

**To:** Honorable Mayor and City Councilors  
**From:** Michael Spurgeon, City Manager  
**Date:** October 9, 2015  
**Re:** Notes to Council

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

- Engineering Memo: Farmers Market Parking Lot Lighting Work Complete

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

- Staff Memo: City Attorney Receives IMLA Fellow Designation
- Press Release: Free Dump Day Scheduled for October 17, 2015
- Press Release: New Floodplain Map Ready for Review

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

- Parks & Recreation Event Report: Fall Fun Fair

Respectfully submitted,



Michael L. Spurgeon

jmh  
Attachments



1. STAFF REPORTS / ITEMS REQUIRING IMMEDIATE ATTENTION



**BROKEN ARROW**  
*Where opportunity lives*



**To: Michael Spurgeon, City Manager**  
**From: Doug Tiffany, Director of Engineering and Construction**  
**Date: October 9, 2015**  
**Re: Farmers Market Parking Lot Lighting Work Complete**

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Upon completion of the Farmers Market Overflow Parking project it was decided to add lighting to the parking lot. City staff worked with the Downtown Advisory Board to devise a recommendation. City Council approved an agreement for Public Service Company of Oklahoma to provide, install and maintain lighting within the parking lot. The lighting infrastructure has been installed and as of October 7 is providing illumination for the parking area.



## 2. GENERAL CORRESPONDENCE / NOTIFICATION



**BROKEN ARROW**  
*Where opportunity lives*





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*INTEROFFICE MEMO*

**To:** Honorable Mayor and City Councilors  
**From:** Jennifer Hooks, Executive Assistant to the City Manager  
**Date:** October 9, 2015  
**Re:** City Attorney Receives Prestigious Recognition

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At an awards ceremony this week in Las Vegas, Nevada, the International Municipal Lawyers Association (IMLA) awarded the designation of IMLA Local Government Fellow to Broken Arrow City Attorney Beth Anne Wilkening. She is now one of a select number of individuals in the United States and Canada to be recognized as specialists in the field of local government law by IMLA. Not only was she named a Fellow, the Executive Director called one of her exam responses "absolutely brilliant". Please join us in congratulates Beth Anne on this significant accomplishment!



Respectfully submitted,

  
Jennifer Hooks

**PRESS RELEASE**

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

## **Free Dump Day Set for Saturday, October 17**

**Broken Arrow, Okla. (10/5/2015)** – Residents will have the opportunity to dispose of unwanted items at the City’s annual Fall Clean-Up on Saturday, October 17 from 7:00 a.m. – 4:00 p.m. at the Waste Management Quarry Landfill, 13720 E. 46th St. North. This is easily accessible by traveling north on U.S. Highway 169 to the Eastbound exit at 46th St. North.

Residents may dump free by presenting a driver’s license with a Broken Arrow address or a recent utility bill. City employees will be on site to verify residency.

Any household waste can be dropped off except for the following items:

- Hazardous materials
- Liquids (such as paint in liquid form, gasoline, used oil, etc.)
- Batteries
- Fluorescent light bulbs
- Untreated medical waste
- Compressed gas cylinders

Refrigerators/air conditioners/freezers/or Freon containing items will be accepted with the proper documentation that the refrigerant has been properly removed by a licensed CFC technician.

There will be a \$2 fee for each car tire, \$4 fee for each truck tire.

Motor oil, batteries, antifreeze, steel cans and scrap metal are accepted year-round at the Metropolitan Environmental Trust (MET) recycling facility located at 302 North Elm Place. The facility also accepts plastic bottles, glass bottles, newspaper, office paper, aluminum cans, cardboard and paperboard.

For additional information about eligible items, please contact the landfill at 918-439-7835.

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## **New Floodplain Map for Broken Arrow Creek Ready for Review**

**Broken Arrow, Okla. (10/9/2015)** – The City of Broken Arrow, in partnership with FEMA and the Oklahoma Water Resources Board, has completed a new drainage study and FEMA floodplain map for Broken Arrow Creek and its tributaries, which have not been studied in detail since the late 1970's.

Residents may review a scanned copy of the final proposed map by visiting [www.brokenarrowok.gov/bacreek](http://www.brokenarrowok.gov/bacreek). Larger paper copies of the maps are also available at the Broken Arrow Operations building, 485 N. Poplar Avenue.

Residents who wish to appeal revisions to the map must contact Jeff Bigby, Floodplain Administrator. Comments will be accepted in person at the Operations Building or by calling 918-259-7000 ext. 5242 until 4:00 p.m. on December 9, 2015. Comments may also be submitted online at [www.brokenarrowok.gov/bacreek](http://www.brokenarrowok.gov/bacreek).

On June 25, 2014, the Broken Arrow Stormwater Division held a meeting at Northeastern State University to gather feedback from residents on how heavy rain events affected properties in the Broken Arrow Creek area. Additional comments were received through July 31, 2014. All comments were forwarded to FEMA to prepare the final proposed map.

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3. SPECIAL EVENTS / ACTIVITIES





CITY OF BROKEN ARROW

# Parks & Recreation Event Report

Event/Program: Fall Fun Fair

Dates: October 3<sup>rd</sup>

## DETAILS

<i>Location</i>	Central Park Community Center, 1500 S. Main St.	<i>Attendance</i>	500+
<i>Event Organizer</i>	Hayley Nath, Recreation Assistant Tanner Wilburn, Center Supervisor	<i>How long has the event been going?</i>	1 <sup>st</sup> year

## DESCRIPTION

- The attendance to the Fall Fun Fair was a success.
- We had 15 game booths, Bingo area, Face Painting booth, Clown making balloon animals.
- The Chick-Fil-A Cow and Scruff McGruff (BAPD) were also in attendance.
- Each child received ten tickets. Only one ticket was required to play a game.  
- We handed out over 4,000 tickets.
- Several families participated in the photo scavenger hunt.  
- Participants took pictures of six listed items found throughout the Fair.  
- Participants received additional game tickets for participating.
- Positive feedback from the onsite survey. (See last page for results.)
- Doing the survey onsite provided us with more of a response than what we have been getting online.
- We had 7 outside vendors, Chick-Fil-A, Nutrition Sport, BA Fire Department, Broken Arrow Optimist Club, Discount Quality Mattresses, Broken Arrow Girls Softball, and Zumba Fitness with Jenny.
- We had a patron state, "This is a wonderful event, the facility is clean, the games are safe, the staff is friendly, and my kids are having fun. Thank you for putting this event on."
- We also had several parents express to us that they enjoyed this event more than the Pumpkin Hunt. This event replaced the Pumpkin Hunt event.

## TYPE OF PROMOTIONS USED

- Fall Newsletter on City Website.
- Facebook: Community Centers, BA Parks and Rec, BA Buzz, Positively BA.
- Marquees at both Community Centers.
- Flyers at Community Centers, Chick-Fil-A and other City Facilities.
- Event Calendar on City Website.





NOTES

Our goals:

- Our goal is to always provide a safe, clean, friendly, and fun atmosphere.
- To combine an area for children and families to participate in a safe and fun filled event. The survey let us know we accomplished this goal.
- Offer a free event combined with games and activities for all ages.
- Provide an extra avenue for companies and organizations to advertise freely while getting their help with operating a game.

For Next Year:

- Applications for Vendors. This will allow event organizer knowledge of the company/organization on what they are planning to bring to the event.
- Send vendor letters out earlier.
- Music, Hot Food of some kind, and a maze.
- Shorten time of event to two hours.
- This event has great potential to become very large and with better planning and sponsorship it will be next year!

PHOTOS:



Find your candy!



BA Optimist Club running the Fishing Game.





BROKEN ARROW



**Park Plinko!**

**Putt Putt!**



**Bean bag toss into Casper.**



## Fall Fun Fair Survey

**Results are highlighted, 24 surveys were completed.**

**Q: How did you first hear about the Fall Fun Fair?**

- a) Facebook (14) people heard about the event via Facebook.
- b) Marquee outside (4)
- c) Flyers (1)
- d) Other (5)

Facebook is our number one tool for promoting events. We have just over 1,700 people following us on Facebook.

**Q: Please rate the following on a scale from 1-5; 5 being the best:**

Staff	1	2	3	4 (1)	5 (23)
Games	1	2	3	4 (4)	5 (20)
Prizes	1	2	3	4 (6)	5 (18)
Decorations	1	2	3 (2)	4 (10)	5 (12)
Overall Experience	1	2	3	4 (5)	5 (19)

Most everything rates positive in this section. We will improve on the decorations for next year.

**Q: What is one thing you would like us to improve on for next year?**

- Food (3)
- Give out more candy (2)
- More games (2)
- More decorations (3)
- Music (1)
- Cake walk and maybe a maze (1)
- More vendors (2)
- More face painters (1)





We would like to add music and a maze next year.

**Q: What was your child's favorite game?**

Basketball Shoot (6)

Mini-Golf (5)

Chick-fil-a Spin Wheel (5)

Plinko (3)

Bingo (3)

Bean bag toss (3)

Bowling (3)

Ring toss (1)

Fishing Game (1)

Frisbee (1)

Softball Throw (1)

Face painting (1)

Most all the games were mentioned therefore we believe we had a good variety of options. We would like to add a few for next year and improve existing ones.

**Q: Did you know you can find all of Broken Arrow Parks and Recreation's seasonal classes and events on our seasonal newsletter which is on the Broken Arrow City Website?**

a) Yes (10)

b) No (14)

We will start promoting our Newsletter via Facebook.