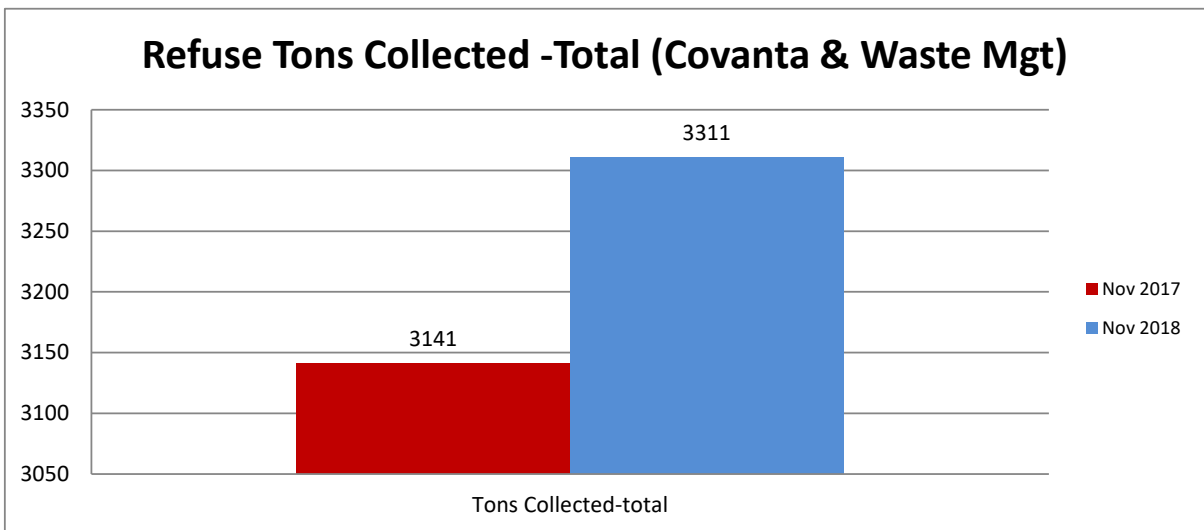
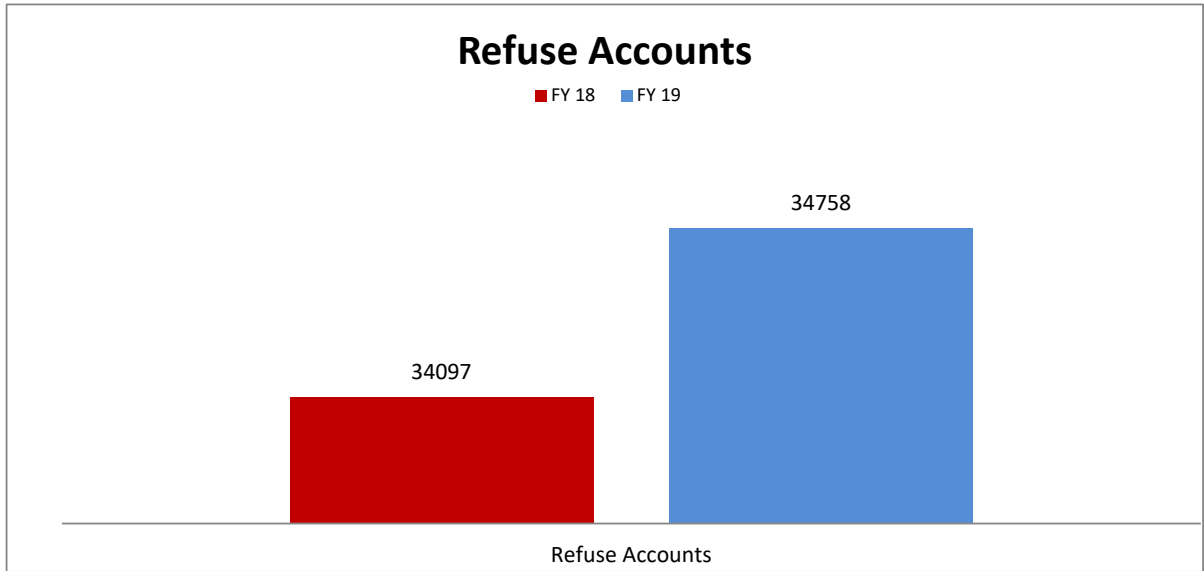
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Attachments

1. STAFF REPORTS / ITEMS REQUIRING IMMEDIATE ATTENTION



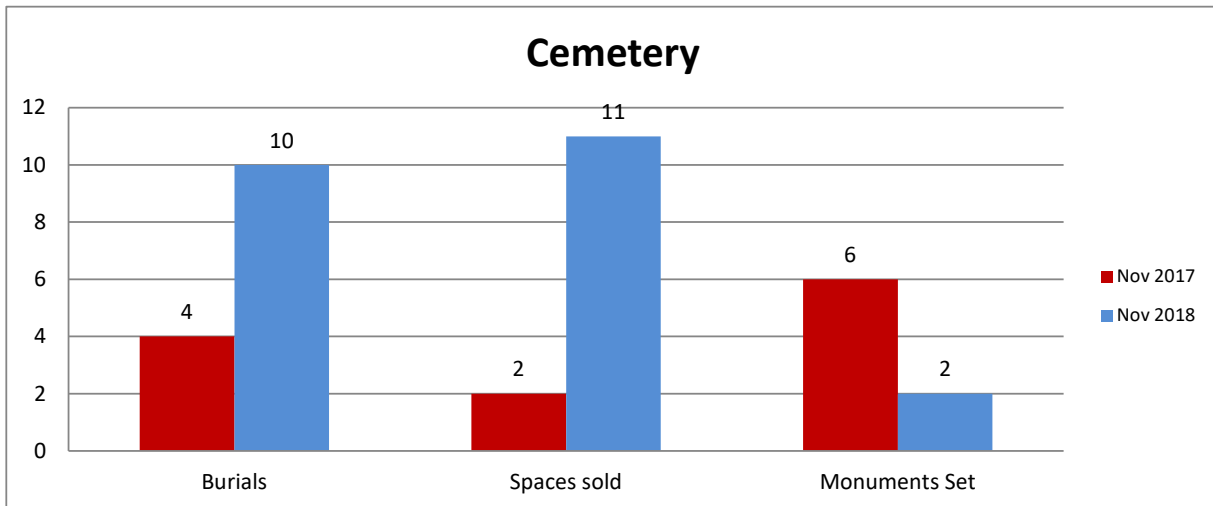
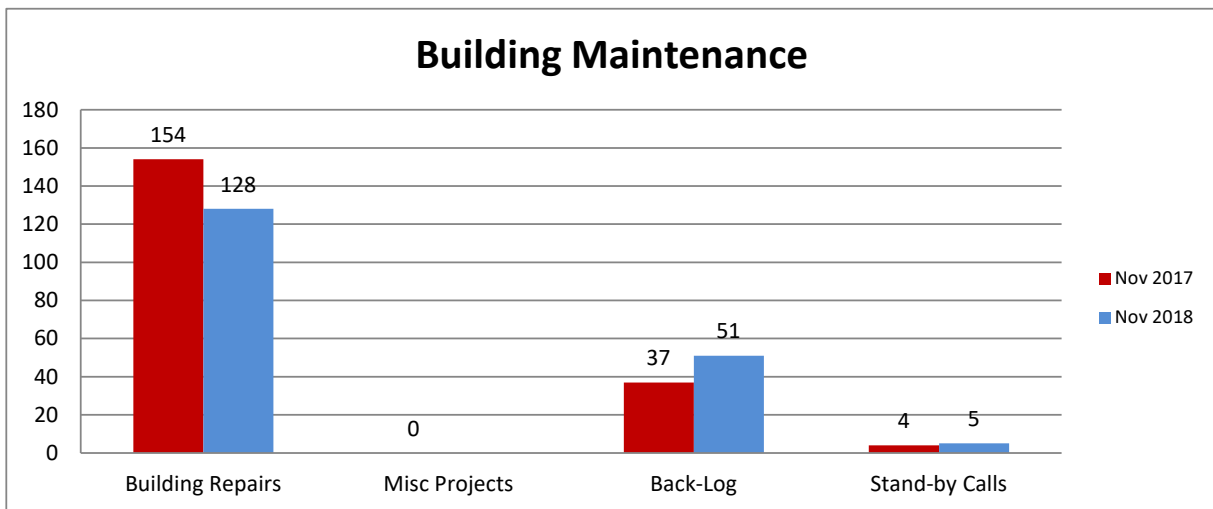
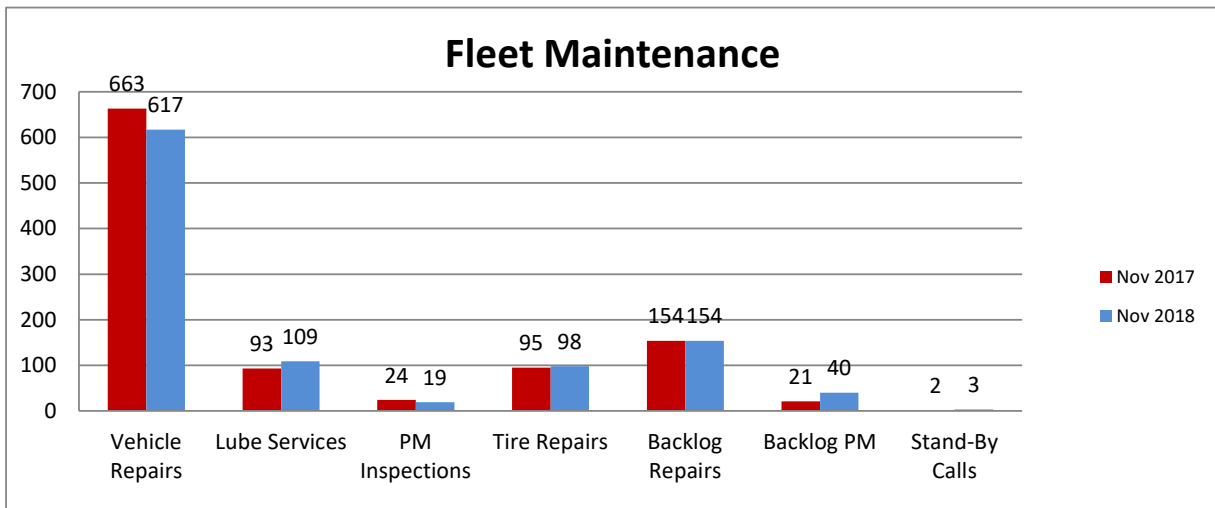
General Services Monthly Report

November 2018



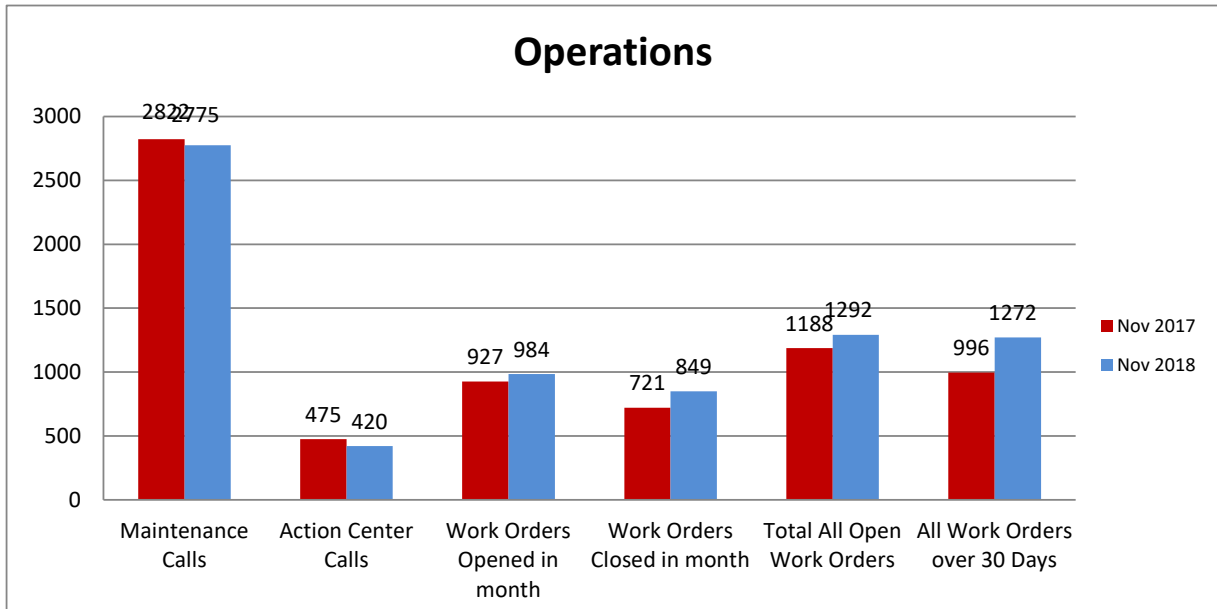
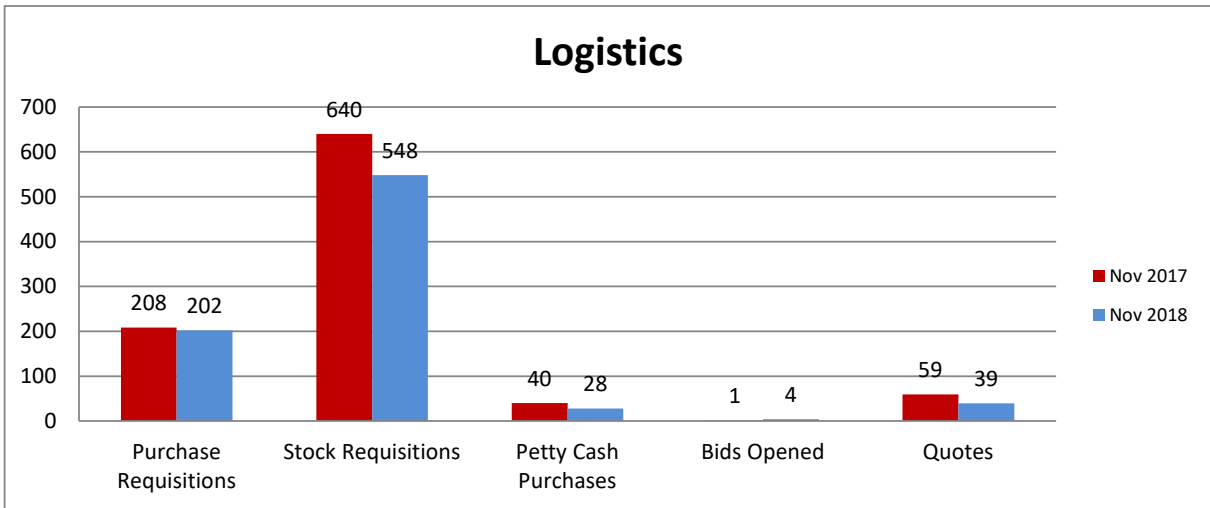
General Services Monthly Report

November 2018



General Services Monthly Report

November 2018



To: Kenneth Schwab, Assistant City Manager - Operations

From: Scott Esmond, Parks and Recreation Director



CC: Jennifer Hooks, Crickett Moore

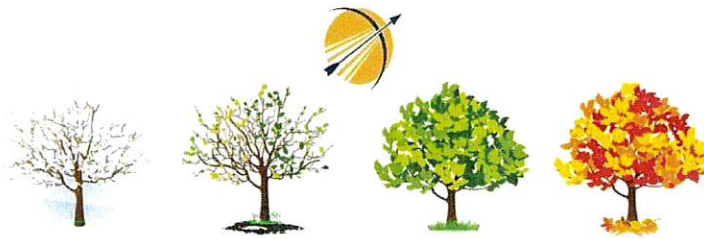
Date: December 21, 2018

Re: November 2018 Monthly Report

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

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

Encl: November 2018 Monthly Report



Parks and Recreation Department November 2018 Monthly Report

DIRECTOR - PARKS AND RECREATION

- No report.

BATTLE CREEK GOLF CLUB (BCGC)

GENERAL

- BCGC had eleven days with 20 or fewer rounds played due to colder and inclement weather.
- Proposed 2019-2020 Capital budget submitted to the City for review.

GOLF OPERATIONS

- BCGC's Annual Thanksgiving Day Shotgun Tournament took place with 29 players, which is an increase of nine from last year. This provides an affordable, fun, and friendly place to bring family and friends on Thanksgiving Day for a round of golf.
- BCGC had three outside golf tournaments booked, including the City of Broken Arrow's Tom Caldwell Memorial Golf Tournament. Unfortunately, weather forced all three tournaments to cancel. Due to player's non-availability, no tournaments rescheduled.
- BCGC ran monthly specials during November to increase holiday sales. Gift card purchases of \$50 or more receive 10% extra through the end of December 2018. This promotion is a great way to increase shop sales while providing patrons a great way to give the perfect holiday gift.
- The 2019 Battle Cards are on sell for \$60. This is a popular promotion among players for all skill levels to play on a budget. This card gives players; discounted rates, early access to twilight play, four coupons good for 2 Players for \$50, and 10% discount on merchandise in the golf shop.

COURSE MAINTENANCE

- BCGC had a minimal 1.35 inches of rainfall for the month. Temperatures ranged from the mid to upper 70's for highs and in the low 20's for overnight lows.
- Maintenance team accomplished many tasks to improve or continue to provide excellent playing conditions of the golf course. These tasks include:
 - Sprayed greens with fungicides and wetting agents as needed.
 - Irrigation repairs as needed.
 - Performed monthly: mowed all native areas, sprayed tee complexes and green surrounds with pre-emergent herbicide to help reduce winter weed germination, and hand watered greens daily where needed.

- Began winterizing course restrooms.
- December, begin preventative maintenance to all equipment, excavate drainage ditches as needed, and continue to hand syringe greens with water as needed.

MONTHLY SUMMARY

- November rounds were 795 less total rounds to budget.

<u>November Paid Rounds</u>	<u>Budgeted</u>	<u>Prior Year</u>	<u>Actual</u>
PUBLIC ROUNDS	350	342	229
TOURNAMENT	45	18	0
MEMBER	1,225	1,283	769
BATTLE CARD	215	207	129
TWILIGHT	110	113	48
MISC.	90	81	95
MEMBER GUEST	200	226	170
	2,235	2,270	1,440

MONTHLY GROSS REVENUE

- November total revenue was \$61,404 that was \$26,218 less than budgeted revenues.

	<u>November Budget</u>	<u>November Prior Year</u>	<u>November Actual</u>
DUES & FEES	24,025	23,797	21,223
GREEN FEES	26,212	26,493	17,785
CART FEES	8,276	8,994	5,612
MERCHANDISE	12,069	11,756	4,916
OTHER GOLF COURSE SERVICES	3,600	2,596	3,121
FOOD & BEVERAGES	13,440	10,566	8,747
	87,622	84,202	61,404

BANQUET FACILITY USAGE REPORT

November	Event	\$
2	Wedding Reception	1,000.00
3	Wedding Reception	650.00
9	Wedding Reception	1,000.00
11	Homeowners Association Meeting	0
18	Homeowners Association Party	500.00
24	Party/Event	600.00
	Total Banquet Revenue	3,750.00

GRILL

- Began winter deep cleaning on food preparation areas and seasonal maintenance on kitchen equipment.

SPECIAL EVENTS DIVISION

COMMUNITY EVENT MANAGER

- Attended weekly Department staff meetings.
- Received, processed, and reviewed several applications for events.
- Prepared for, planned, and attended Special Events Committee Meetings.
- Attended Bark in the Park event at Ray Herral Nature Center.
- Met with Tourism Department staff and Goal Mind to discuss possible Corporate Challenge event for 2019.
- Began planning for 2019 Rose District Farmers Market, booking musicians, and vendors meeting.
- Attended David H. Elliot Employee Luncheon event.
- Attended Heart of Broken Arrow Arts and Crafts event at Central Park Community Center.
- Prepared for and attended openings for the Ice Rink, Tea Off, and Lights On Main Street events.
- Attended Employee Event Steering Committee monthly meeting.
- Prepared for and submitted road closure requests for Broken Arrow Civitans Parade and Rudolph Run.
- Continued revisions on the Special Event Resource Guide.
- Began end of year reports for events.
- Prepared and submitted list of Capital requests for 2019-2020 and 2020-2021 fiscal years.
- Began reviewing current budget in preparation for upcoming budget deadlines.
- Attended Operations Directors Meeting.
- Attended Leadership Team Weekly meeting.
- Met with Broken Arrow Brewing Company to discuss event planned for 2019.
- Prepared for Ruts N Guts event.

RECREATION DIVISION

RECREATION MANAGER

- Bark in the Park took place at Ray Herral Nature Park. Details submitted through Notes to Council on November 9, 2018.

- Attended meeting regarding Nienhuis Community Center flooring with Engineering/Construction Director, Parks and Recreation Director, and Assistant City Manager of Operations.
- Attended City Council meeting as Parks and Recreation Department representative.
- Attended meeting regarding adult sports through Green Country Corporate Challenge organization.
- Conducted two Center Supervisor meetings.
- Attended Finance Department's Travel Form training.
- Attended prospective Part-Time Recreation Assistant's interview with Parks and Recreation Director.
- Attended meeting regarding Indian Springs Sports Complex irrigation and fencing project.
- Attended Oklahoma Recreation and Parks Society State Conference in Norman, Oklahoma.
- Attended meeting with Engineering/Construction Director, Utilities Director, Street and Stormwater Director, and Assistant City Manager of Operations to discuss office space for the mentioned departments.
- Attended Parks and Recreation Master Plan Third Steering Committee meeting at Central Park Community Center.
- Attended meeting with R.L. Shears and The War at Home Memorial representatives to review preliminary design concepts for placement of memorial at Veterans Park.

CENTRAL PARK COMMUNITY CENTER

- Center Supervisor attended potential Part-Time Recreation Assistant's interview with Department Director.
- Center Supervisor attended Oklahoma Recreation Park Society Conference in Norman, Oklahoma.
- Heart of Broken Arrow Craft Show took place at Central Park Community Center with an estimated 1,000 in attendance.
- Center Supervisor attended Recreation Manager's monthly meeting at Nienhuis Park Community Center.
- Total logged visitors were 1,140 that is a decrease of 430 compared to October.

NIENHUIS PARK COMMUNITY CENTER

- Logged visitors were 1,045 a decrease of 438 compared to October.
- Center Supervisor attended Oklahoma Recreation Parks Society Conference in Norman, Oklahoma.
- Broken Arrow Volleyball Club (BAVC) held a Recreational Volleyball Tournament with approximately 850 participants.
- BAVC fall season ended and their winter season began for competitive volleyball.
- Broken Arrow Amateur Basketball Association (BAABA) began practice, which will last until the first part of March 2019.

- Ledford Sports Floors repainted lines for Volleyball Courts and added a Pickleball Court to the gym floors.
- Center Supervisor attended Recreation Manager's Monthly Meeting.

RAY HARRAL NATURE CENTER

- The estimated total number of visitors in the Nature Center were 760, which is a decrease of 434 compared to October.
- Ray Harral Nature Center's classroom held one private party during November.
- South Tulsa Home and Garden Club's monthly meeting received a presentation from the Nature Center Supervisor regarding the Rain Gardens in the Nature Park.
- Nature Center's 3rd Annual Bark in the Park was held with 400 individuals. Pet owners and their dogs explored Ray Harral Nature Park and participated in friendly competitions hosted by the Recreation Division. The event featured an assortment of local pet focused vendors and one food vendor.
- Nature Center's new Upcycling Workshops began with Rug Crafting and 9 participants. This workshop featured ways to repurpose old, worn out shirts into rugs for their home.
- Nature Center Supervisor attended 2018 Oklahoma Recreation and Parks Society Conference in Norman, Oklahoma.
- Boy Scout Troop 225 with 70 individuals received a presentation on local wildlife and participated in a guided hike led by the Nature Center's Recreation Part-Time Assistants.
- Ray Harral Nature Center's new program, STEM Camp, began with 15 homeschoolers, ages 10-13. STEM Camp allowed them to assemble foldable microscopes and to see their everyday surroundings from a new perspective.

PARKS MAINTENANCE DIVISION

PARKS MAINTENANCE MANAGER

- Conducted staff meetings with Parks Maintenance Division Supervisors.
- Monitored ongoing park projects:
 - Indian Springs Sports Complex (ISSC) Renovation Project: Contractors reviewed stored materials and preparing to start irrigation work December 3, 2018 on north soccer fields.
 - Arrowhead Concession/Restroom/Umpire Building: Waiting on funding. Additional funding in Capital Improvement Plan (CIP) requests.
 - Leisure Park New Splash Pad and Replacement Playground: Playground documents received, but did not include closeout information on shade structures or synthetic turf.
 - Country Aire Playground: Playground documents received. No closeout information on synthetic turf.
 - Rose West Dog Park and Restroom: Cable and hardware installed on shade sails, and sails installed temporarily for testing. Sails removed until spring.
 - Events Park Playground and Pavilions: Waiting on closeout documents for playground, and repairs for two defective cattail spinner units.
 - Events Park Adult Softball Complex: Final construction plans received and under review.

- Memorial Park/Garden: Pavilion framework installed and decked. Metal roofing to be finished by end of month. Sod and irrigation work about 75% complete.
 - Nienhuis Sand Volleyball: Project preparing to re-bid.
 - New Southwest Park: Design contract scoping meeting held.
 - Highland Park: Design contract scoping meeting held.
 - ISSC Soccer Lighting: Bids opened and low bid awarded. Waiting on pre-construction meeting.
- Background checks and interviews held for Irrigation Technician position. Recruitment ongoing for four vacant Park Maintenance Worker positions.
 - Worked with Purchasing Department to quote new Fraze Mower unit. Three quotes received and low bidder selected. Unit is on order.
 - Worked with department managers and Battle Creek golf course personnel to compile FY20-21 CIP requests. Submitted request list to Parks and Recreation Director and Finance.
 - Parks Manager and two Forestry staff members registered for the Southwest Park and Recreation Training conference in February 2019 at Wagoner, Oklahoma.
 - Met with Parks and Recreation Director and City Attorney concerning tort claim related to incident at the Indian Springs baseball complex.
 - Met with Engineering/Construction personnel to review materials remaining from the ISSC irrigation and fencing project, which terminated last spring.
 - Spoke with Engineering/Construction concerning deficiencies on the Rose West irrigation system. Contractor scheduled to repair several items not constructed properly.
 - Conducted Healthfair Assessment results meeting with ISSC crew.
 - Attended meeting with Engineering, War at Home representatives, and design firm to review conceptual designs for Veterans Park.
 - Facility, Grounds, and Horticulture pesticide applicators attended Oklahoma Turfgrass Research Foundation (OTRF) conference for Pesticide Safety Training.

FACILITIES MAINTENANCE SECTION

- Conducted monthly playground inspections. High frequency inspections performed weekly, and low frequency inspection performed monthly. Leveled surfacing in kick-out areas. Ordered wear mats to install around cattail spinners once repaired. Replaced belt swings and hangers as needed and removed graffiti.
- Constructed 17' artificial Christmas tree at the Rose District Plaza. Installed 1,200-pound concrete block in center of tree framework to support stabilizing cables. Set tree up on remote operation for the "Lights On" event.
- Assembled lights on twenty-four new Christmas wreaths purchased for the Rose District.
- Checked heaters in unoccupied facilities for proper operation and thermostat settings.
- Tested Rose District decorations and Farmers Market ornamental displays prior to "Lights On" event. Checked all decorations weekly for power or installation issues.
- Installed hardware and cable on sail fabric for the Rose West shade units. Installed sails to test size dimensions, and then removed until spring.

- 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. Removed mud/debris from the trail after significant rainfall.
- Prepared Events Park for Ruts N Guts event. Mowed undeveloped areas that will be part of the bike course, and removed ground debris/limbs. Hauled in dirt for flyover ramp, and sand for pit. Filled in eroded areas that will be within the course.
- Routine irrigation checks and repairs on athletic complex systems.
- Added decomposed granite material to the west walkway at Centennial Park.
- Hauled in approximately 40 tons of sand for the Rose District ice rink setup. Installed construction meter for ice rink contractor.
- Performed fall leaf mulching in park sites as needed. Removing leaves from tennis/basketball courts and pools.
- Prepared ISSC soccer fields for the Tulsa World Cup and the Sam Shannon Showcase combined for over 500 games.
- Collected soil samples from athletic fields and sent to extension office for testing.
- Removed fabric covers for Al Graham Softball Complex shade covers.
- Swept leaves from the synthetic turf football fields at Nienhuis Park.
- Boundary lines painted weekly on baseball, softball, and lacrosse fields.
- Eradicated gophers from playing fields at ISSC and Arrowhead Park.

HORTICULTURE/FORESTRY SECTION

- Performed routine maintenance in Rose District; blew sidewalks, removed litter, weeded beds, etc. Trimmed back perennials. Vacuumed up tree debris from sidewalks and curbs.
- Planted additional winter annuals at Veterans Park and Rose District Gateways.
- Worked at the Memorial Park/Garden installing sleeves under several pathways. Completed rock border installations, and worked with Utilities to correct issues with backflow devices. Manually watering sod until irrigation system is completed.
- Planted 1500 bulbs within the Rose District and Veterans Park.
- Routine leaf removal from planting beds, City Hall grounds, and Centennial Park.
- Routine weekly fountain maintenance at Veterans Park: backwash filter, clean strainer basket, adjust chemicals, etc.
- Performed routine irrigation checks/repairs on systems in the Rose District and City Hall. Checked heat tapes on backflow devices, and replaced as needed.

2. GENERAL CORRESPONDENCE / NOTIFICATION



PRESS RELEASE

Contact: Krista Flasch
Director of Communications
City of Broken Arrow
Phone: (918) 259-2400, ext. 5309
Mobile: (918) 409-7771

BA City Councilors appointed to national committees

Broken Arrow, Okla. (12/21/18) – The National League of Cities has appointed elected officials from the City of Broken Arrow to a number of federal advocacy committees.

The National League of Cities (NLC) is the nation’s oldest and largest organization devoted to strengthening and promoting cities as centers of opportunity, leadership and governance. NLC is a resource and advocate for 19,000 cities, towns and villages, representing more than 218 million Americans. Each of the Committees play a central role in developing NLC’s federal policy positions.

Mayor Craig Thurmond - Community & Economic Development Committee

The Community & Economic Development (CED) Committee is responsible for developing policy positions on issues involving housing, community and economic development, land use, recreation and parks, historic preservation, and international competitiveness.

Vice Mayor Scott Eudey - Transportation & Infrastructure Committee

The Transportation & Infrastructure Services (TIS) Committee is responsible for developing policy positions on issues involving transportation, including planning, funding, safety and security of public transit, streets and highways, aviation, railroads and ports.

(Continued)

Councilor Mike Lester - Public Safety & Crime Prevention Committee

The Public Safety & Crime Prevention (PSCP) Committee is responsible for developing policy positions on issues involving crime prevention, corrections, substance abuse, municipal fire policy, juvenile justice, disaster preparedness and relief, homeland security, domestic terrorism, court systems and gun control.

Councilor Johnnie Parks - Energy, Environment & Natural Resources Committee

The Energy, Environment & Natural Resources (EENR) Committee is responsible for developing policy positions on issues involving air quality, water quality, energy policy, national wetlands policy, noise control, and solid and hazardous waste management.

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PRESS RELEASE

Contact: Krista Flasch
Director of Communications
City of Broken Arrow
Phone: (918) 259-2400, ext. 5309
Mobile: (918) 409-7771

Broken Arrow, Tulsa fire departments conduct joint training

Broken Arrow, Okla. (12/19/18) – On December 18, 19, and 20 members of the Broken Arrow and Tulsa fire departments will train together to further develop their working relationships, learn new techniques to possibly save their fellow firefighters, and compare and contrast the equipment used by each department.

Today, classroom training in the morning will be followed by hands-on drills and exercises to test firefighters' abilities to work together with differing equipment and techniques. Crews will be more prepared to make critical rescues of downed firefighters from each other's department, if ever faced with a life-threatening situation.

BACKGROUND

For many years, the two fire departments have worked together in eastern parts of Tulsa and northern parts of Broken Arrow, to ensure that residents of both communities receive prompt and comprehensive fire and emergency medical service (EMS) response.

The Broken Arrow Fire Department (BAFD) has a station located close to the city limits of east Tulsa. The BAFD responds to areas in east Tulsa on fire and medical calls until the Tulsa Fire Department (TFD) is able to reach the incident scene and allow BAFD to return to Broken Arrow. In a reciprocal manner, TFD provides quick fire and EMS response to the areas near 61st and Garnett that fall within the City of Broken Arrow.

“Public safety is not an issue exclusive to only our community. I think it's great that we are making time to identify together ways to provide the safest and most efficient fire and EMS services to our communities,” said Michael Spurgeon, Broken Arrow City Manager. “The collaborative efforts of Broken Arrow Fire and Tulsa Fire show that we can accomplish more for our citizens by working together.”

Both departments receive credit from the Insurance Service Office (ISO) for their automatic response to their neighbor's jurisdiction. The ISO credit results in lower insurance premiums for property owners in both communities.

(Continued)

In 2018, the cities renewed their commitment to the automatic and mutual aid relationship of the departments. The renewed agreement added an additional component that the Tulsa Fire Department would also provide Tulsa fire trucks, if available, to the City of Broken Arrow during significant incidents that depleted BAFD's fire trucks.

The continuation of the departments working together emphasizes the need for regular training. Earlier this year, the Tulsa Fire Department crews attended an introductory training session at Broken Arrow Fire Station 6. This week BAFD crews will be at the Tulsa Fire/Tulsa Community College Regional Fire Training Center with the same crews from east Tulsa fire stations.

“Developing a strong working relationship with all of our fire department neighbors and conducting regular training will provide even greater levels of safety and service for our citizens and firefighters,” said Broken Arrow Fire Chief Jeremy Moore. “Being proactive and working together on a daily basis will help all of us act in harmony, should an unthinkable disaster affect any of our communities.”

TIME AND LOCATION FOR PHOTO OPPORTUNITIES

Tulsa Fire/Tulsa Community College Regional Fire Training Center
2819 N New Haven Ave, Tulsa, OK 74115

Classroom Sessions: 9:30 – 11:00

Exercises Sessions: 1:30 – 3:30

CONTACT

Tulsa Fire Department - Stan May, Public Information Officer
Broken Arrow Fire Department – Jeremy Moore, Fire Chief

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3. SPECIAL EVENTS / ACTIVITIES

