

**To:** Honorable Mayor and City Councilors  
**From:** Russell Gale, Acting City Manager  
**Date:** September 19, 2014  
**Re:** Notes to Council

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

- Press Release: Broken Arrow Wins Voice of the People Award for Transformation in Safety
- Memo: OneVoice Legislative Agenda, 2015
- Letter: Response to 2014 Sewer Surcharges Reprieve Request from Blue Bell
- BA Ledger: Warren Theatre on Track to Open on Schedule

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

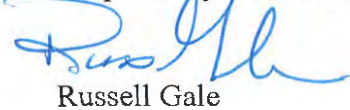
- Press Release: City Council Establishes Fiscal Sustainability Committee
- Press Release: 2014 Fall Cleanup Scheduled for October 18, 2014
- Press Release: The Rose District Farmers Market Last Day is October 4
- BA Ledger: KBAB Joins National Organization
- BA Ledger: Water/Sewer Bills to get Closer Look
- Tulsa's Future Regional Economic Development Report, August 2014
- Broken Arrow Fire Department Monthly Report, August 2014
- Battle Creek Facility Monthly Report, August 2014
- General Services Monthly Report, August 2014
- Letter: FEMA Determination to Property Located in a Flood Hazard Area

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

- Chalk It Up! An Art Festival!
- Memo: Special Event Permit Application/Road Closures
  - Birchwood and Mitford Homeowner's Association Block Party
  - Grills and Grilles
  - Holiday Tea Off
  - Night Out Against Crime

- Broken Arrow Public School Annual Homecoming Parade
- Broken Arrow Police Special Event Operation Plan for the Annual BAPS Homecoming Parade

Respectfully submitted



Russell Gale

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Attachments

# 1. STAFF REPORTS / ITEMS REQUIRING IMMEDIATE ATTENTION





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

**Broken Arrow wins Voice of the People Award for Transformation in Safety**  
*Award recognizes highest increase in citizen satisfaction with public safety*

**Broken Arrow, Okla. (9/16/2014)** – Based on responses from the National Citizen Survey (NCS), residents of Broken Arrow report the highest increase in levels of satisfaction with Safety compared with responses from all other municipalities participating in the NCS.

The NCS is a community assessment tool developed by the National Research Center to provide a statistically valid survey of resident opinions about community and services provided by local government.

The City of Broken Arrow participated in the NCS in 2006 and 2009. In an effort to monitor citizen satisfaction and to compare with prior years' results, the City administered the NCS again in 2013.

“The Broken Arrow Police Department has taken tremendous steps to implement proactive, community-centered public safety initiatives,” said Police Chief David Boggs. “The survey results indicate that residents truly appreciate the Police Department’s diligence in making sure Broken Arrow remains one of the safest cities in America.”

Acting Fire Chief Steve Jarrett believes fire prevention and education played a key role in residents’ satisfaction with public safety.

“We’re honored to receive this award. Our firefighters work hard to provide critical fire protection and emergency medical services, so it’s great to know that our residents appreciate our efforts,” said Jarrett.

The Voice of the People Awards were presented at the 100<sup>th</sup> annual International City/County Management Association (ICMA) Conference in Charlotte, NC on Monday, September 15, 2014.

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## 2015 OneVoice Legislative Agenda

### 2015 State Priorities

- **Preserve and Increase Education Funding**
  - › Preserve existing funds and appropriate additional funds for education at all levels (K12, higher education, and career tech) to prepare and grow an educated and skilled workforce to meet the demands of a changing economy and address workforce shortages. Funding increases should specifically target:
    - Maximization of Higher Education return on investment in the form of economic and workforce development from an increased number of college graduates; the State of Oklahoma must empower Higher Education Institutions to achieve the Governor's Complete College America Goals, while maintaining maximum accessibility, efficiency and effectiveness in delivering a quality postsecondary education at reasonable and affordable tuition rates for Oklahoma students.
    - Increased budget allocation for targeted training expansions for high school students, adults and the current workforce tied to Oklahoma career paths and employers' needs for customized training and consulting.
    - Increased K-12 per pupil funding to add resources for interventions that support successful implementation of existing reforms, such as the Reading Sufficiency Act and the Teacher Effectiveness Initiative, recognizing that low socioeconomic, special needs and ELL students require extra supports.
    - Attraction, retention and support of highly effective teachers to address teacher shortages.
    - Development of robust college and career ready standards and comparable high quality and streamlined assessments.
- **Diversify Municipal Revenue Sources**
  - › Support legislative action to preserve and diversify sources of revenue available to municipalities, including through increased local control. Key initiatives in this effort include ensuring a level playing field between community retailers and remote/internet sellers in the collection of sales taxes and increasing the state apportionment for municipal roads and bridges.
- **Build the Gilcrease Expressway and Bridge**
  - › Support the building of the Gilcrease Expressway and Bridge through any funding mechanism available in order to expedite this long overdue transportation system; a partnership with the City of Tulsa, Tulsa County, Oklahoma Department of Transportation, Oklahoma Turnpike Authority and tribal governments is strongly encouraged.



## 2015 OneVoice Legislative Agenda

- **Preserve and Expand Insure Oklahoma**
  - › Support the preservation and expansion of Insure Oklahoma to extend health insurance coverage to over 120,000 uninsured Oklahomans using all available private, employer, state and federal funds. Creating a healthy workforce is paramount to an economically viable Oklahoma, and will alleviate cost shifting from uninsured residents that currently burdens employers, healthcare providers, and individual policy holders, as well as incentivize employers to make wellness investments and improve the health outcomes of employees.
  
- **Defend all Existing Road Funding**
  - › Defend all existing road funding; prevent any diversion of monies; and support increased funding for transportation by developing an adequate, comprehensive funding strategy and financing plan to broaden the sources of funds and increase the total amount going to transportation statewide to support the Oklahoma Department of Transportation's Eight Year Plan. Support moving the remaining twenty-five percent of motor vehicle fees, which currently go into the state general revenue fund, to transportation priority areas which may include state highways, city and county roads and bridges, and public transit.
  
- **Preserve and Increase Funding for Health Care Services**
  - › Preserve and increase state funding and leverage all federal matching dollars available to fund health care delivery and training programs at all levels. State and federal funds allocated towards health care spending represent a significant investment in the economic development of the State of Oklahoma, with the health care industry employing over 200,000 Oklahomans directly and generating an overall economic impact of \$19.4 billion.
  
- **Fund the Quick Action Closing Fund**
  - › Increase funding for the Oklahoma Quick Action Closing Fund to a level that allows Oklahoma to be competitive with surrounding states. Greater funding for this economic development tool will assist in attracting high quality jobs and industry to the state, increasing the economic opportunity and quality of life for Oklahoma residents.
  
- **Fund the OKPOP Museum**
  - › Support a state bond issue for capital investment in the Oklahoma Historical Society's planned Oklahoma Museum of Popular Culture. With over \$6.5 million in private funding already secured, OKPOP will have an annual estimated economic impact of over \$17.5 million and expand upon the over \$1 billion already invested in downtown Tulsa, while further contributing to the state's third largest industry – tourism, an industry which generated over \$7 billion in expenditures and 78,000 jobs in 2012.



## 2015 OneVoice Legislative Agenda

- **Support OCAST Funding**
  - › Support an OCAST annual budget to a minimum of \$24 million. Funding for OCAST assists Oklahoma in four vital areas: (1) research and development funding for businesses & universities, (2) two- and four-year college internship opportunities, (3) manufacturing support, and (4) early-stage funding for start-up businesses. This funding allows Oklahoma communities to attract and retain high-quality STEM businesses and critical college talent, which will encourage growth and expansion in these target industries. (BRE, Small Business, DET)
  
- **Develop and Implement Robust Oklahoma Academic Standards**
  - › Support the development and implementation of robust Oklahoma Academic Standards based upon Oklahoma's workforce needs and college admissions expectations, while also ensuring the national competitiveness of Oklahoma's high school graduates. Oklahoma's Academic Standards should be matched with comparable, high-quality, streamlined assessments that provide insight to educators and support the student's learning. Oklahoma's Academic Standards must meet or exceed other national models, to ensure Oklahoma's students are prepared to meet or exceed the performance of their peers in other states.



## 2015 OneVoice Legislative Agenda

### 2015 Federal Priorities

- **Expedite Implementation of the Arkansas River Corridor Project**
  - › Support efforts to expedite the implementation of the Arkansas River Corridor Project for river infrastructure improvements. Allow federal match credit to be accrued for state and local expenditures in order to advance construction activity while preserving the Tulsa region's access to future federal funding for this federally authorized project.
  
- **Reauthorize Federal Surface Transportation Programs**
  - › Support the reauthorization of federal surface transportation programs (MAP-21), including robust measures to permanently and adequately fund the Highway Trust Fund and continued flexibility for a coordinated local- and state-based decision-making process. The economic success of our country relies upon the strength of our transportation infrastructure. States must have long-term predictability in planning to meet their infrastructure needs, and a sustainably funded Highway Trust Fund is critical to providing that infrastructure security. Of key importance are the following regional high-priority projects: reconstruction of I-244; widening of I-44 east to the Will Rogers Turnpike; expansion of U.S. 169 to six lanes north to State Highway 20; construction of a four-lane Port Road on Highway 266 from U.S. 169 to the Port of Catoosa, and from the Port of Catoosa to I-44; expansion of US-75 to six lanes from State Highway 11 to State Highway 67; and the implementation of high-priority transit corridors.
  
- **Increase Appropriations for the McClellan-Kerr Arkansas River Navigation System**
  - › Support increased appropriations for the McClellan-Kerr Arkansas River Navigation System (MKARNS) to overcome \$100 million in critical maintenance backlog projects which, per definition of the Corps of Engineers, have a greater than 50% chance of failure within the next five years. A single failure threatens to shut down the full navigational system causing severe economic hardship for the businesses and consumers in Oklahoma who rely on the system. The economic impact to Oklahoma's economy from such a shutdown is estimated to be \$2 million per day. Support efforts of the Oklahoma and Arkansas maritime industry to persuade the United States Maritime Administration (MARAD) to designate the MKARNS as the "M-40 Corridor" within the Nations Maritime Highway system thereby expanding the use of our Nation's navigable waterways to relieve landside congestion, reduce air emissions, and generate other public benefits by increasing the efficiency of the surface transportation system. This maritime highway designation could benefit transportation projects in the region which may then be eligible for MARAD grant opportunities.





## 2015 OneVoice Legislative Agenda

- **Pass the Marketplace Fairness Act**
  - › Support passage of the Marketplace Fairness Act or other federal legislation which will ensure that the sales and use taxes already owed from online purchases are fairly and effectively reported, collected, and remitted.
  
- **Address Critical Infrastructure Needs with Tulsa's Aging Levee System**
  - › Support addressing the critical infrastructure needs with Tulsa's aging levee system, which – if one fails – would be catastrophic for homeowners, two nationally strategic oil refineries, and multiple industries currently protected by levee system, and have devastating environmental impacts for our region.
  
- **Continue and Expand Funding for Graduate Medical Education**
  - › Support continued and expanded funding for Graduate Medical Education/Residency Programs through the following efforts: (1) reauthorize and expand the HRSA Teaching Health Center (THC) Program to build primary care capacity; (2) remove the cap on Medicare DGME and IME-funded positions; (3) and reallocate unused residency slots from other states to existing residency/fellowship programs, including THC programs, in Oklahoma with priority in current physician shortage areas.
  
- **Restore Full Funding for Federally Qualified Health Centers**
  - › Restore full funding to the Section 330 funding program for Federally Qualified Health Centers. The state's system of FQHCs provide access to health care for over 200,000 Oklahomans **without regard to ability to pay, serving the most vulnerable, poor and geographically isolated population.** A lapse in these federal funds will result in the loss of up to 70% in federal funding for FQHCs, and lead directly to the closure of health center sites, layoffs of health center staff, and most importantly, a loss of access to care for countless Oklahomans.
  
- **Reauthorize the Elementary Secondary Education Act (ESEA) and the Higher Education Act (HEA)**
  - › Support the reauthorization of the Elementary Secondary Education Act (ESEA) and the Higher Education Act (HEA) and fully fund federal mandates.
  
- **Fund an On-site Fuel Storage Facility at the Tulsa Air National Guard Base**
  - › Support funding the construction of a \$17 million fuel storage facility at the Tulsa Air National Guard Base to retain the current mission and posture for the next **generation fighter aircraft.** **With an annual budget of \$80 million, the base employs 1,200 guardsmen and plays a key role in the continued vibrancy of the Tulsa region's aerospace community.** Construction of an on-site fuel storage facility is vital to maintaining the current mission and capturing future missions.



## 2015 OneVoice Legislative Agenda

- **Support Comprehensive Federal Immigration Reform**
  - › Support federal measures to secure borders, establish reasonable and efficient visa policies and procedures, and comprehensive reform at the federal level that recognizes the need for essential workers so the U.S. can continue to attract the best and brightest talent from around the world. Oppose further state legislation related to immigration reform.



Friday, September 12, 2014

Marty Kilgore, General Manager  
Blue Bell Creameries, L.P.  
8201 East Highway 51  
Broken Arrow, OK 74014

Re: Response to 2014 Sewer Surcharges Reprieve Request from Blue Bell

Dear Mr. Kilgore,

This is a formal response to the letter received by the City of Broken Arrow Utilities Department from Blue Bell dated July 21<sup>st</sup>, 2014. The letter requested a reprieve to the surcharges for June 2014 that was discussed in the meeting between City of Broken Arrow and Blue Bell staff.

As you are aware, the surcharges for the month of June totaled \$106,954.02. This increased surcharge amount is due largely to the total suspended solids (TSS) result from the June 19 sample recorded as 96,900 mg/L. As you mentioned in the referenced letter, this result is unusually high. However, the sample from that day contained a large mass of frozen butter fat and the sample was witnessed by a Blue Bell employee, Jason Smith and me. The butter fat mass was approximately 6inLx4inWx2inH.

The City of Broken Arrow Utilities Department is hereby requesting Blue Bell to provide an explanation of the events surrounding the June 19, 2014 sample day. Please let us know, in writing, within 30 days of receipt of this letter what were the possible causes and any corrective measures that have been taken to resolve this issue and if procedures have been established to ensure that it does not reoccur. Your response and all applicable documentation, including the reprieve request, will be presented to Broken Arrow Municipal Authority for a final decision.

The City of Broken Arrow Utilities Department recognizes the contribution that Blue Bell makes to our community and appreciates all the effort made. If there is anything we can do to assist you please do not hesitate to contact me. Thank you for your continued support of the City of Broken Arrow Industrial Pretreatment Program.

Sincerely,

Lauren Wilson  
Pretreatment Coordinator  
City of Broken Arrow  
P.O. Box 610  
Broken Arrow, OK 74012  
(918) 455-4762 FAX: (918) 455-4172  
[lwilson@brokenarrowok.gov](mailto:lwilson@brokenarrowok.gov)  
CC: Russell Gale, City of Broken Arrow, Interim City Manager



Jeff Jenkins, City of Broken Arrow, Assistant City Manager  
**Beth Anne Wilkening, City of Broken Arrow, Attorney**  
Anthony Daniel, City of Broken Arrow, Director of Utilities  
David Handy, City of Broken Arrow, Wastewater Treatment Plant Manager

# Warren Theatre on track to open on schedule

By Lesa Jones

Editor

lesaj@tulsabusiness.com,br> | Posted: Wednesday, September 17, 2014 12:23 pm



## Warren Theatre construction

ALMOST READY — Broken Arrow’s Warren Theatre is preparing for its close up and is set to open later this fall. The \$40 million dollar project will be the flagship development for the Shops at Aspen Creek, 1700 W. Aspen Creek Drive.

Lights, cameras, get ready for action, as the Broken Arrow Warren Theatre prepares to open this fall.

“The date is not set in stone, but it will probably open the last week of November or the first week of December,” owner Bill Warren said in an exclusive interview with Tulsa Business & Legal News.

Construction is currently underway on the dome ceiling for the \$40 million theatre that Warren promises will be unlike any other movie theater in the area. Warren and Broken Arrow City leaders broke ground on the property Sept. 24, 2013.

The theater will have two restaurants, 18 screens and will be 150,000 square feet. It will also contain \$1 million in imported marble flooring.

The theater project's distinctive features include an Art Deco design, with granite, marble, polished chrome, etched glass, terrazzo floors, custom carpets and seating. The theater chain is known throughout the business for its luxury and excellence in quality and service.

Broken Arrow Warren Theatre will have the largest movie screens in the Tulsa area, THX certified digital projection in every auditorium, a 1940s style Diner and Malt Shop, a full service balcony and lounge for guests over 21 and Director's Suite auditoriums for a more intimate experience.

Warren says he is keeping some of the amenities under wraps until closer to the opening this fall.

He said he doesn't want to give anything away to the competition.

"Competition is what it's all about," he said. "We will be the most unusual theatre in the Tulsa Metro area. We show the same movies everyone else shows, but I've got to do it in a way that makes you want to bring your family to my theatre."

Warren's other Oklahoma theater, Moore Warren, is one of the top 10 grossing movie theaters in the U.S. and the top grossing megaplex in the four-state area.

Warren Theatres, LLC is a small, privately owned luxury movie company famous for its high-end theatres. They currently operate multiple theatres at seven locations in Kansas, Missouri, and Oklahoma. Four locations are operated under the Warren Theatres name.

"We expect BA to compete along the same lines," he said. "It's about market share, but it's also about the atmosphere and the experience around it."

Warren's goal for his latest venture is for the Broken Arrow Warren Theatre to be the nicest theater built in America in the last five years.

"I know that sounds boastful, but that's just the truth," Warren said.

In August, Warren Theatres began hiring for staff positions for the theater, restaurants and bar. To apply visit the website at **[warrentheatres.com](http://warrentheatres.com)**.

## 2. GENERAL CORRESPONDENCE / NOTIFICATION





**Contact: Krista Flasch**  
**Director of Communications**  
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**Phone: (918) 259-2400, ext. 5309**  
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**City Council Establishes Fiscal Sustainability Committee**  
*Members to be named by Oct. 7; purpose is to identify revenue sources*

**Broken Arrow, Okla. (9/17/2014)** – In an effort to address the City of Broken Arrow’s ongoing revenue issues, the City Council voted Tuesday night to create the Fiscal Sustainability Committee. The committee will identify possible new and increased sources of revenue to fund City operations, such as police, fire & EMS, jail, municipal court, parks, recreation, streets, cemetery, building inspections and permitting services.

Since July 2010, or Fiscal Year (FY) 2011, the City has had to rely on fund balances to cover budgeted expenses in the General Fund. (Fund balances are a buildup of revenues greater than expenditures in any budget year.) 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.

The FY 2015 Budget highlights several examples of the revenue challenges and how they have impacted the City:

(continued)



1. Of the 8 Tulsa metropolitan cities, Broken Arrow is 7<sup>th</sup> in per capita sales tax collections.
2. Of the 10 largest Oklahoma cities, Broken Arrow is 9<sup>th</sup> in per capita sales tax collections.
3. Of the 10 largest Oklahoma cities, Broken Arrow has the lowest sales tax rate.
4. Broken Arrow has the lowest number of employees per capita of all other similar sized Oklahoma cities.

The Fiscal Sustainability Committee will consist of 13 members. There will be a director or manager from the City Manager's Office and the Finance, Legal and Police Departments; a representative from both the Fraternal Order of Police and the International Association of Fire Fighters; a representative from the Broken Arrow Chamber of Commerce; a representative from the Build a Better Broken Arrow Committee; and a representative nominated by each Council Member.

Committee members will be identified at the October 7, 2014 Council meeting. The committee is expected to submit a report to City Council within 90 days of its initial meeting.

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**PRESS RELEASE**



**Contact: Krista Flasch**  
**Director of Communications**  
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## **2014 Fall Cleanup Scheduled for October 18**

**Broken Arrow, Okla. (09/16/2014)** – Residents will have the opportunity to dispose of unwanted items for free at the City’s annual Fall Cleanup.

This year, the event will be held on Saturday, October 18 from 7:00 a.m. to 4:00 p.m. The location for the Fall Cleanup is the Waste Management Quarry Landfill, 13720 E. 46th St. North. This is easily accessible by traveling north on U.S. Highway 169 to the Eastbound exit at 46th St. North.

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

Any household waste can be dropped off except for the following items: Hazardous materials, liquids (such as paint in liquid form, gasoline, used oil, etc.), batteries, fluorescent light bulbs, untreated medical waste and compressed gas cylinders.

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

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

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## **The Rose District Farmers Market Last Day is October 4**

**Broken Arrow, Okla. (9/19/2014)** – Saturday, October 4 marks the end of the seventh season for the Broken Arrow Farmers Market in the Rose District.

The market continues to grow every year, with 44 vendors now selling their products between April and October. Customers can find a wide variety of seasonal produce, meats, honey, bakery items and artisanal goods. The market is unique to the area, because it exclusively promotes Oklahoma made and Oklahoma grown products.

“The Rose District Farmers Market not only provides a way for people to buy farm fresh, local food, it’s also a great place to build community,” said Farmers Market Coordinator Judy Prieto. “Vendors gave us a lot of positive feedback about the increased foot traffic and fun atmosphere. I’m excited about building upon the momentum that’s growing here in the Rose District.”

This year, customers enjoyed live music, gardening tips from KRMG’s Alan Storjohann, and special Kids Corner events that featured the Laura Dester Children’s Shelter and the Tulsa City-County Library’s new mobile library.

The Rose District Farmers Market will open again in April of next year.



# KBAB joins national organization

By John Ferguson

News Editor

johnf@baldedger.com

Posted: Monday, September 15, 2014 5:19 pm



## KBAB joins national group

KBAB JOINS NATIONAL GROUP — Accepting the framed certificate are from left to right: Dr. Clarence Oliver, Peggy Striegel, Cecile Carson, Dawn Seing and Scott Eudey.

Cecile Carson of Keep America Beautiful welcomed the Keep Broken Arrow Beautiful group to the national organization during a ceremony at City Hall on Monday, Sept. 15.

The presentation came during KBAB's quarterly board meeting.

# Water/sewer bills to get closer look

By John Ferguson, News Editor [johnf@baldedger.com](mailto:johnf@baldedger.com) | Posted: Tuesday, September 16, 2014 8:28 pm

**City of Broken Arrow** - A more detailed look into the billing and water usage for some Broken Arrow residents will hopefully clear questions on why bills went up recently.

Some water and sewer customers saw their bill go from \$14.05 to \$27.03. The calls and emails began flooding into the city as to why.

Anthony Daniel, Director of Utilities, gave a detailed description on costs for some 851 customers that get water from Rural Water District No. 4 and are receiving sewer service from BA. He made his presentation at the Broken Arrow Municipal Authority meeting Tuesday night, Sept. 16.

Daniel promised that his department will acquire monthly water use data for all RWD No. 4 customers and check the costs again.

“We are waiting on consumption data,” Daniel said. “The numbers will speak for themselves.”

Daniel added the revised bills that include this detailed look at RWD No. 4 customers may cause future bills to go up and maybe even down.

BAMA then approved by a 5-0 vote to enter into an Interlocal Agreement with RWD No. 4 to acquire the water data.

In other city business, the City Council is looking for ways to identify future income sources. They considered and passed the establishment of a 13-member Fiscal Sustainability Committee. The committee will report ideas at the Oct. 7 meeting.

The road to getting the Stoney Creek Hotel started with discussion about a road near the proposed hotel.

Beth Ann Wilkening, city legal counsel, gave a detailed report on the execution of the First Amendment to an agreement for the purchase and sale of real property and a provision to purchase adjacent property by the City of Broken Arrow and Roland Investments LTD.

The council passed the establishment of the deal, including a road near the future site of the hotel.

David Blue, Ernest Redwine and Patsy Terry each were approved to specific boards or bureaus. Redwine and Terry were appointed to four-year terms on the BA Downtown Advisory board. Blue takes on a two-year term on the BA Convention and Visitors Bureau.

Among the consent agenda items approved were:

- The Civitans were given a permit to hold the annual Christmas Parade on Dec. 6.
- The Broken Arrow High School Student Council received a permit for the Thursday, Sept. 25 Homecoming Parade scheduled for 6 p.m.
- The Broken Arrow Police Department will be getting 30 Taser X2's and accessories. The BAPD will declare 12 Taser X26's surplus and authorize their trade-in.
- BA will request programming of Federal Fiscal Year 2018 Tulsa Urbanized Area Surface Transportation Program funds for the 23rd Street widening from Houston to New Orleans streets.



**Regional Economic Development Activity Update  
August 1- August 31, 2014**

**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 August 2014	123	90	213
Total for 2014	1,497	475	1,972
Total for 2013	2,484	3,514	5,998
Total for 2012	2,425	1,078	3,503
Total for 2011	<u>4,100</u>	<u>4,105</u>	<u>8,205</u>
Totals for 2011-2014	10,506	9,172	19,678

**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: 4  
 Year to Date: 19  
 Total 2013: 20
  
- New Projects – Proposals Submitted  
 Current Month: 4  
 Year to Date: 31  
 Total 2013: 62
  
- Lead Development  
 Current Month: 6  
 Year to Date: 64  
 Total 2013: 75

**Lead Development Companies**

Tuthill Corporation, Xylem, Inc., Commercial Steel Treating Corporation, MNP Corporation, LVB Acquisition, Inc., Numatics Incorporated

ID	Start Date	Number of Jobs	Status	Target Industry	Community	New Business/Expansion
318	8-21-2014	230	Active	Advanced Manufacturing	Tulsa Region	New
319	8-28-2014	1028	Active	Advanced Manufacturing	Tulsa Region	New
320	8-20-2014	100	Active	Advanced Manufacturing	Tulsa Region	Expansion
321	8-1-2014	60	Active	Advanced Manufacturing	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 2014**

Destination	Participation Deadline	Scheduled Appointment Dates	Communities Attending
Chicago, IL	February 11	March 19-20	
Minneapolis, MN	February 24	March 25-27	-PSO
Phoenix, AZ	March 21	April 22-24	
Atlanta, GA	July 1	August 5-7	
Dallas, TX	July 17	August 19-21	MidAmerica Industrial Park
Charlotte/Greenville, NC	September 11	October 13-16	Muskogee, PSO
Denver, CO	September 30	October 20-22	
Chicago, IL	September 4	October 7-9	
Phoenix, AZ	August 15	September 16-17	

## **Business Retention & Expansion**

- Existing Company Visits  
Current Month: 77  
Year to Date: 463  
Total 2013: 536

## **External Marketing**

### **Dallas Scheduled Appointments – August 19-21**

The Vice President of Economic Development for the Tulsa Regional Chamber and the Economic Development Director for MidAmerica Industrial Park conducted scheduled appointments with consultants and companies in Dallas, TX. They met with nine consultants and one company representative. The purpose of the meetings were to identify leads and potential projects while building and strengthening relationships with the consultants and company representative. Three potential projects were identified during the visits.

### **American Chamber of Commerce Executives Annual Convention (ACCE) – August 12-15**

Tulsa Chamber President/CEO and Economic Development Senior Vice President attended private, individual meetings with 10 site consultants during the conference's economic development forum. These meetings provided an opportunity to discuss the advantages provided by the Tulsa Region for the consultant's client base regarding expansions and relocations.

### **Southern Economic Development Council (SEDC) Annual Conference – August 3-5**

The Southern Economic Development Council's Annual Conference was attended by Tulsa Chamber President/CEO and the Senior Vice President, Economic Development. This event was attended by renowned site consultants and economic development professionals from across the United States. Networking events allowed participants to promote the Tulsa Region to site consultants and discover new trends in the industry.

### **Atlanta Scheduled Appointments August 5-7**

Project Manager traveled to Atlanta, Georgia to attend scheduled appointments with seven site consultants and one representative of a company with a presence in Oklahoma. Site consultants requested additional information on workforce in the region as well as available call center property. These requests were for current projects for which Oklahoma had not previously been considered. The representative from the company with a presence in Oklahoma spoke of an expansion on the horizon, but could not discuss details at that time. These appointments have initiated relationships with several consultants that were previously unaware of the wealth of assets in the region.

### **Walmart US Manufacturing Summit, Denver CO August 14-15**

Project Manager & PSO Economic Development Manager attended the US Manufacturing Summit hosted by Walmart in an effort to re-shore manufacturing by their suppliers. This was the second year for this annual event and was attended by Walmart's suppliers, the suppliers' component manufacturers, and representatives from many different state commerce and economic development organizations. Through this event we were able to generate leads for possible manufacturing projects.



## **Regional Partner Educational Forums with National Site Consultants**

- April 2014 – Jim McGraw, Partner with Keating Muething and Klemkamp PLL, discussed regional collaborations, creative incentive proposals and the Macy’s project.
- June 2014 – Betty McIntosh, Managing Director Business Incentives Practice Cushman Wakefield, discussed trends in economic development and the importance of incentives.

## **Regional Partner Updates**

### **Roughneck Supply to Expand in Muskogee**

Muskogee-based Roughneck Supply, LLC, will soon make a new capital investment into their company including the creation of new jobs, new equipment and an expanded marketing effort. Locally owned and operated, Roughneck Supply has called Muskogee home since it was established in 2006.

Roughneck Supply has been approved for a \$49,000 incentive through the SIP. Roughneck Supply anticipates the creation of at least 15 jobs throughout the next 36 months.

## **Regional Partner Meetings**

- November 6, 2014 – The Muskogee City / County Port Authority  
Time: 12:00 p.m. to 1:30 p.m.  
Location: River Center, Three Forks Harbor, 5201 Three Forks Rd, Fort Gibson, OK 74434

**INTEROFFICE MEMO**

***Broken Arrow Fire Department***

**To:** Russell Gale, Acting City Manager  
**From:** Steven Jarrett, Acting Fire Chief  
**Date:** September 16, 2014  
**Re:** August 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  
August 20214

	<u>This Fiscal Year</u>	<u>Last Fiscal Year</u>	<u>Percentage Change</u>
EMS Responses	700	558	25%
Fire Responses	172	183	-6%
Fire Prevention Inspections	97	16	506%
Fire Investigations	10	11	-9%
Total Training Hours	978	747	31%



Broken Arrow Fire Department Monthly Report  
August 2014

	Station	Assist Other Stations	Assist EMS	
District 1	32	19	80	This Month
	560	236	1010	Total Fiscal Year
District 2	46	08	82	This Month
	658	137	1071	Total Fiscal Year
District 3	15	10	33	This Month
	240	108	449	Total Fiscal Year
District 4	30	04	48	This Month
	418	53	551	Total Fiscal Year
District 5	43	09	93	This Month
	648	131	1216	Total Fiscal Year
District 6	46	07	86	This Month
	553	147	1034	Total Fiscal Year
Total	212	57	422	This Month
	3077	812	5331	Total Fiscal Year
	<b>6.8</b>	<b>1.8</b>	<b>13.6</b>	<b>Total Number Runs per Day</b>



Broken Arrow Fire Department Monthly Report  
August 2014

Fire Suppression Average Response Times

	This Month	Same Month Last F/Y	Total This F/Y	Total Last F/Y
Station #1 Eng 1	4:20	3:56	4:20	4:07
Station #2 Eng 2	4:56	4:38	4:53	4:53
Station #3 Eng 3	3:37	3:49	3:48	4:43
Station #4 Eng 4	6:10	6:15	5:47	6:32
Station #5 Eng 5	4:25	4:09	4:10	4:23
Station #6 Eng 6	4:48	4:56	4:55	4:53
<b>Total Average</b>	<b>4:43</b>	<b>4:37</b>	<b>4:39</b>	<b>4:55</b>

**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	119	Hillcrest MC South	53
Saint Francis South	105	Hillcrest MC Tulsa	22
Saint John MC - Tulsa	91	OSU Medical Center	3
Saint John MC -BA	82		

EMS Runs by Type

	This Month	Same Month Last F/Y	Total This F/Y	Total Last F/Y
Numbers of Runs	700	558	1341	1147
Transports	484	453	929	909
Persons Treated	507	468	977	935
Cancelled En-route	26	8	49	17
EMS Suppression	127	122	247	248



Broken Arrow Fire Department Monthly Report  
August 2014

EMS Revenue	This Month	Fiscal Year to Date
Charges for the Month Intermedix	\$101.69	\$101.69
Charges for the Month EMS/MC	\$ 397,114.53	\$ 370,545.28
<b>TOTAL CHARGES</b>	<b>\$397,216.24</b>	<b>\$370,646.97</b>
Received by Intermedix	1239.74	\$1,239.74
Paid to Intermedix by City of BA	\$ 2,406.39 XX	\$ 4,914.47
Sub-Total Received for Month	\$ 3,646.13	\$ 6,154.21
Received by EMSMC	\$ 86,001.09	\$ 206,333.52
Paid to EMSMC	(\$2,994.76)	(\$10,167.13)
Sub-Total received for Month	\$ 83,006.33	\$ 196,166.39
<b>TOTAL RECEIVED</b>	<b>\$ 86,652.46</b>	<b>\$ 202,320.60</b>
Percentile Rate of collection to Date	22%	54%
Percentile Rate of collection Same Month last year	30%	46%

XX - This month Intermedix showed City of BA over paid by \$ 2,406.39

EMS Average Response Times

	This Month	Same Month Last F/Y	Total This F/Y	Total Last F/Y
Station #1 Sq-1	3:59	3:50	4:04	3:52
Station #2 Sq-2	4:54	4:43	4:52	4:42
Station #3 Sq-3	5:20	4:42	4:58	4:26
Station #4 Sq-4	5:54	5:45	5:40	5:37
Station #5 Sq-5	3:50	3:56	3:51	3:48
Station #6 Sq-6	4:56	4:34	4:38	4:23
<b>Total Average</b>	<b>4:49</b>	<b>4:35</b>	<b>4:40</b>	<b>4:28</b>

**BAFD Bench Mark Average Time 5:00**

# FACILITY REPORT FOR



August 2014

SUBMITTED BY





## **Battle Creek Golf Club – August Review**

### **General**

The trend continues with another successful month with rounds and revenues being well over budget. Total revenues were \$187,894, which exceeded budgeted revenues by \$34,610. Total rounds for the month were 4,418, which exceeded budgeted rounds by 553. Green Fees revenues were \$18,595 over budget and Food & Bev. revenues were \$7,061 over budget. Kendal Turpen, Grill & Banquets Manager for the past 2 ½ years, will be leaving the club for other employment effective August 25<sup>th</sup>. Kendal did an outstanding job with events booking and increasing our banquet business during her tenure.

### **Golf Operations**

In the month of August 2014 Battle Creek Golf Club was host to 9 tournaments for a total of 410 tournament rounds. During the month our marshal structure was changed so that we have a course marshal present 7 days a week due to complaints of slow play as well as the general public fishing on the course and walking on the course during play. During this month all staff was trained on safety at work as well as proper customer service standards with the hope of increasing customer satisfaction.

### **Course Maintenance**

August started cooler than expected but did warm up for us with most days in the upper 90's and 4 days over 100 degrees. We did get 1.9 of rainfall during the month. The maintenance team did accomplish many tasks this month as well as our seasonal scheduled mowing, these tasks include: Needle tining greens to improve air and water flow, spot spraying post-emergant weeds, sprayed fairways and tees with wetting agents to keep the water in the soils a bit longer and available to the plant, sprayed greens with fungicides, fertilizer and insecticides as need, aerified the front 9 tee boxes, top-dressed greens lightly, irrigation repairs as needed, We also spent several man hours a day hand watering greens almost daily.

Next month we will be setting up the course for many tournament outings as well as beginning to get the course ready for the cooler weather. We will fertilize the entire course with organic fertilizers to promote food storage in the plant through the winter as well as improve the ability of the turf to come out ready in the spring.





### **Golf Rounds Monthly Summary**

August rounds were 768 more total rounds to budget and 364 more than last year.

<b>Rounds</b>	<b>Budgeted</b>	<b>Prior year</b>	<b>Actual</b>
PUBLIC ROUNDS	850	771	882
TOURNAMENT	150	268	399
MEMBER	1,650	1,753	1,747
BATTLE CARD	300	278	417
TWILIGHT	625	720	656
MISC.	0	168	215
MEMBER GUEST	290	311	317
<b>TOTAL ROUNDS</b>	<b>3,865</b>	<b>4,269</b>	<b>4,633</b>

### **Monthly Gross Revenues**

August total revenue was \$187,894 for the month, which was \$34,610 more than budgeted revenues. The full financial reports are presented separately.

	<b>August Budget</b>	<b>August Prior Year</b>	<b>August Actual</b>
DUES & FEES	25,500	23,310	27,650
GREEN FEES	55,918	59,969	74,513
CART FEES	18,074	20,288	24,236
MERCHANDISE	13,334	14,136	16,642
OTHER GOLF COURSE SERVICES	15,900	20,941	13,234
FOOD & BEVERAGES	24,558	27,246	31,619
<b>TOTAL REVENUE</b>	<b>153,284</b>	<b>165,890</b>	<b>187,894</b>

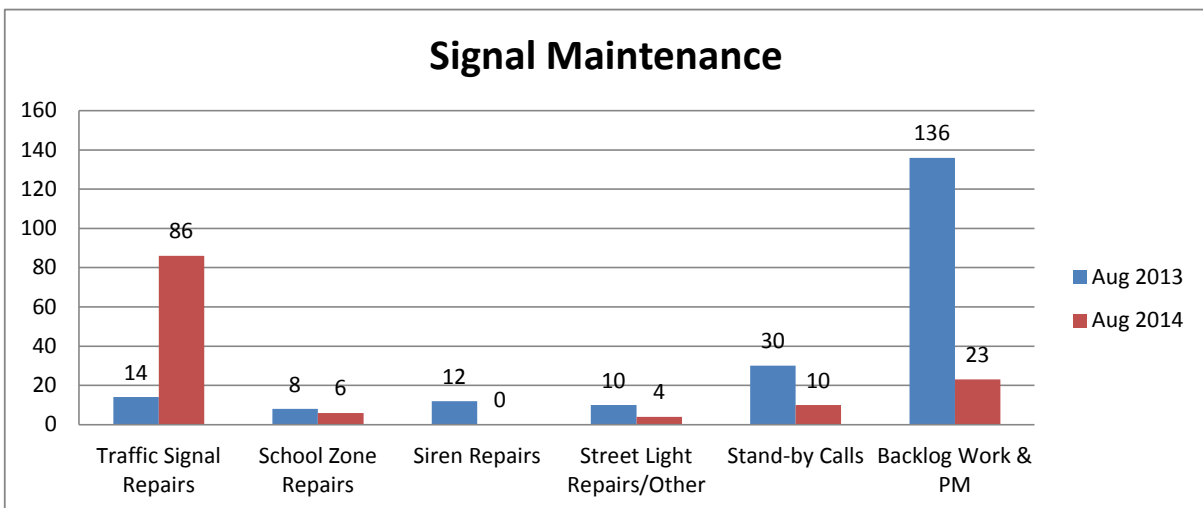
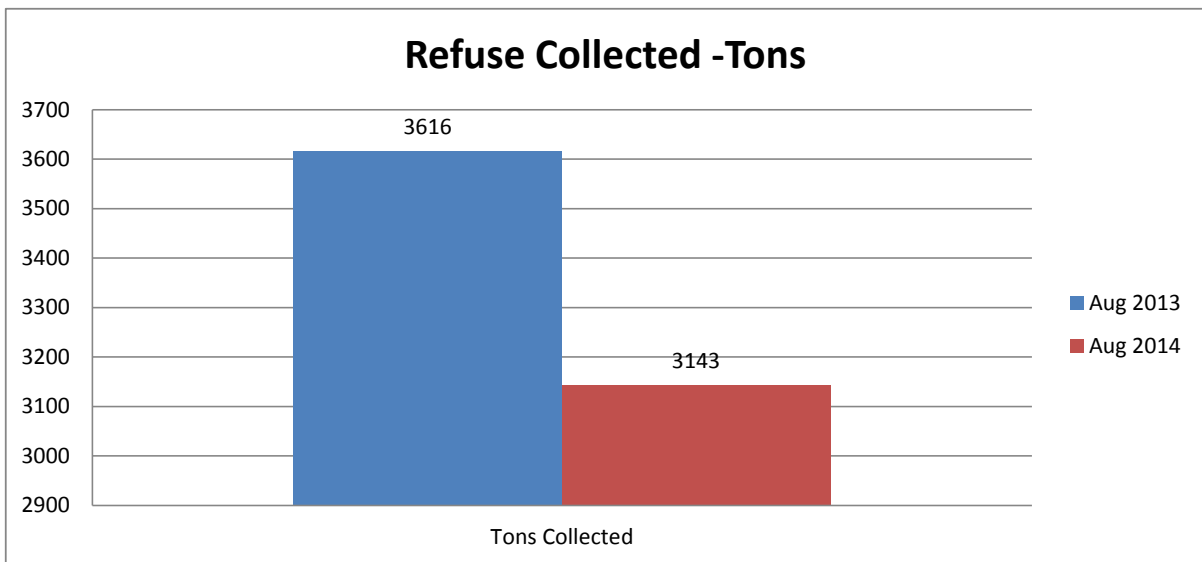
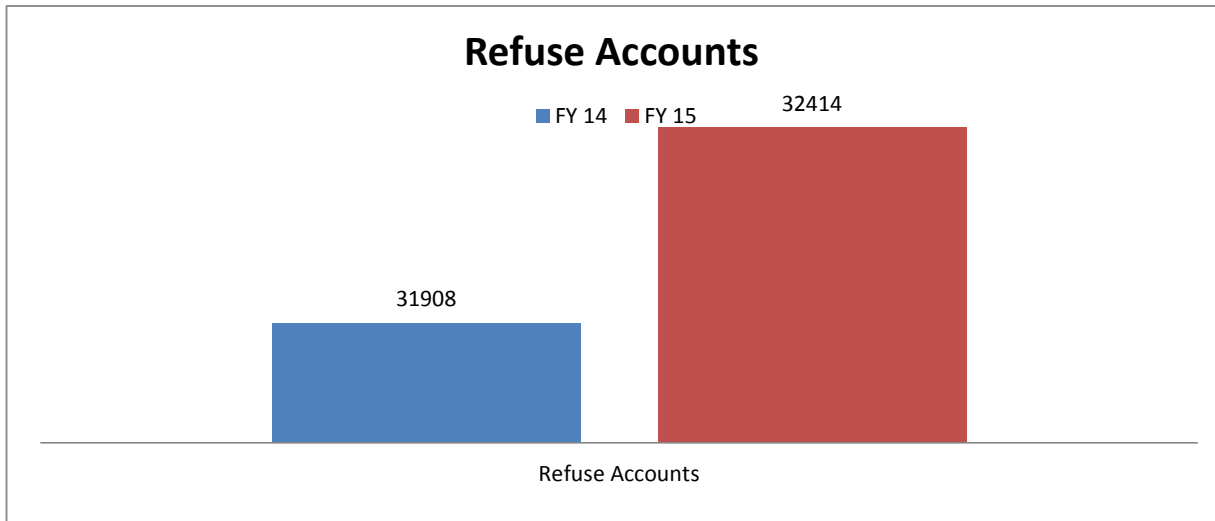
### **Banquet Facility Usage Report**

<b>Date</b>	<b>Event</b>	<b>Total</b>
8/2/2014	Dillihay Wedding & Reception	\$2,117
8/9/2014	Feist Birthday Party	\$1,746
8/12/2014	The Reserve HOA Meeting	\$0
	<b>Total Banquet Revenue:</b>	<b>\$3,863</b>

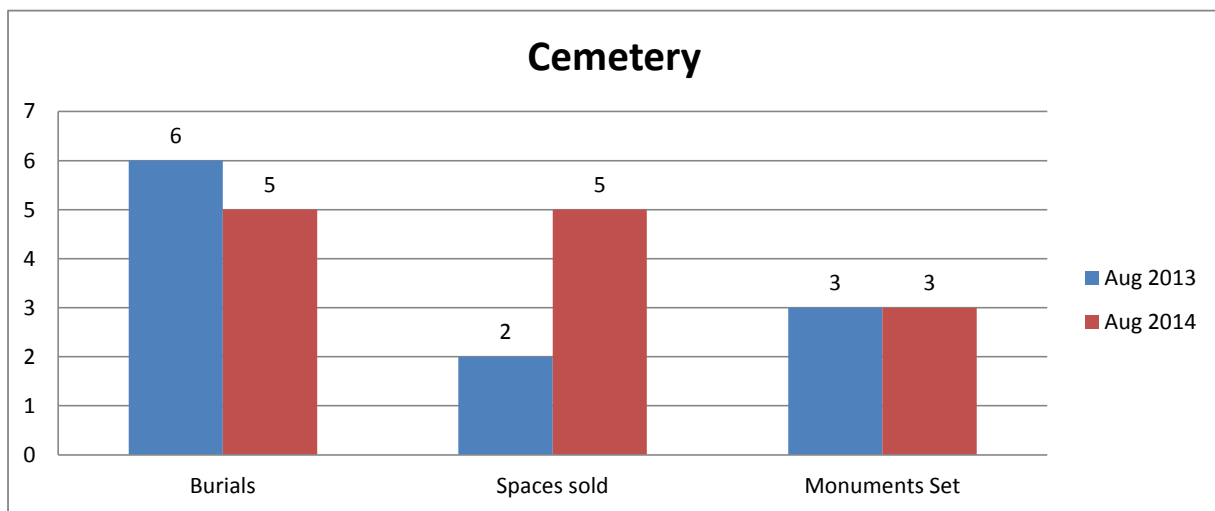
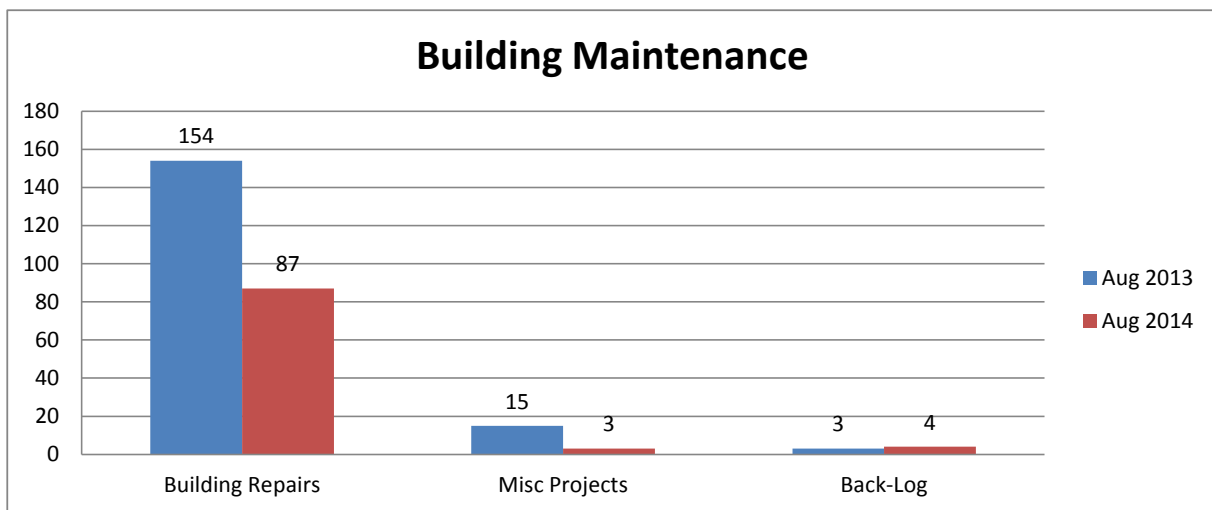
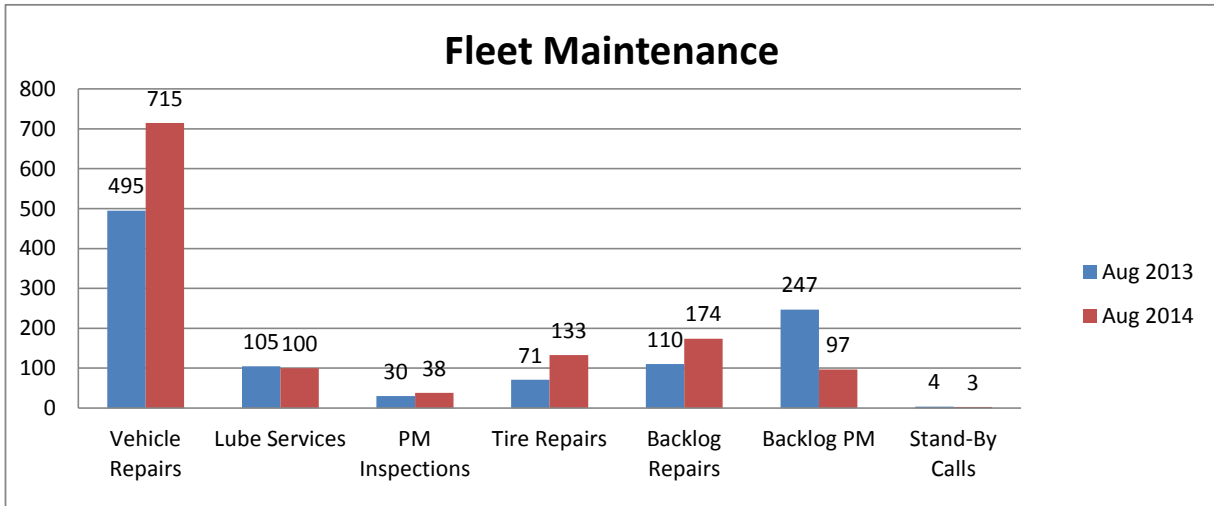
### **Food & Beverage**

Kendal Turpen, Grill & Banquet Manager, has accepting another job and will be leaving the club. Her last day of employment was August 25th. In the interim, we have hired Kendal on a monthly contract labor basis to help us on the day-to-day operation and with events until new management is in place. Brooke Marshall, who currently is a staff member in the grill, will serve as interim Events Manager to help us with upcoming events and future bookings.

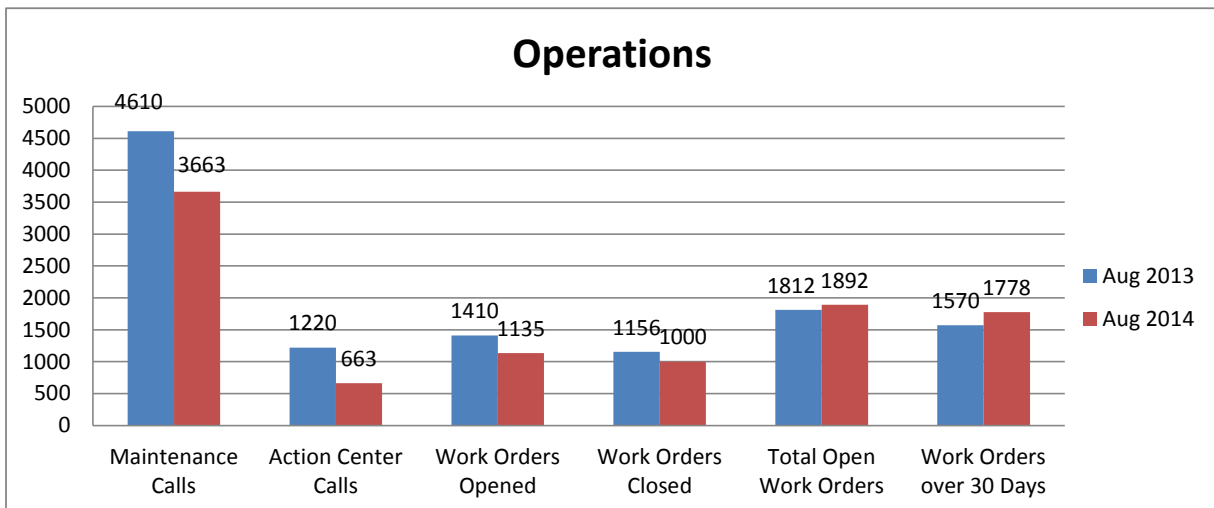
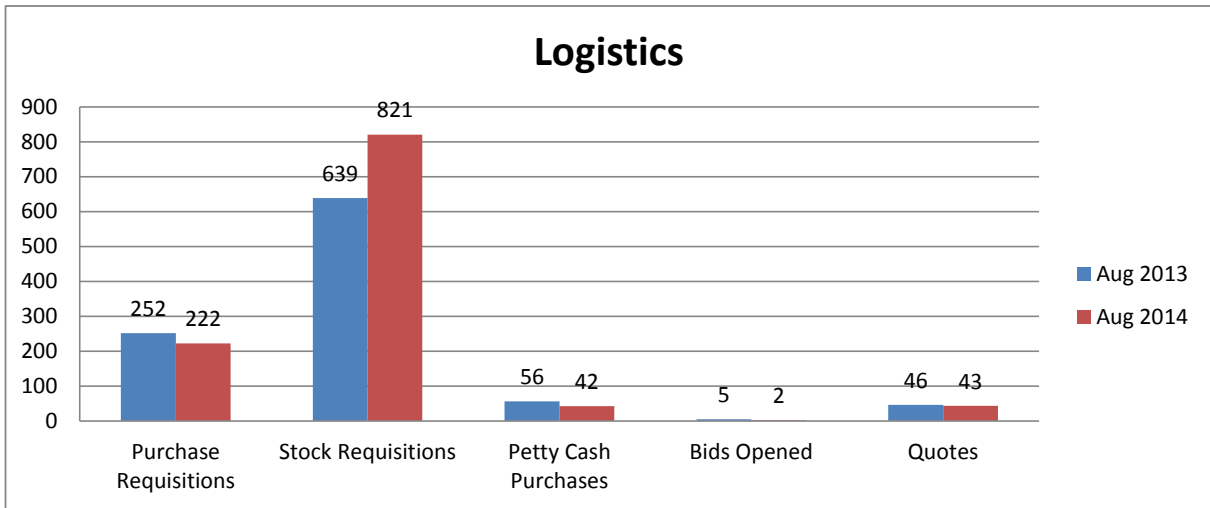
# General Services Monthly Report August 2014



# General Services Monthly Report August 2014



# General Services Monthly Report August 2014





# Federal Emergency Management Agency

Washington, D.C. 20472

**September 11, 2014**

THE HONORABLE CRAIG THURMOND  
MAYOR, CITY OF BROKEN ARROW  
220 SOUTH FIRST STREET  
BROKEN ARROW, OK 74012

**CASE NO.: 14-06-4673A**  
COMMUNITY: CITY OF BROKEN ARROW, TULSA  
COUNTY, OKLAHOMA  
COMMUNITY NO.: 400236

DEAR MR. THURMOND:

This is in reference to a request that the Federal Emergency Management Agency (FEMA) determine if the property described in the enclosed document is located within an identified Special Flood Hazard Area, the area that would be inundated by the flood having a 1-percent chance of being equaled or exceeded in any given year (base flood), on the effective National Flood Insurance Program (NFIP) map. Using the information submitted and the effective NFIP map, our determination is shown on the attached Letter of Map Revision based on Fill (LOMR-F) Determination Document. This determination document provides additional information regarding the effective NFIP map, the legal description of the property and our determination.

Additional documents are enclosed which provide information regarding the subject property and LOMR-Fs. Please see the List of Enclosures below to determine which documents are enclosed. Other attachments specific to this request may be included as referenced in the Determination/Comment document. If you have any questions about this letter or any of the enclosures, please contact the FEMA Map Assistance Center toll free at (877) 336-2627 (877-FEMA MAP) or by letter addressed to the Federal Emergency Management Agency, LOMC Clearinghouse, 847 South Pickett Street, Alexandria, VA 22304-4605.

Sincerely,

Luis Rodriguez, P.E., Chief  
Engineering Management Branch  
Federal Insurance and Mitigation Administration

**LIST OF ENCLOSURES:**

LOMR-F DETERMINATION DOCUMENT (REMOVAL)

cc: State/Commonwealth NFIP Coordinator  
Community Map Repository  
Region  
Mr. Jeffrey T. Bigby, P.E., CFM

City of Broken Arrow

SEP 15 2014

City Manager's Office



# Federal Emergency Management Agency

Washington, D.C. 20472

## LETTER OF MAP REVISION BASED ON FILL DETERMINATION DOCUMENT (REMOVAL)

COMMUNITY AND MAP PANEL INFORMATION		LEGAL PROPERTY DESCRIPTION
COMMUNITY	CITY OF BROKEN ARROW, TULSA COUNTY, OKLAHOMA	Lot 7, Block 4, Stone Mill Bridge II, as shown on the Plat, recorded as Document No. 99099495, in Book 6259, Page 1218, in the Office of the County Clerk, Tulsa County, Oklahoma
	COMMUNITY NO.: 400236	
AFFECTED MAP PANEL	NUMBER: 40143C0387L	
	DATE: 10/16/2012	

FLOODING SOURCE: OLIVE CREEK	APPROXIMATE LATITUDE & LONGITUDE OF PROPERTY: 36.056, -95.826
	SOURCE OF LAT & LONG: GOOGLE EARTH PRO
	DATUM: NAD 83

### DETERMINATION

LOT	BLOCK/SECTION	SUBDIVISION	STREET	OUTCOME WHAT IS REMOVED FROM THE SFHA	FLOOD ZONE	1% ANNUAL CHANCE FLOOD ELEVATION (NAVD 88)	LOWEST ADJACENT GRADE ELEVATION (NAVD 88)	LOWEST LOT ELEVATION (NAVD 88)
7	4/-	Stone Mill Bridge II	3004 West Detroit Street	Structure (Residence)	X (unshaded)	686.0 feet	690.4 feet	--


**Special Flood Hazard Area (SFHA)** - The SFHA is an area that would be inundated by the flood having a 1-percent chance of being equaled or exceeded in any given year (base flood).

ADDITIONAL CONSIDERATIONS (Please refer to the appropriate section on Attachment 1 for the additional considerations listed below.)

PORTIONS REMAIN IN THE FLOODWAY  
STUDY UNDERWAY

This document provides the Federal Emergency Management Agency's determination regarding a request for a Letter of Map Revision based on Fill for the property described above. Using the information submitted and the effective National Flood Insurance Program (NFIP) map, we have determined that the structure(s) on the property(ies) is/are not located in the SFHA, an area inundated by the flood having a 1-percent chance of being equaled or exceeded in any given year (base flood). This document revises the effective NFIP map to remove the subject property from the SFHA located on the effective NFIP map; therefore, the Federal mandatory flood insurance requirement does not apply. However, the lender has the option to continue the flood insurance requirement to protect its financial risk on the loan. A Preferred Risk Policy (PRP) is available for buildings located outside the SFHA. Information about the PRP and how one can apply is enclosed.

This determination is based on the flood data presently available. The enclosed documents provide additional information regarding this determination. If you have any questions about this document, please contact the FEMA Map Assistance Center toll free at (877) 336-2627 (877-FEMA MAP) or by letter addressed to the Federal Emergency Management Agency, LOMC Clearinghouse, 847 South Pickett Street, Alexandria, VA 22304-4605.

  
 Luis Rodriguez, P.E., Chief  
 Engineering Management Branch  
 Federal Insurance and Mitigation Administration



# Federal Emergency Management Agency

Washington, D.C. 20472

## LETTER OF MAP REVISION BASED ON FILL DETERMINATION DOCUMENT (REMOVAL)

### ATTACHMENT 1 (ADDITIONAL CONSIDERATIONS)

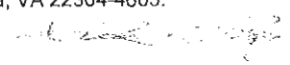
#### **PORTIONS OF THE PROPERTY REMAIN IN THE FLOODWAY (This Additional Consideration applies to the preceding 1 Property.)**

A portion of this property is located within the Special Flood Hazard Area and the National Flood Insurance Program (NFIP) regulatory floodway for the flooding source indicated on the Determination/Comment Document while the subject of this determination is not. The NFIP regulatory floodway is the area that must remain unobstructed in order to prevent unacceptable increases in base flood elevations. Therefore, no construction may take place in an NFIP regulatory floodway that may cause an increase in the base flood elevation, and any future construction or substantial improvement on the property remains subject to Federal, State/Commonwealth, and local regulations for floodplain management. The NFIP regulatory floodway is provided to the community as a tool to regulate floodplain development. Modifications to the NFIP regulatory floodway must be accepted by both the Federal Emergency Management Agency (FEMA) and the community involved. Appropriate community actions are defined in Paragraph 60.3(d) of the NFIP regulations. Any proposed revision to the NFIP regulatory floodway must be submitted to FEMA by community officials. The community should contact either the Regional Director (for those communities in Regions I-IV, and VI-X), or the Regional Engineer (for those communities in Region V) for guidance on the data which must be submitted for a revision to the NFIP regulatory floodway. Contact information for each regional office can be obtained by calling the FEMA Map Assistance Center toll free at (877) 336-2627 (877-FEMA MAP) or from our web site at <http://www.fema.gov/about/regoff.htm>.

#### **STUDY UNDERWAY (This Additional Consideration applies to all properties in the LOMR-F DETERMINATION DOCUMENT (REMOVAL))**

This determination is based on the flood data presently available. However, the Federal Emergency Management Agency is currently revising the National Flood Insurance Program (NFIP) map for the community. New flood data could be generated that may affect this property. When the new NFIP map is issued it will supersede this determination. The Federal requirement for the purchase of flood insurance will then be based on the newly revised NFIP map.

This attachment provides additional information regarding this request. If you have any questions about this attachment, please contact the FEMA Map Assistance Center toll free at (877) 336-2627 (877-FEMA MAP) or by letter addressed to the Federal Emergency Management Agency, LOMC Clearinghouse, 847 South Pickett Street, Alexandria, VA 22304-4605.

  
Luis Rodriguez, P.E., Chief  
Engineering Management Branch  
Federal Insurance and Mitigation Administration

### 3. SPECIAL EVENTS / ACTIVITES





## Chalk It Up! An Art Festival!



Sep 19, 2014

The Broken Arrow Arts and Humanities Council and the Broken Arrow Parks and Recreation Department are presenting the 3rd annual “Chalk It Up!” art festival on Friday, September 19th and Saturday, September 20th in The Rose District.

Chalk it Up will kick off at 8 p.m. on Friday when artists will begin creating their artwork with just chalk and asphalt. The festival will close at midnight on Friday and resume at 7 a.m. Saturday morning until 5 p.m.

This is a family-friendly event and is free and open to the public. It will take place on Main Street in downtown Broken Arrow.

In 2012, the inaugural event received the “Award of Excellence” from the State of Oklahoma Recreation and Parks Society. The award was based on several factors including originality, funding sources, inter-agency cooperation and nonprofit organization involvement. More entertainers, vendors, artists and extended hours are available this year to improve and continue the trend of excellence.

Artists that register to compete will have sectioned-off areas on Main Street to let their imaginations run wild. They have the opportunity to begin their creative masterpiece on Friday evening and complete the creation Saturday during the main event.

Three different age groups, from 6 years to adult, will have an opportunity to compete in the following categories:

- \* Animation (Adult, Youth & Kids)
- \* 3D (Adult, Youth & Kids)
- \* Masters (Adult, Youth & Kids)
- \* Artist Choice (Adult, Youth & Kids)
- \* Original Art (Adult, Youth & Kids)
- \* People’s Choice
- \* Best of Show

In addition to first, second and third place prizes for each of these categories, the competitors will have an opportunity to win Best of Show. Also, the public will have an opportunity to vote for their favorite artist and declare a winner for the People’s Choice Award. This makes a total of 11 winners possible.

Local live music, local artists and street performers will provide a unique atmosphere for the public to enjoy.

**To:** Russell Gale, Acting City Manager  
**From:** Lori Hill, Tourism Director  
**CC:** Scott Esmond, Director Recreation, Parks, Cultural Affairs and Tourism  
**Date:** September 18, 2014  
**Re:** Notes to Council - Special Event Permit Application/Road Closures

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Please find attached the Applications for Special Event Permits which will require road closures for Birchwood and Mitford Bridge Homeowner Association Block Parties, Grills and Grilles, Holiday Tea Off and Night Out Against Crime with Fun and Games on Main events.

Road closures were approved by the Special Events Committee and Acting City Manager. Applications are attached for your review.

## Yang, Mai

---

**From:** Olivera, Vaunda  
**Sent:** Monday, July 28, 2014 8:07 AM  
**To:** Yang, Mai  
**Subject:** FW: Online Form Submittal: Neighborhood Block Party Permit  
**Attachments:** Vaunda K Olivera CFM.vcf

**Vaunda K. Olivera, CFM**  
City of Broken Arrow  
Customer Service Supervisor

(918) 259-2400 ext 5275 Work  
volivera@brokenarrowok.gov  
PO Box 610  
220 S. First Street  
Broken Arrow, OK 74013  
www.brokenarrowok.gov



**BROKEN ARROW**  
*Where opportunity lives*

**From:** [noreply@civicplus.com](mailto:noreply@civicplus.com) [<mailto:noreply@civicplus.com>]  
**Sent:** Saturday, July 26, 2014 7:48 AM  
**To:** Olivera, Vaunda; Ferguson, Edward  
**Subject:** Online Form Submittal: Neighborhood Block Party Permit

If you are having problems viewing this HTML email, click to view a [Text version](#).

### Neighborhood Block Party Permit

To close off your street and register your block for your Block Party activities, complete the following information. You can print off the permit and invite your neighbors to your party.

#### Requester Information

First Name:\* Kristi  
Last Name:\* Spaethe  
Name of neighborhood:\* Birchwood  
Daytime Phone Number 9186300769  
Street Number:\* ~~220 Birchwood Ave~~ 4213 W. Twin Oaks St  
Street Name:\*  
City:\* Broken Arrow  
Phone Number:\* 9186300769  
State:\* OK  
Email Address: birchwoodhoa@yahoo.com  
Zip Code:\* 74011

#### Party Location Information

Date of Party:\* 09/27/2014  
Will you require police, fire or ambulance?  Yes  No

*OK  
12/16/14  
Acting City Mgr  
9-16-14*

Estimated # of people to attend:\* 75  
Time activities will begin & end:\* 4:00 pm  
Location that is to be closed off:\* W Twin Oaks Place  
Please provide cross streets to this location:\* Yellowwood Ave and W Twin Oaks Place  
Please provide description as to type of activities that will take place:  
Picnic, inflatables and family activities

\* indicates required fields.

The following form was submitted via your website: Neighborhood Block Party Permit

First Name:: Kristi

Last Name:: Spaethe

Name of neighborhood:: Birchwood

Daytime Phone Number: 9186300769

Street Number:: 3919

Street Name:: S Yellowwood Ave

City:: Broken Arrow

Phone Number:: 9186300769

State:: OK

Email Address:: [birchwoodhoa@yahoo.com](mailto:birchwoodhoa@yahoo.com)

Zip Code:: 74011

Date of Party:: 09/27/2014

Will you require police, fire or ambulance?: Yes

Estimated # of people to attend:: 75

Time activities will begin & end:: 4:00 pm

Location that is to be closed off:: W Twin Oaks Place

Please provide cross streets to this location:: Yellowwood Ave and W Twin Oaks Place

Please provide description as to type of activities that will take place:: Picnic, inflatables and family activities

**Yang, Mai**

---

**From:** Olivera, Vaunda  
**Sent:** Monday, August 25, 2014 2:54 PM  
**To:** Yang, Mai  
**Subject:** FW: Online Form Submittal: Neighborhood Block Party Permit  
**Attachments:** Vaunda K. Olivera CFM.vcf

**Vaunda K. Olivera, CFM**  
City of Broken Arrow  
Customer Service Supervisor

(918) 259-2400 ext 5275  
volivera@brokenarrowok.gov  
PO Box 610  
220 S. First Street  
Broken Arrow, OK 74013  
www.brokenarrowok.gov



**From:** [noreply@civicplus.com](mailto:noreply@civicplus.com) [<mailto:noreply@civicplus.com>]  
**Sent:** Monday, August 25, 2014 2:54 PM  
**To:** Olivera, Vaunda; Ferguson, Edward  
**Subject:** Online Form Submittal: Neighborhood Block Party Permit

If you are having problems viewing this HTML email, click to view a [Text version](#).

**Neighborhood Block Party Permit**

To close off your street and register your block for your Block Party activities, complete the following information. You can print off the permit and invite your neighbors to your party.

**Requester Information**

First Name:\* Ken  
Last Name:\* Malone  
Name of neighborhood:\* **Mitford Bridge**  
Daytime Phone Number: 918-770-5962  
Street Number:\* 2308  
Street Name:\* S. Kalanchoe Ave  
City:\* Broken Arrow  
State:\* OK  
Zip Code:\* 74012  
Email Address:\* [ken.malone@avisbudget.com](mailto:ken.malone@avisbudget.com)

**Party Location Information**

Date of Party:\* **Sunday, October 19, 2014**

Will you require police, fire or ambulance?  Yes

No

*Handwritten signature and notes:*  
RM  
Acting City Mgr  
9-16-14

Estimated # of people to attend: 80  
Time activities will begin & end: 4:00 PM to 6:00 PM  
Location that is to be closed off: Will set up in the Cul-de-Sac, Don't have to close street  
Please provide cross streets to this location: Atlanta Ct.

Please provide description as to type of activities that will take place:  
For the past 6+ years, Station #5 has provided a fire truck and/or an ambulance for children and adults to view. We will be serving dinner and certainly invite all of the firemen to join us. Thanks for your consideration, Ken Malone

\* indicates required fields.

The following form was submitted via your website: Neighborhood Block Party Permit

First Name:: Ken

Last Name:: Malone

Name of neighborhood:: Mitford Bridge

Daytime Phone Number: 918-770-5962

Street Number:: 2308

Street Name:: S. Kalanchoe Ave

City:: Broken Arrow

Phone Number:: 918-770-5962

State:: OK

Email Address:: [ken.malone@avisbudget.com](mailto:ken.malone@avisbudget.com)

Zip Code:: 74012

Date of Party:: Sunday, October 19, 2014

Will you require police, fire or ambulance?: No

Estimated # of people to attend:: 80

Time activities will begin & end:: 4:00 PM to 6:00 PM

Location that is to be closed off:: Will set up in the Cul-de-Sac, Don't have to close street

Please provide cross streets to this location:: Atlanta Ct.

Please provide description as to type of activities that will take place:: For the past 6+ years, Station #5 has

provided a fire truck and/or an ambulance for children and adults to view. We will be serving dinner and certainly invite all of the firemen to join us.  
Thanks for your consideration. Ken Malone

Additional Information:

Form submitted on: 8/25/2014 2:53:48 PM

Submitted from IP Address: 170.225.12.33

Referrer Page:

<http://www.brokenarrowok.gov/Search/Results?searchPhrase=block%20party&page=1&perPage=10>

Form Address: <http://www.brokenarrowok.gov/Forms.aspx?FID=70>



<b>LOCATION</b>	Name of Event: <u>Mills &amp; Gillies</u> Date(s) of Event: <u>October 18, 2014</u>
	Location: <u>Main Street - College to El Paso</u> Number (Street Name)
	Is this a new event?: YES <input type="radio"/> NO <input checked="" type="radio"/> If No, how many years?: <u>2</u>
	Is the General Public invited? YES <input checked="" type="radio"/> NO <input type="radio"/>
<b>SPONSOR/ORGANIZATION</b>	Is event location at a City facility/park? YES <input type="radio"/> NO <input checked="" type="radio"/> If yes, has facility been reserved? YES <input type="radio"/> NO <input type="radio"/>
	Type of Event: <input checked="" type="checkbox"/> Concert <input type="checkbox"/> Wedding <input type="checkbox"/> Parade <input type="checkbox"/> 5K Run <input type="checkbox"/> Bicycle Ride <input type="checkbox"/> Motorcycle Ride <input type="checkbox"/> Sporting Event Other: <u>Vintage car show art show</u>
<b>EVENT SUMMARY</b>	Organization/Group/Individual producing the event: <u>B.A. Arts Council</u> <input checked="" type="checkbox"/> Non Profit (attach a copy of IRS documents) <input type="checkbox"/> For Profit
	Contact person(s) in Charge of the event: Name: <u>Janet States</u> Phone: <u>918.579.4491</u> Email: <u>calamityroseba@yahoo.com</u>
	Name: <u>Janis Annyer</u> Phone: <u>918.850.0461</u> Email: <u>ok2sear@aol.com</u>
Setup Date: <u>10.18.2014</u> Time: <u>6:00 AM</u> Event Start: Date: <u>10.18.2014</u> Time: <u>6:00 AM</u> (stage?) Event End: Date: <u>10.18.2014</u> Time: <u>5:00 PM</u> Dismantle: Date: <u>10.18.2014</u> Time: <u>5:00 PM - until</u> Expected attendance: _____ ****Admission Fee Charged to the Public? YES <input type="radio"/> NO <input checked="" type="radio"/> Amount: _____ ****	
1. Is use of a helicopter planned? (See Ordinance #1985) YES <input type="radio"/> NO <input checked="" type="radio"/> 2. Is a parade being requested? (See Ordinance #2058) YES <input type="radio"/> NO <input checked="" type="radio"/> If yes, please attach details to include the names of all streets for the specific route with a map of the proposed route. 3. Will a Public Address System be used? YES <input checked="" type="radio"/> NO <input type="radio"/> 4. Will there be an Event Stage? (permit may be required) YES <input checked="" type="radio"/> NO <input type="radio"/> If yes, what type? _____ dimensions? <u>permit waiver attached</u> 5. Will signage of any kind be used? If yes, a permit is required (in most cases) YES <input type="radio"/> NO <input checked="" type="radio"/> 6. Will tents be used onsite? YES <input type="radio"/> NO <input checked="" type="radio"/> If yes, a building permit is required for each tent. The fee for a tent permit is \$0.36 per square foot plus \$50.00, not to exceed \$143.00. Tents less than 200 sq ft do not require a permit. 7. Have adjacent property/business owners been notified? YES <input type="radio"/> NO <input checked="" type="radio"/> Private property events: Please attach petition with signatures of all owner/occupants within 300' radius (is required) 8. Form(s) of advertising: <u>Small posters, flyers, promo fb, social media</u>	



**PLEASE ATTACH SITE PLAN TO THE APPLICATION. APPLICATION NOT COMPLETE WITHOUT SITE PLAN.**

**SITE PLAN**

- Outline of the entire event venue including the names of all streets or areas that are part of the venue and the surrounding area. If the event involves a moving route of any kind, indicate the direction of travel and all street or lane closures. See above section on Traffic/Parking.
- The location of fencing, barriers and/or barricades. Indicate any removable fencing for emergency access.
- The location of all stages, platforms, scaffolding, bleachers, grandstands, canopies, tents, portable toilets, booths, beer gardens, cooking areas, trash containers and dumpsters, and other temporary structures.
- Generator locations and/or source of electricity.

**FOOD/BEVERAGE/SALES**

**10. Will there be sales associated with the event?**  YES  NO  
 Please provide vendor names, their OK TAX ID and items they will be offered for sale. Attach a separate sheet if necessary. \_\_\_\_\_

**11. Are you charging vendors for participation/booth?** If yes, amount. \$40. -  YES  NO  
*BY MERCHANTS,*

**12. Will alcoholic beverages or low point beer be served/sold at the event?**  YES  NO  
*NOT OUR ORGANIZATION*

If yes, check all that apply:  Free/Host Alcohol  Alcohol Sales  Host and Sale Alcohol

Beer  Beer and Wine  Beer, Wine and Distilled Spirits

**Do you intend to cook food in the event area (other than vendors):**

If yes, specify method:  Gas  Electric  Charcoal  Other: \_\_\_\_\_

**13. Have county health department permits been obtained?**

Tulsa/Wagoner County Health Department

YES  NO  
 YES  NO

OTHER PERMITS FROM THE CITY OF BROKEN ARROW, TULSA COUNTY, OR STATE OF OKLAHOMA MAY BE REQUIRED. PLEASE REVIEW THE SECTION IN THE GUIDELINES FOR ADDITIONAL INFORMATION.

An application to the Oklahoma Tax Commission for a special event permit at least twenty (20) days prior to the event, is required per O.S. 2003 § 1364.2)

**TRAFFIC AND PARKING**

**14. Will Street closing(s) be requested?**  YES  NO  
 If yes, please attach details to include the names of all streets to be considered for closing with a map of the proposed area. Street Closings will require approved traffic control devices including barricades and signs that must be furnished by the event organizers. All traffic control equipment for approved street closings must meet federal guidelines and be approved by City Officials. Agency: \_\_\_\_\_ Phone: \_\_\_\_\_

MAIN STREET from COLLEGE to EL PASO / E. WORTH  
 \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_  
 \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_

**15. Is there a need for traffic control or assistance from our Police Department?**  YES  NO  
 If yes, please provide details about what type of traffic control will be needed and provided for intersections, entry & exit for event traffic and/or pedestrian crossings. State Law requires that in most cases state certified police officers must be used for traffic control on public streets. If traffic control is provided by the Broken Arrow Police Department, the cost for officers to provide this service shall be reimbursed to the City or paid in advance for police officers working the event.

**16. Have arrangements been made for Event Parking?**  YES  NO  
*BARRICADES TO BLOCK STREET*  
 Paved  Unpaved  Both Parking Spaces for the Event: DOWNTOWN PARKING  
 Describe event parking locations in an attachment as well as a map showing event parking areas related to the event site.

Will you provide on-site Parking Control? If yes, please describe: \_\_\_\_\_  YES  NO

**17. If this is a Run or Ride, how will you mark the route for participants?** \_\_\_\_\_

**18. Will you provide a Marked Rear and/or Lead Escort Vehicle for the Run/Ride?** *N/A* YES  NO

**19. A barricade provider has been contracted for providing equipment?** YES  NO   
 Agency: \_\_\_\_\_ Phone: \_\_\_\_\_

**20. Are you using a shuttle service?** YES  NO   
 Agency: \_\_\_\_\_ Phone: \_\_\_\_\_

**SECURITY/MEDICAL**

21. Will this event require Event Security? YES NO  
 Note that the City of Broken Arrow may impose requirements for event security based on the type of event, anticipated crowds, location or other factors.

22. Have arrangements been made for Special Event Security? YES NO  
 If yes, indicate the type of security provided by checking one or more of the following:  
 Volunteers    Uniformed    Armed    Unarmed    Other BAPD  
 If security is provided by the City, associated costs shall be reimbursed to the City or paid in advance for Broken Arrow Police Officers to work the event.

23. Will you provide on-site Medical or First Aid Care? If yes, provide details: \_\_\_\_\_ YES NO

24. Will Event Staff have direct communications? YES NO  
 Radios    Cell Phones    Other: \_\_\_\_\_

25. Will the Event involve any type of fireworks or pyrotechnics? YES NO  
 If yes, What kind? \_\_\_\_\_

26. Will there be any type of Hazardous Materials on site during the event? YES NO  
 If yes, please describe: \_\_\_\_\_

27. Will the event involve any type of firearms or replica firearms? YES NO  
 If yes, please describe: \_\_\_\_\_

**FACILITY**

28. Have special arrangements been made with commercial trash dumpsters? YES NO  
 Disposal Provider: GARBLOGY

29. Have special arrangements been made for:

Water Service?	YES NO	
Electrical services?	YES NO	
Restroom facilities? (ADA Compliant # ___)	YES NO	Provider: _____
Trash barrels?	YES NO	Provider: _____
Site cleanup?	YES NO	Provider: _____
Food & Beverage Sales or Service?	YES NO	Provider: _____

**INSURANCE**

If the City of Broken Arrow right-of-way will be utilized or event is on a City owned property, then a Certificate of General Liability Insurance in the amount of \$1 million, naming the City of Broken Arrow as beneficiary, is required. Events considered private events may be exempt.

Insurance Agency: \_\_\_\_\_

Phone: \_\_\_\_\_ Policy Number: \_\_\_\_\_

Policy Type: \_\_\_\_\_ Amount: \_\_\_\_\_

**SIGNATURES**

I certify that the information contained in the foregoing application is true and correct to the best of my knowledge and belief that I have read, understand and agree to abide by the rules and regulations governing the proposed Special Event under the Broken Arrow Municipal Code. Applicant agrees to comply will all other requirements of the City, County, State and any other applicable entity which may pertain to the use of the Event venue and the conduct of the Event. In the event that a possessory interest subject to property taxation is created by virtue of this use permit, I agree to pay all possessory interest taxes and the City shall not be liable for the payment of such taxes. I further agree that the payment of any such taxes shall not reduce any consideration paid to the City pursuant to this use permit. I agree to abide by these rules, and further certify that I, on behalf of the Host Organization, am also authorized to commit that organization, and therefore agree to be financially responsible for any costs and fees that may be incurred by or on behalf of the Event to the City of Broken Arrow.

Applicant Signature: [Signature] Date: 8.17.2014

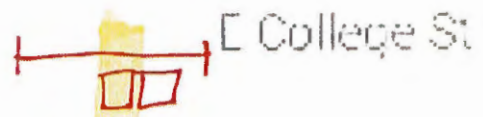
Printed Name applicant/Title: JANET SKATES/ARTS COUNCIL PRESIDENT.

Property Owner Signature: [Signature] Date: 9-14-14

Printed Name (Property Owner): in behalf of city

9/5/2014  
updated  
Plan

College St



Stone Creek  
Spa and Salon

Allison &  
Associates Realtors

Summit Christian  
Academy

oadway Ave

Centennial Park  
First National Bank

Mc Huston Booksellers

mercial St

Alley

VINTAGE CARS

Main Street Tavern

E Commercial St

Broken Arrow City

Arrow Flowers & Gifts



# BROKEN ARROW

Where opportunity lives

## APPLICATION FOR SPECIAL EVENT PERMIT

Application should be made no later than 60 days prior to event.

LOCATION	Name of Event: <u>Holiday Tea - 578</u> Date(s) of Event <u>11/13</u>											
	Location <u>Dallas to Broadway on Main Street</u> Number (Street Name)											
	Is this a new event?: YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> If No, how many years?: <u>21</u>											
	Is the General Public invited? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO											
SPONSOR/ORGANIZATION	Is event location at a City facility/park? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> If yes, has facility been reserved? YES <input type="checkbox"/> NO <input type="checkbox"/>											
	Type of Event: <input type="checkbox"/> Concert <input type="checkbox"/> Wedding <input type="checkbox"/> Parade <input type="checkbox"/> 5K Run <input type="checkbox"/> Bicycle Ride <input type="checkbox"/> Motorcycle Ride <input type="checkbox"/> Sporting Event Other: <u>Holiday open house</u>											
	Organization/Group/Individual producing the event: <u>BA Main Street Merchants Assn</u> <input checked="" type="checkbox"/> Non Profit (attach a copy of IRS documents) <input type="checkbox"/> For Profit											
EVENT SUMMARY	Contact person(s) in Charge of the event: Name: <u>Dorothy Linn</u> Phone: <u>918-251-7494</u> Email: <u>ptatayntervey@gmail.com</u> Name: <u>Laurann Farris</u> Phone: <u>918-251-1591</u> Email: _____											
	<table border="0"> <tr> <td>Setup</td> <td>Date: <u>11/13/14</u></td> <td>Time: <u>3:00</u></td> </tr> <tr> <td>Event Start:</td> <td>Date: <u>11/13/14</u></td> <td>Time: <u>6:00</u></td> </tr> <tr> <td>Event End:</td> <td>Date: <u>11/13/14</u></td> <td>Time: <u>9:00</u></td> </tr> <tr> <td>Dismantle:</td> <td>Date: <u>11/13/14</u></td> <td>Time: <u>9:30</u></td> </tr> </table> <p>Expected attendance: <u>8,000+</u></p> <p>**** Admission Fee Charged to the Public? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> Amount: _____ ****</p> <ol style="list-style-type: none"> <li>Is use of a helicopter planned? (See Ordinance #1985) YES <input type="checkbox"/> NO <input checked="" type="checkbox"/></li> <li>Is a parade being requested? (See Ordinance #2058) If yes, please attach details to include the names of all streets for the specific route with a map of the proposed route. YES <input type="checkbox"/> NO <input checked="" type="checkbox"/></li> <li>Will a Public Address System be used? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO</li> <li>Will there be an Event Stage? (permit may be required) If yes, what type? _____ dimensions? _____ <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO</li> <li>Will signage of any kind be used? If yes, a permit is required (in most cases) YES <input type="checkbox"/> NO <input checked="" type="checkbox"/></li> <li>Will tents be used onsite? If yes, a building permit is required for each tent. The fee for a tent permit is \$0.36 per square foot plus \$50.00, not to exceed \$143.00. Tents less than 200 sq ft do not require a permit. YES <input type="checkbox"/> NO <input checked="" type="checkbox"/></li> <li>Have adjacent property/business owners been notified? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> Private property events: Please attach petition with signatures of all owner/occupants within 300' radius (is required)</li> <li>Form(s) of advertising: <u>Billboard, email, posters, website</u></li> </ol>	Setup	Date: <u>11/13/14</u>	Time: <u>3:00</u>	Event Start:	Date: <u>11/13/14</u>	Time: <u>6:00</u>	Event End:	Date: <u>11/13/14</u>	Time: <u>9:00</u>	Dismantle:	Date: <u>11/13/14</u>
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SITE PLAN

**PLEASE ATTACH SITE PLAN TO THE APPLICATION. APPLICATION NOT COMPLETE WITHOUT SITE PLAN.**

- Outline of the entire event venue including the names of all streets or areas that are part of the venue and the surrounding area. If the event involves a moving route of any kind, indicate the direction of travel and all street or lane closures. See above section on Traffic/Parking.
- The location of fencing, barriers and/or barricades. Indicate any removable fencing for emergency access.
- The location of all stages, platforms, scaffolding, bleachers, grandstands, canopies, tents, portable toilets, booths, beer gardens, cooking areas, trash containers and dumpsters, and other temporary structures.
- Generator locations and/or source of electricity.

FOOD/BEVERAGE/SALES

**10. Will there be sales associated with the event?** YES  NO   
 Please provide vendor names, their OK TAX ID and items they will be offered for sale. Attach a separate sheet if necessary. NO outside vendors, only Main Street Merchants

**11. Are you charging vendors for participation/booth?** If yes, amount. \_\_\_\_\_ YES  NO

**12. Will alcoholic beverages or low point beer be served/sold at the event?** YES  NO

If yes, check all that apply:  Free/Host Alcohol  Alcohol Sales  Host and Sale Alcohol  
 Beer  Beer and Wine  Beer, Wine and Distilled Spirits

**Do you intend to cook food in the event area (other than vendors):** YES  NO

If yes, specify method:  Gas  Electric  Charcoal  Other: \_\_\_\_\_

**13. Have county health department permits been obtained?** YES  NO   
 Tulsa/Wagoner County Health Department

**OTHER PERMITS FROM THE CITY OF BROKEN ARROW, TULSA COUNTY, OR STATE OF OKLAHOMA MAY BE REQUIRED. PLEASE REVIEW THE SECTION IN THE GUIDELINES FOR ADDITIONAL INFORMATION.**  
 An application to the Oklahoma Tax Commission for a special event permit at least twenty (20) days prior to the event, is required per O.S. 2003 § 1364.2)

TRAFFIC AND PARKING

**14. Will Street closing(s) be requested?** YES  NO   
 If yes, please attach details to include the names of all streets to be considered for closing with a map of the proposed area. Street Closings will require approved traffic control devices including barricades and signs that must be furnished by the event organizers. All traffic control equipment for approved street closings must meet federal guidelines and be approved by City Officials. Agency: \_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_  
 \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_  
 \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_

**15. Is there a need for traffic control or assistance from our Police Department?** YES  NO   
 If yes, please provide details about what type of traffic control will be needed and provided for intersections, entry & exit for event traffic and/or pedestrian crossings. State Law requires that in most cases state certified police officers must be used for traffic control on public streets. If traffic control is provided by the Broken Arrow Police Department, the cost for officers to provide this service shall be reimbursed to the City or paid in advance for police officers working the event.

**16. Have arrangements been made for Event Parking?** YES  NO   
 Paved  Unpaved  Both Parking Spaces for the Event: \_\_\_\_\_  
 Describe event parking locations in an attachment as well as a map showing event parking areas related to the event site.

**Will you provide on-site Parking Control?** If yes, please describe: \_\_\_\_\_ YES  NO

**17. If this is a Run or Ride, how will you mark the route for participants?** \_\_\_\_\_

**18. Will you provide a Marked Rear and/or Lead Escort Vehicle for the Run/Ride?** YES  NO

**19. A barricade provider has been contracted for providing equipment?** YES  NO   
 Agency: \_\_\_\_\_ Phone: \_\_\_\_\_

**20. Are you using a shuttle service?** YES  NO   
 Agency: \_\_\_\_\_ Phone: \_\_\_\_\_

SECURITY/MEDICAL	<p>21. Will this event require Event Security? YES <input checked="" type="radio"/> NO <input type="radio"/></p> <p>Note that the City of Broken Arrow may impose requirements for event security based on the type of event, anticipated crowds, location or other factors.</p>																								
	<p>22. Have arrangements been made for Special Event Security? YES <input checked="" type="radio"/> NO <input type="radio"/></p> <p>If yes, indicate the type of security provided by checking one or more of the following:  <input type="checkbox"/> Volunteers    <input type="checkbox"/> Uniformed    <input type="checkbox"/> Armed    <input type="checkbox"/> Unarmed    <input type="checkbox"/> Other _____</p> <p>If security is provided by the City, associated costs shall be reimbursed to the City or paid in advance for Broken Arrow Police Officers to work the event.</p>																								
	<p>23. Will you provide on-site Medical or First Aid Care? If yes, provide details: _____ YES <input checked="" type="radio"/> NO <input type="radio"/></p>																								
	<p>24. Will Event Staff have direct communications? YES <input checked="" type="radio"/> NO <input type="radio"/></p> <p><input checked="" type="checkbox"/> Radios    <input checked="" type="checkbox"/> Cell Phones    <input type="checkbox"/> Other: _____</p>																								
	<p>25. Will the Event involve any type of fireworks or pyrotechnics? YES <input checked="" type="radio"/> NO <input type="radio"/></p> <p>If yes, What kind? _____</p>																								
	<p>26. Will there be any type of Hazardous Materials on site during the event? YES <input checked="" type="radio"/> NO <input type="radio"/></p> <p>If yes, please describe: _____</p>																								
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FACILITY	<p>28. Have special arrangements been made with commercial trash dumpsters? YES <input checked="" type="radio"/> NO <input type="radio"/></p> <p>Disposal Provider: _____</p>																								
	<p>29. Have special arrangements been made for:</p> <table border="0"> <tr> <td>Water Service?</td> <td>YES</td> <td>NO</td> <td></td> </tr> <tr> <td>Electrical services?</td> <td>YES</td> <td>NO</td> <td></td> </tr> <tr> <td>Restroom facilities? (ADA Compliant # _____)</td> <td>YES</td> <td>NO</td> <td>Provider: <u>portable toilets</u></td> </tr> <tr> <td>Trash barrels?</td> <td>YES</td> <td>NO</td> <td>Provider: _____</td> </tr> <tr> <td>Site cleanup?</td> <td>YES</td> <td>NO</td> <td>Provider: _____</td> </tr> <tr> <td>Food &amp; Beverage Sales or Service?</td> <td>YES</td> <td>NO</td> <td>Provider: _____</td> </tr> </table>	Water Service?	YES	NO		Electrical services?	YES	NO		Restroom facilities? (ADA Compliant # _____)	YES	NO	Provider: <u>portable toilets</u>	Trash barrels?	YES	NO	Provider: _____	Site cleanup?	YES	NO	Provider: _____	Food & Beverage Sales or Service?	YES	NO	Provider: _____
	Water Service?	YES	NO																						
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<p>If the City of Broken Arrow right-of-way will be utilized or event is on a City owned property, then a Certificate of General Liability Insurance in the amount of \$1 million, naming the City of Broken Arrow as beneficiary, is required. Events considered private events may be exempt.</p>																									
<p>Insurance Agency: <u>The Arrow Group</u></p> <p>Phone: <u>918-258-6681</u>      Policy Number: <u>AKA1234</u></p> <p>Policy Type: _____      Amount: _____</p>																									
SIGNATURES	<p>I certify that the information contained in the foregoing application is true and correct to the best of my knowledge and belief that I have read, understand and agree to abide by the rules and regulations governing the proposed Special Event under the Broken Arrow Municipal Code. Applicant agrees to comply will all other requirements of the City, County, State and any other applicable entity which may pertain to the use of the Event venue and the conduct of the Event. In the event that a possessory interest subject to property taxation is created by virtue of this use permit, I agree to pay all possessory interest taxes and the City shall not be liable for the payment of such taxes. I further agree that the payment of any such taxes shall not reduce any consideration paid to the City pursuant to this use permit. I agree to abide by these rules, and further certify that I, on behalf of the Host Organization, am also authorized to commit that organization, and therefore agree to be financially responsible for any costs and fees that may be incurred by or on behalf of the Event to the City of Broken Arrow.</p>																								
	<p><u>Patsy Terry</u> Applicant Signature</p>	<p>Date <u>9/9/14</u></p>																							
	<p>Printed Name applicant/Title <u>Patsy Terry, chair person, BAMA Holiday Tea</u></p>	<p><u>Rendler</u> in behalf of City Property Owner Signature</p>																							
<p>Printed Name (Property Owner) _____</p>			<p>Date <u>9-16-14</u></p>																						



# BROKEN ARROW

Where opportunity lives

## APPLICATION FOR SPECIAL EVENT PERMIT

Application should be made no later than 60 days prior to event.

Night Out Against Crime

<b>LOCATION</b>	Name of Event: <u>Broken Arrow Police Department</u> Date(s) of Event <u>10-25-14</u>	
	Location <u>Farmers Market and 4 blocks north on Main</u> Number (Street Name)	
	Is this a new event?:	YES NO XX If No, how many years?: <u>      </u>
	Is the General Public invited?	YESXX NO
<b>SPONSOR/ORGANIZATION</b>	Is event location at a City facility/park? YESXX NO If yes, has facility been reserved? YES NO	
	Type of Event: <input type="checkbox"/> Concert <input type="checkbox"/> Wedding <input type="checkbox"/> Parade <input type="checkbox"/> 5K Run <input type="checkbox"/> Bicycle Ride <input type="checkbox"/> Motorcycle Ride <input type="checkbox"/> Sporting Event Other: <u>Night Out On</u>	
	Organization/Group/Individual producing the event: <u>Broken Arrow Police</u> XX Non Profit (attach a copy of IRS documents) <input type="checkbox"/> For Profit	
	Contact person(s) in Charge of the event: Name: <u>Lisa Ford</u> Phone: <u>918-451-8213</u> Email: <u>lford@brokenarrowok.gov</u> Name: _____ Phone: _____ Email: _____	
<b>EVENT SUMMARY</b>	Setup	Date: <u>10-25-14</u> Time: <u>3:00 PM-6:PM</u>
	Event Start:	Date: <u>10-25-14</u> Time: <u>6:00 PM</u>
	Event End:	Date: <u>10-25-14</u> Time: <u>9:00 PM</u>
	Dismantle:	Date: <u>10-25-14</u> Time: <u>10:00 PM</u>
	Expected attendance:	<u>25,000</u>
	**** Admission Fee Charged to the Public? YES NOXX Amount: _____ ****	
	1. Is use of a helicopter planned? (See Ordinance #1985)	Maybe YES NO
	2. Is a parade being requested? (See Ordinance #2058) If yes, please attach details to include the names of all streets for the specific route with a map of the proposed route.	YES NOXX
	3. Will a Public Address System be used?	yes XXX NO
	4. Will there be an Event Stage? (permit may be required) If yes, what type? city stage _____ dimensions? _____	YESXX NO
5. Will signage of any kind be used? If yes, a permit is required (in most cases)	YES NOXX	
6. Will tents be used onsite? If yes, a building permit is required for each tent. The fee for a tent permit is \$0.36 per square foot plus \$50.00, not to exceed \$143.00. Tents less than 200 sq ft do not require a permit.	YESXX NO	
7. Have adjacent property/business owners been notified? Private property events: Please attach petition with signatures of all owner/occupants within 300' radius (is required)	YES X NO	
8. Form(s) of advertising: <u>focus newsletter, BAPD facebook page, website Ledger all other Media</u>		

**PLEASE ATTACH SITE PLAN TO THE APPLICATION. APPLICATION NOT COMPLETE WITHOUT SITE PLAN.**

SITE PLAN

- Outline of the entire event venue including the names of all streets or areas that are part of the venue and the surrounding area. If the event involves a moving route of any kind, indicate the direction of travel and all street or lane closures. See above section on Traffic/Parking.
- The location of fencing, barriers and/or barricades. Indicate any removable fencing for emergency access.
- The location of all stages, platforms, scaffolding, bleachers, grandstands, canopies, tents, portable toilets, booths, beer gardens, cooking areas, trash containers and dumpsters, and other temporary structures.
- Generator locations and/or source of electricity.

FOOD/BEVERAGES/SALES

10. Will there be sales associated with the event? YES NOXX  
Please provide vendor names, their OK TAX ID and items they will be offered for sale. Attach a separate sheet if necessary. \_\_\_\_\_

11. Are you charging vendors for participation/booth? If yes, amount. \_\_\_\_\_ YES NOXX

12. Will alcoholic beverages or low point beer be served/sold at the event? YES NOXX

If yes, check all that apply:  Free/Host Alcohol  Alcohol Sales  Host and Sale Alcohol  
 Beer  Beer and Wine  Beer, Wine and Distilled Spirits

Do you intend to cook food in the event area (other than vendors): YES NOXX  
If yes, specify method:  Gas  Electric  Charcoal  Other: \_\_\_\_\_

13. Have county health department permits been obtained? YES NO  
Tulsa/Wagoner County Health Department

OTHER PERMITS FROM THE CITY OF BROKEN ARROW, TULSA COUNTY, OR STATE OF OKLAHOMA MAY BE REQUIRED. PLEASE REVIEW THE SECTION IN THE GUIDELINES FOR ADDITIONAL INFORMATION.

An application to the Oklahoma Tax Commission for a special event permit at least twenty (20) days prior to the event, is required per O.S. 2003 § 1364.2)

TRAFFIC AND PARKING

14. Will Street closing(s) be requested? YES XX NO

If yes, please attach details to include the names of all streets to be considered for closing with a map of the proposed area. Street Closings will require approved traffic control devices including barricades and signs that must be furnished by the event organizers. All traffic control equipment for approved street closings must meet federal guidelines and be approved by City Officials. Agency: \_\_\_\_\_ Phone: \_\_\_\_\_

Main Street from College to El Paso  
\_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_  
\_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_

15. Is there a need for traffic control or assistance from our Police Department? YESXX NO

If yes, please provide details about what type of traffic control will be needed and provided for intersections, entry & exit for event traffic and/or pedestrian crossings. State Law requires that in most cases state certified police officers must be used for traffic control on public streets. If traffic control is provided by the Broken Arrow Police Department, the cost for officers to provide this service shall be reimbursed to the City or paid in advance for police officers working the event.

16. Have arrangements been made for Event Parking? YES NO

Paved  Unpaved  Both Parking Spaces for the Event: \_\_\_\_\_  
Describe event parking locations in an attachment as well as a map showing event parking areas related to the event site.

Will you provide on-site Parking Control? If yes, please describe: \_\_\_\_\_ YES NO

17. If this is a Run or Ride, how will you mark the route for participants? \_\_\_\_\_

18. Will you provide a Marked Rear and/or Lead Escort Vehicle for the Run/Ride? YES NO

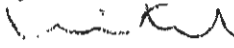
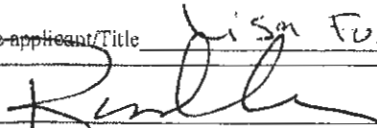
19. A barricade provider has been contracted for providing equipment? YES NO

Agency: \_\_\_\_\_ Phone: \_\_\_\_\_

20. Are you using a shuttle service? YES NOXX

Agency: \_\_\_\_\_ Phone: \_\_\_\_\_



SECURITY/MEDICAL	<p>21. Will this event require Event Security? <span style="float: right;">YES <input checked="" type="checkbox"/> NO</span>          Note that the City of Broken Arrow may impose requirements for event security based on the type of event, anticipated crowds, location or other factors.</p> <p>22. Have arrangements been made for Special Event Security? <span style="float: right;">YES <input checked="" type="checkbox"/> NO</span>          If yes, indicate the type of security provided by checking one or more of the following:  <input type="checkbox"/> Volunteers    <input type="checkbox"/> Uniformed    <input type="checkbox"/> Armed    <input type="checkbox"/> Unarmed    <input type="checkbox"/> Other _____          If security is provided by the City, associated costs shall be reimbursed to the City or paid in advance for Broken Arrow Police Officers to work the event.</p> <p>23. Will you provide on-site Medical or First Aid Care? If yes, provide details: _____ <span style="float: right;">YES <input checked="" type="checkbox"/> NO</span></p> <p>24. Will Event Staff have direct communications? <span style="float: right;">YES <input checked="" type="checkbox"/> NO</span>          X Radios    X Cell Phones    <input type="checkbox"/> Other: _____</p> <p>25. Will the Event involve any type of fireworks or pyrotechnics? <span style="float: right;">YES    NO <input checked="" type="checkbox"/></span>          If yes, what kind? _____</p> <p>26. Will there be any type of Hazardous Materials on site during the event? <span style="float: right;">YES    NO <input checked="" type="checkbox"/></span>          If yes, please describe: _____</p> <p>27. Will the event involve any type of firearms or replica firearms? <span style="float: right;">YES <input checked="" type="checkbox"/> NO</span>          If yes, please describe: <input type="checkbox"/> Special Operations Team</p>																		
	<p>28. Have special arrangements been made with commercial trash dumpsters? <span style="float: right;">YES <input checked="" type="checkbox"/> NO</span>          Disposal Provider: _____</p> <p>29. Have special arrangements been made for:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Water Service?</td> <td style="width: 20%;">YES <input checked="" type="checkbox"/> NO</td> <td style="width: 30%;"></td> </tr> <tr> <td>Electrical services?</td> <td>YES <input checked="" type="checkbox"/> NO</td> <td></td> </tr> <tr> <td>Restroom facilities? (ADA Compliant # _____)</td> <td>YES <input checked="" type="checkbox"/> NO</td> <td>Provider: _____ city _____</td> </tr> <tr> <td>Trash barrels?</td> <td>YES <input checked="" type="checkbox"/> NO</td> <td>Provider: <u>Chamber</u></td> </tr> <tr> <td>Site cleanup?</td> <td>YES <input checked="" type="checkbox"/> NO</td> <td>Provider: <u>UNION ROTC</u></td> </tr> <tr> <td>Food &amp; Beverage Sales or Service?</td> <td>YES <input checked="" type="checkbox"/> NO</td> <td>Provider: <u>Henry with Coney Depot</u></td> </tr> </table>	Water Service?	YES <input checked="" type="checkbox"/> NO		Electrical services?	YES <input checked="" type="checkbox"/> NO		Restroom facilities? (ADA Compliant # _____)	YES <input checked="" type="checkbox"/> NO	Provider: _____ city _____	Trash barrels?	YES <input checked="" type="checkbox"/> NO	Provider: <u>Chamber</u>	Site cleanup?	YES <input checked="" type="checkbox"/> NO	Provider: <u>UNION ROTC</u>	Food & Beverage Sales or Service?	YES <input checked="" type="checkbox"/> NO	Provider: <u>Henry with Coney Depot</u>
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Food & Beverage Sales or Service?	YES <input checked="" type="checkbox"/> NO	Provider: <u>Henry with Coney Depot</u>																	
<p>If the City of Broken Arrow right-of-way will be utilized or event is on a City owned property, then a Certificate of General Liability Insurance in the amount of \$1 million, naming the City of Broken Arrow as beneficiary, is required. Events considered private events may be exempt.</p> <p>Insurance Agency: <u>City of BA Self insured</u></p> <p>Phone: _____ Policy Number: _____</p> <p>Policy Type: _____ Amount: _____</p>																			
SIGNATURES	<p>I certify that the information contained in the foregoing application is true and correct to the best of my knowledge and belief that I have read, understand and agree to abide by the rules and regulations governing the proposed Special Event under the Broken Arrow Municipal Code. Applicant agrees to comply with all other requirements of the City, County, State and any other applicable entity which may pertain to the use of the Event venue and the conduct of the Event. In the event that a possessory interest subject to property taxation is created by virtue of this use permit, I agree to pay all possessory interest taxes and the City shall not be liable for the payment of such taxes. I further agree that the payment of any such taxes shall not reduce any consideration paid to the City pursuant to this use permit. I agree to abide by these rules, and further certify that I, on behalf of the Host Organization, am also authorized to commit that organization, and therefore agree to be financially responsible for any costs and fees that may be incurred by or on behalf of the Event to the City of Broken Arrow.</p> <p> _____ Date <u>7-24-14</u></p> <p>Applicant Signature</p> <p>Printed Name applicant/Title <u>Miss Ford, BAPD</u></p>																		
	<p> _____ Date <u>9-17-14</u></p> <p>Property Owner Signature</p> <p>Printed Name (Property Owner) <u>City of Broken Arrow</u></p>																		

## BAPS presents annual homecoming parade on Sept. 25

**‘There’s no place like HOMEcoming,’**



Broken Arrow’s football team is back in action and fall weather is starting to fill the air, which means only one thing—Homecoming 2014 is right around the corner.

During Homecoming week, students at the high school will sport some out-of-the-ordinary clothing to celebrate the festivities centered on this year’s theme, “There’s no place like HOMEcoming.” From dressing like their friends on “Which Witch is Which” day to resembling a favorite superhero on “Oz: The Great and Powerful” day, everything leads up to Thursday when the annual parade hits Main Street and Friday when students and staff alike don their black and gold in preparation for the football game against Yukon.

“This year, every homecoming activity we’ve planned is centered on the ‘Wizard of Oz’ theme, and we are excited to welcome back our alumni to the place we all call ‘home,’” said Jason Jedamski, Broken Arrow High School (BAHS) Director of Student Life and Activities.

In keeping with tradition, the Homecoming Parade takes place on Thursday, Sept. 25 at 6 p.m., beginning at the intersection of College and Main and concluding at the Education Service Center with a pep rally. High school clubs, Broken Arrow school sites, sports teams and community groups are all welcome to have entries in the parade. These entries can range from floats, displays, banners or entertainment, and the registration deadline is Friday, Sept.19. For more information on this year’s Homecoming, please contact Jedamski at 918-259-4310.



## **Broken Arrow Police**

### **Special Event Operation Plan**

**Event:** Homecoming Parade **Location:** Main from Elgin to Ft. Worth

**Date:** Thursday, September 25, 2014 **Duty Times:** 1600-1900 **Event Times:** 1800-1900

**Event Type:** Annual Parade for BA Schools **Anticipated Attendance:** 3,000

**Services required:** General security, traffic control, pedestrian control

**Contact Person:** Jason Jedamski 479-366-5843 jjedamski@baschools.org

Derek Blackburn 918-855-6512 dblackburn@baschools.org

**Organization:** BA Public Schools, High School Student Council

**Uniforms:** Class A

#### **Pre-Event Parking Control:**

The Street Department will place barricades at the intersections on Main from College to Dallas on Wednesday afternoon with signs indicating the roadway will be closed to traffic with parking restrictions imposed the date & times of the event. These signs should read "Main St from Dallas to College will be closed September 25<sup>th</sup> starting at 4:30 PM till 8 PM. No parking will be allowed in this area".

On Thursday at 1400 hours BATSU personnel will be assigned to erect temporary NO PARKING signs at all street-side parking spaces on Main from College to Dallas on the east and west sides of the street. Temporary NO PARKING signs will indicate the parking restrictions will be in effect on Thursday from 4:30 PM till 8 PM and will be posted where they are visible.

#### **Details:**

On duty Traffic Officers assisted by overtime officers will work the assignment with operation briefing at the PD at 1600 hours in the Squad Room. Assigned officers will go to the event area at 1630 hours and begin clearing all street side parking on Main from College to Dallas assisted by Street Department personnel that will block cleared parking spaces with tubes & tape to restrict parking and to serve as a pedestrian barrier during the parade.

At 1700 hours Street Department personnel will begin blocking Main from College to Dallas with barricades and road closed signs on the parade route as requested. Officers can use traffic cones to close exits from private drives to the parade route, as needed. Street Department personnel will remain at the event to assist with traffic control and to remove all traffic control equipment as soon as the event has concluded.

Officers will report to their assigned areas by 1730 hours. Officers will begin closing the staging area on Main from College to Elgin at 1730 hours. The entire parade route will need to be closed by 1750

hours. Officers on motorcycles will be used for escorts and crowd control, bicycle officers will be used for crowd control.

Parade participants will be dispersed on Houston east of Main in the parking lot of the PAC (see TC diagram). Event organizers will provide personnel to assist with dispersal of participants at the PAC to keep the roadway clear and to ensure no vehicle traffic attempts to leave the PAC west on Houston while it is closed to traffic. Traffic exiting the PAC will be diverted to Indianola on the south side of the PAC. Participants may remain for a "Pep Rally" to be held in the PAC parking lot after the parade concludes. The parade route will collapse as it progresses and rear escort officers and officers assigned to Main & Ft. Worth will assist with opening the roadway at the dispersal area.

Officers will maintain security, traffic control and pedestrian control for the event till it concludes by 1900 hours.

**Special Equipment Needed:** Marked units, TRT, traffic direction equipment, temporary No Parking signs

**Traffic control equipment:** Provided by the City of BA Street Department

Barricades Located at:

- |  |   |
|--|---|
| <input type="checkbox"/> Ash & Detroit     | <input type="checkbox"/> Main & Dallas    |
| <input type="checkbox"/> First & Detroit   | <input type="checkbox"/> Main & El Paso   |
| <input type="checkbox"/> Ash & College     | <input type="checkbox"/> First & Ft Worth |
| <input type="checkbox"/> First & College   | <input type="checkbox"/> Main & Galveston |
| <input type="checkbox"/> Main & Broadway   | <input type="checkbox"/> Main & Houston   |
| <input type="checkbox"/> Main & Commercial |   |

**CP located at:** None

**Communications:** TAC 2

**Personnel Required: 14 officers total**

**1 supervisor, 6 Traffic officers, 1 motorcycle officer, 4 Officers, 2 bicycle officers**

Total operation hours: 3 hours x 14 Officers = 42 man-hours\* @ \$50.00 per hour = \$2,100.00

Total Estimated cost: \$2,100.00

Charged for services: No, city sponsored

\*Does not include time for pre-event parking control implementation

**Personnel Assignments:**

One supervisor will be assigned for the hours of 1400 till 2000 hours to implement the Ops Plan, supervise the operation, brief personnel and coordinate activities between event organizers, officers and other responders. All other personnel will work assignments according to the Parade Assignment form.

**Post-Event traffic control assignments:** Officers will maintain road & lane closures till pedestrians clear the roadway. Traffic control assignments will be made at the discretion of the event supervisor. Officer(s) will be assigned to escort the Street Department to place/remove all traffic control equipment and to retrieve all No Parking signs post-event.

Ops Plan submitted by: Sgt. E. Ferguson

Date: 08-27-14

Reviewed by Captain: \_\_\_\_\_

Date: \_\_\_\_\_

Reviewed by Division Commander: \_\_\_\_\_

Date: \_\_\_\_\_

Approved by Chief: \_\_\_\_\_

Date: \_\_\_\_\_

SEC Notified	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Date: _____
Posted for Assignment	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Date: _____
Reserves Requested	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Date: _____
FD Requested	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Date: _____
Street Department Requested	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Date: _____
Communications Notified	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Date: _____
Watch Commanders Notified	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Date: _____
Special Equipment Requested	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Date: _____
Wrecker Requested	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Date: _____
Ops Plan Issued	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Date: _____

# Homecoming Parade Assignments

## Radio Channel – TAC 2

<u>Location</u>	<u>Officer</u>	<u>Call</u>	<u>Other</u>
Escort from 5 <sup>th</sup> & College	C. Chambers	O171	Front Escort/Crowd
Close/Open Staging Area			Front Escort/Crowd
Main & Elgin	F. Margason	O99	Rear Escort
Main & Detroit/Elgin			Rear Escort
Main & College - Staging Area			Escort Street Dep.
Main & Broadway	M. Long	O209	
Main & Commercial			
Main & Dallas	J. Mathews	O216	Retrieve Equip.
Main & El Paso	G. Fell	O195	Retrieve Equip.
Main & Ft. Worth	M. Rott	O162	
Main & Houston – Dispersal	J. Daniels	O176	
Close eastbound Houston then northbound Main St.			
	E. Ferguson	O62	<b>OIC</b>

**Bicycle Officers:** Close/Open Staging Area & Crowd Control



Parade Route Ends at  
Main & Houston

MAIN STREET →

HOUSTON ↓

