



City of Broken Arrow
Meeting Agenda
Broken Arrow Economic Development
Authority

Chairperson Debra Wimpee

Vice Chair Christi Gillespie

Trustee Johnnie Parks

Trustee Scott Eudey

Trustee Lisa Ford

Monday, June 6, 2022

Council Chambers
220 S. 1st Street
Broken Arrow, OK

**TIME: Follows City Council meeting which begins at 6:30 p.m. and the Broken Arrow
Municipal Authority meeting which follows City Council.**

1. Call to Order

2. Roll Call

3. Consideration of Consent Agenda

- A. [22-33](#) Approval of the Broken Arrow Economic Development Authority Meeting Minutes of May 17, 2022
- B. [22-742](#) Approval of and authorization to execute Resolution No. 1463, A Resolution of the Broken Arrow Economic Development Authority adopting the City of Broken Arrow's Investment Policy
- C. [22-718](#) Ratification of the Claims List Check Register Dated May 31, 2022

4. Consideration of Items Removed from Consent Agenda

5. Presentations - NONE

6. General Authority Business - NONE

7. Remarks and Inquiries by Governing Body Members

8. Remarks and Updates by City Manager and Staff

9. Executive Session - NONE

10. Adjournment

NOTICE:

If you wish to speak at this evening's meeting, please fill out a "Request to Speak" form. The forms are available from the City Clerk's table or at the entrance door. Please turn in your form prior to the start of the meeting. Topics are limited to items on the currently posted agenda, or relevant business.

All cell phones and pagers must be turned OFF or operated SILENTLY during meetings.

Exhibits, petitions, pictures, etc., shall be received and deposited in case files to be kept at the Broken Arrow City Hall. If you are a person with a disability and need some accommodation in order to participate in this meeting, please contact the City Clerk at 918-259-2400 Ext. 5418 to make arrangements.

21 O.S. Section 280 provides the following:

A. It is unlawful for any person, alone or in concert with others and without authorization, to willfully disturb, interfere or disrupt state business or the business of any political subdivision, which includes publicly posted meetings, or any agency operations or any employee, agent, official or representative of the state or political subdivision.

B. It is unlawful for any person who is without authority or who is causing any disturbance, interference or disruption to willfully refuse to disperse or leave any property, building or structure owned, leased or occupied by state officials or any political subdivision or its employees, agents or representatives or used in any manner to conduct state business or any political subdivision's business or operations after proper notice by a peace officer, sergeant-at-arms, or other security personnel.

C. Any violation of the provisions of this section shall be a misdemeanor punishable by imprisonment in the county jail for a term of not more than one (1) year, by a fine not exceeding One Thousand Dollars (\$1,000.00), or by both such fine and imprisonment.

D. For purposes of this section, "disturb, interfere or disrupt" means any conduct that is violent, threatening, abusive, obscene, or that jeopardizes the safety of self or others.

A paper copy of this agenda is available upon request.

POSTED this ____ day of _____, _____, at _____ a.m./p.m.

City Clerk



City of Broken Arrow

Request for Action

File #: 22-33, Version: 1

**Broken Arrow Economic Development Authority
Meeting of: 06-06-2022**

Title:

Approval of the Broken Arrow Economic Development Authority Meeting Minutes of May 17, 2022

Background:

Minutes recorded for the Broken Arrow Economic Development Authority Meeting.

Cost: None

Funding Source: None

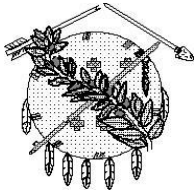
Requested By: Curtis Green, City Clerk

Approved By: City Manager's Office

Attachments: May 17, 2022 Broken Arrow Economic Development Authority Minutes

Recommendation:

Approve the minutes of the May 17, 2022 Broken Arrow Economic Development Authority Meeting.



City of Broken Arrow
Minutes
Broken Arrow Economic Development Authority

City Hall
220 S 1st Street
Broken Arrow OK
74012

Chairperson Debra Wimpee
Vice Chair Christi Gillespie
Trustee Johnnie Parks
Trustee Scott Eudey
Trustee Lisa Ford

Tuesday, May 17, 2022

Council Chambers

1. Call to Order

Chairperson Debra Wimpee called the meeting to order at approximately 7:44 p.m.

2. Roll Call

Present: 5 - Lisa Ford, Johnnie Parks, Scott Eudey, Christi Gillespie, Debra Wimpee

3. Consideration of Consent Agenda

A. 22-30 Approval of the Broken Arrow Economic Development Authority Meeting Minutes of May 3, 2022

B. 22-607 Approval of the April 2022 Broken Arrow Economic Development Corporation's Monthly Report

C. 22-527 Ratification of the Claims List Check Register Dated May 9, 2022

Chairperson Wimpee asked if there were any items to be removed from the Consent Agenda. There were none.

MOTION: A motion was made by Christi Gillespie, seconded by Johnnie Parks.

Move to approve the Consent Agenda

The motion carried by the following vote:

Aye: 5 - Lisa Ford, Johnnie Parks, Scott Eudey, Christi Gillespie, Debra Wimpee

4. Consideration of Items Removed from Consent Agenda

There were no Items removed from the Consent Agenda; no action was taken or required.

5. Presentations

There were no Presentations.

6. General Authority Business

There was no General Authority Business.

7. Remarks and Inquiries by Governing Body Members

There were no remarks or inquiries by Governing Body Members.

8. Remarks and Updates by City Manager and Staff

There were no remarks or updates by City Manager and Staff.

Chairperson Wimpee noted there was an executive session for BAEDA and called for a motion to recess and enter back into City Council.

MOTION: A motion was made by Scott Eudey, seconded by Christi Gillespie.

Move for a brief recess from BAEDA to reenter City Council

The motion carried by the following vote:
Aye: 5 - Lisa Ford, Johnnie Parks, Scott Eudey, Christi Gillespie, Debra Wimpee

At approximately 7:59 p.m. Chairperson Wimpee reconvened the BAEDA Meeting and called for a motion.

MOTION: A motion was made by Lisa Ford, seconded by Johnnie Parks.

Move to enter into Executive Session

The motion carried by the following vote:

Aye: 5 - Lisa Ford, Johnnie Parks, Scott Eudey, Christi Gillespie, Debra Wimpee

9. Executive Session

Executive Session for the purpose of confidential communications between the Authority, the City Manager, the City Attorney, and any other pertinent staff members discussing, conferring on matters and possible action in open session pertaining to:

Discussion of appraisal and possible purchase of real property located at 207 East Elgin Street in Section 11, Township 18, Range 14, Broken Arrow, OK 74012 (Tulsa County) containing approximately .88 acres, and taking appropriate action in open session under 25 O.S. § 307(B)(3).

In the opinion of the City Attorney, the Authority is advised that the Executive Session is necessary to discuss the purchase or appraisal of property and because public disclosure of the matter would interfere with the development of products or services or if public disclosure would violate the confidentiality of the business.

After conclusion of the confidential portion of Executive Session, the Authority will reconvene in open meeting and the final decision, if any, will be put to a vote.

MOTION: A motion was made by Christi Gillespie, seconded by Johnnie Parks.

Move to find the Executive Session was necessary

The motion carried by the following vote:

Aye: 5 - Lisa Ford, Johnnie Parks, Scott Eudey, Christi Gillespie, Debra Wimpee

MOTION: A motion was made by Christi Gillespie, seconded by Johnnie Parks.

Move to authorize the City Manager to purchase the property located at 207 East Elgin for the amount recommended by the City Manager

The motion carried by the following vote:

Aye: 5 - Lisa Ford, Johnnie Parks, Scott Eudey, Christi Gillespie, Debra Wimpee

10. Adjournment

The meeting adjourned at approximately 8:12 p.m.

MOTION: A motion was made by Scott Eudey, seconded by Christi Gillespie.

Move to adjourn

The motion carried by the following vote:

Aye: 5 - Lisa Ford, Johnnie Parks, Scott Eudey, Christi Gillespie, Debra Wimpee

Chairperson

Secretary



City of Broken Arrow

Request for Action

File #: 22-742, Version: 1

**Broken Arrow Economic Development Authority
Meeting of: 06/06/2022**

Title:

Approval of and authorization to execute Resolution No. 1463, A Resolution of the Broken Arrow Economic Development Authority adopting the City of Broken Arrow's Investment Policy

Background:

Resolution 1461 on the City Council agenda approved the updated Investment Policy. Since the investment policy addressed funds in the Authority, the Broken Arrow Economic Development Authority needs to approve a resolution that adopts the City's Investment Policy. Resolution 1463 meets these requirements.

Cost: \$0

Funding Source: N/A

Requested By: Cynthia S. Arnold, Finance Director

Approved By: City Manager's Office

Attachments: Investment Policy, Resolution No. 1463

Recommendation:

Approve and authorize execution of Resolution No. 1463 and adopt the Investment Policy

RESOLUTION NO. 1463

A RESOLUTION OF THE BROKEN ARROW ECONOMIC DEVELOPMENT AUTHORITY OF THE CITY OF BROKEN ARROW ADOPTING THE CITY OF BROKEN ARROW INVESTMENT POLICY

WHEREAS, the Broken Arrow Economic Development Authority currently invests all public funds in a manner that provides the highest investment return with the maximum security while meeting the daily cash flow demands of the City; and

WHEREAS, the primary objective of the Broken Economic Development Authority is to invest funds in a manner that conforms to all federal state, and local laws and

WHEREAS, it is also the objective of the Broken Arrow Economic Development Authority to make investments with judgment and care, under circumstances then prevailing, with prudence, discretion, and intelligence; and

WHEREAS, in order to advance these objectives, it is prudent for the Broken Arrow Economic Development Authority to adopt a written investment policy; and

WHEREAS, the attached written policy applies to all financial assets of the Broken Economic Development Authority.

NOW, THEREFORE, BE IT RESOLVED BY THE BROKEN ARROW ECONOMIC DEVELOPMENT AUTHORITY that the attached investment policy is hereby formally adopted.

ADOPTED this _____ of June 2022

ATTEST

City Clerk

Mayor

City Attorney



Investment Policy

For

The City of Broken Arrow

Broken Arrow Municipal Authority

**Broken Arrow Economic Development
Authority**

CITY OF BROKEN ARROW INVESTMENT POLICY

General

Any and all references in this document to the “City” shall be understood to include all funds of the City of Broken Arrow as well as all funds of the Broken Arrow Municipal Authority and the Broken Arrow Economic Development Authority. Any and all references in the City Treasurer shall be understood to include the Finance Director whether that position is held by the same or different persons. The duties of the City Treasurer may be designated subject to oversight by the City Treasurer.

Policy

It is the policy of the City to invest all public funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the City and conforming to all federal, state, and local statutes governing the investment of public funds.

Scope

This investment policy applies to all financial assets of the City. These funds are accounted for in the City’s **Comprehensive** Annual Financial Report and include the following existing funds and are to include any funds created by the City Council in the future:

- General Fund
- Special Revenue Funds
- Capital Project Funds
- Enterprise Funds
- Debt Service Fund
- Trust and Agency Funds

Prudence

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

The standard of prudence to be used by investment officials shall be the “prudent person” and/or “prudent investor” standard and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and the investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security’s credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

Objective

The primary objective of the City's investment activities shall be:

1. **Safety.** Safety of principal is the foremost objective of the investment program. Investments of the City shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. To attain this objective, diversification is required in order that potential losses on individual securities will be minimized.
2. **Liquidity.** The City's investment portfolio will remain sufficiently liquid to enable the City to meet all operating requirements that might be reasonably anticipated.
3. **Yield.** The City's investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the City's investment risk constraints and the cash flow characteristics of the portfolio.

Delegation of Authority

The City Treasurer has the authority to manage the City's investments. The City Treasurer shall act in accordance with established written procedures and internal controls for the operation of the investment program consistent with this investment policy. Procedures should include references to: safekeeping, accounting, wire transfer agreements and collateral/depository agreements. No person may engage in an investment transaction except as provided under the terms of this policy and the established procedures. The City Treasurer shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials.

Bonding of all City staff who have authority to invest City funds, make wire transfers, or who have signatory authority for depository accounts shall be required in accordance with the City Code.

Ethics and Conflicts of Interest

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or that could impair their ability to make impartial investment decisions. Employees and investment officials shall disclose any material financial interests in financial institutions with which they conduct business, and they shall further disclose any large personal financial/investment positions that could be related to the performance of the City's portfolio. Employees and officers shall refrain from undertaking personal investment transactions with the same individual with which business is conducted on behalf of the City. **Investment officials shall subordinate their personal investment transactions to those of the City, particularly with regard to the timing of purchases and sales.**

Authorized Financial Institutions

A list will be maintained of financial institutions authorized to provide investment services. Investments may be made only with financial institutions with offices located within the metropolitan Tulsa area. No public deposit shall be made except in a qualified public depository as established by the laws of the State of Oklahoma.

Authorized and Suitable Investments

The City Treasure is empowered by the City Council to invest in any of the securities authorized in the Oklahoma State Statutes, Title 62, Section 348.1 – 348.3.

1. Obligations of the United States government, its agencies and instrumentalities.
2. Collateralized or insured certificates of deposit and other evidence of Deposit at banks, savings banks, savings and loan associations and credit unions located in this state, or fully insured certificates of deposit at banks, savings banks, savings and loan associations and credit unions located out of state.
3. Negotiable certificates of deposit issued by a nationally or state-chartered bank, a savings bank, a savings and loan association or a state-licensed branch of a foreign bank. Purchases of negotiable certificates of deposit shall not exceed ten percent (10%) of the surplus funds of the city which may be invested pursuant to this section. Not more than one-half (1/2) of the ten percent (10%) limit shall be invested in any one financial institution specified in this paragraph.
4. Prime banker's acceptances which are eligible for purchase by the Federal Reserve System and which do not exceed 270 days' maturity. Purchases of prime banker's acceptances shall not exceed ten percent (10%) of the surplus funds of the city which may be invested pursuant to this section. Not more than one-half (1/2) of the ten percent (10%) limit shall be invested in any one commercial bank pursuant to this paragraph.
5. Prime commercial paper which shall not have a maturity that exceeds 180 days nor represent more than ten percent (10%) of the outstanding paper of an issuing corporation. Purchases of prime commercial paper shall not exceed seven and one-half percent (7 1/2%) of the surplus funds of the City which may be invested pursuant to this section.
6. Repurchase agreements that have underlying collateral consisting of those items specified in paragraphs 1 through 5 of this subsection.
7. Money market funds regulated by the Securities and Exchange Commission and whose investments consist of those items and those restrictions specified in paragraphs 1 through 6 of this subsection.

Collateralization

All deposits shall be secured as provided for in the Security for Local Public Deposits Act of the Oklahoma State Statutes 2000, Title 62, Section 517.1-517.14. All collateral pledged to secure public funds shall be valued at no more than market value. In order to anticipate market changes and provide a level of security for all funds, the collateralization level will be one hundred ten percent (110%) of market value of principal and accrued interest.

Collateral will be held by the City Treasurer or by an independent third party with which the entity has a current custodial agreement. A clearly marked evidenced of ownership (safekeeping receipt) must be supplied in either case.

The City Treasurer has the discretion to refuse any collateral.

Safekeeping and Custody

All security transactions entered into by the City shall be conducted on a delivery-versus-payment basis. Securities will be held by the City Treasurer or by a third party custodian designated by the Treasurer. Evidence of ownership is required in either case.

Diversification

The City will diversify its investments by institution. Excluding U.S. Treasury securities and authorized pools, no more than fifty percent (50%) of the City's total investment portfolio will be invested in a single financial institution.

Purchase Policy

The City Treasurer shall obtain a minimum of three quotes when purchasing an investment. The investment shall be purchased from the institution quoting the highest yield subject to the requirements of diversification noted above.

Maximum Maturities

The City will attempt to the extent possible to match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow, the City will not directly invest in securities maturing more than three years from date of purchase.

Reserve funds held by a Trustee bank shall be invested in securities subject to the provisions of the Trust indenture which may exceed three years if such maturity is made to coincide as nearly as practicable with the expected use of the funds.

Internal Control

An independent audit of investments made and held will be performed as part of the annual audit of the City at the close of each fiscal year.

Reporting

The City Treasurer shall provide the City Council with a quarterly investment activity report. The report shall include a listing of individual securities, earnings rate and maturity schedules.

Investment Policy Adoption

The City's investment policy shall be adopted by resolution of the City Council and Trustees of the Broken Arrow Municipal Authority and Broken Arrow Economic Development Authority. The City Treasurer shall review the policy on an annual basis and any modifications made thereto must be approved by the City Council and Trustees of the Authorities.



City of Broken Arrow

Request for Action

File #: 22-718, Version: 1

**Broken Arrow Economic Development Authority
Meeting of: 6/6/2022**

Title:

Ratification of the Claims List Check Register Dated May 31, 2022

Background:

Council on September 3, 2019 approved Ordinance No. 3601 allowing ratification of the claims list. For the period from May 10, 2022 through May 31, 2022 checks, V-Cards (single use electronic credit cards) or ACH (direct payments to the vendors bank by the federal reserve automated clearing house) were processed for a total of \$6,042,620.81 for the various funds.

Governmental Funds	\$4,233,179.42
BAMA	\$1,544,085.78
BAEDA	<u>\$ 265,355.61</u>
Total	\$6,042,620.81

A summary by funds and detail are attached.

Cost: \$265,355.61

Funding Source: BAEDA Operational and Capital accounts

Requested By: Cynthia S. Arnold, Finance Director

Approved By: City Manager's Office

Attachments: Check Register dated May 31, 2022

Recommendation: Ratify Claims List Check Register dated 5/31/2022

City of Broken Arrow
Check Register by Fund

FUND	DESCRIPTION	AMOUNT
110	GENERAL	829,977.15
220	BA MUNICIPAL AUTHORITY	1,544,085.78
227	CVB-HOTEL MOTEL	15,156.64
330	SALES TAX CAPITAL IMPROVEMENT	73,869.52
331	POLICE ENHANCEMENTS	2,460.00
332	PARK & REC CAP IMPROV	1,814.68
333	CEMETERY FUND	2,930.65
335	CDBG	79,433.20
337	POLICE BLOCK GRANT	4,000.00
342	STREET LIGHT FUND	30,942.97
343	STREET SALES TAX FUND	37,707.77
344	PS SALES TAX POLICE	188,036.79
345	PS SALES TAX FIRE	165,291.44
346	ADMINISTRATIVE TECHNOLOGY	25,186.69
347	SPECIAL CARES ACT FUND	16,753.00
348	ARPA FUND	135,416.12
559	2008 BOND ISSUE	433.97
591	2011 BOND ISSUE	51,714.09
592	2014 BOND ISSUE	88,628.84
593	2018 BOND ISSUE	587,853.96
660	WORKERS COMPENSATIONS	26,918.70
661	GROUP HEALTH AND LIFE	120,386.10
770	DEBT SERVICE GO BOND	1,739,363.14

City of Broken Arrow
Check Register by Fund
RECAP



882	AGENCY FUND DEPOSITS	8,904.00
887	ECONOMIC DEVELOP AUTHORITY	265,355.61
Total		6,042,620.81

City of Broken Arrow
Check Register by Fund

**Fund 887**

CHECK DATE	CHECK #	VENDOR	NAME	INVOICE	DESCRIPTION	G/L NUMBER	AMOUNT
05/20/2022	287403	139	APAC-CENTRAL, INC	7001707024	22201735 CHEROKEE PRIDE APP 5	8871700 570150	522.40
				7001717800	22201735 CHEROKEE PRIDE APP 5	8871700 570150	80.00
					Total For Check # 287403		602.40
05/20/2022	287410	1115	BROKEN ARROW ECONOMIC DEVELOPMENT CORP.	APRIL 2022	APRIL 2022	8871700 550700	32,292.00
					Total For Check # 287410		32,292.00
05/20/2022	287424	1436	CHEROKEE PRIDE CONST. INC.	PAY APP 5.	Norfolk Drive Aspen Ridge - 2152260	8871700 570150	203,430.08
					Total For Check # 287424		203,430.08
05/20/2022	287442	3307	DP SUPPLY	025069	22201735 CHEROKEE PRIDE APP 5	8871700 570150	550.00
				025333	22201735 CHEROKEE PRIDE APP 5	8871700 570150	35.00
					Total For Check # 287442		585.00
05/20/2022	287512	2927	STANDARD MATERIALS GROUP	2000120797	22201735 CHEROKEE PRIDE APP 5	8871700 570150	1,980.00
				2000126792	22201735 CHEROKEE PRIDE APP 5	8871700 570150	1,089.00
				2000128270	22201735 CHEROKEE PRIDE APP 5	8871700 570150	1,386.00
				2000128601	22201735 CHEROKEE PRIDE APP 5	8871700 570150	1,584.00
				2000128926	22201735 CHEROKEE PRIDE APP 5	8871700 570150	3,564.00
				2000129158	22201735 CHEROKEE PRIDE APP 5	8871700 570150	2,030.00
				2000129797	22201735 CHEROKEE PRIDE APP 5	8871700 570150	1,464.00
				2000129956	22201735 CHEROKEE PRIDE APP 5	8871700 570150	1,056.00
				2000129964	22201735 CHEROKEE PRIDE APP 5	8871700 570150	4,752.00
				2000129965	22201735 CHEROKEE PRIDE APP 5	8871700 570150	3,564.00
				2000130971	22201735 CHEROKEE PRIDE APP 5	8871700 570150	817.00
					Total For Check # 287512		23,286.00
05/20/2022	287527	44	UTILITY SUPPLY	160645	22201735 CHEROKEE PRIDE APP 5	8871700 570150	334.67
				160141	22201735 CHEROKEE PRIDE APP 5	8871700 570150	854.38

Prepared : 5/31/2022 10:15:33 AM

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City of Broken Arrow
Check Register by Fund



Fund 887

CHECK DATE	CHECK #	VENDOR	NAME	INVOICE	DESCRIPTION	G/L NUMBER	AMOUNT
				159813	22201735 CHEROKEE PRIDE APP 5	8871700 570150	233.33
						Total For Check # 287527	1,422.38
05/27/2022	287683	4253	WILLARD B SMITH	2	Hydrology & Hydraulics Study of A.A1A PN 2152300	8871700 570160	3,737.75
						Total For Check # 287683	3,737.75
						Total For Fund 887	265,355.61
						Total For ALL Checks	6,042,620.81