

To: Honorable Mayor and City Councilors
From: Russell Gale, Acting City Manager
Date: November 21, 2014
Re: Notes to Council

1. STAFF REPORTS / ITEMS REQUIRING IMMEDIATE ATTENTION

- Streets Department Memos – Bridge Repair at new Orleans & Garnett
- Streets Department Memo – Snow Plowing Bids 2014/2015
- Development Services Memo – Partial Main Street Closure on Nov. 24
- BAFD Monthly Report – October 2014

2. GENERAL CORRESPONDENCE / NOTIFICATION

- City of Broken Arrow – Employee Benefits Guide 2015
- Press Release: BAPD Partners with NextDoor
- BAPD Memo: Police Department Conducts Facebook Survey
- DEQ Letter: 2015 Industrial Pretreatment Program Annual Report Accepted

3. SPECIAL EVENTS / ACTIVITIES

- Upcoming Rose District Events
- Small Business Saturday

Respectfully submitted,



Russell Gale

jmh
Attachments

1. STAFF REPORTS / ITEMS REQUIRING IMMEDIATE ATTENTION





INTEROFFICE MEMO

To: Russell Gale, Acting City Manager

From: Steve Arant, Street and Storm Water Director

Date: November 21, 2014

RE: Bridge Repair at New Orleans Street (101st) and Garnett

Reference Resolution No. 856, that was approved by Council on October 7, 2014. This resolution granted a waiver to the normal purchasing policies and procedures for the formal advertising, bidding and award of a regular construction contract, and instead, allows quotes to be obtained. This resolution was deemed necessary to expedite the repair due to the compromised condition of the bridge. This work was a joint effort between a private contractor, Tri-Star and the Street and Storm Water Department. The described work was completed November 14, 2014 and shown in the attached before and after pictures.

Respectively submitted,
Steve Arant, P.E. RLS

City of Broken Arrow Bridge 67
NBI # 16464 Structure: 72E0690N4020002
Facility Carried: NEW ORLEANS ST. (101st ST)
Feature Intersected: HAIKEY CREEK



North profile



Exposed piles at East abutment

Project: New Orleans Street (101st) and Garnett Bridge Abutment
and Erosion Repair 5 of 10

Note: Site visit required to determine condition and depth of exposed H-piles.

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Top





INTEROFFICE MEMO

To: Russell Gale, Acting City Manager
From: Steve Arant, Street and Storm Water Director
Date: November 21, 2014
RE: Snow Plowing Bids 2014/2015

After the winter storm of February 2011, the staff was tasked to explore the possibility of plowing subdivisions. In September of 2011 staff completed an evaluation report that looked at the various aspects involved in plowing subdivisions which included logistical, financial and operational feasibility. This evaluation was presented to the Council during the November 15, 2011 Council meeting, at which time the Council directed staff to assemble a list of contractors to provide plowing services.

A RFP (Request for Proposal), #12.143, for on-call snow plowing services was solicited in December 2011. It was advertised and invitations were sent to 20 potential local vendors. Four vendors replied with a total of 51 various pieces of equipment from the four bidders. Pricing for their services, depending on equipment used, ranged from \$109 to \$199 per hour. None of these vendors were placed under contract.

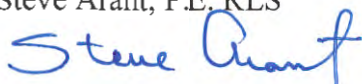
A RFP #14.133, was advertised and sent out 23 vendors for on-call plowing services. No bids were received. The Purchasing Manager called several of the vendors to find out why they did not submit a bid. The inquiry revealed that most were not interested because they do not have enough manpower or equipment and what they did have was dedicated to serving their current customers. One vendor replied he was already under contract with Tulsa and does not have the resources to take on an additional work.


This year RFP #15.113 was advertised and sent out to 22 vendors and did not receive any proposals. Same reason as stated above explains the lack of interest.

We have been unable to gather enough interest from the commercial sector to provide on-call plowing services for residential streets. We feel that the lack of response for on-call plowing services is due to the fact that we live in a climate that does not receive substantial snow on a regular basis, thereby making it difficult to find enough contractors with plows to clear out streets. Other possible alternatives, as examined in the evaluation, have not provided a viable solution that we are capable of providing with our existing workforce and equipment.

At this time we are unable to accomplish the Council's directive to provide plowing services for subdivisions.

Respectively submitted,
Steve Arant, P.E. RLS



To: Russell Gale, Acting City Manager
Cc: Jeff Jenkins, Assistant City Manager
From: Michael W. Skates, Development Services Director 
Date: November 21, 2014
Re: Development Services Report

1. **District 222, Partial Main Street Closure for Crane** – The Ross Group (RG) Contractor has requested to close Main Street at Dallas north in front of the facility from 4 am to 10 am Monday, November 24, 2014. This will allow them to place a large crane to lift material for the upper two floors.

The Project Manager will notify adjacent Main Street property owners on Friday of the closure. Traffic cones, detour signage and flag persons will be used to direct traffic during the hours of the closure.

District 222 representative Clint Black can be reached at 918-260-7949 for any questions.

INTEROFFICE MEMO

Broken Arrow Fire Department

To: Russell Gale, Acting City Manager
From: Steven Jarrett, Acting Fire Chief
Date: November 20, 2014
Re: October 2014 Monthly Report

Please see the attached reports detailing

EMS Responses
Fire Responses
Fire Prevention Inspections
Fire Investigations
Fire & EMS Overview
Monthly Incident Summary Report



Broken Arrow Fire Department Monthly Report
October 2014

Page 1 of 4

	<u>This Fiscal Year</u>	<u>Last Fiscal Year</u>	<u>Percentage Change</u>
EMS Responses	727	579	25%
Fire Responses	183	205	-10%
Fire Prevention Inspections	83	61	36%
Fire Investigations	4	5	-20%
Total Training Hours	983	985	-2%



Broken Arrow Fire Department Monthly Report
October 2014

	Station	Assist Other Stations	Assist EMS	
District 1	37	13	78	This Month
	128	62	301	Total Fiscal Year
District 2	45	14	84	This Month
	196	37	317	Total Fiscal Year
District 3	18	14	37	This Month
	62	33	130	Total Fiscal Year
District 4	30	04	47	This Month
	110	13	166	Total Fiscal Year
District 5	47	10	72	This Month
	163	32	324	Total Fiscal Year
District 6	29	05	86	This Month
	147	29	339	Total Fiscal Year
Total	206	60	404	This Month
	806	206	1577	Total Fiscal Year
	6.6	1.9	13	Total Number Runs per Day



Fire Suppression Average Response Times

	This Month	Same Month Last F/Y	Total This F/Y	Total Last F/Y
Station #1 Eng 1	4:02	4:22	4:14	4:15
Station #2 Eng 2	4:48	5:00	4:42	4:51
Station #3 Eng 3	4:31	5:24	4:19	5:05
Station #4 Eng 4	5:43	6:18	5:59	6:17
Station #5 Eng 5	3:56	3:57	4:18	4:05
Station #6 Eng 6	5:05	5:13	4:50	4:53
Total Average	4:40	5:02	4:43	4:54

BAFD Bench Mark Average Time - 1st in Engine 5:00, 2nd in Engine 7:00

EMERGENCY MEDICAL SERVICES

EMS Unit Run Destinations

Saint Francis - Tulsa	137	Hillcrest MC South	70
Saint Franics South	109	Hillcrest MC Tulsa	13
Saint John MC - Tulsa	98	OSU Medical Center	5
Saint John MC -BA	78		

EMS Runs by Type

	This Month	Same Month Last F/Y	Total This F/Y	Total Last F/Y
Numbers of Runs	727	579	2696	2370
Transports	523	469	1895	1909
Persons Treated	554	497	1996	1971
Cancelled En-route	22	1	87	21
EMS Suppression	129	123	479	490



Broken Arrow Fire Department Monthly Report
October 2014

EMS Revenue	This Month	Fiscal Year to Date
Charges for the Month Intermedix	\$0.00	\$199.13
Charges for the Month EMS/MC	\$ 973,082.79	\$ 1,903,961.66
TOTAL CHARGES	\$973,082.79	\$1,904,160.79
Received by Intermedix	0.00	\$2,386.10
Paid to Intermedix by City of BA	0.00	\$ 7,223.42
Sub-Total Received for Month	0.00	\$ 9,609.52
Received by EMSMC	\$ 455,174.28	\$ 996,704.10
Paid to EMSMC	(\$6,337.94)	(\$23,122.87)
Sub-Total received for Month	\$ 448,836.34	\$ 973,581.23
TOTAL RECEIVED	\$ 448,836.34	\$ 983,190.75
Percentile Rate of collection to Date	46%	52%
Percentile Rate of collection Same Month last year	14%	32%

EMS Average Response Times

	This Month	Same Month Last F/Y	Total This F/Y	Total Last F/Y
Station #1 Sq-1	4:03	3:46	4:00	3:47
Station #2 Sq-2	4:35	4:28	4:38	4:35
Station #3 Sq-3	4:14	4:51	4:30	4:34
Station #4 Sq-4	5:22	5:30	5:25	5:31
Station #5 Sq-5	4:48	4:33	4:21	4:07
Station #6 Sq-6	4:42	4:37	4:36	4:30
Total Average	4:37	4:37	4:35	4:30

BAFD Bench Mark Average Time 5:00

2. GENERAL CORRESPONDENCE / NOTIFICATION





INTEROFFICE MEMO

To: Honorable Mayor and City Councilors
From: Russell Gale, Acting City Manager
Date: November 21, 2014
Re: Employee Benefits

Please find attached the 2015 Employee Benefits Guide.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Russell Gale", is written over a light blue rectangular background.

Russell Gale

jmh
Attachment

City of Broken Arrow

Employee Benefits Guide 2015

Medical • Insurance • Wellness



BROKEN ARROW

Where opportunity lives

It's time to think about your benefit needs and enroll for the benefits that will meet those needs.

City of Broken Arrow offers a comprehensive, cost-effective, and competitive benefits package to provide a foundation of solid protection for you and your family. The more you know about your benefits, the better they will work for you.

This Employee Benefits Guide will help you and your family make informed decisions. We encourage you to review the guide before you complete the enrollment process. Enrollment counselors will be available throughout the enrollment process to answer your questions and assist you in completing the required forms. To see a schedule of on-site enrollment sessions, please see page 4.

We look forward to assisting you during open enrollment. Please feel free to contact Human Resources at 918-259-2400 extension 5397 with any questions you may have regarding this guide or the open enrollment process.

Medical insurance

City of Broken Arrow offers a Medical PPO Plan administered by HealthSmart. Employees can call 1-800-825-3540 or visit www.maa-tpa.com for more details about your coverage and cost.

Dental insurance

There is not a predetermined dental plan network. Employees may receive care from any dentist.

Life insurance

City of Broken Arrow provides each employee with one time their annual base salary up to \$150,000 in life insurance at no cost to the employee. Supplemental coverage also available. Employees are encouraged to keep their beneficiary information current.

Childcare flexible spending account

This account can be used to pay for any eligible childcare expenses which enable you to work. You elect the amount you want deducted from your paycheck each pay period for childcare.

Flexible spending account

After 30 days of employment, employees are eligible for this benefit. The FSA can be used to pay for any uninsured medical, dental or vision expenses and prescription medications.

Open enrollment

Open enrollment provides you the opportunity to make changes to your benefit coverage. Changes become effective January 1, 2015 and will remain in effect through December 31, 2015.

All eligible employees may enroll between November 17, 2014 and December 12, 2014. Enrollment meetings will be held on November 17th, 18th and 19th. Names, dates of birth and social security numbers of all dependents must be provided. You must complete an enrollment form if you are making a change to your coverage or are enrolling for the first time.

Who is eligible for benefits?

Eligibility is determined by the requirements listed in the appropriate plan document or insurance policy. In general, full time employees who work at least 30 hours per week and have completed 30 days of continuous employment are eligible. You may also cover your legal spouse, common law spouse who has met all requirements of a valid marriage contract in the State of Oklahoma and children up to age 26 (see plan documents for details).

Please note you and your dependents will not be covered until you complete the appropriate paperwork, provide the necessary documents (birth certificate, marriage license, etc.) and pay the required premiums.

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Open Enrollment

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This booklet highlights the main features of the benefit plans sponsored by City of Broken Arrow.. Full details of these benefits are contained in the legal documents governing the plans. If there is any discrepancy or conflict between the plan documents and the information presented here, the plan documents will govern. In all cases, the plan documents are the exclusive source for determining rights and benefits under the plans.

City of Broken Arrow reserves the right to change or discontinue the plans at any time. Participation in the plans does not constitute an employment contract. City of Broken Arrow reserves the rights to modify, amend, or terminate any benefit plan or practice described in this guide.

Nothing in this guide guarantees that any new plan provisions will continue in effect for any period of time. This guide serves as a summary of material modifications as required by the Employee Retirement Income Security Act of 1974, as amended.

Open Enrollment 2015: What Do I Do?

1. Read this guide! Then review the benefits available and determine which benefits best meet your needs.
2. Review the family members you have covered under the benefit plans. It's a good idea to make sure your dependents are still eligible for coverage.
3. Make sure Human Resources has your current address on file. Benefit providers will use this address to mail information regarding your coverage to you.
4. Complete an open enrollment form and submit the required documentation to Human Resources no later than December 12, 2014.
5. Remember...by taking no action, your 2014 elections will be continued for 2015.

How do I enroll?

1. I know which benefits I want to elect for 2015...

Complete an open enrollment form which is attached to this guide or you may print it from City web. Return the form to Human Resources no later than December 12, 2014.

2. I need help understanding my benefit choices and/or completing the form...

- Enroll onsite – Enrollment counselors will be available to assist you on an individual basis with the enrollment process. Counselors will be available Monday, November 17th to Wednesday, November 19th from 9:00 am to 3:00 pm in the Council Chambers. Appointments are encouraged but not required. Contact Human Resources at extension 5397 to schedule an appointment.
- Open Enrollment Meeting – Attend a meeting to have your questions answered and learn more about the benefit options available. The meeting times are listed below.

Open Enrollment Meetings:

Monday, November 17th – 8:30 am and 3:30 pm in the City Hall Council Chambers

Tuesday, November 18th – 8:30 am and 3:30 pm in the City Hall Council Chambers

Wednesday, November 19th – 8:00 am in the City Hall Council Chambers

Change in Family Status

The choices you make during open enrollment remain in effect for the full year unless you experience a change in family status event. This includes:

- Marriage or divorce
- Birth, adoption, or placement for adoption of a child
- Death of a spouse and/or dependent
- Loss or gain of coverage due to a change in your dependent's employment status or open enrollment with their employer
- Change of employment status from eligible to ineligible status, full time to part time or vice versa
- A dependent's loss of eligibility because he/she has reached age 26
- Any other changes that is permissible under IRS regulations and rulings as determined by the City of Broken Arrow

To make changes to your benefit coverage after the open enrollment period, you must complete a Service Request form and submit it to Human Resources within 31 days of the status event. If your spouse and/or child becomes ineligible for coverage, you must immediately notify the City by contacting Human Resources.

What's New for 2015?

As health care reform changes have been implemented, the City has hired a consultant to find ways to contain health insurance costs so that the City could continue offering an affordable health insurance plan.

Based on the consultant's recommendations, the following plan changes will become effective January 1, 2015:

- The In-Network Deductible will increase from \$300 to \$400 per person.
- The Out-of-Network Deductible will increase from \$500 to \$600 per person.
- Office Visit co-pays will increase from \$20.00 to \$25.00 per visit
- Specialist Office Visit co-pays will increase from \$30.00 to \$40.00

In addition to the items above, the following changes will become effective January 1, 2015:

- Employees will have the option to choose between 4-tiers of coverage for the medical and dental coverage: Employee Only, Employee plus Spouse, Employee plus Child(ren) and Family coverage.
- Per Health Reform, the City has implemented a separate pharmacy out-of-pocket maximum in addition to the medical out-of-pocket maximum. The in-network pharmacy out-of-pocket maximum will be \$4,200 for an individual and \$6,000 for family, and the out-of-network pharmacy out-of-pocket maximum is unlimited.
- As Mutual Assurance Administrators (MAA) has changed to HealthSmart Holdings, Inc, employees will be issued new ID cards for the 2015 plan year reflecting the HealthSmart Benefit Solutions name and website. Current access to the MAA website will remain in tact. Over time, the website will be rebranded and redirected to HealthSmart. Advance notice will be provided as these changes happen.
- City of Broken Arrow will now use Navitus Health Solutions as the Pharmacy Benefit Manager, which will be reflected on your new ID card.
- Navitus will reach out to the pharmacies that are utilized most by City of Broken Arrow members and provide the new pharmacy information on behalf of participants.
- If a member currently has a mail order prescription with open refills, you can contact Navitus to coordinate transferring your prescriptions.
- The City of Broken Arrow will be implementing cost-containment programs on prescription drugs, including Prior Authorization, Step Therapy and quantity limits. This change will not affect any current prescriptions you are taking, but may affect future prescriptions that are written by your physician. You can contact Navitus at 1-866-333-2757 for additional information.

Cost of coverage

In order to receive coverage under the plan, eligible employees will be required to pay pre-tax premiums in accordance with the following schedule:

TYPE OF COVERAGE	CITY PAYS	EMPLOYEE PAYS
Medical Coverage		
Employee	\$618.38	\$39.48
FOP Employee	\$632.86	\$25.00
Employee + Spouse	\$1,188.14	\$248.54
Employee + Child(ren)	\$1,080.14	\$225.94
Family	\$1,350.16	\$282.44
Dental Coverage		
Employee	\$39.77	\$2.54
Employee + Spouse	\$67.66	\$14.16
Employee + Child(ren)	\$74.42	\$15.58
Family	\$90.19	\$18.86
Vision (Exam Only)		
Employee	\$0.61	\$0.00
Employee + Spouse	\$0.89	\$0.00
Employee + Child(ren)	\$0.96	\$0.00
Family	\$1.53	\$0.00
Vision (Exam and Materials)		
Employee	\$0.00	\$15.18
Employee + Spouse	\$0.00	\$21.93
Employee + Child(ren)	\$0.00	\$23.46
Family	\$0.00	\$27.49
Minnesota Basic Life & AD&D		
City of Broken Arrow provides 1x your annual base salary.	100% of cost	No cost
Minnesota Life Voluntary Employee Life		
Employees can elect additional life insurance coverage in the amount of \$5,000 to \$150,000.	None	Age banded rates (See page 13)
Minnesota Life Voluntary Dependent Life - Spouse		
Employees can elect additional spousal life insurance coverage in the amount of \$5,000 to \$100,000.	None	Age banded rates (See page 13)
Minnesota Life Voluntary Dependent Life - Child		
Employees can elect additional life insurance coverage in the amount of \$10,000.	None	\$1.30
UNUM Long Term Disability		
Coverage for full-time employees excluding FOP and IAFF members.	100%	No cost

Medical schedule of benefits

	PPO	NON-PPO	NOTES
Annual maximum benefit	Unlimited	Unlimited	
Deductible per calendar year			
Per covered person	\$400	\$600	Applies to all covered charges unless otherwise stated
Per family	\$1,200	\$1,800	
Max out-of-pocket per calendar year			
Per covered person	\$2,400	\$4,600	The plan will pay the designated percentage of covered charges until out-of-pocket amounts are reached, at which time the plan will pay 100% of the remainder of covered charges for the rest of the calendar year unless stated otherwise.
Per family	\$7,200	\$13,800	

HOSPITAL SERVICES	PPO	NON-PPO	NOTES
Room and board	\$100 copay, then deductible and 80%	\$100 copay, then deductible and 60%	
Intensive care unit	\$100 copay, then deductible and 80%	\$100 copay, then deductible and 60%	
Emergency room	Plan pays 80% after deductible	Plan pays 80% after deductible	
Urgent care	\$40 copay	Plan pays 60% after deductible	

PHYSICIAN SERVICES	PPO	NON-PPO	NOTES
Inpatient visits	Plan pays 80% after deductible	Plan pays 60% after deductible	
Office visits	Physician - \$25 copay Specialist - \$40 copay	Plan pays 60% after deductible	
Office lab / x-ray only	\$25 copay	Plan pays 60% after deductible	Copay waived if performed in conjunction with an office visit
Chiropractic Services	\$40 copay	Plan pays 60% after deductible	Limited to 26 visits per calendar year
WELLNESS BENEFIT	PPO	NON-PPO	NOTES
Preventive care	100%	Plan pays 60% after deductible	Annual exams, pap test, prostate exams, immunizations, well baby / well child care, bone density tests, mammograms, contraceptives

Prescription drug benefit

COPAYMENT PER PRESCRIPTION OR REFILL	RETAIL PHARMACY	MAIL ORDER (90 DAY SUPPLY)	NOTES
Generic	\$5 copay	\$10 copay	If a member chooses a brand name drug that has a generic equivalent, the copay will be the generic copay and the cost difference between the generic medication and the brand name medication.
Preferred Brand	\$30 copay	\$40 copay	
Non-Preferred Brand	\$35 copay	\$70 copay	
Specialty	\$150 copay	NA	

Dental Coverage

The City of Broken Arrow offers a Dental Plan administered by HealthSmart. The dental plan allows you the freedom to choose whether to have dental coverage or not.

Research shows that dental health is an excellent measure of overall health, and that the condition of your mouth can indicate the condition of your body as a whole. Regular dental check-ups do more than just help you maintain a great smile, they can also give your dentist an indication as to whether or not much more serious issues are occurring, such as development of diabetes. Participants are strongly encouraged to take advantage of this benefit.

The table below summarizes what the plan covers and what it costs. It is only a summary. If you want more details about your coverage and costs, you can get the complete terms in the plan document on the Cityweb or at www.maa-tpa.com or by calling HealthSmart at 1-800-825-3540.



SCHEDULE OF BENEFITS

PERCENTAGE PAYABLE OF COVERED / ALLOWABLE DENTAL SERVICES

Class I	Diagnostic and Preventive Services	80% Deductible Waived
Class II	Basic Restorative Services, Endodontics, Periodontics & Oral Surgery	80%
Class III	Major Restorative Services (Crowns, dentures, implants, etc.)	80%
Class IV	Orthodontic Services* - available to the employee and eligible dependents	80%

MAXIMUM AND DEDUCTIBLE AMOUNTS

Annual Maximum Benefit Per Person - Classes I, II, & III	\$2,000
Annual Dental Deductible Per Person – Classes II, III, & IV	\$25
Annual Maximum Benefit and Deductible Accumulation Period	January 1 – December 31 each year

Vision schedule of benefits

Your eyes deserve the best care to keep them healthy year after year. Using your Vision Service Plan (VSP) benefit is easy.

1. Find an eye care provider who's right for you. To find a VSP doctor, visit vsp.com or call 1-800-877-7195.
2. Review your benefit information. Visit vsp.com to review your plan coverage before your appointment.
3. At your appointment, tell them you have VSP. There's no ID card necessary.

That's it! VSP will handle the rest for you. There are no claim forms to complete when you see a VSP doctor.

Summary of Vision Benefit

- Well Vision Exam (provided every 12 months to participants of the City's medical health plan)
- \$25 co-pay
- Supplemental Vision Insurance (optional)
- Employees may purchase additional coverage to pay for lenses, frames and/or contacts.

Please see page 6 for supplemental vision insurance rates.



How can I control my health care costs?

City of Broken Arrow is committed to the overall health and wellness of our employees and their families. Your overall health not only includes mental and physical health as well as your financial health. Year over year we continue to look for ways to help you save money on healthcare costs while increasing services and program offerings to help you live an overall healthier lifestyle.

These programs add value because they are designed to lower your overall healthcare costs, while strengthening your overall health. By taking advantage of the following programs available to you, you'll be on a great path for Practicing Wellness and enhancing your overall health and wealth.

- Practice Wellness – Reference page 12
- Biometric Screenings for you and a spouse if the spouse is covered by the City of Broken Arrow Plan – Reference Page 12
- Disease Management – Reference Page 12
- Tobacco Cessation Program – Reference Page 12
- Preventive – Reference Page 8
- Flexible Spending Accounts – Reference Page 16
- Dental – Reference Page 9



Practice Wellness

Biometric screenings and health risk assessment

A biometric health screening is a measurement of your physical characteristics such as height, weight, body mass index, blood pressure, blood cholesterol and blood glucose tests that can be used as part of a workplace health assessment to benchmark and evaluate changes in the overall health plan over time.

- Employees and spouses covered under the City of Broken Arrow medical plan are strongly encouraged to take advantage of the onsite screenings held at their work location.

Disease management

Disease management is a strategic approach to personal health that may reduce healthcare costs and improve quality of life for individuals by preventing or minimizing the effects of disease, usually a chronic condition, through knowledge, skills and integrative care.

Tobacco cessation program

Quitting smoking is the single most important step a smoker can take to improve the length and quality of life. The City is offering at no cost a tobacco cessation program through Personalized Prevention for employees and spouses. Visit the City's wellness website, www.brokenarrowwellness.com for information and to enroll in the program.

Gold's Gym Membership

The City has partnered with Gold's Gym to offer a corporate membership to all employees. For details on the program or to enroll, contact the Human Resources Division.



Company paid life insurance

The City provides Basic Term Life Insurance through Minnesota Life to all full time employees, except IAFF members. This benefit includes Accidental Death and Dismemberment (AD&D). You can also purchase Supplemental Life coverage for yourself, your spouse and your children (see table below for amounts). To obtain a summary of your current life insurance benefit amount, stop by the Human Resources office or attend an open enrollment meeting.

Evidence of Insurability will be required, unless you are a new hire employed within the last 31 days. Contact Human Resources for additional details.

- Life and Accidental Life: 1x annual base salary, rounded to the nearest \$1,000 up to \$150,000.
- Eligible after 30 days of full-time employment
- Coverage reductions apply starting at age 65, see certificate for details

Supplemental life insurance

Term life product

Employee coverage: Any multiple of \$5,000. Max Amount: up to \$350,000

Spouse: Any multiple of \$5,000. Max Amount: up to \$150,000

A spouse is not eligible if they are also eligible as an employee

Child: \$10,000

Covers all eligible children from 14 days to 19 years or 25 if full time student (Children 14 days to 6 months receive \$1,000)

A child may only be covered by one parent, if both are employed by the City.

Employee or Spouse Supplemental Life and AD&D Rates per \$1,000

AGE	MONTHLY RATE PER \$1,000	AGE	MONTHLY RATE PER \$1,000
Under 25	\$0.07	50 – 54	\$0.39
25 – 29	\$0.08	55 – 59	\$0.63
30 – 34	\$0.10	60 – 64	\$0.77
35 – 39	\$0.11	65 – 69	\$1.33
40 – 44	\$0.14	70 – 74	\$2.08
45 – 49	\$0.23	75+	\$2.40

Note: Your premium rates increase with age on policy

Child Term Life monthly cost: \$1.30

Supplemental life insurance Plan Features

Waiver of Premium – If you become disabled before age 60, your life insurance premiums may be waived until retirement, recovery or Social Security Normal Retirement Age.

- Accidental Death and Dismemberment (AD&D) – Provides an additional insurance benefit if death results from an accident, or pays a benefit if there is a loss from an injury as defined in the plan.
- Accelerated Death Benefit – If you become terminally ill with 12 months or less to live, you may request early payment of up to 100% of your life insurance amount.
- Conversion – You have the option to convert your group life coverage to an individual life policy when your group coverage ends. Premiums will be higher than those paid by active employees.
- Portability – If you leave or retire, prior to age 70, you may be eligible to take your Term Life coverage with you and pay premiums directly to Minnesota Life. Premiums will be higher than those paid by active employees.
- Convenient Payroll Deductions – Premiums are automatically deducted from your paycheck.
- LifeSuite Benefits – This plan includes the following services at no additional cost to provide support and resources for life's everyday and extraordinary needs.
 - » Travel Assistance – Access to emergency travel assistance service provided by Global Rescue. More information is available at www.lifebenefits.com/travel.
 - » Legal Services and Will Preparation – Services provided by Ceridian LifeWorks. Additional information is available at www.lifeworks.com: Username: will, Password: preparation
 - » Legacy Planning – Final arrangement services, provided by Minnesota Life. More information available online at www.LegacyPlanningServices.com.
 - » Beneficiary Financial Counseling – Beneficiaries may choose to use independent beneficiary counseling services from PricewaterhouseCooper LLP (PwC).

Long-term disability

The long term disability plan provides financial protection for you by paying a portion of your income while you are disabled. The amount you receive is based on the amount you earned before your disability began. In some cases, you can receive disability payments even if you work while you are disabled.

- All full-time employees except sworn police officers and firefighters in active employment are eligible for this benefit. The cost of coverage is paid by the City.
- Benefits begin the day after the elimination period (90 days) is completed.
- Benefit Amount: 60% of monthly earnings to a max benefit of \$4,000/month or \$6,000 for department heads. Monthly earnings means your gross monthly income from the City in effect just prior to your date of disability. It includes your total income before taxes and any deductions made for pre-tax contributions to a qualified deferred compensation plan, Section 125 plan or flexible spending account. It includes income actually received from scheduled overtime pay, longevity pay and education add on but does not include commissions or any other extra compensation or income received from sources other than your employer. Your payment may be reduced by deductible sources of income and disability earnings.
- Some disabilities may not be covered or may have limited coverage under this plan. Refer to the Certificate of Coverage for details.
- The above items are only highlights of this benefit. For a full description of your coverage, read your Certification of Coverage. Can't find your certificate? You may request a copy from the Human Resources Division.



Employee assistance program

Personal problems are part of life. Most of the time, we're able to cope with problems on our own. Sometimes, however, personal problems can overwhelm us. When this happens, professional assistance is needed. That assistance is available to you through the CommunityCare Employee Assistance Program (EAP).

The City offers this benefit to all employees at no cost because we believe in a healthy workforce and view our employees as our most important resource. The EAP counselors help employees and family members to cope with a variety of problems that interfere with work and everyday life. These may include marital, financial, legal, emotional, alcohol-drug related, work related or parent-child conflicts. Professional counselors offer employees and/or family members as assessment of the problem, short-term counseling and information and referral to community resources.

To use the Employee Assistance Program, simply call 918-594-5232 to arrange an appointment. Business hours are 8 am to 5 pm on weekdays. You do not need to ask for supervisory permission and all referrals are confidential. For additional information, contact the Human Resources Division.

Flexible spending accounts

There are three types of Flexible Spending Accounts (FSA): Premium Account, Health Care FSA and Dependent Care FSA. Pay less in taxes and increase your take-home pay by having your health insurance premiums deducted from your paycheck on a pre-tax basis, and signing up for a health care FSA, a dependent care FSA, or both. Set aside a portion of your paycheck before taxes and use the funds to pay for medical or dependent care expenses throughout the year. You may elect a minimum of \$100 up to a maximum of \$2,550 in the Health Care FSA on an annual basis, or a minimum of \$100 and maximum of \$5,000 per family unit (or \$2,500 if married filing separate) in the Dependent Care FSA.

How an FSA works

- Set aside a portion of your paycheck before taxes
- Covers non-reimbursed health care or dependent care expenses
- Submit claims for you and your dependents
- You choose reimbursement by debit card, check or direct deposit

Online account information

- View account information 24/7 on secure web portal
- Check your available balance
- Submit and monitor claims for eligible flex expenses

Debit card available

- Out-of-pocket expenses at health care providers
- Point of purchase flex spending
- Instantaneous acceptance at pharmacies, grocery and retail stores with inventory information approval systems (IIAS)

Qualified expenses

- View a list of eligible expenses at <http://maa-tpa.com/flexible-expenses>
- Covered health care expenses include:
 - » Non-reimbursed physician and hospital expenses, chiropractic care
 - » Dentures, orthodontia, crowns, oral surgery
 - » Diabetic supplies, over-the-counter medications with prescriptions
 - » Eye glasses, laser eye surgery, contact lenses and supplies
 - » Mental health counseling, sleep disorder treatments
- Covered dependent care expenses include:
 - » Child dependent day care, inside or outside the home
 - » Licensed pre-school or day care center expenses, day camps
 - » Unlicensed day care for six or fewer children, nanny expenses

Annual savings example

	WITH FSA	WITHOUT FSA
Your annual salary	\$36,000	\$36,000
Less FSA contribution	- \$ 1,800	\$0
Taxable gross income	\$34,200	\$36,000
Less Federal and Social Security taxes*	- \$11,166	- \$11,754
Spendable income	\$23,034	\$22,446
Potential savings	\$588	\$0

*Tax savings is an estimate based on a 32.65% tax rate

Questions?

Contact your MAA Flex Team

toll free: 800.825.3540 x2648 phone: 405.607.2648 fax: 405.858.1125 email: flex@maa-tpa.com

How does the Premium Account work?

During open enrollment you may elect to have your health insurance premiums deducted from your paycheck on a pre-tax basis. The only action needed on your part is to select this option on your open enrollment form.

How does the Dependent Care FSA work?

You must complete an open enrollment form estimating the cost of child and dependent care for the calendar year. The maximum you may elect is \$5,000. Every pay period, a pre-tax deduction will be taken from your paycheck and deposited into your individual child and dependent care account.

To obtain money from your account you must submit documentation to Human Resources certifying the child and dependent care expense has been incurred. Proper documentation may be a receipt, a canceled check or a statement showing payment has been made. Documentation must include the day care provider's name and social security number or federal ID number. The amount paid will be reimbursed on your next payroll check. You may request reimbursements up to the amount that has been placed into your dependent care FSA account through payroll deductions.

You cannot change the annual amount of child and dependent care expenses you claim for the calendar year unless you have a change in family status. Therefore, you should estimate your expenses carefully. You will lose any money left in the account at the end of the calendar year due to IRS regulations.

In order to participate, the IRS requires that you meet all of the following qualifications:

- If married, your spouse must be working, permanently disabled, or a full-time student.
- Day care expenses are being incurred in order for you to work or be gainfully employed.
- Your child is age 12 or under.
- You must be the custodial parent.

How does the Health Care FSA work?

You must complete an open enrollment form estimating the calendar year cost of medical expenses for you and your family. The maximum you may elect is \$2,550 for the 2015 plan year.

To obtain money from your account you submit documentation of the expense (usually an explanation of Benefits/EOB) to Mutual Assurance Administrators (MAA). You elect how you want to receive the reimbursement from the following three options:

- A check can be mailed to your home address.
- The reimbursement can be directly deposited into your bank account.
- You may request a FSA Debit Card that may be used for eligible expenses. If you select this option, a fee of \$1 per month per card is deducted from your paycheck.

Important Facts

- Eligible expenses you incur between January 1, 2015 and March 15, 2016 must be submitted for reimbursement by April 30, 2016.
- The IRS has a "use-it-or-lose-it" rule for these accounts. This means you must use all your contributions during the plan year you make them. You can't "roll-over" unused amounts to cover the next plan year's expenses. You will lose any unused monies at the end of the plan year.
- After the plan year starts, you cannot change your elections unless you experience a family change (additional restrictions may apply). A family status change is defined as marriage, divorce or legal separation; birth or adoption of a child; death of a dependent or spouse; or change (loss or gain) in employment status.
- The expenses you elect to pre-tax through your FSA cannot be reimbursed through another source.

My spouse and/or children have other insurance coverage, are they eligible to participate in the City's benefit plans?

Yes, they are eligible. However, you must notify both insurance companies of the other coverage. You may want to review the plans' Coordination of Benefits provision to make sure the cost of enrolling in both plans is not greater than the benefit you will receive.

I want to add my new spouse to the health insurance plan. What do I need to do?

Marriage is a qualifying life change event that allows you to add your new spouse to the plan. To request coverage, you must provide a copy of your marriage license and a health insurance change form to Human Resources Division within 30 days of the date of marriage. Coverage becomes effective the first day of the month following the enrollment request.

How do I find out what physicians and/or hospitals are considered in-network for my health insurance plan?

Preferred Community Choice is our network of medical providers. You may obtain a list of providers at www.ccok.com or by calling 1-800-884-4776.

My spouse and I recently divorced. How do I remove my ex-spouse and/or stepchildren from my insurance? Do I have to terminate their coverage?

Once you receive a divorce, your ex-spouse and stepchildren are no longer eligible dependents and must be removed from the plan immediately. It is essential that you notify the Human Resource Division within 30 days of the divorce. Failure to notify in a timely manner may result in financial and disciplinary consequences. Coverage for your ex-spouse will end on the last day of the month in which the divorce was final. However, they will be eligible to continue coverage through COBRA. Additional details regarding COBRA may be found in the health insurance plan document.

What do I contact to resolve a pharmacy or prescription issue?

Effective January 1, 2015, Navitus Rx is the City's Pharmacy Benefit Manager. For questions regarding your prescription drug coverage you may visit their website at www.navitus.com or call

Benefit contact information

Human Resources Department

City Clerk's Office

918-259-2400 extension 5443

Information Systems

Help Desk

918-259-2400 extension 5269

Risk Management

Workers' Compensation

918-259-2400 extension 5206

Workplace Safety

918-259-2400 extension 5239

Human Resources Division

918-259-2400 extension 5397

Note: Please direct all phone calls to extension 5397. This extension is answered by the available HR representative. If he/she cannot assist you, your call will be forwarded to the appropriate person. This will result in a faster response for you!

Retirement Systems

Oklahoma Municipal Retirement Fund (OMRF)

1-888-394-6673

www.okmrf.org

Oklahoma Firefighters Pension & Retirement System

1-800-525-7461

www.ok.gov/fprs/

Oklahoma Police Pension & Retirement Board

1-800-347-6552

www.ok.gov/OPPRS/

Savings Plans

ICMA

Deferred Compensation

1-800-669-7400

www.icmarc.org

Nationwide Retirement Solutions

Deferred Compensation

1-877-677-3678

www.nrsforu.com

Saint Francis Federal Credit Union

918-494-1810

www.sffcutulsa.org

Health & Life Benefits

HealthSmart

Health and Dental Coverage

Group # ARROW

1-800-825-3540

www.maa-tpa.com

Preferred Community Choice Medical Provider Network

1-800-884-4776

www.ccok.com

Navitus Rx

Pharmacy Benefit Manager

1-866-333-2757

www.navitus.com

Vision Service Plan

Vision Insurance

1-800-877-7195

www.vsp.com

Minnesota Life

Life Insurance

1-800-392-7295

CommunityCare EAP

Employee Assistance Program

918-594-5232

www.ccok.com

Flexible Spending Accounts

Mutual Assurance Administrators

administers HealthCare FSA

1-800-825-3540

www.maa-tpa.com

Human Resources – Payroll

Administers Dependent Care FSA

918-259-2400 extension 5395

humanresources@brokenarrowok.gov



BROKEN ARROW POLICE DEPARTMENT

1101 N 6th Street, Broken Arrow, OK 74012

PHONE: (918) 259-8400; FAX: (918) 251-2427

Press Release No.: 14-44

Date: 11-19-14

Subject: Broken Arrow Police Department partners with NextDoor

The Broken Arrow Police Department announced today a partnership with Nextdoor (www.nextdoor.com), the free and private social network for neighborhoods to build stronger, safer communities with the help of residents.

This integration with Nextdoor will enable the Broken Arrow Police Department to communicate online with Broken Arrow neighborhoods. Residents and Broken Arrow Police Department Officials will be able to work together to increase safety and strengthen virtual neighborhood watch.

“We have always invested in innovative ways to increase safety for our residents,” said Lisa Ford, Crime Prevention Specialist with the Broken Arrow Police Department. “With Nextdoor, we can help empower neighbors to keep their communities safe and connected, and give them the ability to collaborate on virtual neighborhood watch efforts.”

To get your neighborhood started with the Nextdoor program go to <https://nextdoor.com> and enter your address. If residents have questions about their Nextdoor website, please visit help.nextdoor.com. The Nextdoor program is free to the Broken Arrow Police Department and the Neighborhoods who use the site to prevent crime.

The Broken Arrow Police Department would also ask that you “LIKE” them on their “facebook” page as well

Authority/Title: Crime Prevention Specialist Lisa Ford

Phone Number: 918-451-8213/ lford@brokenarrowok.gov

To: Russell Gale, Interim City Manager

From: David N. Boggs, Chief of Police 

Date: November 19, 2014

Re: Broken Arrow Police Department Facebook Survey

Attached please find the results of the Facebook Survey recently conducted by the BAPD. It began on November 12th, ending November 17th with 101 individuals completing the survey.

In an effort to encourage participation, those completing the survey had a chance to win "Lunch with the Chief."

Thank you.

DNB:trl

Attachment

Broken Arrow Police Department

Facebook Survey

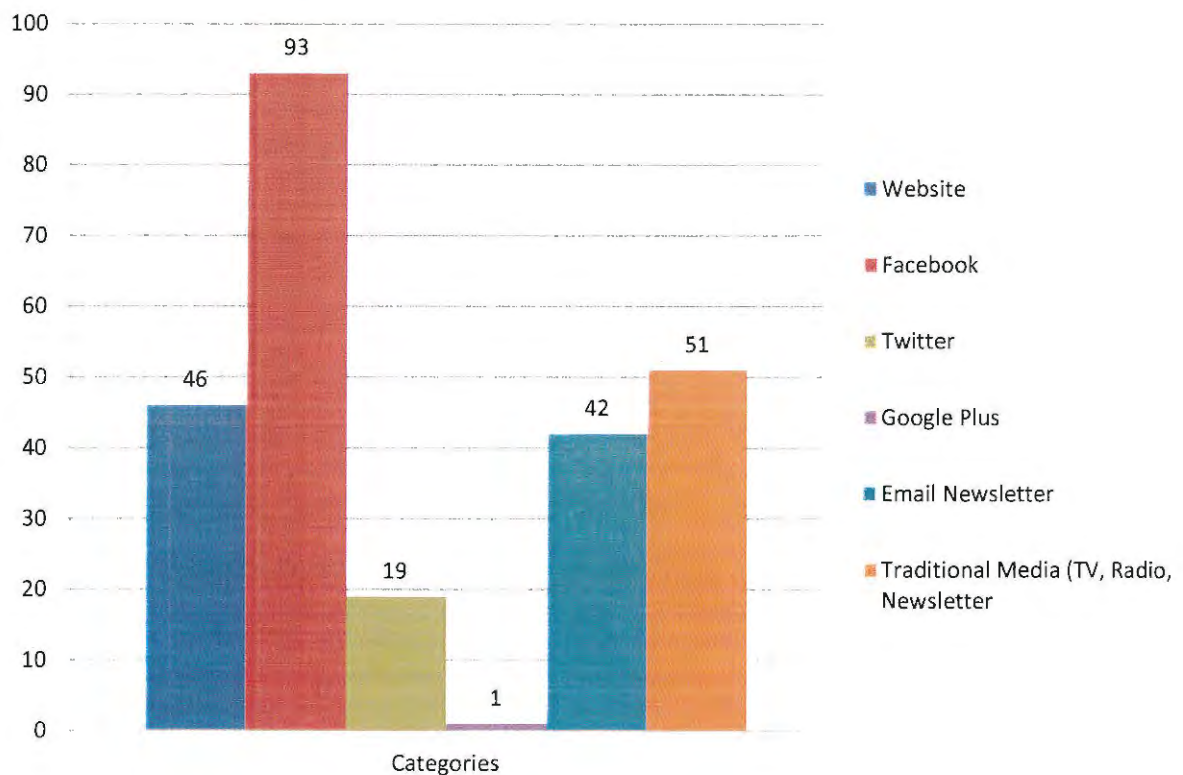


A survey was conducted by the Broken Arrow Police Department on Facebook to gather several types of information from respondents. Facebook was chosen as the method to conduct the survey due to its overall reach and active community. The survey asked how often respondents accessed the department's Facebook page and what categories of posts they liked. They were also given a list of choices of potential new posts types and asked if they would like to see those post types added in the future. Finally, respondents taking the survey were given an opportunity to add comments of their choosing.

The survey began on Wednesday 11-12-14 and ran through Monday 11-17-14. To increase participation, a prize of having lunch with Chief Boggs was announced for a randomly chosen participant. There were 269 individuals that clicked on the survey link, with 101 actually taking the survey and entering their email address. Please see the results of the survey on the following pages.

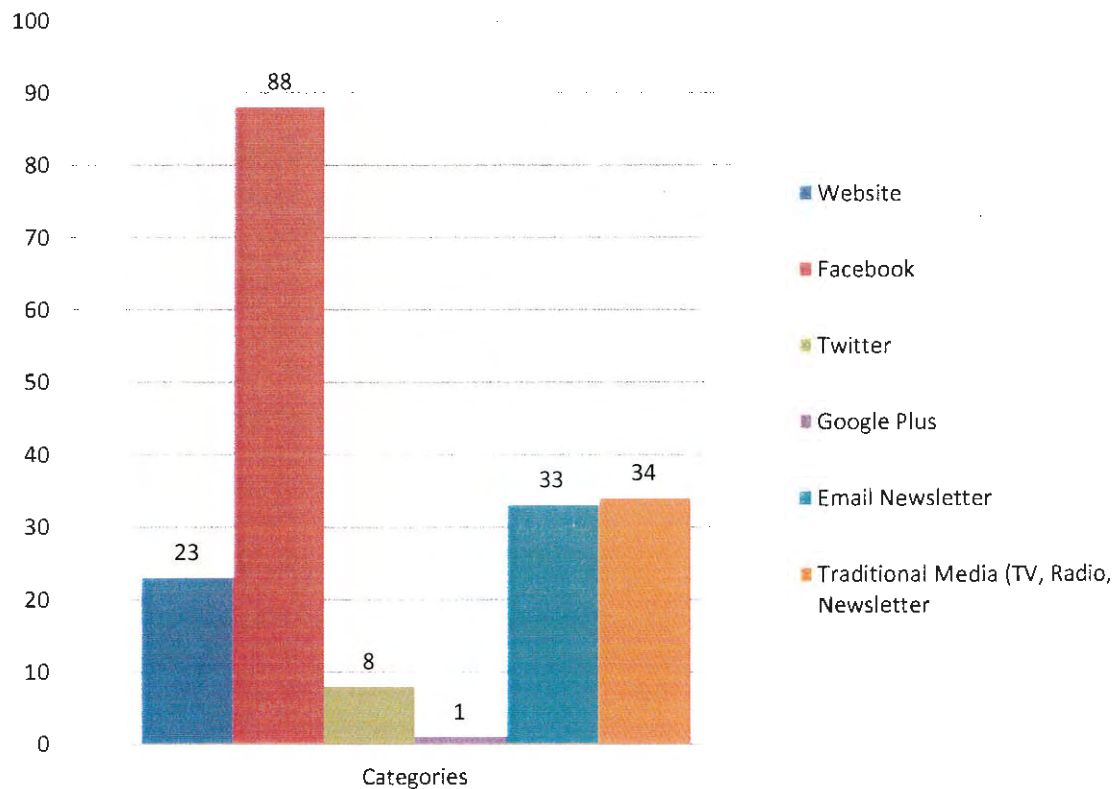
Respondents were asked to choose from a list of sources they would like the Broken Arrow Police Department to use to provide updates regarding the department. Obviously since the survey was conducted on Facebook, Facebook was the overwhelming choice. Traditional media, a website, and an email newsletter also received significant responses.

- Website- (46)
- Facebook- (93)
- Twitter- (19)
- Google Plus- (1)
- Email Newsletter- (42)
- Traditional media (TV, radio, newspaper)- (51)



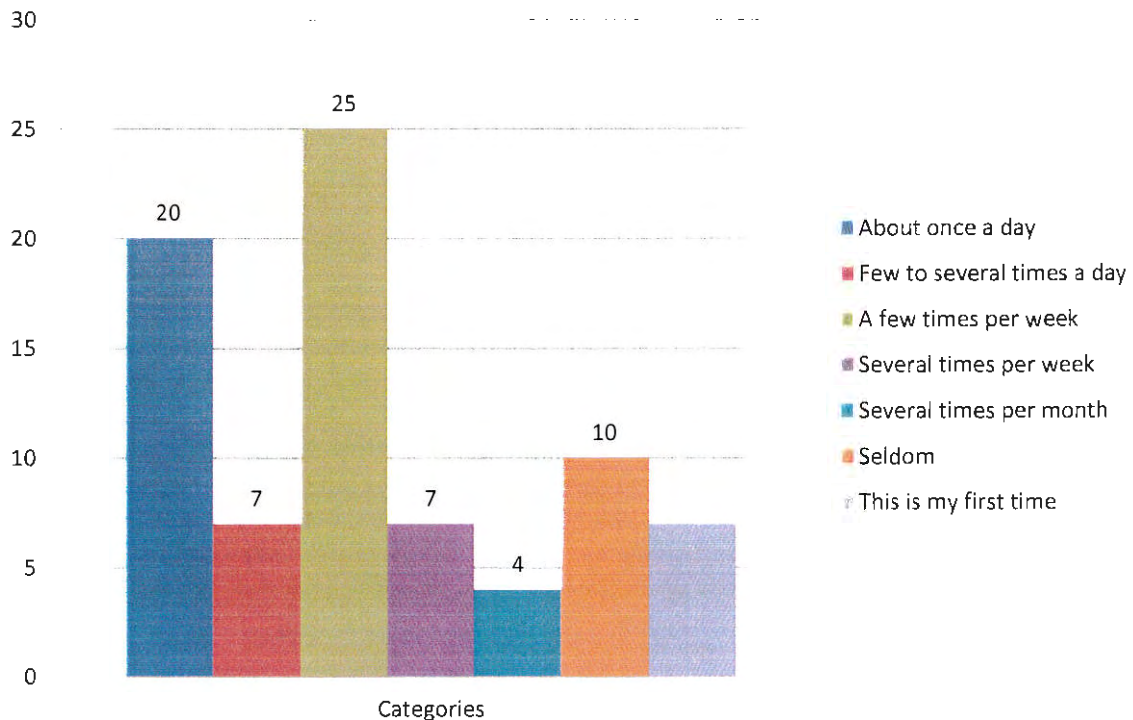
The next question asked respondents to choose their preferred source out of the previous listed sources given. Facebook again was the overwhelming favorite, with traditional media and email newsletter a distant second and third.

- Website- (21)
- Facebook- (88)
- Twitter- (8)
- Google Plus- (1)
- Email Newsletter- (33)
- Traditional (TV, radio, newspaper)- (34)



Next a question was asked of how often respondents typically accessed the Broken Arrow Police Department's Facebook page. The top response was a few times per week and not far behind was once a day. This confirms what we discovered above in that Facebook is an important resource for providing information regarding the Broken Arrow Police Department.

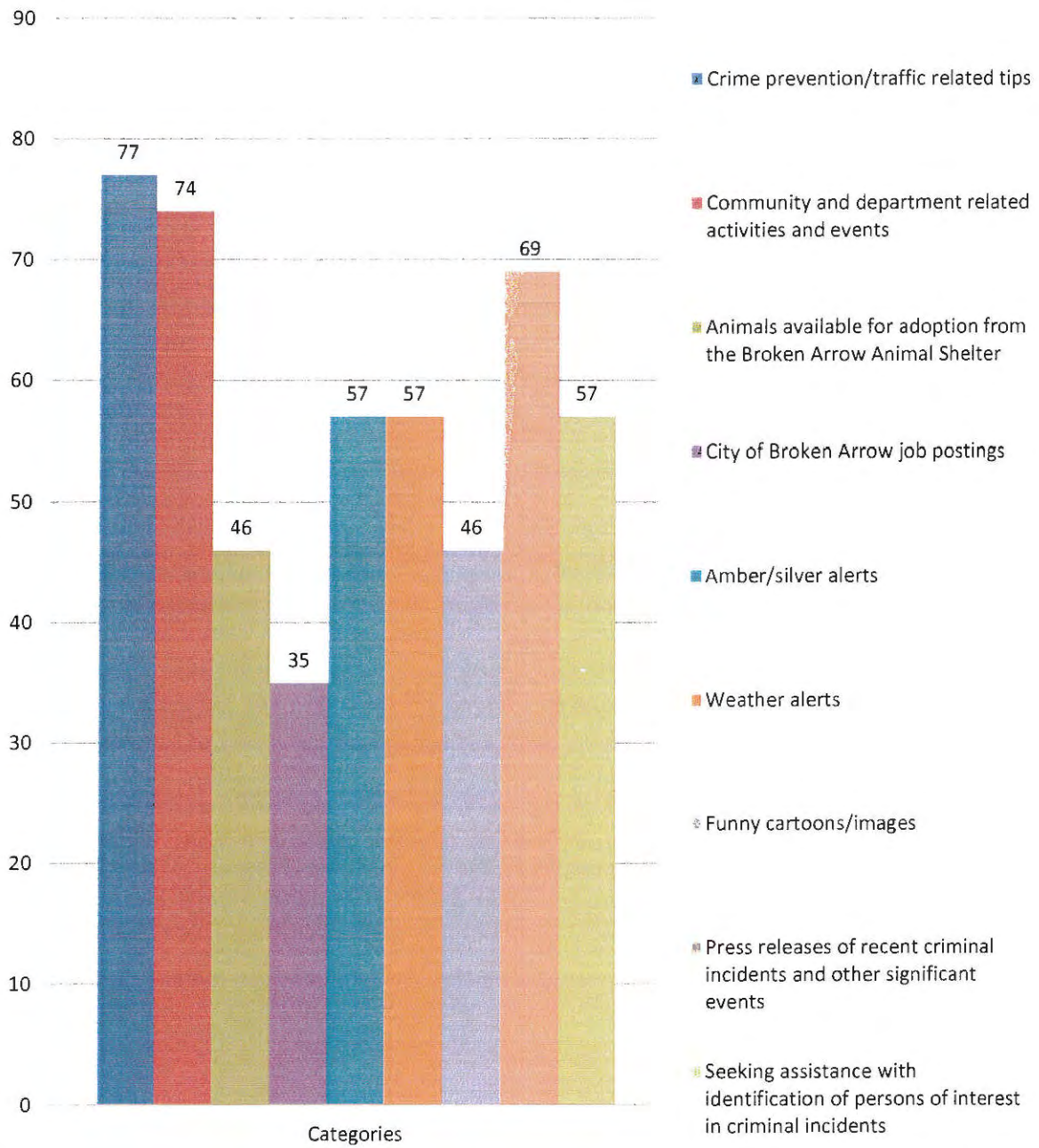
- About once a day- (20)
- A few to several times per day- (7)
- A few times per week- (25)
- Several times per week- (7)
- A few times per month- (21)
- Several times per month- (4)
- Seldom- (10)
- This is my first time- (7)



Several categories of information are often posted on the department's Facebook page. We wanted to discover what post types are preferred so that those posts could be targeted more often. Based on the results, respondents want to continue to receive crime prevention and traffic related tips the most, with job postings receiving the least amount of clicks. However, all received a significant amount of responses proving that a variety of post types are essential to keep people interested, and all current types are well received.

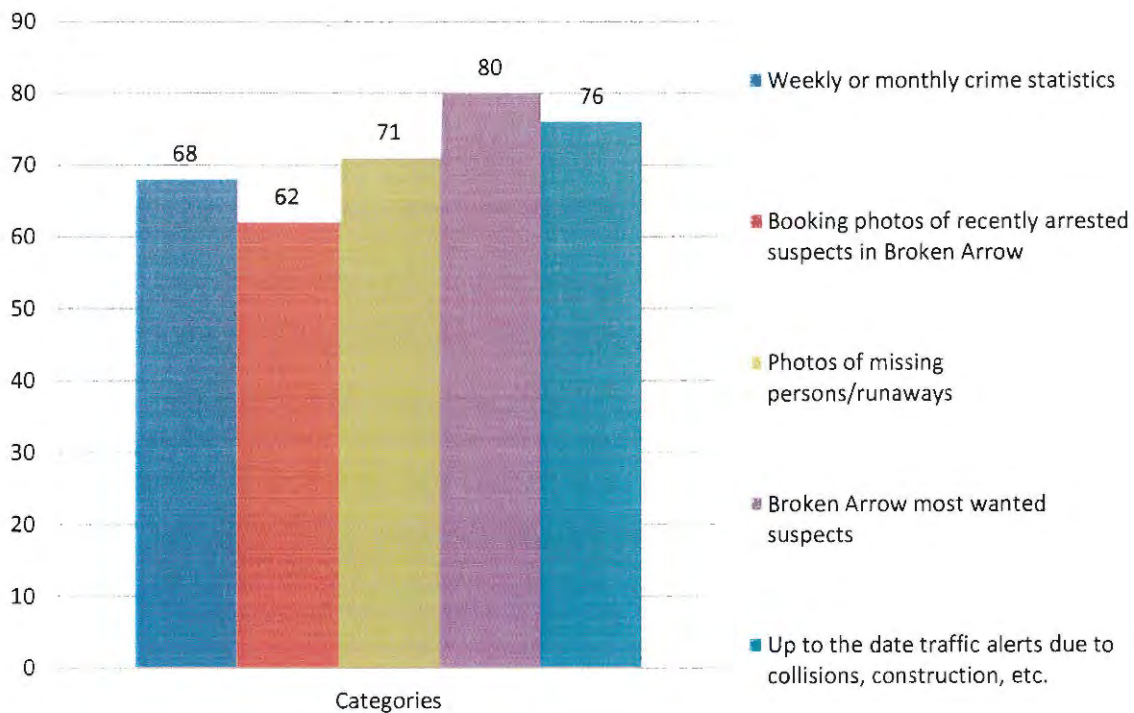
- Crime prevention/traffic related tips- (77)
- Community and department related activities and events- (71)
- Animals available for adoption from the Broken Arrow Animal Shelter- (46)
- City of Broken Arrow job postings- (35)
- Amber/Silver Alerts- (57)
- Weather Alerts- (57)
- Funny cartoons/images- (46)
- Press releases of recent criminal incidents and other significant events- (69)
- Seeking assistance with identification of persons of interest in criminal incidents- (57)

(See chart on the following page)



The final question provided a list of other post types and asked respondents if they would be interested in seeing any of those included on the Facebook page. These are post types that are not currently posted to the department Facebook page, but have often been requested. Interestingly, every listed post type received a large number of clicks, with “most wanted suspects” receiving the most, and even the least, “booking photos of recently arrested suspects”, receiving 68 out of 101 possible.

- Weekly or monthly crime statistics- (68)
- Booking photos of recently arrested suspects in Broken Arrow- (62)
- Photos of missing persons/runaways- (71)
- Broken Arrow most wanted suspects- (80)
- Up to date traffic alerts due to collisions, construction, etc.- (76)



All respondents were given the ability to add comments prior to completing the survey but was not required. There were surprisingly 26 comments provided which should be considered a fairly high number. The overwhelming majority of comments were very supportive of the Broken Arrow Police Department, and several commented that they appreciated the department and the department's use of social media to connect with residents. All received comments are provided below:

- The Broken Arrow Police Department is definitely one of the best departments. The FB page delivers good information! Keep up the good work BAPD!
- I love how positive this page is. Highlighting the good that your officers do as well as opportunities to show that they're human and prone to see the humor in things is critical and reinforces the community oriented police model that has been so successful. I love your page, keep up the good work!
- BAPD is an amazing department. We are trying to get our Next Door App more members from our neighborhood. BAPD already noticed our neighborhood on the App! It was so cool! I wish BAPD would post about this new app so that more people would join. More people seem to check the app more than our neighborhood Facebook page. We have just been going for about 2 weeks and have almost 40 members but have 185 houses. Still need many more but our neighbors seem to love it!
- Love BA, great job by our PD, Thanks
- Lisa Ford is a Great asset to the Police Department. The department should do everything to enhance her positive connections with citizens
- If information is posted on Facebook, it can be shared by HOA's and Neighborhood watches
- I appreciate getting posts on Facebook also neighborhood web site. I think our BA police department does a great job.
- I feel safe knowing that the BAPD is out there doing an amazing job!
- Wished there were more patrolling in the neighborhoods. Too many fast idiots drive thru them.
- Keep up the good work

- You guys do a great job, keep up the good work!
- Thank you for doing such a wonderful job at keeping our community safe and making Broken Arrow such a great place to live!
- You guys are awesome. I think your doing a fantastic job. One of the reasons I love BA.
- Patrolling the neighborhoods when driving down a major street would be a nice gesture. Kinda keeps those who don't belong away if they think a policeman might be driving by.
- All in all I feel safe and secure in BA and trust our police force
- Continue to be the best
- Broken Arrow PD is very community involved. We are very thankful for our wonderful police officers and all they do to keep our city safe.
- I love that there is a Facebook page but I wish there was a separate one for the shelter. I follow the tulsa shelter and they are constantly posting animals that are available and events that they will be at.
- The BA police department is doing a wonderful job of communicating within the community. Cannot think of any suggestions at this time. Just keep posting and taking care of us. Thank you.
- Officer of the week? Every BA LEO I have interacted with has been courteous and engaging.
- Chief Boggs and his wife are wonderful people!
- I am really glad that the police department is using Facebook and social media to reach more citizens in Broken Arrow with the information they have.
- Keep up the good work :)
- I did not realize the PD has a face page. I will be sure to check it out at least once daily. Probably more.
- I like that you seem lately to be more focused on real crime and less on catching evil seatbelt offenders.
- I think if we are paying for our officers to drive their patrol cars home, they should have to park them where they are visible to the public to help deter crime.

In summary, it is no secret social media is an excellent way of interacting with a community. Based on the results of the survey, it appears that the Broken Arrow Facebook page is essential in that regard, especially considering there are now well over 6,000 individuals who have liked the BAPD Facebook page. 101 respondents to complete the survey is a significant number when considering the short time in which this survey was conducted (less than six days). Facebook allows the ability to immediately provide updated information to the community (and receive comments), and continues to expand as a preferred source of information regarding the Broken Arrow Police Department. Other popular social media outlets were not considered as important to respondents, including Twitter. It could be said it was because the survey was conducted on Facebook, but this is a trend nationally as well, as Facebook dominates in users over all other social media networks combined. The future looks bright regarding the department's use of Facebook to continue to enhance the department's relationship with the community it serves.

Survey conducted by D'Ann Calhoun Consulting



SCOTT A. THOMPSON
Executive Director

OKLAHOMA DEPARTMENT OF ENVIRONMENTAL QUALITY

MARY FALLIN
Governor

November 13, 2014

Russell Gale, Interim City Manager
City of Broken Arrow
P.O. Box 610
Broken Arrow, OK 74013

Re: FY 2015 Annual Report
City of Broken Arrow Industrial Pretreatment Program
OPDES Permit Number OK0040053; State Facility S-20409 / Pretreatment File

Dear Mr. Gale:

The City of Broken Arrow Industrial Pretreatment Program Annual Report due October 31, 2014, was received by DEQ on November 3, 2014. The report has been reviewed and accepted as administratively complete. Technical compliance with all federal and state requirements found at 40 CFR 403.12(i) and Part II.D.4 of your OPDES permit will be addressed as part of your municipal pollution prevention assessment (Pretreatment Audit).

Questions or comments may be directed to me as follows:
E-mail roshini.nambiar@deq.ok.gov, Fax 405-702-8101 or Telephone 405-702-8132.

Sincerely,

A handwritten signature in blue ink that reads 'Roshini Nambiar'.

Roshini Nambiar, Municipal Pretreatment Coordinator
Municipal Wastewater Enforcement Section
Water Quality Division

RN/PR/md

cc: Rudy Molina, Pretreatment Coordinator, EPA Region 6
Anthony Daniel, Director of Utilities, City of Broken Arrow
Lauren Wilson, Pretreatment Coordinator, City of Broken Arrow
Rick Austin, Regional Manager, ECLS, DEQ

City of Broken Arrow

NOV 19 2014

City Manager's Office



3. SPECIAL EVENTS / ACTIVITIES



To: Russell Gale, Acting City Manager
From: Lori Hill
CC: Scott Esmond
Date: November 19, 2014
Re: Notes to Council – Updated upcoming Rose District Events

UPCOMING EVENTS

- November 6-December 13 – [Christmas Tree Exhibit Opens](#) – Broken Arrow Historical Society
 - No street closures
 - Exhibit lasts through December 13
- November 13-December 31 – [Holiday Pop-Up Shops](#) – Debra Wimpee
 - No street closures—located at 210 S. Main Street
 - Confirmed retailers include: Everyday Ministries – A Gathering Place Store, Shabby Shop Girl, CBJ’s Bakery, Silk Road Inc., Colors Of Etnika, Patchouli Parlour, Enhance Medical Spa, Tracie Druten, Fleet Feet, A New Leaf
- November 29 – Small Business Saturday – Broken Arrow Chamber
 - No street closures
 - You’ll receive a separate emails with more details
- November 29 – Holiday Window Display Contest
 - No street closures
 - You’ll receive a separate emails with more details
- December 5 – [Lee Ann Womack Holiday Show](#) – Broken Arrow PAC
 - No street closures
- December 6, 10 a.m. – 12 p.m. – [Broken Arrow Civitan Christmas Parade](#) – Broken Arrow Civitans
 - Main street will be closed to through traffic. Parade contact is: Annette Burt with Air Assurance at aburt@airassurance.com
- December 19 – [Debby Boone Holiday Show](#) – Broken Arrow PAC
 - No street closures

ADDITIONAL INFORMATION

- The Broken Arrow Chamber and EDC would like to promote a holiday/seasonal window display contest in an effort to encourage more people to dine and shop in The Rose District. If you haven’t done so yet, please let me know if you’d like to participate.

To: Russell Gale, Acting City Manager
From: Lori Hill
CC:
Date: November 21, 2014
Re: Shop Small Business

The Rose District will be participating in Shop Small Saturday, a nationwide event centered around encouraging people to shop local. On the same day, we are kicking off our Window Display Contest! The contest will run from Nov. 29 – Dec. 6. Below are details on each event:

[Shop Small Saturday](#)

- We have a bag full of free materials for each of you (picture of contents attached)! You can pick them up at the Chamber today or tomorrow or next week Monday – Wednesday from 8 a.m. – 5 p.m. The bags are in the first office “pod” on your right. Please grab one bag from the floor, one from the bookshelf (canvas bags to give to your customers) and a floor mat.
 - We only have 20 floor mats, and only 10 of the bags on the floor have a poster in them. These will go on a first come, first serve basis.
- Shop Small Saturday will take place all day Nov. 29. It is being promoted on The Rose District’s billboard, on our website and all of our social media channels.
- If you promote Shop Small Saturday on your own social media channels, please use #shopsmallba
- To learn more about Shop Small Saturday, [click here](#).



[Window Display Contest](#)

- Voting time frame: Nov. 29 – Dec. 6
 - The winner will be announced on Sunday, December 7. We will post the winner on all social media channels and our website.
- We will promote the contest on our website and all social media channels

- To vote please have your customers do the following:
 - Scan the QR code on the flyer or visit map.rosedistrict.com (I will provide each merchant participating in the contest with a flyer on Monday).
 - Simply click the thumbs up icon below the window you like the best.
 - You've voted!
- I will take pictures of all the window displays and add them to the map (map.rosedistrict.com) as actual "sites" so people will be voting for the window. The window sites will go live Saturday morning when voting opens and will be removed after voting closes on Dec. 6.

Please let me know if you have any questions regarding any of this. Thank you and have a great evening!

Lindsey Wichern

Downtown Coordinator

Cell: 918-949-8186 | Office: 918-893-2107

www.rosedistrict.com | www.baedc.com

