



City of Broken Arrow

Request for Action

File #: 19-179, Version: 1

**Broken Arrow City Council
Meeting of: 02-05-2019**

Title:

Approval of and authorization to execute an amended lease agreement with Sharon K. Petrik and the City of Broken Arrow for office space lease for the Broken Arrow Convention and Visitors' Bureau located at 111 East Commercial Street

Background:

In order to comply with building code, new glass is required for the Broken Arrow Convention and Visitors' Bureau (CVB) office space. Ordering of the glass has caused a delay in the completion and move in date to March 1, 2019. The storefront location in the Rose District will fulfill one of the recommendations of the Strategic for the Tourism Asset Inventory project.

The new CVB office space will act as a visitor information center during office hours and will be located in the heart of the Rose District. The CVB office will be comprised of two floors with the main office space/welcome center on the first floor, and the Tourism Director and CVB storage and conference room located on the second floor.

The CVB Staff has worked closely with Ms. Sharon Petrik to draft a lease agreement for three (3) year term, subject to annual appropriations. The CVB must provide 60 days written notice of intent not to renew the lease by March 1 of each lease year.

This office space will be a temporary location until the Creative Arts Center project is completed, which will be the long-term home for the Convention and Visitors' Bureau.

Cost: \$2,640.00 per month

Funding Source: Fund 27 - Convention and Visitors Bureau

Requested By: Lori Hill, Director

Approved By: Michael L. Spurgeon, City Manager

Attachments: Convention and Visitors' Bureau Office Space Amended Lease Agreement

Recommendation:

Approve and authorize execution of an amended Lease Agreement with Sharon K. Petrik for office space lease for the Broken Arrow Convention and Visitors' Bureau located at 111 East Commercial Street.