



City of Broken Arrow

Request for Action

File #: 17-2177, Version: 1

**Broken Arrow City Council
Meeting of: 05-16-2017**

**To: Mayor and City Council
From: Office of the City Manager**

Title: Presentation and discussion of agendas for public meetings, including the process used by City Administration to prepare the City Council, Broken Arrow Municipal Authority, and Broken Arrow Economic Development Authority agendas, how the process works, transparency, and an explanation of the processes for review and approval

Background:

The City Manager will present a video prepared by the Communications Division. He will then lead a discussion on how the City Council, Broken Arrow Municipal Authority, and Broken Arrow Economic Development Authority agenda process works and the process used by the City Administration to prepare it. Staff will be prepared answer any questions posed by the City Council.

Cost: None

Prepared By: Jennifer Hooks, Executive Assistant

Reviewed By: Legal

Approved By: Michael L. Spurgeon, City Manager

**Attachments: "Agenda Reading Guide" YouTube Video
(5 minutes 47 seconds in length)**

**Recommendation: Review video and comment on agenda development process.
No action necessary.**