

# AGENDA PREPARATION GUIDE

MAY 16, 2017



CITY OF  
**BROKEN ARROW**  
*Where opportunity lives*

# **Agenda Preparation Steps for City Council/BAMA/BAEDA:**

- **Prepare fact sheets**
- **Load documents in Legistar**
- **Complete approval process**
- **Publish & distribute agendas**

Agendas for all public meetings are prepared by City of Broken Arrow staff members using a software program called *Legistar*. This includes Broken Arrow City Council, Broken Arrow Municipal Authority (BAMA), Broken Arrow Economic Development Authority (BAEDA), Board of Adjustment, Convention and Visitors Bureau, Downtown Advisory Board, and Planning Commission.

The *Legistar* program allows staff to load fact sheets and attachments for each meeting item into the appropriate section of the meeting.

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Broken Arrow City Council - Tue, May 2, 2017 6:30 PM - Final

Calendar | Agenda | Last Sync: 5/3/2017 10:32:00 AM | Published Date: 4/28/2017 5:25:00 PM | Agenda Lines

Agenda Item

Header/Comment

Header List: 

Style: 3

Description: Call to Order

Line 1 Item # 1. Comment:

| Line | Item | File ID | Description                                                                            | Comment | File Status  |
|------|------|---------|----------------------------------------------------------------------------------------|---------|--------------|
| 1    | 1.   |         | Call to Order                                                                          |         |              |
| 2    | 2.   |         | Invocation                                                                             |         |              |
| 3    | 3.   |         | Roll Call                                                                              |         |              |
| 4    | 4.   |         | Pledge of Allegiance to the Flag                                                       |         |              |
| 5    | 5.   |         | Consideration of Consent Agenda                                                        |         |              |
| 6    | A.   | 17-1670 | Approval of City Council Meeting Minutes of April 18, 2017                             |         | Agenda Ready |
| 7    | B.   | 17-2116 | Approval of Downtown Residential Overlay Study Pay Request Number 4 in the amount      |         | Agenda Ready |
| 8    | C.   | 17-2144 | Approval of and authorization to execute Pay Request Number 14 for Professional        |         | Agenda Ready |
| 9    | D.   | 17-2085 | Approval of and authorization to execute Resolution No. 1014, a Resolution             |         | Agenda Ready |
| 10   | E.   | 17-2086 | Approval of and authorization to execute Resolution No. 1015, a Resolution             |         | Agenda Ready |
| 11   | F.   | 17-2088 | Approval of and authorization to execute Resolution No. 1016, a Resolution             |         | Agenda Ready |
| 12   | G.   | 17-2105 | Notification of City Manager's, Assistant City Manager's, and Engineering and          |         | Agenda Ready |
| 13   | H.   | 17-2134 | Approval of and authorization to execute Renewal Agreement No. 3 with Admiral          |         | Agenda Ready |
| 14   | I.   | 17-2131 | Approval of and authorization to execute a Pest Control Service Agreement (Renewal     |         | Agenda Ready |
| 15   | J.   | 17-2132 | Approval of and authorization to execute a Fourth Renewal Agreement with Bee Clean     |         | Agenda Ready |
| 16   | K.   | 17-2137 | Approval of and authorization to execute an Amendment to Service Agreement             |         | Agenda Ready |
| 17   | L.   | 17-2065 | Approval of and authorization to execute a Service Agreement and Addendum with         |         | Agenda Ready |
| 18   | M.   | 17-2135 | Approval of and authorization to execute Sales Purchase Agreement, Contract            |         | Agenda Ready |
| 19   | N.   | 17-2145 | Approval of and authorization to execute an access use agreement between the City      |         | Agenda Ready |
| 20   | O.   | 17-2139 | Approval of and authorization to execute a 3rd Renewal Agreement with Storey           |         | Agenda Ready |
| 21   | P.   | 17-2121 | Approval of and authorization to execute Contract Amendment No. 1 with A&A             |         | Agenda Ready |
| 22   | Q.   | 17-2136 | Approval of and authorization to execute the Transaction Confirmation #4 (second       |         | Agenda Ready |
| 23   | R.   | 17-2087 | Award the most advantageous bid to 911 Custom for the purchase of police vehicle       |         | Agenda Ready |
| 24   | S.   | 17-2112 | Award the most advantageous bid to Frank Bills Trucking for the purchase of 1200 tons  |         | Agenda Ready |
| 25   | T.   | 17-2113 | Award the lowest responsible bid to J.E. Dirt Wurx, LLC, and approve and authorize     |         | Agenda Ready |
| 26   | U.   | 17-2143 | Award the lowest responsible bid to Paragon Contractors, LLC, to include the Base Bid  |         | Agenda Ready |
| 27   | V.   | 17-2104 | Notification of Change Orders and Work Orders with a value of less than \$25,000 on    |         | Agenda Ready |
| 28   | W.   | 17-2082 | Approve the Final Acceptance of the public improvements at Aspen Ridge, located at     |         | Agenda Ready |
| 29   | X.   | 17-2080 | Approve the Final Acceptance for the public improvement at Indian Springs Manor        |         | Agenda Ready |
| 30   | Y.   | 17-2081 | Approve the Final Acceptance for the public improvements at Kum & Go #1837,            |         | Agenda Ready |
| 31   | Z.   | 17-2089 | Approve the Final Acceptance for the public improvements at Washington Lane VII,       |         | Agenda Ready |
| 32   | AA.  | 17-2109 | Approval of PT15-117A, Conditional Final Plat, Ninety-One Phase I, a re-plat of        |         | Agenda Ready |
| 33   | BB.  | 17-2107 | Approval of PT16-113, Conditional Final Plat, Oak Creek South Phase II, 19.13 acres, R |         | Agenda Ready |
| 34   | CC.  | 17-2111 | Approval of PT17-100, Conditional Final Plat, Kum & Go 1866 Addition, 1 lot, 3.07      |         | Agenda Ready |
| 35   | DD.  | 17-2106 | Acceptance of a Temporary Construction Easement conveyed to the City of Broken         |         | Agenda Ready |
| 36   | EE.  | 17-2117 | Acceptance of a 15 foot Utility Easement from REIP, LLC, on property located east of   |         | Agenda Ready |
| 37   | FF.  | 17-2115 | Acceptance of a 17.5 foot Utility Easement from REIP, LLC, on property located east    |         | Agenda Ready |
| 38   | GG.  | 17-2161 | Approve the reappointment of Lee Whepley for the City of Broken Arrow Planning         |         | Agenda Ready |
| 39   | HH.  | 16-1555 | Approval of the Broken Arrow City Council Claims List for May 02, 2017                 |         | Agenda Ready |
| 40   |      | 6.      | Consideration of Items Removed from Consent Agenda                                     |         |              |
| 41   |      | 7.      | Public Hearings, Appeals, Presentations, Recognitions, Awards                          |         |              |
| 42   | A.   | 17-2128 | Presentation by the Broken Arrow Youth City Council on the 2017 Congressional City     |         | Agenda Ready |

Generate | Auto-# | Add | Delete | Go to File

# What is a Fact Sheet?

A fact sheet is a document summarizing the item of business. It lists the important facts, purpose, background, any related costs, and recommended actions.

Broken Arrow City Council  
Meeting of: 05-02-2017

To: Mayor and City Council  
From: Office of the City Manager  
Title:  
..title

Presentation by the Broken Arrow Youth City Council, discussion and possible acceptance of the 2017 Youth City Council "Big Idea"- adding accessible and inclusive playground equipment and play areas to Broken Arrow Parks

..End

**Background:**

As part of the Youth City Council (YCC) experience, students were asked to research and select an idea to present to City Council that would benefit the City of Broken Arrow. This year's YCC students came up with the idea of adding accessible and inclusive playground equipment and play areas to Broken Arrow Parks. This year's presentation is being given by Youth City Council Mayor, Annalise Crockett and Vice-Mayor Sabrina Domrique.

Cost: \$0  
Prepared By: Jennifer Hooks, Executive Assistant  
Reviewed By: Legal Department  
Approved By: Michael L. Spurgeon, City Manager

Attachments: Big Idea Powerpoint presentation

**Recommendation:**

To accept the idea presented by the Youth City Council.

- Titles for each item must be entered in Legistar by 7:00 a.m. on Wednesday morning, the week prior to the meeting.
- Draft agendas are reviewed and discussed at the weekly Leadership Team meeting that Wednesday at 9:00 a.m. (For example, the May 16<sup>th</sup> Draft Agendas were reviewed on May 10<sup>th</sup>.)

- Agenda fact sheets and attachments must be entered by that Thursday morning. Then the “work flow” is started in the program.
- The work flow is the approval process which makes sure all the necessary directors and staff members review and edit the item before it is approved for the final agenda.

Legistar - Legislative Files (Edit Record Mode)

Save | Search | New | Check | Edit | Tools | System

EZ Text Search

File ID: 17-2127 ID Type: Presentations Status: Agenda Ready

In Control: Broken Arrow City Council File Created: 4/25/2017

Title: Presentation by the Broken Arrow Youth City Council, discussion and possible acceptance of the 2017 Youth City Council "Big Idea"-adding accessible and inclusive playground equipment and play areas to Broken Arrow Parks Agenda Date: 5/2/2017

Final Action

Fact Sheet Attachments (1) Related Files Details Approval Tracking (3) Minutes History

| Sort | Attachments       |
|------|-------------------|
| 1    | Big Idea 2017 jmh |

Name: Big Idea 2017 jmh

Internal Notes

Attached On: 4/28/2017 Time: 11:17 AM

File Type: DataFile File Size: 1153 KB

☒ Print With Reports 

☒ Show On Internet Reports

[ADMIN-140502]S:\Youth City Council\YCC 16-17\Fact Sheets for City Council\Big Idea 2017 jmh.pptx

- When the agenda work flow is completed, all items are forwarded to the City Manager for review that Friday morning.
- The City Clerk processes the final agendas on Friday afternoon and posts them to the public bulletin boards outside City Hall as required by the Open Meeting Act, and to the public website.

Legistar - Legislative Files (Edit Record Mode)

Save Search New View Drafts Edit Tools Review

EZ Text Search

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Requester: Jennifer Hooks

| Seq # | Approver Name    | Due Days | Action Type | Email Template            | Status   | Due Date  | Action  | Action Date       | Escalation Date | Notes |
|-------|------------------|----------|-------------|---------------------------|----------|-----------|---------|-------------------|-----------------|-------|
| 01    | Beth Anne Childs | 1        | Approver    | Individual Review Request | Approved | 4/28/2017 | Approve | 4/27/2017 1:29 PM |                 | No    |
| 02    | Michael Spurgeon | 1        | Approver    | Individual Review Request | Approved | 4/28/2017 | Approve | 4/27/2017 2:33 PM |                 | No    |
| 03    | City Clerk       | 1        | Approver    | Individual Review Request | Approved | 4/28/2017 | Approve | 4/27/2017 2:41 PM |                 | No    |

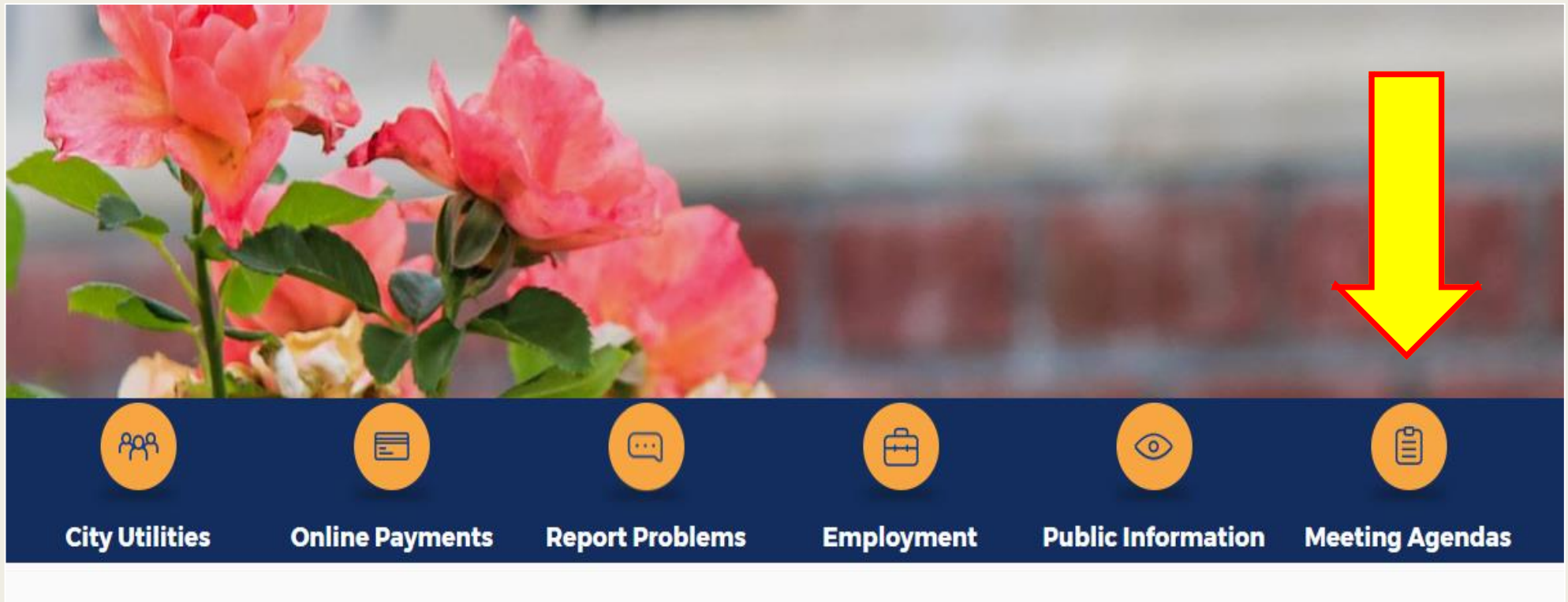
Add Sequence

- City Council Review - Administration
- City Council Review - Operations
- Convention & Visitors Review
- Council plus finance
- Downtown Advisory Board Review
- Fact Sheet Review 0
- Fire Department
- Fire Department Approval 2-2017
- Planning Commission Review
- Training
- Training BA

- Add Sequence - Save As Start Cancel Escalate 1 of 3 New Delete - Pending -

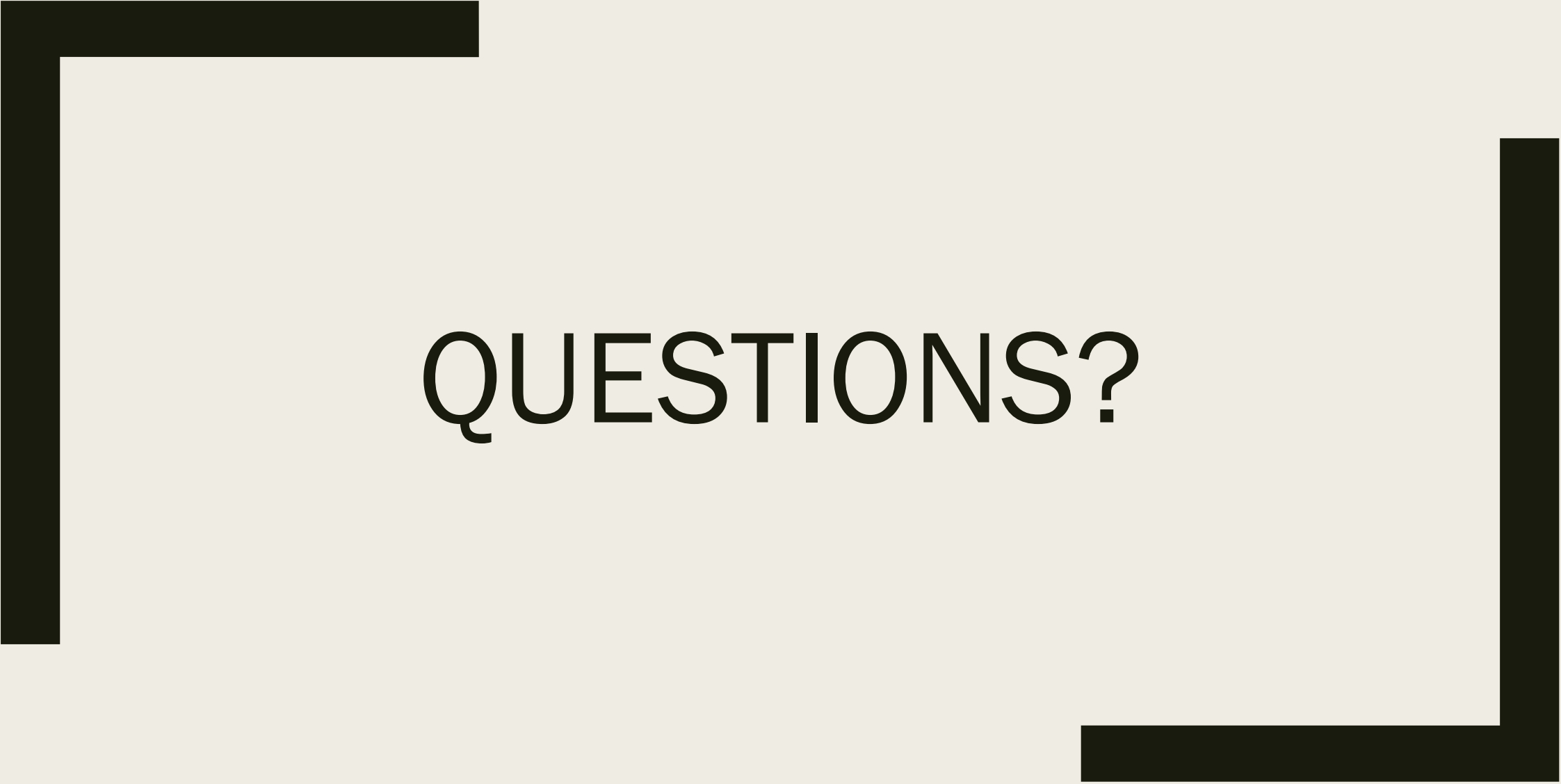
- Council/Authority Members receive an email with the link to the Agenda Packets on Friday evening. It is customary for the Council to review the packets prior to the meeting. That gives them two full business days to look over the information and ask questions.
- The City Clerk's Office ensures that all legal documents requiring signatures at the City Council/BAMA/BAEDA meetings are turned in prior to the meetings. Then the documents are processed, recorded, and filed after each meeting. Agendas are printed prior to the meetings and set out for the public in the front lobby of City Hall and outside the doors of the Council Chambers.

- All of the agendas and minutes are available on the City's homepage [www.brokenarrowok.gov](http://www.brokenarrowok.gov) or directly on this site: <https://brokenarrow.legistar.com>



## Legal Posting requirements:

- All meetings of public bodies, shall be preceded by advance public notice specifying the time and place of each meeting to be convened, as well as the subject matter or matters to be considered at the meeting.
- Agendas must be posted 24 hours prior to the scheduled meeting, excluding weekends and holidays.
- Agendas for special meetings must be posted 48 hours prior to the meeting.

The image features two large, thick, black L-shaped brackets. One is positioned on the left side, with its horizontal bar at the top and its vertical bar extending downwards. The other is on the right side, with its vertical bar at the top and its horizontal bar extending to the left. These brackets frame the central text.

QUESTIONS?