

**To:** Honorable Mayor and City Councilors  
**From:** Russell Gale, Acting City Manager  
**Date:** October 18, 2019  
**Re:** Notes to Council

---

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

- N/A

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

- Press Release – BA utility customers to see rate change effective on November bills
- Press Release – BA vacation rental regulations go into effective Oct. 21
- Tulsa Chamber Events memo
- Recent news articles

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

- N/A

Respectfully submitted,

*CLM for*

Russell Gale

clm  
Attachments

## 1. STAFF REPORTS / ITEMS REQUIRING IMMEDIATE ATTENTION



## 2. GENERAL CORRESPONDENCE / NOTIFICATION



---

## BA utility customers to see rate change effective on November bills

- These changes will make the bill for a typical household using 7,000 gallons increase about \$5.37 per month.
- The increases are necessary to continue providing utility services and pay both operational costs and debt service payments.

“Aging utility systems that experience significant growth always face challenges. With the addition of new environmental regulations and emerging technologies, these challenges can be expensive. A perfect example is our County Line Trunk Sewer system. The sewer line is almost 40 years old and has experienced significant degradation and deterioration over the years. We have made numerous point repairs and patches over the past few years during heavy rains, which have resulted in several bypasses that adversely impacted surrounding creeks. These rate increases will continue to pay for projects like the complete replacement of nearly five miles of the County Line Trunk Sewer, which will be constructed in two phases. The first phase is about \$16 million and is currently under construction now.”

“Broken Arrow has more than tripled the number of its residents since 1980! So as a utility provider, we’re playing catch up with the aging portions of our infrastructure. It’s important that we modernize and make the system more efficient to provide high quality services to our residents and businesses, and position ourselves for continued growth.”

Assistant City Manager of Operations Kenneth Schwab, P.E..

### **Background:**

As part of a multi-year, utility infrastructure reinvestment plan approved by the City Council, the City of Broken Arrow will implement a fourth rate increase for water, sewer and stormwater services. A similar rate increase was approved last year.

Beginning with bills received in November 2019, a typical residential customer in the City

limits that uses 7,000 gallons of water per month will see the water fee increase about \$2.37, the sewer fee increase about \$2.38 and the stormwater fee increase by \$0.62. These changes will make the bill for a typical household using 7,000 gallons increase about \$5.37 per month.

The rate increases are necessary to continue providing utility services in Broken Arrow and pay both operational costs and debt service payments on \$90 million worth of capital projects for the utility infrastructure.

Some of the projects completed, or nearing completion, since 2016 include:

- Lynn Lane Wastewater Treatment Plant (WWTP) – Replacement of the malfunctioning headworks facility with an enclosed system that will reduce bad odors.
- Haikey Creek WWTP – Construction of a second flow equalization basin to offset peak flows at the plant when it rains.
- Verdigris River Water Treatment Plant – Expansion of plate settlers that will increase water production capacity at the plant from 20 million gallons of water per day (MGD) to 30 MGD.

In 2016, the City hired the engineering consultant firm of Black and Veatch, which specializes in helping municipalities analyze costs for services delivered and establish appropriate utility rates. Black and Veatch, working with staff, determined what Broken Arrow's water, sewer and stormwater fees should be in order to pay for the necessary utility systems improvements, operational expenses and additional staffing needs to maintain the systems.

View the complete Capital Improvement Plan at [www.BrokenArrowOK.gov/UtilityCIP](http://www.BrokenArrowOK.gov/UtilityCIP)

**Contact:**

T.J. Gerlach | Communications Coordinator  
tgerlach@brokenarrowok.gov  
918.259.2400 ext. 5348 | [www.BrokenArrowOK.gov](http://www.BrokenArrowOK.gov)  
220 S. First Street, Broken Arrow, OK 74012  
[facebook](#) | [twitter](#) | [youtube](#)



---

## BA vacation rental regulations go into effect Oct. 21

- The ordinance was adopted by the City Council on Aug. 20.
- The regulations establish three types short term rental properties, with specific requirements for each.

### INTERVIEW AVAILABILITY:

- **SPOKESPERSON:** Larry Curtis, Community Development Director
- **DATE:** Thursday, Oct. 17

### Background:

An ordinance regulating the operation of short-term vacation rentals, such as AirBNBs, within the City of Broken Arrow goes into effect Oct. 21.

The regulations were approved by the City Council in August and established three types of short-term rentals:

- Type 1 (Owner-occupied): Allows up to two bedrooms in a home to be rented out and the owner must also reside in the home.
- Type 2: Requires a Specific Use Permit from the City. Allows up to four guest bedrooms to be rented.
- Type 3 (Bed and breakfast): Also requires a Specific Use Permit from the City. Allows up to eight rooms to be rented, but hotel/motel tax must be collected and remitted to the City.

No signage indicating short-term rentals is allowed for Types 1 and 2, and all must meet guidelines for off-street parking.

The Specific Use Permit for Types 2 and 3 allows the City to have oversight regarding life safety on these residences. Building inspectors and the fire marshal would ensure the property is up-to-code as part of the approval process.

While the base fee for the Specific Use Permit is currently set at \$350, the actual cost of the permit would vary based on the number of residences within a 300-foot radius of the property that would need to be notified. The City estimates the total cost would average about \$1,000.

Before this ordinance was adopted, no type of vacation rental was permitted under Broken Arrow ordinances. The City Council plans to review the ordinance next summer to ensure it is functioning as intended.

**Contact:**

T.J. Gerlach | Communications Coordinator  
tgerlach@brokenarrowok.gov  
918.259.2400 ext. 5348 | [www.BrokenArrowOK.gov](http://www.BrokenArrowOK.gov)  
220 S. First Street, Broken Arrow, OK 74012  
[facebook](#) | [twitter](#) | [youtube](#)





---

*INTEROFFICE MEMO*

**To:** Honorable Mayor and City Councilors  
**From:** Russell Gale  
**Date:** October 18, 2019  
**Re:** Tulsa Regional Chamber Events Calendar

---

Please see below link for the Tulsa Regional Chamber Events calendar.

[https://tulsachamber.com/index.php?src=events&srctype=events\\_glance&category=Chamber%20Events&m=10&y=2019&submenu=events](https://tulsachamber.com/index.php?src=events&srctype=events_glance&category=Chamber%20Events&m=10&y=2019&submenu=events).

Respectfully submitted,

Russell Gale  
Acting City Manager





---

*INTEROFFICE MEMO*

**To:** Honorable Mayor and City Councilors  
**From:** Jennifer Swezey, Community Relations Liaison  
**Date:** October 18, 2019  
**Re:** Recent News Articles

---

Below are some links to news coverage in Broken Arrow this week.

<https://www.newson6.com/story/41187953/street-project-to-widen-busy-broken-arrow-street-closes-lanes-impacts-drivers>

<https://www.fox23.com/news/broken-arrow-sets-vacation-rental-regulations/998621629>

Respectfully submitted,

Jennifer Swezey

### 3. SPECIAL EVENTS / ACTIVITIES

