

To: Honorable Mayor and City Councilors
From: Michael Spurgeon, City Manager
Date: January 22, 2016
Re: Notes to Council

1. STAFF REPORTS / ITEMS REQUIRING IMMEDIATE ATTENTION

- Parks & Recreation Monthly Report – December 2015

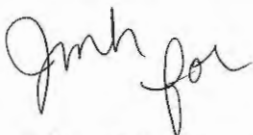
2. GENERAL CORRESPONDENCE / NOTIFICATION

- Press Release – Old Fire Station on South Elm to Reopen
- Press Release – City Council Approves Tiger Hill Wall Repairs

3. SPECIAL EVENTS / ACTIVITIES

- N/A

Respectfully submitted,



Michael L. Spurgeon

jmh
Attachments

1. STAFF REPORTS / ITEMS REQUIRING IMMEDIATE ATTENTION



To: Russell Gale, Acting Assistant City Manager
From: Scott Esmond, Director Parks and Recreation

CC: Jennifer Hooks

Date: January 21st, 2016

Re: December 2015 Monthly Report

Please find enclosed the December 2015 Monthly Report for the Parks and Recreation Department.

Please contact Scott Esmond if you have any questions.

Encl: December 2015 Monthly Report



Parks & Recreation Department December 2015 Monthly Report

DIRECTOR-SCOTT ESMOND

- Attended City Council meetings.
- Attended City Manager's staff meetings.
- Held weekly staff meetings with division managers.
- Attended the mandatory pre-bid meeting for Central Park's outdoor electrical upgrades for events and attended the bid opening.
- Met with a consultant and Engineering and Construction staff regarding the Nienhuis Park Tennis and Basketball Courts Project (2011 G.O. Bond) for the purpose of finalizing plans and specifications.
- Met with a developer and their representatives, and Development Services staff to discuss a possible development near the Events Park and possible road right-of-way.
- Met with the Parks Manager for planning the Indian Springs Sports Complex upgrades; a 2011 G.O. Bond project.
- Attended the Keep Broken Arrow Beautiful annual volunteer appreciation reception.
- Held a post Ruts N Guts meeting with department staff.
- Reviewed property for a possible park land donation.
- Met with a consultant and Engineering and Construction staff for the purpose of finalizing the plans and specifications for Nienhuis synthetic football fields (2011 and 2014 G.O. Bond project).
- Met with a developer and Development Services staff for the purpose of discussing drainage improvements for Stone Ridge and Elm development.
- Met with Engineering and Construction staff to discuss bike lanes and pedestrian trails for the upcoming Transportation Alternative Funding application timeframe.
- Met with Engineering and Construction staff to discuss the scope of work and schedule for the Indian Springs Sports Complex upgrades; a 2011 G.O. Bond project.

- Conducted one manager's annual performance review.
- Met with department staff to discuss the Liberty Parkway Trail.
- Met with consultants and City staff members to review plans and specifications for The Rose District Farmers Market fountain and Streetscapes Phase IV.
- Met with General Services Director and Finance Department staff to discuss the proper procedures for blanket purchase orders.
- Inspected the Liberty Parkway Trail between Elm Place and 9th Street.

BATTLE CREEK GOLF CLUB



GENERAL

- December had extremely good weather with temperatures well above normal for the majority of the month. The area did receive an arctic blast causing no play for the last six days of December.
- Total revenues for the month (\$66,513) were \$7,206 more than budgeted revenues and \$19,631 more than last year for December.

GOLF OPERATIONS

- Battle Creek Golf Club (BCGC) hosted the 2015 Annual Employee Christmas Party in the grill; along with their significant other or family. BCGC provided light finger food and holiday refreshments before gifts were randomly drawn for each employee. This event is a great opportunity for staff to get to know each other, build relationships and give everyone a chance to have fun outside normal work hours.
- During December a food drive was hosted to benefit the Eastern Oklahoma Food Bank (EOFB). Through the generosity of members and patrons BCGC raised over 350 pounds of food and was presented to the EOFB by Head Golf Professional Charles Gibson. Battle Creek Golf Club's goal for this type of benefit is for it to become an annual tradition moving forward to help give back to the community. Next year BCGC is looking at selecting five families that need assistance during the holiday season and to raise gifts for the families. The residents of Broken Arrow are so supportive of BCGC and it is important for BCGC to give back to the community.
- Promotions during the month ranged from BCGC annual gift card promotion, which included a 10% increase to any gift card of \$50 or more at no charge. Free imprinting for all Titleist golf balls when 2 or more dozen were ordered. This is an annual promotion ran by Titleist and encourages golfers to order personalized golf balls as Christmas gifts. Each year this

promotion generates marginal revenue but it is a great way to offer customers customized gift options.

COURSE MAINTENANCE

- December was an unusual month with high temperatures in the 70's and low temperatures in the 20's. BCGC received 10.65 inches of rainfall.
- The maintenance team accomplished many tasks to improve or continue to provide excellent playing conditions of the course. These tasks include:
 - Flushed green drains to clean out debris that may have accumulated.
 - Cleared woody brush along all pond edges in play.
 - Began winter leveling of sprinkler heads.
 - Trimmed trees.
 - Began some post-emergent herbicide, applied where needed.
 - Began to make new tee markers for the golf course.
 - Began to clean drainage ditches on the course and irrigation repairs.

MONTHLY SUMMARY

- December rounds were 306 more total rounds to budget and 579 more than last year.

<u>December Rounds</u>	<u>Budgeted</u>	<u>Prior Year</u>	<u>Actual</u>
PUBLIC ROUNDS	225	125	146
TOURNAMENT	0	0	0
MEMBER	650	571	917
BATTLE CARD	125	106	163
TWILIGHT	75	21	78
MISC.	60	64	97
MEMBER GUEST	125	100	165
TOTAL ROUNDS	1,260	987	1,566

MONTHLY GROSS REVENUE

- December total revenue was \$66,513 for the month, which was \$7,206 more than budgeted revenues.

	December Budget	December Prior Year	December Actual
DUES & FEES	20,900	18,574	22,341
GREEN FEES	15,261	10,661	15,750
CART FEES	4,926	3,169	4,649
MERCHANDISE	6,930	6,564	9,269
OTHER GOLF COURSE SERVICES	3,050	1,577	2,117
FOOD & BEVERAGES	8,240	6,337	12,387
TOTAL REVENUE	59,307	46,882	66,513

BANQUET FACILITY USAGE REPORT

December	Event	\$
4	Company Christmas Party	595.00
5	Wedding Reception	1,225.00
10	SMGA Christmas Party	0.00
11	Company Christmas Party	500.00
12	Wedding Reception	1,605.00
13	Wedding Reception	795.00
18	Wedding Reception	1,587.00
19	Company Christmas Party	1,442.00
	Total Banquet Revenue	\$ 7,749.00

FOOD AND BEVERAGE

- Organized and catered the Battle Creek Golf Club's Christmas Party.
- Scoring wall was repainted.

BANQUET

- In the final stages for a flooring remodel, submitted flooring bids to the City of Broken Arrow.
- Process began for purchasing new chairs.
- Arranged to have cabinet locks installed in the catering room so all catering equipment will be locked and stored properly. This project is estimated to cost around \$100; work will be done internally.

MARKETING

- Food and Beverage participated in the marketing and efforts behind the BCGC food drive raising a substantial amount of nonperishables.
- Battle Creek Golf Club now has a Pinterest page.
- BCGC donated banquet space to the senior group to host their Christmas Party.
- Christmas cards were sent to past and future clients.
- Tulsa area wedding planners were contacted to come out and enjoy a tour of BCGC.

CULTURAL AFFAIRS & TOURISM

DIRECTOR - LORI HILL

- Completed RFP, request for proposal, for tourism asset and visitor survey.
- Created and posted all agenda items and minutes related to the Convention and Visitors Bureau (CVB) December board meeting.
- Continue to work with City staff to determine the cause of leaks at the History Museum.
- Worked with *ROAD Magazine* for an upcoming story on Ruts N Guts.
- Collaborated with the Special Events Coordinator to notify event organizers of the upcoming remodel to The Rose District Farmers Market.
- Updated the Community Event Calendar with upcoming information.
- Worked with Streets and Finance Departments concerning the barricade storage trailer purchase and placement location.
- Worked with a designer to assist with the creation of a brochure for the Creative Arts Center marketing piece. Attended the monthly Creative Arts Center meeting.
- Attended and assisted with the Ruts N Guts event.
- Attended and assisted with the Santa Run event set up.
- Attended and assisted with the Christmas Parade set up.
- Attended the Green Country Marketing Association annual holiday board meeting.

- Completed the Non Profit Management Certification program thru Oklahoma Center for Non Profits.
- Attended the State of the City Luncheon thru the Broken Arrow Chamber of Commerce.
- Met with staff members from the Oklahoma Tourism and Recreation Department to discuss 2016 marketing and promotion opportunities thru the state tourism office.
- Met with Tulsa World to discuss free options to advertise with their services.
- Attended the Broken Arrow Chamber of Commerce LinkedIn Marketing Breakfast meeting.
- Attended the monthly Special Events Committee meeting.
- Met with Diana Yingst, a new candidate, for the CVB and submitted her nomination to City Council for review/approval.
- Vacation December 21, 2015-January 1, 2016.

EVENTS COORDINATOR – VAUNDA OLIVERA

- Attended weekly department staff meetings.
- Ruts N Guts event; attended to last minute details and attended the event December 4th, 5th and 6th at the Events Park.
- Due to scheduling conflicts the Christmas Parade, December 6th, was assigned to the Events Assistant and the Tourism Director assisted the Santa Run on December 5th at the Bass Pro Shop.
- Planned and hosted a Thank You Lunch for other City staff that assisted during events from Streets, Parks and Recreation, Sign Shop, Building Maintenance and the Special Events Committee.
- Prepared and planned for the Special Events Committee meeting on December 17th. The committee reviewed three new applications, final planning on five events, and followed up on seven. Discussed the recently added section "Looking Forward." This section gives members of the committee an opportunity to discuss changes and updates to the ordinances and resource guide for the coming year.
- Prepared Notes to Council reflecting upcoming events, Special Events Committee update, construction projects and The Rose District Farmers Market relocation for 2016.

- Worked with the Events Assistant to ensure all event documents and notes were scanned and saved for future use.
- Continue working with the Events Assistant to organize and set up tracking for 2016; permitting, licensing and laws/ordinances regulating this aspect for events. A checklist for events has been created and includes items from the resource guide; what we look for, what code regulates an item and written instructions.
- Began reviewing event applications for 2016. Received applications for Oklahoma Racing and Coursing Association (dog trials), ShamRock, Resource and Health Fair and the Broken Arrow 5K Run.
- Events Coordinator and Events Assistant are currently researching ordinances that are in place regarding safety at events. Will be coordinating with the Broken Arrow Fire Department and Police Department to train members of the Special Event Committee in emergency management practices (who to contact on site, etc.)
- Attended Rudolph Run, which was sponsored by Fleet Feet, on December 19th.
- Vacation December 21st through December 27th.
- Began compiling information for estimated actual, budgeting and manual of fees.
- Began planning for the March 2016 Home and Garden Show held in Tulsa. Discussions are ongoing for cross promotions of The Rose District Farmers Market and Special Events that will be promoted at the Home and Garden Show.
- Held weekly staff meetings to update staff regarding items discussed in department staff meetings, construction projects, scheduling of staff, projects currently in progress and planning for 2016.

FARMERS MARKET COORDINATOR – JUDY PRIETO

- Attended a Permaculture, the development of agricultural ecosystems intended to be sustainable and self-sufficient, meeting in Tulsa.
- Updated guidelines for The Rose District Farmers Market for 2016.
- Corresponded with the United States Department of Agriculture (USDA) regarding the Supplemental Nutrition Assistance Program (SNAP) for annual updates.
- Working on a new floorplan for The Rose District Farmers Market new location for 2016.

- Completed an online catering class. It was an excellent review of important sanitary procedures and good business practices that transfer well to The Rose District Farmers Market.
- The Rose District Farmers Market has attracted new vendors for 2016; beef, bread products, microgreens (small versions of full grown vegetables) and a large produce vendor.

RECREATION DIVISION

RECREATION MANAGER – THOR ROOKS

- Met with two concrete contractors to get bids for Project Number 166006 for west shade structures at the Family Aquatic Center.
- Attended a Social Media Policy meeting at City Hall.
- Attended Ruts N Guts to get pictures to post on the Ray Harral Nature Center and Broken Arrow Parks and Recreation social media pages to help promote the event.
- Attended an Employee Insurance Committee meeting at City Hall.
- Attended the City-Schools Quarterly Operational meeting. Discussed the Parks and Recreation Department's events and projects at one of the meetings.
- Attended the Parks and Recreation Department's luncheon held at the Central Park Community Center.
- December 19th, attended Pizza with Santa along with 460+ people at Nienhuis Park Community Center. Attendees completed surveys on site and 96% waited less than 30 minutes to visit Santa. Staff did a great job in hosting the event.
- Conducted monthly Center Supervisor meeting; areas to improve on, future programming, staff schedules, upcoming events and holiday facility schedules.

RAY HARRAL NATURE CENTER – JOHNNY KOESTER

- Ray Harral Nature Park had 1,425 visitors walking the trails and the Nature Center had 397 visitors for December. Ray Harral Nature Park and the Nature Center had an estimated 29,207 visitors for the calendar year.
- Ray Harral Nature Park was the setting for a wedding on December 4th.
- Tulsa Audubon Society held a Beginners Bird Watchers class in the park.
- Reserved March 17th, 2016 for an Oklahoma Wildlife class and tour for Union Schools with 150 children.

PARKS MAINTENANCE DIVISION

PARKS MAINTENANCE MANAGER – PHIL HINK

- Attended Department staff meetings.
- Conducted Park Maintenance Division staff meetings.
- Monitored ongoing park construction projects:
 - Nienhuis Sport Courts- 95% plans review complete and ready for bid.
 - Nienhuis Turf Football Fields-Waiting on 100% construction plan and funding.
 - Tee Ball Restroom remodel-Building Maintenance completed plumbing rough-in for preparation to set new fixtures and wall partitions.
 - Central Park Electrical-Project has been awarded. Work is scheduled to start after January 1, 2016.
- Attended Oklahoma Turfgrass and Research Conference and the Oklahoma Chapter for Sports Turf Managers Association meetings in Stillwater, OK.
- Met with City staff and design group for final review of Nienhuis basketball/tennis court plans.
- Attended Central Park electrical upgrade bid opening.
- Revised Parks Division's winter weather procedures after conversations with all section supervisors.
- Met with Ruts N Guts coordinators to ensure all maintenance responsibilities were completed prior to the event.
- Adjusted light and bathroom timers at The Rose District Farmers Market for events during the month.
- Attended design review meeting with other City staff and design group on The Rose District Farmers Market interactive water feature.
- Spoke with Chamber of Commerce staff and lighting contractor to schedule removal and storage of The Rose District holiday decorations.
- Met with Parks and Recreation Director to discuss maintenance priorities concerning the 2011 bond funds available for Indian Springs Sports Complex (ISSC).
- Addressed and scheduled off-season maintenance requests from the Broken Arrow Girls Softball League; minor fence repairs, gate installations, sidewalk repairs etc.
- Met with Street and Stormwater staff to address their request to place a mobile storage container at the Events Park for barricade storage.
- Reviewed the Liberty Parkway trail with the Parks and Recreation Director and Streets/Stormwater staff concerning trail damage as a result of water related ground settlement under the trail.

- Provided specifications to the Purchasing Department to quote utility vehicle for Horticulture crew. Requisitioned purchase based on quotes provided by the Purchasing Department.
- Gathering current equipment costs for upcoming Capital Improvement Plan (CIP) budget process.
- Met with Stormwater Maintenance Supervisor to discuss erosion control measures at Ray Herral Nature Park. Stormwater staff installed a large rock in an eroded channel below the suspension bridge.
- Spoke with Engineering Department concerning structural inspection of the Ray Herral Nature Park suspension bridge. The bridge will be added to the current inspections that are being performed on all City bridges.
- Provided specifications and drawings of Arrowhead Softball Complex shade structures budgeted for installation for the 2015-2016 fiscal year.
- Completed Tree City USA recertification application and submitted to Oklahoma State Forester.
- Contacted Musco Lighting Company concerning outage notifications during December. One outage related to a blown fuse at Nienhuis Park, and one related to Public Service of Oklahoma interruption at ISSC.
- Completed pesticide license renewal for 2016 and submitted it to the Oklahoma Department of Agriculture.
- Working with a vendor concerning the shade fabric at Al Graham Softball Complex that ripped during the heavy rain storm after December 25th. Damage should fall under the warranty replacement or repair.

PARKS MAINTENANCE

- Litter cleanup was performed at park sites and park outdoor restrooms were cleaned on Mondays, Wednesdays and Fridays.
- Provided weekly custodial maintenance/monitoring to the Camino Villa Park Building.
- Monthly playground inspections were completed and maintenance items addressed as required.
- All division certified pesticide applicators attended pesticide safety training at the Oklahoma Turfgrass and Resource Conference in Stillwater, OK.
- Performed routine daily maintenance in The Rose District; trash cleanup, blowing sidewalks, weeding, leaf removal, etc.
- Monitored contractor maintenance on the rose plantings at Centennial Park and in The Rose District.

- Planted/replaced several trees in various park sites throughout December.
- Performed routine tree pruning maintenance throughout all parks and building grounds.
- Grinded down stumps of trees that were removed during November.
- Horticulturist scheduled contractor to remove several large trees and limbs that were overhanging the Ray Herral Nature Park suspension bridge.
- Parks Maintenance Crew set up the stage at the Events Park for the Ruts N Guts event. Crew worked setup and closing of the event.
- Parks Maintenance Crew removed creek crossings that were installed for the Ruts N Guts course.
- Turf blankets were installed on several baseball infields.
- Performed broadleaf weed herbicide applications to ISSC ballfields and several park sites.
- Installed new irrigation cable to control valves for soccer fields 17-20.
- Performed end of year mowing on all athletic fields.
- Spot painted soccer field boundary line corners/intersections to ensure lines are visible for the start of spring season painting.
- Tightened bleacher covers throughout the baseball complex due to a heavy rain storm after December 25th. Several covers will require repair.
- Performed leaf removal or leaf mulching around building grounds, tennis courts, inside pools, park drainage areas, and fence lines.
- Removed large amount of debris that collected on the bank of park ponds during the heavy rain storm after December 25th. Removed debris that collected in the park drainage areas also.
- Monitored sump pumps in swimming pools to ensure rainwater is removed timely. Due to the large amount of rain, crews used a small trash pump to expedite water removal.
- Replaced several flags that had been tattered during the rain storm.
- Removed deteriorated decking material from the dugout covers on softball fields 5-8 at Arrowhead Softball Complex and replaced them with new material. Reinstalled metal sheeting on covers after decking had been replaced.
- Backwashed filtration system on the Veterans Park decorative fountain. Reset fountain light timers.
- Performed security light checks at parks and facilities. Submitted repair requests to appropriate party responsible for repairs.

- Performed weekly checks of holiday decorations in The Rose District. Checked the water level daily for the cut Christmas tree erected in The Rose District Farmers Market.
- Removed damaged shade structure fabric. Provided photos of damage to vendor per manufacturer's warranty requirement.
- Trapping/baiting gophers that are actively working on athletic fields.
- Closed down section of Liberty Parkway trail between Elm Place and Lynn Lane due to ground and retaining wall settlement. Barricades, barriers and signage were placed on both ends of the closure.
- Removed sleet/snow mixture from sidewalks and entrances of department facilities and City Hall as needed for the winter storm that arrived on December 28th.
- Parks Maintenance Crews cleared mud and debris from the Liberty Parkway Trail and the Ray Herral Nature Park Trails eroded areas were filled with limestone screenings material after the heavy rains.

End of Report

2. GENERAL CORRESPONDENCE / NOTIFICATION



Contact: Krista Flasch
Director of Communications
City of Broken Arrow
Phone: (918) 259-2400, ext. 5309
Mobile: (918) 409-7771
Fax: (918) 259-8226

Old Fire Station on South Elm to Reopen

Broken Arrow, Okla. (1/19/2015) – The City of Broken Arrow announces the temporary reopening of an old fire station, located at 2900 S. Elm Place, which closed in 2012 after a new fire station was built to replace it. In December 2012, all personnel and equipment from the old fire station on Elm moved to the new location at 2300 West Norfolk Drive, now known as Fire Station Number (No.) 2.

Over time, as the City’s population has grown, the Broken Arrow Fire Department’s calls for response have also increased. In an effort to minimize response times in the south part of Broken Arrow, the City will reopen the old fire station on January 19, 2016. The facility will remain open until the construction of Fire Station No. 3 is completed. The City is currently in the process of acquiring land for a new Fire Station No. 3, which will be located in the southeast part of Broken Arrow.

“The reopening of the old fire station, which will be our seventh fire station, will help our first responders get to citizens faster,” said Fire Chief Jeremy Moore. “Thanks to voter approval to renew Vision 2025, we now have the resources available to open a seventh fire station, in order to better serve our citizens.”

The old fire station on Elm Place will initially be staffed by three firefighters with an Advanced Life Support Fire Engine. An ambulance will be added as staffing and other apparatus become available.

For questions or media interviews, call 918-259-8360.

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PRESS RELEASE

Contact: Krista Flasch
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City Council Approves Repair for Tiger Hill Wall

Broken Arrow, Okla. (1/20/2016) – The City Council at Tuesday night’s meeting directed the Administration to move forward with the remediation process necessary for the retaining wall on the north side of Tiger Hill, located on the southwest corner of Kenosha and 9th Street (Lynn Lane). The City is considering constructing another wall that will be approximately half as high as the existing wall and seven to 20 feet in front of it.

A consultant hired by the City last fall determined that the retaining wall does not meet several minimum standards of the National Concrete Masonry Association.

Likewise, the City has hired an attorney with extensive experience in the field of construction law, who has notified the retaining wall contractor, subcontractor and design engineer of the problems with the wall.

“The City of Broken Arrow is taking the necessary measures to repair the wall in the most economically advantageous way possible,” said City Manager Michael Spurgeon. “We are evaluating our options and will move forward in consultation with the City’s attorney and engineers.”

BACKGROUND

City staff recommended evaluation of the retaining wall on the north side of Tiger Hill, after the Flight Safety-owned retaining wall on the east side of the hill partially collapsed in May 2015. While the wall on the east side of Tiger Hill is owned and maintained by Flight Safety, the same engineer also designed the retaining wall on the north side of Tiger Hill, which is owned by the City of Broken Arrow. Construction on the City-owned retaining wall started in May 2012 and was completed nine months later. The construction cost was \$1,023,014.

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