

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).

(Public Comment during Public Hearing or Agenda item comment)

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 (3) minutes.. Any person desiring to address the Committee during such period is required to sign in with the City Clerk prior to the Committee meeting between 3:30 p.m. and 3:45 p.m. on the third floor of City Hall or any time 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
Finance Committee
November 7, 2017
4:00 P.M. - City Council Chambers

Mayor Bob Coburn to recognize Mat Burleson as Employee of the Month for November 2017

Mayor Bob Coburn to recognize retired City employees Stanley Perkins, Johnette Blevins, Vickie Surry, Bob Elsey, and Esther Mitchell for their many years of service working for the City of Muskogee

1. Consider approval of Finance Committee minutes of October 17, 2017.
2. Consider approval of claims for all city departments October 12, 2017 through October 31, 2017.
3. Consider approval of Resolution No. 2708 declaring one (1) parcel of property as surplus property, more particularly described in the resolution, as surplus to the needs of the City and authorize the conveyance of said property, or take other necessary action. (Gary D. Garvin)
4. Consider approval to accept a Muskogee Medical Center Foundation grant in the amount of \$26,600.00 to be used to fund the Medical Director position for our EMR/First Responder/Fire Departments, or take other necessary action. (Mike Miller)
5. Consider approval to authorize the City Manager to negotiate and execute a transition agreement from Spectra as a third-party contractor to the City of Muskogee for operations of the Civic Center, or take other necessary action. (Mike Miller)
6. Consider approval to apply for the 2018 State of Oklahoma Emergency Management Performance Grant (EMPG) in the amount of \$25,000.00 to be used to fund Emergency Management operations, or take other necessary action. (Rex Eskridge)
7. Consider approval to purchase eleven (11) digiTicket electronic ticket books from Saltus Technologies for \$35,144.00, or take other necessary action. (Rex Eskridge)

8. Consider approval to receive donated funds for the month of September 2017, in the amount of \$727.00 for the City's Animal Shelter Sponsorship Program as per the attached list, or take other necessary action. (Rex Eskridge)

Finance Committee**1.**

Meeting Date: 11/07/2017
Initiator: Ashley Wallace, Office Adm 1
Department: City Clerk
Staff Information Source:

Information**AGENDA ITEM TITLE:**

Consider approval of Finance Committee minutes of October 17, 2017.

BACKGROUND:**RECOMMENDED ACTION:**

Fiscal Impact**Attachments**

10-17-2017 finmin

MINUTES
FINANCE COMMITTEE
October 17, 2017

The Finance Committee of the City of Muskogee, Oklahoma, met at 4:00 p.m. on Tuesday, October 17, 2017 in Council Chambers, Third Floor, Municipal Building, with the following in attendance:

Present: Deputy Mayor James Gulley; Committee Member Janey Boydston; Committee Member Marlon Coleman; Committee Member Dan Hall; Committee Member Derrick Reed; Committee Member Ivory Vann

Absent: Mayor John R. Coburn; Committee Member Patrick Cale; Committee Member Wayne Johnson

Staff Present: Mike Miller, City Manager; Mike Stewart, Asst City Manager; Roy Tucker, City Attorney; Gary Garvin, City Planner; Greg Riley, Public Works Director; Michael O'Dell, Fire Chief; Rex Eskridge, Police Chief; Dan Hurd, Uniform Code Inspector; Carolyn Jones, Revenue Manager

1. Consider approval of Finance Committee minutes of October 3, 2017.

Motion was made by Deputy Mayor James Gulley, seconded by Committee Member Dan Hall to approve Finance Committee minutes of October 3, 2017.

AYE: Deputy Mayor James Gulley, Committee Member Janey Boydston, Committee Member Marlon Coleman, Committee Member Dan Hall, Committee Member Derrick Reed, Committee Member Ivory Vann

Carried - Unanimously

2. Consider approval of claims for all city departments September 29, 2017 through October 11, 2017.

Motion was made by Deputy Mayor James Gulley, seconded by Committee Member Janey Boydston to approve claims for all city departments September 29, 2017 through October 11, 2017.

AYE: Deputy Mayor James Gulley, Committee Member Janey Boydston, Committee Member Marlon Coleman, Committee Member Dan Hall, Committee Member Derrick Reed, Committee Member Ivory Vann

Carried - Unanimously

CHAIRMAN DERRICK REED
FINANCE COMMITTEE

Finance Committee

2.

Meeting Date: 11/07/2017
Initiator: Karen Felts, Office Administrator
Department: Purchasing
Staff Information Source:

Information

AGENDA ITEM TITLE:

Consider approval of claims for all city departments October 12, 2017 through October 31, 2017.

BACKGROUND:

RECOMMENDED ACTION:

Fiscal Impact

Attachments

Claims 10.12.17 to 10.31.17

CITY OF MUSKOGEE CLAIMS
10-12.17 TO 10-31-17

CHECK NO	VENDOR NO	VENDOR NAME	CHECK DATE	CHECK AMOUNT
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194425	121	HUTTON, SHAKAI F	10/12/2017	100.00
194426	2	ACCURATE LABS & TRAINING CENTE	10/13/2017	2,180.00
194427	2713	ACTION GROUP STAFFING	10/13/2017	6,364.87
194428	2461	ADVANCE AUTO PARTS 6477111100	10/13/2017	582.71
194429	1369	ALL-STATE ELECTRIC MOTORS INC	10/13/2017	426.83
194430	6	AMERICAN INDUSTRIAL SUPPLY CO	10/13/2017	104.23
194431	158	ANCHOR AUTO GLASS	10/13/2017	195.00
194432	4406	AT&T #918 682-2825 211 0	10/13/2017	1,021.20
194433	52	AUFFENBERG CHEVROLET CADILLAC	10/13/2017	77.43
194434	11	B & J OIL CO INC	10/13/2017	19,198.18
194435	4361	BANCFIRST	10/13/2017	13,125.00
194436	4543	VIDA BERRY	10/13/2017	458.33
194437	2853	BLESSED GROUND MAINTENANCE	10/13/2017	200.00
194438	862	BOB'S AUTOMOTIVE ELECTRIC	10/13/2017	85.00
194439	5036	BOUNDLESS NETWORK, INC.	10/13/2017	95.91
194440	2072	BRAINERD CHEMICAL COMPANY IN	10/13/2017	4,752.50
194441	259	BRENNTAG SOUTHWEST INC	10/13/2017	11,515.20
194442	3238	BROKEN ARROW ELECTRIC	10/13/2017	1,406.57
194443	2552	BROWN'S SHOE FIT CO #87	10/13/2017	430.00
194444	5138	C & C SUPPLY AND SERVICE CO.	10/13/2017	288.00
194445	4682	C & D RENTAL & SALES	10/13/2017	840.00
194446	992	CARE AROUND THE CLOCK INC	10/13/2017	3,608.43
194447	5131	ESTHELA CASALE	10/13/2017	108.00
194448	164	CASCO INDUSTRIES INCORPORATED	10/13/2017	343.00
194449	5175	JAN CHAMPAGNE	10/13/2017	18.00
194450	5264	BAILEE CHAPMAN	10/13/2017	56.00
194451	3640	CHARBONNEAU, BILLY JO	10/13/2017	72.00
194452	820	CHIEF FIRE & SAFETY	10/13/2017	299.00
194453	4933	CINTAS CORPORATION #2	10/13/2017	101.08
194454	3442	CITY OF MUSKOGEE FOUNDATION	10/13/2017	5,287.36
194455	4738	CITYWIDE PROPERTY MAINTENANC	10/13/2017	1,455.64
194456	5106	CLINICAL ASSOCIATES PA	10/13/2017	600.00
194457	1560	THE COLLISION CENTER OF MUSKO	10/13/2017	853.60
194458	3066	COMMUNITY CARE EAP	10/13/2017	323.05
194459	2651	THOMAS CRABTREE	10/13/2017	6,787.50
194460	4311	DAVID'S DISCOUNT TIRES INC	10/13/2017	774.42
194461	25	DEALERS ELECTRICAL SUPPLY	10/13/2017	386.63
194462	3991	DIRT WORK DONE RIGHT	10/13/2017	3,500.00
194463	170	EAST CENTRAL ELECTRIC	10/13/2017	445.78
194464	4862	SARAH EATON	10/13/2017	90.00

CITY OF MUSKOGEE CLAIMS
10-12.17 TO 10-31-17

CHECK NO	VENDOR NO	VENDOR NAME	CHECK DATE	CHECK AMOUNT
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194465	4427	EVOQUA WATER TECHNOLOGIES LL	10/13/2017	440.74
194466	953	EXPRESS EMPLOYMENT PROFESSIO	10/13/2017	5,305.01
194467	29	FASTENAL COMPANY	10/13/2017	983.34
194468	5191	BETHANY FERGUSON	10/13/2017	72.00
194469	303	FIRE SERVICE TRAINING	10/13/2017	250.00
194470	133	FIVE STAR OFFICE SUPPLY	10/13/2017	1,123.44
194471	4644	ANDRAE FREEMAN	10/13/2017	400.00
194472	1861	G E ANALYTICAL INSTRUMENTS INC	10/13/2017	1,521.70
194473	5247	NIKYA GIVENS	10/13/2017	108.00
194474	340	GOODYEAR AUTO SERVICE CENTER	10/13/2017	5,254.65
194475	34	GRAINGER	10/13/2017	136.21
194476	2764	GRISSOMS LLC	10/13/2017	4,040.53
194477	2412	GT DISTRIBUTORS INC	10/13/2017	1,481.13
194478	337	HACH COMPANY	10/13/2017	632.46
194479	40	HARRISON TIRE & SUPPLY	10/13/2017	150.00
194480	554	HAYNES EQUIPMENT COMPANY	10/13/2017	234.70
194481	181	HIX AIR CONDITIONING SERVICE	10/13/2017	828.00
194482	4857	I 40 RACE SERVICE LLC	10/13/2017	1,183.75
194483	45	IBT INC	10/13/2017	26.01
194484	4902	IMPERIAL LLC	10/13/2017	237.50
194485	1217	INCOG	10/13/2017	4,000.00
194486	184	INLAND TRUCK PARTS COMPANY	10/13/2017	710.56
194487	186	JAMES HODGE FORD-LINCOLN-MER	10/13/2017	1,043.08
194488	779	JOHN DEERE FINANCIAL F.S.B.	10/13/2017	85.98
194489	983	JOHNSON'S SERVICE COMPANY	10/13/2017	2,823.97
194490	188	KING TIRES OF MUSKOGEE INC	10/13/2017	45.79
194491	53	LAKE REGION ELECTRIC COOPERATI	10/13/2017	304.50
194492	369	LAKELAND FLORIST	10/13/2017	37.00
194493	4742	KAREN LAUDERDALE	10/13/2017	72.00
194494	399	LOCKE SUPPLY CO	10/13/2017	67.75
194495	56	LOWES	10/13/2017	826.53
194496	2967	MAIN STREET MUSKOGEE, INC	10/13/2017	10,000.00
194497	4246	MARVIN'S MOWERS AND OUTDOOI	10/13/2017	285.77
194498	4956	MEDNOW URGENT CARE LLC	10/13/2017	1,299.00
194499	194	MORGAN SERVICES COMPANY LLC	10/13/2017	225.00
194500	1992	MUNICIPALH2O.COM	10/13/2017	500.00
194501	5195	MUSKOGEE STAFFING SOLUTIONS,	10/13/2017	4,791.56
194502	835	MUSKOGEE AREA ARTS COUNCIL	10/13/2017	10,000.00
194503	195	MUSKOGEE COUNTY CLERK	10/13/2017	312.00
194504	62	MUSKOGEE COUNTY SHERIFFS DEP,	10/13/2017	39,732.00

CITY OF MUSKOGEE CLAIMS
10-12.17 TO 10-31-17

CHECK NO	VENDOR NO	VENDOR NAME	CHECK DATE	CHECK AMOUNT
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194505	63	MUSKOGEE DAILY PHOENIX	10/13/2017	112.20
194506	370	MUSKOGEE FARMERS ASSOCIATION	10/13/2017	390.00
194507	265	MUSKOGEE OVERHEAD DOOR	10/13/2017	675.00
194508	1696	MUSKOGEE READY MIX LLC	10/13/2017	10,337.50
194509	3758	NATIONAL ORGANIZATION OF BLACK	10/13/2017	150.00
194510	3652	NEWTON EQUIPMENT LLC	10/13/2017	12.12
194511	1944	OFFICE CONNECTIONS LLC	10/13/2017	153.36
194512	114	OFFICE DEPOT	10/13/2017	572.35
194513	974	OKLAHOMA BAR ASSOCIATION	10/13/2017	115.00
194514	3906	OKLAHOMA MECHANICAL INSPECTOR	10/13/2017	150.00
194515	452	OKLAHOMA MUNICIPAL ASSURANCE	10/13/2017	123,671.00
194516	67	OKLAHOMA NATURAL GAS	10/13/2017	107.16
194517	349	OKLAHOMA SECRETARY OF STATE	10/13/2017	10.00
194518	239	OKLAHOMA TAX COMMISSION	10/13/2017	66.00
194519	2763	ONE SOURCE WATER LLC	10/13/2017	94.50
194520	70	OREILLY AUTO PARTS	10/13/2017	2,013.53
194521	71	ORPS	10/13/2017	875.00
194522	2786	OZARK LASER & SHORING, INC.	10/13/2017	450.00
194523	73	PATE INDUSTRIAL SUPPLY INC	10/13/2017	175.44
194524	3024	PHIL BLAIR	10/13/2017	38.00
194525	3578	PIED PIPER SERVICES	10/13/2017	846.00
194526	204	PIONEER ABSTRACT & TITLE COMPANY	10/13/2017	500.00
194527	1597	PIONEER'S JANITORIAL SVC	10/13/2017	345.00
194528	3044	PUBLIC ENGINES INC	10/13/2017	1,500.00
194529	3420	RIVERSIDE AUTOPLEX OF MUSKOGEE	10/13/2017	70.08
194530	5246	ROBERTS TRUCK CENTER HOLDING	10/13/2017	248.16
194531	149	ROSSON WHEEL SERVICE	10/13/2017	50.00
194532	4866	ROXY OPERATING ACCOUNT	10/13/2017	4,000.00
194533	1058	ROY'S UPHOLSTERY	10/13/2017	125.00
194534	84	SADLER PAPER COMPANY	10/13/2017	89.09
194535	2635	SIMPSON CARPENTRY SERVICE	10/13/2017	13,000.00
194536	358	SIRCHIE FINGER PRINT	10/13/2017	230.85
194537	3739	SLAPE, INETTE	10/13/2017	54.00
194538	1248	SPRINT PCS	10/13/2017	5,779.22
194539	5269	STACEY BROWN DBA OKLAHOMA U	10/13/2017	400.00
194540	5267	STAUB INVESTMENTS INC. DBA GAL	10/13/2017	16.00
194541	92	STUART C IRBY CO	10/13/2017	206.57
194542	93	SUPERIOR LINEN SERVICE INC	10/13/2017	143.03
194543	3868	SUREEXPRESS	10/13/2017	50.00
194544	3024	TAMMY TRACY	10/13/2017	62.00

CITY OF MUSKOGEE CLAIMS
10-12.17 TO 10-31-17

CHECK NO	VENDOR NO	VENDOR NAME	CHECK DATE	CHECK AMOUNT
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194545	94	TECHNICAL PROGRAMMING SERVIC	10/13/2017	2,639.44
194546	362	TENDER TOUCH AUTO WASH INC	10/13/2017	611.00
194547	108	THREE RIVERS MUSEUM	10/13/2017	4,166.66
194548	5187	TIGER TRUCK INDUSTRIES	10/13/2017	32.37
194549	4183	TONY'S TIRE SERVICE INC	10/13/2017	150.00
194550	4572	TRANSUNION RISK & ALTERNATIVE	10/13/2017	111.00
194551	4446	TULSA ASPHALT LLC	10/13/2017	1,065.48
194552	97	UNIFIRST HOLDINGS LP	10/13/2017	921.98
194553	796	UTILITY SUPPLY CO	10/13/2017	4,230.20
194554	3386	UTILITY TECHNOLOGY SERVICES IN	10/13/2017	5,985.00
194555	4492	VISION SERVICES PLAN, OKLAHOMA	10/13/2017	9,270.74
194556	335	WARREN CAT	10/13/2017	822.41
194557	215	WASTE MANAGEMENT OF OKLAHO	10/13/2017	48.00
194558	717	WAYMAN, CINDY	10/13/2017	532.00
194559	329	WELDON PARTS - MUSKOGEE	10/13/2017	313.25
194560	4901	LAURA WICKIZER	10/13/2017	36.00
194561	3629	YELLOWHOUSE MACHINERY CO	10/13/2017	800.52
194562	3151	BANK OF OKLAHOMA-WEALTH MAI	10/13/2017	4,921.92
194563	3024	JEAN KINGSTON	10/13/2017	62.00
194564	5305	JOHN C TEDESCO DO PA	10/13/2017	4,600.00
194565	3024	MARCIE GILLIAM	10/13/2017	62.00
194566	3024	MIKE MILLER	10/13/2017	865.42
194567	3952	BANK OF AMERICA	10/16/2017	3,764.27
194568	121	BEAVER, CHRISTINA M	10/17/2017	48.49
194569	121	BROWN, ANITA S	10/17/2017	42.96
194570	121	CHERRY, RONALD & RENETTA	10/17/2017	5.10
194571	121	GREEN, NANCY	10/17/2017	25.89
194572	121	GUERRERO, ANNALYCIA M	10/17/2017	44.60
194573	121	HARRISON, JACK D.	10/17/2017	10.05
194574	121	HAYES, WANDA P	10/17/2017	61.85
194575	121	MILLER, VERDELL	10/17/2017	0.71
194576	121	MOORE, CAROLYN	10/17/2017	211.92
194577	121	MUSK. ARTS DIST. HOMES	10/17/2017	50.94
194578	121	MUSKOGEE AFFORDABLE HOUSING	10/17/2017	75.08
194579	121	PALMER, RODNEY	10/17/2017	3.16
194580	121	TRIMBLE GEORGIA D	10/17/2017	15.92
194581	121	WARD, HERBERT	10/17/2017	1.28
194582	121	WINGET, HENRY	10/17/2017	5.00
194583	121	BROWN, RICHARD J	10/18/2017	59.80
194584	121	COX, SARAH W	10/18/2017	20.93

CITY OF MUSKOGEE CLAIMS
10-12.17 TO 10-31-17

CHECK NO	VENDOR NO	VENDOR NAME	CHECK DATE	CHECK AMOUNT
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194585	121	DAVIS, JON M	10/18/2017	6.39
194586	121	DUKE, TINA M	10/18/2017	7.19
194587	121	GARNER, CAROL	10/18/2017	1.09
194588	121	HENRY, ARIANA	10/18/2017	66.72
194589	121	HILL, JAMES R	10/18/2017	27.93
194590	121	HORNBUCKLE CAPITAL	10/18/2017	39.72
194591	121	JOHNSON, KRYSTAL NICHOLE	10/18/2017	22.93
194592	121	MCCAF, INC	10/18/2017	5.73
194593	121	MUELLER, DIANA L	10/18/2017	50.26
194594	121	MUSK. ART DIST. HOMES	10/18/2017	37.86
194595	121	NUNN, DEREK	10/18/2017	45.36
194596	121	PETTIT, JAROD	10/18/2017	49.81
194597	121	PETTIT, JARROD	10/18/2017	18.86
194598	121	RIGGS, CHARLES	10/18/2017	11.03
194599	121	SHINN PROPERTIES	10/18/2017	38.70
194600	121	SLAPE CONSTRUCTION	10/18/2017	49.95
194601	121	STEWART, MARVIN R	10/18/2017	17.58
194602	121	WALLACE, JACKIE	10/18/2017	26.82
194603	4468	BLUECROSS/BLUE SHIELD OF OK	10/18/2017	55,660.54
194604	3024	ABIGAIL WRIGHT	10/20/2017	12.00
194605	2	ACCURATE LABS & TRAINING CENTE	10/20/2017	2,040.00
194606	155	ACECO RENTAL AND SALES	10/20/2017	198.32
194607	2713	ACTION GROUP STAFFING	10/20/2017	7,253.69
194608	2461	ADVANCE AUTO PARTS 647711110	10/20/2017	19.07
194609	1386	AIR CLEANING TECHNOLOGIES INC	10/20/2017	297.98
194610	3	AIRGAS USA LLC	10/20/2017	142.44
194611	4582	ALL SAFE INDUSTRIES, INC	10/20/2017	1,318.51
194612	1369	ALL-STATE ELECTRIC MOTORS INC	10/20/2017	839.94
194613	6	AMERICAN INDUSTRIAL SUPPLY CO	10/20/2017	408.50
194614	5167	ANIMAL MEDICAL CENTER #15603	10/20/2017	613.00
194615	4724	AOS, LLC	10/20/2017	7,415.10
194616	914	APAC CENTRAL INC	10/20/2017	11,269.17
194617	3976	AT&T #918 A04-0694 003 3	10/20/2017	760.00
194618	4267	AT&T #918 147-0140 002 4	10/20/2017	1,012.00
194619	2252	AT&T #918 147-5528 713 7	10/20/2017	378.00
194620	2595	AT&T MOBILITY	10/20/2017	335.47
194621	52	AUFFENBERG CHEVROLET CADILLAC	10/20/2017	62.26
194622	11	B & J OIL CO INC	10/20/2017	15,395.77
194623	5298	BEST & SHARP, INC.	10/20/2017	62.50
194624	2905	BETTY OUTHIER WILLIAMS LAW OFI	10/20/2017	286.11

CITY OF MUSKOGEE CLAIMS
10-12.17 TO 10-31-17

CHECK NO	VENDOR NO	VENDOR NAME	CHECK DATE	CHECK AMOUNT
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194625	3075	BIO-AQUATIC TESTING	10/20/2017	850.00
194626	862	BOB'S AUTOMOTIVE ELECTRIC	10/20/2017	45.00
194627	125	BOBBY STRICKLAND	10/20/2017	30.00
194628	3024	BRENDA REGAN	10/20/2017	171.61
194629	3238	BROKEN ARROW ELECTRIC	10/20/2017	2,316.43
194630	3024	BROOKE HALL	10/20/2017	90.00
194631	2552	BROWN'S SHOE FIT CO #87	10/20/2017	520.00
194632	3912	BURTON POOLS AND SPAS, LLC	10/20/2017	573.36
194633	5138	C & C SUPPLY AND SERVICE CO.	10/20/2017	512.20
194634	164	CASCO INDUSTRIES INCORPORATED	10/20/2017	128.00
194635	3024	CHRIS CUMMINGS	10/20/2017	371.86
194636	3365	CHUPP IMPLEMENT COMPANY	10/20/2017	1,166.86
194637	3442	CITY OF MUSKOGEE FOUNDATION	10/20/2017	2,600.00
194638	4300	CLIFFORD POWER SYSTEMS INC	10/20/2017	867.00
194639	1560	THE COLLISION CENTER OF MUSKOGEE	10/20/2017	14,252.55
194640	2292	CORE & MAIN LP	10/20/2017	1,118.16
194641	5020	COWAN GROUP ENGINEERING LLC	10/20/2017	68,244.64
194642	101	CROWL OIL CO INC	10/20/2017	610.50
194643	5075	CYNMAR LLC	10/20/2017	60.77
194644	3024	DAN HURD	10/20/2017	108.00
194645	4311	DAVID'S DISCOUNT TIRES INC	10/20/2017	153.68
194646	26	DELL MARKETING LP	10/20/2017	3,512.84
194647	262	DEPARTMENT OF ENVIRONMENTAL	10/20/2017	62.00
194648	3991	DIRT WORK DONE RIGHT	10/20/2017	4,285.00
194649	3133	JERRY L DORR	10/20/2017	110.80
194650	117	DOUG LANE	10/20/2017	56.50
194651	4167	COLLEEN DURBIN	10/20/2017	600.00
194652	170	EAST CENTRAL ELECTRIC	10/20/2017	303.23
194653	5307	EDWARDS AND PATTERSON LAW FIRM	10/20/2017	31,000.00
194654	3024	EILEEN VANKIRK	10/20/2017	934.00
194655	3113	EMPIRE PAPER CO	10/20/2017	137.60
194656	3435	ERGON ASPHALT & EMULSIONS INC	10/20/2017	939.63
194657	953	EXPRESS EMPLOYMENT PROFESSIONAL	10/20/2017	3,692.98
194658	29	FASTENAL COMPANY	10/20/2017	413.33
194659	537	FERRARA FIRE APPARATUS INC	10/20/2017	1,973.83
194660	133	FIVE STAR OFFICE SUPPLY	10/20/2017	3,240.87
194661	3509	FLEETPRIDE INC	10/20/2017	466.88
194662	3024	GARY GARVIN	10/20/2017	65.00
194663	34	GRAINGER	10/20/2017	1,162.32
194664	1303	GREEN COUNTRY TESTING	10/20/2017	260.00

CITY OF MUSKOGEE CLAIMS
10-12.17 TO 10-31-17

CHECK NO	VENDOR NO	VENDOR NAME	CHECK DATE	CHECK AMOUNT
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194665	2764	GRISSOMS LLC	10/20/2017	103.84
194666	4996	H & G PAVING CONTRACTORS, INC	10/20/2017	21,208.50
194667	40	HARRISON TIRE & SUPPLY	10/20/2017	94.00
194668	5194	HAWKINS, INC.	10/20/2017	16,470.72
194669	554	HAYNES EQUIPMENT COMPANY	10/20/2017	227.20
194670	117	HEIDI MASTERSON	10/20/2017	45.00
194671	181	HIX AIR CONDITIONING SERVICE	10/20/2017	284.00
194672	377	HOFFMAN PRINTING CO INC	10/20/2017	1,662.00
194673	42	HOGLE COMPANY	10/20/2017	959.70
194674	1414	HOMELAND STORES INC	10/20/2017	172.56
194675	111	HUGHES LUMBER CO	10/20/2017	145.24
194676	4902	IMPERIAL LLC	10/20/2017	375.10
194677	427	INCOR	10/20/2017	2,025.00
194678	47	THE J & E CORPORATION	10/20/2017	139.95
194679	3024	KAREN COKER	10/20/2017	0.00
194680	3024	KELLY PLUNKETT	10/20/2017	100.31
194681	4467	KEVIN HERON TOOLS - SNAP ON	10/20/2017	17,500.00
194682	3128	LA QUINTA INN & SUITE- MIDWEST	10/20/2017	776.00
194683	2363	LEADSONLINE LLC	10/20/2017	4,548.00
194684	964	LOVE BOTTLING CO - #111902	10/20/2017	66.80
194685	56	LOWES	10/20/2017	1,204.25
194686	3024	MARK WILKERSON	10/20/2017	90.00
194687	4246	MARVIN'S MOWERS AND OUTDOOR	10/20/2017	487.65
194688	840	MATHIS PRINTING	10/20/2017	245.00
194689	4519	MID AMERICA METER, INC	10/20/2017	156.25
194690	3024	MIKE HEDGE	10/20/2017	64.47
194691	194	MORGAN SERVICES COMPANY LLC	10/20/2017	140.00
194692	5195	MUSCOGEE STAFFING SOLUTIONS,	10/20/2017	4,719.40
194693	139	MUSKOGEE CITY-COUNTY PORT AU	10/20/2017	30,373.75
194694	546	MUSKOGEE COUNTY DISTRICT COU	10/20/2017	219.14
194695	341	MUSKOGEE LOCK & KEY	10/20/2017	43.50
194696	1426	NATIONAL TACTICAL OFFICERS ASS	10/20/2017	345.00
194697	2509	O C I	10/20/2017	51.17
194698	1944	OFFICE CONNECTIONS LLC	10/20/2017	713.20
194699	114	OFFICE DEPOT	10/20/2017	684.51
194700	2879	OKLAHOMA ANIMAL CONTROL ASS	10/20/2017	175.00
194701	937	OKLA. ASSOC OF MUNICIPAL ATTOF	10/20/2017	480.00
194702	1499	OKLAHOMA FLOODPLAIN MANAGE	10/20/2017	75.00
194703	272	OKLAHOMA MUNICIPAL LEAGUE	10/20/2017	0.00
194704	67	OKLAHOMA NATURAL GAS	10/20/2017	1,009.61

CITY OF MUSKOGEE CLAIMS
10-12.17 TO 10-31-17

CHECK NO	VENDOR NO	VENDOR NAME	CHECK DATE	CHECK AMOUNT
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194705	349	OKLAHOMA SECRETARY OF STATE	10/20/2017	25.00
194706	68	OKLAHOMA TURNPIKE AUTHORITY	10/20/2017	84.61
194707	3471	OKLAHOMA UNIFORM BUILDING CO	10/20/2017	84.00
194708	2763	ONE SOURCE WATER LLC	10/20/2017	13.00
194709	70	OREILLY AUTO PARTS	10/20/2017	2,038.05
194710	73	PATE INDUSTRIAL SUPPLY INC	10/20/2017	578.94
194711	204	PIONEER ABSTRACT & TITLE COMP/	10/20/2017	300.00
194712	204	PIONEER ABSTRACT & TITLE COMP/	10/20/2017	73,978.00
194713	2154	PITNEY BOWES GLOBAL FINANCIAL	10/20/2017	1,000.00
194714	4795	PREMIER TRUCK GROUP	10/20/2017	1,957.35
194715	5008	PREMIER USA INC.	10/20/2017	1,999.50
194716	3420	RIVERSIDE AUTOPLEX OF MUSKOGEE	10/20/2017	884.00
194717	5246	ROBERTS TRUCK CENTER HOLDING	10/20/2017	27.90
194718	149	ROSSON WHEEL SERVICE	10/20/2017	85.00
194719	496	ROYAL SIGN AND GRAPHIC INC	10/20/2017	120.00
194720	84	SADLER PAPER COMPANY	10/20/2017	4,293.84
194721	2503	SAFETY FIRE EXTINGUISHERS	10/20/2017	20.00
194722	3954	SCOTT-MERRIMAN INC	10/20/2017	1,211.76
194723	380	SEARS COMMERCIAL ONE	10/20/2017	448.57
194724	4554	STIGLER MILLING COMPANY, LLC	10/20/2017	380.67
194725	92	STUART C IRBY CO	10/20/2017	543.88
194726	2104	SUDDENLINK	10/20/2017	8,375.73
194727	212	SUNSET CHEMICAL COMPANY	10/20/2017	200.00
194728	93	SUPERIOR LINEN SERVICE INC	10/20/2017	45.04
194729	2673	TASER INTERNATIONAL	10/20/2017	303.68
194730	94	TECHNICAL PROGRAMMING SERVICE	10/20/2017	3,057.46
194731	5140	TILLMAN LEARNING LLC DBA	10/20/2017	3,595.00
194732	5022	TIM'S TRANSMISSION	10/20/2017	700.00
194733	4446	TULSA ASPHALT LLC	10/20/2017	2,156.44
194734	97	UNIFIRST HOLDINGS LP	10/20/2017	1,844.64
194735	61	US TREASURY - CREDIT TO	10/20/2017	1,350.00
194736	61	US TREASURY - CREDIT TO	10/20/2017	450.00
194737	572	USA BLUEBOOK	10/20/2017	133.22
194738	796	UTILITY SUPPLY CO	10/20/2017	7,671.28
194739	3386	UTILITY TECHNOLOGY SERVICES INC	10/20/2017	5,000.00
194740	382	WALMART STORES	10/20/2017	130.08
194741	215	WASTE MANAGEMENT OF OKLAHOMA	10/20/2017	14,440.47
194742	309	WEST GROUP	10/20/2017	938.90
194743	3629	YELLOWHOUSE MACHINERY CO	10/20/2017	289.08
194744	4738	CITYWIDE PROPERTY MAINTENANCE	10/20/2017	1,564.14

CITY OF MUSKOGEE CLAIMS
10-12.17 TO 10-31-17

CHECK NO	VENDOR NO	VENDOR NAME	CHECK DATE	CHECK AMOUNT
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194745	5309	ADAPTIVE ENTERPRISES, LLC	10/20/2017	3,300.00
194746	272	OKLAHOMA MUNICIPAL LEAGUE	10/20/2017	1,460.00
194747	272	OKLAHOMA MUNICIPAL LEAGUE	10/20/2017	50.00
194748	121	BROWN, BETTY J	10/24/2017	32.98
194749	121	CROSBY, CINDY	10/24/2017	40.00
194750	121	DUGAN, DAWNETTA	10/24/2017	109.45
194751	121	FANNING, JERRI	10/24/2017	100.00
194752	121	GIBSON, HAROLD A JR.	10/24/2017	21.11
194753	121	HOSKIN, AMY D	10/24/2017	45.33
194754	121	MORONEY, JAMES J	10/24/2017	55.36
194755	121	ONEAL, JEFFERY T	10/24/2017	43.28
194756	121	PLANT, ASHLEY L	10/24/2017	37.08
194757	121	PROBST, TRACY	10/24/2017	48.15
194758	121	REI, LLC	10/24/2017	43.70
194759	121	RUTLEDGE, DON	10/24/2017	61.27
194760	121	SMITH, JERRY	10/24/2017	5.73
194761	4468	BLUECROSS/BLUE SHIELD OF OK	10/24/2017	38,225.06
194762	121	CROW, MILDRED M.	10/25/2017	43.59
194763	2713	ACTION GROUP STAFFING	10/25/2017	3,950.97
194764	2461	ADVANCE AUTO PARTS 647711110	10/25/2017	1,340.91
194765	1911	AMERICAN MUNICIPAL SERVICES	10/25/2017	438.60
194766	158	ANCHOR AUTO GLASS	10/25/2017	249.00
194767	5166	ANIMAL MEDICAL CENTER #15597	10/25/2017	755.00
194768	3024	ANTHONY BROWN	10/25/2017	92.00
194769	52	AUFFENBERG CHEVROLET CADILLAC	10/25/2017	189.11
194770	1079	AUTOMATIC ENGINEERING INC	10/25/2017	996.24
194771	11	B & J OIL CO INC	10/25/2017	374.79
194772	780	BG PRODUCTS INC	10/25/2017	4,242.00
194773	2853	BLESSED GROUND MAINTENANCE	10/25/2017	900.00
194774	5036	BOUNDLESS NETWORK, INC.	10/25/2017	375.20
194775	117	BRIAN GARNER	10/25/2017	56.50
194776	4701	BROCK SUPPLY CO	10/25/2017	408.14
194777	3238	BROKEN ARROW ELECTRIC	10/25/2017	9,291.04
194778	578	CAGLE AUTO CRUSHERS & SALVAGE	10/25/2017	80.00
194779	5131	ESTHELA CASALE	10/25/2017	72.00
194780	294	CDW GOVERNMENT INC	10/25/2017	378.24
194781	5175	JAN CHAMPAGNE	10/25/2017	90.00
194782	3640	CHARBONNEAU, BILLY JO	10/25/2017	54.00
194783	820	CHIEF FIRE & SAFETY	10/25/2017	576.00
194784	4738	CITYWIDE PROPERTY MAINTENANC	10/25/2017	3,059.49

CITY OF MUSKOGEE CLAIMS
10-12.17 TO 10-31-17

CHECK NO	VENDOR NO	VENDOR NAME	CHECK DATE	CHECK AMOUNT
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194785	1560	THE COLLISION CENTER OF MUSKOGEE	10/25/2017	88.00
194786	2292	CORE & MAIN LP	10/25/2017	1,121.31
194787	5020	COWAN GROUP ENGINEERING LLC	10/25/2017	1,113.00
194788	2651	THOMAS CRABTREE	10/25/2017	7,687.50
194789	5277	D&D AG SERVICE LLC	10/25/2017	10,440.00
194790	4311	DAVID'S DISCOUNT TIRES INC	10/25/2017	25.36
194791	25	DEALERS ELECTRICAL SUPPLY	10/25/2017	1,878.47
194792	117	DEREK TATUM	10/25/2017	25.00
194793	3024	DILLON SWAIM	10/25/2017	62.00
194794	650	DIRECT TRAFFIC CONTROL INC	10/25/2017	11,024.60
194795	4862	SARAH EATON	10/25/2017	108.00
194796	953	EXPRESS EMPLOYMENT PROFESSIONAL	10/25/2017	5,107.52
194797	29	FASTENAL COMPANY	10/25/2017	140.07
194798	5191	BETHANY FERGUSON	10/25/2017	72.00
194799	5308	MEGAN FILANDA	10/25/2017	122.00
194800	133	FIVE STAR OFFICE SUPPLY	10/25/2017	305.99
194801	4644	ANDRAE FREEMAN	10/25/2017	300.00
194802	1636	FUN EXPRESS LLC	10/25/2017	338.34
194803	5247	NIKYA GIVENS	10/25/2017	108.00
194804	40	HARRISON TIRE & SUPPLY	10/25/2017	10.00
194805	181	HIX AIR CONDITIONING SERVICE	10/25/2017	313.00
194806	42	HOGLE COMPANY	10/25/2017	427.26
194807	289	HOLLOWAY UPDIKE AND BELLEN INC	10/25/2017	0.00
194808	1414	HOMELAND STORES INC	10/25/2017	62.07
194809	47	THE J & E CORPORATION	10/25/2017	144.95
194810	186	JAMES HODGE FORD-LINCOLN-MER	10/25/2017	389.54
194811	4347	JURKIEWICZ, DAVID GERARD	10/25/2017	36.00
194812	4742	KAREN LAUDERDALE	10/25/2017	72.00
194813	117	LAVEDA BERTON	10/25/2017	17.33
194814	399	LOCKE SUPPLY CO	10/25/2017	252.12
194815	56	LOWES	10/25/2017	1,743.95
194816	4246	MARVIN'S MOWERS AND OUTDOOR	10/25/2017	4,863.30
194817	194	MORGAN SERVICES COMPANY LLC	10/25/2017	25.00
194818	341	MUSKOGEE LOCK & KEY	10/25/2017	224.24
194819	5082	MUSKOGEE MANUFACTURING LLC	10/25/2017	120.00
194820	197	MUSKOGEE YOUTH SERVICES	10/25/2017	2,462.72
194821	3652	NEWTON EQUIPMENT LLC	10/25/2017	420.13
194822	864	NORTHERN SAFETY CO	10/25/2017	454.49
194823	114	OFFICE DEPOT	10/25/2017	410.49
194824	2108	OKLAHOMA CHILLER CORPORATION	10/25/2017	4,384.18

CITY OF MUSKOGEE CLAIMS
10-12.17 TO 10-31-17

CHECK NO	VENDOR NO	VENDOR NAME	CHECK DATE	CHECK AMOUNT
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194825	415	OKLAHOMA CONTRACTOR'S SUPPL'	10/25/2017	1,826.00
194826	274	OKLAHOMA EMPLOYMENT SECURI	10/25/2017	7,992.77
194827	2763	ONE SOURCE WATER LLC	10/25/2017	345.00
194828	70	OREILLY AUTO PARTS	10/25/2017	2,211.51
194829	73	PATE INDUSTRIAL SUPPLY INC	10/25/2017	163.06
194830	464	PETE'S MACHINE SHOP & ENGINE P	10/25/2017	10.00
194831	204	PIONEER ABSTRACT & TITLE COMP/	10/25/2017	21,835.00
194832	1621	PLANNING DESIGN GROUP	10/25/2017	3,150.00
194833	4795	PREMIER TRUCK GROUP	10/25/2017	878.26
194834	5008	PREMIER USA INC.	10/25/2017	1,013.08
194835	1865	RICHEY'S MUFFLER, BRAKES & MOR	10/25/2017	164.99
194836	3420	RIVERSIDE AUTOPLEX OF MUSKOGEE	10/25/2017	827.76
194837	3024	ROGER RUFFNER	10/25/2017	32.80
194838	149	ROSSON WHEEL SERVICE	10/25/2017	100.00
194839	2433	SIGNAL TEK, INC	10/25/2017	1,125.00
194840	3739	SLAPE, INETTE	10/25/2017	54.00
194841	4165	SPRING CREEK NURSERY INC	10/25/2017	2,250.00
194842	93	SUPERIOR LINEN SERVICE INC	10/25/2017	45.04
194843	2673	TASER INTERNATIONAL	10/25/2017	52,080.00
194844	94	TECHNICAL PROGRAMMING SERVIC	10/25/2017	2,327.01
194845	3102	TIGER NATURAL GAS INC	10/25/2017	749.88
194846	768	TOTAL TRUCK & TRAILER	10/25/2017	263.44
194847	97	UNIFIRST HOLDINGS LP	10/25/2017	79.08
194848	2398	UNIQUE DRY CLEANERS	10/25/2017	299.85
194849	5311	PATTI WAIT	10/25/2017	600.00
194850	335	WARREN CAT	10/25/2017	1,191.30
194851	215	WASTE MANAGEMENT OF OKLAHO	10/25/2017	14,465.30
194852	717	WAYMAN, CINDY	10/25/2017	144.00
194853	99	WHEELER METALS	10/25/2017	105.50
194854	4901	LAURA WICKIZER	10/25/2017	36.00
194855	217	WINDOW DESIGNS AND INTERIOR I	10/25/2017	1,974.60
194856	4882	CIVIC CENTER OPERATING ACCOUN	10/26/2017	33,385.00
194857	99	WHEELER METALS	10/27/2017	4,000.00
194858	4468	BLUECROSS/BLUE SHIELD OF OK	10/31/2017	79,892.77
194859	289	HOLLOWAY UPDIKE AND BELLEN IN	10/31/2017	1,300.00

Finance Committee**3.**

Meeting Date: 11/07/2017

Submitted For: Gary Garvin, Planning

Initiator: Susan Ross, Office
Adm 1

Department: Planning

Staff Information Source:

Information**AGENDA ITEM TITLE:**

Consider approval of Resolution No. 2708 declaring one (1) parcel of property as surplus property, more particularly described in the resolution, as surplus to the needs of the City and authorize the conveyance of said property, or take other necessary action. (Gary D. Garvin)

BACKGROUND:

Parcel 1- The City received one (1) bid from Jeffery Hicks in the amount of \$363.00 for the parcel located at 809 S. Main. Mr. Hicks owns two (2) abutting lots and plans to maintain all three (3) lots.

RECOMMENDED ACTION:

Approve the resolution declaring one (1) parcel of property as surplus to the needs of the City and authorize the conveyance of said properties.

Fiscal Impact**Attachments**

RES 2708 11-13-2017 Surplus Property

Map 809 S. Main Street

RESOLUTION NO. 2708

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:

E112.5 LOT 3 BLOCK 70, 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:

E112.5 LOT 3 BLOCK 70, 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



Finance Committee

4.

Meeting Date: 11/07/2017

Submitted For: Mike Miller, City Manager

Initiator: Marsha Wiseman,
Admin Assistant

Department: City Manager

Staff Information Source:

Information

AGENDA ITEM TITLE:

Consider approval to accept a Muskogee Medical Center Foundation grant in the amount of \$26,600.00 to be used to fund the Medical Director position for our EMR/First Responder/Fire Departments, or take other necessary action. (Mike Miller)

BACKGROUND:

Cities are required by state law to obtain the services of a Medical Director (M.D. or D.O.) to serve the Emergency Medical Response (EMR)/First Responders/Fire Department.

This monies from this grant will fund this Medical Director position at \$2,000.00 per month, plus a one-time expense of \$2,600.00 to cover the physician's increased malpractice insurance. This grant was awarded for a recurring grant period of three (3) years.

RECOMMENDED ACTION:

Accept the Muskogee Medical Center Foundation grant in the amount of \$26,600.00 to be used to fund the position of Medical Director for our EMR/First Responder/Fire Departments.

Fiscal Impact

Attachments

No file(s) attached.

Finance Committee

5.

Meeting Date: 11/07/2017

Submitted For: Mike Miller, City Manager

Initiator: Matthew Beese,
Deputy City Attorney

Department: City Attorney

Staff Information Source: City Attorney, City Manager

Information

AGENDA ITEM TITLE:

Consider approval to authorize the City Manager to negotiate and execute a transition agreement from Spectra as a third-party contractor to the City of Muskogee for operations of the Civic Center, or take other necessary action. (Mike Miller)

BACKGROUND:

Spectra assumed operations of the Muskogee Civic Center in 2015. The city has evaluated their performance to date and have held discussions on ways to terminate the agreement with the least possible acrimony. Spectra has been a willing participant in those discussions and the City may be able to negotiate a mutually acceptable agreement to end the contractual relationship. After a transition period, city staff would assume operations of the Civic Center and use remaining budgeted funds, to the extent they are available, to operate through the fiscal year.

RECOMMENDED ACTION:

Approve the city manager to negotiate and execute a transition from Spectra as a third-party contractor to the City of Muskogee for operations of the Civic Center.

Fiscal Impact

FUNDING SOURCE:

The City would owe a prorated portion of the \$150,000 loan that Spectra made to the City at the start of the contract, as well as outstanding balances owed to Spectra. This may cause the city to go over the budget for the civic center this year. If so, we would need to amend the budget later in the fiscal year, as we did in FY2016 and FY2017 for Spectra.

Attachments

No file(s) attached.

Finance Committee**6.**

Meeting Date: 11/07/2017

Submitted For: Rex Eskridge, Police

Initiator: Chad Farmer, Deputy
Chief

Department: Police

Staff Information Source:

Information**AGENDA ITEM TITLE:**

Consider approval to apply for the 2018 State of Oklahoma Emergency Management Performance Grant (EMPG) in the amount of \$25,000.00 to be used to fund Emergency Management operations, or take other necessary action. (Rex Eskridge)

BACKGROUND:

This is a reoccurring annual grant that the City receives. The EMPG grant is a 50% local 50% state performance based grant. Based on the City's budget allocation to the Emergency Management Department, the grant application will be for \$25,000. The monies from this grant will be used in furtherance of the Emergency Management operations for the City. This includes All Hazard, Whole Community Planning, current Emergency Operations Plan, Hazard Mitigation Plan, and NIMS compliance. The EMPG program encourages the development of a comprehensive emergency preparedness system for all hazards by the State and local governments. See attached FY 2018 Emergency Management Program Grant Application.

RECOMMENDED ACTION:

Approval to apply for the 2018 Oklahoma Emergency Management Performance Grant (EMPG) in the amount of \$25,000.00.

Fiscal Impact**Attachments**2018 EMPG Application

ALBERT ASHWOOD
State Director



MARY FALLIN
Governor

STATE OF OKLAHOMA
DEPARTMENT OF EMERGENCY MANAGEMENT

October 17, 2018

Dear Director:

The City of Muskogee Oklahoma is invited to submit a sub-grant funding application for the Emergency Management Performance Grant (EMPG), Fiscal Year 2018 (October 1, 2017 to September 30, 2018) for an amount to be determined as funds become available. EMPG is a **performance based** sub-grant. Contingent upon successful completion of the identified requirements in the application, applicants will receive twenty-five Percent (25%) of the awarded sub-grant to be paid in quarterly disbursements.

Please review the eligibility and performance requirements in the FY 2018 EMPG sub-grant agreement carefully before applying. **Applicants must submit all of the required documentation in order to receive EMPG sub-grant approval.** The omission of any document will result in a rejected application without further inquiry. It is the Oklahoma Department of Emergency Managements intent to supplement city, county and tribal Emergency Management program funds. This can only be achieved by the commitment and compliance of EMPG applicants.

The application must be received no later than November 17, 2017 to be eligible. **No grant funds will be awarded to City of Muskogee if the application is not submitted by November 17, 2017.** If you have any questions, please contact your Oklahoma Department of Emergency Management Regional Coordinator.



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Emergency Management Grant Program

FY2018 Sub-Grant Agreement

This agreement is entered into by and between **The State of Oklahoma Department of Emergency Management**, and City of Muskogee, hereinafter referred to as the Political Subdivision. **Witnesses that** Oklahoma Department of Emergency Management and the Political Subdivision for the considerations named agree as follows:

Article 1. Eligibility Criteria

To be eligible for an Emergency Management Performance Grant (EMPG) Sub-grant, a local jurisdiction must meet the following eligibility requirements:

1. The Jurisdiction must have a paid Emergency Management Director, either full or part time, who works at least 20 hours a week and is employed as defined under Oklahoma State Statute, Title 63-683.11 to 13, Emergency Management Compact and Fair Labor Standards Act (See Title 63 excerpt attachment provided in application packet).
2. The Emergency Management Program budget must exceed the Emergency Management Performance Grant dollar amount and cover the entire cost of the jurisdiction's emergency management office, independent of any sub-grant monies. The Emergency Management Performance Grant is based on a 50/50 match (50% local and 50% state). A certified copy of the Emergency Management Budget for the jurisdiction must be included with the application.* For the Emergency Management Program Grant closeout, during the 4th quarter only, provide a notarized copy of the local jurisdiction's year end emergency manager's treasurer / county clerk's report.
3. A list of All Hazard, Whole Community Planning Group Annexes or Emergency Support Function (ESF) representatives, Tribal representatives, Higher-Education representatives,

business partners as well as any other persons the Planning Group deems necessary to promote the “whole community” concept of planning. The Planning Group list will include name, position, email and phone number.

4. ***Maintain a 24 hour point of contact who will promptly report to Oklahoma Department of Emergency Management Duty Officer, (800) 800-2481, all significant events happening within the jurisdiction.*** (Per State Statute, Title 63–683.11.E)
5. Current Emergency Operations Plan (EOP)
6. State Approved Hazard Mitigation Plan (HMP)
7. National Incident Management System (NIMS) Compliance Certificate

*** Please note:** The Jurisdiction cannot replace the Emergency Management program’s budget with Emergency Management Performance Grant funds. This means the previously budgeted Jurisdictional Emergency Management program cannot be reduced when receiving the EMPG funds. The EMPG funds are supplemental funds for improving and/or increasing the Jurisdiction’s Emergency Management Program only.

Article 2. Minimum Task/Activity Requirements

The following 10 activities are the **minimum** task requirements that shall be completed by the Political Subdivision. All Deliverables will be submitted to the Oklahoma Department of Emergency Management Regional Coordinator assigned to the jurisdiction.

1. Quarterly ALL Hazard, Whole Community Planning Group Meetings

An All-Hazard, Whole Community Planning group will be formed consisting of all Annexes or Emergency Support Function (ESF) representatives, Tribal representatives, Higher Education representatives and business partners as well as any other persons the

Planning Group deems necessary to promote the “whole community” concept of planning to meet quarterly.

Measurement Methods:

- a. A meeting invitation letter for each meeting to include a mailing list (can be an email copy).
- b. An agenda for each quarterly meeting
- c. Minutes of each quarterly meeting.
- d. Sign-in sheets for each quarterly meeting (dated).

2. Emergency Operations Plan

The Jurisdiction must have an Emergency Operations Plan to participate in the Emergency Management Performance Grant. The All Hazard, Whole Community Planning Group will be directly involved in the quarterly planning and updates of the Jurisdiction’s Emergency Operations Plan. The Emergency Operations Plan will be updated according to CPG 101-v.2

Measurement Methods:

- a. The quarterly report submitted to Oklahoma Department of Emergency Management.
- b. Sign-in Sheet from Quarterly Planning Meetings.
- c. An Emergency Operations Plan approval page signed by each of the Annexes or ESF representatives and the jurisdiction’s highest elected official (form provided).

3. A Hazard Mitigation Plan Approved by the State and Updated as Required

The Jurisdiction must have a State approved Hazard Mitigation Plan to participate in the Emergency Management Performance Grant. The All Hazard, Whole Community

Planning Group will update the Hazard Mitigation plan according to the evaluation matrix provided by Oklahoma Department of Emergency Management.

Measurement Methods:

- a. The quarterly report submitted to Oklahoma Department of Emergency Management.
- b. A Hazard Mitigation plan approval page signed by each of the Annexes or ESF representatives and the jurisdiction's highest elected official (form provided).

4. A Current List of Training and Exercises

The current Training and Exercise plans will be a topic of discussion of the All Hazard, Whole Community Planning Group.

Measurement Methods:

- a. Quarterly, submit a list of Annex or ESF training activities to the Oklahoma Department of Emergency Management.
- b. Quarterly, submit a list of Annex or ESF exercise activities to the Oklahoma Department of Emergency Management.

5. Four (4) Exercises of Any Type

The Jurisdiction must conduct four (4) exercises of any type. The types of exercises are Seminars, Workshops, Tabletop, Games, Drills, Functional, and Full-Scale. (You can only count one WebEOC drill as part of the four.) All exercises need to test all or part of the Emergency Operations Plan. You may also count one actual event as an exercise.

Measurement Methods:

- a. A copy of the After Action Report-Improvement Plan (AAR-IP) for each exercise must be submitted to the Oklahoma Department of Emergency Management.

6. One (1) Full Scale Exercise

The Jurisdiction must participate in one Full-Scale Exercise. The Statewide Earth Wind and Fire exercise will count as an Emergency Operations Center full scale exercise.

Measurement Methods:

- a. The AAR-IP for the jurisdiction's part of the exercise must be generated by the jurisdiction and a copy of the AAR-IP must be submitted to Oklahoma Department of Emergency Management.

7. Attendance of the Strategic Regional Planning Workshop

The Oklahoma Department of Emergency Management Regional Coordinator, in conjunction with local Emergency Managers, will host a Professional Development Workshop. The Emergency Management Director shall attend their Area's Workshop, in its entirety.

Measurement Methods:

- a. A copy of the Certificate or other appropriate documentation shall be submitted to Oklahoma Department of Emergency Management.

8. Attendance of the Annual Oklahoma Emergency Management Conference

The Emergency Management Director shall attend the Annual Oklahoma Emergency Management Conference, in its entirety.

Measurement Methods:

- a. A copy of the Certificate or other appropriate documentation shall be submitted to Oklahoma Department of Emergency Management.

9. Attendance of Two (2) Oklahoma Department of Emergency Management Strategic Regional Planning Meetings

The Emergency Management Director shall attend the Oklahoma Department of Emergency Management Regional Coordinator's Quarterly Quadrant meetings.

Measurement Methods:

- a. A copy of the sign-in sheet.

10. Whole Community Preparedness Projects

A current list of Emergency Response 'Agencies/Organizations' efforts in Whole Community Preparedness projects.

Measurement Methods:

- a. Submit a list of whole community preparedness activities to the Oklahoma Department of Emergency Management.

Article 3. Authorized Representatives

The Agency Director of the Oklahoma Department of Emergency Management and the Political Subdivision Director of Emergency Management shall be the authorized representatives to complete work and negotiate changes to this agreement. The Political Subdivision will, on a form provided by the Oklahoma Department of Emergency Management, identify a Director of Emergency Management for the Political Subdivision, an alternate, and the Political Subdivision's official mailing address. The Director of Emergency Management for the Political Subdivision will serve as the Political Subdivision's official point of contact (POC), responsible for reporting on, or responding to inquiries regarding the four (4) phases of emergency management (mitigation, preparedness, response and recovery) plus the recently added mission areas of Prevention and Protection, to include incident reporting.

Article 4. Duration

This agreement shall be in full force and effective at 12:01 a.m. on October 1, 2017 by both parties and terminating at 12:00 p.m. on September 30, 2018, unless terminated by either party prior to that time, in writing. The Oklahoma Department of Emergency Management may extend the term of this Agreement by giving written notice to the Political Subdivision 30 days prior to the end of this Agreement. If the Oklahoma Department of Emergency Management exercises this option, the extended Agreement shall be considered to include this option provision. The total duration of this Agreement, including the exercise of any options under this clause, shall not exceed three years.

Article 5. Purpose

The purpose of this agreement is to provide a 50/50 sub-grant with a portion of the funds awarded to the State of Oklahoma under the Federal Emergency Management Agency (FEMA)'s Emergency Management Performance Grant (EMPG) program. The EMPG program encourages the development of a comprehensive emergency preparedness system for all hazards by the State and local governments.

Article 6. Authorities

The authorities for this award are:

The Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended, 42 U.S.C. § 5121 et. Seq. (the Stafford Act); Title 44, Code of Federal Regulations (CFR), Part 302, et. Seq.; Title 2, Code of Federal Regulations (CFR), U.S. Department of Homeland Security Presidential Directive 5 (HSPD-5); Oklahoma Emergency Management Act 2003, 63 O.S. 683. 1 et. Seq.; State Administrative Plan adopted by the Oklahoma Department of Emergency Management.

Article 7. Time of Completion

All work shall be completed by the Political Subdivision during Federal Fiscal Year 2018, with the exception that the auditor's opinion letter which accompanies the jurisdiction's annual audit must be submitted as soon as the audit is completed.

Article 8. Suspension of Sub-Grant/Debarment from Future Awards

If the Political Subdivision fails to complete the agreed scope of work they may be barred from participation in the sub-grant program for the following Federal Fiscal Year.

Article 9. General Provisions

- A. All work shall be completed in a professional manner and in compliance with all applicable laws.
- B. To the extent required by law, individuals duly licensed and authorized by law to do so shall perform all work.
- C. The Political Subdivision warrants that it is adequately insured for injury to its employees and others incurring loss or injury as a result of the acts of the Political Subdivision or its employees or agents.
- D. The Political Subdivision agrees that neither it nor its employees or agents are covered under insurance paid for by the State of Oklahoma, and are not authorized to obligate the State of Oklahoma, its employees or agents.
- E. The Standard Assurances for Federal Funds submitted by the Political Subdivision, as part of their application package, are hereby referenced and incorporated into this agreement.

FY 2018 Emergency Management Grant Program

Required Application Documents

Listed below are the documents required for the successful completion of the FY 2018 EMPG application.

Please complete the following provided documents:

1. Sub-Grant Funding Worksheet (See Excel Attachment)
2. All Hazard, Whole Community Planning Group Member's List
3. State of Oklahoma Designation of Political Sub-Division Agent
4. Elected Official, City Manager, Tribal Officials Signature Page

Please supply the following documents:

1. Certified Jurisdiction's Official Emergency Management Program Budget
2. Jurisdiction's NIMS Compliance Certificate
3. Notarized Copy of the Local Jurisdiction's Year End Emergency Manager's Treasurer / County Clerk's Report (Grants Program Closeout - 4th Quarter Only).

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FY 2018 Emergency Management Grant Program

Emergency Support Function Annex Definitions

Roles and Responsibilities of the ESFs

ESF	Scope
ESF#1 – Transportation	Transportation Safety Restoration/recovery of transportation infrastructure People, equipment and commodities movement
ESF#2 – Communications	Coordination with telecommunications and information technology Restoration and repair of telecommunications infrastructure Protection, restoration, and sustainment of cyber and information technology resources Oversight of communications within the incident management and response structures
ESF#3 - Public Works &/or Road Foreman	Infrastructure protection and emergency repair Infrastructure restoration Engineering services and construction management
ESF#4 – Firefighting	Coordination of firefighting activities Support to wildland, rural, and urban firefighting ops
ESF#5 – Emergency Management	Coordination of preparedness, EOC response, recovery, and mitigation operations Resource and human capital Incident action planning Financial management Damage and Impact Assessment
ESF#6 – Mass Care,	Mass care Emergency assistance Disaster housing Human services
ESF#7 – Logistics Management and Resource Support	Comprehensive incident logistics planning, management, sustainment capability Resource Support (facility space, office equipment and Supplies, contracting services, etc.)
ESF#8 – Public Health And Medical Services	Public health Medical Mental health services Mass fatality management

ESF#9 – Search and Rescue	Life-saving assistance Search and rescue operations
ESF#10 – Oil and Hazardous Materials Response (Private Partners)	Oil and hazardous materials (chemical, biological, radiological, etc.) Environmental short – long-term cleanup
ESF#11 – Agriculture and Natural Resources	Animal and plant disease and pest response Food safety and security Natural and cultural resources and historic properties protection and restoration Safety and well-being of household pets
ESF#12 – Utilities	Energy infrastructure assessment, repair, and restoration Energy industry utilities coordination
ESF#13 – Public Safety (Local Sheriff or PD)	Facility and resource security Security planning and technical resource assistance Public safety and security support Support to access, traffic, and crowd control
ESF#14 – Long-Term Community Recovery (Local VOAD) implementation	Social and economic community impact assessment Long-term community recovery assistance Analysis and review of mitigation program
ESF#15 – External Affairs (PIO & Social Media)	Emergency public information and protective action guidance Media and community relations

ESF Member Roles and Responsibilities

Each ESF Annex identifies the coordinator/liaison and the primary and support agencies pertinent to the ESF. Several ESFs incorporate multiple components, with primary agencies and secondary agencies designated for each component to ensure seamless integration of the transition between preparedness, response, and recovery activities. ESFs with multiple primary agencies designate an ESF coordinator for the purposes of pre-incident planning and coordination of primary and supporting agency efforts throughout the incident.

FY 2018 Emergency Management Grant Program

All Hazard, Whole Community Planning Group Member's List

Annex/ESF	Name	Phone	E-mail	Agency Organization
Transportation	John Ford	918-682-1721	jford@windstream.net	Muskogee County Transit
Communications	Darryl Maggard	918-682-6911	dmaggard@mcc911.org	Muskogee 911 Center
Public Works & Engineering	Mike Stewart	918-684-6330	mstewart@muskogeeonline.org	City of Muskogee
Firefighting	Michael Odell	918-684-6252	modell@muskogeeonline.org	City of Muskogee
Emergency Management	Mark Bolding	918-684-6295	mbolding@muskogeeonline.org	City of Muskogee
Mass-Care, Housing & Human Services	American Red Cross Samantha Hendry	918-831-1272	shenry@okredcross.org	American Red Cross
Logistics Management & Resource Support	Chad Farmer	918-683-8000	cfarmer@muskogeeepd.org	City of Muskogee
Public Health & Medical Services	Roger Shilling	918-485-3022 918-430-6552	rogers@health.ok.gov	Health Department
Search & Rescue	Muskogee Fire Dept.	918-682-1314	www.muskogeeffire.org	City of Muskogee
Oil & Hazardous Materials Response	Muskogee Fire Dept.	918-682-1314	www.muskogeeffire.org	City of Muskogee
Agriculture & Natural Resources	Dr. Tim Synar	918-683-6161	2300 W. Peak Blvd.	Animal Medical Center
Energy	OG&E	580-541-0321	www.oge.com	OG&E
Public Safety & Security	Muskogee Police Dept.	918-683-8000	cfarmer@muskogeeepd.org	City of Muskogee
Long-Term Community Recovery	American Red Cross	918-831-1272	shenry@okredcross.org	American Red Cross
External Affairs	Lincoln Anderson	918-683-8000	landerson@muskogeeepd.org	City of Muskogee
Higher Ed				
Tech Centers	Joe Gordon	918-720-1189	joe@icttech.com	Indian Capital Vo Tech
Secondary Schools	Dr. Kaylin Coody	918-683-0273	kcoody@hilldalepd.org	Hilldale Public Schools
Tribal Member				
Private Partners				
(Other)	Ed Calinese	918-832-4115	Ed.calinese@noaa.gov	National Weather Service (NWS)

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FY 2018 Emergency Management Grant Program

State of Oklahoma Designation of Political Sub-Division Agent

Political Sub-Division Information

Name of Jurisdiction: City of Muskogee, Emergency Management

Physical Address: 520 Court St. Muskogee, OK 74401

Mailing Address (if different from above): P.O. Box 1927 Muskogee, OK 74402

Employer's Identification (EIN): 73-6005340

FIPS #: 101-50050-00

Duns #: 072406358

Political Sub-Division Emergency Management Director (Primary Contact)

Name: Mark A. Bolding Agency: City of Muskogee, Emergency Management

Physical Address: 520 Court St. Muskogee, OK 74401

Office #: 918-684-6295 Cell #: 918-869-9512 Email: mbolding@muskogeeonline.org

Political Sub-Division Emergency Management Deputy Director (Secondary Contact)

Name: Chad Farmer, Deputy Chief Agency: City of Muskogee Police Department

Physical Address: 112 S. 3rd St. Muskogee, OK 74401

Office #: 918-680-3122 Cell #: 918-869-2197 Email: cfarmer@muskogeeepd.org

Certification

The above Primary and Secondary contacts are hereby authorized as the political sub-division's point of contact (POC) for the purpose of reporting disaster and emergencies and the extent associated with them to Oklahoma Department Emergency Management (OEM). The above designated point of contacts are further authorized to take such action, prepare required documentation and attend meetings (i.e., applicant briefing or kick off meetings) as may be required on behalf of the jurisdiction. Until contrary notice is given to the Oklahoma Department of Emergency Management.

Governing Body: City of Muskogee

Certifying Official: _____

Mike Miller

Title: City of Muskogee City Manager

Office #: 918-684-6201 Cell #: 918-453-7476 Email: mmiller@muskogeeonline.org

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FY 2018 Emergency Management Grant Program
Elected Officials, City Manager, Tribal Officials Signature Page

By signing below we are applying for the FY 2018 Emergency Management Program Grant and are affirming our commitment to fulfill the application requirements.

Approved By:

Name N/A
County Commissioner, District 1

Name N/A
Tribal Chief or Governor

Name N/A
County Commissioner, District 2

Name _____
City Mayor or Manager

Name N/A
County Commissioner, District 3

Name [Signature]
Emergency Management Director
For MARK BOLDING

Witnessed By:

Name _____
City or County Clerk/Treasurer

Date _____

Chad Farmer

From: CMS form builder system <noreply@www.ok.gov>
Sent: Wednesday, October 18, 2017 4:20 PM
To: Chad Farmer
Subject: About "2017 Annual NIMS Report"

About "2017 Annual NIMS Report" form on the Oklahoma Office of Homeland Security Web site.

23712372

2017 OKOHS Annual NIMS Implementation Report

Enter the **NAME** of the Agency/Jurisdiction/District

City of Muskogee

Agency/Jurisdiction/District **TYPE**:

Municipality

Select your Oklahoma Homeland Security Region

[\(CLICK HERE FOR MAP\):](#)

4

Point of Contact Name:

Mark Bolding

Point of Contact Title:

Director, Emergency Management

Point of Contact E-mail Address:

mbolding@muskogeeonline.org

Phone:

9186846295

List any sub-jurisdictions, agencies, or campuses included within this NIMS report:

Police Department, Fire Department, Public Works Department, Emergency Management

Has your Agency/Jurisdiction/District formally adopted and/or maintained a current NIMS POC listed on your adoption of the National Incident Management System (NIMS)?

(If no, [CLICK HERE](#) to download a sample NIMS Adoption Form.)

YES

Which of the following plans or procedures has your Agency/Jurisdiction/District reviewed within the last 12 months as part of your on-going emergency preparedness program?

Emergency Operation Plans (EOPs)

Standard Operating Procedures (SOPs)

Standard Operating Guidelines (SOGs)

All Hazard Plans

Training Plans

Has NIMS concepts and principles been incorporated into you Standard Operating Procedures/Guidelines (SOP/SOGs) at the appropriate level for your Agency/Jurisdiction/District?

[CLICK HERE FOR NIMS SOP/SOG EXAMPLES](#)

YES

Which of the following Mutual Aid Agreements have been established?

Statewide/Governmental

Non-Governmental Organizations (NGOs)

Has your agency/jurisdiction/district implemented a training program to ensure that the appropriate emergency/incident response personnel receive [IS700: NIMS: Introduction Training](#)?

YES

Has your agency/jurisdiction/district implemented a training program to ensure that the appropriate response personnel receive [IS-100.b: Introduction to ICS](#) training or equivalent?

Emergency Responders need only to choose ONE of the most appropriate IS-100 courses

ICS for Schools: [IS-100.SC](#)

ICS for Law Enforcement: [IS-100.LEb](#)

ICS for Higher Education: [IS-100.HE](#)

ICS for Public Works: [IS-100.PW](#)

ICS for Health/Hospitals: [IS-100.HC](#)

ICS for First Responders: [IS-100.b: Introduction to ICS](#)

YES

Has your agency/jurisdiction/district implemented a training program to ensure the appropriate emergency/incident response personnel receive [ICS-200: ICS for Single Resources and Initial Action Incidents](#) training or equivalent?

YES

Has your agency/jurisdiction/district implemented a training program to ensure that appropriate Command personnel receives [ICS-300: Intermediate ICS and/or ICS-400: Advanced ICS](#) training?

YES

Which of the following NIMS Principals and Concepts has your Agency/Jurisdiction/District to incorporate into training in the past 12 Months?

Mutual Aid &/or Assistance
Incident Command System

What disciplines are represented in your emergency response inventory?

ESF #1 - Transportation
ESF #2 - Communications
ESF #4 - Firefighting
ESF #5 - Emergency Management
ESF #7 - Logistics Management and Resource Support
ESF #9 - Search and Rescue
ESF #13 - Public Safety and Security
ESF #15 - Media Relations and Public Information

Does your agency/jurisdiction/district have a process to type the jurisdiction's response resources and assets in accordance with National NIMS resource typing definitions and job titles/position qualifications which are available through FEMA's [Resource Typing Library Tool \(RTLTL\)](#)?

YES

Does your Agency/Jurisdiction/District use [NIMS ICS Forms](#) during emergency incidents or planned events when appropriate?

YES

Does your agency/jurisdiction/district have Incident Access and Re-entry plans to help manage the flow of resources and personnel into the area of an incident?

[CLICK HERE FOR EMERGENCY RESPONDER QUALIFICATIONS](#)

YES

Has your agency/jurisdiction/district applied [PLAIN LANGUAGE AND CLEAR TEXT COMMUNICATIONS](#) for emergency radio traffic.

YES

Please review your answers. If you are satisfied and ready to submit, please click 'Submit' **DO NOT HIT ENTER.**

Please allow 2-4 weeks for delivery of your certificate to E-Mail provided on this form

This is an automatic message notifying you of your form completion. **Please do not respond.**

1.(a) Personal Services

Line Item	EMPLOYEE (Last name, First MI)	JURISDICTION: CITY(a) COUNTY(b)	Federal Match (c) 50% of (a + b)	Applicant's Match (d) (Same as c)	TOTAL (c+d) (Applicant & Federal=100%)
1	Bolding, Mark A.	37,045.00	\$18,522.50	\$18,522.50	\$37,045.00
2			\$0.00	\$0.00	\$0.00
3			\$0.00	\$0.00	\$0.00
4			\$0.00	\$0.00	\$0.00
5			\$0.00	\$0.00	\$0.00
6			\$0.00	\$0.00	\$0.00
7			\$0.00	\$0.00	\$0.00
8			\$0.00	\$0.00	\$0.00
	SUBTOTAL	\$37,045.00	\$18,522.50	\$18,522.50	\$37,045.00

(Salary to include longevity/incentives, if any)

1.(b) Benefits (Rows entitled "other" may be used for items unique to your office. Leave entry blank if it does not apply to your jurisdiction.)

9	FICA - Jurisdiction's Obligation	\$2,534.00		\$1,267.00	\$1,267.00	\$2,534.00
10	Workers Compensation Insurance	\$1,508.00		\$754.00	\$754.00	\$1,508.00
11	Unemployment Insurance	\$26.00		\$13.00	\$13.00	\$26.00
12	Medical Insurance-Jurisdiction's Obligation	\$6,411.00		\$3,205.50	\$3,205.50	\$6,411.00
13	Dental Insurance-Jurisdiction's Obligation	\$351.00		\$175.50	\$175.50	\$351.00
14	Life Insurance- Jurisdiction's Obligation	\$94.00		\$47.00	\$47.00	\$94.00
15	Retirement- Jurisdiction's Obligation	\$2,749.00		\$1,374.50	\$1,374.50	\$2,749.00
16	Oklahoma Merit System			\$0.00	\$0.00	\$0.00
17	Utility Services	\$776.00		\$388.00	\$388.00	\$776.00
18	Communications	\$6,500.00		\$3,250.00	\$3,250.00	\$6,500.00
19	Contractual Services	\$4,500.00		\$2,250.00	\$2,250.00	\$4,500.00
20	Uniform and Clothing	\$970.00		\$485.00	\$485.00	\$970.00
21	II. Travel	\$1,309.00		\$654.50	\$654.50	\$1,309.00
22	III. Maintenance & Operations (M&O)	\$3,216.00		\$1,608.00	\$1,608.00	\$3,216.00
23	IV. Miscellaneous (all other expenses)	\$3,395.00		\$1,697.50	\$1,697.50	\$3,395.00
	SUBTOTAL	\$34,339.00		\$17,169.50	\$17,169.50	\$34,339.00
24			TOTAL	\$35,692.00	\$35,692.00	\$71,384.00
			(Enter in block 15a)	(enter in block 15b)		
25	V. Capitol Outlay			+		

Your Total and Complete Budget = \$71,384.00

INSTRUCTIONS:

This worksheet should be accompanied by the jurisdiction's approved budget(s). If the budget has not been approved, a budget marked "tentative" should accompany this document. Joint city/county jurisdictions will furnish a copy of both the city and county excise board approved budgets in the event that the lead jurisdiction's budget does not account for the total and complete budget of the emergency management office.

PREPARED 10/19/2017, 8:33:19
PROGRAM: GM267C
CITY OF MUSKOGEE

QSYSPT743983.docx
DETAIL BUDGET REPORT
25% OF YEAR LAPSED

PAGE 1
ACCOUNTING PERIOD 03/2018

REPORT SELECTIONS
Fiscal year : 2018
Fund : 100
Department : 50
Division : 70
Suppress accounts with zero balances : N

PREPARED 10/19/2017, 8:33:19
PROGRAM: GM267C
CITY OF MUSKOGEE

DETAIL BUDGET REPORT BY CATEGORY
25% OF YEAR LAPSED

PAGE 2
ACCOUNTING PERIOD 03/2018

FUND 100	GENERAL	FUND	ACCOUNT	DEPT/DIV 5070	POLICE SERVICES/EMERGENCY MANAGEMENT	ANNUAL BUDGET	UNENCUMB. BALANCE	% BDT
BA ELE OBJ	SUB	SUB	DESCRIPTION	BUDGET	CURRENT YEAR-TO-DATE	ACTUAL	%EXP	ENCUMBR.
42			PUBLIC SAFETY					
421			PUBLIC SAFETY					
00			*****					
11	00		REGULAR WAGES	3087	4372.25	142	9261	9348.03
12	00		OVERTIME	0	.00	0	0	.00
18	00		UNIFORM & CLOTHING ALLOW	80	.00	0	240	.00
21	00		FICA/MEDICARE	211	303.87	144	633	653.19
22	00		PENSIONS	229	324.45	142	687	693.73
23	00		GROUP INSURANCE	571	664.62	116	1713	1345.07
24	00		WORKERS COMPENSATION	125	.00	0	375	.00
25	00		UNEMPLOYMENT INSURANCE	2	.00	0	6	.00
35	10		TRAVEL AND EDUCATION	109	.00	0	327	.00
39	90		OTHER	21	.00	0	63	.00
41	10		COMMUNICATIONS	375	.00	0	1125	.00
43	10		POSTAGE AND FREIGHT	541	150.00	28	1623	150.00
46	10		UTILITIES	4	90.04	141	192	229.24
46	10		AUTO MAINTENANCE	0	.00	0	0	.00
52	30		OFFICE SUPPLIES	205	.00	0	615	.00
52	30		MISC. OPERATING SUPPLIES	36	.00	0	108	.00
52	90		MISC. OPERATING SUPPLIES	282	.00	0	846	.00
00			*****					
421			PUBLIC SAFETY	5942	5905.23	99	17826	12489.26
42			PUBLIC SAFETY	5942	5905.23	99	17826	12489.26
DIV	5070		TOTAL *****	5942	5905.23	99	17826	12489.26
DEPT	50		POLICE SERVICES	5942	5905.23	99	17826	12489.26
FUND	100		GENERAL FUND	5942	5905.23	99	17826	12489.26
GRAND			TOTAL *****	5942	5905.23	99	17826	12489.26

State of Oklahoma

County of Muskogee

This instrument was acknowledged before me on October 19th, 2017 by
[Signature] as EMERGENCY MANAGER of
The City of Muskogee.

Gayle Johnson

NOTARY PUBLIC

Name: Gayle Johnson

My Commission Expires:

8/30/18



Finance Committee**7.**

Meeting Date: 11/07/2017

Submitted For: Rex Eskridge, Police

Initiator: Chad Farmer, Deputy
Chief

Department: Police

Staff Information Source:

Information**AGENDA ITEM TITLE:**

Consider approval to purchase eleven (11) digiTicket electronic ticket books from Saltus Technologies for \$35,144.00, or take other necessary action. (Rex Eskridge)

BACKGROUND:

The Police Department has had six (6) digiTicket electronic ticket books for many years. These new devices would integrate into the program we already have established with Saltus Technologies. This purchase would include trading in our current hardware that is outdated and purchase five (5) additional units for a total of eleven (11) units. These would be swapped out between shifts during daily shift changes and not assigned to a specific officer as part of their equipment. The use of the electronic ticket books saves the officer time during the traffic stop which in turn increases the officer's safety. In addition the hand written tickets have to be manually entered into the system by a member of the City Court Clerk's Office. The electronic tickets are imported and saves a significant amount of manpower for the Court Clerk. Another added benefit is the electronic tickets are more legible than the hand written citations.

The funding for these new devices would come from the Capital Outlay account that was created for a Taser in-car camera project. After researching the in-car camera system it was significantly more than originally anticipated so the Police Department is requesting moving this money to this new project. See attached proposal from digiTicket.

City IT Director Chris Cummings has been consulted with and is supportive of this new equipment.

RECOMMENDED ACTION:

Approve the purchase of eleven (11) digiTicket electronic ticket books from Saltus Technologies for \$35,144.00.

Fiscal Impact**FUNDING SOURCE:**

Capital Outlay Account 213-5050-421.64.50 \$37,500.00

Attachments

digiTicket quote



Budgetary New Hardware Quote for:

Muskogee Police Department

Sergeant Ty Pickering

October 12, 2017



Proposal Prepared by:

Paige Berra

Account Manager

PaigeB@SaltusTech.com

918.392.3914 office

918.625.9066 mobile

Saltus Technologies

907 South Detroit, Suite 820

Tulsa, OK 74120

October 12, 2017
Sergeant Ty Pickering
Muskogee Police Department

RE: digiTICKET New Hardware Pricing Quote

Per your request, I have provided the following hardware quote for your review. This pricing includes the following:

- Purchase of 5 additional mobile client licenses (Increase from 6 to 11)
- Purchase of 11 new Zebra MC67 handhelds and necessary peripherals to replace your aging CN50 fleet.
 - Zebra is offering a \$100 trade in rebate for each CN50 you trade in for an MC67. We will register you for the rebate and they will send you a rebate check directly.
- Purchase of 11 new Brother RJ4030 printers and necessary peripherals to replace your aging Datamax O'Neil fleet.
 - Brother is offering a \$50 trade in credit for each of your 6 O'Neil printers.
- Purchase of 11 new Taylor Made work boards/holsters.
- On-site new hardware training for your officers.
- Since you are upgrading to new hardware we will need to complete a software upgrade, free of charge. This ensures that you are running an up to date version of digiTICKET. Once you decide to move forward with purchasing new hardware you will be placed into the active upgrade queue. We typically have 4 to 5 customers in the queue at any given time.

We're glad the City is happy with digiTICKET and we look forward to serving you in the future. Please let me know if you have any questions.

Sincerely,



Paige Berra
Account Manager
918.392.3914

digiTICKET Price Quotes

digiTICKET Hardware Refresh & Software Refresh Price Quote				
	Fees	Units		Total
New Software License Fees		5	\$ 650	\$ 3,250
Re-Training *		1	\$ 300	\$ 300
New hardware configuration & testing		11	\$ 50	Waived
Hardware (handhelds, printers, warranties, etc) **		11	\$ 2,932	\$ 32,254
Paper Cost (50 roll minimum w/ pre-printed back)		20	\$ 12	\$ 240
Datamax O'Neil Printer Trade in Credit		6	\$ (50)	\$ (300)
Total Purchase Price Before Rebate (Year 1):			\$	35,744
CN50 Handheld Rebate		6	\$ (100)	\$ (600)
Total Purchase Price After Rebate (Year 1):			\$	35,144
* Includes travel and living expenses for two onsite trainers.				
** See detailed hardware quote with line item descriptions on following pages.				
Recurring Annual Fees				
	Component	Units	Fee	Totals
	Annual Maintenance and Support Fee		22%	\$ 715.00
Total Annual Recurring Fees			\$	715.00

digiTICKET Hardware Pricing

Replacement handheld units only require the cost of the units themselves. A software upgrade would be required but it would be at no cost.

DETAILED HARDWARE QUOTE			
Item Name	Qty	Unit Price	Total
Rugged Mobile Computers			
Motorola MC67 Rugged Handheld Computer (Windows 6.5)			
MC67, GPS, 4G WWAN HSPA+, WLAN 802.11 A/B/G/N, 2D IMAGER, CAMERA, WM 6.5, 1GB/8GB, QWERTY KEY, BLUETOOTH, EXTENDED 1.5X 3600 MAH BATTER	11	\$ 1,689.28	\$ 18,582.08
ONECARE ESSENTIAL SERVICE, INCLUDES COMPREHENSIVE COVERAGE FOR 3 YEARS	11	\$ 249.24	\$ 2,741.64
U.S. AC LINE CORD, 3 WIRE/PRONG, 1.8M, GROUNDED	0	\$ 7.07	\$ -
VEHICLE CHARGER, 12 VOLT, CIGARETTE LIGHTER ADAPTER	11	\$ 84.82	\$ 933.02
Handheld Computer Docking Stations			
MC67 Docking Stations			
MC65/67 4-SLOT ETHERNET CRADLE KIT, INCLUDES CRADLE (CRD5500-4000ER), POWER SUPPLY (PWRS-14000-241R), DC LINE CORD (50-16002-029R), REQUIRES U.S. LINE CORD 23844-00-00R	3	\$ 506.07	\$ 1,518.21
MOTOROLA, US AC LINE CORD, 3 WIRE/PRONG, 1.8M, GROUNDED, NEMA 5-15P	3	\$ 7.07	\$ 21.21
Thermal Ticket Printers			
Brother RuggedJet 4030 Bluetooth Thermal Printer			
RuggedJet 4030 w/ Bluetooth Kit - includes printer, LION battery, belt clip	11	\$ 571.84	\$ 6,290.24
RuggedJet 4 - 3 year warranty; 1-Year Premium Service (initial service plus 1 additional year)	11	\$ 45.93	\$ 505.23
Vehicle Power Adapter (cigarette lighter)	11	\$ 17.38	\$ 191.18
Carrying Case			
Taylor Made work board carrying cases for MC67/RJ4030	11	\$ 130.57	\$ 1,436.27
		SUB TOTAL:	\$ 32,219.08
		SHIPPING/HANDLING:	\$ 35.00
		TOTAL:	\$ 32,254.08

Recommended Hardware

Saltus has designed digiTICKET to be “device agnostic” – meaning that we purchase “off the shelf” hardware and load the software on the devices. digiTICKET can be configured to utilize any number of computers and printers. Typically, digiTICKET is deployed on a Windows Mobile handheld computer or a Windows XP/7/8 laptop or tablet with the proper data capture capabilities (barcode/magnetic stripe scanner, Bluetooth communication, touchscreen, etc.). Tickets can be printed on any type of mobile printer – thermal or otherwise.

Motorola MC67 Rugged Handheld Computer

- 4G WWAN & WLAN capability
- Rugged computer designed for outdoor use and exposure to the elements
- Rugged device rated for 8 foot drops to concrete with an IP65 ingress rating
- Barcode Scanner (1D/2D)
- 8MP Color Camera w/flash
- Cradle, Wi-Fi, Bluetooth data communications
- Touch screen suitable for capturing signatures
- Stand-alone GPS functionality
- Indoor and vehicle charging with extended battery life (1-2 days when placed in standby mode)
- Physical QWERTY keyboard and on-screen keyboard
- Capable of capturing voice notes
- Optional magnetic stripe reader attachment



Brother RuggedJet 4030

- Fast print speed of up to 5 inches per second
- Tough Construction - IP54 certification and 6 ft. drop protection mean that water, dust, or drops won't affect the printer's operation under normal conditions
- Versatile Functionality - Prints on labels and receipts from 2 inches wide to 4 inches wide
- Two year, "bumper-to-bumper" warranty * – Brother will fix the problem or provide a replacement printer
- Ergonomic design – Easy to load media and intuitive interface controls
- Low maintenance costs – Highly reliable direct thermal technology uses fewer moving parts than other printing technologies
- Low consumable costs – There are no ink or ribbons to replace
- Wide range of connectivity options – USB, Serial, and Bluetooth®
- 203 dpi resolution
- Support for 1D and 2D barcodes



Taylor Made Custom Work Boards/Holsters

- Custom made for Saltus to hold the MC67 handheld computer and Bluetooth thermal printers
- Work boards enable officers to easily store and transport ticket writers and printers – includes multiple mounting options
- Taylor Made provides custom work boards and holsters made from durable ballistic materials and stainless steel clips and D-rings.
- These cases can be custom designed to meet specific vehicle requirements.



Finance Committee**8.**

Meeting Date: 11/07/2017

Submitted For: Rex Eskridge, Police

Initiator: Gayle Johnson, Chief
Secretary

Department: Police

Staff Information Source:

Information**AGENDA ITEM TITLE:**

Consider approval to receive donated funds for the month of September 2017, in the amount of \$727.00 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 month of September, 2017 in the amount of \$727.00 for the City's Animal Shelter Sponsorship Agenda Item Title.

Fiscal Impact**Attachments**September

Animal Shelter Donations for 2017

September

Shirley Taylor	\$	50.00
Jessie Jackson		5.00
Elizabeth Keith		10.00
Jeff Conine		25.00
Mallory Testa		65.00
Janet Ross		30.00
Laura Birchfiel		20.00
Andrea Chancellor		100.00
Robert Cunnis		10.00
Stacy Redfern		65.00
Cody Ketcher		8.00
Donation Bucket		53.00
Kevin Reed		10.00
Charles Carey		20.00
Robert Ferguson		10.00
Tim Bruckner		5.00
Nellie Rose		14.00
Jacambria Twilley		23.00
Marlene Gard		20.00
Jarrold Sawyer		14.00
Tammy Runabout		10.00
Leslie Logan		8.00
Ray Hopkins		17.00
Betsy Warren		40.00
Patty Comer		65.00
Wayne Williams		10.00
Betsy Warren		<u>20.00</u>

Total: \$ 727.00