

The City of Muskogee encourages participation from all its citizens in public meetings. If participation is not possible due to a disability, notify the City Clerk, in writing, at least forty-eight hours prior to the scheduled meeting and necessary accommodations will be made (ADA 28 CFR/36).

Council Rules of Decorum limit citizen comments on agenda items and public hearings to five (5) minutes and general comments for non-agenda items to three (3) minutes. Any person desiring to address the Council during such period is required to sign in with the City Clerk prior to the Council meeting between 6:30 p.m. and 6:45 p.m. on the third floor of City Hall or anytime between 8:00 a.m. and 5:00 p.m. in the Office of the City Clerk. They shall provide their name, address and specify the agenda item they wish to address. Remarks shall be directed to the matter being considered and the speaker is allowed to speak only one time. If written materials are to be submitted twelve (12) copies should be made available, and may not be returned.

AGENDA
MUSKOGEE CITY COUNCIL
October 9, 2017

REGULAR SESSION -7:00 P.M., 3RD FLOOR, COUNCIL CHAMBERS MUNICIPAL BUILDING,
229 W. OKMULGEE, MUSKOGEE, OKLAHOMA

INVOCATION - COUNCILMAN DERRICK REED

FLAG SALUTE - MAYOR BOB COBURN

ROLL CALL - MAYOR BOB COBURN

APPROVAL OF MINUTES: CITY COUNCIL REGULAR SESSION September 25, 2017.

CONSENT AGENDA

The following items are considered to be routine by the City Council and will not be read aloud. The Consent Agenda will be enacted with one motion and should discussion be desired on an item, that item will be removed from the Consent Agenda prior to action and considered separately prior to the Regular Agenda.

1. Approval of claims for all City departments September 14, 2017 through September 27, 2017.
2. Approval of Resolution No. 2704 declaring three (3) parcels of property more particularly described in the resolution as surplus to the needs of the City and authorize the conveyance of said properties, or take other necessary action. (Gary D. Garvin)
3. Approval to accept the proposal from Tyler Technologies for a time and attendance system and authorize the City Manager to negotiate and execute a contract for the same, or take other necessary action. (Kelly Plunkett)

4. Approval to authorize the City Manager to negotiate and execute a transition agreement from SFM as a third-party contractor to the City of Muskogee for operations of Love-Hatbox Sports Complex, or take other necessary action. (Mike Miller)
5. Approval of purchasing 564 livestock pens and storage bins for the Hatbox Barn Renovations from the Oklahoma Corrections Industries, a division of the Oklahoma Department of Corrections, or take other necessary action. (Mark Wilkerson)
6. Approval to purchase the remaining licenses to upgrade the Microsoft Office software suite to Version 2016, in the amount of \$33,894.00 from SHI, International Corporation, or take other necessary action. (Chris Cummings)
7. Approval of State Contract purchase of one (1) Vac-Con Sewer/Flusher truck from Frontier Equipment, or take other necessary action. (Robert Swepston)
8. Approval to receive donated funds for the months of July 2017 in the amount of \$612.00, and August 2017 in the amount of \$1,993.00, for a total of \$2,605.00, for the City's Animal Shelter Sponsorship Program as per the attached list, or take other necessary action. (Rex Eskridge)
9. Approval of an amended Affirmative Action Plan of the City of Muskogee, Oklahoma, for fiscal year 2017-2018, Council Policy 3-1-1, or take other necessary action. (Kelly Plunkett)

REGULAR AGENDA

10. Consider approval of Ordinance No. 4028-A of the City of Muskogee Chapter 34, Court; Article II, Procedure; Section 34-56, amending assessment on traffic offenses; providing for repealer, severability and setting an effective date, or take other necessary action. (Rex Eskridge)
11. Consider approval of Resolution No. 2706 of the City of Muskogee providing that all fees, charges, and rates as set out in Appendix A of the Muskogee City Code have been reviewed and submitted to City Council for adjustment and adoption as set out in Exhibit A and setting an effective date, or take other necessary action. (Mike Stewart)
12. Consider approval to accept the proposal from New Gen Strategies & Solutions for consulting services to conduct a fully automated solid waste collection study and authorize the City Manager to negotiate and execute a contract for the same, or take other necessary action. (Greg Riley)

RECOGNIZE CITIZENS WISHING TO SPEAK TO THE MAYOR AND COUNCIL.

Council Rules of Decorum limit citizen comments to three (3) minutes. Any person desiring to speak is required to sign-in with the City Clerk, provide their name, address, and the particular issue they wish to address. Under Oklahoma law, the Council Members are prohibited from discussing or taking any action on items not on today's agenda. If written

materials are to be submitted to the Council twelve (12) copies should be made available, and may not be returned.

ADJOURN

Regular City Council

Meeting Date: 10/09/2017

Initiator: Tammy Tracy, City Clerk

Department: City Clerk

Staff Information Source:

Information

AGENDA ITEM TITLE:

APPROVAL OF MINUTES: CITY COUNCIL REGULAR SESSION September 25, 2017.

BACKGROUND:

RECOMMENDED ACTION:

Fiscal Impact

Attachments

9-25-2017 CCMINS

MINUTES

OF THE COUNCIL OF THE CITY OF MUSKOGEE, OKLAHOMA, MET IN REGULAR SESSION, IN THE COUNCIL CHAMBERS OF CITY HALL MONDAY, SEPTEMBER 25, 2017

The Council of the City of Muskogee, Oklahoma, met in Regular Session in Council Chambers of City Hall, Monday, September 25, 2017, at 7:00 p.m., with Mayor Coburn presiding.

Invocation was given by Councilmember Marlon Coleman

Flag Salute was led by Mayor Bob Coburn

Meeting was called to order by Mayor John R. Coburn and the City Clerk called the roll as follows:

Present: Mayor John R. Coburn; Deputy Mayor James Gulley; Councilmember Janey Boydston; Councilmember Patrick Cale; Councilmember Marlon Coleman; Councilmember Dan Hall; Councilmember Wayne Johnson; Councilmember Ivory Vann

Absent: Councilmember Derrick Reed

Staff Mike Miller, City Manager; Mike Stewart, Asst City Manager; Roy Tucker, City Attorney;

Present: Tammy L. Tracy, City Clerk; Gary Garvin, City Planner; Greg Riley, Public Works Director; Matthew Beese, Assistant City Attorney; Rex Eskridge, Police Chief

1 Approval to excuse members not present: Councilmember Derrick Reed

Motion was made by Councilmember Wayne Johnson, seconded by Councilmember Dan Hall to approve members not present: Councilmember Derrick Reed

AYE: Mayor John R. Coburn, Deputy Mayor James Gulley, Councilmember Janey Boydston, Councilmember Patrick Cale, Councilmember Marlon Coleman, Councilmember Dan Hall, Councilmember Wayne Johnson, Councilmember Ivory Vann

Carried - Unanimously

APPROVAL OF MINUTES: SPECIAL CALL CITY COUNCIL MINUTES September 5, 2017,
AND CITY COUNCIL REGULAR SESSION September 11, 2017

Motion was made by Councilmember Dan Hall, seconded by Councilmember Janey Boydston to approve Special Call City Council minutes September 5, 2017, and Regular City Council minutes September 11, 2017.

AYE: Mayor John R. Coburn, Deputy Mayor James Gulley, Councilmember Janey Boydston, Councilmember Patrick Cale, Councilmember Marlon Coleman, Councilmember Dan Hall, Councilmember Wayne Johnson, Councilmember Ivory Vann

Carried - Unanimously

CONSENT AGENDA

Motion was made by Deputy Mayor James Gulley, seconded by Councilmember Janey Boydston to approve the Consent Agenda.

AYE: Mayor John R. Coburn, Deputy Mayor James Gulley, Councilmember Janey Boydston, Councilmember Patrick Cale, Councilmember Marlon Coleman, Councilmember Dan Hall, Councilmember Wayne Johnson, Councilmember Ivory Vann

Carried - Unanimously

The following items are considered to be routine by the City Council and will not be read aloud. The Consent Agenda will be enacted with one motion and should discussion be desired on an item, that item will be removed from the Consent Agenda prior to action and considered separately prior to the Regular Agenda.

- 1 Approve claims for all city departments August 31, 2017 through September 13, 2017.
- 2 Approve an agreement between the City of Muskogee and the Board of Commissioners of Muskogee County for the disbursement of the 2017 Justice Assistance Grant funds, with the City receiving an allocation of \$17,257.00 and the County receiving an allocation of \$17,257.00 for a total award amount of \$34,514.00, or take other necessary action. (Rex Eskridge)
- 3 Approve purchase from state contract a Ford Explorer from Bob Moore Ford, in the amount of \$26,958.00 for the Public Works Department for the fiscal year of 2017-2018, or take any necessary action. (Robert Swepston)

REGULAR AGENDA

- 4 Consider approval of Ordinance No. 4027-A Amending the City of Muskogee Code of Ordinances by Amending Chapter 38, Environment, Article IV, Smoking and Use of Tobacco in Public Places, Section 38-98, Definitions; Revising Definition of Vapor Products; Providing for Repealer, Severability, and Setting an Effective Date. (Roy D. Tucker)

City Attorney Roy D. Tucker stated in 2015, the City approved Ordinance 3964-A, which included prohibition of vapor products on public property. Approving this ordinance made the City eligible for certain healthy community incentive grants. Recently, however, the State Health department has provided notice to approximately 11 cities that their ordinances contained a definition of Vapor Products rendering the last sentence of the definition wholly inoperative. As a result, we have been requested by the Muskogee Wellness Initiative to amend our ordinance to incorporate the same definition provided in state law (37 O.S. Sec. 600.2). Making this change will ensure the City's continued qualification as a Healthy Community.

Motion was made by Councilmember Wayne Johnson, seconded by Councilmember Janey Boydston to approve Ordinance No. 4027-A Amending the City of Muskogee Code of Ordinances by Amending Chapter 38, Environment, Article IV, Smoking and Use of Tobacco in Public Places, Section 38-98, Definitions; Revising Definition of Vapor Products.

AYE: Mayor John R. Coburn, Deputy Mayor James Gulley, Councilmember Janey Boydston, Councilmember Patrick Cale, Councilmember Marlon Coleman, Councilmember Wayne Johnson, Councilmember Ivory Vann

NAY: Councilmember Dan Hall

Carried

- 5 Consider approval of Resolution No. 2705 creating a buffer zone to limit the number of retailers selling tobacco products within three hundred (300) feet of a parcel occupied by a public or private school and/or playground, or take other necessary action. (Gary D. Garvin)

Planning Director Gary Garvin stated Muskogee Wellness Initiative is requesting approval of Resolution No. 2705 creating a Tobacco Retailer Buffer Zone in order to be eligible for certain Healthy Community Incentive Grants. The proposed Resolution would create a 300 foot buffer zone around any parcel that is occupied by a public or private kindergarten, elementary, middle, junior high, high school, or playground. The 300 foot buffer zone is measured by a straight line from the nearest point of the property line of the school or playground to the nearest point of the property line which the proposed business is located.

The Resolution would authorize the Zoning Administrator to consider the compatibility of the proposed sale of tobacco products, within buffer zone, and a school or playground and determine whether the proposed use can be approved as proposed, or conditions can be imposed to mitigate any adverse impacts, or the proposed use should be considered for another location.

This resolution is a requirement in order to be considered for the TSET Grant as part of the Healthy Communities Incentive.

Deputy Mayor James Gulley asked Mr. Garvin if the existing businesses were "grandfathered" in.

Planning Director Gary Garvin stated yes, existing businesses are "grandfathered" in and this resolution will only be for new businesses. Mr. Garvin stated at this time he is not aware of any existing businesses within 300 feet that sell tobacco products.

Councilmember Marlon Coleman asked Mr. Garvin if this is a passive review.

Planning Director Gary Garvin stated yes, the resolution is needed to make application to receive funding the City is proposing, and there needs to be a buffer zone.

Motion was made by Deputy Mayor James Gulley, seconded by Councilmember Janey Boydston to approve Resolution No. 2705 creating a buffer zone to limit the number of retailers selling tobacco products within three hundred (300) feet of a parcel occupied by a public or private school and/or playground.

AYE: Mayor John R. Coburn, Deputy Mayor James Gulley, Councilmember Janey Boydston, Councilmember Patrick Cale, Councilmember Marlon Coleman, Councilmember Wayne Johnson, Councilmember Ivory Vann

NAY: Councilmember Dan Hall

Carried

- 6 Consider approval of the confirmation of the Board of County Commissioners appointment of Fred Hogle to the Muskogee City-County Trust Port Authority to serve a four (4) year term through August 30, 2021. (Roy D. Tucker)

Councilmember Ivory Vann stated he disagrees with the appointment of Mr. Fred Hogle due to the fact that Mr. Hogle has been a member of the Muskogee City-County Trust Port Authority for 17 years. If he is re-appointed, he will have served a total of 21 years on the board. Mr. Vann feels it is wrong for members to serve this many years on the Muskogee City-County Trust Port Authority Board and he would like to see a more diverse group of members on the board.

Motion was made by Councilmember Dan Hall, seconded by Councilmember Janey Boydston to approve confirmation of the Board of County Commissioners appointment of Fred Hogle to the Muskogee City-County Trust Port Authority to serve a four (4) year term through August 30, 2021.

AYE: Mayor John R. Coburn, Deputy Mayor James Gulley, Councilmember Janey Boydston, Councilmember Patrick Cale, Councilmember Marlon Coleman, Councilmember Dan Hall, Councilmember Wayne Johnson

NAY: Councilmember Ivory Vann

Carried

- 7 Consider approval to submit a TIGER Grant application for the Main Street Corridor Traffic Project, or take other necessary action. (Greg Riley)

Public Works Director Greg Riley stated the purpose of the proposed traffic calming/road diet project is to make the Main Street Corridor more accessible to pedestrians, bicycle traffic as well as better access to parking. This will be accomplished by narrowing the existing corridor from Elgin Street to Denison Avenue from four (4) through lanes to two (2) through lanes with turn lanes at the intersections. To accomplish the narrowing while accommodating traffic demands, we will be coordinating new traffic signals with each other and the railroad to better move traffic through the corridor. We will be using the latest technology in the signals and will also make improvements to the railroad crossings to allow for a quieter zone for train traffic. A bike lane will be added that connects the Centennial Trail to the south to new bike lanes that will be added on Denison to the north. Angled parking will be provided along Main Street. The entrance to the corridor from the south will begin with a traffic circle at Elgin Street. The completed project will result in a whole new look for the entrance into Downtown and the Depot District

enhancing the look and feel of the area. The project is estimated at \$2 million. The minimum Tiger Grant amount for our area is \$1 million. The chances for being awarded the grant are greatly enhanced by providing matching funds. The City's match needs to be discussed. We will seek and expect the support of the Depot District, County, ODOT, Downtown Muskogee, Railroad, Muskogee Area Cyclists, Veteran's Administration and State Legislature. This is not the acceptance of any grant, but merely the seeking of Council's permission to submit an application.

Motion was made by Deputy Mayor James Gulley, seconded by Councilmember Dan Hall to approve TIGER grant application for the Main Street Corridor Traffic Project.

AYE: Mayor John R. Coburn, Deputy Mayor James Gulley, Councilmember Janey Boydston, Councilmember Patrick Cale, Councilmember Marlon Coleman, Councilmember Dan Hall, Councilmember Wayne Johnson, Councilmember Ivory Vann

Carried - Unanimously

- 8 Consider approval of amended City Council Policy 3-6-6, Voluntary Separation Plan, or take other necessary action. (Kelly Plunkett)

Human Resources Director Kelly Plunkett stated this policy is amending the previously approved policy to allow another opportunity for General employees to participate from October 2, 2017, until October 13, 2017, with a separation date from the City being November 3, 2017. The purpose of the Voluntary Separation Plan is to allow for voluntary reductions in workforce for the City of Muskogee. The concept of this Plan involves a one (1)-time method of strategically addressing our budget and personnel expenditures to ensure we are aligning our budget with priorities and City needs moving forward. This Voluntary Separation Plan will help facilitate an employee's transition to retirement, or early retirement at will, and provides access for additional benefits for other potential career opportunities, creates opportunities for the City of Muskogee's restructuring and assists the City in meeting its fiscal responsibilities. Use of this program has the same objective as other downsizing initiatives which allows the City to minimize the impact of downsizing by allowing employees to volunteer to be separated in lieu of other employees who may be subject to a reduction in force (RIF).

Motion was made by Councilmember Dan Hall, seconded by Councilmember Janey Boydston to approve amended City Council Policy 3-6-6, Voluntary Separation Plan.

AYE: Mayor John R. Coburn, Deputy Mayor James Gulley, Councilmember Janey Boydston, Councilmember Patrick Cale, Councilmember Marlon Coleman, Councilmember Dan Hall, Councilmember Wayne Johnson, Councilmember Ivory Vann

Carried - Unanimously

- 9 Consider approval to serve as a primary partner to Muskogee Area Arts Council in accordance with an application to be submitted for an Our Town Grant offered through the National Endowment for the Arts, or take other necessary action. (Roy D. Tucker)

City Attorney Roy Tucker stated the Muskogee Area Arts Council is submitting an application for funding from the NEA for the purpose of the creation and installation of three murals in Downtown Muskogee. Two (2) of the murals will bound the area known as the Hunt's Green Space (former Hunt's building vacant lot) and one (1) mural along the western wall of the Muskogee County Jail. The application requires a local government agree to serve as a primary partner to the applying arts organization. These murals will serve as an aspect of the public art referenced in the City of Muskogee Downtown Master Plan.

Motion was made by Councilmember Dan Hall, seconded by Councilmember Janey Boydston to approve to serve as a primary partner to Muskogee Area Arts Council in accordance with an application to be submitted for an Our Town Grant offered through the National Endowment for the Arts.

AYE: Mayor John R. Coburn, Deputy Mayor James Gulley, Councilmember Janey Boydston, Councilmember Patrick Cale, Councilmember Marlon Coleman, Councilmember Dan Hall, Councilmember Wayne Johnson, Councilmember Ivory Vann

Carried - Unanimously

RECOGNIZE CITIZENS WISHING TO SPEAK TO THE MAYOR AND COUNCIL.

Council Rules of Decorum limit citizen comments to three (3) minutes. Any person desiring to speak is required to sign-in with the City Clerk, provide their name, address, and the particular issue they wish to address. Under Oklahoma law, the Council Members are prohibited from discussing or taking any action on items not on today's agenda. If written materials are to be submitted to the Council twelve (12) copies should be made available, and may not be returned.

Stephen Ezell, 6121 S. 6th St. E., stated he would like to inform Council and citizens of a community outreach opportunity put together by his church, Immanuel Baptist Church located at 711 Spaulding St., Muskogee, Oklahoma. The block party will run from 11:00 a.m. to 2:00 p.m. Along with the block party there will be a "free" sale, inflatables for the children, hot dogs, snow cones, and people there from the church available to inform others that there is hope beyond the situations or troubles they may be facing and to show the community that the Church does care about what goes on in other people's lives.

Shirley Reiner, 621 N. F. St., stated she feels there are not enough women running for public office or serving on city boards. Ms. Reiner is requesting the City actively recruit and seek women to run for election and serve on boards. Race is not a concern of hers, but if there are interested and qualified women, they should be encouraged.

- 10 Consider an Executive Session to discuss and take possible action on the following:

Motion was made by Councilmember Janey Boydston, seconded by Councilmember Dan Hall to approve an Executive Session.

AYE: Mayor John R. Coburn, Deputy Mayor James Gulley, Councilmember Janey Boydston, Councilmember Patrick Cale, Councilmember Marlon Coleman, Councilmember Dan Hall, Councilmember Wayne Johnson, Councilmember Ivory Vann

Carried - Unanimously

- A Pursuant to Section 307B.4, Title 25, Oklahoma Statutes, consider convening in Executive Session to discuss the Worker's Compensation claim of Larry Fennel, and if necessary, take appropriate action in open session. (Roy D. Tucker)
- B Pursuant to Section 307B.2, Title 25, Oklahoma Statutes, consider convening in Executive Session to discuss negotiations with the American Federation of State, County and Municipal Employees, Local #2465, and if necessary, take appropriate action in open session. (Kelly Plunkett)

City Council went into Executive Session at 7:35 p.m. and reconvened from Executive Session at 7:50 p.m.

Pursuant to Section 307B.4, Title 25, Oklahoma Statutes, consider convening in Executive Session to discuss the Worker's Compensation claim of Larry Fennel, and if necessary, take appropriate action in open session. (Roy D. Tucker)

Motion was made by Dan Hall, seconded by Janey Boydston to authorize the City Attorney to settle the worker's compensation claim of Larry Fennel, in the amount of \$5652.50.

AYE: Mayor Bob Coburn, Deputy Mayor James Gulley, Councilmembers; Janey Boydston, Marlon Coleman, Dan Hall, Patrick Cale, Ivory Vann
Carried-Unanimously

Pursuant to Section 307B.2, Title 25, Oklahoma Statutes, consider convening in Executive Session to discuss negotiations with the American Federation of State, County and Municipal Employees, Local #2465, and if necessary, take appropriate action in open session. (Kelly Plunkett)

Motion was made by Dan Hall, seconded by Janey Boydston to accept a "Memorandum of Understanding" (MOU) between the City of Muskogee and the American Federation of state, county, and municipal employees, Local #2465 related to the Voluntary Separation Plan for ASFME covered employees.

AYE: Mayor Bob Coburn, Deputy Mayor James Gulley, Councilmembers; Janey Boydston, Marlon Coleman, Dan Hall, Patrick Cale, Ivory Vann
Carried-Unanimously

ADJOURN

JOHN R. COBURN, MAYOR

TAMMY L. TRACY, CITY CLERK

Regular City Council

1.

Meeting Date: 10/09/2017
Initiator: Karen Felts, Office Administrator
Department: Purchasing
Staff Information Source:

Information

AGENDA ITEM TITLE:

Approval of claims for all City departments September 14, 2017 through September 27, 2017.

BACKGROUND:

RECOMMENDED ACTION:

Fiscal Impact

Attachments

Claims 9.14.17 - 9.27.17

CITY OF MUSKOGEE CLAIMS LIST
SEPTEMBER 14, 2017 TO SEPTEMBER 27, 2017

CHECK NO	VENDOR NO	VENDOR NAME	CHECK DATE	CHECK AMOUNT
193769	5261	A FLOWER PLACE, INC.	9/15/2017	105.20
193770	155	ACECO RENTAL AND SALES	9/15/2017	99.71
193771	2713	ACTION GROUP STAFFING	9/15/2017	4,432.98
193772	2461	ADVANCE AUTO PARTS 64771111001	9/15/2017	725.93
193773	3	AIRGAS USA LLC	9/15/2017	73.86
193774	6	AMERICAN INDUSTRIAL SUPPLY CO	9/15/2017	94.56
193775	4406	AT&T #918 682-2825 211 0	9/15/2017	1,021.20
193776	52	AUFFENBERG CHEVROLET CADILLAC	9/15/2017	151.69
193777	11	B & J OIL CO INC	9/15/2017	15,969.09
193778	1703	BEN E. KEITH	9/15/2017	733.16
193779	2905	BETTY OUTHIER WILLIAMS LAW OFF	9/15/2017	4,019.84
193780	780	BG PRODUCTS INC	9/15/2017	1,100.00
193781	862	BOB'S AUTOMOTIVE ELECTRIC	9/15/2017	125.00
193782	3238	BROKEN ARROW ELECTRIC	9/15/2017	3,208.61
193783	4033	BROKEN ARROW LAWN & GARDEN	9/15/2017	0.00
193784	2552	BROWN'S SHOE FIT CO #87	9/15/2017	285.00
193785	5138	C & C SUPPLY AND SERVICE CO.	9/15/2017	65.00
193786	488	CAMPBELL WHOLESALE CO INC	9/15/2017	82.80
193787	5131	ESTHELA CASALE	9/15/2017	72.00
193788	125	CECILEE ASHBY	9/15/2017	108.00
193789	117	CERIK MARTIN	9/15/2017	56.50
193790	5175	JAN CHAMPAGNE	9/15/2017	72.00
193791	3640	CHARBONNEAU, BILLY JO	9/15/2017	72.00
193792	3705	CHRIS NIKELS AUTOHAUS INC	9/15/2017	1,979.38
193793	4738	CITYWIDE PROPERTY MAINTENANCE	9/15/2017	1,715.05
193794	3626	CLARK EQUIPMENT	9/15/2017	875.00
193795	472	CLEET	9/15/2017	9,756.67
193796	2651	THOMAS CRABTREE	9/15/2017	8,650.00
193797	3154	CREATIVE APPAREL AND MORE INC	9/15/2017	379.50
193798	24	CUMMINS SOUTHERN PLAINS LTD	9/15/2017	80.00
193799	4311	DAVID'S DISCOUNT TIRES INC	9/15/2017	998.78
193800	125	DIRT WORK DONE RIGHT, LLC	9/15/2017	5,000.00
193801	170	EAST CENTRAL ELECTRIC	9/15/2017	355.77
193802	4862	SARAH EATON	9/15/2017	90.00
193803	742	EODD	9/15/2017	3,831.00
193804	953	EXPRESS EMPLOYMENT PROFESSIONA	9/15/2017	3,991.55
193805	29	FASTENAL COMPANY	9/15/2017	45.24
193806	5191	BETHANY FERGUSON	9/15/2017	54.00
193807	678	FISHER SCIENTIFIC COMPANY LLC	9/15/2017	138.92

CITY OF MUSKOGEE CLAIMS LIST
SEPTEMBER 14, 2017 TO SEPTEMBER 27, 2017

CHECK NO	VENDOR NO	VENDOR NAME	CHECK DATE	CHECK AMOUNT
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193808	3509	FLEETPRIDE INC	9/15/2017	437.71
193809	1636	FUN EXPRESS LLC	9/15/2017	258.88
193810	105	GEHEB	9/15/2017	22.12
193811	5247	NIKYA GIVENS	9/15/2017	108.00
193812	413	GREEN COUNTRY MARKETING ASSOCI	9/15/2017	300.00
193813	40	HARRISON TIRE & SUPPLY	9/15/2017	90.00
193814	181	HIX AIR CONDITIONING SERVICE	9/15/2017	257.00
193815	42	HOGLE COMPANY	9/15/2017	656.80
193816	289	HOLLOWAY UPDIKE AND BELLEN INC	9/15/2017	259,389.80
193817	1414	HOMELAND STORES INC	9/15/2017	162.56
193818	2517	HONEYWELL INTERNATIONAL, INC	9/15/2017	21,731.23
193819	427	INCOR	9/15/2017	2,187.00
193820	1108	INDIAN CAPITAL TECHNOLOGY CENT	9/15/2017	420.00
193821	5273	INDUSTRIAL TRACTOR PARTS OF GE	9/15/2017	3,502.24
193822	47	THE J & E CORPORATION	9/15/2017	435.00
193823	5103	JACK HOOPES	9/15/2017	12.88
193824	3024	JOHN LUMPKINS	9/15/2017	143.00
193825	188	KING TIRES OF MUSKOGEE INC	9/15/2017	896.75
193826	3024	KYLE TINGEL	9/15/2017	143.00
193827	4742	KAREN LAUDERDALE	9/15/2017	72.00
193828	399	LOCKE SUPPLY CO	9/15/2017	421.59
193829	5132	LACEY LOMAX	9/15/2017	154.00
193830	56	LOWES	9/15/2017	0.00
193831	56	LOWES	9/15/2017	1,763.75
193832	4246	MARVIN'S MOWERS AND OUTDOOR LL	9/15/2017	1,044.89
193833	5026	MEDCO SUPPLY (MASUNE SURG SPLY	9/15/2017	300.60
193834	117	MIKE MILLER	9/15/2017	26.00
193835	194	MORGAN SERVICES COMPANY LLC	9/15/2017	175.00
193836	1992	MUNICIPALH2O.COM	9/15/2017	500.00
193837	5195	MUSCOGEE STAFFING SOLUTIONS, L	9/15/2017	7,516.96
193838	110	MUSKOGEE CHAMBER OF COMMERCE	9/15/2017	51,541.66
193839	195	MUSKOGEE COUNTY CLERK	9/15/2017	3,815.00
193840	546	MUSKOGEE COUNTY DISTRICT COURT	9/15/2017	2,950.00
193841	62	MUSKOGEE COUNTY SHERIFFS DEPAR	9/15/2017	30,229.00
193842	63	MUSKOGEE DAILY PHOENIX	9/15/2017	896.29
193843	341	MUSKOGEE LOCK & KEY	9/15/2017	180.00
193844	5082	MUSKOGEE MANUFACTURING LLC	9/15/2017	20.00
193845	1696	MUSKOGEE READY MIX LLC	9/15/2017	9,375.00
193846	3652	NEWTON EQUIPMENT LLC	9/15/2017	46.95
193847	712	OCT EQUIPMENT INC	9/15/2017	211.00

CITY OF MUSKOGEE CLAIMS LIST
SEPTEMBER 14, 2017 TO SEPTEMBER 27, 2017

CHECK NO	VENDOR NO	VENDOR NAME	CHECK DATE	CHECK AMOUNT
193848	1944	OFFICE CONNECTIONS LLC	9/15/2017	24.99
193849	114	OFFICE DEPOT	9/15/2017	380.45
193850	67	OKLAHOMA NATURAL GAS	9/15/2017	1,094.52
193851	349	OKLAHOMA SECRETARY OF STATE	9/15/2017	20.00
193852	3471	OKLAHOMA UNIFORM BUILDING CODE	9/15/2017	272.00
193853	1186	OMCCA	9/15/2017	80.00
193854	141	OMCTFOA	9/15/2017	30.00
193855	5237	ONE SOURCE MANAGED SERVICE, LL	9/15/2017	74.70
193856	2763	ONE SOURCE WATER LLC	9/15/2017	224.00
193857	70	OREILLY AUTO PARTS	9/15/2017	0.00
193858	70	OREILLY AUTO PARTS	9/15/2017	6,225.02
193859	4280	OSBI	9/15/2017	5,378.62
193860	477	OSBI	9/15/2017	5,197.34
193861	2034	OSU AG CONFERENCE SERVICES	9/15/2017	880.00
193862	73	PATE INDUSTRIAL SUPPLY INC	9/15/2017	420.50
193863	2154	PITNEY BOWES GLOBAL FINANCIAL	9/15/2017	2,000.00
193864	1621	PLANNING DESIGN GROUP	9/15/2017	2,100.00
193865	2533	POWER PLAY LLC	9/15/2017	409.05
193866	4795	PREMIER TRUCK GROUP	9/15/2017	1,016.72
193867	5008	PREMIER USA INC.	9/15/2017	1,066.40
193868	3256	HAROLD QUANTIE	9/15/2017	191.25
193869	4538	RETAIL ATTRACTIONS LLC	9/15/2017	4,000.00
193870	149	ROSSON WHEEL SERVICE	9/15/2017	42.50
193871	84	SADLER PAPER COMPANY	9/15/2017	555.15
193872	435	SAFETY-KLEEN SYSTEMS INC	9/15/2017	222.44
193873	2433	SIGNAL TEK, INC	9/15/2017	1,125.00
193874	209	SIGNS FOR THE TIMES	9/15/2017	60.00
193875	3739	SLAPE, INETTE	9/15/2017	72.00
193876	4554	STIGLER MILLING COMPANY, LLC	9/15/2017	769.95
193877	92	STUART C IRBY CO	9/15/2017	949.91
193878	93	SUPERIOR LINEN SERVICE INC	9/15/2017	80.52
193879	94	TECHNICAL PROGRAMMING SERVICES	9/15/2017	2,290.85
193880	5022	TIM'S TRANSMISSION	9/15/2017	270.00
193881	4183	TONY'S TIRE SERVICE INC	9/15/2017	900.00
193882	479	TRAFFIC ENGINEERING CONSULTANT	9/15/2017	6,250.00
193883	4446	TULSA ASPHALT LLC	9/15/2017	4,259.58
193884	97	UNIFIRST HOLDINGS LP	9/15/2017	0.00
193885	97	UNIFIRST HOLDINGS LP	9/15/2017	2,104.41
193886	2325	UNITED FORD FLEET & COMMERCIAL	9/15/2017	2,197.09
193887	3860	UTILITY SERVICES ASSOCIATES LL	9/15/2017	14,015.00

CITY OF MUSKOGEE CLAIMS LIST
SEPTEMBER 14, 2017 TO SEPTEMBER 27, 2017

CHECK NO	VENDOR NO	VENDOR NAME	CHECK DATE	CHECK AMOUNT
193888	5145	W&B SERVICE COMPANY, L.P.	9/15/2017	70.87
193889	335	WARREN CAT	9/15/2017	747.20
193890	290	WASTE RESEARCH INC	9/15/2017	22.50
193891	717	WAYMAN, CINDY	9/15/2017	544.00
193892	329	WELDON PARTS - MUSKOGEE	9/15/2017	1,204.14
193893	99	WHEELER METALS	9/15/2017	36.50
193894	125	WHITTINGHILL DISPOSAL	9/15/2017	5,000.00
193895	1128	WHITTINGHILL DISPOSAL SERVICE	9/15/2017	330.00
193896	4901	LAURA WICKIZER	9/15/2017	18.00
193897	456	WRIGHT STOUT & WILBURN PLLC	9/15/2017	2,401.69
193898	3238	BROKEN ARROW ELECTRIC	9/15/2017	19.52
193899	4033	BROKEN ARROW LAWN & GARDEN	9/15/2017	266.11
193900	121	CARDENAS, MARIAH J	9/15/2017	6.22
193901	121	COPPIN, PENNY R	9/15/2017	95.28
193902	121	DUPONT, CONNIE F	9/15/2017	9.49
193903	121	HENSLEY, WILLIAM	9/15/2017	51.48
193904	121	LEE, ROBERT Z	9/15/2017	18.86
193905	121	MCKEEVER, JUANITA J	9/15/2017	100.00
193906	121	MUSK. ART DIST. HOMES	9/15/2017	56.92
193907	121	PETTIT, JARROD	9/15/2017	57.94
193908	121	TEEL, CYNTHIA	9/15/2017	77.66
193909	121	MUSKOGEE HOUSING AUTH	9/18/2017	45.20
193910	4468	BLUECROSS/BLUE SHIELD OF OK	9/19/2017	42,010.68
193911	121	BROWN, JEREMY	9/20/2017	3.12
193912	121	BUMGARNER, DEBORAH R	9/20/2017	57.03
193913	121	CLAYTON, JOHN	9/20/2017	47.73
193914	121	CYPREXX SERVICES LLC	9/20/2017	66.28
193915	121	DR&G SERVICES, LLC	9/20/2017	222.18
193916	121	JOHNSON III, STEPHEN P	9/20/2017	66.28
193917	121	LYNCH, STEVEN LEE	9/20/2017	21.20
193918	121	MATTHEWS, DARREN G	9/20/2017	13.80
193919	121	OKIE'S FOOD	9/20/2017	75.01
193920	121	OKIES FOOD	9/20/2017	16.34
193921	121	SALMON, ROBERT & TERRI	9/20/2017	8.36
193922	121	SHINN, PHILLIP	9/20/2017	10.52
193923	121	SUNDQUIST, MARY	9/20/2017	24.05
193924	121	THOMPSON, MARCIE W	9/20/2017	14.81
193925	2	ACCURATE LABS & TRAINING CENTE	9/22/2017	355.00
193926	2713	ACTION GROUP STAFFING	9/22/2017	8,562.28
193927	2461	ADVANCE AUTO PARTS 64771111001	9/22/2017	450.13

CITY OF MUSKOGEE CLAIMS LIST
SEPTEMBER 14, 2017 TO SEPTEMBER 27, 2017

CHECK NO	VENDOR NO	VENDOR NAME	CHECK DATE	CHECK AMOUNT
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193928	3	AIRGAS USA LLC	9/22/2017	137.34
193929	6	AMERICAN INDUSTRIAL SUPPLY CO	9/22/2017	117.91
193930	5167	ANIMAL MEDICAL CENTER #15603	9/22/2017	540.00
193931	4585	FOREMOST PROMOTIONS	9/22/2017	920.72
193932	3976	AT&T #918 A04-0694 003 3	9/22/2017	760.00
193933	4267	AT&T #918 147-0140 002 4	9/22/2017	944.53
193934	2252	AT&T #918 147-5528 713 7	9/22/2017	378.00
193935	2595	AT&T MOBILITY	9/22/2017	333.48
193936	11	B & J OIL CO INC	9/22/2017	15,840.72
193937	342	THE BECKMAN COMPANY	9/22/2017	150.00
193938	780	BG PRODUCTS INC	9/22/2017	1,860.00
193939	1064	BOARD OF TESTS FOR ALCOHOL	9/22/2017	62.00
193940	5290	JANEY C BOYDSTON	9/22/2017	225.00
193941	2072	BRAINERD CHEMICAL COMPANY INC	9/22/2017	4,404.95
193942	259	BRENTAG SOUTHWEST INC	9/22/2017	15,109.20
193943	4701	BROCK SUPPLY CO	9/22/2017	116.56
193944	3238	BROKEN ARROW ELECTRIC	9/22/2017	530.35
193945	992	CARE AROUND THE CLOCK INC	9/22/2017	14,976.50
193946	820	CHIEF FIRE & SAFETY	9/22/2017	998.00
193947	4738	CITYWIDE PROPERTY MAINTENANCE	9/22/2017	1,395.18
193948	4882	CIVIC CENTER OPERATING ACCOUNT	9/22/2017	6,518.00
193949	3626	CLARK EQUIPMENT	9/22/2017	1,082.02
193950	4804	CLIFFORD K. CATE, JR., INC	9/22/2017	1,086.00
193951	4300	CLIFFORD POWER SYSTEMS INC	9/22/2017	7,801.68
193952	3066	COMMUNITY CARE EAP	9/22/2017	646.10
193953	522	CORPORATE TO CASUAL SCREEN PRI	9/22/2017	1,646.50
193954	5020	COWAN GROUP ENGINEERING LLC	9/22/2017	94,688.28
193955	3154	CREATIVE APPAREL AND MORE INC	9/22/2017	3,370.98
193956	24	CUMMINS SOUTHERN PLAINS LTD	9/22/2017	27.10
193957	5277	D&D AG SERVICE LLC	9/22/2017	10,440.00
193958	4311	DAVID'S DISCOUNT TIRES INC	9/22/2017	567.86
193959	25	DEALERS ELECTRICAL SUPPLY	9/22/2017	245.96
193960	262	DEPARTMENT OF ENVIRONMENTAL QU	9/22/2017	82.53
193961	170	EAST CENTRAL ELECTRIC	9/22/2017	576.38
193962	953	EXPRESS EMPLOYMENT PROFESSIONA	9/22/2017	6,935.23
193963	29	FASTENAL COMPANY	9/22/2017	561.14
193964	133	FIVE STAR OFFICE SUPPLY	9/22/2017	357.69
193965	3509	FLEETPRIDE INC	9/22/2017	79.53
193966	34	GRAINGER	9/22/2017	121.64
193967	2764	GRISSOMS LLC	9/22/2017	498.78

CITY OF MUSKOGEE CLAIMS LIST
SEPTEMBER 14, 2017 TO SEPTEMBER 27, 2017

CHECK NO	VENDOR NO	VENDOR NAME	CHECK DATE	CHECK AMOUNT
193968	5260	GUARD TRONIC INC	9/22/2017	155.00
193969	337	HACH COMPANY	9/22/2017	3,051.32
193970	40	HARRISON TIRE & SUPPLY	9/22/2017	467.50
193971	5194	HAWKINS, INC.	9/22/2017	16,168.00
193972	181	HIX AIR CONDITIONING SERVICE	9/22/2017	1,024.00
193973	377	HOFFMAN PRINTING CO INC	9/22/2017	371.50
193974	4342	HOFFMAN, TERI	9/22/2017	93.90
193975	42	HOGLE COMPANY	9/22/2017	23.50
193976	289	HOLLOWAY UPDIKE AND BELLEN INC	9/22/2017	21,900.00
193977	1414	HOMELAND STORES INC	9/22/2017	240.05
193978	45	IBT INC	9/22/2017	156.45
193979	3024	IVORY VANN	9/22/2017	52.70
193980	5103	JACK HOOPES	9/22/2017	10.33
193981	186	JAMES HODGE FORD-LINCOLN-MERC	9/22/2017	353.09
193982	779	JOHN DEERE FINANCIAL F.S.B.	9/22/2017	137.97
193983	1383	JOHN VANCE MOTORS INC	9/22/2017	22,637.25
193984	3024	JUSTIN WARDOUR	9/22/2017	0.00
193985	188	KING TIRES OF MUSKOGEE INC	9/22/2017	193.83
193986	2647	KONE CRANES INC	9/22/2017	9,677.00
193987	4265	LA QUINTA INN AND SUITES STILL	9/22/2017	88.40
193988	53	LAKE REGION ELECTRIC COOPERATI	9/22/2017	300.00
193989	1133	THE LIFEGUARD STORE	9/22/2017	45.75
193990	5119	LITTLE CRITTERZ INC	9/22/2017	153.74
193991	399	LOCKE SUPPLY CO	9/22/2017	139.64
193992	1154	LOVE BOTTLING CO - #107510	9/22/2017	163.04
193993	56	LOWES	9/22/2017	0.00
193994	56	LOWES	9/22/2017	1,141.76
193995	3024	MARK CAMPBELL	9/22/2017	270.00
193996	4246	MARVIN'S MOWERS AND OUTDOOR LL	9/22/2017	299.03
193997	5287	WILLIAM MOORE H	9/22/2017	9,350.00
193998	194	MORGAN SERVICES COMPANY LLC	9/22/2017	445.00
193999	5195	MUSCOGEE STAFFING SOLUTIONS, L	9/22/2017	3,831.45
194000	3246	MUSKOGEE CITY COUNTY 911 TRUST	9/22/2017	47,855.37
194001	62	MUSKOGEE COUNTY SHERIFFS DEPAR	9/22/2017	31,175.00
194002	341	MUSKOGEE LOCK & KEY	9/22/2017	34.40
194003	196	MUSKOGEE MACHINE & WELDING INC	9/22/2017	200.00
194004	1061	NAFECO INC	9/22/2017	66.40
194005	3652	NEWTON EQUIPMENT LLC	9/22/2017	102.60
194006	4656	NORTHERN TOOL & EQUIPMENT CAT	9/22/2017	739.98
194007	1944	OFFICE CONNECTIONS LLC	9/22/2017	458.69

CITY OF MUSKOGEE CLAIMS LIST
SEPTEMBER 14, 2017 TO SEPTEMBER 27, 2017

CHECK NO	VENDOR NO	VENDOR NAME	CHECK DATE	CHECK AMOUNT
194008	114	OFFICE DEPOT	9/22/2017	55.37
194009	272	OKLAHOMA MUNICIPAL LEAGUE	9/22/2017	91.50
194010	67	OKLAHOMA NATURAL GAS	9/22/2017	126.33
194011	349	OKLAHOMA SECRETARY OF STATE	9/22/2017	10.00
194012	349	OKLAHOMA SECRETARY OF STATE	9/22/2017	10.00
194013	349	OKLAHOMA SECRETARY OF STATE	9/22/2017	10.00
194014	349	OKLAHOMA SECRETARY OF STATE	9/22/2017	10.00
194015	349	OKLAHOMA SECRETARY OF STATE	9/22/2017	10.00
194016	5288	OKLAHOMA STATE UNIVERSITY	9/22/2017	478.00
194017	68	OKLAHOMA TURNPIKE AUTHORITY (O	9/22/2017	9.60
194018	529	ONE SOURCE MANAGED SVCS	9/22/2017	4,149.48
194019	2763	ONE SOURCE WATER LLC	9/22/2017	259.48
194020	70	OREILLY AUTO PARTS	9/22/2017	1,957.60
194021	1947	OSU CONFERENCE SERVICES	9/22/2017	239.00
194022	2820	OVERHEAD DOOR SOLUTIONS LLC	9/22/2017	175.00
194023	5279	OXYGEN FORENSICS INC	9/22/2017	1,495.00
194024	2155	P & K EQUIPMENT	9/22/2017	616.91
194025	73	PATE INDUSTRIAL SUPPLY INC	9/22/2017	867.89
194026	379	PETROLEUM MARKETERS EQUIPMENT	9/22/2017	447.05
194027	4795	PREMIER TRUCK GROUP	9/22/2017	119.02
194028	5008	PREMIER USA INC.	9/22/2017	733.15
194029	81	REDDY ICE CORPORATION	9/22/2017	52.50
194030	1865	RICHEY'S MUFFLER, BRAKES & MOR	9/22/2017	178.38
194031	3420	RIVERSIDE AUTOPLEX OF MUSKOGEE	9/22/2017	188.10
194032	3311	ROBERTS SALVAGE INC	9/22/2017	90.00
194033	149	ROSSON WHEEL SERVICE	9/22/2017	25.00
194034	4824	RURAL WATER DISTRICT #5	9/22/2017	198.00
194035	84	SADLER PAPER COMPANY	9/22/2017	739.29
194036	3030	SHARE CORPORATION	9/22/2017	272.11
194037	209	SIGNS FOR THE TIMES	9/22/2017	34.00
194038	2635	SIMPSON CARPENTRY SERVICE	9/22/2017	8,300.00
194039	5267	STAUB INVESTMENTS INC. DBA GAL	9/22/2017	48.00
194040	2104	SUDDENLINK	9/22/2017	8,218.23
194041	93	SUPERIOR LINEN SERVICE INC	9/22/2017	174.15
194042	362	TENDER TOUCH AUTO WASH INC	9/22/2017	491.00
194043	2571	TIME	9/22/2017	75.95
194044	4183	TONY'S TIRE SERVICE INC	9/22/2017	300.00
194045	4572	TRANSUNION RISK & ALTERNATIVE	9/22/2017	110.00
194046	4446	TULSA ASPHALT LLC	9/22/2017	4,267.64
194047	2181	UNION METAL CORPORATION	9/22/2017	1,350.00

CITY OF MUSKOGEE CLAIMS LIST
SEPTEMBER 14, 2017 TO SEPTEMBER 27, 2017

CHECK NO	VENDOR NO	VENDOR NAME	CHECK DATE	CHECK AMOUNT
194048	2325	UNITED FORD FLEET & COMMERCIAL	9/22/2017	1,121.60
194049	3362	USA BARN LLC	9/22/2017	12,000.00
194050	3386	UTILITY TECHNOLOGY SERVICES IN	9/22/2017	1,702.32
194051	4492	VISION SERVICES PLAN, OKLAHOMA	9/22/2017	9,284.29
194052	382	WALMART STORES	9/22/2017	80.94
194053	335	WARREN CAT	9/22/2017	668.33
194054	5054	WARREN CLINIC, INC.	9/22/2017	90.00
194055	215	WASTE MANAGEMENT OF OKLAHOMA I	9/22/2017	855.49
194056	290	WASTE RESEARCH INC	9/22/2017	98.00
194057	309	WEST GROUP	9/22/2017	938.90
194058	99	WHEELER METALS	9/22/2017	30.50
194059	456	WRIGHT STOUT & WILBURN PLLC	9/22/2017	500.00
194060	3629	YELLOWHOUSE MACHINERY CO	9/22/2017	1,232.11
194061	2967	MAIN STREET MUSKOGEE, INC	9/22/2017	5,000.00
194062	5276	SOONER MARKETING SOLUTIONS	9/22/2017	1,800.00
194063	266	OKLAHOMA WATER RESOURCES BOARD	9/22/2017	2,877.20
194064	121	BROWN, JEREMY	9/22/2017	57.04
194065	121	BUMGARNER, DEBORAH R	9/22/2017	42.97
194066	121	FISHER, BOBBY J	9/22/2017	2.59
194067	121	FLEETWOOD, JAMIE	9/22/2017	50.00
194068	121	FOUTCH, BRANDAN KEITH	9/22/2017	51.85
194069	121	PALMER, RODNEY	9/22/2017	51.85
194070	121	PALMER, RODNEY	9/22/2017	58.69
194071	3024	JUSTIN WARDOUR	9/22/2017	670.00
194072	4468	BLUECROSS/BLUE SHIELD OF OK	9/25/2017	58,027.03
194073	121	CENTURY 21-CLINKENBEARD	9/27/2017	7.95
194074	121	CRABTREE, KENNETH W	9/27/2017	55.71
194075	121	CROSBY, CINDY	9/27/2017	90.00
194076	121	DOKE HOLDINGS	9/27/2017	53.70
194077	121	DOOLIN, DEBORAH K	9/27/2017	17.75
194078	121	GUTHRIE,, MARY H	9/27/2017	7.75
194079	121	HALE, DUSTIN	9/27/2017	49.95
194080	121	HARRISON, JACK D.	9/27/2017	29.95
194081	121	HORNER, DONA K	9/27/2017	52.41
194082	121	MITCHELL, BETTY	9/27/2017	40.92
194083	121	MUSK. CO. COMM. ACTION	9/27/2017	15.36
194084	121	PETTIT, JARED	9/27/2017	15.20
194085	121	PETTIT, JARROD	9/27/2017	46.47
194086	121	PICKETT, CAMERON G	9/27/2017	48.50
194087	121	READY MORTGAGE	9/27/2017	59.80

CITY OF MUSKOGEE CLAIMS LIST
SEPTEMBER 14, 2017 TO SEPTEMBER 27, 2017

CHECK NO	VENDOR NO	VENDOR NAME	CHECK DATE	CHECK AMOUNT
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194088	121	REDO PROPERTIES	9/27/2017	21.50
194089	121	REDO PROPERTIES	9/27/2017	48.15
194090	121	SPURLOCK, PATRICIA	9/27/2017	40.37
194091	121	TUTERAL, MARTHA M	9/27/2017	17.52
194092	121	WALKER, ANNETTE AND BILLY	9/27/2017	48.15
194093	121	WRIGHT, HALEY MORGAN	9/27/2017	25.16

Regular City Council

2.

Meeting Date: 10/09/2017

Submitted For: Gary Garvin, Planning

Initiator: Susan Ross, Office
Adm 1

Department: Planning

Staff Information Source:

Information

AGENDA ITEM TITLE:

Approval of Resolution No. 2704 declaring three (3) parcels of property more particularly described in the resolution as surplus to the needs of the City and authorize the conveyance of said properties, or take other necessary action. (Gary D. Garvin)

BACKGROUND:

Parcel 1 & 2-The City received one bid from Marcus Smith in the amount of \$726.00 for the parcels located at the SW Corner of North 5th and Tamaroa Street.

Parcel 3- The City received one bid from Porfirio Hernandez in the amount of \$363.00 for the parcel located behind 419 Dayton.

RECOMMENDED ACTION:

Approve Resolution No. 2704 declaring three (3) parcels of property as surplus to the needs of the City and authorize the conveyance of said properties.

Fiscal Impact

Attachments

2704 RES 10-09-2017 Surplus Property
SW Corner of N 5th & Tamaroa
Parcel behind 419 Dayton

RESOLUTION NO. 2704

A RESOLUTION DECLARING CERTAIN REAL PROPERTY PRESENTLY IN THE POSSESSION OF THE CITY OF MUSKOGEE TO BE SURPLUS TO THE NEEDS OF THE CITY AND AUTHORIZING THE CITY MANAGER TO DISPOSE OF SAID REAL PROPERTY, SAID TRACT OF LAND DESCRIBED AS:

- 1) E32.5 N100 LOT 3 BLOCK 275; MUSKOGEE OT
- 2) N70 W/2 LOT 4 BLOCK 275; MUSKOGEE OT
- 3) E82.5 S35 LOT 7 BLOCK 392; MUSKOGEE OT

CITY OF MUSKOGEE, MUSKOGEE COUNTY, STATE OF OKLAHOMA.

WHEREAS, the City of Muskogee, Oklahoma has in its possession certain real property which are no longer needed; and

WHEREAS, the City of Muskogee desires to dispose of said real property, which are no longer needed, as surplus property according to the provisions of the Charter and the Ordinances of said City;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MUSKOGEE, OKLAHOMA;

SECTION 1: That property described as:

- 1) E32.5 N100 LOT 3 BLOCK 275; MUSKOGEE OT
- 2) N70 W/2 LOT 4 BLOCK 275; MUSKOGEE OT
- 3) E82.5 S35 LOT 7 BLOCK 392; MUSKOGEE OT

, City of Muskogee, Muskogee County, State of Oklahoma, is hereby declared to be surplus to the needs of the City of Muskogee, Oklahoma, and the City Manager is authorized to dispose of said real property.

PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF MUSKOGEE, OKLAHOMA, THIS _____ DAY OF _____, 2017.

JOHN R. COBURN, MAYOR

ATTEST:

TAMMY L. TRACY, CITY CLERK
Seal

Approved as to form and legality this _____ day of _____, 2017.

ROY TUCKER, CITY ATTORNEY

[illegible]



Regular City Council

3.

Meeting Date: 10/09/2017
Submitted For: Kelly Plunkett, Personnel
Initiator: Kelly Plunkett, Director of Human Resources
Department: Personnel
Staff Information Source: Kelly Plunkett

Information

AGENDA ITEM TITLE:

Approval to accept the proposal from Tyler Technologies for a time and attendance system and authorize the City Manager to negotiate and execute a contract for the same, or take other necessary action. (Kelly Plunkett)

BACKGROUND:

During the 2017/2018, budget process, funding was set aside for a City-wide time and attendance system. The City sent out a request for proposal on July 7, 2017, to automate our system for electronic time and attendance with technology that could accommodate the various types of hours, pay rates and work shifts the City currently has within various employee groups. RFP's were received until August 14, 2017. Nine proposals were received in total:

- AMG Time
- Kronos
- Tyler Technologies
- Breitenbach
- Superion
- NovaTime
- AcuStaf
- ADP
- Talygen

A committee was established to include major payroll coordinators and encompass a wide variety of departments. The committee was comprised of the Director of Human Resources (Kelly Plunkett), Assistant City Manager (Mike Stewart), City Manager (Mike Miller), IT Director (Chris Cummings), one Deputy Police Chief (Chad Farmer), Payroll & Benefits Coordinator (Maggie Eaton), Police Department Office Administrator I (Gayle Johnson), Public Works Office Administrator II (Nan Warren), Parks & Recreation Office Administrator II (Karen Finley), and the Fire Department Office Administrator I (Johnette Blevins) who was later replaced by Fire Chief (Mike O'Dell).

After receipt of the nine proposals, the Committee met to discuss functionality and cost of each of the systems. The Committee prepared a short list of respondents who could interface with our current HR/Payroll System (HTE), as this was a requirement of the proposal, and who fit within our original budget of \$150,000.00. The short list included Kronos, Tyler Technologies, Superion and NovaTime. After further discussion and another review of the response those respondents, the committee discovered the total cost of Superion was significantly higher than our budgeted amount; therefore, a question and answer session was held with Kronos, Tyler Technologies and NovaTime. Based on further consideration of functionality and integration with HTE, Tyler Technologies and NovaTime were invited

to present a web demonstration.

The evaluation criteria used to score the proposals were as follows:

<u>Criteria</u>	<u>Max. Points</u>
A. Handling the Scope of Work / Method of doing the Work—General Questionnaire	20
B. Cost	25
C. Licenses, Qualifications, Experience, References	15
D. Functional Requirements	30
E. Customer Service	10
Total Points Possible	100

Based on review and score of the proposals, the Committee voted to recommend Tyler Technologies as the vendor for the time and attendance system (see attached summary of individual score sheets and ranking sheet) . Tyler Technologies has a current relationship with HTE/SunGard and they offer payroll integration, flexible configuration, job costing options, time capturing abilities, work schedules, and leave requests. Tyler Technologies is the only time and attendance system which offers automated integration with HTE which means there is no time, cost or kinks for custom development. This software has been in use for over the past ten (10) years and there are over 125 current HTE/Tyler customers.

This program and its hardware (clocking units) will allow employees to clock in on biometric (fingerprint) time clocks, capturing employee-specific data. In addition, office employees are able to clock in on their computer workstations and on-call employees can easily utilize their mobile device for clocking functions. With the advanced scheduler option, employees have the ability to respond and select overtime and call-outs from available openings. Leave can be requested by an employee at the clock terminal and employees can view their available leave accruals and all information will flow seamlessly to our HTE system.

Staff is proposing a Cloud (SaaS) based system versus a premise solution. With this system, the proposal presented a total cost of approximately \$122,000.00 prior to contract negotiations (original proposal amount was \$142,066.00; however, the City can reduce the amount of time clocks as originally requested). The original budget amount for this system was \$150,000.00 Included in the total amount is the advanced scheduler system which is a popular choice feature for police and fire.

RECOMMENDED ACTION:

Approve to accept the proposal from Tyler Technologies for a time and attendance system and authorize the City Manager to negotiate and execute a contract for the same.

Fiscal Impact

FUNDING SOURCE:

Capital Outlay-total budget \$150,000

Attachments

Individual scores
Summary

Summary of RFP Responses by Individuals

	AMG Time	Kronos	Tyler Tech	Breitenbach	Superion	NovaTime	AcuStaf
Mike Stewart	n/a	80	91	n/a	77	85	n/a
Nan Warren	30	42	100	30	66	83	23
Gayle Johnson	n/a	41	89	n/a	70	77	n/a
Maggie Eaton	n/a	69	100	n/a	82	91	n/a
Kelly Plunkett	7	69	98	28	82	91	50
Chad Farmer	n/a	56	91	n/a	65	80	n/a
Karen Finley	n/a	66	100	n/a	86	85	n/a
Mike O'Dell	n/a	n/a	100	n/a	n/a	63	n/a
Chris Cummings	n/a	50	92	n/a	n/a	94	n/a
Average	n/a	59.13	95.67	n/a	75.43	83.22	n/a

Summary and Ranking of RFP Responses

	AMG Time	Kronos	Tyler Tech	Breitenbach	Superion	NovaTime	AcuStaf	ADP	Talygen
Mike Stewart	Does Not Meet Requirements	3	1	Does Not Meet Requirements	4	2	Does Not Meet Requirements	Does Not Meet Requirements	Does Not Meet Requirements
Nan Warren	Does Not Meet Requirements	4	1	Does Not Meet Requirements	3	2	Does Not Meet Requirements	Does Not Meet Requirements	Does Not Meet Requirements
Gayle Johnson	Does Not Meet Requirements	4	1	Does Not Meet Requirements	3	2	Does Not Meet Requirements	Does Not Meet Requirements	Does Not Meet Requirements
Maggie Eaton	Does Not Meet Requirements	4	1	Does Not Meet Requirements	3	2	Does Not Meet Requirements	Does Not Meet Requirements	Does Not Meet Requirements
Kelly Plunkett	Does Not Meet Requirements	4	1	Does Not Meet Requirements	3	2	Does Not Meet Requirements	Does Not Meet Requirements	Does Not Meet Requirements
Chad Farmer	Does Not Meet Requirements	4	1	Does Not Meet Requirements	3	2	Does Not Meet Requirements	Does Not Meet Requirements	Does Not Meet Requirements
Karen Finley	Does Not Meet Requirements	4	1	Does Not Meet Requirements	2	3	Does Not Meet Requirements	Does Not Meet Requirements	Does Not Meet Requirements
Mike O'Dell	Does Not Meet Requirements	Did not score	1	Does Not Meet Requirements	Did not score	2	Does Not Meet Requirements	Does Not Meet Requirements	Does Not Meet Requirements
Chris Cummings	Does Not Meet Requirements	3	2	Does Not Meet Requirements	Did not score	1	Does Not Meet Requirements	Does Not Meet Requirements	Does Not Meet Requirements
Total Score (based on mode)	n/a	4	1	n/a	3	2	n/a	n/a	n/a

Regular City Council**4.****Meeting Date:** 10/09/2017**Submitted For:** Mike Miller, City Manager**Initiator:** Mike Miller, City Manager**Department:** City Manager**Staff Information Source:**

Information**AGENDA ITEM TITLE:**

Approval to authorize the City Manager to negotiate and execute a transition agreement from SFM as a third-party contractor to the City of Muskogee for operations of Love-Hatbox Sports Complex, or take other necessary action. (Mike Miller)

BACKGROUND:

Sport Facilities Management assumed operations of Love Hatbox Sports Complex in 2015. Their original plan outlined a dramatic increase in tournaments, designed to bring in people from out of town and creating a tourism benefit. The original plan also called for a precipitous rise in profitability, which would negate the need for a city subsidy. Subsequent circumstances and events have altered the ability of SFM to meet the goals initially outlined in the plan and we have agreed to a mutually acceptable end to their service to our city. The City of Muskogee Parks and Recreation Department will assume operations of Love-Hatbox, and it will operate out of the existing enterprise fund as well as any remaining budgeted funds dedicated for this purpose for this fiscal year.

RECOMMENDED ACTION:

Approve the city manager to negotiate and execute a transition from SFM as a third-party contractor to the City of Muskogee for operations of Love-Hatbox Sports Complex.

Fiscal Impact**FUNDING SOURCE:**

This transition, including all payments owed to SFM, will result in approximately \$100,000 less going to SFM this fiscal year, with that balance being used to jump start the city's operations of the facility.

Attachments

No file(s) attached.

Regular City Council

5.

Meeting Date: 10/09/2017
Submitted For: Mark Wilkerson, Parks & Recreation
Initiator: Mark Wilkerson, Parks Director
Department: Parks & Recreation
Staff Information Source:

Information

AGENDA ITEM TITLE:

Approval of purchasing 564 livestock pens and storage bins for the Hatbox Barn Renovations from the Oklahoma Corrections Industries, a division of the Oklahoma Department of Corrections, or take other necessary action. (Mark Wilkerson)

BACKGROUND:

Oklahoma Correctional Industries is a division of the Oklahoma Department of Corrections. OCI utilizes offender labor, along with salaried supervisors and administrative staff, to provide various products and services to qualified customers throughout the state of Oklahoma.

Section 549.1 and Title 57 of the Oklahoma State Statute authorizes Oklahoma Correctional Industries' activities. A complete copy of this law can be found under - About Us - State Use Law. This statute requires all state agencies to consult with OCI prior to the purchase of the products or services. If OCI is able to provide a comparable product or service, at a competitive price in a reasonable amount of time, the agency is required to purchase the product from OCI. Additionally, all counties, districts, cities, or any related subdivision thereof, schools, or any other charitable not-for-profit organization may place direct orders for goods and services from OCI without utilizing the competitive bid process.

OCI has provided livestock pens for many county livestock venues across the state including McAlester and Tulsa Expo.

The Parks Department received another quote for livestock pens. The cost savings for the City by using the state agency is estimated to be more than 30%.

RECOMMENDED ACTION:

Approve the purchase of livestock pens from OCI as recommended by staff.

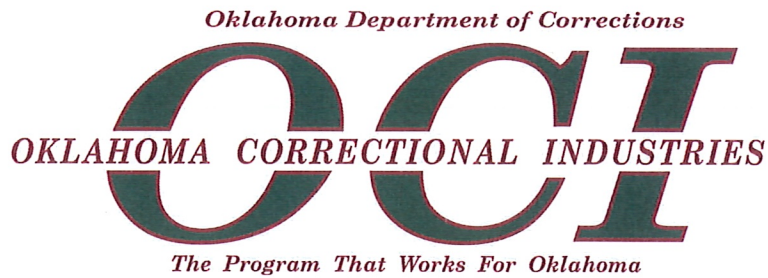
Fiscal Impact

FUNDING SOURCE:

Funding for the purchase of livestock pens is budgeted in the Hatbox Hangar renovation project provided by the City of Muskogee Foundation.

Attachments

OCI quote
hatbox layout



Quote #7 FY18

September 18, 2017

City of Muskogee #2
 Customer # 710237
 ATTN: Mark Wilkerson
 837 E. Okmulgee Ave.
 Muskogee, OK 74403
 Phone: (918) 684-6302 ext. 1472
 E-Mail: MWilkerson@muskogeeorg.org

Reference: Panels & Gates

Mr. Wilkerson

Here is the information concerning the panels and gates that you requested for 5' x 5' pen's. which will make a total of 564 stalls.

<u>Item #</u>	<u>Description</u>	<u>Cost</u>
MFOSBG60120DGXX	OCI Hog / Sheep / Goat Bow Gates 5' x 10' Double Gate Color Options: Brown, Green or Grey 282 @ \$162.20	\$162.20 ea. \$45,740.40
DISCOUNT	Discount 5% 282 @ - \$8.11	- \$8.11 ea. -\$2,287.02
MFOSSPCC60120XX	OCI Hog / Sheep / Goat Panels 5' x 10' Divider Panel Color Options: Brown, Green or Grey 141 @ \$137.31	\$137.31 ea. \$19,360.71
DISCOUNT	Discount 5% 141 @ - \$6.87	- \$8.11 ea. -\$968.67
MFOSSPMD6060XX	OCI Hog / Sheep / Goat Panels 5' x 5' Middle Panel Color Options: Brown, Green or Grey 282 @ \$72.33	\$72.33 ea. \$20,397.06

DISCOUNT	Discount 5%	- \$3.62 ea.
	282 @ - \$3.62	-\$1,020.842

MFOSSP6060XX	OCI Hog / Sheep / Goat Panels	\$73.10 ea.
	5' x 5' Divider Panel	
	Color Options: Brown, Green or Grey	
	354 @ \$73.10	\$25,877.40
	Livestock 3 Way connectors	
	(comes with panels)	
	Total: 72	

DISCOUNT	Discount 5%	- \$3.66 ea.
	354 @ - \$3.66	-\$1,295.64

MFESSB607277	Stack Bin 60" x 72" x 77"	\$301.53 ea.
	15 per side / 30 total	
	63 @ \$301.53	\$18,996.39

DISCOUNT	Discount 5%	- \$15.08 ea.
	63 @ - \$15.08	-\$950.04

Sub Total	\$ 130,371.96
Discount	- \$ 6,522.21

Total Cost	\$123,849.75
-------------------	---------------------

*** This is only a quote, if you would like to place this order you must return this to customer service by fax# 405-964-7222 or e-mail: oci.customerservice@doc.ok.gov with an approval and your purchase order number for us to process it into a sales orders.

Approval to order the above item(s): _____

Customer's Purchase Order # _____

Changes needed _____

Thank You

Sales Clerk – Lu'Cretia

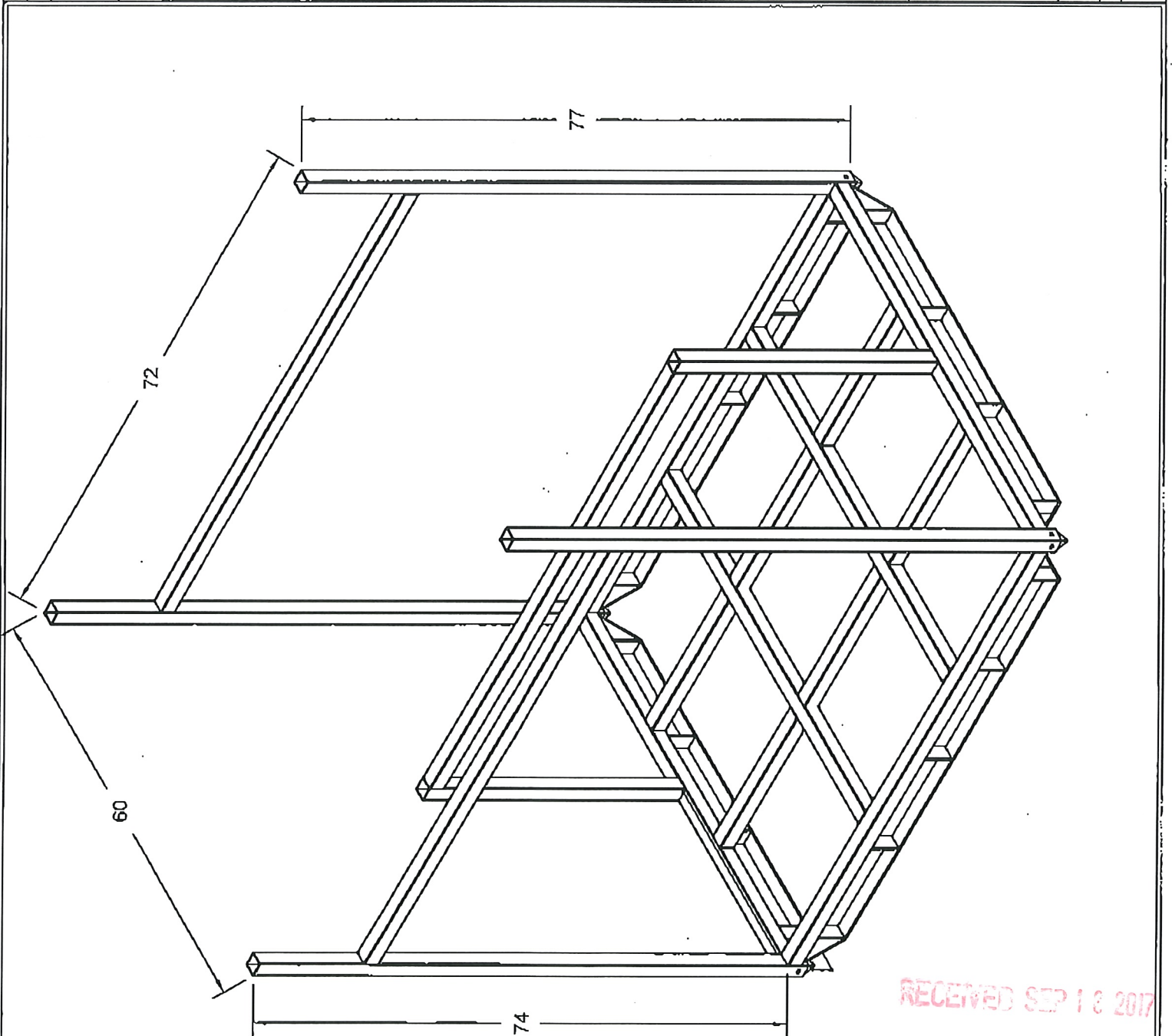
Sales Coordinator – Bob Darby

RECEIVED SEP 18 2011

BILL OF MATERIAL	
Part #	xxxxxxxxxxxx
Description	xxxxxxxxxxxx
Material	xxxxxxxxxxxx
Required	xxxxxxxxxxxx

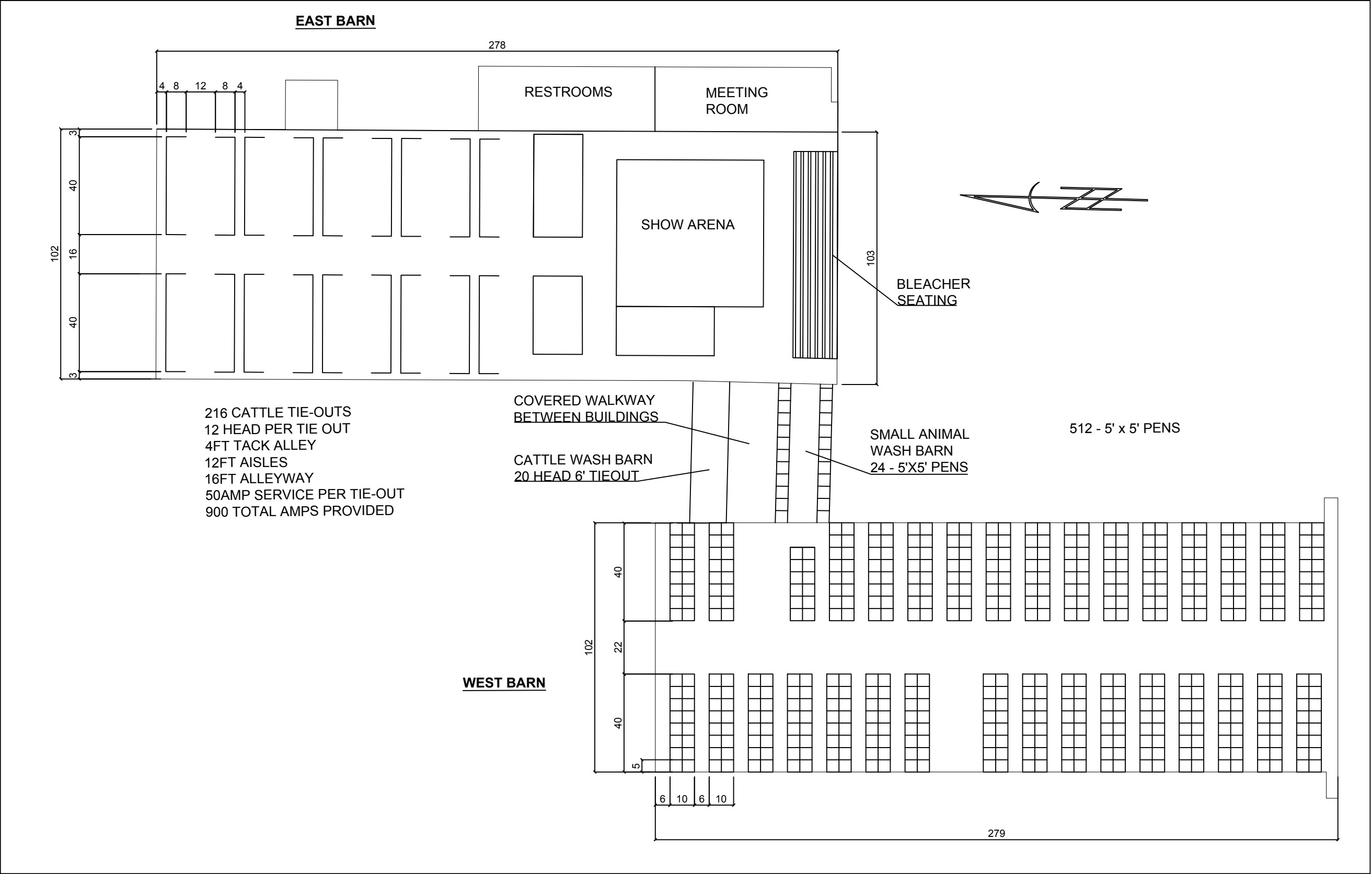
Total 1768 Panels
 Total 63 Stack Bins for 1764 Panels
 Stack Bin Holds (14ea) Panels
 Per Side (28ea) Total

Oklahoma Department of Corrections OCOI OKLAHOMA CORRECTIONAL INDUSTRIES The Program That Works For Oklahoma MISC.	
Expo Style Stack Bin, 60x72x77	
DWG. BY: 	DATE: 1-10-07 Revised Description Date/Initials Date/Initials
Catalog # MISC58	



RECEIVED SEP 18 2017

PROPOSED LAYOUT
FOR LIVESTOCK EVENTS



Regular City Council**6.**

Meeting Date: 10/09/2017
Submitted For: Chris Cummings, Information Technology
Initiator: Chris Cummings, IT Director
Department: Information Technology
Staff Information Source:

Information**AGENDA ITEM TITLE:**

Approval to purchase the remaining licenses to upgrade the Microsoft Office software suite to Version 2016, in the amount of \$33,894.00 from SHI, International Corporation, or take other necessary action. (Chris Cummings)

BACKGROUND:

Last fiscal year, the City purchased approximately half of the required licenses to upgrade the Microsoft Office suite from SHI with the plan to complete the upgrade this fiscal year. The City is currently using Office 2007. The licenses will complete needed to upgrade to Office 2016. SHI is our assigned Microsoft partner.

RECOMMENDED ACTION:

Approve the purchase of the remaining licenses.

Fiscal Impact**FUNDING SOURCE:**

Capital Outlay 213-4010-419.6460 as approved by Council for FY2017-2018.

Attachments

SHI Quote



Pricing Proposal
Quotation #: 14127005
Created On: 9/18/2017
Valid Until: 9/29/2017

City of Muskogee

Michael Hedge

OK
United States
Phone:
Fax:
Email: mhedge@muskogeeonline.org

Inside Account Manager

James Tsipas

290 Davidson Avenue
Somerset, New Jersey 08873
Phone: 888-394-5232
Fax: 888-394-5322
Email: James_Tsipas@shi.com

All Prices are in US Dollar (USD)

	Product	Qty	Retail	Your Price	Total
1	Microsoft Office Standard 2016 - License - 1 PC - Select Plus - Win - Single Language Microsoft - Part#: 021-10559 Contract Name: Open Market Contract #: Open Market	123	\$293.00	\$248.00	\$30,504.00
2	Microsoft Office Professional Plus 2016 - License - 1 PC - Select Plus - Win - Single Language Microsoft - Part#: 79P-05582 Contract Name: Open Market Contract #: Open Market	10	\$399.00	\$339.00	\$3,390.00
				Total	\$33,894.00

Additional Comments

Thank you for choosing SHI !

Please reach out to MOKA@shi.com for all quote requests, purchase orders & questions !

The Products offered under this proposal are subject to the SHI Return Policy posted at www.shi.com/returnpolicy, unless there is an existing agreement between SHI and the Customer.

Regular City Council

7.

Meeting Date: 10/09/2017

Initiator: Karen Felts, Office Administrator

Department: Purchasing

Staff Information Source: Robert Swepston, Director of Fleet Management, Greg Riley, Director of Public Works, Donnie Wimbley, Purchasing Manager

Information

AGENDA ITEM TITLE:

Approval of State Contract purchase of one (1) Vac-Con Sewer/Flusher truck from Frontier Equipment, or take other necessary action. (Robert Swepston)

BACKGROUND:

We are requesting approval to purchase from State Contract, one (1) Vac-Con Sewer/Flusher truck from Frontier Equipment to replace the existing aged truck within the Pollution Division.

Due to changing emission regulations, the Tier three (3) emission auxiliary engines only have a few remaining available (and will only be confirmed if this engine is still available at time of order) for a purchase price of \$343,353.00. If the Tier three (3) engine is not available a Tier four (4) auxiliary engine must be purchased for a price of \$358,823.00.

This is a budgeted item within the Oklahoma Water Resource Board (OWRB) Loan.

RECOMMENDED ACTION:

Approve the purchase of a new Vac-Con Sewer/Flusher Truck at a purchase price not to exceed \$358,823.00, or take any other necessary action.

Fiscal Impact

FUNDING SOURCE:

This item is budged from the 2017-2018 OWRB Loan. Account # 500-6560-432-62-95

Attachments

Sewer-Flusher Truck 1

Sewer-Flusher Truck 2





Regular City Council

8.

Meeting Date: 10/09/2017

Submitted For: Rex Eskridge, Police

Initiator: Gayle Johnson, Chief
Secretary

Department: Police

Staff Information Source:

Information

AGENDA ITEM TITLE:

Approval to receive donated funds for the months of July 2017 in the amount of \$612.00, and August 2017 in the amount of \$1,993.00, for a total of \$2,605.00, for the City's Animal Shelter Sponsorship Program as per the attached list, or take other necessary action. (Rex Eskridge)

BACKGROUND:

City Council approved a Resolution authorizing a Sponsorship Program for the City's Animal Shelter with said funds to be used for the purpose of neutering and spaying shelter animals.

RECOMMENDED ACTION:

Approve receiving donated funds for the months of July and August 2017, in the amount of \$2,605.00 for the City's Animal Shelter Sponsorship Agenda Item Title.

Fiscal Impact

Attachments

July/August

Animal Shelter Donations for 2017

July

Tracey Stevenson	\$	15.00
Misty Pendley		65.00
Ashton Clayborn		10.00
Audra Crandstaff		10.00
Jay Davis		10.00
Mollie Goosman		20.00
Shirley Wallace		20.00
Adam Osbourn		65.00
Vicki Harris		11.00
Donation Bucket		32.00
Cody Colms		20.00
Michael Coleman		22.00
Danny Ridge		40.00
Charlene Robinson		20.00
Lucht		20.00
Gifford		10.00
Brenda Mark		15.00
Donation Bucket		28.00
Cytilya Taylor		30.00
Darean Spiegel		16.00
Teen Center		55.00
Eileen Van Kirk		50.00
Tia Robinson		10.00
Hannah Grandstaff		10.00
Mary Hicks		<u>8.00</u>

Total: \$ 612.00

August

Donation Bucket	\$	20.00
Brittany DovaII		30.00
Tia Robinson		40.00
James Wood		10.00
DJ Whitty		500.00
Jacqueline Alexander		23.00
Becky Lucht		20.00
Larry Rider		15.00
Emily Gifford		10.00
Bali Ramos		10.00
Donna Lawson		65.00
Stacey Wooten		325.00
Donation Bucket		25.00
Deborah Underwood		10.00
Patricia Wilson		40.00
Audrey Harlen-Scott		20.00
Stacy Arnett		17.00
Brenda Mark		20.00
Danny Gordon		25.00
Bali Ramos		10.00
Deborah Underwood		10.00
Daniel Alvarez		17.00
Stacy Wooten Redfern		200.00
Savannah Stevenson		20.00
Chellie Powell		11.00
Debra Aguirre		<u>500.00</u>
Total:	\$	1,993.00
Grand Total:	\$	<u>2,605.00</u>

Regular City Council

9.

Meeting Date: 10/09/2017
Submitted For: Kelly Plunkett, Personnel
Initiator: Kelly Plunkett, Director of Human Resources
Department: Personnel
Staff Information Source: Kelly Plunkett

Information

AGENDA ITEM TITLE:

Approval of an amended Affirmative Action Plan of the City of Muskogee, Oklahoma, for fiscal year 2017-2018, Council Policy 3-1-1, or take other necessary action. (Kelly Plunkett)

BACKGROUND:

The last revision of the Affirmative Action Plan was approved in July 2016 . Included in this revised policy are updates to all statistical information, and replacement of committee members for policy updates and review of discrimination claims, if the need were to arise.

The purpose of the Affirmative Action Plan is to identify organizational components and job categories within the City of Muskogee's workforce in which minorities and women are not represented in proportion to their availability in the labor force, and to devise and implement strategies to achieve equitable representation. Strategies have been developed over the last few years, and continued to be modified, as the need arises for hiring qualified minority candidates.

The effective date of this policy will be the date approved by City Council.

RECOMMENDED ACTION:

Recommend approval of the amended Affirmative Action Plan for the City of Muskogee, Oklahoma, Council Policy 3-1-1.

Fiscal Impact

FUNDING SOURCE:

n/a

Attachments

Final
Draft

AFFIRMATIVE ACTION PLAN
FOR THE
CITY OF MUSKOGEE, OKLAHOMA

JOHN R. COBURN, MAYOR
JAMES GULLEY, DEPUTY MAYOR
PATRICK CALE, COUNCIL MEMBER
JANEY BOYDSTON, COUNCIL MEMBER
DAN HALL, COUNCIL MEMBER
MARLON COLEMAN, COUNCIL MEMBER
DERRICK REED, COUNCIL MEMBER
IVORY VANN, COUNCIL MEMBER
WAYNE JOHNSON, COUNCIL MEMBER

October 2017
(Revision number seventeen)

(Attach Resolution #1724)

I, Mike Miller, City Manager of the City of Muskogee, support the attached Affirmative Action Plan, approved February 1975, and updated _____, 2017, (revision seventeen), and intend for it to be fully implemented.

MIKE MILLER
CITY MANAGER

DATE

I, Kelly Plunkett, Director of Human Resources of the City of Muskogee, support the attached Affirmative Action Plan, approved February 1975, and updated _____, 2017, and intend for it to be fully implemented.

KELLY PLUNKETT
DIRECTOR OF HUMAN RESOURCES

DATE

CITY OF MUSKOGEE, OKLAHOMA

AFFIRMATIVE ACTION

LEGAL AUTHORITY:

Title 7, Civil Rights Act of 1964

Title 6, Civil Rights Act of 1964

Executive Order 11245 Executive Order 12067

Executive Order 11375 Executive Order 12550

Public Law 90-202 Public Law 93-112, As Amended

American with Disabilities Act

Rehabilitation Act of 1973

Vietnam Era Veterans Readjustment Assistance Act of 1974

DEFINITION:

Affirmative Action is defined as that action necessary to overcome policies and practices of discrimination and to ensure the absence of discrimination. Affirmative Action is defined as an active effort to improve the opportunities in employment and/or education and to promote the rights or progress of members of minority groups, women and other disadvantaged persons.

PURPOSE:

To identify organizational components and job categories within the City of Muskogee's workforce in which minorities and women are not represented in proportion to their availability in the labor force, and to devise and implement strategies to achieve

equitable representation. The City of Muskogee is an equal opportunity employer and believes that every employee has the right to work in surroundings which are free from all forms of unlawful discrimination.

POLICY:

The City of Muskogee is committed to promoting affirmative action and to provide equal employment to all persons in all matters affecting City employment in accordance with Federal and State laws and guidelines. It is the policy of the City of Muskogee, Oklahoma, to promote equal opportunity in regards to race, creed, color, gender, age, nationality, sexual orientation, genetic information, veteran, religion or handicap status in compliance with above stated legal authority and in the hiring and advancement process in all job classifications within the City.

It is not the intent of this policy to permit or require the lowering of bona fide job requirements or qualification standards in order to give preference to any employee or applicant for employment. Selection, hiring, placement and promotion decisions will be based on valid requirements and criteria that are job related, essential and necessary functions of the job.

The City of Muskogee will take affirmative action to insure that the City will:

- (1) recruit, hire and promote all personnel without regard to race, creed, color, religion, gender, age, national origin, sexual orientation, genetic information, veteran or handicap status except where gender, age or handicap status is a bonafide occupational qualification;
- (2) base decisions on employment so as to further the principle of equal employment opportunity;

- (3) foster promotional decisions which are in accordance with principles of equal employment opportunity by imposing only valid requirements for promotional opportunities;
- (4) require that all personnel actions such as compensation, benefits, transfers, layoffs, return from layoffs, City-sponsored training, education, tuition assistance and social and recreational programs be administered without regard to race, color, creed, religion, gender, age, national origin, sexual orientation, genetic information, veteran or handicap status;
- (5) promote equal representation on boards and committees;
- (6) instruct and direct all employees with supervisory and hiring authority to actively and steadfastly adhere to all principles and procedures herein established for the accomplishment of this Affirmative Action Plan; and
- (7) promote equal opportunity with regard to all services provided by the City.

The City of Muskogee will provide, when necessary, reasonable accommodations to applicants' and/or employees' disabilities, when doing so will enable them to successfully perform the essential functions of the job for which they are qualified.

The City of Muskogee prohibits retaliatory actions against employees or applicants for employment, who make a charge of employment discrimination, testify, assist or participate, in any manner, in a hearing, proceeding or investigation of employment discrimination.

EQUAL EMPLOYMENT OPPORTUNITY OFFICER:

The Human Resources/Personnel Director of the City of Muskogee has been named as the Equal Employment Opportunity Officer and has, therefore, been designated as that person who shall develop and monitor the implementation of personnel procedures with which to guide the City's Affirmative Action Plan. This individual is charged with designing and implementing audit and reporting systems that will keep the City Manager and the City Council informed as of the status of Equal Employment Opportunity and Affirmative Action efforts.

Ms. Kelly Plunkett is the Human Resources/Personnel Director and has served in this capacity since August 6, 2012.

STATISTICAL ANALYSIS OF THE CITY OF MUSKOGEE:

The 2010 Census of Population reports the City of Muskogee having 39,223 persons. Of that total, 20,516 (52.3%) were female and 18,707 (47.7%) were male. Assuming that there has been no major increase or decrease in the city's population since that time and assuming that there has been no major shift in the percentages of men and women and in percentages of minorities, the following analysis is submitted, based on 2010 estimates.

Of the 39,223 residents in Muskogee, 21,926 (55.9%) of the City's population is Caucasian. African Americans accounted for 16.1% of the total population with 6,311 residents. Muskogee had a total of 6,017 American Indians, or 15.3 percent of the population. All other minorities totaled less than one percent of the population. According to data provided from the Eastern Workforce Board from the 2014 US Census Bureau, the total number of jobs available throughout the City of Muskogee is 23,995;

this data includes working citizens and commuters into the City. Of those jobs, there are 11,546 (48.1%) male workers and 12,449 (51.9%) female workers. Of the 23,995 workers, 16,436 (68.5%) are Caucasian, 2,583 (10.8%) are Black or African American, 3,410 (14.2%) are American Indian or Alaska Native, 246 (1.0%) are Asian, 15 (0.1%) are Native Hawaiian or Other Pacific Islander, and 1,305 (5.4%) are two or more races. At this time, it is not possible to extract data which specifies the working percentage of the total population of the City of Muskogee; therefore, that data cannot be identified by race.

The job categories listed in the following tables were obtained by cross referencing the US Census Bureau, the Department of Labor and the Equal Employment Opportunity Commission. The following is a list of the job categories and definitions used to complete the analysis for this Plan:

Officials/Managers-Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, or direct individual departments or special phases of the City's operations. This category includes department heads, directors, assistant directors, superintendents, police and fire chiefs and inspectors, inspectors (construction, building, and safety), police and fire assistant chiefs, etc.

Professionals-Occupations which require specialized and theoretical knowledge which is usually acquired through college training or through work experiences and other training which provides comparable knowledge. Includes: accountants, attorneys, personnel and labor relations workers, engineers, police and fire captains and police lieutenants.

Technicians-Occupations which require a combination of basic scientific or technical

knowledge and manual skill which can be obtained through specialized post-secondary school education or through equivalent on-the-job training. Includes: computer programmers and operators, drafters, survey and mapping technicians, , police sergeants, and fire drivers

Para-Professionals-Occupations in which workers perform some of the duties of a professional or technician in a supportive role, which usually require less formal training and/or experience normally required for professional or technical status. Includes: research assistants and recreation assistants.

Protective Services (sworn): Sworn-Occupations in which sworn workers are entrusted with public safety, security and protection from destructive forces. Includes: police officers and fire fighters.

Protective Services (non-sworn): Non-Sworn-Occupations in which provide assistance, guidance, or protection in a specific area. Includes: animal control workers and other protective service workers.

Administrative Support-Occupations in which workers are responsible for internal and external communication, recording and retrieval of data and/or information and other paperwork required in an office. Includes: bookkeepers, clerk-typists, customer service, payroll clerks, telephone operators, legal assistants, secretaries, receptionists, etc.

Skilled Craft-Occupations in which workers perform duties which require manual skill and a thorough and comprehensive knowledge of the processes involved in the work which is acquired through on-the-job training and experience or through apprenticeship or other formal training programs. Includes: mechanics, equipment operators, ,

first-line supervisors of mechanics and water and sewage treatment plant operators.

Service Maintenance-Occupations in which workers perform duties which result in or contribute to the comfort, convenience, hygiene or safety of the general public or which contribute to the upkeep and care of buildings, facilities or grounds of public property.

Includes: gardeners and groundskeepers, laborers, refuse workers, sewer workers, maintenance workers, and custodial personnel.

The City of Muskogee, as of July 1, 2017, had 456 fulltime approved funded, budgeted positions. Table 1 provides an analysis of the City of Muskogee full-time workforce classified by job category, gender, and race/national origin for fulltime employees for fiscal year 2018, as of September 11, 2017. The Table shows the workforce percentages only, which reflects the portion of people in each job category of a given gender and race/national origin.

These figures are based upon the Human Resource Department's current employee data as of September 11, 2017. Employment numbers are for full-time employees only.

Job Category	Total	MALE					FEMALE				
		B	C	D	E	F	B	C	D	E	F
Officials/Managers	100%	55%	9%			20%	16%				
Professionals	100%	82%			2%	12%	4%				
Technicians	100%	81%				15%	4%				
Para-Professional	100%	25%	25%				25%	25%			
Protective Services	100%	64%	5%	2%	1%	21%	5%	1%			1%
Admin. Support	100%	6%					70%	6%	4%		14%
Skilled Craft	100%	63%	14%			23%					
Service/Maintenance	100%	52%	26%	1%		9%	8%	4%			

Table 1

B-White D-Hispanic/Latino F-American Indian/Alaskan Native

C-Black/African American E-Asian or Pacific Islander

CONCLUSIONS:

From the statistics provided on City employees, the City has maintained the number of minority and female persons holding jobs with the City of Muskogee within the past year. While it is not the intent of the City to attain specific mathematical percentages of minority persons as employees within the City, it is desirable to have a diverse population of minority personnel.

Although there seems to be some differences from the previous year in certain categories, there were some employees from the previous fiscal year whose job category was misclassified. In fiscal year 2017, there were a total of 432 fulltime employees; 75 females and 357 males. Of those 75 females, there were 57 Caucasian, 9 Black/African American, 2 Hispanic/Latino and 7 American Indian/Alaskan Native. Of those 357 males, there were 231 Caucasian, 46 Black/African American, 2 Hispanic/Latino, 2 Asian, and 76 American Indian/Alaskan Native.

As of September 11, 2017 (FYE 2018), there are a total of 434 fulltime employees; 79 females and 355 males. Of those 79 females, there are 60 Caucasian, 9 Black/African American, 2 Hispanic/Latino and 8 American Indian/Alaskan Native. Of those 355 males, there are 247 Caucasian, 43 Black/African American, 3 Hispanic/Latino, 2 Asian and 60 American Indian/Alaskan Native American.

Although the City has increased recruiting mechanisms over the last few years to try and obtain minority applicants, there remains to be an overall shortage of minority

employees in some departments within the City. Beyond that, there is a continued lack of minority persons in professional, technician, male administrative support, and protective services positions with an underutilization for women, particularly in the skilled craft, service/maintenance and protective service positions. The City will continue to reach out to area colleges to try and obtain quality candidates for skilled positions, particularly in the professional and technical job categories.

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and Perline Boyattia. This committee was established to formulate ideas to reach out to the minority community to find out what the setbacks are for obtaining diverse applicants and to get minorities excited to become Muskogee Police Officers. Currently, the recruitment- to-hire process for police officers is a necessarily in depth and lengthy process. Candidates must be scrutinized which includes a polygraph examination as recommended by our liability carrier, a physical assessments, state required mental acuity examinations, stability and temperament examinations. The City is committed to utilizing current female and minority police officers, as well as the Community Resource Officer program to conduct recruiting programs throughout the community in an effort to substantially increase our minority officers. Using these individuals at high visibility programs, such as Night Hoops and other events in the community and depicting females and minorities on department recruiting literature will increase our efforts in acquiring police officers in these categories.

A new Community Academy to benefit Hispanic residents has also been developed to connect and bring people together and help educate Muskogee's Hispanic Community and help them gain confidence in law enforcement and build trust within the community. Recruitment efforts will include attending career fairs at NSU, Military Connection Events and Indian Capital Vo-Tech, as well as distributing recruitment information at a recruiting booth inside both Wal-Mart and Lowes, utilizing LED advertising signs, posting videos on websites including FaceBook and YouTube, and distributing recruitment information at area sporting events and all area churches and community forums hosted by the CRO Program. Advertisements will be listed in the Muskogee Phoenix, the Tulsa World, the Oklahoman, the Oklahoma Eagle, and other area newspapers.

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Finally, the City is committed to partnering with the Gospel Rescue Mission and Desire to Change to implement a pilot program for FY 2017 called "Getting to Work." Getting to Work is a program intended to help men and/or women with past felonies or experiencing poverty to gain employment and will help increase cultural diversity within the City.

The City of Muskogee will continue to monitor the utilization of women and minorities within the above specified job categories and continue to partake in recruiting methods to attract females and minorities to these positions.

The Charter, Merit and Civil Service Systems of the City of Muskogee provide ample protection against intentional discriminatory practices. Prior to the adoption of an affirmative action plan in 1975, there had not been a policy or rules established to encourage the active recruitment of minority persons as City employees. The Affirmative Action Plan filled that void and presented a good faith effort of the City to improve this situation.

IMPLEMENTATION:

1. The City of Muskogee will assure non-discriminatory recruiting of

employees by taking the following steps. Steps a, b, and c will be in practice as of the effective date of this Affirmative Action Plan.

a. Employment notices are sent to these following organizations (if allowed by particular organization), and postings are also included on social media:

Northeastern State University

Bacone College

Oklahoma Works

NAACP

Choctaw Nation

Local Ministers Alliance

Greater Muskogee Area Chamber of Commerce

b. Persons currently employed by the City of Muskogee are encouraged to refer qualified minority applicants for employment with the City.

c. All employment notices will specifically state the phrase “An Equal Opportunity Employer”.

2. It is the policy and practice of the City that appointment of persons to employment with the City be made in accordance with the Muskogee City Charter, Merit and Civil Service Systems. The City Manager and all other personnel having the authority to hire employees shall be required to be familiar with this Affirmative Action Plan, to implement those provisions applicable to them and to comply with the spirit of the

plan in all matters of employment.

3. It is the adopted policy of the City of Muskogee that all employees will receive promotions in accordance with established rules and without regard to race, creed, color, gender, age, nationality, sexual orientation, genetic information, veteran, religion or handicap status.
4. It is the adopted policy of the City of Muskogee, in accordance with applicable laws, that the initial rate of pay, pay advancement and benefit programs for all employees shall be distributed and based on factors other than race, creed, color, gender, age, nationality, sexual orientation, genetic information, veteran, religion or handicap status. Like pay shall be given for like work.
5. All job descriptions, tests and testing procedures are reviewed and corrected should they contain any factors which are considered to be discriminatory to minorities and/or inconsistent with the policies of this Affirmative Action Plan.
6. It is the policy of the City to encourage and, in some cases, require employee training and development through attendance of educational courses, seminars and conferences offered by the City.
7. An Equal Employment Opportunity Policy Committee is established to review the Affirmative Action Plan of the City to provide assistance and advice regarding the Plan. For the period from July 1, 2016⁷ to June 30, 2018, the following employees will serve on this Policy Committee:

Mike Miller	Mgmt	City Manager
Kelly Plunkett	Mgmt	Director of Human Resources
Emily Pippin	Non-Mgmt	Police Department
Stanley Perkins	Non-Mgmt.	Fire Department
Ron Mayes	Non-Mgmt.	Police Department
Gricelda Montoya	Non-Mgmt.	Police Department
Benita Hotema	Non-Mgmt.	Finance Department

8. On an annual basis, Department and Division Heads will be reviewed and evaluated by the Equal Employment Opportunity Officer and the City Manager on their progress and performance in implementing the Plan.
9. It is the policy of the Mayor and City Council that appointments to boards, commissions and committees will be made in the spirit and intent of this Affirmative Action Plan, and which will ultimately result in the adequate representation of minority groups.
10. Records pertinent to equal employment opportunity and to the evaluation of this Affirmative Action Plan will be kept by the Equal Employment Opportunity Officer. Department and Division Heads are trained in effective and non-discriminatory techniques relating to job interviews and employee selection. The Director of Human Resources (EEOC Officer) is required to determine that selection is based solely on

job-related factors. The Equal Employment Opportunity Officer will participate in employment interviews and evaluate questions asked of those interviewed during the initial hiring phases.

11. Major employers in the Muskogee area, as well as employment agencies, schools, local news media and minority and human relations organizations have been informed of the city's basic equal employment opportunity policy. Internally, the City's Affirmative Action Plan shall continue to be available in the Human Resources/Personnel Office.
12. Changes in employee status, particularly transfers and terminations, will be documented.
13. Any applicant for employment, or current employee within the City who believes he or she has encountered discrimination because of race, color, religion, gender, national origin, sexual orientation, genetic information, age, veteran or handicap status is encouraged to discuss the problem with the Equal Employment Opportunity Officer. Should the applicant not receive satisfaction through the Equal Employment Opportunity Officer, they may petition (without fear of reprisal) the established Advisory Committee, who is an impartial body, for the review of his or her case.
14. The Mayor of Muskogee has appointed an impartial body (EEO Advisory Committee) consisting of five members who will hear and decide upon complaints alleging discrimination of any individual who believes the decision of the City to not hire or promote said individual was based on a prohibited discriminatory reason. The following

employees will serve on this Advisory Committee:

Emily Pippin	Non-Mgmt	Police Department
Stanley Perkins	Non-Mgmt.	Fire Department
Ron Mayes	Non-Mgmt.	Police Department
Gricelda Montoya	Non-Mgmt.	Police Department
Benita Hotema	Non-Mgmt.	Finance Department

15. Such complaints will be processed as follows: An applicant, employee or former employee claiming discrimination will notify the Equal Employment Opportunity (EEO) Officer of his complaint and submit in writing within ten (10) days of the alleged discrimination. The EEO Officer and the City Manager will review the complaint and decide within ten (10) working days whether the alleged discrimination occurred and whether the discrimination violates the policy or intent of the Policy stated in this Affirmative Action Plan. Appropriate action will be taken if discrimination has occurred. Should the complainant not be satisfied with the decision rendered or with the corrective action, an appeal may be made to the impartial body appointed by the Mayor. The Equal Employment Opportunity Officer will transmit notice of the appeal to the impartial body, and a hearing will be held within ten (10) working days of receipt of this notice by the EEO Officer. The committee will make a decision as to whether they feel the applicant/employee was discriminated against in regards to hire or promotion, explain the findings to the City

Manager and make a recommended action to the City Manager for corrective action.

16. When an employee feels he/she was terminated due to discrimination, the remedy shall be sought through the normal grievance procedure applicable to their employee group.
17. It is the adopted policy of the City that all transactions by the City with businesses and vendors will be made without regard for race, creed, color, gender, national origin, religion, sexual orientation, genetic information, veteran, or handicap status. Every effort will be made to give minority vendors and businesses an equal opportunity to do business with the City.

DISSEMINATION

All employees, including new employees, shall acknowledge in writing, receipt of this policy, an acknowledgement that the employee understands the policy and an agreement that the employee will utilize the complaint procedures contained in this policy, if the need arises.

CITY:

Briefly and concisely, it is the stated intent of the City of Muskogee to select, employ, compensate, promote and discharge employees without regard to race, creed, color, gender, age, nationality, sexual orientation, genetic information, veteran, religion or handicap status. The shade of a person's skin or the ethnic ancestry identified by a person's name shall not, in any way, constitute a barrier to employment with the City of Muskogee. It is also the stated intent of the City that City services will be provided and City business transactions will be conducted in a non-discriminatory manner.

This policy is not intended to replace any rights afforded under any collective bargaining agreement or the Merit Rules of the City. In the case of any conflict between this policy and a collective bargaining agreement or the Merit Rules, the latter shall prevail.

THIS PLAN IS EFFECTIVE October 9, 2017, and will continue in full force and effect until rescinded by the Muskogee City Council.

Policy Receipt Acknowledgement

I have read and been informed about the content, requirements, and expectations of the City of Muskogee's Affirmative Action Plan dated October 9, 2017. I have received a copy of the policy and agree to abide by the policy guidelines as a condition of my employment and my continuing employment with the City of Muskogee.

I understand that if I have questions, at any time, regarding this policy, I will consult with my immediate supervisor or the Human Resources Department.

Please read this policy carefully to ensure that you understand the policy before signing this document.

Employee Name

Signature

Date

AFFIRMATIVE ACTION PLAN
FOR THE
CITY OF MUSKOGEE, OKLAHOMA

JOHN R. COBURN, MAYOR
JAMES GULLEY, DEPUTY MAYOR
PATRICK CALE, COUNCIL MEMBER
JANEY BOYDSTON, COUNCIL MEMBER
DAN HALL, COUNCIL MEMBER
MARLON COLEMAN, COUNCIL MEMBER
DERRICK REED, COUNCIL MEMBER
IVORY VANN, COUNCIL MEMBER
WAYNE JOHNSON, COUNCIL MEMBER

~~July 2016~~ October 2017
(Revision number ~~seventeen~~ sixteen)

(Attach Resolution #1724)

I, ~~Roy D. Tucker, Interim~~ Mike Miller, –City Manager of the City of Muskogee, support the attached Affirmative Action Plan, approved _____, ~~2016~~ February 1975, and updated _____, ~~2016~~ 2017, (revision ~~sixteen~~ seventeen), and intend for it to be fully implemented.

ROY D. TUCKER MIKE MILLER
~~INTERIM~~ CITY MANAGER

DATE

I, Kelly Plunkett, Director of Human Resources of the City of Muskogee, support the attached Affirmative Action Plan, approved _____, ~~2016~~ February 1975, and updated _____, ~~2016~~ 2017, and intend for it to be fully implemented.

KELLY PLUNKETT
DIRECTOR OF HUMAN RESOURCES

DATE

CITY OF MUSKOGEE, OKLAHOMA

AFFIRMATIVE ACTION

LEGAL AUTHORITY:

Title 7, Civil Rights Act of 1964

Title 6, Civil Rights Act of 1964

Executive Order 11245 Executive Order 12067

Executive Order 11375 Executive Order 12550

Public Law 90-202 Public Law 93-112, As Amended

American with Disabilities Act

Rehabilitation Act of 1973

Vietnam Era Veterans Readjustment Assistance Act of 1974

DEFINITION:

Affirmative Action is defined as that action necessary to overcome policies and practices of discrimination and to ensure the absence of discrimination. Affirmative Action is defined as an active effort to improve the opportunities in employment and/or education and to promote the rights or progress of members of minority groups, women and other disadvantaged persons.

PURPOSE:

To identify organizational components and job categories within the City of Muskogee's workforce in which minorities and women are not represented in proportion to their availability in the labor force, and to devise and implement strategies to achieve

equitable representation.

The City of Muskogee is an equal opportunity employer and believes that every employee has the right to work in surroundings which are free from all forms of unlawful discrimination.

POLICY:

The City of Muskogee is committed to promoting affirmative action and to provide equal employment to all persons in all matters affecting City employment in accordance with Federal and State laws and guidelines. It is the policy of the City of Muskogee, Oklahoma, to promote equal opportunity in regards to race, creed, color, gender, age, nationality, sexual orientation, genetic information, veteran, religion or handicap status in compliance with above stated legal authority and in the hiring and advancement process in all job classifications within the City.

It is not the intent of this policy to permit or require the lowering of bona fide job requirements or qualification standards in order to give preference to any employee or applicant for employment. Selection, hiring, placement and promotion decisions will be based on valid requirements and criteria that are job related, essential and necessary functions of the job.

The City of Muskogee will take affirmative action to insure that the City will:

- (1) recruit, hire and promote all personnel without regard to race, creed, color, religion, gender, age, national origin, sexual orientation, genetic information, veteran or handicap status except where gender, age or handicap status is a bonafide occupational qualification;
- (2) base decisions on employment so as to further the principle of equal

employment opportunity;

- (3) foster promotional decisions which are in accordance with principles of equal employment opportunity by imposing only valid requirements for promotional opportunities;
- (4) require that all personnel actions such as compensation, benefits, transfers, layoffs, return from layoffs, City-sponsored training, education, tuition assistance and social and recreational programs be administered without regard to race, color, creed, religion, gender, age, national origin, sexual orientation, genetic information, veteran or handicap status;
- (5) promote equal representation on boards and committees;
- (6) instruct and direct all employees with supervisory and hiring authority to actively and steadfastly adhere to all principles and procedures herein established for the accomplishment of this Affirmative Action Plan; and
- (7) promote equal opportunity with regard to all services provided by the City.

The City of Muskogee will provide, when necessary, reasonable accommodations to applicants' and/or employees' disabilities, when doing so will enable them to successfully perform the essential functions of the job for which they are qualified.

The City of Muskogee prohibits retaliatory actions against employees or applicants for employment, who make a charge of employment discrimination, testify, assist or participate, in any manner, in a hearing, proceeding or investigation of employment discrimination.

EQUAL EMPLOYMENT OPPORTUNITY OFFICER:

The Human Resources/Personnel Director of the City of Muskogee has been named as the Equal Employment Opportunity Officer and has, therefore, been designated as that person who shall develop and monitor the implementation of personnel procedures with which to guide the City's Affirmative Action Plan. This individual is charged with designing and implementing audit and reporting systems that will keep the City Manager and the City Council informed as of the status of Equal Employment Opportunity and Affirmative Action efforts.

Ms. Kelly Plunkett is the Human Resources/Personnel Director and has served in this capacity since August 6, 2012.

STATISTICAL ANALYSIS OF THE CITY OF MUSKOGEE:

The 2010 Census of Population reports the City of Muskogee having 39,223 persons. Of that total, 20,516 (52.3%) were female and 18,707 (47.7%) were male. Assuming that there has been no major increase or decrease in the city's population since that time and assuming that there has been no major shift in the percentages of men and women and in percentages of minorities, the following analysis is submitted, based on 2010 estimates.

Of the 39,223 residents in Muskogee, 21,926 (55.9%) of the City's population is Caucasian. African Americans accounted for 16.1% of the total population with 6,311 residents. Muskogee had a total of 6,017 American Indians, or 15.3 percent of the population. All other minorities totaled less than one percent of the population. According to data provided from the Eastern Workforce Board from the 2014 US Census Bureau, the total number of jobs available throughout the City of Muskogee is 23,995;

this data includes working citizens and commuters into the City. Of those jobs, there are 11,546 (48.1%) male workers and 12,449 (51.9%) female workers. Of the 23,995 workers, 16,436 (68.5%) are Caucasian, 2,583 (10.8%) are Black or African American, 3,410 (14.2%) are American Indian or Alaska Native, 246 (1.0%) are Asian, 15 (0.1%) are Native Hawaiian or Other Pacific Islander, and 1,305 (5.4%) are two or more races. At this time, it is not possible to extract data which specifies the working percentage of the total population of the City of Muskogee; therefore, that data cannot be identified by race.

The job categories listed in the following tables were obtained by cross referencing the US Census Bureau, the Department of Labor and the Equal Employment Opportunity Commission. The following is a list of the job categories and definitions used to complete the analysis for this Plan:

Officials/Managers-Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, or direct individual departments or special phases of the City's operations. This category includes department heads, directors, assistant directors, superintendents, police and fire chiefs and inspectors, inspectors (construction, building, and safety), police and fire assistant chiefs, etc.

Professionals-Occupations which require specialized and theoretical knowledge which is usually acquired through college training or through work experiences and other training which provides comparable knowledge. Includes: accountants, attorneys, personnel and labor relations workers, engineers, police and fire captains and police lieutenants ~~and construction and building inspectors~~.

Technicians-Occupations which require a combination of basic scientific or technical

knowledge and manual skill which can be obtained through specialized post-secondary school education or through equivalent on-the-job training. Includes: computer programmers and operators, drafters, survey and mapping technicians, ~~radio operators,~~ police sergeants, and fire drivers, ~~and first-line supervisors.~~

Para-Professionals-Occupations in which workers perform some of the duties of a professional or technician in a supportive role, which usually require less formal training and/or experience normally required for professional or technical status. Includes: research assistants and recreation assistants.

Protective Services (sworn): Sworn-Occupations in which sworn workers are entrusted with public safety, security and protection from destructive forces. Includes: police officers and fire fighters.

Protective Services (non-sworn): Non-Sworn-Occupations in which provide assistance, guidance, or protection in a specific area. Includes: animal control workers and other protective service workers.

Administrative Support-Occupations in which workers are responsible for internal and external communication, recording and retrieval of data and/or information and other paperwork required in an office. Includes: bookkeepers, clerk-typists, customer service, payroll clerks, telephone operators, legal assistants, secretaries, receptionists, etc.

Skilled Craft-Occupations in which workers perform duties which require manual skill and a thorough and comprehensive knowledge of the processes involved in the work which is acquired through on-the-job training and experience or through apprenticeship or other formal training programs. Includes: mechanics, equipment operators,

~~maintenance workers~~, first-line supervisors of mechanics and water and sewage treatment plant operators.

Service Maintenance-Occupations in which workers perform duties which result in or contribute to the comfort, convenience, hygiene or safety of the general public or which contribute to the upkeep and care of buildings, facilities or grounds of public property.

Includes: gardeners and groundskeepers, laborers, refuse workers, sewer workers, maintenance workers, and custodial personnel.

The City of Muskogee, as of July 1, ~~2016~~2017, had ~~460-456~~ fulltime approved funded, budgeted positions. Table 1 provides an analysis of the City of Muskogee full-time workforce classified by job category, gender, and race/national origin for fulltime employees for fiscal year 2018, as of September 11, 2017. The Table shows the workforce percentages only, which reflects the portion of people in each job category of a given gender and race/national origin.

These figures are based upon the Human Resource Department's current employee data as of ~~May 20, 2016~~September 11, 2017. Employment numbers are for

		MALE					FEMALE				
Job Category	Total	B	C	D	E	F	B	C	D	E	F
Officials/Managers	100%	52% <u>55%</u>	7% <u>9%</u>			22% <u>20%</u>	19% <u>16%</u>				
Professionals	100%	56% <u>82%</u>	4%		2%	35% <u>12%</u>	4%				
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Para-Professional	100%	<u>25%</u>	<u>25%</u>				<u>25%</u>	<u>25%</u>			
Protective Services	100%	71% <u>64%</u>	3% <u>5%</u>	2%	1%	19% <u>21%</u>	3% <u>5%</u>	1%			<u>1%</u>
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Service/Maintenance	100%	49% <u>52%</u>	29% <u>26%</u>	<u>1%</u>		15% <u>9%</u>	3% <u>8%</u>	2% <u>4%</u>			1%

full-time employees only.

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C-Black/African American E-Asian or Pacific Islander-

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From the statistics provided on City employees, the City has maintained the number of minority and female persons holding jobs with the City of Muskogee within the past year. While it is not the intent of the City to attain specific mathematical percentages of minority persons as employees within the City, it is desirable to have a diverse population of minority personnel.

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The City will continue to reach out to area colleges to try and obtain quality candidates for skilled positions, particularly in the professional and technical job categories.

The City of Muskogee Human Resources Department is committed to including diversity in recruitment strategies. Beginning in late 2016, these strategies ~~will~~ included diverse images on the City website and social media pages, conducting an open house while inviting specific minority organizations, and continuing to engage with local civic groups and community-based organizations on outreach efforts. The City of Muskogee will continue to be committed to advertise certain specific job notices in minority newspapers and/or magazines, including the Oklahoma Eagle.

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~~The Muskogee Police Department hired eighteen new officers in the last fiscal~~

~~year. Of that total, five were female, two being of a minority race. The remaining new hires were male and two were of a minority race.~~ The City of Muskogee is committed to the hiring of minorities in law enforcement. A committee has been established which includes Officer Veronica Kennedy, Reverend Marlon Coleman, Reverend Rodger Cutler, Reverend Leroy Walker, Deputy Chief Cotton and Perline Boyattia. This committee was established to formulate ideas to reach out to the minority community to find out what the setbacks are for obtaining diverse applicants and to get minorities excited to become Muskogee Police Officers. Currently, the recruitment to hire process for police officers is a necessarily in depth and lengthy process. Candidates must be scrutinized. ~~This~~ which includes a polygraph examinations as recommended by our liability carrier, a physical assessments, state required mental acuity examinations, stability and temperament examinations. ~~Our statistics for this fiscal year show females at 28% in newly hired police officers. Minority newly hired police officers in this fiscal year are at 15% for females and males.~~ The City is committed to utilizing ~~will initiate the use of~~ current female and minority police officers, as well as, the Community Resource Officer program to conduct recruiting programs throughout the community in an effort to substantially ly increase our minority officers. Using these individuals at high visibility programs, such as Night Hoops and other events in the community and depicting females and minorities on department recruiting literature will increase our efforts in acquiring police officers in these categories. A new Community Academy to benefit Hispanic residents has also been developed to connect and bring people together and help educate Muskogee's Hispanic Community and help them gain confidence in law enforcement and build trust within the community. ~~In the last fiscal year, recruitment~~

~~efforts included attended attending career fairs at NSU, Bacone College, Military Connection and Indian Capital Vo-Tech, as well as, distributing recruitment information at the Mayor's State of the City, all area churches and community forums hosted by the CRO Program.~~ Recruitment efforts will include attending career fairs at NSU, Military Connection Events and Indian Capital Vo-Tech, as well as distributing recruitment information at a recruiting booth inside both Wal-Mart and Lowes, utilizing LED advertising signs, posting videos on websites including FaceBook and YouTube, and distributing recruitment information at area sporting events and all area churches and community forums hosted by the CRO Program. Advertisements will be listed in the Muskogee Phoenix, the Tulsa World, the Oklahoman, the Oklahoma Eagle, and other area newspapers.

In addition, the City now has an internship program currently led by the ~~Diversity and Community Liaison~~ Human Resources Director. Northeastern State University, Indian Capital Technology Center, Connors State College and Bacone College are participating schools in our internship Program. The internship program is a great recruitment tool to attract minority job applicants after completion of the internship program. After successful completion of the internship program, young professionals may be able to work with the City fulltime after graduation.

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The City of Muskogee will continue to monitor the utilization of women and

minorities within the above specified job categories and continue to partake in recruiting methods to attract females and minorities to these positions.

The Charter, Merit and Civil Service Systems of the City of Muskogee provide ample protection against intentional discriminatory practices. Prior to the adoption of an affirmative action plan in 1975, there had not been a policy or rules established to encourage the active recruitment of minority persons as City employees. The Affirmative Action Plan filled that void and presented a good faith effort of the City to improve this situation.

IMPLEMENTATION:

1. The City of Muskogee will assure non-discriminatory recruiting of employees by taking the following steps. Steps a, b, and c will be in practice as of the effective date of this Affirmative Action Plan.
 - a. Employment notices are sent to these following organizations (if allowed by particular organization), and postings are also included on social media:
 - Northeastern State University
 - Bacone College
 - Oklahoma Works
 - NAACP
 - Choctaw Nation
 - Local Ministers Alliance
 - Greater Muskogee Area Chamber of Commerce
 - b. Persons currently employed by the City of Muskogee are

encouraged to refer qualified minority applicants for employment with the City.

- c. All employment notices will specifically state the phrase “An Equal Opportunity Employer”.

2. It is the policy and practice of the City that appointment of persons to employment with the City be made in accordance with the Muskogee City Charter, Merit and Civil Service Systems. The City Manager and all other personnel having the authority to hire employees shall be required to be familiar with this Affirmative Action Plan, to implement those provisions applicable to them and to comply with the spirit of the plan in all matters of employment.
3. It is the adopted policy of the City of Muskogee that all employees will receive promotions in accordance with established rules and without regard to race, creed, color, gender, age, nationality, sexual orientation, genetic information, veteran, religion or handicap status.
4. It is the adopted policy of the City of Muskogee, in accordance with applicable laws, that the initial rate of pay, pay advancement and benefit programs for all employees shall be distributed and based on factors other than race, creed, color, gender, age, nationality, sexual orientation, genetic information, veteran, religion or handicap status. Like pay shall be given for like work.
5. All job descriptions, tests and testing procedures are reviewed and corrected should they contain any factors which are considered to be

discriminatory to minorities and/or inconsistent with the policies of this Affirmative Action Plan.

6. It is the policy of the City to encourage and, in some cases, require employee training and development through attendance of educational courses, seminars and conferences offered by the City.
7. An Equal Employment Opportunity Policy Committee is established to review the Affirmative Action Plan of the City to provide assistance and advice regarding the Plan. For the period from July 1, 2016~~7~~ to June 30, ~~2017~~2018, the following employees will serve on this Policy Committee:

Roy Tucker <u>Mike Miller</u>	Mgmt	Interim City Manager
Kelly Plunkett	Mgmt	Director of Human Resources
Cassandra Gaines <u>Emily Pippin</u>	Non Mgmt	Diversity & Community Liaison <u>Police Department</u>
Stanley Perkins	Non-Mgmt.	Fire Department
Ron Mayes	Non-Mgmt.	Police Department
Gricelda Montoya	Non-Mgmt.	Police Department
Benita Hotema	Non-Mgmt.	Finance <u>Department</u>

8. On an annual basis, Department and Division Heads will be reviewed and evaluated by the Equal Employment Opportunity Officer and the City Manager on their progress and performance in implementing the

Plan.

9. It is the policy of the Mayor and City Council that appointments to boards, commissions and committees will be made in the spirit and intent of this Affirmative Action Plan, and which will ultimately result in the adequate representation of minority groups.
10. Records pertinent to equal employment opportunity and to the evaluation of this Affirmative Action Plan will be kept by the Equal Employment Opportunity Officer. Department and Division Heads are trained in effective and non-discriminatory techniques relating to job interviews and employee selection. The Director of Human Resources (EEOC Officer) is required to determine that selection is based solely on job-related factors. The Equal Employment Opportunity Officer will participate in employment interviews and evaluate questions asked of those interviewed during the initial hiring phases.
11. Major employers in the Muskogee area, as well as employment agencies, schools, local news media and minority and human relations organizations have been informed of the city's basic equal employment opportunity policy. Internally, the City's Affirmative Action Plan shall continue to be available in the Human Resources/Personnel Office.
12. Changes in employee status, particularly transfers and terminations, will be documented.
13. Any applicant for employment, or current employee within the City who believes he or she has encountered discrimination because of race, color,

religion, gender, national origin, sexual orientation, genetic information, age, veteran or handicap status is encouraged to discuss the problem with the Equal Employment Opportunity Officer. Should the applicant not receive satisfaction through the Equal Employment Opportunity Officer, they may petition (without fear of reprisal) the established Advisory Committee, who is an impartial body, for the review of his or her case.

14. The Mayor of Muskogee has appointed an impartial body (EEO Advisory Committee) consisting of five members who will hear and decide upon complaints alleging discrimination of any individual who believes the decision of the City to not hire or promote said individual was based on a prohibited discriminatory reason. The following employees will serve on this Advisory Committee:

Cassandra Gaines <u>Emily Pippin</u>	Mgmt <u>Non-Mgmt</u>	Diversity & Community Liaison <u>Police Department</u>
Stanley Perkins	Non-Mgmt.	Fire Department
Ron Mayes	Non-Mgmt.	Police Department
Gricelda Montoya	Non-Mgmt.	Police Department
Benita Hotema	Non-Mgmt.	Finance <u>Department</u>

15. Such complaints will be processed as follows: An applicant, employee or former employee claiming discrimination will notify the Equal

Employment Opportunity (EEO) Officer of his complaint and submit in writing within ten (10) days of the alleged discrimination. The EEO Officer and the City Manager will review the complaint and decide within ten (10) working days whether the alleged discrimination occurred and whether the discrimination violates the policy or intent of the Policy stated in this Affirmative Action Plan. Appropriate action will be taken if discrimination has occurred. Should the complainant not be satisfied with the decision rendered or with the corrective action, an appeal may be made to the impartial body appointed by the Mayor. The Equal Employment Opportunity Officer will transmit notice of the appeal to the impartial body, and a hearing will be held within ten (10) working days of receipt of this notice by the EEO Officer. The committee will make a decision as to whether they feel the applicant/employee was discriminated against in regards to hire or promotion, explain the findings to the City Manager and make a recommended action to the City Manager for corrective action.

16. When an employee feels he/she was terminated due to discrimination, the remedy shall be sought through the normal grievance procedure applicable to their employee group.
17. It is the adopted policy of the City that all transactions by the City with businesses and vendors will be made without regard for race, creed, color, gender, national origin, religion, sexual orientation, genetic information, veteran, or handicap status. Every effort will be made to give minority

vendors and businesses an equal opportunity to do business with the City.

DISSEMINATION

All employees, including new employees, shall acknowledge in writing, receipt of this policy, an acknowledgement that the employee understands the policy and an agreement that the employee will utilize the complaint procedures contained in this policy, if the need arises.

CITY:

Briefly and concisely, it is the stated intent of the City of Muskogee to select, employ, compensate, promote and discharge employees without regard to race, creed, color, gender, age, nationality, sexual orientation, genetic information, veteran, religion or handicap status. The shade of a person's skin or the ethnic ancestry identified by a person's name shall not, in any way, constitute a barrier to employment with the City of Muskogee. It is also the stated intent of the City that City services will be provided and City business transactions will be conducted in a non-discriminatory manner.

This policy is not intended to replace any rights afforded under any collective bargaining agreement or the Merit Rules of the City. In the case of any conflict between this policy and a collective bargaining agreement or the Merit Rules, the latter shall prevail.

THIS PLAN IS EFFECTIVE ~~July 1~~October 9, 2016~~2017~~, and will continue in full force and effect until rescinded by the Muskogee City Council.

Policy Receipt Acknowledgement

I have read and been informed about the content, requirements, and expectations of the City of Muskogee's Affirmative Action Plan dated October 9, July 25, 20162017. I have received a copy of the policy and agree to abide by the policy guidelines as a condition of my employment and my continuing employment with the City of Muskogee.

I understand that if I have questions, at any time, regarding this policy, I will consult with my immediate supervisor or the Human Resources Department.

Please read this policy carefully to ensure that you understand the policy before signing this document.

Employee Name

Date

Regular City Council**10.**

Meeting Date: 10/09/2017

Submitted For: Rex Eskridge, Police

Initiator: Chad Farmer, Deputy
Chief

Department: Police

Staff Information Source:

Information**AGENDA ITEM TITLE:**

Consider approval of Ordinance No. 4028-A of the City of Muskogee Chapter 34, Court; Article II, Procedure; Section 34-56, amending assessment on traffic offenses; providing for repealer, severability and setting an effective date, or take other necessary action. (Rex Eskridge)

BACKGROUND:

The amendment will increase the separate penalty assessment on traffic related offenses, excluding parking and standing violations from the current \$15.00 to \$50.00. All monies collected by the court pursuant to this section will still be deposited in a special fund. That fund name will change from "Patrol Vehicle Fund" to "Police Equipment Fund". This will be created for the sole purpose of providing an additional revenue source for purchasing and maintaining vehicles used by City law enforcement, as well as, purchasing and replacing technological or specialized equipment to enhance the delivery of police services to our community. (See attached copy of the amended ordinance)

RECOMMENDED ACTION:

Approve the amended Ordinance No. 4028-A 34-56.

Fiscal Impact**Attachments**4028-A Ord. Traffic Offenses

ORDINANCE 4028-A

AN ORDINANCE OF THE CITY OF MUSKOGEE AMENDING CHAPTER 34, COURT; ARTICLE II, PROCEDURE; SECTION 34-56, ADDITIONAL ASSESSMENT ON TRAFFIC OFFENSES; AND ADDING SECTION 34-57; ADDITIONAL ASSESSMENT ON OTHER OFFENSES; PROVIDING FOR REPEALER, SEVERABILITY AND SETTING AN EFFECTIVE DATE.

WHEREAS, according to Oklahoma Attorney General Opinion 2012-6, 11 OKLA. STAT. § 14-101 (2011) grants a municipality broad authority to enact ordinances and regulations, specifically to govern the operation of motor vehicles and traffic offenses not inconsistent with state laws;

WHEREAS, the Oklahoma Attorney General has opined that a Municipality having a court not of record, such as the City of Muskogee, may increase its penalty for traffic offenses so long as the penalty does not exceed the statutory maximum established under state law.

WHEREAS, the Oklahoma Attorney General has further opined that should a municipality impose such an additional penalty said revenue may be utilized for any lawful purchase, such as maintaining a fleet of law enforcement vehicles.

WHEREAS, 11 OKLA. STAT. §14-111(C) (2011) specifically provides that a municipality may not impose a fine greater than Two Hundred Dollars (\$200.00) for traffic-related offenses related to speeding or parking.

WHEREAS, the City of Muskogee has found that the imposition of an additional penalty under these provisions of \$50.00 per citation will provide for additional revenue to allow the Muskogee Police Department to provide for maintenance of its vehicle fleet, include the acquisition of new vehicles and the purchase/replacement of police equipment.

WHEREAS, the City of Muskogee has found that the imposition of an additional penalty under these provisions to certain additional specific offenses is appropriate.

NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF MUSKOGEE, OKLAHOMA, THAT:

Section 1. That Section 34-56, Additional Assessment on Traffic Offenses is hereby amended in Chapter 34, Court; Article II, Procedure, as follows:

Section 34-56 – Additional Assessment on Traffic Offenses

Any person convicted of any traffic related offense, excluding parking and standing violations, shall pay a separate penalty assessment in the amount of ~~\$15.00~~ \$50.00 for each offense, which shall be in addition to any other penalty, cost, or assessment imposed by any other provision within the City Code; provided, in no instance shall the imposition of this penalty assessment cause the total amount of the fine to exceed the statutory

maximum amount of \$200 established for such offenses. All monies collected by the court pursuant to this section shall be deposited in a special ~~“Patrol Vehicle Fund”~~ “Police Equipment Fund” created for the sole purpose of providing an additional revenue source for purchasing and maintaining vehicles used by City law enforcement, as well as, purchasing and replacing technological or specialized equipment to enhance the delivery of police services to our community.

Section 2. That Section 34-57, Additional Assessment on Other Offenses is hereby added in Chapter 34, Court; Article II, Procedure, as follows:

Section 34-56 – Additional Assessment on Other Offenses

Any person convicted of a specific offense listed herein, shall pay a separate penalty assessment in the amount of \$50.00 for each offense, which shall be in addition to any other penalty, cost, or assessment imposed by any other provision within the City Code; provided, in no instance shall the imposition of this penalty assessment cause the total amount of the fine to exceed the statutory maximum amount established for such offenses. All monies collected by the court pursuant to this section shall be deposited in a special “Police Equipment Fund” created for the sole purpose of providing an additional revenue source for purchasing and maintaining vehicles used by City law enforcement, as well as, purchasing and replacing technological or specialized equipment to enhance the delivery of police services to our community.

The specific offenses are as follows:

1. 54-284, Resisting or Obstructing a police officer
2. 54-73, Defacing or damaging—Buildings or other property
3. 54-82, Trespassing on public or private property; notice prohibiting entry; vehicular trespass
4. 78-4, Failure to maintain security; penalty

Section 3. REPEALER. All other ordinances or parts of ordinances in direct conflict herewith are repealed to the extent of the conflict only.

Section 4. SEVERABILITY. Should any part section, subsection, sentence, provision, clause or phrase hereof be held invalid, void, or unconstitutional for any reason, such holding shall not render invalid, void, or unconstitutional any other section, subsection, sentence, provision, clause, or phrase of this ordinance, and the same are deemed severable for this purpose.

Section 5. EFFECTIVE DATE. This ordinance shall take effect thirty (30) days after its publication as provided by law.

PASSED AND APPROVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF MUSKOGEE, OKLAHOMA, THIS ____ DAY OF _____ 2017.

JOHN R. COBURN, MAYOR

ATTEST:

TAMMY L. TRACY, CITY CLERK

APPROVED AS TO FORM AND LEGALITY THIS _____ DAY OF _____ 2017.

ROY D. TUCKER, CITY ATTORNEY

Regular City Council**11.**

Meeting Date: 10/09/2017
Submitted For: Mike Stewart, Assistant City Manager
Initiator: Christy Byrd, Office Administrator I
Department: Assistant City Manager
Staff Information Source: Assistant City Manager, Department Directors

Information**AGENDA ITEM TITLE:**

Consider approval of Resolution No. 2706 of the City of Muskogee providing that all fees, charges, and rates as set out in Appendix A of the Muskogee City Code have been reviewed and submitted to City Council for adjustment and adoption as set out in Exhibit A and setting an effective date, or take other necessary action. (Mike Stewart)

BACKGROUND:

During the budget process for FY 2017/2018, City Budget Staff identified the need to review the rates changed by the City as set out in Appendix A of the City Code. At the May 2017, Council Retreat this issue was addressed and the decision was made to have staff further research Appendix A. Staff reviewed and considered modifications of all fees and charges outlined in Schedule A. A significant number of fees are recommended to be revised. An outline of these charges are attached.

RECOMMENDED ACTION:

Approve adoption of fees as set out in Exhibit A and set an effective date.

Fiscal Impact**FUNDING SOURCE:**

Significant increase to general fund.

Attachments

2706 RES Amend Appendix A
Fees PP Presentation

RESOLUTION NO. 2706

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MUSKOGEE PROVIDING THAT ALL FEES, CHARGES AND RATES AS SET OUT IN APPENDIX A OF THE MUSKOGEE CITY CODE HAVE BEEN REVIEWED AND SUBMITTED TO THE CITY COUNCIL FOR ADJUSTMENT AND ADOPTION AS SET OUT IN EXHIBIT A AND SETTING AN EFFECTIVE DATE.

WHEREAS, The City Council of the City of Muskogee, has established uniform fees, charges and rates based on the cost of providing services and products such as water, sanitation, rental of facilities, review of applications licenses and permits; and

WHEREAS, It is in the best interests of the citizens of the City of Muskogee these fees, charges and rates be made to insure that the cost of providing the services and products does not exceeded the fees being assessed; and

WHEREAS, The City Council believes that the increases are in the best interest of the citizen; and

WHEREAS, It is in the best interest of the citizens of Muskogee that fees, rates and charges be made in a consistent and uniform manner; and

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF MUSKOGEE, OKLAHOMA, THAT:

SECTION 1: Appendix A of the Muskogee Code of Ordinances as attached hereto as Exhibit A is hereby adopted as Appendix A of the Code of Ordinances of the City of Muskogee.

SECTION 2. Any fee, charge or rate that is increased as a result of the adoption of this resolution and related attachment amending Appendix A, Muskogee Code of Ordinances, shall be in effect from and after the ____ DAY OF _____, 2017, all other fees and charges set out in Appendix A shall remain and be in effect unless otherwise specified in a separate resolution of the Council dealing solely and only with that fee, charge or rate

APPROVED AND ADOPTED this ____ day of _____, 2017 by the City Council of the City of Muskogee, Oklahoma.

JOHN ROBERT COBURN, MAYOR

ATTEST:

TAMMY L. TRACY, CITY CLERK
(seal)

Approved as to form and legality this _____ day of _____, 2017.

ROY D. TUCKER, CITY ATTORNEY



***FEE AND FINE ANALYSIS WERE DISCUSSED IN
August 2017***



***FEE AND FINES WERE DISCUSSED AT THE 2017
COUNCIL RETREAT IN MAY***



DIFFERENT VERSIONS OF SCHEDULE A

APPENDIX A FEE SCHEDULES

W APPENDIX A FEE

SCH APPENDIX A FEE SCHEDULES

**PRE 2011
(BEFORE JOINT)**

**City Clerk VERSION
with Resolution 3-31-11**

3

=====



City Fees

Fee Background:

City of Muskogee has thousands of fees and fines

Only fees with significant changes since 2011:

Water	5% increase annually thru 2020
Sewer	5% increase annually thru 2020
Sanitation	2% increase annually thru 2020
Stormwater	3% increase annually thru 2020
Cemetery	increased in 2014 and 2016



City Fees

4 Different Segments:

- I) Analyzed 217 fees in parks, planning, inspections, building permits, fire, revenue, parking, and airport
- II) Public Works
- III) Cemetery
- IV) Analyzed Fines through PD and court clerk



City Fees

Phase I analysis

217 Fees:

Remove	19	9%
Leave the same	109	50%
Increase	86	41%



City Fees

Phase I analysis

Raise fees: 86

All increases bring us in line with what other cities charge. Our current fees are lower, and in some cases **much lower**, than other cities.



City Fees

Phase I analysis

Raise fees:

35 in building inspection.

- Fees haven't been raised in some cases since 1994

- Would bring us in line with what other cities charge

- Would make inspections self-sufficient (not subsidized by taxpayers, only by those receiving services)

4 in Licensing

- Haven't changed since 1975

7 in planning:

- Some haven't changed since 1983.

- None have changed since 2011



City Fees

Increase to Building Construction Fees

Increase to Licenses Renewal Fees

BUILDINGS AND BUILDING REGULATIONS/PROPOSED CHANGES

<i>Code Section</i>	Description	Fee	Date of Adoption	Proposed	Notes:
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Registration Cert and Fees; Permits, Bond and Insurance

18-41, 18-42	Initial/Renewal				
	Registration for:				
	Electrical contractor	300.00/50.00	6/9/1975	300.00/150.00	Increase renewal fee.
	Mechanical contractor	300.00/50.00	6/9/1975	300.00/150.00	
	Plumbing contractor	300.00/50.00	6/9/1975	300.0/150.00	
	Electrical sign contractor	300.00/50.00	6/9/1975	300.00/150.00	
	Electrical journeyman	50.00/20.00	3/28/2011		REMOVE
	Mechanical journeyman	50.00/20.00	3/28/2011		REMOVE/Currently contractor has to register all employee's, trying to make it easier on company's. Same requirement as most cities (contractor only).
	Plumbing journeyman	50.00/20.00	3/28/2011		
	Electrical sign journeyman	50.00/20.00	3/28/2011		
	Electrical apprentice	10.00/10.00	3/28/2011		
	Mechanical apprentice	10.00/10.00	3/28/2011		
	Plumbing apprentice	10.00/10.00	3/28/2011		

	Electrical sign apprentice	10.00/10.00	3/28/2011		REMOVE/Currently contractor has to register all employee's, trying to make it easier on company's. Same requirement as most cities (contractor only).
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BUILDINGS, CONSTRUCTION AND HOUSING/PROPOSED CHANGES

Residential Buildings					
	**New construction				
	Per sf	0.30	3/28/2011	0.50	Included plan review cost in sq. ft./\$ comparable or lower than other cities.
	Min fee	300.00	3/28/2011	500.00	
	**Additions and remodels				
	Per sf	0.10	3/28/2011	0.15	Included plan review cost in sq. ft./\$ comparable or lower than other cities.
	Min fee	100.00	3/28/2011	150.00	
Commercial and Industrial					
	**New construction				
	Up to 10,000 sf, per sf	0.25	3/28/2011	0.50	Included plan review cost in sq. ft./\$ comparable or lower than other cities.
	Min fee	400.00	3/28/2011	800.00	Included plan review cost in sq. ft./\$ comparable or lower than other cities.
	**Additions and remodel or alteration of a building or structure				
	Remodel up to 10,000 sf	0.15	3/28/2011	0.20	Included plan review cost in sq. ft./\$ comparable or lower than other cities.
	Min fee	400.00	3/28/2011	500.00	Included plan review cost in sq. ft./\$ comparable or lower than other cities.

	*Parking lots (does not include curb cuts which is a separate fee)	30.00	3/28/2011	50.00	Min cost for process (on-site inspection) to cover our cost should be \$50
	*Roof/siding	30.00	3/28/2011	50.00	
	*Signs				
	Plan review fee	30.00	3/28/2011		REMOVE
	Permit fee	50.00	3/28/2011	80.00	Combined permit and review fee.
	Roofs - For placement especially designed, constructed and used on roofs, an additional	20.00	3/28/2011		REMOVE (including in roof permit)
	If electric, an additional	30.00	3/28/2011	50.00	Min cost for process (on-site inspection) to cover our cost should be \$50
	Removal of an electric sign	30.00	3/28/2011	50.00	
	*Tents or awning, each	30.00	8/8/1994	50.00	
	With electric, an additional	30.00	3/28/2011	50.00	Min cost for process (on-site inspection) to cover our cost should be \$50
	*Mobile home (includes all inspection fees)				
	Outside mobile home park	125.00	3/28/2011	200.00	
	Inside mobile home park	75.00	3/28/2011	100.00	
	*Sidewalks	30.00	3/28/2011	50.00	Min cost for process.
	*Driveway/curb cut	30.00	12/11/2000	50.00	
	*Occupancy permit				
	Residence, per unit	30.00	3/28/2011	50.00	Min cost for process (on-site inspection) including electrical, mechanical, plumbing & building.
	Residence, multifam, per unit	20.00	3/28/2011	50.00	
	Additional charge per floor over three floors	30.00	3/28/2011	50.00	Min cost for process (on-site inspection) including electrical, mechanical, plumbing & building.

	Industrial	100.00	8/8/1994	200.00	Min cost for process (on-site inspection) including electrical, mechanical, plumbing & building.
	Temporary	30.00	8/8/1994	50.00	Min cost for process (on-site inspection) including electrical, mechanical, plumbing & building.
*Plumbing permit and inspection fees					
	Inspections	30.00	3/28/2011	50.00	Min cost for on-site inspection.
	Plumbing permit	30.00	3/28/2011	100.00	
	Fee for inspections outside of normal business hrs	50.00	3/28/2011	50.00	
*Electrical permit and inspection fees					
	Electrical permit	30.00	3/28/2011	50.00	Min cost for on-site inspection.
	Inspections made outside of normal business hrs	50.00	3/28/2011	100.00	
	Reinspection - An additional fee per reinspection	30.00	3/28/2011	50.00	
*Mechanical permit and inspection fees					
	Mechanical permit	30.00	3/28/2011	50.00	Min cost for on-site inspection.
	Inspections made outside of normal business hours	50.00	3/28/2011	100.00	Min cost for on-site inspection.
	Reinspection causing an additional trip, an additional	30.00	3/28/2011	50.00	
18-327(d)	Yard sprinklers (Inspection and Tap Fee)	30.00	8/8/1994	50.00	Min cost for on-site inspection.



Raise fees:

28 in parks:

Mostly fees for services (at water park, swim
and fitness) to help cover costs

Haven't been increased since 2011

PARKS & RECREATION/Proposed Changes

<i>Code Section</i>	Description	Fee	Date of Adoption	Proposed	Notes:
58-12	Honor Heights (So. Shelter)	30.00/3hr; Kitchenette not avail	3/28/2011		<i>REMOVE</i>
	Honor Heights (No. Shelter)	30.00/3hr; Kitchenette not avail	3/28/2011		
	Honor Heights Rose Garden Gazebo	30.00/3hr	3/28/2011		
	Honor Heights Garden Room	100.00/day; 100.00 dep	3/28/2011	150.00/4 HR	<i>Increase fee.</i>
	Park Shelter Rental	20-30/3hrs		35/3 hrs	<i>ADD to include all shelters. Previously listed separately. Increase fee.</i>
	Spaulding Park (Shelter)	20.00/3hr	3/28/2011		<i>REMOVE</i>
	Spaulding Park Gazebo	30.00	3/28/2011		<i>REMOVE</i>
	Refund Fee (on all facilities)	N/A	N/A	15.00	<i>ADD</i>
	Rental Deposit - Key (refundable)	N/A	N/A	10.00	
	Rental Deposit (on all buildings - refundable)	100.00	3/28/2011		<i>ADD</i>
	Fairgrounds - Round Barn/day	400.00	2016		
	Fairgrounds - Animal Barn (each)	200.00	2016		<i>ADD</i>
	Fairgrounds - Deposit	100.00	2016		

	Honor Heights Papilion				
	Butterfly House Admission - adult	3.00			ADD
	Butterfly House Admission - child/military/senior	2.00			
	Papilion Event (Sun - Thu after 3pm)	500.00			
	Papilion Event (Fri/Sat after 3pm)	750.00			
	Reservation Deposit (non-refundable)	100.00			
	Simple Wedding (Sun-Thu operating hrs)	50.00			
	Simple Wedding (Fri/Sat operating hrs)	75.00			
	After hourse wedding rehearsal	50.00			
	Private Garden Room Rental	150.00			Is this the same as the "Honor Heights Garden Room above?
58-17	Spaulding Pool:				
	12 yr and under	0.50	1/25/2010	1.00/day per swimmer; 2 and under	Change fee.
	13-17	0.75	1/25/2010		Change fee.
	18+	1.25	1/25/2010	Free	
	Private Rental	75.00/hr	3/28/2011		ADD
	Season passes - Spaulding Pool:				
	Family - up to 4	75.00	1/25/2010		REMOVE
	Each additional fam member	10.00	1/25/2010		

13-17	30.00	1/25/2010		REMOVE
12 and under	20.00	1/25/2010		
18+	40.00	1/25/2010		
Day care pass	100.00	1/25/2010		
River Country Water Park				
Daily admission:				
16+	6.00	1/25/2010	8.00	Current price 7.50. Increase fee.
3-15	5.00	1/25/2010	7.00	Current price 6.50. Increase fee. Changed from 3-16 to 3-15.
Party Rental - River Country				
Private park	700.00	1/25/2010	800.00	Increase fee.
Private island	40.00	1/25/2010	50.00 w/out catering	REMOVE
Private Rental - concession Deposit	N/A	N/A	50 w/out catering	ADD?
Swim & Fitness Center				
Membership (monthly)				
Individual	37.25	6/21/2011	38.00	Increase fee.
Family (2 persons)	61.75	6/21/2011	63.00	
EFT draft:				
Individual	31.75	6/21/2011	32.00	Increase fee.
Family (2 persons)	52.75	6/21/2011	53.50	
Annual EFT draft only:				
Individual	381.00	6/21/2011	336.00	DECREASE FEE.
Family (2 persons)	633.00	6/21/2011	566.00	

	Each additional fam member	190.00	6/21/2011	189.00	
	Senior (60+)	26.75	6/21/2011	27.25	<i>Increase fee.</i>
	EFT draft senior (60+)	22.75	6/21/2011	23.00	
	Senior Couple	41.75	6/21/2011	42.75	
	EFT draft senior couple	35.50	6/21/2011	36.00	
	EFT additional dependent	N/A		15.75	<i>ADD</i>
	Additional dependent (senior)	N/A		18.50	<i>ADD</i>
	Corporate employee	26.75	6/21/2011	27.00	<i>Increase fee.</i>
	7 consecutive days; \$10 join fee to purchase pass	N/A		20.00	<i>ADD</i>
	Admin fee for joining primary member Joining Fee - Primary Member	20.00	1/25/2010	25.00	<i>Language change. Increase fee.</i>
	Aquatic programs:				
	Swim lesson enrollement	35.00	1/25/2010	45.00	<i>Current fee 40.00. Increase fee.</i>
	Swim team fee - monthly	30.00	1/25/2010	35.00	<i>Increase fee.</i>
	Lifeguard training course	175.00	1/25/2010	180.00	<i>Current fee 180.00.</i>
	Private pool rental	150.00	1/25/2010	175.00	<i>Current fee 175.00</i>
	Party rental - open swim	75.00	6/21/2011	100.00	<i>Current fee 100.00.</i>
	Kiwaniis Senior Center:				
	Deposit (refundable)	150.00	1/25/2010		<i>REMOVE?</i>
	Martin Luther King Center:				
	Weekend rental	100.00	3/28/2011		<i>REMOVE?</i>
58-22	Amphitheater				
	Nonprofit organizations with admission	50.00	3/28/2011		<i>REMOVE</i>

PARKS & RECREATION/TO BE SET BY CM OR DESIGNEE

<i>Code Section</i>	Description	Fee	Date of Adoption	Proposed	Notes:
58-09, 58-10	Charges for sporting events effective on and after Jan 1, 2011				
	For each game played during the 2011 softball, baseball, soccer or football league season	5.00	1/25/2010		REMOVE
	For each game played during the 2012 softball, baseball, soccer or football league season	6.00	1/25/2010		
	For each game played during the 2013 softball, baseball, soccer or football league season	7.00	1/25/2010		
	For each game played during the 2014 softball, baseball, soccer or football league season Per Game Field Fee (softball, baseball, football, soccer)	8.00	1/25/2010	10.00	Increase fee. Change language.
	Tournament use:				
	Per field for one tournament over 2-day period for league teams that have participated in Muskogee league play and paid the per game league fee Per Field for League Associations, one tournament over two days.	10.00/per game	1/25/2010		Change language.
	Per field for one tournament over 2-day period for teams not belonging to a Muskogee league and that have not pd the per game league fee Per Field for Private non-league associations, one tournament over two days	20.00/per game	1/25/2010		
	Reservation/Security deposit (nonrefundable unless caused canceled by weather)	250.00	1/25/2010		

Camps and clinics:				
Per field per day for Muskogee Sports Leagues	50.00/day/field	1/25/2010		Change language.
Private camps and clinics	100.00/day/field	1/25/2010		
Portable fence (city has enough to provide for 2 fields two fields available)	100.00/day/field	1/25/2010		Change language.
Actual cost of lighting the fields. The cost will be graduated in on the following schedule: Electric Fee (based on meter reading and current rate)	Based on meter reading 100%	1/25/2010	\$25/hr after dark	
2011 - 25%				REMOVE
2012 - 50%				
2013 - 75%				
2014 - 100%				
Basketball, each participant in a league each season	2.00	1/25/2010		
Party rental - open swim	75.00	6/21/2011	100.00	Current fee 100.00.
Public open swim fee	3.00	6/21/2011		
Fitness programs:				
Quick fit assessment	10.00	1/25/2010		
Fitness evaluation	25.00	1/25/2010		
Program set-up	25.00	1/25/2010		
Exercise program	40.00	1/25/2010		
Teen fitness program	90.00	1/25/2010		
Teen membership orientation	25.00	1/25/2010		
Personal training:				
Single session - 30 min	20.00	1/25/2010	25.00	Current fee 25.00.
Single session - 60 min	30.00	1/25/2010	35.00	Current fee 35.00.
Six 30 min sessions	108.00	1/25/2010	120.00	Current fee 120.00
Six 60 min sessions	162.00	1/25/2010	180.00	Current fee 180.00.
12 - 30 min sessions	N/A		216.00	Current fee 216.00.
12 - 60 min sessions	N/A		324.00	Current fee 324.00.

	Additional Department Programs:				
	Basketball Clinics/League/Program Fees	Fee assessed as programs are scheduled			ADD
	Butterfly Papilion - Camps/Clinics/Workshops	Fee assessed as programs are scheduled			
	Garden Pavilion Party (4 hrs)	75.00			
	Additional guests - each	3.00			
	Butterfly Release Party (10 guests)	150.00			
	Additional guests - each	10.00			
	Batting Cage - per cage per hour	25.00			
	Batting Cage - entire Hangar reserved per hr	65.00			ADD
	RIVER COUNTRY WATERPARK				
	Party Island Reservation (2hr)	50.00	2012		
	Party Island Package (10 guests)	120.00	2013	130.00	
	Island - Additional Guests	6.50	2013	7.00	
	Party Island Deluxe (10 guests)	175.00	2013	185.00	
	Deluxe - Additional Guests	11.50	2013	12.00	
58-18	Dancing events, rules and fees				
	Hatbox Dance Building				
	Organized groups, per night After 5pm	20.00	3/28/2011		Language change.
	Fees for other groups are:				
	Rental per day All day	100.00	3/28/2011		Language change.
	Martin Luther King Center:				
	Organized groups, per night	20.00	1/25/2010		REMOVE
	Other groups				
	Rental per day	100.00	1/25/2010		REMOVE
	Deposit (refundable)	150.00	1/25/2010		

Batters box:				
1/2 hr with pitching machine	15.00	1/25/2010		REMOVE
1/2 hr w/out pitching machine	10.00	1/25/2010		
Party room rental with 2 cages for one hr	60.00	1/25/2010		
Ropes Course Elliot Park:				
Per session	25.00	3/28/2011		REMOVE?
Spaulding Scout House:				
Weekday (8-5)	30.00/2hr	3/28/2011		
Weeknight (after 5)	70.00	3/28/2011		



City Fees

Phase I analysis

Stay the same: 109: More than 50% of the fees would stay the same.



City Fees

Phase I Fiscal Impact

Estimated \$200,000+ per year
Most to general fund



City Fees

Public Works Analysis

Fees: 59

Remove	1
Leave the same	57
Change	1

Solid Waste	= 23	Leave the same
Street	= 2	Remove 1, Change 1
Water Distribution	= 29	Leave the same
Pollution	= 1	Leave the same
Pre-treatment	= 2	Leave the same
Stormwater	= 2	Leave the same



City Fees

Public Works Analysis

Fees: 59

Remove: 1

Street – Concrete culvert installation



City Fees

Public Works Analysis

Change Fee: 1

1 In Street

Code Section #66-11

Per lane of asphalt = \$150

Per lane of concrete = \$200

Per square yard for replacing pavement on any paved street or alley = \$25

For all of Code Section 66-11 - To set a \$50 street cut permit fee and contractor to replace street back to city standards and also to provide traffic control or actual cost of repair if city repairs.



City Fees

Public Works Analysis

Stay the same: 57

More than 96 % of the fees would stay the same.



City Fees

III: Cemetery Fees

Cemetery Currently takes in	\$ 85,000
Cemetery currently budgets	\$261,847
City subsidy to the cemetery:	\$181,847

At current usage rates, the new fees would generate \$100,000+ a year, cutting the subsidy significantly.

Our fees would still be the among the lowest in the area.

SOME CEMETERY FEES HAVE CHANGED SICE OUR LAST DISSCUSSION



City Fees

Description-Cemetery	Current	Proposed	Date of last adoption
Traditional Space	\$450	\$850	2016
Cremation Space	\$225	\$175	2016
Traditional opening/closing Mon-Fri	\$350	\$700	2016
Cremation-opening/closing Mon-Fri	\$105	\$200	2016
Traditional- opening/closing	\$550	\$950	2016
Cremation- opening/closing	\$250	\$400	2016
Disinterment-Child	\$650	\$850	2016
Disinterment-Adult	\$1100	\$1400	2016
Tent set up	\$185	\$250	2016
Stone maintenance	\$0.30	\$0.40	2016
Overtime (after 4:30pm M-F, 12:00pm Sat)	\$125	\$300	2016



City Fees

Columbarium Fees		Rectangle		Round
Top		\$1250		\$1395
3rd		\$1150		\$1295
2nd		\$1050		\$1095
Bottom		\$950		\$995



Discussion and Direction

Regular City Council**12.**

Meeting Date: 10/09/2017

Submitted For: Greg Riley, Public Works Initiator: Christy Byrd, Office Administrator I

Department: Public Works

Staff Information Source: Greg Riley, Director of Public Works; Jim Wixom, Assistant Director of Public Works-Operations; Clyde Brown, Solid Waste Supervisor

Information**AGENDA ITEM TITLE:**

Consider approval to accept the proposal from New Gen Strategies & Solutions for consulting services to conduct a fully automated solid waste collection study and authorize the City Manager to negotiate and execute a contract for the same, or take other necessary action. (Greg Riley)

BACKGROUND:

During the 2017/2018 budget process, funding was set aside to for a Fully Automated Solid Waste Collection Conversion study. The City sent a request for qualifications for a Fully Automated Solid Waste Collection study. The RFQ's were received August 25, 2017. Two (2) proposals were received in total:

- NewGen Strategies & Solutions
- SCS Engineers

A Committee was established to include major coordinators and encompass a wide variety of departments. The Committee was comprised of the Director of Public Works (Greg Riley), Assistant Director of Public Works-Operations (Jim Wixom), Assistant City Manager (Mike Stewart), Safety Manager (Dakota Jones), Solid Waste Supervisor (Clyde Brown) and Senior Financial Analyst (Marcie Gilliam).

After receipt of the two (2) proposals, the Committee met with each consultant and discussed their qualifications for the project. Including similar projects completed and overall capabilities to complete the work.

The evaluation criteria used to score the proposals and the average of the scores are tallied as follows:

<u>Criteria</u>	<u>Max Points=100</u>	SCS	NewGen Strategies & Solutions
Oral Interview		36	39
Firm or Individual Experience		12	13
Qualifications of Key Personnel		18	22
Overall Quality of Qualification		12	14
Total		78	88

Based on the review and score of the proposals, the Committee voted to recommend NewGen Strategies & Solutions as the selected Consultant for a Fully Automated Solid Waste conversion study.

The study will include the study of residential collection, commercial collection and cost of service. Once this phase of the study is complete and decisions are made by Council on recommended actions. The next study phase will include the selection of the type and size of trucks to use and the routing of the trucks.

All aspects of our solid waste collection process will be studied and recommendations will be made for improvements and the conversion to fully automated. This includes personnel, trucks, types of collections, days of collections, routing, landfill use and improvements to the functionality of all aspects of our collection. The option of Compressed Natural Gas trucks will also be part of the study.

Approval of this ordinance will allow the City Manager to negotiate and execute a contract with NewGen Strategies and Solutions. This study was budgeted in the 2017/2018 Budget.

RECOMMENDED ACTION:

Approve authorizing the City Manager to negotiate and execute a contract with New Gen Strategies & Solutions for consulting services to conduct a fully automated solid waste collection study.

Fiscal Impact

Attachments

No file(s) attached.
