

To: Honorable Mayor and City Councilors
From: Russell Gale, Acting City Manager
Date: April 24, 2015
Re: Notes to Council

1. STAFF REPORTS / ITEMS REQUIRING IMMEDIATE ATTENTION

- General Services Monthly Report – March 2015
- Utilities Department Monthly Report – March 2015
- Tulsa’s Future Regional Economic Development Report – March 2015

2. GENERAL CORRESPONDENCE / NOTIFICATION

- Press Release: Fiscal Sustainability Report Submits Recommendations
- Special Events Resource Guide

3. SPECIAL EVENTS / ACTIVITIES

- Farmers Market Opening Day Summary
- Recreation Department Activity Summary

Respectfully submitted,



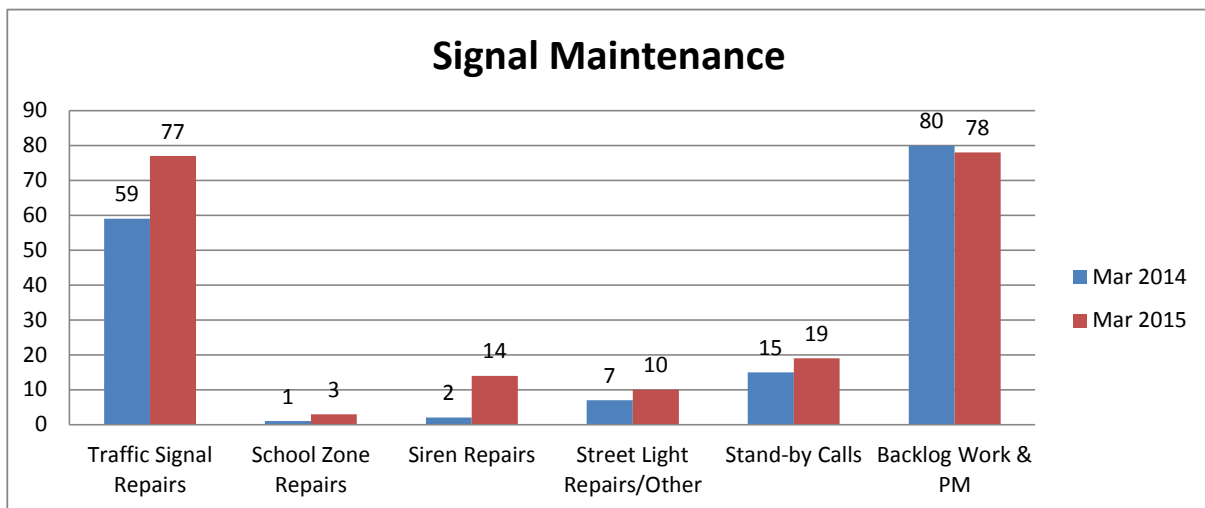
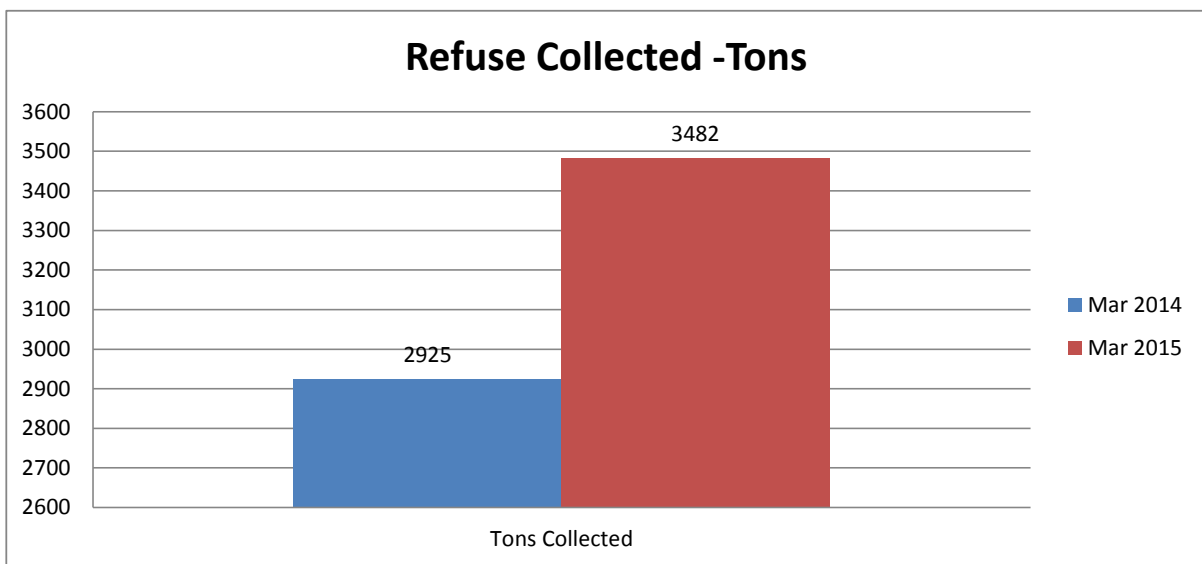
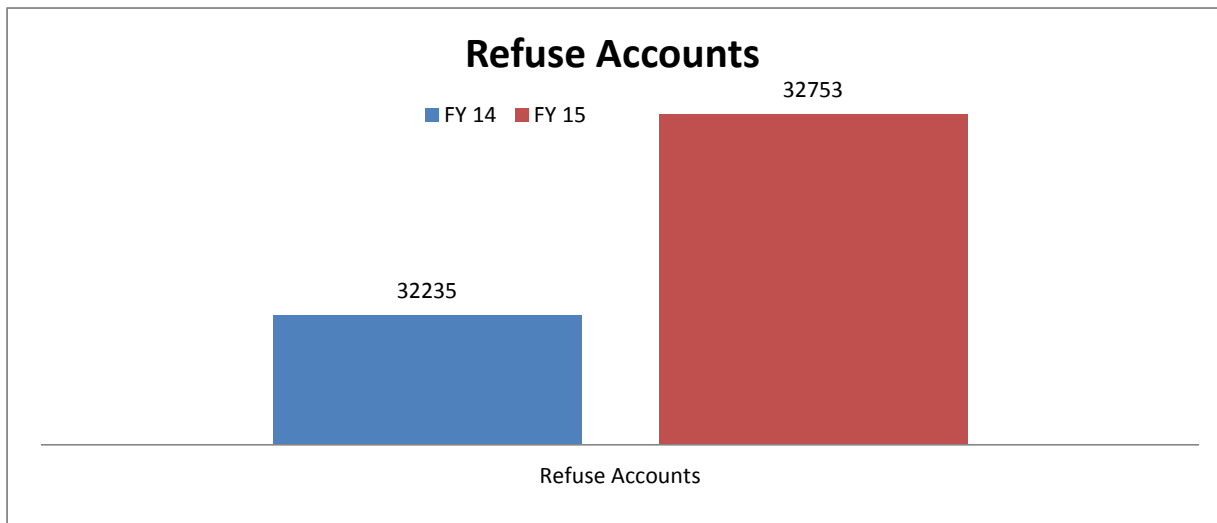
Russell Gale

jmh
Attachments

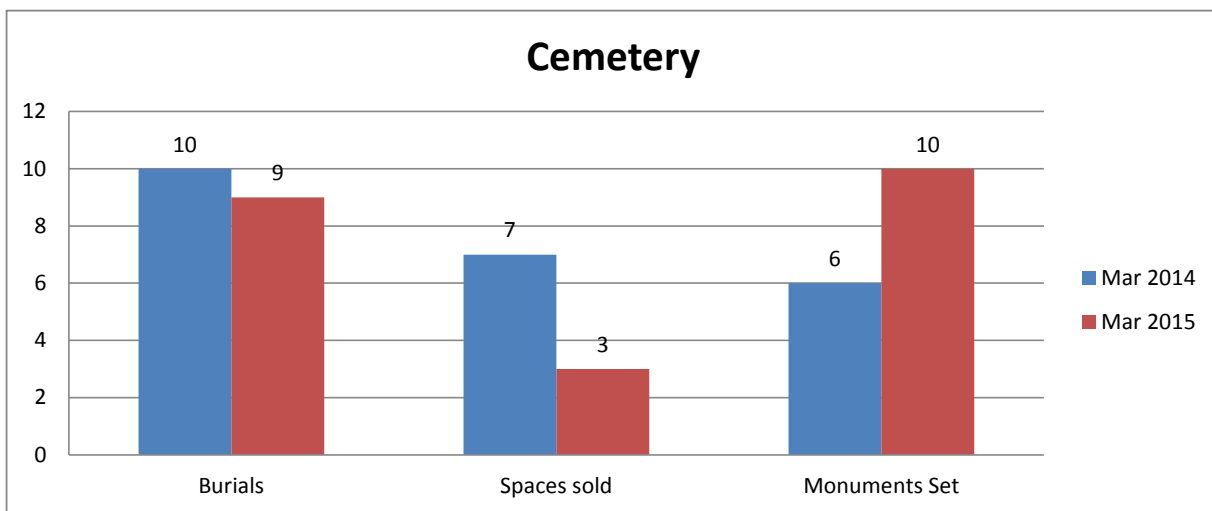
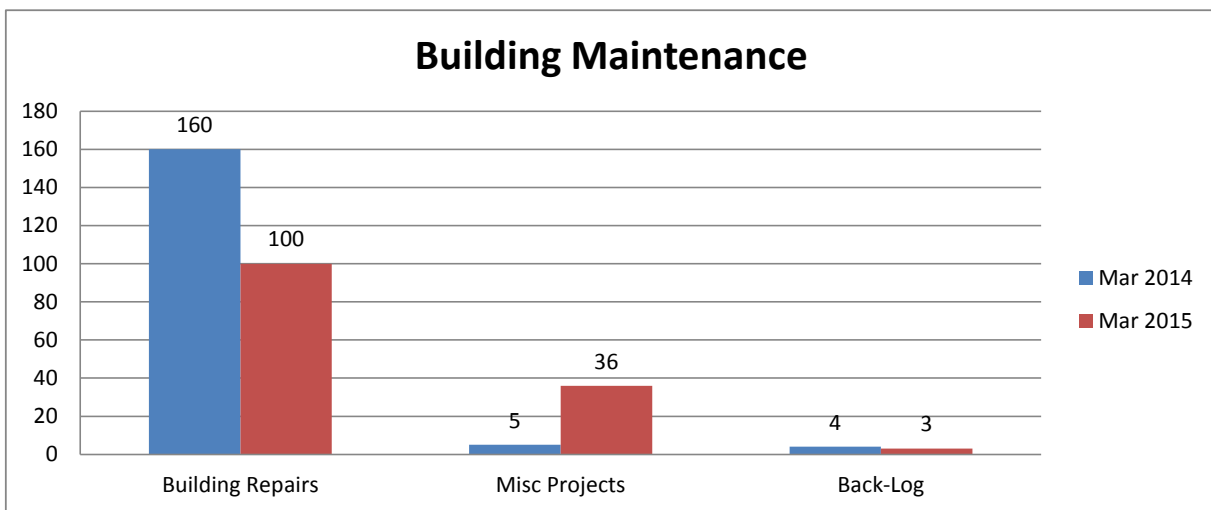
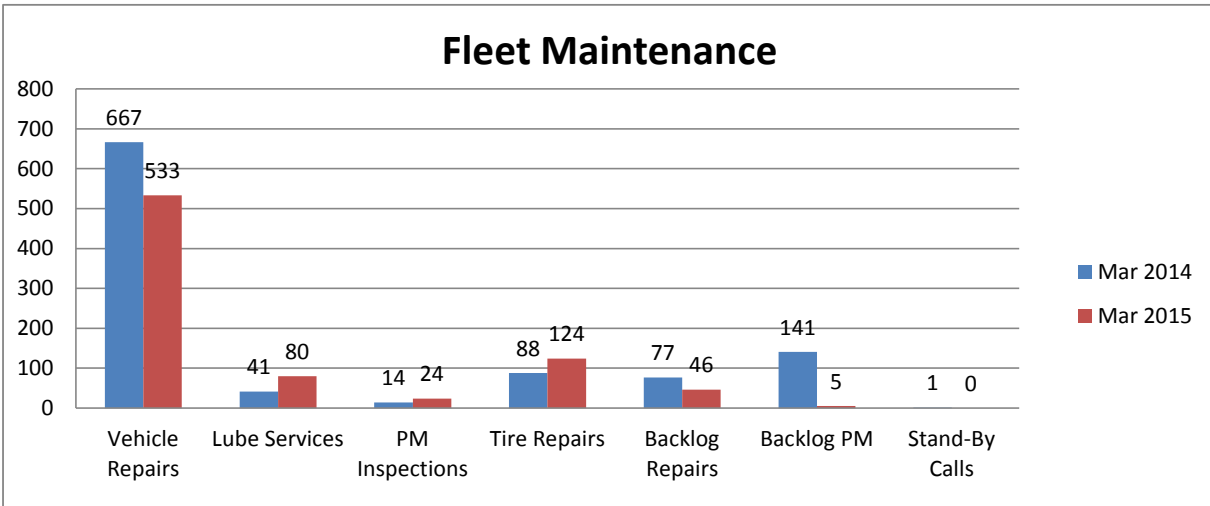
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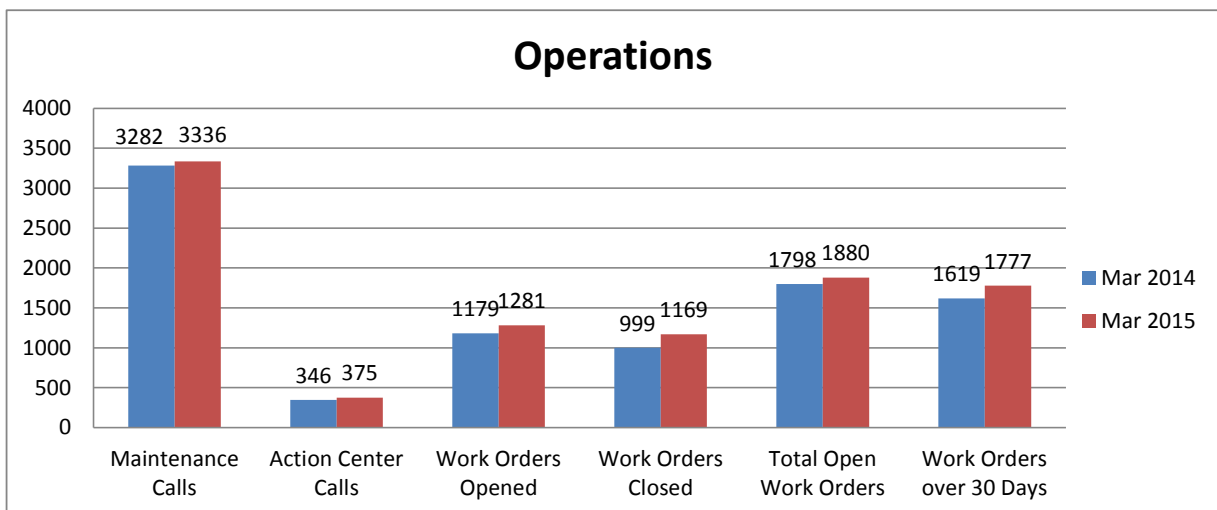
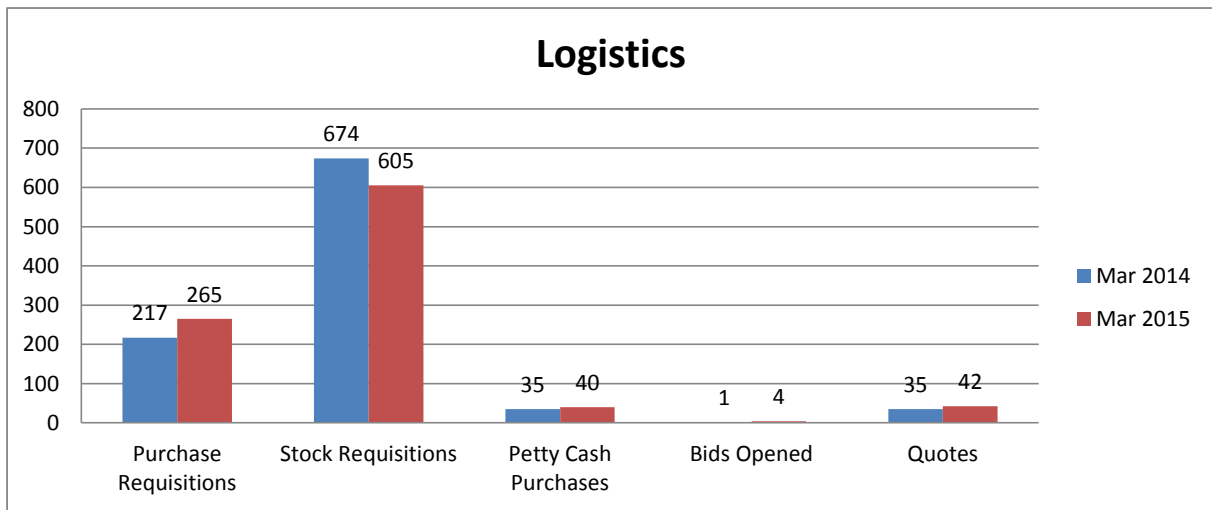
General Services Monthly Report March 2015




General Services Monthly Report March 2015



General Services Monthly Report March 2015



INTEROFFICE MEMO

To: Russell Gale, Acting City Manager
From: Anthony Daniel, Utilities Director 
Date: April 21, 2015
Re: Utilities Department Monthly Report – March 2015

	March 2015	March 2014
Water Purchased and Distributed		
OOWA – Water Purchased	0 MG	306 MG
Water – Sold	208 MG	222 MG
[Verdigris WTP came on line April 10, 2014]		
Wastewater Treated		
Lynn Lane Plant	153.5 MG	126.6 MG
Haikey Creek Plant (BA)	150.4 MG	147.7 MG
Haikey Creek Plant (Tulsa)	192.3 MG	174.1 MG
Water Distribution		
Tap and Meter Sets	37	38
Meters Repaired/Replaced	404	37
Line Locates Done	488	436
Service/Meter Leaks	92	46
Distribution Leaks Repaired	13	11
Fire Hydrants Repaired/Replaced	7	13
New Water Line Installed	0 lf	422 lf
Fire Hydrants Exercised and Painted	0	Total to date 1087
Sanitary Sewer Collection		
Sewer Line Blockages	9	12
Sewer Line Cleaned	3,100 lf	6,250 lf
Sewer Line Repaired	7 lf	4 lf
Line Locates Done	55	70
Sanitary Sewer Overflows Reported to DEQ	2	6
New Sewer Line Installed	0 lf	250 lf

Wastewater Treatment Flow Report

Feb-15

Location	Feb-15 (MG)	Feb-14 (MG)	% Change
Lynn Lane Wastewater Treatment Plant (Includes Tulsa TB04 & TB05)	114.115	103.355	10.4
Haikey Creek Treatment Plant (Broken Arrow)	117.049	122.284	-4.3
Haikey Creek Treatment Plant (Tulsa)	156.793	157.019	-0.1
Broken Arrow → Tulsa Northside (BT01)	3.845	4.351	-11.6
Tulsa → Lynn Lane Wastewater Treatment Plant (TB04)	4.233	3.733	13.4
Tulsa → Lynn Lane Wastewater Treatment Plant (TB05)	4.603	3.929	17.2

David Handy

Lift-Booster Station Equipment Maintenance Summary

February 16, 2015 to March 16, 2015

1. Adams Creek Northwest... Pump #3B - installed new wear plate, rotating assembly, new motor, control relay and new check valve assembly for Pump #3A.
2. Greens Lift Station...Install (3) new rotating assemblies. Installed new wear plate and check valve on Pump #1.
3. Old Adams Creek Lift Station....installed new rotating assemblies in Pump #2A and #2B. Drilled and tapped new mounting holes for rotating assembly on Pump #2B. New wear plates on #2A and #2B. Pump #1B has incomplete rotating assembly. Waiting till pump station gets caught up to replace with original parts.
4. Old Adams Creek Lift Station....ordered new pump housings. Station rehab scheduled for late Jul. 2015.

David Handy

LLWWTF Maintenance Summary

February 16, 2015 to March 16, 2015

1. Air conditioner installed on RAS Pump #1 control cabinet. Voltage filter wired in RAS Pump #1 and pump back online.
2. Demo completed in RAS Bldg. Blower units wrapped and set aside for surplus. Excess piping will be scrapped.
3. Inpro seal installed on Blower #2. Blower #1 scheduled for seal replacement.
4. Replacement for Blower #3 has been ordered.
5. Leak on sodium bi-sulfite line fixed.
6. Maintenance kit installed on CL17 Chlorine analyzer.
7. Replace sump pump and discharge line in RAS Bldg. basement.
8. Chris from SEI performed plant SCADA evaluation. Programming for new SCADA is underway.
9. SEI programmed new SCADA-PAK for Headworks PLC.
10. Ordered new SCADA software and new computer and monitors have been received. Software on order from Schneider Electric.

David Handy

March 2015 Lynn Lane and Haikey Creek WWTP Industrial Pretreatment Program Summary – Lauren Wilson

1. City staff sampled Blue Bell
2. The following reports/ certifications were received and reviewed in the month of March:
 - Blue Bell compliance monitoring report and laboratory analysis.
 - Unifirst compliance monitoring report and laboratory analysis
3. City staff attended the following events for the Industrial Pretreatment Program:
 - 2015 Broken Arrow Home Owner's Association Workshop (Fats, Oil & Grease Pollution Prevention Presentation)
 - 2015 Tulsa Home & Garden Show (handed out fats, oil, and grease pollution prevention materials)
 - Regional Metropolitan Utility Authority Quarterly Meeting
 - DEQ Quarterly Industrial Pretreatment Coordinator's Meeting
 - 2015 Stormwater Resource Management Conference (Industrial OKR05 Permits)
4. Met with the following owners/managers of local food handling establishments about installing grease traps for those FHEs that do not currently have one, maintaining grease traps, and discussed best management practices for pollution prevention:
 - Tasty Treat
 - Broken Arrow Lanes
 - Applebee's
 - Panda Express
 - Louie's
 - Hideaway Pizza
 - Arby's (71st & Elm)
 - El Tequila
 - Steak n Shake
 - Full Moon Café
 - Lone Star Steakhouse
 - Charleston's
 - Egg it On
 - Panera Bread
 - Fiesta Mambo
 - Main Street Tavern
5. Calculated and submitted to finance Blue Bell (\$21,758.32) and Unifirst (\$4,436.68) surcharges for the month of March. Created spreadsheet for finance showing surcharge amounts, flow readings, and laboratory analysis for Unifirst and Blue Bell from FY 2010 to present.

**UTILITIES DISTRIBUTION/COLLECTIONS MAINTENANCE SUMMARY
MARCH 2015**

WATER DISTRIBUTION - Jerry Hanwinkel

1. Repaired 4 main line breaks and replaced 8 tapping saddles.
2. Repaired 6 fire hydrants.
3. Replaced defective Fire Hydrant at 7233 S Collins St.
4. Repaired 2 distribution main valves.
5. Replaced distribution main valve at 804 N Main St.
6. Replaced water crossings at 3816 S Sequoia Ave and 7463 S 225th E Ave.
7. Responded to 115 meter leaks.
8. Replaced 60 meters.
9. Repaired or Replaced 34 meter and valve boxes.
10. Replaced 14 Curb Stops.
11. Cleaned up 15 yards

SEWER COLLECTION - Olen Bailey

1. Service requests - 27
2. Sewer line blockages - 9
3. Lift station repairs - 25
4. Manhole repairs - 2
5. Sewer lines cleaned - 3100 ft.
6. Sewer lines replaced - 7 ft.
7. Line locates - 55
8. CCTV lines inspected - 906 ft.
9. Weed eating fence lines, week killer at 28 stations and 4 water booster stations
10. Night Crew @ Stand-by - 15 call outs

METER READING - Derriel Bynum

1. Replaced Water Meters - 344
2. Replaced Meter Boxes - 36
3. Lids Replaced - 26
4. Delivered Door Hangers for bad checks - 62
5. Rereads/Leak Test - 230
6. Turn Ons - 395
7. Turn Offs - 440
8. New Accounts - 545
9. Finals - 569 (move in and move outs)
10. Raise Meters - 14
11. Pulled Meters - 6
12. Resident Checks - 20
13. Replaced Meter Stops - 4
14. Replaced Bad Master AMR Register - 259
15. We have changed out 344 meters due to bad Master AMR Register
16. Reading over 36,000 meters also

UTILITIES CONSTRUCTION - Tommy Kimbrough

1. Kenosha 24" Water Line Replacement - Installed 1,002' Of 24" PVC Water Line..
2. Kenosha 24" Water Line Replacement - Made 2- 24"XI" Taps
3. 17 line locates in Pryor, OK 36" OOWA Water line

WATER QUALITY- Diana Flora

1. Flushed dead end water lines (28 total)
2. Test chlorine levels near auto flushers to verify all working (16 total)
3. 14 dirty water calls, 269,375 gallons of water flushed (majority due to replacement of water line on Cedar Ave)
4. 100 Bac-T samples, 2 chlorine (am/pm) daily
5. Total gallons flushed to improve water quality in March was 1,773,000 gallons

INTEROFFICE MEMO

To: Russell M. Gale, Acting City Manager
From: Norm Stephens, Assistant to the City Manager / Economic Development
Coordinator
Date: April 20, 2015
Re: Tulsa Future's Report

Russell, attached is the Tulsa's Future Regional Economic Development activity update for March 1- March 31, 2015.



**Regional Economic Development Activity Update
March 1 – March 31, 2015**

Announcements & New Jobs Created

- 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 March	76	216	292
Total for 2015	395	477	872
Total for 2014	3,259	2,933	6,192
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 2011-2015	12,663	12,107	24,770

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: 7
- New Inquiries – Proposals Submitted
Current Month: 2
Year-to-Date: 4
- Open Projects – Phase 2/Additional Information Submitted
Current Month: 0
Year-to-Date: 2
- Lead Development
Current Month: 8
Year-to-Date: 24

Lead Development Companies

Tecogen Inc., THE EXONE COMPANY, Insteel Industries, Inc., PRECISION CASTPARTS, CORP., Hyster-Yale Materials Handling, Inc., Kadant, Inc., DAYTON SUPERIOR, CORPORATION, THE MANITOWOC COMPANY INC

ID	Start Date	Number of Jobs	Status	Target Industry	Community	New Business/Expansion
346	3-10-2015	60-70	Active	Manufacturing	Tulsa Region	New
347	3-31-2015	200-750	Active	Office	Tulsa Region	Expansion

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 2015

Destination	Participation Deadline	Scheduled Appointment Dates	Communities Attending
Phoenix, AZ	January 17	February 17-19	
Minneapolis, MN	March 1	March 31-April 2	City of Owasso
Chicago, IL	May 15	June 16-18	City of Owasso

Three additional call trips are planned for 2015; once cities and dates have been confirmed, details will be distributed to Regional Partners.

Business Retention & Expansion

Existing Company Visits

Current Month: 55

Year to Date: 181

Total for 2014: 700

External Marketing

Minneapolis Scheduled Appointments Trip March 31-April 2, 2015

The VP of Economic Development and Program Manager traveled to Minneapolis with Chelsea Levo, Director of Economic Development for the City of Owasso, March 31st through April 2nd for scheduled meetings and calls with area professionals engaged in corporate site selection decisions. Meetings were held with Ameriprise Financial and Hickey & Associates during which staff discussed project opportunities and sites in the Tulsa region and project trends nationally.

Southern Economic Development Council “SEDC”, Meet the Consultants March 31 – April 1, 2015

The Senior Vice President of Economic Development attended the Consultants Forum March 31-April 1. This conference provides economic development professionals the opportunity for individual contact with 16 site selection consultants, and learn about new trends in site selection from the perspective of consultants who guide companies through their selection process for new locations. This conference provided the opportunity to strengthen relationships with the consultants and generate new leads for the Tulsa Region.

Upcoming Meetings

- **Tulsa’s Future Regional/Municipality Partnership Private Meeting**
Featuring: Mac Holladay, President/CEO & Founder
Date: Monday, April 20 2015
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**
Guest Speaker: Governor Mary Fallin
Date: Monday, April 20, 2015
Time: 5:00 p.m. to 6:30 p.m.
Location: Southern Hills Country Club, North Ballroom, 2636 East 61st Street, Tulsa

Regional Partner Meetings

- ~~May 5, 2015~~ – Rescheduling to a New Date
- August 27, 2015 – City of Sapulpa
- November 3, 2015 – Broken Arrow Chamber of Commerce

All Meetings 12:00 p.m. to 1:30 p.m. Please contact angiezaricor@tulsachamber.com if your community would like to host the rescheduled meeting.

Regional Partner Educational Forums with National Site Consultants

- April 2015 – Josh Bays, Principal, Site Selection Group, LLC, Dallas, TX

2. GENERAL CORRESPONDENCE / NOTIFICATION



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

Fiscal Sustainability Committee Submits Recommendations

Broken Arrow, Okla. (4/24/2015) – The Fiscal Sustainability Committee that was established by the Broken Arrow City Council has submitted its recommendations for improving the financial condition of the City of Broken Arrow.

Since July 2010, the City has had to rely on fund balances to cover budgeted expenses in the General Fund, which supports services such as police, fire and emergency medical services, jail, municipal court, parks, recreation, streets, cemetery, building inspections and permitting. Only through savings in operational expenditures has the City been able to minimize impact on the budgets. These revenue challenges have negatively affected staffing levels, maintenance and operational budgets for departments and compromised the City Council's emergency reserve fund balance policies. In an effort to address this ongoing revenue issue, the City Council in October 2014 appointed Fiscal Sustainability Committee members to investigate, identify and recommend new and increased sources of revenue, as well as cost savings measures to improve the condition of the General Fund.

The Committee made 17 recommendations in its final report, which was submitted to the City Council on April 21. Some of the recommendations include:

- Identify opportunities for sustainable programs in City construction projects, buildings and general operations and encourage conservation of energy and overall cost reduction.
- Charge and collect for fire suppression and emergency medical services provided outside the City limits.

(Continued)

- Complete a cost of service study for the Fire Department and determine the feasibility of continuing to provide emergency medical services and maintenance of a low Insurance Service Office (ISO) rating.
- Perform a financial management evaluation.
- Implement an emergency medical services subscription fee at the rate of not less than \$5.00 per month for residents and a reasonable monthly fee for non-residents.
- Submit to the voters a sales tax increase in the amount of 6/10 of one (1) penny at the sunset of the Tulsa County Vision Tax, for the purposes of public safety, economic development, and capital projects.
- Increase the Oklahoma Natural Gas (ONG) franchise fee to 4%.

A copy of the Committee's report can be downloaded at www.BrokenArrowOK.gov/fiscalcommittee.

“After months of analysis covering expenses, revenue and taxes, Committee members concluded that a sales tax increase is the only way to really address the City’s long term funding issues,” said Russell Peterson, a member of the citizen advocacy group Build a Better Broken Arrow and Chairman of the Fiscal Sustainability Committee. “This was a collaborative effort by a group of residents, business owners, civic leaders, and City Staff. It is my hope that citizens will support these recommendations, which will position Broken Arrow for a fiscally sustainable future.”

The Fiscal Sustainability Committee was comprised of an appointee by each City Council member, four members of City Staff, and representatives of the Fraternal Order of Police, the International Association of Firefighters, Build a Better Broken Arrow, and the Broken Arrow Chamber of Commerce.

###

To: Jeff Jenkins, Assistant City Manager

From: Scott Esmond, Director Parks and Recreation Department

CC: Russell Gale, Interim City Manager
David Boggs, Chief of Police
Lori Hill, Tourism Director
Vaunda Olivera, Events Coordinator

Date: April 15, 2015

Re: Notes to Council - Special Events

The Special Events Committee (SEC) has worked diligently over the past year in the development of a Special Events Resource Guide. The purpose of the guide is to help event organizers determine what permits that are required for their special event, while assisting them through the planning process for special events held on public property or private events that may affect public safety and health. The ultimate goal is to streamline the event planning and permitting process.

The SEC is chaired by the Events Coordinator with representatives from the Police Department, Fire Department, Legal Department, Development Services Department, Streets and Stormwater Department, Tulsa City-County Health Department, and the Chamber of Commerce.

The guide had considerable input from City Departments, the Chamber of Commerce, the Oklahoma Alcoholic Beverage Laws Enforcement Commission (ABLE) and the Tulsa City – County Health Department. The guide has been reviewed by the Chamber of Commerce, Legal Department, Parks and Recreation Director, and the Assistant City Manager.

The Special Events Resource Guide is planned to be reviewed annually for updates and changes.

Separate from the Special Events Resource Guide is the need to clarify the cost recovery of City services for special events. Historically special events have shown to have the highest cost for City services in the area of public safety (police services) for road closures, traffic control, and security. Following the cost for police services is Development Services Department and Fire Department for inspections and permits. Other Departments that may have costs for events are the Street Department for barricades and signage, and, the Parks and Recreation Department for facilitating the event.

The recommended policy for public events or private events that affect public safety and health and require City services is 100% cost recovery of City services, although, fees for use of park

and recreation facilities may be waived for specific events by the City Manager or his designee, per ordinance number 3270.

The vast majority of special events are handled through a special event permit at staff level approval, which gives the event organizer the authority to hold the event on public property or private property events that affect public safety and health. It is the recommended policy that some events would be best managed by a Promotional License/Agreement that is approved by the City Council, as we currently do Rooster Days, other examples of such events are: Rockets over Rhema, Taste of Summer, and Tea-Off. This would give the City Council the opportunity to make special arrangements for these established community events.

It is my belief that these documents and policies will improve the planning process and understanding of expectations for special events. Please contact me if you have questions.

Respectfully submitted,
Scott

Attachments: Special Events Resource Guide, 1-16-15
Fees for use of park and recreation facilities, Ord. No. 3270

Special Events
Resource Guide
for Planning
a Special Event



BROKEN ARROW

Where opportunity lives

Thank you for your interest in holding a special event in the City of Broken Arrow. This packet contains the information needed to apply for a special event permit, as well as any other required permits related to your event.

This packet is designed to help you determine permits that are required for your special event. Some of the information will not apply to your special event. However, event organizers are required to fill out the Special Event Permit Application form and submit it with the required documentation. Special events are required to have final approval by the City of Broken Arrow.

For more information on planning your event, please contact:

Vaunda K. Olivera
Special Events/Events Coordinator
Parks and Recreation Department
City of Broken Arrow
PO BOX 610
Broken Arrow, OK 74013
Phone 918.451.4211

Email volivera@brokenarrowok.gov

Applications may be emailed to: specialevents@brokenarrowok.gov

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GUIDELINES FOR HOSTING A SPECIAL EVENT

The following are guidelines to assist in planning an event in the City of Broken Arrow, effective January 1st, 2015.

The City of Broken Arrow reserves the right to modify these conditions at any time without notice.

Definition of a Special Event

Any event which is deemed to significantly impact the city, adjacent property owners or city services is considered a special event and can be further defined as

An activity which is open to the general public or by invitation only, with or without an admission charge. Special events include:

- Any organized formation, parade, procession or assembly of persons, which may or may not include animals, vehicles, or any combination thereof which is to assemble or travel in unison on any street which does not comply with normal or usual traffic regulations or controls; or,
- Any organized assemblage of persons at any park or facility, owned or controlled by the City or other governmental agency which is to gather for a common purpose under the direction and control of a person; or,
- Any other organized activity conducted by a sponsoring organization or person for a common or collective use, purpose or benefit which involves the use of, or has an impact on, City property or facilities and the provision of city services in response thereto.

Examples of special events include, but are not limited to concerts, parades, special interest shows or expos, markets, fairs, festivals, block parties, community events or mass participation sports (such as marathons, running events, bicycles races or tours etc.)

General Information

- Event organizers are required to register all public special events (outdoor festivals, walks/runs, parades, carnivals, etc.) with the City of Broken Arrow.
- Organizers must submit the Special Event Registration form a **minimum of 60 days prior** to the event. Those events that are new, should submit their application no later than **90 days prior** to your event date.
- Once received, your event information will be reviewed by the Events Coordinator and the Special Events Committee (SEC), and other departments as necessary.

- Please do not assume that all aspects of the event will be approved. You may be asked to make some changes to your plan based on the availability of services and scheduling of other events.
- Once your event has been approved, a Certificate of General Liability Insurance naming the City of Broken Arrow as an additional insured in the general aggregate amount of \$1,000,000 is required for events held on public property, as deemed necessary by the City of Broken Arrow. Upon approval of your event registration, an original copy of the Certificate of Insurance will be due at least 30 days prior to event date. The City of Broken Arrow reserves the right to require additional insurance for the event as deemed necessary.
- Upon approval of your event, you will receive an email from the Event Coordinator as confirmation.
- All applications must be signed. Those applications not signed will be considered incomplete and will not be processed.

HELPFUL NUMBERS

Facility Reservation	918.259.7007 ext 7440
Events Coordinator	918.451.4211
Broken Arrow Fire Department	918.259.2411
One Stop Center (permitting and licenses)	918.259.8333 opt. 0
Tulsa/Wagoner County Health Department - Food Safety Department	918.582.9355
Wagoner County Beer license	918.485.4508
Tulsa County Beer license	918.596.5445
ABLE Commission	1.866.894.3517

EVENT GENERAL INFORMATION

Event Registration All event organizers interested in hosting a special event must notify the Event Coordinator at a *minimum of 60 days prior to the event*. Those events that are new, should submit their application *no later than 90 days prior to your event date*.

City Facility Reservation All reservations for City of Broken Arrow facilities are coordinated through the Parks and Recreation Department. Please call 918.259.7007 ext 7440 for more information or to reserve a facility. You may also inquire online at www.brokenarrowok.gov. The use of city-owned property, including parking lots, vacant lots and buildings may require an agreement depending on the nature of the event. The terms of the agreement are at the discretion of the City of Broken Arrow.

Compensation for City Services Depending on attendance and type of event, the city may require personnel; including Police and/or Fire at an event. All costs for city personnel involved during the day(s) of the event will be charged to the event organizers/applicant/sponsoring agency. The city shall determine the number of personnel necessary to ensure the safety of participants, minimize the inconvenience to our residents, and reduce the public liability exposure. The invoice for services will be transmitted to the sponsoring agency within 30 days of the event completion. Consult the Manual of Fees for more information regarding those fees.

Certificate of Insurance A Certificate of General Liability Insurance naming the City of Broken Arrow as an additional insured in the general aggregate amount of \$1,000,000 is required for events held on public property, as deemed necessary by the City of Broken Arrow. Upon approval of your event registration, an original copy of the Certificate of Insurance will be due at least 30 days prior to event date. The City of Broken Arrow reserves the right to require additional insurance for the event as deemed necessary.

Compliance with Ordinances The applicant shall comply with all applicable city ordinances, codes, conditions and requirements.

City staff will perform event inspections. Inspections may include tent, stages and other temporary structures, electrical supply (generators) and other facets of the event, as needed or required by adopted code. If violations are cited by the inspectors, it is the responsibility of the event organizer to ensure that all violations have been corrected prior to opening the event to the public.

The Development Services Department will ensure compliance with the requirements of the City of Broken Arrow. It is the responsibility of the event organizer to ensure compliance with State of Oklahoma, Oklahoma Tax Commission, and County requirements for all licensing and permitting. If violations are found, it is the responsibility of the event organizer to ensure that violations have been corrected prior to opening the event to the public.

Emergency Response and Planning The City of Broken Arrow Police Department schedules and deploys staff in accordance with the established security and operations plan regarding traffic

control, crowd management, and emergency communication issues. The Fire Chief or his designee will evaluate all events and determines the need for inspections relating to event features (vendors, fireworks, etc.)

Security The Broken Arrow Police Department or private security will develop a plan for events, as needed specifying the number of security personnel required for an event, as well as the duty of each officer.

Fire Access Broken Arrow Fire Department access and fire lanes will be maintained at all times during the event so emergency apparatus can have access to all buildings.

Fire Extinguisher Must have an approved 2A 10BC fire extinguisher for each canopy or tent within 30' of the cooking area. If vegetable or animal fat is present, a Class K is required. Fire extinguishers need to be secured or mounted for ease of access.

Mats Protective mats or other approved means shall be placed over electrical cables on walkways.

Weather It is the event organizers responsibility to cancel events due to pending or forecasted inclement weather and to notify all parties of the cancellation. Should inclement weather be an imminent public safety concern then the City of Broken Arrow Emergency Manager shall have authority to cancel the event.

Emergency Medical Assistance Certain events may require medical support on-site to supplement the City of Broken Arrow Fire Department. In these instances, the event organizer will be notified of the required personnel for whom they will be responsible.

Barricades /Traffic Control For large events, the city staff will evaluate the need for the installation and removal of crowd control fencing and/or barriers. In these cases, city staff will work with the event organizers to determine the requirements.

Food and Beverage Only pre-packaged food or beverages may be sold at an event, unless approved by the Tulsa County Health Department (TCHD). Permits may, in some circumstances, also be required by the City of Broken Arrow. Please contact TCHD at 918.582.9355, Food Safety Department.

Food Vehicle Commercial cooking done inside a trailer shall be required to have a Type I hood system that is UL300 or UL300A rated if using deep fat frying. All gas, solid, or liquid fuel burning inside a trailer must be vented to the outside with an approved venting system and spark arrestor. **Cooking booths/trailers shall be separated by a minimum of ten feet (10').**

Alcoholic Beverages A Special Event Beverage Permit is required for the sale of alcoholic beverages, low point alcoholic beverages (including beer) sales or consumption as part of a special event. Please contact the One Stop Center at the City of Broken Arrow 6-8 weeks prior to date of the event for details on obtaining a license.

A permit is required for the sale, or consumption of alcohol or low-point beer as part of a special event. A specific area must be fenced off for the sale or dispensing of beverages. Proof of ABLE Commission or

Oklahoma Tax Commission and Wagoner or Tulsa County Licenses is required for issuance of the permit. The event organizer is responsible for compliance with all Federal, State and local laws and ordinances. See Appendix B for further information regarding ABLE Commission permits.

Police officers manage event compliance with regard to liquor license requirements as related to investigation, servers' education and event operations.

Issuance of Permits The City of Broken Arrow may require that permits are obtained for one or more facets of your special event. This may include signs, tents, accessory structures, etc. For information on required permits, please contact the One Stop Center at 918.259.2411 or contact the Events Coordinator at 918.451.4211.

Deadline All required permit and license applications must be submitted to the Events Coordinator a minimum of **45 days prior to the event**. Upon completion of your required permit(s), you will be notified by the Events Coordinator. At that time, you may pick up your permit(s) at the City of Broken Arrow One Stop Center.

Tents A tent is defined as a temporary, soft-sided structure covered with canvas or similar lightweight material and enclosed on one or more sides. It is supported by poles, stakes, beams, ropes or cables. A canopy is defined as a temporary portable structure covered with canvas or similar lightweight material and open on all sides. It is supported by poles, stakes, beams, ropes or cables.

Permits A permit is required prior to erecting a tent, canopy, skybox, or other temporary structure if structure is more than 200 sq. ft. in area. Multiple tents or canopies grouped together may require a permit and/or inspection.

Permit application requirements The application for permit must include a site plan and certificate of flame proofing. All tents as defined by the fire code and being used for a structure, shelter or fully enclosed shall have a flame retardant certificate indicating the size of tent, type of fabric, and the chemical used to treat. Tents and Canopies must have at least one exit. If the occupancy load is more than 10, more exits shall be required and determined by the Fire Marshal. Approval must be determined by the Fire Marshal.

Cooking All cooking and heating appliances shall not be located within ten feet (10') of an exit or any combustible materials. No open flame, heating, or cooking under a tent or canopy is allowed. Cooking outside the tent must be at least ten feet (10') from the tent or canopy. All cooking rules are subject to change depending upon local burn ban rules or declarations.

Generators shall be at least 20' from any structure or canopy and not accessible to the public.

Liquefied Petroleum Gas Storage of LP gas is not allowed in any tent or canopy. LP gas containers must be property secured. Flammable or Combustible liquids shall be at least 50' from all tents, canopies and structures.

Vehicles Storage is allowed for display purposes only if the battery is disconnected and there is less than 5 gallons of fuel. No fueling or defueling is ever allowed within a tent or canopy.

Permit Fees Most permit applications have a fee for issuance. Event organizers must pay for the permits upon pick-up at the One Stop Center prior to the event. See Manual of Fees.

Fireworks A permit is required for the use of fireworks during a special event. An application for commercial fireworks permit is available online at www.brokenarrowok.gov or contact the Broken Arrow Fire Department at 918.259.2411.

A permit application must be completed for permission to use fireworks or pyrotechnic display in conjunction with public exhibitions. All fireworks or pyrotechnic display are to be held under the supervision of the Broken Arrow Police and Fire Departments. The site and fireworks will be inspected prior to display by the Fire Marshal.

Resident and/or Business Notification All street closures must be first approved by the SEC with final approval of the City Manager.

For those events that require street closures, or may cause disruption for residents or businesses, mailed or hand delivered notification must be provided to the affected parties by the event organizers no less than two weeks prior to the event. The city will furnish a list of affected parties to the event organizer. The notification to the residents and business should be made no later than 21 days prior to the event. A copy of the notification must be submitted to the Event Coordinator no less than 5 business days prior to the event start date.

Traffic Control The Broken Arrow Police Department prepares and implements the detailed temporary traffic control plans including road and lot closures, detours, temporary parking restrictions and the placement of all necessary traffic control devices needed for special events. They also work with the Event Coordinator and Development Services Department to ensure compliance with city code and safety of all event attendees.

In cases where an event requires a plan for public transportation service to accommodate satellite parking facilities, the SEC will work with the event organizer to acquire shuttle buses and determine appropriate remote parking sites. It is the responsibility of the event organizer to obtain permission from the property owners of any offsite parking location for that use.

Restroom Facilities The City of Broken Arrow requires one portable toilet per every 250 participants for events lasting over two hours, one of which must be handicap- accessible for every 1000 participants with a minimum of one handicap accessible toilet per event.

Site Clean-up and Maintenance It is the responsibility of the event organizers to ensure that all trash and debris are cleaned from the site during and after the close of the event.

Volunteers Depending on the size of the event and scale of the event, the City of Broken Arrow may require the event organizer to provide a minimum number of volunteers to supplement city staff support of the event. In these instances, city staff will work with the event organizer to determine the number of volunteers required. The City of Broken Arrow will provide the event organizers with an

estimate of the required volunteers that must be met by the event organizer. Event organizers should ensure that each volunteer is readily identifiable as “Event Staff” through the use of visible identification (i.e., name tags, clothing or outer wear).

APPLICATION PROCESS

Submitting a Special Event Permit Application

Application Deadline Permit Applications for recurring special events are due to the City of Broken Arrow Events Coordinator *no later than 60 days prior* to your event date. Those events that are new, should submit their application *no later than 90 days prior* to the date of the event.

Required Documentation The following documentation is required by the City of Broken Arrow for special events.

Completed Application An application is considered complete when all blanks have appropriate information, all required documentation is included and all signatures from applicants or event organizers have been obtained. If a blank on the application does not pertain to your event, please designate it as “NA” so that we know you have acknowledged it is not planned as part of your event. Incomplete applications will not be reviewed.

Certificate of Insurance An original Certificate of Insurance naming the City of Broken Arrow as an additional insured party in the general aggregate amount of \$1,000,000.

Site plan A map of the entire event area noting all exits and entrances, restroom facilities, tents, vendors, routes, parking etc.

Submission Process Please return all required permit applications and supporting documentation to:

City of Broken Arrow - Parks and Recreation Department
Attn: Vaunda Olivera, Events Coordinator
PO BOX 610, Broken Arrow, OK 74013
Phone 918.451.4211

Email applications to: specialevents@brokenarrowok.gov

Email inquiries should be directed to: volivera@brokenarrowok.gov

Permit Fees All permit and license fees are payable upon pick-up of your event permit(s).

Payment Make all checks payable to the City of Broken Arrow and note the name of your event on the check.

APPLICATION CHECKLIST

Use this list to ensure that you have included all supporting documentation to accompany the information on your application.

Documents that **MUST** be submitted

- Special Event Application at least 60 days prior to event.
- Site plan of the event.
- Certificate of insurance (no less than 30 days prior to the event).

Documents that **MAY** need to be submitted

Submitted	Does not Apply	Permit
<input type="radio"/>	<input type="radio"/>	Special Event Liquor/Beer
<input type="radio"/>	<input type="radio"/>	Vendor Permit
<input type="radio"/>	<input type="radio"/>	Sign Permit
<input type="radio"/>	<input type="radio"/>	Tent/Temporary Structure Permit
<input type="radio"/>	<input type="radio"/>	Fireworks Permit

SITE PLAN AND/OR ROUTE MAP

Please use the space below to illustrate the layout for your event.

When planning an event, please include a Google Map

Your drawing should note the following where applicable:

FV	Food Vendors	B	Barricades (note number of barricades)
BV	Beverage Vendors	FL	Fire Lane
T	Bathroom Facilities	FE	Fire Extinguishers
HWS	Hand washing sinks	PE	Public entrances and exits
RM	Retail merchants	S	Location of Sound
FA	First Aid	ST	Stage locations
G	Garbage receptacles	TN	Tents
Street Names		Event Route	

Appendix A

EMERGENCY PREPAREDNESS

(INSERT PLAN THAT FIRE DEPARTMENT IS WORKING ON)

Appendix B

ABLE Commission License Categories

CAB - Charitable Alcoholic Beverage Permit

- Strong Beer, Wine or Liquor
- \$55.00 per Event
- May have 8 events per year
- Event can be held for up to 4 consecutive days in length
- Alcohol may be purchased from a retail store or donated
- May utilize a licensed caterer for additional alcoholic beverage services
- Permits licensee to include alcoholic beverages as part of the entrance fee or ticket price
- Must be recognized by the IRS as a 501 (c) 3, 4, 5, 7, 8, 9, 10 or 19

CAU – Charitable Alcoholic Beverage

- Strong Beer, Wine or Liquor
- \$1.00 per auction
- May have 4 events per year
- Event can be held for up to 2 consecutive days in length.
- Alcohol may be purchased from a retail store or donated.
- Permits licensee to auction alcoholic beverages in original sealed/un-opened bottle
- Must be recognized by the IRS as a 501 (c) 3, 4, 5, 7, 8, 9, 10 or 19

SPE – Annual Special Event

- Available to organizations, associations, and non-profit corporations organized for political, fraternal, charitable, religious, or social purposes
- Permits the licensee to sell alcoholic beverages by the individual drink
- \$55.00
- Up to 4 events not to exceed 2 events in any 3 month period
- Event can be held for up to 10 consecutive days in length
- Must post a bond with the Oklahoma Tax Commission
- Must notify ABLE at least 10 days prior to each event
- Must purchase alcohol from licenses wholesalers
- Must pay City/County Occupational Tax (register with the City of Broken Arrow)

SPQ – Special Event Quarterly

- Available to organizations, associations, and non-profit corporations organized for political, fraternal, charitable, religious, or social purposes
- Permits the licensee to sell alcoholic beverages by the individual drink
- \$55.00
- Up to 3 events to be held over a period of not more than 3 months
- Event can be held for up to 10 consecutive days in length
- Must post a bond with the Oklahoma Tax Commission
- Must notify ABLE at least 10 days prior to each event
- Must purchase alcohol from licensed wholesaler
- Must pay City/County Occupational Tax (Register with the City of Broken Arrow)

PEV – Public Event (Annual)

- Available for “For-Profit” business
- Permits the licensee to sell alcoholic beverages by the individual drink
- \$1,005.00 per Calendar Year
- May have 6 events per calendar year
- Event can be held for up to 3 consecutive days in length.
- After initial licensing, must notify ABLE 10 days prior to subsequent events
- Must post a bond with the Tax Commission
- Must purchase alcohol from licensed wholesaler
- Must obtain a storage license for alcohol that is not used
- Must obtain City/County approval and pay City/County Occupational Tax (Register with the City of Broken Arrow)

PUE – Public Event (one time)

- Available for “For-Profit” business
- Permits the licensee to sell alcoholic beverages by the individual drink
- \$255.00 per event
- Is only valid for a single event
- Event can be held for up to 3 consecutive days in length
- During application process, date(s) must be finalized 10 days prior to the event
- Must post a bond with the Tax Commission
- Must purchase alcohol from licensed wholesaler
- Must obtain City/County approval and pay City/County Occupational Tax (Register with the City of Broken Arrow)

ABLE Commission License Categories – Example Scenarios

1. A **charitable organization recognized as a 501c (3)** tax exempt by the IRS is having an event. At the event, they will be serving wine, beer, and spirits that were donated by an individual or purchased by the charitable organization from a local retail package store. The event attendance ticket will include access to the alcoholic beverages. Do they need any type of license?

Yes, they would need to obtain a “Charitable Alcoholic Beverage Event” license from the ABLE Commission. This license allows the holder of such license to have wine, beer, and/or spirits donated or they may purchase it themselves from a retail package store. It allows them to include the alcoholic beverages as part of the ticket price or event entrance fee.

2. A **charitable organization recognized as a 501c (3)** tax exempt by the IRS is having an event. They will be utilizing the services of a licensed caterer. The alcoholic beverages will be obtained at an open bar or purchased by the patron at a cash bar. In either case, the alcohol is provided by the licensed caterer. Do they need any type of license?

Yes, when the charitable organization obtains a “Charitable Alcoholic Beverage Event” license, State Statute specifically allows them to utilize the services of a licensed caterer.

3. A **charitable organization recognized as a 501c (3)** tax exempt by the IRS is having an event. At the event, they will be selling wine, beer, and/or spirits by-the-individual drink. Do they need any type of license?

Yes, because they are selling the alcohol, they need to obtain a “Special Event” license instead of a “Charitable Alcoholic Beverage Event” license from the ABLE Commission.

Is it permissible for them to utilize the services of a licensed caterer at the “Special Event?”

No, the “Special Event” license holder must post a bond with the Oklahoma Tax Commission and order their alcohol from a licensed “Class B Wholesaler” and/or “Wholesaler.”

4. A **charitable organization recognized as a 501c (3)** tax exempt by the IRS is having an event at a local hotel, casino or restaurant. The business is already licensed by the ABLE Commission to sell alcoholic beverages. The business is providing all of the alcoholic beverage services. Does the charitable organization need any type of license?

No, the business whose premises they are holding the event on has a license. However, if the charitable organization wants to bring their own alcoholic beverages to provide at the event,

they must obtain a “Charitable Alcoholic Beverage Event” license. Both licensees will then become responsible for any violations at the event.

5. A **charitable organization recognized as a 501c (3)** tax exempt by the IRS is having an event. They are auctioning wine, beer, and/or spirits. Do they need any type of license?

Yes, they would need a “Charitable Alcoholic Beverage Event” license. This license allows the license holder to auction sealed/unopened bottles of wine, beer, and/or spirits as part of a charitable fundraising event. These alcoholic beverages may be purchased at a retail package store or donated by an individual. A “Charitable Alcoholic Beverage Event” license may be issued for an event to be held on a premises belonging to another licensee. However, both licensees will then become responsible for any violations at the event.

Special Event ABLE License – Example Scenarios

1. A **civic non-profit organization that is not recognized by the IRS as a 501c (3)** is holding an event. They will be selling or furnishing wine, beer, and/or spirits to event attendees’ by-the-individual drink. Do they need any type of license?

Yes, because they are selling or furnished the alcohol, they would need to obtain a “Special Event” license.

2. Is it permissible for the event holder to utilize the services of a licensed caterer at a “Public Event?”

No, The “Public Event” license holder must post a bond with the Oklahoma Tax Commission and order their alcohol from a licensed “Class B Wholesaler” and/or “Wholesaler.”

Public Event ABLE License – Example Scenarios

1. A **local for-profit business is holding an event.** The event is open to the public and anyone may attend the event. The event holder will be selling or furnishing wine, beer, and/or spirits at the event. Does the event holder need any type of license?

Yes, the event holder to utilize the services of a licensed caterer at the “Public Event” license from the ABLE Commission.

Is it permissible for the event holder to utilize the services of a licensed caterer at the “Public Event?”

No, the “Public Event” license holder must post a bond with the Oklahoma Tax Commission and order their alcohol from a licensed “Class B Wholesaler” and/or “Wholesaler.” Additionally, all managers, as well as employees participating in the sale or handling of the alcohol, must obtain an “Employee” license.

2. A local for-profit business is having an open house and has invited all of their employees and clients to attend. The business will be providing wine, beer, and/or spirits to their guests and serving light food. There is no charge to attend and all alcohol and food is free. The business is closed at the time of the event and the public cannot enter. Does the business need a “Public Event” license?

No, there would be no license needed as it is a private party. All of the attendees have been invited and they have an established specific prior relationship to the event holder.

Is it permissible for them to utilize the services of a licensed caterer at the “private party?”

Yes, a licensed caterer may be used for bona fide private parties. The hold of the “private party” may offer an open bar utilizing the licensed caterer or may contract with the caterer to provide a cash bar. If it is a cash bar, the private party all sales go to the licensed caterer.

3. The local Fire Department Auxiliary is having a yearly awards ceremony and banquet. They have extended an invitation to all Fire Department employees, their families, aware recipients, and to certain other specific governmental employees. There is a charge for the event tickets and it includes the dinner that is provided. At the event, there will be a cash bar provided by a licensed caterer that the Fire Department Auxiliary hired for the event. No alcoholic beverages are provided as part of the ticket price. All alcohol is purchased from the caterer’s cash bar. Does the Fire Department Auxiliary need any type of license?

No, this would be considered a “private party.” Even though tickets are sold to attend, all of the attendees have been invited and they have an established specific prior relationship to the event holder. The event is not open for the general public to attend and alcohol is not provided as part of the ticket price. Therefore, the use of the licensed caterer is allowed and all sales go to the licensed caterer.

4. A local radio station is sponsoring an event. There will be either an open bar provided or a cash bar utilizing a licensed caterer at the event. Their advertisements, verbal and visual, state that anyone can sign up for an invitation at any of the local service stations and grocery stores. The event holder maintains that it is a private party. Does the event holder need any type of license?

Yes. Offering the general public the ability to sign up and to be invited is not a private party. If anyone in the general public can sign up to attend, it is a public event and therefore a "Public Event" license is required. In this scenario, the event holder could not have an open bar or use a licensed caterer. The event holder would have to sell the alcoholic beverages his/herself under the "Public Event" license.

Sec. 16.5-3. - Fees for use of park and recreation facilities.



All persons or entities who are not parties to an annual license agreement with the city shall be charged a fee for the reservation and use of city park and recreation facilities, including, but not limited to, public buildings, swimming pools, parks, park shelters, gymnasiums, sports fields, the farmer's market, tennis courts, and any golf course facilities. All charges shall be as set forth in the Manual of Fees adopted by the Broken Arrow City Council. The park and recreation fee schedule shall be posted and made available to the general public at the city clerk's office and on the city's website. The city manager or his designee may waive the fees for specific events.

(Ord. No. 1792, § 1, 8-16-93; Ord. No. 2464, § 1, 6-17-02; Ord. No. 3270, § 1, 6-16-14)

3. SPECIAL EVENTS / ACTIVITIES



To: Russell Gale, Acting City Manager
From: Judy Prieto
CC: Scott Esmond, Lori Hill and Vaunda Olivera
Date: April 24, 2015
Re: Notes to Council – opening day of Farmers Market

- April 18 – Farmer’s Market Opens, 8 a.m. – 12 p.m.
 - Several vendors cancelled because of the weather forecast
 - Despite the fact that rain and thunderstorms were forecasted, they passed by 7 a.m. and the market opened with 19 vendors.
 - Considering the rough start, there was still a pretty good turn-out and some vendors sold out and others reported that their sales were very good.

From: Rooks, Thor
Sent: Thursday, April 23, 2015 6:36 PM
To: Hooks, Jennifer
Cc: Esmond, Scott
Subject: Notes To Council

Recreation By the Numbers

- Broken Arrow Volleyball Club has 193 registered participants. Over 600 people visit Nienhuis Park Community Center during game days, Saturdays.
- Get Fit Broken Arrow has 87 dedicated participants. This boot camp style exercise class meets Tuesdays and Thursdays 7:30 to 8:30pm at Nienhuis Park Community Center.
- Homeschool PE has 68 kiddos from ages 6-16 that regularly enjoy a physical workout while playing games at Central Park Community Center on Tuesdays and Thursdays.
- Open Pickleball at Central Park Community Center has seen an increase over the last few months. The Parks and Recreation Department provides this free activity to over 65 participants weekly. Paddles and balls are supplied! The only thing missing is YOU. Mondays, Wednesdays, and Fridays 10am to 3pm you will find several Pickleballers relishing the game.

Thor Rooks

Recreation Manager

O: 918-259-7007 x7441

F: 918-259-7008

BA PARKS & REC