



# City of Broken Arrow

## Legislation Details (With Text)

|                       |  |                      |                           |
|-----------------------|--|----------------------|---------------------------|
| <b>File #:</b>        | 19-179   | <b>Name:</b>         |                           |
| <b>Type:</b>          | Consent Item   | <b>Status:</b>       | Agenda Ready              |
| <b>File created:</b>  | 1/17/2019  | <b>In control:</b>   | Broken Arrow City Council |
| <b>On agenda:</b>     | 2/5/2019   | <b>Final action:</b> |                           |
| <b>Title:</b>         | 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 |                      |                           |
| <b>Sponsors:</b>      |  |                      |                           |
| <b>Indexes:</b>       |  |                      |                           |
| <b>Code sections:</b> |  |                      |                           |
| <b>Attachments:</b>   | 1. Convention and Visitors' Bureau Office Space Amended Lease Agreement  |                      |                           |

| Date | Ver. | Action By | Action | Result |
|------|------|-----------|--------|--------|
|------|------|-----------|--------|--------|

### 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.