



City of Broken Arrow

Request for Action

File #: 17-2388, Version: 1

**Broken Arrow City Council
Meeting of: 07/03/2017**

To: Mayor and City Council
From: Parks and Recreation Department
Title: Approval of and authorization to execute an annual Parks and Recreation Use Agreement between the City of Broken Arrow and the Broken Arrow Seniors, Inc.

Background:

The attached use agreement grants a non-exclusive license to allow Broken Arrow Seniors, Inc. (BASI), a registered non-profit organization, to use the Senior Center which is located at 1800 S. Main Street in Broken Arrow. No significant changes have been made as compared to the previous year's agreement. Utility expenses have been approved for the Parks and Recreation Department's operational budget for fiscal year 2018.

Highlights of the Use Agreement are as follows:

- City agrees to pay for the electrical and natural gas costs of the Premises during the full term of the Agreement which shall not exceed \$21,300.00 per fiscal year.
- BASI will manage all scheduling and third party reservations for the Premises.
- BASI shall maintain, replace or repair any minor maintenance item that is considered routine in nature for the Premises and the City shall maintain, replace or repair any major maintenance item that is not considered routine in nature for the Premises.
- BASI shall perform all custodial duties for the Premises as needed, and on regular basis to ensure cleanliness of the facility.
- BASI shall supply commercial dumpster service at BASI expense.
- BASI's term for usage will commence upon approval and end on June 30, 2018.

Cost: Up to \$21,300.00 per fiscal year.

Prepared By: Thor Rooks, Recreation Manager

**Reviewed By: Finance Department
General Services
Assistant City Manager - Operations
Legal Department**

Approved By: Michael L. Spurgeon, City Manager

Attachments: BASI Signed Contract 2017-18

Recommendation:

Approval of and authorization to execute an annual Parks and Recreation Use Agreement between the City of Broken Arrow and the Broken Arrow Seniors, Inc.

SJE/mtr