


NOTES

TO: Honorable Mayor and City Council Members

FROM: Michael W. Cowin, City Manager 

DATE: April 24, 2024

SUBJECT: Materials for Your Information

Please find attached the following materials for your information:

1. A memo from Don Octigan, Executive Director of City Projects and Recreation Services, regarding 2024 pickleball tournament
2. A memo from Don Octigan, Executive Director of City Projects and Recreation Services, regarding Bradford Creek Golf Course update
3. A memo from Kevin Mulligan, Director of Public Works, regarding Public Works stormwater project phases 2 and 3

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Attachments



RECREATION AND PARKS
PROJECT MANAGEMENT

To: Michael Cowin, City Manager
From: Don Octigan, Executive Director of City Projects & Recreation Services *DO*
Date: April 24, 2024
Re: 2024 Spring Pickleball Tournament

Recreation and Parks athletics staff are gearing up for the first pickleball tournament of 2024, which will be held at Elm Street Park. Staff quickly secured a title sponsorship from Youngs Physical Therapy for this tournament. The tournament, to be held April 27th-28th, will have various divisions based on skills within women's, men's, and mixed doubles.

Registration closed on April 23rd and those seeking additional information can call the Athletic Office at 252.329.4550. Men's and women's doubles will take place on Saturday at 9am, while mixed doubles will take place on Sunday. To date, the tournament revenue is \$1,810 including sponsorship. Other in-kind donations have also been accepted for the tournament to be placed in bags and given away to participants.

Please let me know if there are any questions.

cc: Ken Graves, Deputy City Manager
Heather White, Assistant Director of Recreation & Parks



RECREATION AND PARKS
PROJECT MANAGEMENT

To: Michael Cowin, City Manager
From: Don Octigan, Executive Director of City Projects & Recreation Services *DO*
Date: April 24, 2024
Re: Bradford Creek Golf Course Update

This memo is to provide a brief update on Bradford Creek Golf Course’s financials and the overall operations of the course.

Despite the course being closed for several days due to inclement weather early spring, golfers continued to play the course when conditions allowed. The number of rounds per month, range ball purchases and overall sales are ahead of Fiscal Year 2023 numbers and golf course staff have a positive outlook on the for the remaining of the fiscal year.

Below is an overall breakdown, including income and expenses:

	2024 Through March 31 st	2023 Through March 31 st	Net Difference
Total Number Rounds	16,667	16,253	+414
Total Driving Range Numbers	66,953	60,891	+6,062
Gross Income	\$653,291	\$548,160	+\$105,131
Total Expenses	\$530,407	\$540,282	(\$9,874)

Year to date gross income for the course through March 2024 is approximately \$105,131 more compared to the same point last fiscal year. In addition, the total number of golf rounds and driving range visits increased compared to last year. The course experienced an increase in labor costs again this year, but overall expenses have decreased slightly. Total expenses are expected to increase in the months to come due to new maintenance equipment being leased and staff preparing for a busy spring and summer.

The golf course continues to use a commercial landscaping company to maintain the front entrance and parking lot area year-round, which has improved the overall appearance when entering the parking lot. In addition, City personnel continue to work with golf course staff to address various maintenance items throughout the course including repairs on fencing, irrigation and sand bunkers.

City staff have worked with Indigo Golf Partners employees on various initiatives which includes but is not limited to the following:

- Addressing maintenance concerns throughout the course, including:
 - Over seeded all three driving range tee boxes
 - Cleaned up trees near tee box 10 to promote grass growth
 - Continue to improve overall green conditions
 - Various general maintenance items

- Developing a plan for future Capital Improvement Projects for the Course
 - Focus on future improvements which will have a direct benefit to golfers

It remains a priority of City staff to continue working with Indigo Golf Partners to enhance the experience of golfers at Bradford Creek Golf Course and to help ensure the continued success of the course.

Please let me know if there are any questions.

cc: Ken Graves, Deputy City Manager
Dennis Vestal, Recreation and Parks Superintendent

Memorandum

To: Michael Cowin, City Manager
From: Kevin Mulligan, Public Works Director *KM*
Date: April 22, 2024
Subject: Public Works Stormwater Project Phase 2 and 3

This Memorandum addresses the Storm Water Project at the Public Works Facility.

The design for the Stormwater Improvement Project for Public Works began in December of 2022 by W.K. Dickson. W.K. Dickson completed phase 1 of the project in July of 2023. The construction for Phase 1 began in December of 2023 and is scheduled to be completed in early 2025. Kwest Group is on track to complete the Phase 1 project by March of 2025.

Phase 2 of the project is currently out for bid with a pre-construction conference scheduled for 4/24/24. A Pre-Construction conference will be held at the Public Works Department for any interested contractors who wish to bid. The bid opening for phase 2 of the project will be held on May 10th in the conference room of the Public Works Department. Phase 2 will begin at the end of phase 1 and conclude at Skinner Street.

Phase 3 of the Public Works Stormwater Project is currently in design. It is anticipated for release to bid in early 2025. W.K. Dickson is currently working on easements from property owners along the open channel section and encroachment agreements with CSX Railroad.

