

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 5:00 p.m. and 5:15 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
February 20, 2018
5:30 P.M. - City Council Chambers

1. Consider approval of Finance Committee minutes of February 5, 2018.
2. Consider approval of claims for all city departments February 01, 2018 through February 14, 2018.
3. Receive report from the Muskogee City-County Port Authority regarding their Industrial Development projects, goals and activities for 2017, and take other necessary action. (Mike Miller)
4. Consider approval of receiving donated funds for the months of December, 2017 in the amount of \$2,588.60 and January, 2018 in the amount of \$242.00 for a total of \$2,830.60 for the City's Animal Shelter Sponsorship Program as per the attached list, or take necessary action. (Rex Eskridge)

Finance Committee**1.**

Meeting Date: 02/20/2018
Initiator: Ashley Wallace, Office Adm 1
Department: City Clerk
Staff Information Source:

Information**AGENDA ITEM TITLE:**

Consider approval of Finance Committee minutes of February 5, 2018.

BACKGROUND:**RECOMMENDED ACTION:**

Fiscal Impact**Attachments**

02-05-2018 finmin

MINUTES
FINANCE COMMITTEE
February 5, 2018

The Finance Committee of the City of Muskogee, Oklahoma, met at 5:30 p.m. on Monday, February 5, 2018 in Council Chambers, Third Floor, Municipal Building, with the following in attendance:

Mayor Bob Coburn recognized Angela Plummer as Employee of the Month for February 2018.

Present: Mayor John R. Coburn; Deputy Mayor James Gulley; Committee Member Janey Boydston; Committee Member Patrick Cale; Committee Member Wayne Johnson; Committee Member Derrick Reed; Committee Member Ivory Vann

Absent: Committee Member Marlon Coleman, Committee Member Dan Hall

Staff Present: Mike Miller, City Manager; Mike Stewart, Assistant City Manager; Roy Tucker, City Attorney; Tammy L. Tracy, City Clerk; Gary Garvin, City Planner; Greg Riley, Public Works Director; Matthew Beese, Assistant City Attorney; Mark Wilkerson, Parks & Recreation Director; Michael O'Dell, Fire Chief; Kelly Plunkett, Human Resources Director; Rex Eskridge, Police Chief; Drew Saffell, Airport Manager; Reggie Cotton, Deputy Police Chief; Jason Green, Environmental Superintendent; Marci Gilliam, Strategic Financial Analyst; Brooke Hall, Assistant Director Parks; Abigail Wright, Environmental Technician; Karen Coker, Stormwater Quality Technician; Jean Kingston, Treasurer

1. Consider approval of Finance Committee minutes of January 16, 2018.

Motion was made by Deputy Mayor James Gulley, seconded by Committee Member Wayne Johnson to approve Finance Committee minutes of January 16, 2018.

AYE: Mayor John R. Coburn, Deputy Mayor James Gulley, Committee Member Janey Boydston, Committee Member Patrick Cale, Committee Member Wayne Johnson, Committee Member Derrick Reed, Committee Member Ivory Vann

Carried - Unanimously

2. Consider approval of claims for all City departments January 11, 2018 through January 31, 2018.

Motion was made by Deputy Mayor James Gulley, seconded by Committee Member Janey Boydston to approve claims for all City departments January 11, 2018 through January 31, 2018.

AYE: Mayor John R. Coburn, Deputy Mayor James Gulley, Committee Member Janey Boydston, Committee Member Patrick Cale, Committee Member Wayne Johnson, Committee Member Derrick Reed, Committee Member Ivory Vann

Carried - Unanimously

3. Committee Member Marlon Coleman entered the meeting at 5:35 p.m.

Discuss and take action to authorize submission of Letters of Intent to the City of Muskogee Foundation for the upcoming grant cycle for City projects as follows: Depot District Development \$800,000.00; Parks and Recreation Maintenance Fund \$100,000.00; Hatbox Hangar Renovations Phase II \$400,000.00; Hatbox Livestock Show Arena \$750,000.00; Mobile Stage \$150,000.00; City-County Street Projects \$375,000.00; Juvenile/Adult Community Service \$86,809.00; Community Intervention Center \$152,777.00; Housing Rehab/Neighborhood Revitalization \$300,000.00; Restoration and Beautification \$150,000.00; Demolition Program \$200,000.00. (Mike Miller)

City Manager Mike Miller stated Staff submits for Council consideration the following projects for LOI submission to the City of Muskogee Foundation (COMF)::

DEPOT DISTRICT DEVELOPMENT - \$800,000.00

Total project cost is \$1.2M. The request of the Foundation is for \$800,000.00 with a City match of \$160,000.00 (funded from designated trail funds) and an expected \$240,000.00 State grant. COMF funded design of the Depot District in 2016; this request is for the actual development costs of this urban park/gathering space.

PARK AND RECREATION MAINTENANCE FUND - \$100,000.00

Over the past several years, the City Muskogee Foundation has provided the resources to develop and renovate the City of Muskogee Parks system. Hundreds of thousands of dollars have been invested into playgrounds, splash pads, restrooms, trails and various park amenities. The Parks and Recreation Department would like to request an ongoing fund to support this investment in our park system. This request would provide funding for capital or extensive maintenance repairs to the park improvements made over the past several years. City resources are not always adequate to properly deal with unexpected repairs. The city will match this grant with approximately \$92,000.00 in City funding.

HATBOX HANGAR RENOVATIONS PHASE II - \$400,000.00

Hatbox renovations phase II would consist of renovating the “Box” hangar and “Hatbox Hall” (formerly the “Dance Building”) for a better multi-purpose use. Once renovated this multiuse space will make Hatbox field more attractive for user groups, in particular the RV rally business. This indoor venue could be rented for use as exhibit halls or very large banquet-style gatherings. Once renovated Hatbox Field will become an ideal venue for a multi-state regional RV Rallies. These rallies potentially bring 300-500 motor homes for a five (5) to seven (7) day stay, with an estimated economic impact of \$2 million per rally.

Hatbox Hall is in need of restroom renovations to meet handicap accessibility standards. It too, will become a key part of attracting RV Rallies to Muskogee.

HATBOX LIVESTOCK SHOW ARENA - \$750,000.00

With completion of the hangar renovations as a new livestock show venue, the proposed Show arena would be a 100' x 120' metal building to serve as a “Show Arena”. The building would have a dirt floor along with spectator seating, restrooms and concession area included. This new building would include heat for winter use and would be connected with covered walkways to the existing hangars.

MOBILE STAGE - \$150,000.00

This request is for a self-contained mobile stage for use by Parks and Recreation especially at

Hatbox Field and Honor Heights Park, but also as a community stage - in particular growing multiple downtown events.

CITY-COUNTY STREET PROJECTS - \$375,000.00

This project is a partnership with the County for improvement projects for streets that have shared City/County right-of-way. The two (2) streets targeted with this project are South York Street from Peak Boulevard to Smith Ferry Road (\$100,000.00) and East Hancock Road from Gulick Street to Three Mile Road (\$275,000.00).

JUVENILE/ADULT COMMUNITY SERVICE PROGRAM - \$86,808.64

The City of Muskogee City Attorney's Office is re-applying for funding to continue operating an adult and juvenile community service program for those who have been criminally charged and adjudicated through our municipal court program.

The Juvenile program has been run four (4) full years with great success. The adult program has been operational for three (3) years and appears to be of great benefit. The City Attorney's Office would like to continue both, and is requesting authority ask for the following:

Total Request: \$86,808.64

COMMUNITY INTERVENTION CENTER - \$152,777.47

The City of Muskogee City Attorney's Office is applying for funding to continue operating a Community Intervention Center (CIC). The CIC is a community-based partnership of the Juvenile Justice System providers who maximize resources through coordination, direct communication and non-duplicative efforts into a safe and secure centralized facility for the temporary detainment for juvenile arrested by law enforcement for misdemeanor and felony offenses.

Total Request:	\$50,925.83	City (Match)
	\$152,777.47	COMF

HOUSING REHAB/NEIGHBORHOOD REVITALIZATION - \$300,000.00

Housing Rehabilitation and Neighborhood Revitalization Program in the amount of \$300,000.00 (up to \$20,000.00 per dwelling) for exterior repairs to owner occupied structures within the Original Townsite, continuance of existing program.

RESTORATION & BEAUTIFICATION GRANT - \$150,000.00

This \$150,000.00 grant request is to encourage practical, but architecturally appropriate design of building façade renovations within the downtown area. This program will be for exterior facades, signs, windows and other exterior improvements. This would be a matching grant program, with the cost share on a 75/25 percent basis at a maximum grant amount of \$10,000. Due to the number of previous applications received as part of the Downtown Multi-Grant Program, where applications far exceeded available funding, we are requesting additional funds for façade improvements.

DEMOLITION PROGRAM - \$200,000.00

\$200,000.00 is requested to demolish up to 60 structures and abate properties through code enforcement efforts. This grant will allow the City to use CDBG funds for needed infrastructure projects such as water, sewer, street and sidewalk improvements in place of demolition. The use of non-federal funds towards demolition will speed up our current demolition process and allow for removal of severely dilapidated houses in a more

streamlined manner. The City will match this grant with \$50,000.00

Discussion followed.

Motion was made by Committee Member Marlon Coleman, seconded by Deputy Mayor James Gulley to approve submission of Letters of Intent to the City of Muskogee Foundation for the upcoming grant cycle for City projects as follows: Depot District Development \$800,000.00; Parks and Recreation Maintenance Fund \$100,000.00; Hatbox Hangar Renovations Phase II \$400,000.00; Hatbox Livestock Show Arena \$750,000.00; Mobile Stage \$150,000.00; City-County Street Projects \$375,000.00; Juvenile/Adult Community Service \$86,809.00; Community Intervention Center \$152,777.00; Housing Rehab/Neighborhood Revitalization \$300,000.00; Restoration and Beautification \$150,000.00; Demolition Program \$200,000.00.

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

Carried - Unanimously

4. Discuss and provide City Council support for submission of Letters of Intent to the City of Muskogee Foundation for the upcoming grant cycle for these projects to be submitted by non-profits to the benefit of the City: \$101,000.00 Civil Air Patrol Building Rehabilitation; \$250,000.00 Animal Shelter Expansion; \$150,000.00 Main Street Muskogee Green Space Development. (Mike Miller)

City Manager Mike Miller stated:

CIVIL AIR PATROL BUILDING REHABILITATION - \$101,000.00

\$101,000.00 is requested for needed electrical and plumbing updates as well as window and flooring replacement for the WWII barracks building at Muskogee-Davis Regional Airport grounds used by the Nighthawks Squadron of the Civic Air Patrol.

ANIMAL SHELTER EXPANSION - \$250,000.00

The project estimate is \$500,000.00, with half of that amount coming from the trust of private donor. This much-needed expansion project provides a new additional building that adjoins the existing shelter and provides 32-34 kennels, a vet office and surgical suite, and possibly a pet crematorium. The \$500,000.00 project cost would include City in-kind donations.

MAIN STREET MUSKOGEE GREEN SPACE DEVELOPMENT - \$150,000.00

This project will be a 25% / 75% matching project with the community raising 25% and the Foundation assisting with the remaining 75%. This project in what is currently known as the Hunt's Green Space will provide the first real outdoor gathering place complete with a band shell in our City and should become a favorite outdoor spot in downtown Muskogee.

Motion was made by Committee Member Marlon Coleman, seconded by Committee Member Janey Boydston to approve City Council support for submission of Letters of Intent to the City of Muskogee Foundation for the upcoming grant cycle for these projects to be submitted by non-profits to the benefit of the City: \$101,000.00 Civil Air Patrol Building Rehabilitation; \$250,000.00 Animal Shelter Expansion; \$150,000.00 Main Street Muskogee Green Space Development.

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

Carried - Unanimously

5. Consider approval of a Professional Services Agreement with Michael S. Bates, Labor Relations Consulting Services of Tulsa, Oklahoma, to provide labor relations services to the City of Muskogee covering the timeframe of FY 2018/2019, as well as related employee/labor relations work as determined by the City, and authorize the City Manager to negotiate and execute the agreement, or take other necessary action. (Kelly Plunkett)

Human Resources Director Kelly Plunkett stated Mr. Bates served in the position as the City of Muskogee Human Resources Director (part-time) from 2008 until August 2012 and subsequently, held the part-time Employee/Labor Relations Manager position from August 2012 until a Professional Services Agreement was approved in January of 2014. Mr. Bates has served as the City's chief negotiator and has earned the trust and established good working relationships with the Unions. The City would like to continue the ongoing relationships with the unions and continue to utilize Mr. Bates' expertise in providing consulting services for the negotiations and any possible arbitration(s) for fiscal year 2018/2019, as well as related employee/labor relations work as determined by the City.

There have been no fiscal changes to this agreement for this fiscal year. Charges for fiscal year 2016-2017 from Mr. Bates totaled \$13,073.62. Charges for Fiscal Year 2015-2016 amounted to a total of \$26,100.18. Charges for Fiscal Year 2014-2015 amounted to a total of \$18,020.67.

Motion was made by Committee Member Marlon Coleman, seconded by Mayor John R. Coburn to approve a Professional Services Agreement with Michael S. Bates, Labor Relations Consulting Services of Tulsa, Oklahoma, to provide labor relations services to the City of Muskogee covering the timeframe of FY 2018/2019, as well as related employee/labor relations work as determined by the City, and authorize the City Manager to negotiate and execute the agreement.

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

Carried - Unanimously

6. Consider approval to accept the lowest and best bid from Key Equipment in the amount of \$47,759.00 for the purchase of Hydro Excavator/Valve Exerciser, or take any other necessary action. (Greg Riley)

Public Works Director Greg Riley stated the 2018 budget included \$55,000.00 for the purchase of a Hydro Excavator/Valve Exerciser for the Water Distribution Department. This equipment will allow for routine exercising of valves and hydro excavation of lines. The exercising of valves will keep them in better condition to be opened and closed during shutdowns for repairs. This will help in areas where there is a need to expand shutdown areas to get the water off due to stuck valves. It will also to identify problem valves. The hydro excavation portion of the machine will allow us to soft dig utility lines, greatly reducing the number of damaged lines in excavations.

Four bids were received as below:

Key Equipment:	\$47,759.00
E.H. Wachs:	\$67,594.05
I.C.M.:	\$57,089.00
Ditch Witch of Tulsa:	\$66,008.31

Key Equipment has met or exceeded specifications and has the lowest and best bid.

Motion was made by Deputy Mayor James Gulley, seconded by Committee Member Marlon Coleman to approve accepting accept the lowest and best bid from Key Equipment in the amount of \$47,759.00 for the purchase of Hydro Excavator/Valve Exerciser.

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

Carried - Unanimously

7. Consider approval for the purchase of a 2019 Kenworth T370 Grapple (Clamshell) Bucket Truck through the NJPA contract, for the Environmental Control Department in the amount of \$166,714.00, or take other necessary action. (Robert Swepston)

Motion was made by Committee Member Wayne Johnson, seconded by Committee Member Janey Boydston to approve the purchase of a 2019 Kenworth T370 Grapple (Clamshell) Bucket Truck through the NJPA contract, for the Environmental Control Department in the amount of \$166,714.00.

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

Carried - Unanimously

CHAIRMAN DERRICK REED
FINANCE COMMITTEE

finmin
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Finance Committee

2.

Meeting Date: 02/20/2018

Initiator: Donnie Wimbley, Purchasing Director

Department: Purchasing

Staff Information Source:

Information

AGENDA ITEM TITLE:

Consider approval of claims for all city departments February 01, 2018 through February 14, 2018.

BACKGROUND:

Claims List for all City Departments.

RECOMMENDED ACTION:

Approve of the claims for all City Departments February 01, 2018 through February 14, 2018.

Fiscal Impact

Attachments

Claims List

CITY OF MUSKOGEE CLAIMS
2.1.18 TO 2.14.18

NO	NO	NAME	DATE	AMOUNT
196715	121	BRIBIESCA, JOSE	2/1/2018	28.15
196716	121	DILES, MIRANDA N	2/1/2018	11.10
196717	121	DUNLAP, GARY	2/1/2018	90.00
196718	121	OCEAN DENTAL	2/1/2018	5.16
196719	121	PETTIT, JAROD	2/1/2018	48.15
196720	121	PETTIT, JAROD	2/1/2018	18.30
196721	121	WOODARD, PHYLLIS	2/1/2018	22.31
196722	3024	ABIGAIL WRIGHT	2/2/2018	12.00
196723	2	ACCURATE LABS & TRAIN	2/2/2018	2,165.00
196724	2713	ACTION GROUP STAFFIN	2/2/2018	3,038.16
196725	2461	ADVANCE AUTO PARTS €	2/2/2018	859.74
196726	3	AIRGAS USA LLC	2/2/2018	85.60
196727	825	ALTEC INDUSTRIES INC	2/2/2018	62.55
196728	158	ANCHOR AUTO GLASS	2/2/2018	125.00
196729	5166	ANIMAL MEDICAL CENTI	2/2/2018	2,330.04
196730	11	B & J OIL CO INC	2/2/2018	16,152.33
196731	5032	BENNETT MACHINE WO	2/2/2018	850.00
196732	5298	BEST & SHARP, INC.	2/2/2018	964.70
196733	3833	BEST BUY BUSINESS ADV	2/2/2018	149.99
196734	5290	JANEY C BOYDSTON	2/2/2018	75.00
196735	3024	BRENDA REGAN	2/2/2018	112.00
196736	259	BRENNTAG SOUTHWEST	2/2/2018	15,109.20
196737	3238	BROKEN ARROW ELECTF	2/2/2018	121.39
196738	1057	BSN SPORTS	2/2/2018	28.75
196739	586	CAGLE'S FLOWERS & GIF	2/2/2018	56.95
196740	992	CARE AROUND THE CLOI	2/2/2018	2,577.43
196741	844	CARROT-TOP INDUSTRIE	2/2/2018	394.45
196742	5131	ESTHELA CASALE	2/2/2018	54.00
196743	3640	CHARBONNEAU, BILLY JC	2/2/2018	36.00
196744	820	CHIEF FIRE & SAFETY	2/2/2018	183.00
196745	4804	CLIFFORD K. CATE, JR., IN	2/2/2018	420.00
196746	4390	BOB COBURN	2/2/2018	75.00
196747	4838	MARLON COLEMAN	2/2/2018	75.00
196748	2292	CORE & MAIN LP	2/2/2018	6,238.25
196749	522	CORPORATE TO CASUAL	2/2/2018	84.00
196750	101	CROWL OIL CO INC	2/2/2018	16,316.01
196751	5297	CURBELL PLASTICS INC	2/2/2018	3,660.80
196752	25	DEALERS ELECTRICAL SU	2/2/2018	217.15
196753	262	DEPARTMENT OF ENVIRI	2/2/2018	382.48

CITY OF MUSKOGEE CLAIMS
2.1.18 TO 2.14.18

NO	NO	NAME	DATE	AMOUNT
196754	3991	DIRT WORK DONE RIGHT	2/2/2018	13,812.00
196755	3133	JERRY L DORR	2/2/2018	113.00
196756	3024	DYLAN SIMMONS	2/2/2018	109.00
196757	4862	SARAH EATON	2/2/2018	108.00
196758	4675	EVT CERTIFICATION COM	2/2/2018	95.00
196759	953	EXPRESS EMPLOYMENT	2/2/2018	2,747.15
196760	29	FASTENAL COMPANY	2/2/2018	1,388.49
196761	4555	FRANKIE STAR FIELDS	2/2/2018	19,995.00
196762	5308	MEGAN FILANDA	2/2/2018	366.00
196763	678	FISHER SCIENTIFIC COMI	2/2/2018	356.21
196764	4407	FRANKLIN DIGITAL, INC	2/2/2018	40.00
196765	5247	NIKYA GIVENS	2/2/2018	36.00
196766	686	GRAPHIC RESOURCES &	2/2/2018	96.71
196767	337	HACH COMPANY	2/2/2018	346.25
196768	4819	HALL, DAN	2/2/2018	75.00
196769	4271	NEIL HANCE	2/2/2018	100.00
196770	181	HIX AIR CONDITIONING :	2/2/2018	911.50
196771	42	HOGLE COMPANY	2/2/2018	398.75
196772	289	HOLLOWAY UPDIKE AND	2/2/2018	5,000.00
196773	4902	IMPERIAL LLC	2/2/2018	64.20
196774	458	INTERNATIONAL CODE C	2/2/2018	800.00
196775	112	J&E SUPPLY & FASTENER	2/2/2018	5.00
196776	5103	JACK HOOPES	2/2/2018	23.78
196777	117	JEAN KINGSTON	2/2/2018	24.87
196778	779	JOHN DEERE FINANCIAL	2/2/2018	85.00
196779	5305	JOHN V TEDESCO DO PA	2/2/2018	2,000.00
196780	4984	WAYNE A JOHNSON	2/2/2018	75.00
196781	4467	KEVIN HERON TOOLS - S	2/2/2018	530.74
196782	191	MEREDITH LACEY	2/2/2018	1,210.00
196783	53	LAKE REGION ELECTRIC (2/2/2018	437.00
196784	3024	LARRY FENNEL	2/2/2018	52.00
196785	4742	KAREN LAUDERDALE	2/2/2018	54.00
196786	399	LOCKE SUPPLY CO	2/2/2018	432.00
196787	5132	LACEY LOMAX	2/2/2018	56.00
196788	980	LOVE BOTTLING CO - #2:	2/2/2018	26.25
196789	56	LOWES	2/2/2018	2,919.77
196790	117	MICHAEL SCHNEIDER	2/2/2018	57.91
196791	117	MIKE O'DELL	2/2/2018	43.00
196792	194	MORGAN SERVICES CON	2/2/2018	25.00

CITY OF MUSKOGEE CLAIMS
2.1.18 TO 2.14.18

NO	NO	NAME	DATE	AMOUNT
196793	921	MOTION INDUSTRIES INC	2/2/2018	363.38
196794	5195	MUSKOGEE STAFFING SC	2/2/2018	52.50
196795	139	MUSKOGEE CITY-COUNT	2/2/2018	1,416.75
196796	341	MUSKOGEE LOCK & KEY	2/2/2018	324.00
196797	265	MUSKOGEE OVERHEAD I	2/2/2018	799.99
196798	197	MUSKOGEE YOUTH SERV	2/2/2018	2,462.72
196799	4476	MUTUAL OF OMAHA INS	2/2/2018	8,321.28
196800	3652	NEWTON EQUIPMENT LI	2/2/2018	32.40
196801	4754	NEWTON, BRYCE DBA	2/2/2018	910.00
196802	114	OFFICE DEPOT	2/2/2018	225.35
196803	2848	OKLAHOMA AIRPORT OF	2/2/2018	350.00
196804	521	OKLAHOMA CORRECTIO	2/2/2018	35,105.40
196805	67	OKLAHOMA NATURAL G	2/2/2018	1,034.41
196806	5089	OLSSON ASSOCIATES	2/2/2018	232.50
196807	5089	OLSSON ASSOCIATES	2/2/2018	697.50
196808	5089	OLSSON ASSOCIATES	2/2/2018	1,890.00
196809	2763	ONE SOURCE WATER LLC	2/2/2018	116.00
196810	70	OREILLY AUTO PARTS	2/2/2018	886.04
196811	2034	OSU AG CONFERENCE SE	2/2/2018	240.00
196812	2820	OVERHEAD DOOR SOLU	2/2/2018	950.00
196813	73	PATE INDUSTRIAL SUPPL	2/2/2018	269.42
196814	353	POSITIVE PROMOTIONS	2/2/2018	486.48
196815	4801	DERRICK REED	2/2/2018	75.00
196816	149	ROSSON WHEEL SERVICE	2/2/2018	185.00
196817	4866	ROXY OPERATING ACCO	2/2/2018	1,500.00
196818	4866	ROXY OPERATING ACCO	2/2/2018	4,000.00
196819	84	SADLER PAPER COMPAN	2/2/2018	388.85
196820	435	SAFETY-KLEEN SYSTEMS	2/2/2018	238.83
196821	2433	SIGNAL TEK, INC	2/2/2018	1,125.00
196822	3739	SLAPE, INETTE	2/2/2018	90.00
196823	92	STUART C IRBY CO	2/2/2018	927.62
196824	212	SUNSET CHEMICAL COM	2/2/2018	200.00
196825	93	SUPERIOR LINEN SERVIC	2/2/2018	97.65
196826	94	TECHNICAL PROGRAMM	2/2/2018	2,351.97
196827	97	UNIFIRST HOLDINGS LP	2/2/2018	1,474.54
196828	4789	IVORY L VANN	2/2/2018	75.00
196829	335	WARREN CAT	2/2/2018	2,222.14
196830	215	WASTE MANAGEMENT C	2/2/2018	14,662.50
196831	717	WAYMAN, CINDY	2/2/2018	330.00

CITY OF MUSKOGEE CLAIMS
2.1.18 TO 2.14.18

NO	NO	NAME	DATE	AMOUNT
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196832	4901	LAURA WICKIZER	2/2/2018	54.00
196833	217	WINDOW DESIGNS AND	2/2/2018	120.00
196834	4261	WILLIAM S CRAIG	2/2/2018	2,700.00
196835	2923	AARON MAYHUGH	2/2/2018	27.00
196836	2923	CLARENCE MCBRIDE	2/2/2018	27.00
196837	2923	DANNY DUPONT	2/2/2018	27.00
196838	2923	DANNY GABLE	2/2/2018	27.00
196839	2923	DONNIE BENNETT	2/2/2018	27.00
196840	2923	HELEN HULL	2/2/2018	27.00
196841	2923	JACOB IRELAND	2/2/2018	27.00
196842	2923	JEFF GULLETT	2/2/2018	27.00
196843	2923	JODY MOORE	2/2/2018	27.00
196844	2923	JOEL EVERETT	2/2/2018	27.00
196845	2923	JOHN HOOPER	2/2/2018	27.00
196846	2923	KAMERON COLLINS	2/2/2018	27.00
196847	2923	LESLIE ARNOLD	2/2/2018	27.00
196848	2923	NICHOLAS FRAZEE	2/2/2018	27.00
196849	2923	RODNEY FAITH	2/2/2018	27.00
196850	2923	SHAWN BROWN	2/2/2018	27.00
196851	2923	STEVE STEPHENS	2/2/2018	27.00
196852	2923	STORMIE RICE	2/2/2018	27.00
196853	2923	SUSAN ROSS	2/2/2018	27.00
196854	2923	T J TIDWELL	2/2/2018	27.00
196855	2923	TARAH MOUTRAY	2/2/2018	27.00
196856	2923	TIM DOERNER	2/2/2018	27.00
196857	121	HAYES, MADISON N	2/6/2018	10.77
196858	121	LOONEY, RICHARD W	2/6/2018	57.11
196859	121	MOODY, JUDY	2/6/2018	258.41
196860	121	ROWLAND, KRISTIN	2/6/2018	7.33
196861	121	SALVATION ARMY	2/6/2018	115.17
196862	4468	BLUECROSS/BLUE SHIELI	2/6/2018	114,386.83
196863	458	INTERNATIONAL CODE C	2/6/2018	800.00
196864	451	MUSKOGEE ABSTRACT 8	2/6/2018	25,000.00
196865	201	OKLAHOMA CODE ENFO	2/6/2018	150.00
196866	1476	MUSKOGEE COUNTY TRI	2/6/2018	111.00
196867	1476	MUSKOGEE COUNTY TRI	2/6/2018	114.00
196868	1476	MUSKOGEE COUNTY TRI	2/6/2018	2.00
196869	1476	MUSKOGEE COUNTY TRI	2/6/2018	3.00
196870	1476	MUSKOGEE COUNTY TRI	2/6/2018	1.00

CITY OF MUSKOGEE CLAIMS
2.1.18 TO 2.14.18

NO	NO	NAME	DATE	AMOUNT
196871	1476	MUSKOGEE COUNTY TRI	2/6/2018	3.00
196872	1476	MUSKOGEE COUNTY TRI	2/6/2018	11.00
196873	1476	MUSKOGEE COUNTY TRI	2/6/2018	23.00
196874	1476	MUSKOGEE COUNTY TRI	2/6/2018	4.00
196875	1476	MUSKOGEE COUNTY TRI	2/6/2018	3.00
196876	1476	MUSKOGEE COUNTY TRI	2/6/2018	71.00
196877	1476	MUSKOGEE COUNTY TRI	2/6/2018	3.00
196878	1476	MUSKOGEE COUNTY TRI	2/6/2018	4.00
196879	121	MCGOWAN, KAYLA M	2/6/2018	26.08
196880	121	BARNETT, VICKY LYNN	2/7/2018	49.95
196881	121	BIOS CORP-WILLIAM C Y	2/7/2018	32.17
196882	121	BIVIN, JUDY K	2/7/2018	18.01
196883	121	CALLAHAN, JARED BRICE	2/7/2018	3.91
196884	121	CRABTREE, BILLY E	2/7/2018	63.28
196885	121	CROSBY, CINDY	2/7/2018	45.93
196886	121	CUSTOM TOUCH RENTA	2/7/2018	90.00
196887	121	DOKE HOLDINGS	2/7/2018	65.00
196888	121	EBY, JAMES	2/7/2018	29.27
196889	121	GOLDNER, BRENDA L	2/7/2018	48.15
196890	121	HARRIS, SARAH	2/7/2018	34.36
196891	121	LOFTON, SHANNA C	2/7/2018	2.91
196892	121	NICHOLS, SABRINA R	2/7/2018	13.38
196893	121	PETTIT, JARAD	2/7/2018	31.50
196894	121	PETTIT, JARROD	2/7/2018	54.42
196895	121	ROTH, MELISSA	2/7/2018	42.03
196896	121	SOUTHERN GAL SALON &	2/7/2018	140.00
196897	121	WESTON, HEATH	2/7/2018	48.64
196898	121	WISELEY, SCOTTY/MARI	2/7/2018	45.37
196899	121	ROWELL, GARY	2/8/2018	110.00
196900	2713	ACTION GROUP STAFFIN	2/9/2018	3,297.76
196901	2461	ADVANCE AUTO PARTS &	2/9/2018	432.85
196902	6	AMERICAN INDUSTRIAL	2/9/2018	55.85
196903	319	AMERICAN PLANNING A	2/9/2018	252.00
196904	5167	ANIMAL MEDICAL CENTI	2/9/2018	275.00
196905	4406	AT&T #918 682-2825 21	2/9/2018	1,027.41
196906	4612	AT&T MOBILITY #918-57	2/9/2018	17.31
196907	5326	AUTO FX/FX TECHNOLO	2/9/2018	92,371.70
196908	11	B & J OIL CO INC	2/9/2018	6,632.48
196909	3746	B & R ELECTRIC SERVICE	2/9/2018	1,500.00

CITY OF MUSKOGEE CLAIMS
2.1.18 TO 2.14.18

NO	NO	NAME	DATE	AMOUNT
196910	5046	BANCFIRST	2/9/2018	48,649.19
196911	871	BAYSINGER POLICE SUPP	2/9/2018	10.00
196912	5346	BLUE SKY SUPPLY, INC	2/9/2018	33.88
196913	117	BOB LYNCH	2/9/2018	96.64
196914	5077	BRANDON BOWDEN DB,	2/9/2018	14,250.00
196915	3669	BRANT & ASSOCIATES	2/9/2018	147.34
196916	3836	BRITE COMPUTERS	2/9/2018	2,962.00
196917	4701	BROCK SUPPLY CO	2/9/2018	1,276.92
196918	3238	BROKEN ARROW ELECTF	2/9/2018	233.14
196919	5138	C & C SUPPLY AND SERV	2/9/2018	49.80
196920	992	CARE AROUND THE CLOI	2/9/2018	14,982.50
196921	820	CHIEF FIRE & SAFETY	2/9/2018	9,980.00
196922	167	CINCINNATI RADIATOR S	2/9/2018	100.00
196923	472	CLEET	2/9/2018	8,473.56
196924	1560	THE COLLISION CENTER I	2/9/2018	716.00
196925	2651	THOMAS CRABTREE	2/9/2018	6,462.50
196926	4311	DAVID'S DISCOUNT TIRE	2/9/2018	1,538.36
196927	25	DEALERS ELECTRICAL SU	2/9/2018	10.20
196928	26	DELL MARKETING LP	2/9/2018	1,279.58
196929	262	DEPARTMENT OF ENVIRI	2/9/2018	100.00
196930	4263	DIRECTV LLC	2/9/2018	77.99
196931	3991	DIRT WORK DONE RIGHT	2/9/2018	12,968.75
196932	4167	COLLEEN DURBIN	2/9/2018	1,000.00
196933	117	ERIK JOHNSON	2/9/2018	75.00
196934	953	EXPRESS EMPLOYMENT	2/9/2018	2,116.10
196935	29	FASTENAL COMPANY	2/9/2018	585.98
196936	133	FIVE STAR OFFICE SUPPL	2/9/2018	1,285.89
196937	3509	FLEETPRIDE INC	2/9/2018	76.73
196938	4644	ANDRAE FREEMAN	2/9/2018	400.00
196939	104	GALLS INC	2/9/2018	649.47
196940	340	GOODYEAR AUTO SERVI	2/9/2018	4,417.32
196941	2764	GRISSOMS LLC	2/9/2018	906.71
196942	40	HARRISON TIRE & SUPPL	2/9/2018	99.00
196943	5233	HERITAGE ENVIRONMEN	2/9/2018	7,275.15
196944	42	HOGLE COMPANY	2/9/2018	4.50
196945	1414	HOMELAND STORES INC	2/9/2018	161.42
196946	45	IBT INC	2/9/2018	315.17
196947	427	INCOR	2/9/2018	2,106.00
196948	2368	INTERNATIONAL ASSOC	2/9/2018	50.00

CITY OF MUSKOGEE CLAIMS
2.1.18 TO 2.14.18

NO	NO	NAME	DATE	AMOUNT
196949	779	JOHN DEERE FINANCIAL	2/9/2018	67.91
196950	117	KELLY PLUNKETT	2/9/2018	26.50
196951	188	KING TIRES OF MUSKOG	2/9/2018	376.00
196952	1674	KTFX FM RADIO STATION	2/9/2018	300.00
196953	5324	KYLE EDWARDS AUTO G	2/9/2018	399.86
196954	1514	LAYCO, INC. DBA LAYCO	2/9/2018	337.50
196955	964	LOVE BOTTLING CO - #1	2/9/2018	68.00
196956	56	LOWES	2/9/2018	1,545.43
196957	2967	MAIN STREET MUSKOGEE	2/9/2018	2,500.00
196958	4713	MANAGERPLUS SOLUTIONS	2/9/2018	4,222.40
196959	4246	MARVIN'S MOWERS AND	2/9/2018	639.15
196960	3757	MHC KENWORTH - TULSA	2/9/2018	76.12
196961	194	MORGAN SERVICES COMPANY	2/9/2018	450.00
196962	5195	MUSKOGEE STAFFING SOLUTIONS	2/9/2018	154.88
196963	3246	MUSKOGEE CITY COUNT	2/9/2018	47,855.37
196964	139	MUSKOGEE CITY-COUNTY	2/9/2018	30,373.75
196965	195	MUSKOGEE COUNTY CLEARING	2/9/2018	52.00
196966	62	MUSKOGEE COUNTY SHIRTS	2/9/2018	34,787.00
196967	63	MUSKOGEE DAILY PHONE	2/9/2018	213.15
196968	847	MUSKOGEE FENCE & DECK	2/9/2018	450.00
196969	1728	MUSKOGEE LITTLE THEATRE	2/9/2018	720.67
196970	1045	MUSKOGEE REGIONAL JAIL	2/9/2018	900.00
196971	4930	NATIONAL ASSOCIATION OF TOWERS	2/9/2018	35.00
196972	712	OCT EQUIPMENT INC	2/9/2018	3,170.00
196973	1944	OFFICE CONNECTIONS LIMITED	2/9/2018	305.90
196974	114	OFFICE DEPOT	2/9/2018	819.05
196975	4760	OG&E - ACCT #35947995	2/9/2018	118,460.70
196976	510	OKLAHOMA CONSTRUCTION	2/9/2018	35.00
196977	510	OKLAHOMA CONSTRUCTION	2/9/2018	200.00
196978	720	OKLAHOMA FIRE CHIEFS	2/9/2018	300.00
196979	67	OKLAHOMA NATURAL GAS	2/9/2018	2,560.87
196980	1007	OKLAHOMA ONE-CALL SERVICE	2/9/2018	1,754.80
196981	239	OKLAHOMA TAX COMM	2/9/2018	52.00
196982	3471	OKLAHOMA UNIFORM BUSINESS	2/9/2018	468.00
196983	2763	ONE SOURCE WATER LLC	2/9/2018	257.00
196984	70	OREILLY AUTO PARTS	2/9/2018	0.00
196985	70	OREILLY AUTO PARTS	2/9/2018	4,704.79
196986	4280	OSBI	2/9/2018	6,644.35
196987	477	OSBI	2/9/2018	6,485.24

CITY OF MUSKOGEE CLAIMS
2.1.18 TO 2.14.18

NO	NO	NAME	DATE	AMOUNT
196988	73	PATE INDUSTRIAL SUPPL	2/9/2018	263.98
196989	3578	PIED PIPER SERVICES	2/9/2018	846.00
196990	1597	PIONEER'S JANITORIAL S	2/9/2018	345.00
196991	4795	PREMIER TRUCK GROUP	2/9/2018	3,008.92
196992	4610	PRIME AUTOMOTIVE W/	2/9/2018	3,305.56
196993	117	REX ESKRIDGE	2/9/2018	150.00
196994	1865	RICHEY'S MUFFLER, BRA	2/9/2018	329.53
196995	3420	RIVERSIDE AUTOPLEX OF	2/9/2018	796.14
196996	3311	ROBERTS SALVAGE INC	2/9/2018	120.00
196997	5246	ROBERTS TRUCK CENTEF	2/9/2018	134.20
196998	4621	RON DRAKE CONSULTIN	2/9/2018	6,000.00
196999	149	ROSSON WHEEL SERVICE	2/9/2018	95.00
197000	84	SADLER PAPER COMPAN	2/9/2018	436.41
197001	87	SHERWIN-WILLIAMS	2/9/2018	116.63
197002	358	SIRCHIE FINGER PRINT	2/9/2018	101.94
197003	1248	SPRINT PCS	2/9/2018	4,078.07
197004	5354	CODY STANKE	2/9/2018	25,000.00
197005	92	STUART C IRBY CO	2/9/2018	189.36
197006	93	SUPERIOR LINEN SERVIC	2/9/2018	45.04
197007	94	TECHNICAL PROGRAMM	2/9/2018	4,620.68
197008	548	THOMPSON DIESEL INC	2/9/2018	76.34
197009	108	THREE RIVERS MUSEUM	2/9/2018	4,166.66
197010	5187	TIGER TRUCK INDUSTRIE	2/9/2018	12,995.00
197011	4183	TONY'S TIRE SERVICE INC	2/9/2018	450.00
197012	4572	TRANSUNION RISK & AL	2/9/2018	114.00
197013	97	UNIFIRST HOLDINGS LP	2/9/2018	973.14
197014	1100	UNITED ENGINES LLC	2/9/2018	49.54
197015	572	USA BLUEBOOK	2/9/2018	77.38
197016	4492	VISION SERVICES PLAN, (2/9/2018	16,050.03
197017	290	WASTE RESEARCH INC	2/9/2018	38.28
197018	2443	DOCK WORKS	2/9/2018	628.00
197019	152	TOMAHAWK LIVE TRAP I	2/9/2018	76.27
197020	3442	CITY OF MUSKOGEE FOL	2/9/2018	5,287.36
197021	4882	CIVIC CENTER OPERATIN	2/9/2018	36,437.77
197022	4961	GLOBAL SPECTRUM LP	2/9/2018	198,450.25
197023	121	CAVIN, TAMARA	2/12/2018	100.00
197024	121	GLOVER & ASSOCIATES,	2/12/2018	5,481.04
197025	121	DIAMOND CREEK	2/13/2018	90.00
197026	121	DURAN, MARY LOUISE	2/13/2018	6.43

CITY OF MUSKOGEE CLAIMS
2.1.18 TO 2.14.18

NO	NO	NAME	DATE	AMOUNT
197027	121	HEATH, DESTINY D	2/13/2018	48.15
197028	121	HODGE ASSOCIATES	2/13/2018	31.82
197029	121	MARTIN, MARK	2/13/2018	56.47
197030	121	MONDAINE, ANSHANIQI	2/13/2018	0.44
197031	121	P&K PROPERTIES, LLC	2/13/2018	90.00
197032	121	PARKISON, JULIA	2/13/2018	4.23
197033	121	PETTIT, JARROD	2/13/2018	65.71
197034	121	SPURLOCK, DENNIS	2/13/2018	64.60
197035	4468	BLUECROSS/BUE SHIELI	2/13/2018	32,373.87

Finance Committee**3.****Meeting Date:** 02/20/2018**Submitted For:** Mike Miller, City Manager**Initiator:** Mike Miller, City Manager**Department:** City Manager**Staff Information Source:**

Information**AGENDA ITEM TITLE:**

Receive report from the Muskogee City-County Port Authority regarding their Industrial Development projects, goals and activities for 2017, and take other necessary action. (Mike Miller)

BACKGROUND:

The Muskogee City-County Port Authority has a contract with the city to promote Muskogee through industrial development, with goals of increasing capital investment by industry and creating and preserving industrial jobs in Muskogee. Port Director Scott Robinson and Director of Industrial Development Marie Synar will present highlights from the past calendar year in one of their periodic updates as called for in their contract. Their detailed, written report is attached for your reference.

RECOMMENDED ACTION:

Receive report

Fiscal Impact**Attachments**

Port Report

**INDUSTRIAL DEVELOPMENT
GOALS, RATIONALE AND ACTIVITIES
2017**

**PRESENTED
TO
MUSKOGEE CITY COUNCIL**

February 6, 2018

PREPARED AND SUBMITTED BY:

**Industrial Development Office
Muskogee City-County Port Authority**

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MISSION STATEMENT

Through its Industrial Development Office, the Muskogee City-County Port Authority creates an environment for economic growth through advocating for pro-business public policies and delivering innovative programs and services to increase business investment and job opportunities in the Muskogee area.

BUSINESS ATTRACTION AND RECRUITMENT

GOAL:

Through its Industrial Development Office, the Muskogee City-County Port Authority will engage in business development activities that position Muskogee for sustained, long-term growth, job creation and investment opportunities.

RATIONALE:

Business attraction and recruitment is a critical component of an effective economic development program. It is the most publicized and visible activity, often creating significant new investment and new jobs, simultaneously.

ACTIVITIES:

- Received a \$1 million grant from the City of Muskogee Foundation in order to administer the Strategic Investment Program (SIP), a local industrial development incentive fund to leverage private investment and job creation to benefit the City of Muskogee.
- Managed 54 recruitment projects during 2017; 39 of which remain active as of December 31, 2017.
- Hosted 5 site visits for 5 prospective businesses during 2017.
- Facilitated the announcement of a new start-up metal fabrication company, Universal Steel Contractors, which will create 18 new jobs. Average salary of the new jobs is \$41,990/year. Company was approved for \$45,000 in Strategic Investment Program (SIP) incentives in September 2017.
- Initiated a comprehensive lead development strategy, based on the identification of business prospects within Muskogee's target industries, and in relation to gaps within our existing supply-chain, focusing efforts on those with the greatest potential for investment.
- Participated as member of the Governor's Economic Development Marketing Team (GEDMT) to leverage local marketing dollars in recruiting businesses to Oklahoma.
- Participated in GEDMT New York Call Trip. Conducted meetings with 5 consulting firms and hosted reception with more than 75 consultants with a purpose of making contacts in a focused approach to generate leads within Muskogee's targeted industries.
- Participated in 3 Meet the Consultant events organized by Tulsa Regional Chamber, in effort to develop and maintain relationships and promote Muskogee's strengths and assets for industrial growth.

- Promoted local participation in an 11-County Labor Survey, initiated by the Tulsa Regional Chamber, in effort to quantify the underemployment rate within the region and gain better understanding of Muskogee Labor Shed to support recruitment efforts.
- Participated as member of the Oklahoma Foreign Direct Investment (FDI) Team in effort to recruit foreign companies.
- Participated in Foreign Direct Investment (FDI) Familiarization event for members of the European American Investment Council (EAIC).
- Participated as member of Tulsa Futures III to market Tulsa region in a unified effort.
- Maintained relationships with area realtors in effort to share leads with the Port's Industrial Development Office.

BENCHMARKS:

Business Attraction and Recruitment	
Number of Projects Facilitated	54
Number of Site Visits from Projects	5 visits; 5 companies
Est. Number of Potential Jobs	6,184
Est. Average Wages of Potential Jobs	\$46,716
Est. Potential Company Investment (in billions)*	\$1.56
*Investment includes estimates for land, buildings and equipment. Source: Muskogee City-County Port Authority Industrial Development Office	

BUSINESS RETENTION AND EXPANSION (BR&E)

GOAL:

Through its Industrial Development Office, the Muskogee City-County Port Authority will create and sustain partnerships with existing businesses, providing resources for their growth and continued success.

RATIONALE:

Competition among communities for attracting new businesses is intense, requires significant resources, and successes are often few and far between. As a result, successful business development programs focus a large portion of their efforts on the retention and expansion of existing businesses. This approach is often less expensive than business attraction and yields more jobs on average. By developing these relationships, existing companies are strengthened, at-risk businesses can be monitored, and resources can be provided to meet local business needs.

ACTIVITIES:

- Conducted 58 retention visits with senior management of 28 area manufacturers and other businesses, and provided follow-up and referrals for specific requests.
- Facilitated 32 expansion projects with area businesses and manufacturers during 2017.
- Facilitated the announcement of 130 new jobs at Vallourec. Average salary of the new jobs was \$58,600/year. Company was approved for \$455,000 in Strategic Investment Program (SIP) incentives in February 2017.
- Facilitated the announcement of 30 new jobs and \$3.5 million investment at Advantage TerraFab. Average salary of the new jobs was \$42,000/year. Company was approved up to \$110,000 in Strategic Investment Program (SIP) incentives in October 2017.
- Facilitated completion of 16 expansion projects in 2017; resulting in the creation of 50 new jobs at an average salary of \$38,522 and \$205.8 million in new investment.
- Awarded final incentive payment under SIP Program to O-I in December 2017 in the amount of \$16,850, based upon their 2016 investments of \$3.7 million. Total SIP incentives paid were \$448,000, based upon their total investment of \$46.8 million.
- Hosted Vallourec's North American Director of Human Resources for lunch meeting.
- Organized meetings/tours of Oklahoma Interpak and Vallourec for Congressman Mullin's staffers.
- Organized meetings/tours of Refresco and Vallourec for Oklahoma Department of Commerce representatives.
- Organized plant tours of Acme Engineering and Vallourec for elected officials in Muskogee County.
- Assisted 9 area manufacturers with identification of business prospects and introductions for local business to business (B2B) opportunities.
- Facilitated meetings for 14 area manufacturers with the Oklahoma Manufacturing Alliance for energy assessments, plant layout redesign, and lean manufacturing training.
- Facilitated meetings for 8 area manufacturers with Indian Capital Technology Center for company specific training and safety training.
- Facilitated meetings for 5 area manufacturers with the Oklahoma Department of Commerce for export-related B2B and grant opportunities.
- Facilitated meetings for 1 area manufacturer with the Oklahoma Center for the Advancement of Science and Technology (OCAST) for project-based internship program.
- Facilitated meetings for 5 area manufacturers with Cherokee Nation for OJT funding.
- Surveyed and maintained communication with area manufacturers regarding change from EASTAR to Saint Francis, and the impact to Blue Cross Blue Shield insurance coverage.
- Co-sponsored area Oklahoma Manufacturing Alliance Manufacturing Extension Agent to assist the local manufacturing community.
- Organized 5 Greater Muskogee Manufacturers Alliance (GMMA) meetings, including plant tours of Acme Engineering and Manufacturing Corporation and Muskogee High School – Fab Lab, and Legislative Listening Sessions with U.S. Senator James Lankford, Oklahoma Representative Avery Frix, and Oklahoma Secretary of Commerce & Tourism Deby Snodgrass.
- Coordinated and hosted the 20th Annual Business & Industry Fall Banquet & Awards Ceremony, in partnership with Indian Capital Technology Center and the Muskogee Chamber of Commerce; recognized 10 area businesses for outstanding achievements.

- Organized participation by 5 local manufacturers in the Northeast Oklahoma Manufacturers' Luncheon for the purpose of networking and encouragement of B2B opportunities.
- Promoted numerous employee development training programs such as exporting workshops, Microsoft Office trainings, website/social media and marketing trainings, and management/productivity workshops, and health & safety trainings to assist area businesses.
- Promoted numerous workshops and training opportunities offered by area partners.
- Promoted relevant local, state and federal incentives and tax credits to area businesses including the Port of Muskogee's Strategic Investment Program (SIP), Former American Indian Land Tax Credits, Ad Valorem and Sales Tax Exemptions, New Investment Tax Credits, Quality Jobs program, and the Economic Development Pooled Finance program.
- Maintained an Outlook email distribution list including 1,587 contacts from 178 area manufacturers and related businesses for communication purposes.

BENCHMARKS:

Business Retention and Expansion	
Formal Retention Visits with Existing Companies	58 visits, 28 companies
Number of Expansion Projects Facilitated	32
Number of Expansion Projects Completed	16
Est. New Jobs Added from Completed Projects	50
Est. Avg. Wage of New Jobs Added from Completed Projects	\$38,522
Est. Company Investment from Completed Projects (in millions)*	\$205.8
*Investment includes estimates for land, buildings and equipment. Source: Muskogee City-County Port Authority Industrial Development Office	

STRATEGIC MARKETING

GOAL:

Through its Industrial Development Office, the Muskogee City-County Port Authority will work to promote Muskogee's competitive advantages through focused marketing strategies for local expansion and attraction of new business and industry.

RATIONALE:

In today's global marketplace, businesses are afforded more options in their location decisions. Economic developers must market a broad range of community assets in addition to available sites in order to compete for projects. Through analysis of community resources and competitive advantages, communities can strategically market their assets to targeted businesses and industries.

ACTIVITIES:

- Contracted for the development of a new Industrial Development Office website, focused on highlighting Muskogee's strengths within targeted industry sectors.
- Developed Muskogee's microsite within StateBook, an online platform being adopted by site location consultants and industry professionals. Muskogee received recognition and a trophy for "Best Oklahoma Microsite", tying with Duncan, OK for 1st place. Muskogee's microsite will be featured nationally by StateBook as an example of "best practices".
- Maintained relevant and up-to-date content on the Industrial Development Office website and social media accounts.
- Launched a hashtag campaign for why #MuskogeeWorks for our current industry and brought attention to the worldwide impact of what is #MadeInMuskogee.
- Created a new YouTube Channel to feature over 8 videos, most of which were developed by our internal marketing team.
- Launched a social media, video mini-series for products #MadeInMuskogee and showed how a pumpkin could be carved with a laser at the MPS Fab Lab.
- Maintained online contact management database including over 10,482 local, state, national and international contacts.
- Presented at a press conference on behalf of the Tulsa Regional Chamber regarding the findings of the 11-County Labor Force Survey.
- Initiated editorial of Muskogee's Industrial Development efforts, which was featured in the October 2017 edition of Business in Focus magazine.
- Wrote and distributed 17 press releases to local and state media sources.
- Gave multiple presentations on department activities and efforts to area organizations; including the City of Muskogee Foundation Board of Directors and Economic Development Committee, Davis Field Airport Board of Directors, Muskogee Chamber of Commerce Board of Directors, and others.
- Coordinated efforts among the Port of Muskogee, the City of Muskogee, the Muskogee Area Chamber of Commerce & Tourism, and Main Street Muskogee to participate in National Economic Development Week through a series of press releases, opinion editorials, radio interviews, social media videos, and proclamation signings aimed at educating citizens of the need for and on-going efforts to improve the economic development climate in Muskogee.

WORKFORCE DEVELOPMENT

GOAL:

Through its Industrial Development Office, the Muskogee City-County Port Authority will satisfy talent needs of local manufacturers and prove Muskogee's capabilities to prospective companies for their current and evolving talent demands in order to stay globally competitive.

RATIONALE:

Without proper talent pipeline development initiatives, Muskogee will not be able to support the workforce needs of current and future employers.

ACTIVITIES:

- Hired Workforce Development Manager in September 2017.
- Organized plant tours for 23 area high school students from Muskogee High School and Rougher Alternative Academy.
- Conducted 14 classroom visits, speaking with more than 190 area students about career opportunities in manufacturing.
- Organized plant tour of Griffin Foods and Vallourec for school administrators through the Muskogee Area Education Consortium.
- Promoted manufacturer participation in internship program for seniors at Hilddale Public Schools. In 2017, 14 seniors were placed with 4 area manufacturing hosts.
- Facilitated meetings for area manufacturers interested in implementing a registered apprenticeship program with the Oklahoma Department of Labor and Cherokee Nation.
- Facilitated manufacturer participation in 10th annual Math & Engineering Design Competition.
- Participated in 4th Annual Northeast Oklahoma Regional Alliance (NORA) Education Summit.
- Developed and populated content regarding local employment opportunities on the Muskogee Area Educational Consortium Career Pathways website.
- Co-Sponsored Maker Girl – 3D Workshop at Muskogee Fab Lab for area girls ages 7-10.
- Organized participation by Heidi Stair of Advantage Controls in the Oklahoma “Faces of Manufacturing” social media campaign.
- Submitted successful nominations for 5 participants of Muskogee’s Young Manufacturers Panel, which speaks to area high school students during plant tours. The 5 participants represented Advantage Controls, Acme Engineering, Vallourec-Star, Dal-Tile and Georgia Pacific, and were recognized a breakfast ceremony where they were presented with the 2017 Emerging Manufacturing Leader Award from Dream It Do It Oklahoma.
- Submitted successful nomination of Georgia Pacific for the 2017 Sustainability Award, presented by Dream It. Do It. Oklahoma.
- Conducted interviews of students who participated in plant tours from Rougher Alternative Academy and prepared video highlighting their change in perceptions. Video was shown to all students at Rougher Alternative Academy.
- Contracted for the development for the first of a series of videos highlighting Muskogee manufacturing careers. First video showcasing Vallourec has been completed.
- Participated in a Workforce Development Leader Roundtable in Tahlequah on April 26th, hosted by the Federal Reserve Bank of Kansas City’s Oklahoma City Branch.

ENTREPRENEURSHIP AND INNOVATION

GOAL:

Through its Industrial Development Office, the Muskogee City-County Port Authority will support activities focused on fostering an entrepreneurial-friendly environment within the community.

RATIONALE:

Entrepreneurs create approximately 600,000 – 800,000 new businesses each year. Profits realized by these local businesses typically stay within the community in which they reside. These business owners have existing ties to their community, often serve as the best corporate citizens, and actively participate in community development efforts. Economic development efforts should be geared to support the needs of these entrepreneurs as they create new employment opportunities.

ACTIVITIES:

- Continued to solicit members for Muskogee’s SeedStep Angels chapter; a local investment group. Investors are presented with investment opportunities managed and vetted by i2E. The chapter currently has 3 members, who have invested more than \$150,000 in new start-up ventures.
- Participated in discussions with community leaders to develop a business incubator in Muskogee, and to fund a full-time Oklahoma Small Business Development Center (OkSBDC) representative focused on supporting Muskogee’s entrepreneurs and identifying and promoting opportunities for new business growth.
- Fostered relationships with state support organizations such as the Oklahoma Center for the Advancement Science and Technology (OCAST) and Innovation to Enterprise (i2E), Oklahoma Small Business Development Center (OkSBDC), and the Oklahoma State University – New Product Development Center (OSU-NPDC).
- Partnered with Cherokee Nation Small Business Development Center, Indian Capital Technology Center, Muskogee Area Human Resources Association (MAHRA), Muskogee Area Chamber of Commerce, OkSBDC, and REI’s Women’s Business Center to promote and host multiple Small Business Training Workshops for area entrepreneurs.

INFORMATION MANAGEMENT

GOAL:

Through its Industrial Development Office, the Muskogee City-County Port Authority will acquire, maintain, and provide information necessary to support internal and external stakeholders in their various programs.

RATIONALE:

Economic developers must maintain a knowledge base of their community's assets, demographics and labor statistics, industry trends, real estate market activities, and other needs of targeted industries in order to understand and respond to business location decision drivers. Maintaining current information also allows communities to provide prospective companies relevant data in a timely and efficient manner. Information needed by prospective businesses is often used by other community stakeholders for benchmarking and trending purposes, grant proposals, and program management activities. Providing access to this data can benefit communities by streamlining the data gathering and dissemination process.

ACTIVITIES:

- Maintained databases with detailed local and state information on available land and buildings.
- Researched and maintained demographic and economic data from a variety of local, state and federal resources; reported through press releases and website/social media.
- Collected and maintained information on national, state and local resources for area businesses.
- Collected quarterly pricing data for national cost of living comparisons; reported through press releases and websites.
- Responded to numerous requests for information from public and partner organizations.
- Maintained database of 10,482 local, state, national and international contacts for marketing and communication purposes.

PROPERTY MANAGEMENT

GOAL:

Through its Industrial Development Office, the Muskogee City-County Port Authority will promote available public and private land, buildings and industrial parks in the greater Muskogee area; and plan for the development of infrastructure needed by targeted industries and prospective businesses.

RATIONALE:

Available land and buildings, together with sufficient infrastructure for industrial use, are fundamental requirements for business expansion and business attraction. Economic developers must be knowledgeable of the available land and building resources in their communities that are suitable for development. Beyond inventorying and promoting these properties, it is important for economic developers to have both short and long-range strategic goals for development and acquisition of property.

ACTITIVITIES:

- Monitored building and land sales and opportunities for property acquisition in particular areas of interest.
- Promoted Port, City of Muskogee and privately-owned properties to prospects and local companies.
- Identified infrastructure needs of publicly-owned industrial land.
- Initiated strategies and developed partnerships designed to improve access within particular areas of interest.

MUSKOGEE INDUSTRIAL PARKS:

Industrial Park	Total Acreage	Available Acreage	Ownership
Davis Field Airport	750	602	City of Muskogee
John T. Griffin Ind. Park	526	294	Muskogee Port Authority
Southside Ind. Park	242	242	City of Muskogee
Port of Muskogee	450	112	Muskogee Port Authority
Eastpointe Ind. Park	119	39	Private
Riverside Ind. Park	25	23	Muskogee Port Authority
Muskogee Ind. Park	382	16	Muskogee Industrial Trust
Muskogee Turnpike Ind. Park	60	15	Muskogee Industrial Trust
TOTAL	2,554	1,343	-
<i>Source: Muskogee City-County Port Authority Industrial Development Office</i>			

REGIONAL COLLABORATION

GOAL:

Through its Industrial Development Office, the Muskogee City-County Port Authority will advocate for and actively participate in regional initiatives that best position Muskogee to compete for new jobs and new investment.

RATIONALE:

Regional Collaboration involves building trust among a diverse group of stakeholders, engaging in dialogue to identify regional resources and gaps, and developing partnerships to provide solutions that will benefit the region's economic future. Partnership and collaboration can provide leverage for funding programs, a forum for reaching out to a larger audience of public and private stakeholders, and presents opportunities for consolidated recruitment strategies.

ACTIVITIES:

- Participated as members of the International Economic Development Council (IEDC), Southern Economic Development Council (SEDC), Governor's Economic Development Marketing Team (GEDMT), Oklahoma Department of Commerce Foreign Direct Investment Team (FDI), Oklahoma Economic Development Council (OEDC), and Tulsa's Future III.
- Conducted meetings/tours with representatives from the Fort Gibson Chamber of Commerce, Tahlequah Industrial Authority, Tahlequah Chamber of Commerce, Okmulgee Area Economic Development Council, East Central Oklahoma Electric Cooperative, and MidAmerica Industrial Park to discuss collaboration and regional partnership opportunities.
- Attended Fort Gibson Chamber of Commerce Annual Banquet.
- Participated as judge during the 65th Cherokee Nation National Holiday Parade.
- Engaged in on-going communication with elected officials and candidates to keep them informed of issues in the business community.
- Hosted meetings/tours for Gubernatorial candidates Todd Lamb and Gary Richardson.
- Continued to develop relationships with City, County, State and Tribal Governments for potential collaborations and projects.
- Participated in Day at the Capitol events on behalf on the Oklahoma Economic Development Council (OEDC) and the Northeast Oklahoma Regional Alliance (NORA) to advocate for issues affecting Oklahoma's business competitiveness and issues impacting our region.
- Served on the following local and regional Boards: Muskogee Chamber of Commerce, Main Street Muskogee, Northeast Oklahoma Regional Alliance, and the Northeast Regional Workforce Planning Board.
- Attended Board Meetings of the City of Muskogee Foundation and Muskogee-Davis Regional Airport.
- Participated as members of the City of Muskogee Foundation's Economic Development Committee, Muskogee Area Educational Consortium, Action in Muskogee's (AIM) Steering Committee and Sustainability Committee, the Muskogee Chamber of Commerce's Small Business Committee, Vision Committee and Paul Revere Legislative Affairs Committee, Main Street Muskogee's Marketing Committee, Lake Area United Way's Investments Committee, and Cherokee Nation's Manufacturing Advisory Committee and 4-County Workforce Partnership Committee.

STAFFING AND PROFESSIONAL DEVELOPMENT

GOAL:

Through its Industrial Development Office, the Muskogee City-County Port Authority will provide professional staff and support to enhance program effectiveness.

RATIONALE:

Successful economic development programs must be adequately staffed in order to improve overall productivity and allow for the development of new programs and services. In addition, participation in professional development activities increases staff knowledge and confidence in their area of expertise. Professionally trained staff establishes credibility with business and political leaders, funding sources, prospects and other stakeholders.

ACTIVITIES:

- Hired Workforce Development Manager in September 2017
- Hired Marketing and Research Manager in October 2017
- Graduated from ICTC Supervisory Leadership Academy – Level II
- Graduated from PennState University Basic Economic Development Course
- Participated in University of Oklahoma/Economic Development Institute (OU/EDI) Session II
- Participated in OU/EDI Leadership Academy for Public Servants and Volunteers
- Participated in the Oklahoma Economic Development Council (OEDC) 2017 Economic Summit
- Participated in the Northeast Oklahoma Regional Alliance (NORA) Annual Summit
- Participated in Social Media Conference
- Participated in Leadership Muskogee – Class XXIV
- Participated in the Lake Area United Way's Investment Committee
- Participated in Women in Business Luncheons
- Participated in ICTC Lunch and Learns
- Participated in Women's Leadership Conference
- Received 2017 Trail Blazer Award presented by the Muskogee Area Chamber of Commerce
- Received International Economic Development Council (IEDC) – Certified Economic Developer Certification (CEcD)

PROFESSIONAL MEMBERSHIPS:

- International Economic Development Council (IEDC)
- Southern Economic Development Council (SEDC)
- Oklahoma Economic Development Council (OEDC)
- Governor's Economic Development Marketing Team (GEDMT)
- Oklahoma Department of Commerce's Foreign Direct Investment Team (FDI)
- Tulsa's Future III

COMMUNITY STATISTICS

Benchmark	2016	2015	2014	2013	2012
City Population	38,352	38,456	38,590	38,789	38,968
County Population	69,477	69,699	69,913	70,245	70,536

City Unemployment Rate	4.9	4.4	5.2	5.9	6.1
County Unemployment Rate	5.5	5.0	5.7	6.5	6.7
Number of Jobs**	29,616	29,936	29,567	29,491	29,424
Average Wage**	\$38,683	\$39,252	\$37,837	\$36,904	\$36,578
Cost of Living Index*	91.9	91.3	91.5	88.9	86.8
<i>* City of Muskogee Data</i> <i>** Muskogee County Data</i> <i>Sources: US Census Bureau; State and County Quick Facts and Population Estimates, Bureau of Labor Statistics; Local Area Unemployment Statistics and Quarterly Census of Employment & Wages, and the Council for Community and Economic Research; Cost of Living Index; 2015 Average Annual Data</i>					

MUSKOGEE'S LARGEST EMPLOYERS:

	Company	Employment	Product
1	U.S. Veterans Admin.	1363	Federal Government
2	U.S. Veterans Hospital	1240	Government Medical Facility
3	Georgia-Pacific	850	Paper Products
4	Saint Francis Muskogee	922	Medical Facility
5	Muskogee School District	721	Public School System
6	City of Muskogee	458	City Government
7	Wal-Mart	400	Retail
8	Dal-Tile	382	Ceramic Tile
9	INCOR	299	Multi-Service Non-Profit
10	County of Muskogee	249	County Government
<i>Source: Muskogee City-County Port Authority Industrial Development Office</i>			

MUSKOGEE'S LARGEST MANUFACTURERS:

	Company	Employment	Product
1	Georgia-Pacific	850	Paper Products
2	Dal-Tile	382	Porcelain Tile
3	Acme Engineering & Mfg.	335	Industrial Ventilation Equipment
4	OG&E	247	Electric Power Generation
5	O-I	205	Glass Containers
6	Refresco	202	Beverages
7	Captive-Aire Systems	145	Commercial Ventilation Equipment
8	Custom Seating	113	Commercial Restaurant Furniture
9	Love Bottling Company	113	Carbonated Beverages
10	Proform Group	125	Metal Fuel Tanks and Supports
<i>Source: Muskogee City-County Port Authority Industrial Development Office</i>			

Finance Committee

4.

Meeting Date: 02/20/2018

Submitted For: Rex Eskridge, Police

Initiator: Gayle Johnson, Chief
Secretary

Department: Police

Staff Information Source:

Information

AGENDA ITEM TITLE:

Consider approval of receiving donated funds for the months of December, 2017 in the amount of \$2,588.60 and January, 2018 in the amount of \$242.00 for a total of \$2,830.60 for the City's Animal Shelter Sponsorship Program as per the attached list, or take 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 December 2017 and January 2018, in the amount of \$2,830.60 for the City's Animal Shelter Sponsorship Agenda Item Title.

Fiscal Impact

Attachments

Dec/Jan

Animal Shelter Donations

December 2017

Deandre Breon	\$	14.00
Sabina Gonzales		40.00
Stephanie Vilardo		10.00
Tre Garrett		14.00
Donation Bucket		27.00
Dianne Suzuki		65.00
Stephanie Elswick		33.60
JB Mannon		14.00
Amber Gilliam		11.00
Kevin Gilbert		30.00
Robert Stevenson		100.00
Zoe Kolmer		5.00
Erin Michael		5.00
Charles Lyle		21.00
Regina & Howard Yates		100.00
Kevin Deans		20.00
Conrad Young		5.00
Jennifer Weaver		15.00
Shirley Beckman		1,000.00
Ken Meyer		20.00
Mid America Painting		1,000.00
George Swanson		23.00
Linda Livingston		8.00
Jason Marlow		<u>8.00</u>

Total: \$ 2,588.60

January 2018

Ina Whitewater	20.00
Greg Myers	8.00
Tre Garrett	11.00
Kim Payton	5.00
Billy Rodden	20.00
Renee Thomas	5.00
Kevin Dean	30.00
Cynthia Pacheco	21.00
Anthony Kincaide	16.00
Catherine Ramirez	18.00
Dung Lee	15.00
Chase Online Payment	13.00
Hannah Ketcher	14.00
Macy Stark	26.00
Marta Starr	10.00
Judy Cook	<u>10.00</u>

Total: \$ 242.00

Grand Total: \$ 2,830.60