

AGENDA
COMMUNITY SERVICE CONTRACT REVIEW COMMITTEE
MAY 13, 2021 AT 3:00 P.M.
COMMISSION CHAMBERS AT CITY HALL
16 WEST 9TH STREET
SHAWNEE, OKLAHOMA

1. Declaration of a Quorum

2. Discussion, consideration, and possible action regarding a contract with Safe Events for Families for Fiscal Year 2021-2022. *(Deferred from the May 6, 2021 Community Service Contract Review Committee meeting.)*

3. Adjournment

Respectfully submitted,

Kacie Eck, Senior Deputy City Clerk

Community Service Contract Review

2.

Meeting Date: 05/13/2021

Safe Events for Families

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Title of Item for Agenda

Discussion, consideration, and possible action regarding a contract with Safe Events for Families for Fiscal Year 2021-2022. *(Deferred from the May 6, 2021 Community Service Contract Review Committee meeting.)*

Attachments

Packet

Current Contract

SEFF
2021-2022

Specify how the program complies with the requirements set forth in Section 1. [Section 1: The City is paying a third-party to provide a direct community governmental or quasi-governmental service. Contracts of this nature are only made with nonprofit entities including 501(c)(3) and 501(c)(6) entities.]

Safe Events For Families is a 501(c)(3) organization, tax ID number 20-5097645. Safe Events For Families hosts events to enhance the quality of life for Shawnee residents, bring visitors to the Shawnee community, and increase sales tax collections on retail sales in the city limits.

Specify how the objective of the program serves the community and specifically the municipality on providing services for the citizens,

Safe Events For Families provides community events for the enjoyment of citizens of Shawnee and the surrounding area. These events bring the population of our city together to build community but also draw attendees from across the state. Vendors that register for the events come from as far away as Florida. In 2015, SEFF had an economic impact study done through the Oklahoma City Tourism Office using their formula and determined that SEFF events at a \$3.5 million impact that time. As events have grown, so has the impact. We now host the largest Halloween and Christmas events in the state. The Redbud Festival has also been added since that time and our Third Friday Block Parties grow each year.

Provide details regarding the specific program such as, but not limited to: location of facility, number of employees, services provided, organization structure and history, length of service in this capacity, ect.

Safe Events for Families hosts multiple events in downtown Shawnee throughout the year. Currently SEFF has only one part-time employee and uses volunteers to put on the events.

Safe Events for Families was gifted the Ritz Theater located at 10 W. Main Street in downtown Shawnee. SEFF has revitalized the theater and it now also hosts community events.

Are the services offered by other agencies or organizations on Shawnee?

There is not another organization in Shawnee that offers year-round public events in Shawnee. SEFF events are usually free to attend, meaning that quality entertainment is accessible to everyone in the community.

Provide financial statements and audit documents of available and note other major donors and sources of non-City funding and if the City funding is used as match for State, Federal, or other donors.

Attached.

If currently under contract with the City, submit any proposed changes to existing contract language or funding levels.

\$10,000.00 increase in funding

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: JAN 18 2008

SAFE EVENTS FOR FAMILIES INC
115 E MAIN ST SW
SHAWNEE, OK 74801-0000

Employer Identification Number:
20-5097645
DLN:
407282000
Contact Person:
GERALD MINK ID# 31228
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
DECEMBER 31
Public Charity Status:
170(b)(1)(A)(vi)
Form 990 Required:
YES
Effective Date of Exemption:
AUGUST 16, 2006
Contribution Deductibility:
YES
Advance Ruling Ending Date:
DECEMBER 31, 2010
Addendum Applies:
NO

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. During your advance ruling period, you will be treated as a public charity. Your advance ruling period begins with the effective date of your exemption and ends with advance ruling ending date shown in the heading of the letter.

Shortly before the end of your advance ruling period, we will send you Form 8734, Support Schedule for Advance Ruling Period. You will have 90 days after the end of your advance ruling period to return the completed form. We will then notify you, in writing, about your public charity status.

Please see enclosed Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, for some helpful information about your responsibilities as an exempt organization.

Form 1023 (Rev. 10-2004)

Name:

Safe Events for Families, Inc

EIN:

20-5097645

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Part X Public Charity Status (Continued)

- o 509(a)(4)—an organization organized and operated exclusively for testing for public safety.
- f 509(a)(1) and 170(b)(1)(A)(iv)—an organization operated for the benefit of a college or university that is owned or operated by a governmental unit.
- g 509(a)(1) and 170(b)(1)(A)(vi)—an organization that receives a substantial part of its financial support in the form of contributions from publicly supported organizations, from a governmental unit, or from the general public.
- h 509(a)(2)—an organization that normally receives not more than one-third of its financial support from gross investment income and receives more than one-third of its financial support from contributions, membership fees, and gross receipts from activities related to its exempt functions (subject to certain exceptions).
- i A publicly supported organization, but unsure if it is described in 5g or 5h. The organization would like the IRS to decide the correct status.

6 If you checked box g, h, or i in question 5 above, you must request either an advance or a definitive ruling by selecting one of the boxes below. Refer to the instructions to determine which type of ruling you are eligible to receive.

- a Request for Advance Ruling: By checking this box and signing the consent, pursuant to section 6501(c)(4) of the Code you request an advance ruling and agree to extend the statute of limitations on the assessment of excise tax under section 4940 of the Code. The tax will apply only if you do not establish public support status at the end of the 5-year advance ruling period. The assessment period will be extended for the 5 advance ruling years to 8 years, 4 months, and 15 days beyond the end of the first year. You have the right to refuse or limit the extension to a mutually agreed-upon period of time or issue(s). Publication 1035, *Extending the Tax Assessment Period*, provides a more detailed explanation of your rights and the consequences of the choices you make. You may obtain Publication 1035 free of charge from the IRS web site at www.irs.gov or by calling toll-free 1-800-829-3876. Signing this consent will not deprive you of any appeal rights to which you would otherwise be entitled. If you decide not to extend the statute of limitations, you are not eligible for an advance ruling.

Consent Fdng Period of Limitations Upon Assessment of Tax Under Section 4940 of the Internal Revenue Code

For Organization

Norman Wagner
Signature of Officer, Director, Trustee, or other authorized official

Norman Wagner
(Type or print name of signer)
- Executive Director
(Type or print title or authority of signer)

9-27-06
(Date)

For Director, Exempt Organizations

Robert Elor

JAN 18 2008

By Date

b Request for Definitive Ruling: Check this box if you have completed one tax year of at least 3 full months and you are requesting a definitive ruling. To confirm your public support status, answer line 6b(i) if you checked box g in line 5 above. Answer line 6b(ii) if you checked box h in line 5 above. If you checked box i in line 5 above, answer both lines 6b(i) and (ii).

(i) (a) Enter 2% of line 8, column (e) on Part IX-A, Statement of Revenues and Expenses. _____
(b) Attach a list showing the name and amount contributed by each person, company, or organization whose gifts totaled more than the 2% amount. If the answer is "None," check this box.

(ii) (a) For each year amounts are included on lines 1, 2, and 9 of Part IX-A, Statement of Revenues and Expenses, attach a list showing the name of and amount received from each disqualified person. If the answer is "None," check this box.

(b) For each year amounts are included on line 9 of Part IX-A, Statement of Revenues and Expenses, attach a list showing the name of and amount received from each payer, other than a disqualified person, whose payments were more than the larger of (1) 1% of line 10, Part IX-A, Statement of Revenues and Expenses, or (2) \$5,000. If the answer is "None," check this box.

7 Did you receive any unusual grants during any of the years shown on Part IX-A, Statement of Revenues and Expenses? If "Yes," attach a list including the name of the contributor, the date and amount of the grant, a brief description of the grant, and explain why it is unusual. Yes No

Corporate Sponsor Vyve

The ability of the program to become self-sufficient over time.

As a non-profit organization, Safe Events For Families is dependent upon donations to support our efforts. However, we believe that the contributions from our donors are returned through quality of life for residents and increased tax collections during events.

Information regarding fees/charges paid by the public to utilize services provided.

Festivals provided by Safe Events For Events are free for the public to attend. Food vendors, street vendors, and other providers such as the carnival company charge for their products of services at the events. The provider determines the cost to the customer.

A copy of the organization's annual report or list of accomplishments from the previous year detailing how City funds were utilized.

See attached.

Indicate the amount of funds requested and specifically how the funds will be expended.

See attached.

The attached is the budget for fiscal year 2021/2022 events. On 2015 we had an economic impact study done through the Oklahoma City Tourism Office using their formula. The events that SEFF fundraises for and organizes left a \$3.5 million dollar foot print for the Shawnee area. Without funding help from the city this would not be possible. We are asking for a funding request of \$73,000 to help our efforts. We use these funds to solicit the remaining funds needed to continue to operate and grow these great events. This includes continued support for the downtown Christmas decorations as SEFF is working to transform the downtown area with the help of its merchants into a must see place to be during the holiday season. SEFF continues to have a great working relationship with the city and has a dedicated board committed to the continued improvement of Shawnee and Downtown. The close working relationship SEFF has with the City Manager's office and Parks Department will continue the downtown revitalization process. Thank you for your time and consideration for our funding request.

Total funding requested:	\$73,000.00
2021-2022 Year	\$73,000.00

2021-2022 Budget

Budget Expenditures for Redbud Festival

Toilets	\$ 1,500.00	
Advertising/ Media	\$ 4,000.00	
Food	\$ 15,000.00	
Sound Equipment/Operator/Performers	\$ 5,000.00	
Trash/Permits/Equipment Rental (i.e., golf carts, ect)		
Electrical Connections	\$ 8,000.00	
Total	\$ 33,500.00	\$ 33,500.00

Budget for Expenditures for Downtown Blockparty

Toilets	\$ 3,000.00	
Advertising/Media	\$ 4,000.00	
Sound Equipment/Operator/Performers/ Trash/	\$ 6,500.00	
Permits/Equipment Rental(i.e., golf carts,) Electrical		
Connections	\$ 6,000.00	
Total	\$ 19,500.00	\$ 19,500.00

Budget Expenditures for Downtown Christmas Parade

Toilets	\$ 1,500.00	
Advertising	\$ 3,000.00	
Santa Claus Float	\$ 6,000.00	
Fireworks	\$ 30,000.00	
Sound Equirement/Operator/Performers	\$ 3,000.00	
Downtown Christmas	\$ 10,000.00	
Tree lighting Ceremony	\$ 8,000.00	
Trash/Permits/Equiment Rental (i.e., golf carts, ect.)	\$ 5,000.00	
Electrical Connections	\$ 9,000.00	
Total	\$ 75,500.00	\$ 75,500.00

Budget Expenditures for Blues on Broadway

Toilets	\$ 1,500.00	
Advertising/ Media	\$ 5,000.00	



Sound Equipment/Operator/Performers	\$ 8,000.00	
Trash/Permits/Equipment Rental (i.e., golf carts, ect.)		
Electrical Connections	\$ 10,000.00	
Educational Center	\$ 8,000.00	
Total	\$ 32,500.00	\$ 32,500.00

Budget Expenditures for Boo on Bell

Toilets	\$ 3,000.00	
Advertising/Media	\$ 7,000.00	
Carnival	\$ 38,000.00	
Sound Equipment/Operator/Performers	\$ 8,000.00	
Trash/Permits/Equipment Rental (i.e., golf carts, ect.)		
Electrical Connections	\$ 12,000.00	
History Tours	\$ 7,000.00	
Total	\$75,000.00	\$ 75,000.00

Budget Total \$ 236,000.00



AMENDED AGREEMENT BETWEEN THE CITY OF SHAWNEE and
SAFE EVENTS FOR FAMILIES

This Agreement is entered into this 1st day of July, 2020, by and between the City of Shawnee, Oklahoma, a municipal corporation hereinafter the "CITY", and Safe Events for Families hereinafter called "SEFF".

WITNESSETH

WHEREAS, the CITY is in need of certain goods and services, and

WHEREAS, SEFF has represented that it possesses the skills and abilities to provide such goods and services.

NOW, THEREFORE, in consideration of the mutual covenants and promises herein contained, the parties hereby agree as follows:

1. SEFF agrees to provide and furnish such goods and services, to wit: the development of family-oriented events providing a safe and entertaining community atmosphere. Those events shall include, but not be limited to, Shawnee Trail Days, Boo on Bell Street, and the Downtown Christmas Parade.
2. SEFF agrees to provide and furnish such goods and services to commence on 1st day of July, 2020, and to continue until the 30th day of June, 2021.
3. The CITY agrees to fund SEFF's events as follows:
 - a. The CITY will pay to SEFF up to fifty-six thousand seven hundred dollars (\$56,700.00) in invoiced expenditures within the agreed fiscal year.
 - b. The CITY will require SEFF to provide those invoices to the city for direct payment. Payments will be submitted to the accounting department of the City of Shawnee.
4. SEFF agrees to furnish to the CITY copies of all minutes of SEFF meetings.
5. SEFF and CITY acknowledge and agree that mutual cooperation is necessary for the success of this contractual arrangement. To that end SEFF agrees to meet and consult with the City Manager's office concerning all events and activities that SEFF will sponsor at least sixty (60) days prior to the date of said event or activity and complete the event permitting process.

6. The CITY acknowledges that it cannot bind future commissions to a financial decision beyond the present fiscal year.
7. SEFF shall submit a request for renewal to the City Clerk's Office no later than March 31, 2021. As a part of this request, SEFF shall submit a clean, unqualified audit of its financials and be prepared to substantiate the services rendered pursuant to this Agreement in the prior year. The City's Community Service Contract Review Committee will then review the request in accordance with its procedures and make its recommendation to the City Mayor and Commission.
8. This agreement may be terminated by either party upon thirty (30) days written notice prior to the end of the contract period.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed the day and year first above written.

WITNESS our hands this 30 day of November, 2020.

SAFE EVENTS FOR FAMILIES



PRESIDENT

ATTEST:

SECRETARY/NOTARY

APPROVED by the Mayor and City Commissioners of the City of Shawnee this 7TH day of December, 2020.

THE CITY OF SHAWNEE, OKLAHOMA
A Municipal Corporation



CHANCE ALLISON, CITY MANAGER

ATTEST:



Lisa Lasyone
LISA LASYONE, CMC, CITY CLERK

APPROVED as to form and legality this 7 day of Dec, 2020.



JOSEPH M. VORNDRAN, CITY ATTORNEY