

INTEROFFICE MEMO

To: Honorable Mayor and City Councilors
From: Thomas M. Moton, Jr., City Manager
Date: March 28, 2014
Re: Notes to Council

1. STAFF REPORTS / ITEMS REQUIRING IMMEDIATE ATTENTION

Reports:

- Anthony Daniel, Utilities Director
 - *Utilities Report – February 2014*
- Scott Esmond, Director of Recreation, Parks, Cultural Affairs & Tourism
 - *Recreation, Parks, Cultural Affairs & Tourism Report – February 2014*

Memos:

- Lee Zirk, General Services Director
 - *Retail Trash Bag Distribution Update*
- Scott Esmond, Director of Recreation, Parks, Cultural Affairs & Tourism
 - *Pop Up Art Program*

Agenda:

- City Clerk's Office
 - Agenda for Study Session, April 1st 2014 from 4:30pm – 6:15pm

2. GENERAL CORRESPONDENCE / NOTIFICATION

Memo:

- Norm Stephens, Economic Development Coordinator/Acting Director of Communications
 - *Tulsa's Future*

3. SPECIAL EVENTS / ACTIVITIES

Events:

- Scott Esmond, Director of Recreation, Parks, Cultural Affairs & Tourism
 - *Arbor Day 2014 celebration located at Nienhuis Park disc golf course on Friday, March 28th 2014 at 10:00am.*
- Crime Prevention Specialist Lisa Ford and Corporal Leon Calhoun
 - *Open house and ribbon cutting ceremony of the new Fire/Police Complex on April 2nd 2014, 9:00am.*
 - *Public tours of the complex from 9:30am-12:00pm.*

INTEROFFICE MEMO

Flyer:

- Go Plan, Broken Arrow Walkshop at Spoke House Bicycles on Thursday, April 3rd 2014.
 - 5:30pm. Project Introduction and 6:00pm. Community Walk

Event Attendance:

- 2014 “Dinner with the Delegation” Broken Arrow Chamber of Commerce on Monday, March 21st 2014 at 4:00pm. Location, West Restaurant 6714 N. Western Avenue, Oklahoma City, Oklahoma 73116

Respectfully submitted,



Thomas M. Moton, Jr.

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Attachments

1. STAFF REPORTS / ITEMS REQUIRING IMMEDIATE ATTENTION

INTEROFFICE MEMO

To: Thomas M. Moton, Jr., City Manager
From: Anthony Daniel, Utilities Director *AD*
Date: March 18, 2014
Re: Utilities Department Monthly Report – February 2014

	Feb. 2014	Feb. 2013	% Change
Water Purchased and Distributed			
OOWA – Water Purchased	264 MG	218 MG	21 %
Water – Sold	202.5 MG	240.1 MG	- 16 %
Wastewater Treated			
Lynn Lane Plant	77.3 MG	90.4 MG	-15 %
Haikey Creek Plant (BA)	122.3 MG	147.1 MG	-17 %
Haikey Creek Plant (Tulsa)	157.0 MG	152.0 MG	3.3 %
Water Distribution			
Tap and Meter Sets	45	14	31.1 %
Meters Repaired/Replaced	52	53	-1.9 %
Line Locates Done	337	154	45.7 %
Service/Meter Leaks	116	199	-41.7 %
Distribution Leaks	18	22	-18.2 %
Fire Hydrant Repaired	2	26	-92.3 %
Water Line Installed	0 lf	0 lf	
Sanitary Sewer Collection			
Sewer Line Blockages	4	20	- 80 %
Lift Station Repairs Done	45	65	- 30.8 %
Sewer Line Cleaned	1700 lf	0 lf	
Sewer Line Repaired	4 lf	30 lf	- 86.7%
Line Locates Done	28	33	- 15.2%
Sanitary Sewer Overflows	10	0	
Sewer Line Installed	50 lf	138 lf	- 63.8%



INTEROFFICE MEMO

To: Jeff Jenkins, Assistant City Manager

From: Scott Esmond, Director Recreation, Parks, Cultural Affairs & Tourism



CC:

Date: March 27, 2014

Re: February 2014 Monthly Report

Please find enclosed the February 2014 Monthly Report for the Department of Recreation, Parks, Cultural Affairs and Tourism.

Please contact me if you have any questions.

Encl.: February 2014 Monthly Report



Recreation, Parks, Cultural Affairs & Tourism

February 2014 Monthly Report

DIRECTOR – SCOTT ESMOND

- Attended City Council meetings.
- Attended two meetings regarding the Creative Arts Center.
- Held staff meetings with managers in the department.
- Attended a quarterly departments and divisions head meeting.
- Met with the Salvation Army to discuss a possible public and private partnership.
- Telephone meeting with Black and Veatch Consultants regarding the utilities rate study.
- Appointed the Interim Recreation Manager.
- Attended the City Council Study Session.
- Met with members of the Broken Arrow Soccer Club regarding use agreement negotiations.

BATTLE CREEK GOLF CLUB



GENERAL

- The course was closed for twelve consecutive days in February.
- Total revenues for the month exceeded budgeted revenues by \$1,598.

GOLF OPERATIONS

- Jeremy Lamp resigned from his position as Head Golf Professional.
- We will begin recruiting candidates for the vacant Head Golf Professional position.

COURSE MAINTENANCE

- Maintenance continues to dig out drainage ditches, clean and organize the maintenance facility, finish spraying pre and post emergent herbicides on the course and clubhouse facility lawn, and flower beds.
- Installed curbing around some of the flower beds at the clubhouse.

GOLF ROUNDS MONTHLY SUMMARY

- February rounds were 204 less total rounds to budget. February 2013 provided warmer weather producing 358 more rounds than February 2014.

<u>February Rounds</u>	<u>Budgeted</u>	<u>Prior Year</u>	<u>Actual</u>
PUBLIC ROUNDS	215	206	144
TOURNAMENT	0	0	0
MEMBER	700	719	514
BATTLE CARD	100	118	123
TWILIGHT	70	167	86
MISC.	0	24	35
MEMBER GUEST	110	115	89
TOTAL ROUNDS	1,195	1,345	991

MONTHLY GROSS REVENUE

	February Budget	February Prior Year	February Forecast
DUES & FEES	28,000	23,700	24,348
GREEN FEES	11,981	15,055	12,189
CART FEES	4,277	5,154	3,662
MERCHANDISE	4,601	4,866	5,449
OTHER GOLF COURSE SERVICES	4,850	5,684	4,562
FOOD & BEVERAGES	6,239	6,039	8,336
TOTAL REVENUE	59,948	60,498	53,125

BANQUET FACILITY USAGE REPORT

DATE	EVENT	TOTAL
2/6/14	QUICK TRIP MEETING	\$928.14
2/10/14	QUICK TRIP MEETING	\$543.75
2/15/14	AGLIN SINGLES PARTY	\$450.00
2/17/14	OKLAHOMA CENTRAL CREDIT UNION	\$2,059.94
2/22/14	TOM FINK BABY SHOWER	TRADE
2/25-2/27/14	QUICK TRIP MEETING	\$1,193.74
2/26/14	BRO NIGHT	\$250.00
	TOTAL BANQUET REVENUE	\$5,425.57

FOOD AND BEVERAGE

- New shelving units helped to better organize the grill space.
- Three new team members joined the Food and Beverage team.

FUN IS GOOD

- Gave away free cookies in the pro shop and free popcorn.

CULTURAL AFFAIRS & TOURISM DIVISION

DIRECTOR - LORI HILL

- Continue to work with CivicPlus on Convention and Visitors Bureau (CVB) website design.
- Working with Rylee Ketcher with Northeastern State University (NSU) to design mobile phone app for USA-OK conference.
- Attended the Bring Back the Roses Gala planning meeting.
- Daily updates to city website including agendas, minutes, text editing, etc.
- Coordinated and attended the February CVB meeting.
- Working with Broken Arrow Youth Baseball to coordinate their coaches meeting for their World Series tournament.
- Working on a potential project with Major League Fishing for an event in Broken Arrow.
- Working with David Blue and Josh Lynch on a potential food truck festival.
- Coordinated, designed and updated booth graphics for the home and garden show.
- Coordinated volunteer schedule for the home and garden show.
- Ordered and distributed volunteer information packets for the home and garden show.
- Assembled bags for the home and garden show.
- Met with Broken Arrow Arts and Humanities Council about upcoming events.
- Coordinating Broken Arrow booth for the Tulsa Greater Association of Realtors trade show.
- Working with Reese at Rhema on a potential sponsorship with the CVB for Rockets Over Rhema.
- Worked with Bass Pro Corporate for our annual ad in the Fall Hunting Fishing Guide.
- Attended Broken Arrow Soccer meeting with Recreation, Parks, Cultural Affairs & Tourism Department.
- Attended the Broken Arrow Arts Center meeting.
- Met with Stephanie Higgins for a transition meeting of projects prior to her leaving the City.
- Finalized the FY2015 Budget for Special Events, CVB, History Museum and Military Museum.
- Met with a Tulsa World writer about upcoming events in Broken Arrow.

- Worked with Lee Zirk to develop a flyer for the new trash bag voucher program.
- Attended the second meeting for the USA-OK Planning meeting at NSU-BA.
- Worked with Judy Prieto to update the 2014 Farmers Market Vendor Application.
- Working with Broken Arrow Police Department to coordinate the online registrations for their annual motorcycle safety courses.

SPECIAL EVENTS – DAVID BLUE

- Attended Wine Eats and Easels meeting. A decision was made that the event would continue to utilize the Historical Museum for VIP attendees, providing the elevator issues can be resolved. If not, a large tent will be erected on Main Street, between Ft. Worth and El Paso.
- Attended the Rooster Days meeting. Discussions continued on bringing back a national music act.
- Attended the Downtown Advisory Board meeting.
- Met with Josh Butts, graphic artist, to discuss the new Farmers Market logo. Josh did the logo for The Rose District. The new logo is being created to tie the market to The Rose District for cross marketing.
- Attended the Supervisor training workshop.
- Attended Grills and Grilles, cook-off/car show meeting . The event is still looking for someone to organize the cook-off. The President of the Oklahoma BBQ Society is searching for someone to take on the challenge.
- Met with Josh Lynch and Alisa Inglett about a September food truck event in The Rose District.
- Met with Alisa Inglett regarding Chalk It Up. Discussion included expanding the event to two blocks since Main Street is now narrower than last year's event.
- Alisa and I met for a new event concept for The Rose District called "White Linen Night". This would be an August event of art and music where attendees are asked to wear white linen clothing. We are trying to think of a way to incorporate black lights into the event.
- Attended the Special Events Committee meeting.

FARMERS MARKET ASSISTANT – JUDY PRIETO

- Attended Social Media class to better understand and communicate with Social Media experts who are submitting proposals.
- Received Social Media proposals from two local companies with their recommendations for a Social Media marketing plan for the Farmers Market.
- Continued recruiting volunteer organizations to staff a booth for the Kids Corner.

- Attended mandatory State wide meeting for Farmers Market managers in Oklahoma City.
 - Introduction of a new Supplemental Nutrition Assistance Program (SNAP) program which incentives have been put in place though a 4 million dollar Federal grant that make it very attractive for Farmers to accept SNAP.
 - Learned grant dispersing policies, what is expected and how to submit paperwork to Department of Agriculture.
- Begin communicating to Farmers about the new SNAP program. The application is a multi-step process and many will need assistance to complete it. With this program, it is the individual farmer's choice to participate. It is doubtful that we will have 100% participation as it requires email, working knowledge of a smartphone, and a good command of the English language. I am hoping to set up a meeting with a representative of the program and the farmers.

RECREATION DIVISION

INTERIM RECREATION MANAGER – THOR ROOKS

- Daddy Daughter Dance sold 613 tickets.
- Attended a meeting with the Broken Arrow Soccer Club.
- Interim position started February 24th.
- Attended a brief training session on using AS400 and LegisStream.
- Attended Department manager meeting.
- Hershey Track and Field event is set for April 26th.
- Attended a meeting with a concerned citizen regarding the Ray Harral walking trails.

PARKS MAINTENANCE DIVISION

PARKS MAINTENANCE MANAGER – PHIL HINK

- Attended Department staff meetings.
- Monitored ongoing project activities at Indian Springs Sport Complex (ISSC) west soccer drainage structure and The Rose District.
- Completed maintenance division 2014 estimated actuals and fiscal 2015-2016 budget request entries.
- Worked with Logistics Division to re-bid a large rotary mower. Modified specs to receive the most competitive bids possible.
- Attended quarterly Department Head/Division Head meetings.

- Construction of replacement restroom at ISSC has begun. Demolition of old restroom was completed. Worked with Engineer/Construction inspector to locate sewer line placement through soccer fields.
- Communicated with baseball and soccer clubs on final complex preparations prior to their season openers on March 1st.
- Setup delivery of portable restrooms for the north soccer fields while the new restroom is under construction.
- Working with Logistics to finalize contract for water management of ponds in five City parks and two Battle Creek golf course holes.
- Worked with Building Maintenance Division to complete electrical connections on replacement scoreboards at Arrowhead Park.
- Completed FMLA paperwork as required for division personnel.
- Submitted personnel requisitions to Human Resources for one new Horticulture position and two park maintenance positions that had been vacated through resignations.

PARKS MAINTENANCE CREWS

- Weekly litter cleanup was performed at all park sites and park outdoor bathrooms were cleaned.
- Monthly playground inspections were completed and maintenance items addressed as required.
- Cleared snow/ice from walkways and parking areas during winter storm events. Provided winter weather maintenance to Park Department facilities and City Hall. Added the Military Museum to our maintenance list.
- Poured concrete player bench pads and installing player benches at the ISSC east soccer complex. Player benches were purchased by Broken Arrow Soccer Club.
- Installing new playground border at Country Aire Tot-Lot and Morrow Park.
- Trapped gophers on playing areas at Indian Springs Sports Complex.
- Performed monthly tests on the Lightning Prediction system at ISSC.
- Shutdown pond aerators during severe cold weather and started them back up when temperatures warmed.
- Completed installation of replacement scoreboards at Arrowhead Park softball fields 5-8. Installed support I-beams for the new scoreboards on fields 9-12.
- Installed pole gate at ISSC west soccer complex to restrict vehicle traffic to the back parking lot and field area during wet, snowy and icy conditions.
- Apply pre-emergent herbicides to landscape and turf areas.
- Repairing irrigation waterlines noted during pre-Spring season checks.
- Continue to prune deadwood and hanging limbs from park trees.

- Mowing down ornamental grasses in preparation for their new spring growth.
- Checked/repaired bleachers and bleacher covers at the ISSC baseball complex prior to first tournament play March 1st.
- Re-built the tennis backboard at Country Aire Park. Shortened the backboard by 20' and refaced it with plywood.
- Marked off and painted lacrosse fields at the Nienhuis Football Complex fields 1-4.

End of Report

INTEROFFICE MEMO

To: Jeff Jenkins, Assistant City Manager
CC: Thomas Moton Jr., City Manager
Bill Cade, Sanitation Manager
From: Lee Zirk, General Services Director
Date: March 28, 2014
Re: WasteZero Retail Bag Distribution Update

On January 21, 2014 WasteZero was awarded the contract to supply and distribute trash bags to our refuse customers. Under this program WasteZero will provide City trash bags through participating local merchants. As before, Broken Arrow refuse customers will receive vouchers that can be redeemed for bags. Vouchers will be mailed out two times a year, with each mailing containing four vouchers good for a total of 100 bags (four rolls of 25 bags per roll).

To date, six vendors have signed up to participate in the program. Other retailers will be added later, most being delayed due to their corporate working processes. WasteZero would have preferred to have had another retailer or two added to the list, but feel confident the distribution process with these six vendors will go well. Vouchers are scheduled to be mailed out beginning April 8, 2014, with bags being available at the retail outlets by April 14.

Educational materials about the program have gone out in the Focus News Letter, Broken Arrow web site, and on Cox TV Channel 24. Additionally, Fox 23 News has reported on this subject and a press release is scheduled to be given to the local media. Included on the Broken Arrow web site will be a link for customers to access the WasteZero Web site to report problems with anything bag related. Additionally, WasteZero's web site will have information about the program, a Question and Answer section and Broken Arrow's refuse service information.

The following are attached:

Copy of Focus News Letter;

Copy of posted web site and TV channel information;

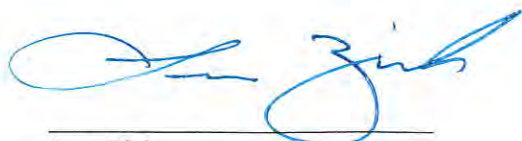
Example of voucher envelope and one voucher;

Participating store list that will be included with the vouchers;

Example of insert that will accompany each roll of bags;

Sample of Q&A on WasteZero web site.

If you have any questions or concerns please contact me.



Lee Zirk

DISTRIBUTION OF CITY TRASH BAGS CHANGING TO VOUCHER PROGRAM

*WasteZero to provide
service for residents, City*

For many years Broken Arrow has issued trash bags to refuse customers through an annual distribution event located at the Broken Arrow Maintenance Facility.

Due to the high volume of traffic caused by utilizing a central distribution location a new plan has been established to increase resident convenience.

The City has now contracted with WasteZero to provide City trash bags through participating local merchants.

As before, Broken Arrow refuse customers will receive vouchers that can be redeemed for bags.

Vouchers will be mailed out twice a year, with each mailing containing four vouchers good for a total of 100 bags (four rolls of 25 bags per roll).

Some changes include bags with draw strings, rolls packaged in 25 bags per roll and perforated vouchers so customers can redeem them for bags as they need them.

No longer will customers be limited to a two-week window with limited pick up

hours in order to obtain bags.

Bags will also be available for purchase from the participating retailers as well.

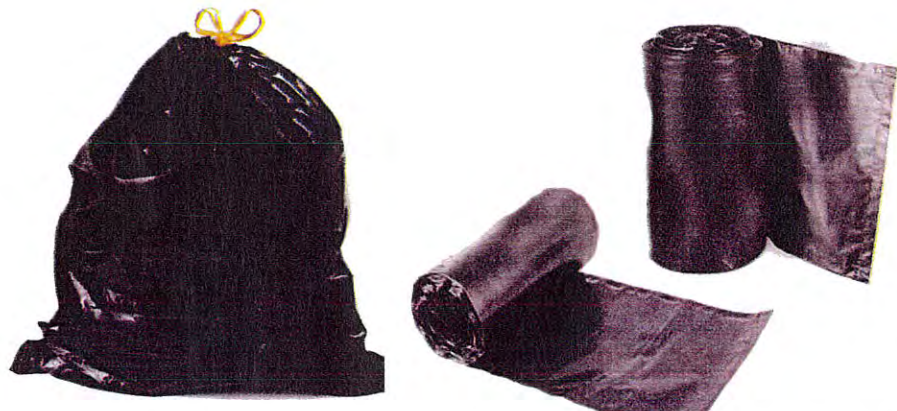
Residents can help the City reduce costs by redeeming the vouchers for only bags needed and help reduce its carbon footprint.

A list of participating merchants will be available on the City's website, www.brokenarrowok.gov and will be included in informational mailings.

WasteZero partners with municipalities to deliver the most effective waste reduction programs in the United States.

Guidelines for redeeming vouchers include:


- Residents will receive four vouchers, one for each roll of black trash bags.
- The vouchers are perforated. Residents will need to separate them and redeem only the one(s) you need.
- Take the voucher to one of the participating local retail stores.
- Residents will not be charged for the bags, but must have a voucher to receive bags at no charge.
- Vouchers are redeemable one time only, as they are tracked by barcode and therefore cannot be duplicated.
- If additional bags are needed beyond the standard issue, bags may be purchased at participating retailers for a nominal fee.
- Residents will receive vouchers each April and October.
- Bags will be available at participating merchants by April 14, 2014.



This new voucher program will replace the existing distribution process and alleviate the need for residents to pick up bags during the designated two-week period.

Web Site and TV Channel Announcement

ANNOUNCEMENT!

 **BROKEN ARROW**
Where opportunity lives

City of Broken Arrow Sanitation Division 220 S. Main St Broken Arrow Ok. 74012

"BROKEN ARROW'S"

**Broken Arrow's
Trash Bag Voucher
Program Begins**

**MONDAY
APRIL 14, 2014**

Vouchers will be mailed in
April and October

Follow these simple steps:


- Look for vouchers to arrive by mail
- Refuse customers will receive 4 vouchers each good for 1 roll of 25 bags
- Redeem your vouchers for bags as you need them
- Place trash in bag at the curb by 7:00 a.m.

Bags will be available at retailers year-round! Vouchers may be redeemed at the following convenient retailers.

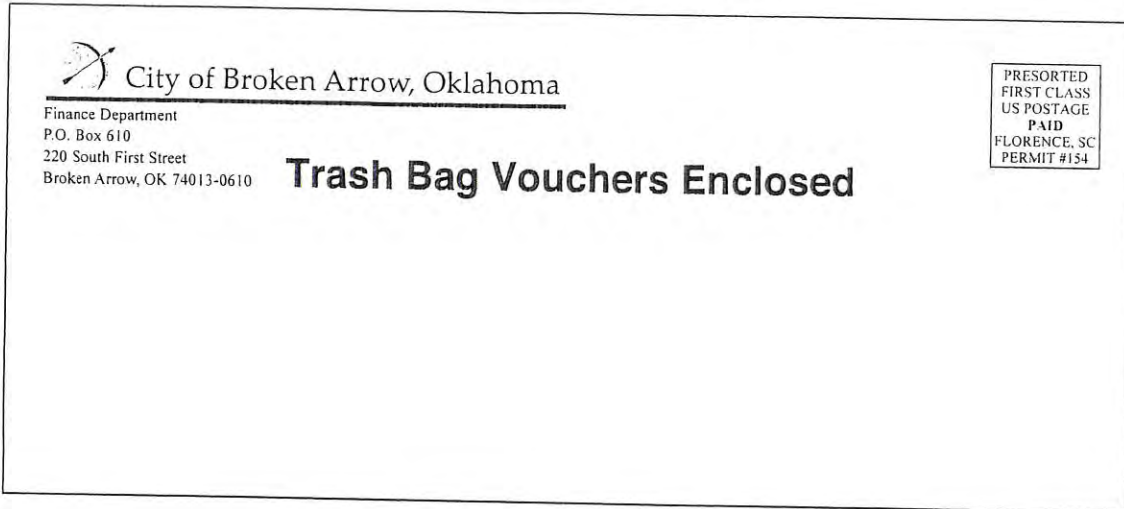
Stay tuned as additional retailers will be added!

Reasor's 3701 S Elm Pl	Warehouse Market 1750 S Aspen Ave
Reasor's 1100 E Kenosha	Walgreen's 950 East Kenosha
Atwoods 2341 E Kenosha	Leslie's Pools 6309 S Elm Pl

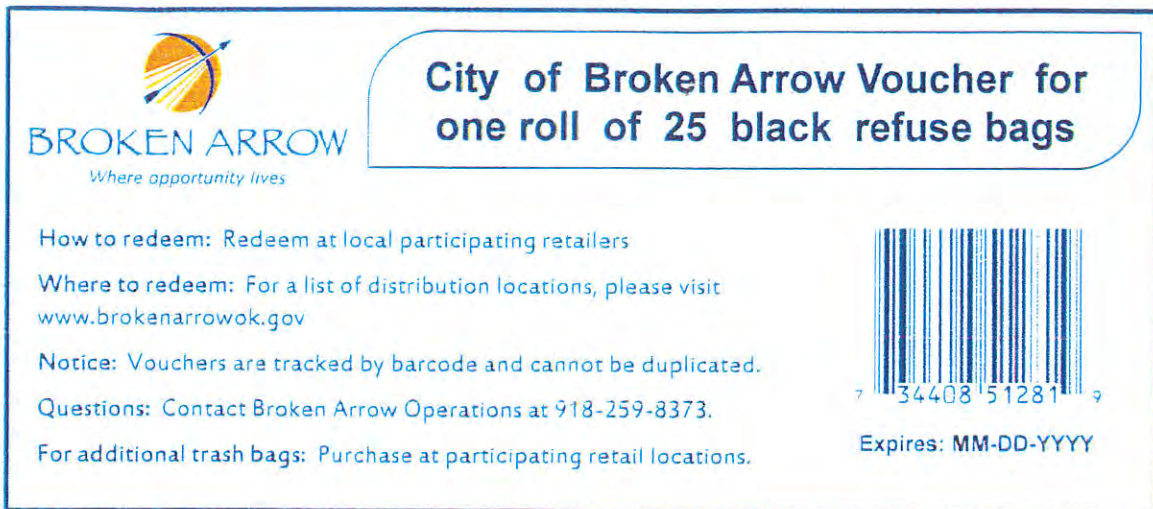
FOR MORE INFORMATION about "Broken Arrow's" bag voucher program
CONTACT: General Services at 918-259-8373 or visit the City's website www.brokenarrowok.gov



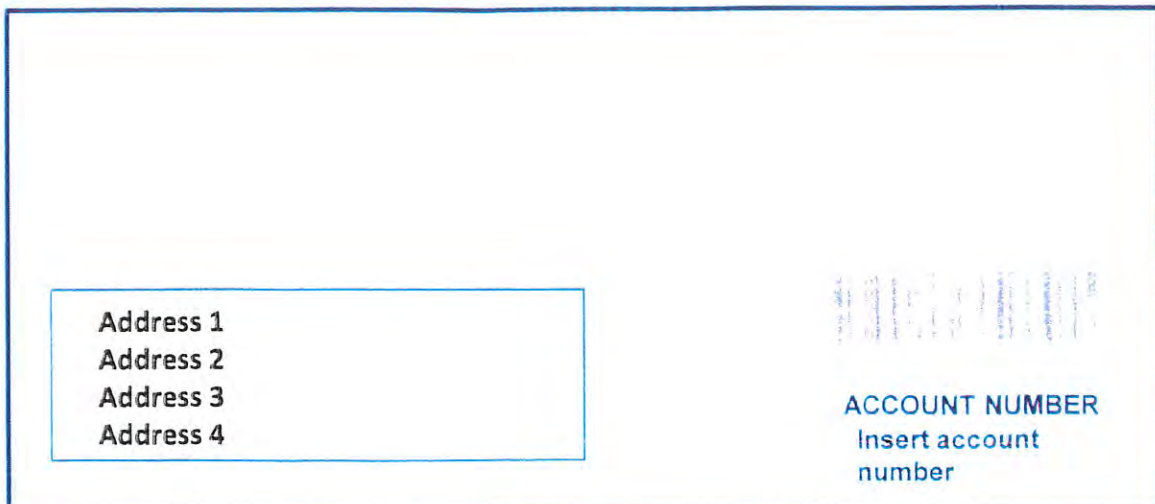
Voucher Envelope



Front of Voucher



Back of Voucher



Participating store list to be included with the vouchers

**Redeem your vouchers
at any of these
locations.**

**And stay tuned!
Additional retailers will
be added.**

www.wastezero.com/brokenarrow



Atwoods
2351 East Kenosha Street
Broken Arrow, OK 74012
(918) 355-1300

Leslie's Pool Supplies
6309 South Elm Place
Broken Arrow, OK 74011
(918) 451-0239

Reasor's
1100 East Kenosha Street
Broken Arrow, OK 74012
(918) 251-5800

Reasor's
3701 South Elm Place
Broken Arrow, OK 74011
(918) 451-2890

Walgreens
950 East Kenosha Street
Broken Arrow, OK 74012
(918) 251-3996

Warehouse Market
1750 South Aspen Avenue
Broken Arrow, OK 74012
(918) 258-2558

Bag Insert

CITY OF BROKEN ARROW Voucher Trash Bag Program

- Set out all items at the curb before 7 a.m. on your pick-up day. Pick up starts at 7:00 a.m.
- To avoid spillage, please be sure that your bags are securely tied.
- For information about Broken Arrow's Voucher Program, please call 918-259-8373.
- For questions related to defective bags, please call WasteZero customer service at 800-866-3954.

RECOMMENDED WEIGHT NOT TO EXCEED 25 POUNDS

Visit www.brokenarrowok.gov



BROKEN ARROW



25

Trash Bags

CAUTION

Plastic bags may cause suffocation.
Keep away from children.

City of Broken Arrow

Contact Information
General Services
485 N Poplar Ave.
Broken Arrow, Ok 74012
918-259-8373

City of Broken Arrow Bag Voucher Program

For many years now Broken Arrow has issued trash bags to refuse customers through an annual distribution event located at the Broken Arrow Maintenance Facility. Due to the high volume of traffic caused by utilizing a central distribution location a new distribution plan has been established to increase resident convenience.

Broken Arrow has contracted with WasteZero to provide City trash bags through participating local merchants. As before, Broken Arrow refuse customers will receive vouchers that can be redeemed for bags. Some changes include bags with draw strings, rolls packaged in 25 bags per roll and two distribution cycles per year. Bags will also be available year around and also for purchase from the participating retailers as well.

FAQ

How do I contact the Broken Arrow Refuse Division?

Call (918) 259-8373 (Broken Arrow Maintenance Center) or visit:
<http://ok-brokenarrow.civicplus.com/index.aspx?nid=244>

When will I receive vouchers for our trash bags?

Look for your voucher in the mail to obtain your black trash bags. Vouchers will be mailed out two times a year, each April and October. Each refuse customer will receive four vouchers good for a total of 100 bags (four rolls of 25 bags per roll) at each mailing.

Do I need to redeem my vouchers immediately?

Vouchers will be perforated so customers can redeem them for bags as they need them. No longer will customers be limited to a two week window with limited pick up hours in order to obtain their bags. Bags will be available at participating retailers year around so you can pick them up whenever it is convenient for you.

You can help us reduce costs by redeeming the vouchers for the bags you require as needed!

Where can I redeem my vouchers for bags?

Although you will not be charged for the bags, you must have vouchers to receive your bags at no charge at the following participating retailers.

Reasor's
3701 S Elm Pl

Reasor's
1100 E Kenosha

Warehouse Market
1750 S Aspen Ave

Walgreen's
950 East Kenosha

Atwoods
2341 E Kenosha

Leslie's Pools
6309 S Elm Pl

Do the vouchers expire?

Yes the vouchers will expire about 30 days prior to the issuance of new vouchers.

What if I run out of bags before the voucher mailings?

If you need additional bags beyond the standard issue, the bags may be purchased at participating retailers for a nominal fee.

What if I have lost my vouchers or did not receive them in the mail?

Requests for lost or missing vouchers can be made at www.wastezero.com/brokenarrow

More Information

For refuse **service** inquiries contact the Broken Arrow Maintenance Center at 918-259-8373. The center is open Monday through Friday 7:00 am to 4:00 pm.

For refuse **billing** inquiries contact the Revenue Division, 918-259-8409 and speak to a customer service representative.

Trash Collection Regulations

Sanitation pickup is provided to residential customers twice weekly. In order to provide efficient and timely pickup, we ask that the following regulations be observed:

1. **BAGS REQUIRED:** All household waste must be in plastic refuse bags with a capacity of 30 gallons or less and tied shut, even if it is in a trash can. Place refuse at curb and do not block trash with vehicle. If the waste is not in plastic refuse bags, sanitation personnel are not required to pick it up. Plastic grocery sacks are not considered refuse bags. **Help keep our Sanitation workers safe— please do not place glass or sharp objects in bag where workers can be injured when handling your bag.**
2. **PICKUP TIME:**
 - a. Everything that is to be picked up must be set at the curb, by 7:00 a.m. on the regular pickup Day. Don't rely on routes being run at the same time every day.
 - b. The exact time of pickup on each day depends on the volume of trash placed out and the number of people picking up trash that day.
 - c. Sanitation employees begin work at 7:00 a.m. each day and work until all routes are completed. In the summertime, this may be as late or later than 9:00 p.m. If routes cannot be completed, crews will begin where they left off the next morning.
3. **YARD WASTE:**
 - a. There is a limit of ten (10) 30-gallon bags of yard waste and/or bundles of brush per household per pickup. For each bag and/or bundle over 10, there will be an extra charge of \$1.00 per bag or bundle.
 - b. Yard waste bags larger than 30 gallons will be charged as 2 bags.
 - c. All tree limbs, brush, and branches, must be cut in four to five foot lengths and tied into 1 to 2-foot diameter bundles.
 - d. Grass clippings must be placed in plastic bags and tied shut. Loose grass in a trashcan will not be picked up.
 - e. Large piles of yard waste or brush that is not or cannot be bundled will require a **special pickup** that will result in an additional charge. (*See section 6.*)
4. **SANITATION DOES NOT PICKUP:**
 - a. Hypodermic syringes, needles and other objects used or intended for use in injecting or removing any substance into or from the human body that are not in the proper type of container. If you do not have the proper container, contact your medical provider. For further information, see Section 12-26(a), Code of Ordinances, City of Broken Arrow, Oklahoma.
 - b. Roofing, materials and/or wood from remodeling, privacy or other fencing. (*See section 6.*)
 - c. Bags of dirt, rocks or concrete. (*See section 6.*)
 - d. The City will not pick up hazardous waste of any type including, but not limited to: oil, liquid paint of any kind, batteries, tires, gun ammo/powder, fuel or propane tanks, bio-hazardous waste and similar items that pose a potential hazard to human health and safety or to the environment.


5. **LARGE ITEM PICKUPS:** Additional charges will apply to large items.
 - a. Large item pickups include, but not limited to: Mattresses and/or box spring sets, hot water heaters, disassembled swing sets, furniture items, major appliances, carpet (2' x 5' roll max) and yard equipment
 - b. *Major appliances with refrigeration systems* will be accepted only if the proper documentation is attached that documents the refrigerant has been properly removed by a licensed CFC technician.

6. **SPECIAL PICKUPS:** *Call Operations @ 259-8373 to arrange a special pickup.*

7. **HOLIDAYS:** *Monday holidays are the only time the pick-up schedule will change.* If a holiday falls on Monday, Monday's pickup moves to Tuesday and Tuesday's pickup moves to Wednesday.

8. **If you have problems with dogs or cats bothering your garbage, you may contact Animal Control Office at 259-8311.**
Residents are responsible for messes made by animals. Sanitation personnel are not allowed on private property to pick up dead animals or trash.

City of Broken Arrow
(www.BrokenArrowOK.gov)

To: Thomas M. Moton, Jr., City Manager
CC: Jeff Jenkins, Assistant City Manager
From: Scott Esmond, Director Recreation, Parks, Cultural Affairs & Tourism 
Date: March 19, 2014
Re: Pop Up Art Program

City staff has met with Alisa Inglett, who is the owner of Your Design on Main Street, to discuss the potential for a Pop Up Art program. The goal is to develop a dynamic program to enrich students from Broken Arrow schools. This program would collaborate with local artists and Alisa Inglett to create Pop Up Art installations for the Broken Arrow community parks. The projected time-frame of this program, from start to finish, would be approximately three to four months.

To provide a better understanding of the Pop Up Art program I have attached a program outline, which was prepared by Ms. Inglett, and illustrations of pop up art that has occurred in other communities. It should be noted that before any pop up art goes on display at public park property the art work will require review and approval by the City of Broken Arrow.

Based on the type of program, there does not appear to be a liability concern. City staff will continue to work with Ms. Inglett to ensure the program's success.

Please contact me if you have any questions.

Thank you.

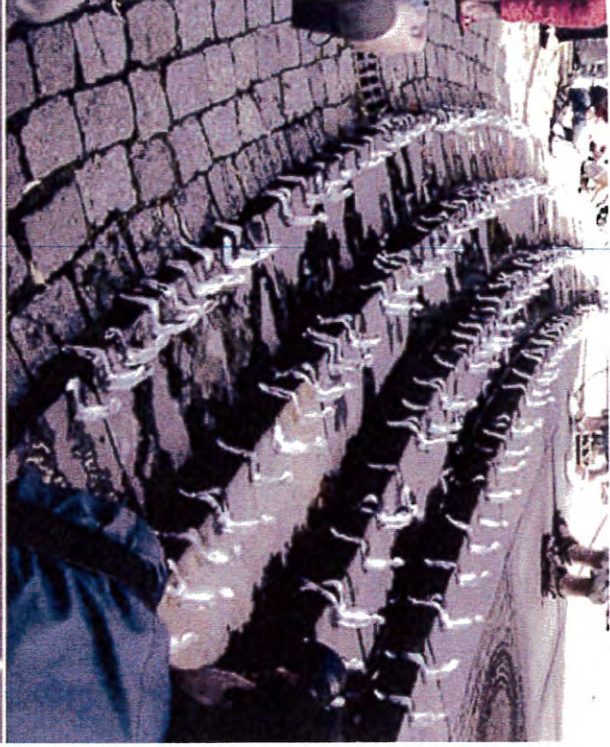
Attachments: Program outline.
Illustrations of pop up art.

Broken Arrow's Pop Up Art Installation Collaborative Proposal

GOAL: Develop a dynamic program to enrich students from the Broken Arrow's schools. This program will collaborate with local artist to create Pop Up Art Installations in the community parks 3-4 times a year.

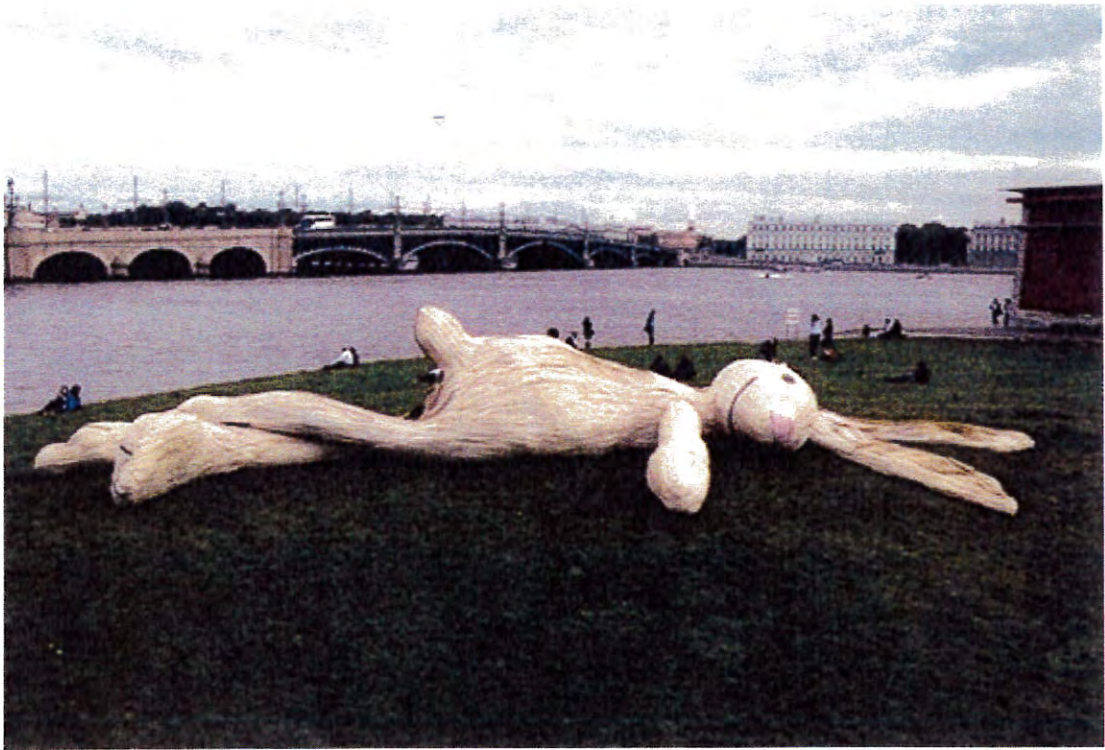
OBJECTIVES:

1. Selected students will have an opportunity to collaborate and create large scale projects from beginning to end. (This will provide as an incentive to do well in school, because doing well academically how you are selected!)
2. Students will work with professional artists to research and develop their public art concept. (Development will include lessons on professional contemporary artists.)
3. Students will research, locate and collect the materials necessary to create their installation.
4. Students will work with local city officials and research the logistics of creating the Pop Up Art on the planned site.
5. Students will create a smaller scale model of the proposed installation and present it for approval.
6. Once approved, students will work on location with the materials they gathered, to create and install the Pop Up Art.
7. Students will utilize all available social media options to create a following for the development and the unveiling of their project.
8. Installations would be on display for 4-6 weeks.
9. Students will experience the realization of the natural weathering of Pop Up Art Installation as the elements impact it. In addition, they will discover the responsibility of taking it down at an appropriate time.
10. Budget will vary from project to project depending on the nature of the installation and the availability of donated materials.











**NOTICE AND AGENDA OF SPECIAL JOINT
WORK STUDY SESSION FOR THE
BROKEN ARROW CITY COUNCIL
AND
BROKEN ARROW MUNICIPAL AUTHORITY**

**CITY HALL MAIN CONFERENCE ROOM
220 SOUTH FIRST STREET
BROKEN ARROW, OKLAHOMA 74012**

April 1, 2014

4:30 PM – 6:15 PM

- 1. Call to Order for the City Council and the Broken Arrow Municipal Authority**
- 2. Roll Call for the City Council and the Broken Arrow Municipal Authority**
- 3. Pledge of Allegiance to the Flag**
- 4. Invocation**
- 5. General Council and Authority Business**
 - A. Presentation, discussion and possible action, including feedback and direction from the City Council and Authority members on the operations, operational costs, services, funding and staffing related to water, sanitary sewer and stormwater cost of service and rate designs
- 6. Remarks and Inquiries by Governing Body and Authority Members**
- 7. Remarks by City Manager**
- 8. Adjournment of the City Council and Broken Arrow Municipal Authority Special Joint Work Study Session**

NOTICE: *If you wish to speak at this evening's meeting, please fill out a "Request to Speak" form. The forms are available from the City Clerk's table or at the entrance door. Please turn in your form prior to the start of the meeting. Topics are limited to items on the currently posted agenda, or relevant business.*

All cell phones and pagers must be turned OFF or operated SILENTLY during meetings.

Exhibits, petitions, pictures, etc., shall be received and deposited in case files to be kept at the Broken Arrow City Hall. If you are a person with a disability and need some accommodation in order to participate in this meeting, please contact the City Clerk at 918-259-2400 Ext. 5418 to make arrangements.

POSTED this 14th day of March, 2014, at 12:05 a.m. (p.m.)
Mandy Boye
City Clerk

2. GENERAL CORRESPONDENCE / NOTIFICATION

INTEROFFICE MEMO

To: Thomas Moton Jr., City Manager
From: Norm Stephens, Assistant to the City Manager / Economic Development
Coordinator / Acting Director of Communications
Date: March 28, 2014
Re: Tulsa's Future

Mr. Moton, I am providing you with a copy of the February 1 – February 28, 2014 Regional Economic Development Activity Update from Tulsa's Future.

Regional Economic Development Activity Update
February 1- February 28, 2014

Announcements & New Jobs Created

- Public Announcements
 - BizJet International – 250 jobs

- New Jobs Created
 - Number of new jobs created per month and year
 - Number of jobs greater/less than \$50,000

	Greater than \$50,000	Less than \$50,000	Total Jobs
For the month of February 2014	372	30	402
Total for 2014	705	149	854
Total for 2013	2,484	3,514	5,998
Total for 2012	2,425	1,078	3,503
Total for 2011	<u>4,100</u>	<u>4,105</u>	<u>8,205</u>
Totals for 2011-2014	9,714	8,846	18,560

Business Attraction

Describe the efforts and results to attract business with regards to:

- New Prospects & Site Visits/Number of New Prospects and/or Site Visits
 - Current Month: 2
 - Year to Date: 3
 - Total 2013: 20

- New Projects – Proposals Submitted
 - Current Month: 5
 - Year to Date: 11
 - Total 2013: 62

- Lead Development
Current Month: 8
Year to Date: 16
Total 2013: 75

Lead Development Companies: LINEAR MOLD & ENGINEERING, INC., Regency Energy Partners LP, Acuity Brands, Inc., Global Brass and Copper Holdings, Inc., Abraxas Petroleum Corporation, GLOBAL X-RAY & TESTING CORPORATION, RES-TECH CORPORATION and Gulf Island Fabrication, Inc.

ID	Start Date	Number of Jobs	Status	Target Industry	Community	New Business/Expansion
217	2/17/2014	40	Active	Advance Manufacturing	Tulsa Region	New
295	2/13/2014	300	Active	Advance Manufacturing	Tulsa Region	New
296	2/11/2014	100	Active	Regional Headquarters	Tulsa Region	New
294	2/11/2014	50	Active	Transportation & Logistics	Tulsa Region	New
293	2/1/2014	35	Active	Aerospace & Aviation	Tulsa Region	New

Regional Partner Scheduled Appointment Opportunities

We would like to extend the opportunity for you to attend any or all of these scheduled appointment events. We will be setting up scheduled appointments with site consultants and corporate real estate executives in the targeted cities below. In order to participate, we ask that you inform us of your participation by the deadline and arrange for your individual travel expenses.

Scheduled Appointments for 2014

Destination	Participation Deadline	Scheduled Appointment Dates	Communities Attending
Chicago, IL	February 11	March 19-20	
Minneapolis, MN	February 24	March 25-27	PSO
Phoenix, AZ	March 21	April 22-24	
Calgary, Alberta	May 7	June 10-12	
Atlanta, GA	July 1	August 5-7	
Dallas, TX	July 17	August 19-21	
Charlotte/Greenville, NC	August 15	September 15-18	
Denver, CO	August 22	September 24-25	
Chicago, IL	September 4	October 7-9	

Business Retention & Expansion

- Existing Company Visits
Current Month: 60
Year to Date: 112
Total 2013: 536

Upcoming Meeting Dates in April

- **Tulsa's Future Regional/Municipality Partnership Private Meeting**
Featuring: James McGraw, KMK Consulting
Date: Monday, April 21, 2014
Time: 4:00 p.m. to 4:45 p.m.
Location: Southern Hills Country Club, Snug Harbor, 2636 East 61st Street, Tulsa
- **Tulsa's Future Annual Meeting**
Date: Monday, April 21, 2014
Time: 5:00 p.m. to 6:30 p.m.
Southern Hills Country Club, North Ballroom, 2636 East 61st Street, Tulsa
Attending: Governor Mary Fallin
Note: City Councilors and Board members are invited to attend via your invitation, however all attendees must RSVP.

Regional Partner Meetings

- April 10, 2014 – Cancelled
- August 7, 2014 – Broken Arrow Chamber of Commerce
- November 6, 2014 – The Muskogee City / County Port Authority


All Meetings 12:00 p.m. to 1:30 p.m.

Community Update

Major upgrade planned for Muskogee plant

The world's leading glass packaging maker could soon make a major investment in its Muskogee plant with support from the Muskogee City-County Port Authority's Strategic Investment Program. The O-I plant (formerly called Owens-Brockway) has been located at the corner of York and Shawnee since 1935 and covers 28 acres of land. The approximately 520,000-square-foot facility primarily manufactures food and beverage containers, producing more than 2.5 million glass containers daily. The proposed investment would effectively upgrade the facility's furnace infrastructure and potentially include new ancillary machinery, equipment and fuel systems. The furnace upgrade would improve operational efficiency for O-I's glassmaking operations and make the Muskogee facility more cost-effective, allowing them to remain competitive in today's global market.

3. SPECIAL EVENTS / ACTIVITIES

To: Thomas M. Moton, Jr., City Manager
From: Scott Esmond, Director Recreation, Parks, Cultural Affairs & Tourism 
CC: Jeff Jenkins, Assistant City Manager
Date: March 26, 2014
Re: Arbor Day 2014

The Forestry and Horticulture Division has scheduled this year's Arbor Day celebration for Friday, March 28, 2014, beginning at 10:00 a.m. at the Nienhuis Park disk golf course. Nienhuis Park is located at 3201 N. 9th Street and the disk golf course is located at the East end of the park.

The event has been planned with Summit Christian Academy and students will be at the celebration to learn more about trees and their importance to our environment. The students will be planting five pine trees and two oak trees at the site and they will get to meet Vice-Mayor Carter as he reads the Arbor Day proclamation.

The public is invited to attend this annual event.

Please contact me if you have any questions.

Scott



BROKEN ARROW POLICE DEPARTMENT
1101 N. 6th Street, Broken Arrow, OK 74012
PHONE: (918) 259-8400; FAX: (918) 251-2427

Press Release No. PIO-14-11

Date: 3-25-14

Subject: Broken Arrow Police Department Open House/Ribbon Cutting Ceremony

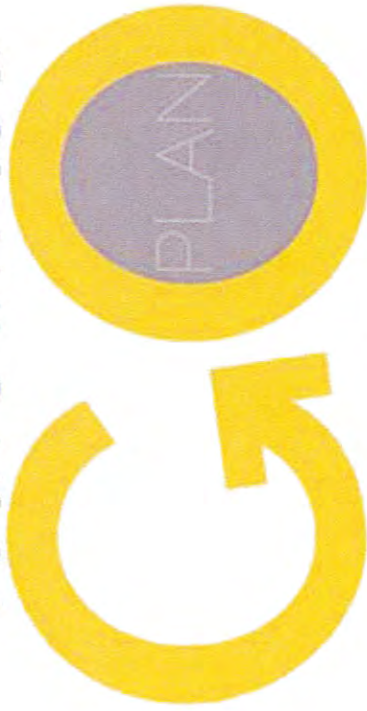
Authority/Title: Lisa Ford/Cpl Leon Calhoun

Phone Number: 918-451-8200 ext. 8517/ Text: 918-720-5098

On Wednesday, April 2nd, the Broken Arrow Police Department will host an open house and ribbon cutting ceremony to celebrate our new location at 1101 N. 6th Street. The event starts at 9:00 am and is open to the public. Public tours begin at approximately 9:30 am and will continue until noon. Please contact Crime Prevention Specialist Lisa Ford at lford@brokenarrowok.gov or 918-451-8213 for further information.



You're Invited



Tulsa Regional Bicycle & Pedestrian Master Plan
A PLAN FOR PEOPLE POWERED MOVEMENT

Broken Arrow Workshop

Thursday, April 3rd
Spoke House Bicycles
224 S Main St., Broken Arrow, OK 74012
5:30 p.m. Project Introduction
6:00p.m. Community Walk
Light Refreshments Provided

www.tulsatrc.org/goplan

EVENT ATTENDANCE

BROKEN ARROW CITY COUNCIL

EVENT AND LOCATION:
2014 DINNER WITH THE DELEGATION
BROKEN ARROW CHAMBER OF COMMERCE

WEST RESTAURANT
6714 N. WESTERN AVENUE
OKLAHOMA CITY, OKLAHOMA 73116

March 31, 2014

4:00 PM

Purpose of Event

Attendance and participation in the 2014 "Dinner with the Delegation" event. The Broken Arrow Chamber of Commerce is hosting travel by charter bus to West Restaurant in Oklahoma City for a dinner and an opportunity to visit with the Oklahoma legislative delegation.

POSTED this 21st day of March, 2014, at 5:01 ~~am~~ p.m.

Mary G. Bruce
City Clerk