

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
October 15, 2018
5:30 P.M. - City Council Chambers

MAYOR BOB COBURN TO RECOGNIZE ROGER RUFFNER AS EMPLOYEE OF THE MONTH FOR OCTOBER 2018.

1. Consider approval of Finance Committee minutes of October 1, 2018.
2. Consider approval of claims for all City departments September 27, 2018 through October 10, 2018.
3. Consider approval of Ordinance No. 4056-A Amending the City of Muskogee Code of Ordinances, Chapter 2, Administration, Article IV, Budget; Amending Section 2-551, Definitions, by Modifying Terms; Amending Section 2-552, Restricted Budgeted Funds, by Providing for Reserve Account Growth Strategy; Providing for Repealer, Severability, and Setting an Effective Date, or take other necessary action. (Mike Miller)
4. Consider approval to contract with JD Young to replace the City's obsolete Fortis document archival system with Square9 and convert existing documents in the amount of \$40,015.80, or take other necessary action. (Chris Cummings)
5. Consider approval to authorize the City Manager to negotiate and execute a sole-source contract with Joe Goddard Enterprises, LLC. to upgrade all existing storm sirens, and add one (1) additional storm siren, for an amount not to exceed \$75,000.00, or take other necessary action. (Jeremy Frazier)
6. Consider approval of sole bid from Whittinghill Disposal Services, Inc., in the amount of \$2.85 per square foot for the demolition of dilapidated structures through a grant from the City of Muskogee Foundation, or take other necessary action. (Gary D. Garvin)

7. Consider approval of an agreement for Land and Water Conservation Funds from the United States Department of Interior to fund the proposed Civitan Park Improvements, as recommended by the Muskogee Parks and Recreation Board, or take other necessary action. (Mark Wilkerson)
8. Consider approval of the design services proposal with Planning Design Group, for the Civitan Park Improvements Project, as recommended by Staff and the Parks and Recreation Board, or take other necessary action. (Mark Wilkerson)
9. Consider approval of receiving donated funds for the months of August 2018, in the amount of \$1,340.00 and September 2018, in the amount of \$2,588.00, for a total of \$3,928.00 for the City's Animal Shelter Sponsorship Program as per the attached list, or take other necessary action. (Johnny Teehee)

Finance Committee**1.**

Meeting Date: 10/15/2018
Initiator: Ashley Wallace, Office Adm 1
Department: City Clerk
Staff Information Source:

Information**AGENDA ITEM TITLE:**

Consider approval of Finance Committee minutes of October 1, 2018.

BACKGROUND:**RECOMMENDED ACTION:**

Fiscal Impact**Attachments**

10-01-2018 finmin

MINUTES
FINANCE COMMITTEE
October 1, 2018

The Finance Committee of the City of Muskogee, Oklahoma, met at 5:30 p.m. on Monday, October 1, 2018 in Council Chambers, Third Floor, Municipal Building, with the following in attendance:

Present: Deputy Mayor Janey Boydston; Committee Member Jaime Stout; Committee Member Marlon Coleman; Committee Member Dan Hall; Committee Member Wayne Johnson; Committee Member Derrick Reed; Committee Member Ivory Vann

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

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; Johnny Teehee, Police Chief; Prag Mahajan, Civil Engineer II; Marcie Gilliam, Strategic Financial Analyst

1. Consider approval of Finance Committee minutes of September 17, 2018.

Motion was made by Deputy Mayor Janey Boydston, seconded by Committee Member Dan Hall to approve Finance Committee minutes of September 17, 2018.

AYE: Deputy Mayor Janey Boydston, Committee Member Jaime Stout, Committee Member Marlon Coleman, Committee Member Dan Hall, Committee Member Wayne Johnson, Committee Member Derrick Reed, Committee Member Ivory Vann

Carried - Unanimously

2. Consider approval of claims for all City departments September 13, 2018 through September 26, 2018.

Committee Member Wayne Johnson stated there was no quorum for purchasing committee.

Motion was made by Committee Member Wayne Johnson, seconded by Deputy Mayor Janey Boydston to approve claims for all City departments September 13, 2018 through September 26, 2018.

AYE: Deputy Mayor Janey Boydston, Committee Member Jaime Stout, Committee Member Marlon Coleman, Committee Member Dan Hall, Committee Member Wayne Johnson, Committee Member Derrick Reed, Committee Member Ivory Vann

Carried - Unanimously

3. Consider awarding a construction contract to the low bidder Cook's Consulting, LLC, for the Port Lift Station # 4 replacement in the amount of \$999,000.00, or take other necessary action. (Greg Riley)

Motion was made by Committee Member Wayne Johnson, seconded by Deputy Mayor Janey Boydston to approve construction contract to the low bidder Cook's Consulting, LLC, for the Port Lift Station # 4 replacement in the amount of \$999,000.00.

AYE: Deputy Mayor Janey Boydston, Committee Member Jaime Stout, Committee Member Marlon Coleman, Committee Member Dan Hall, Committee Member Wayne Johnson, Committee Member Derrick Reed, Committee Member Ivory Vann

Carried - Unanimously

4. Consider awarding a construction contract to the low bidder Cook's Consulting, LLC, for the Haskell Boulevard Drainage Improvements in the amount of \$50,732.00, or take other necessary action. (Greg Riley)

Motion was made by Committee Member Jaime Stout, seconded by Committee Member Dan Hall to approve construction contract to the low bidder Cook's Consulting, LLC, for the Haskell Boulevard Drainage Improvements in the amount of \$50,732.00.

AYE: Deputy Mayor Janey Boydston, Committee Member Jaime Stout, Committee Member Marlon Coleman, Committee Member Dan Hall, Committee Member Wayne Johnson, Committee Member Derrick Reed, Committee Member Ivory Vann

Carried - Unanimously

CHAIRMAN DERRICK REED
FINANCE COMMITTEE

finmin
TT/aw

Finance Committee

2.

Meeting Date: 10/15/2018
Initiator: Russ Andis, Purchasing Asst.
Department: Purchasing
Staff Information Source:

Information

AGENDA ITEM TITLE:

Consider approval of claims for all City departments September 27, 2018 through October 10, 2018.

BACKGROUND:

RECOMMENDED ACTION:

Fiscal Impact

Attachments

Claims

CITY OF MUSKOGEE CLAIMS
9.27.18 TO 10.10.18

CHECK NO	VENDOR NO	VENDOR NAME	CHECK DATE	CHECK AMOUNT
202113	2713	ACTION GROUP STAFFING	9/28/2018	7,834.62
202114	3990	ALL-IN-ONE SUPPLY LLC	9/28/2018	14.16
202115	6	AMERICAN INDUSTRIAL SUPPLY CO	9/28/2018	72.00
202116	914	APAC CENTRAL INC	9/28/2018	9,678.34
202117	5435	AROUND YOUR CITY.COM LLC	9/28/2018	1,113.75
202118	11	B & J OIL CO INC	9/28/2018	2,423.86
202119	5046	BANCFIRST	9/28/2018	24,078.75
202120	3928	BANK OF OKLAHOMA - VISA	9/28/2018	278.51
202121	342	THE BECKMAN COMPANY	9/28/2018	60.00
202122	4543	VIDA BERRY	9/28/2018	458.33
202123	2853	BLESSED GROUND MAINTENANCE	9/28/2018	1,125.00
202124	647	BOB BOATMAN	9/28/2018	600.00
202125	117	BRANDON BLEVINS	9/28/2018	15.00
202126	259	BRENNTAG SOUTHWEST INC	9/28/2018	3,870.00
202127	3238	BROKEN ARROW ELECTRIC	9/28/2018	69.90
202128	4033	BROKEN ARROW LAWN & GARDEN	9/28/2018	891.43
202129	2552	BROWN'S SHOE FIT CO #87	9/28/2018	135.00
202130	3640	CHARBONNEAU, BILLY JO	9/28/2018	72.00
202131	3442	CITY OF MUSKOGEE FOUNDATION	9/28/2018	0.00
202132	4738	CITYWIDE PROPERTY MAINTENANCE	9/28/2018	2,225.41
202133	4300	CLIFFORD POWER SYSTEMS INC	9/28/2018	7,741.00
202134	5447	CMT CONSULTANTS, INC.	9/28/2018	320.75
202135	1560	THE COLLISION CENTER OF MUSKOG	9/28/2018	420.00
202136	5020	COWAN GROUP ENGINEERING LLC	9/28/2018	132,795.00
202137	3154	CREATIVE APPAREL AND MORE INC	9/28/2018	177.95
202138	101	CROWL OIL CO INC	9/28/2018	17,422.09
202139	3455	D & F SERVICES LLC	9/28/2018	11,682.69
202140	4311	DAVID'S DISCOUNT TIRES INC	9/28/2018	179.44
202141	224	DICKMANN GLASS CO	9/28/2018	3,763.50
202142	4263	DIRECTV LLC	9/28/2018	77.99
202143	551	DRIVE SHAFTS INC	9/28/2018	91.28
202144	4862	SARAH EATON	9/28/2018	108.00
202145	3024	EDIE MCJUNKINS	9/28/2018	24.00
202146	3435	ERGON ASPHALT & EMULSIONS INC	9/28/2018	9,964.09
202147	953	EXPRESS EMPLOYMENT PROFESSIONA	9/28/2018	5,141.60
202148	29	FASTENAL COMPANY	9/28/2018	474.73
202149	5308	MEGAN FILANDA	9/28/2018	54.00
202150	133	FIVE STAR OFFICE SUPPLY	9/28/2018	256.47
202151	3509	FLEETPRIDE INC	9/28/2018	70.00

202152	2989 GELLCO CLOTHING & SHOES INC	9/28/2018	215.98
202153	5247 NIKYA GIVENS	9/28/2018	144.00
202154	34 GRAINGER	9/28/2018	1,050.00
202155	5436 GULF STATES DISTRIBUTORS, INC.	9/28/2018	13,720.00
202156	798 HAMBY TV & APPLIANCE WAREHOUSE	9/28/2018	249.00
202157	1793 HARBOR FREIGHT TOOLS	9/28/2018	54.99
202158	289 HOLLOWAY UPDIKE AND BELLEN INC	9/28/2018	41,250.00
202159	1414 HOMELAND STORES INC	9/28/2018	116.45
202160	4902 IMPERIAL LLC	9/28/2018	469.55
202161	545 MIKE INGLE	9/28/2018	2,000.00
202162	5103 JACK HOOPES	9/28/2018	13.99
202163	117 JEREMY JENKINS	9/28/2018	75.78
202164	117 JOHNNY TEEHEE	9/28/2018	127.63
202165	1500 KEITH HARDWARE & SUPPLY INC	9/28/2018	133.28
202166	3024 KEITH TITSWORTH	9/28/2018	24.00
202167	705 KIRBY - SMITH	9/28/2018	688.12
202168	5324 KYLE EDWARDS AUTO GROUP	9/28/2018	37.84
202169	53 LAKE REGION ELECTRIC COOPERATI	9/28/2018	79.00
202170	4742 KAREN LAUDERDALE	9/28/2018	72.00
202171	399 LOCKE SUPPLY CO	9/28/2018	23.45
202172	3376 LOT MAINTENANCE OF OKLAHOMA IN	9/28/2018	1,814.94
202173	964 LOVE BOTTLING CO - #111902	9/28/2018	34.00
202174	56 LOWES	9/28/2018	1,045.68
202175	4246 MARVIN'S MOWERS AND OUTDOOR LL	9/28/2018	513.05
202176	5508 MATTIE JANE'S ON MAIN LLC	9/28/2018	8,000.00
202177	4707 MD SOLUTIONS INC	9/28/2018	6,624.74
202178	194 MORGAN SERVICES COMPANY LLC	9/28/2018	150.00
202179	2920 SHARON MORGAN	9/28/2018	18.00
202180	5195 MUSCOGEE STAFFING SOLUTIONS, L	9/28/2018	1,861.13
202181	195 MUSKOGEE COUNTY CLERK	9/28/2018	221.00
202182	63 MUSKOGEE DAILY PHOENIX	9/28/2018	45.20
202183	5469 MUSKOGEE HOTEL LLC DBA STUDIO	9/28/2018	9,183.21
202184	5082 MUSKOGEE MANUFACTURING LLC	9/28/2018	50.00
202185	4754 NEWTON, BRYCE DBA	9/28/2018	260.00
202186	3024 NICHOLAS FRAZEE	9/28/2018	24.00
202187	125 NORMA NAVA	9/28/2018	125.00
202188	114 OFFICE DEPOT	9/28/2018	892.27
202189	4760 OG&E - ACCT #35947999-5	9/28/2018	132,275.78
202190	974 OKLAHOMA BAR ASSOCIATION	9/28/2018	75.00
202191	2108 OKLAHOMA CHILLER CORPORATION	9/28/2018	5,880.00
202192	67 OKLAHOMA NATURAL GAS	9/28/2018	1,244.20
202193	349 OKLAHOMA SECRETARY OF STATE	9/28/2018	10.00
202194	529 ONE SOURCE MANAGED SVCS	9/28/2018	4,152.32
202195	70 OREILLY AUTO PARTS	9/28/2018	0.00
202196	70 OREILLY AUTO PARTS	9/28/2018	0.00
202197	70 OREILLY AUTO PARTS	9/28/2018	2,198.58
202198	73 PATE INDUSTRIAL SUPPLY INC	9/28/2018	514.48

202199	4212 PEAK UP TIME	9/28/2018	16,695.85
202200	146 PENCCO INC	9/28/2018	10,433.56
202201	1597 PIONEER'S JANITORIAL SVC	9/28/2018	345.00
202202	3666 PITNEY BOWES INC	9/28/2018	2,816.88
202203	4795 PREMIER TRUCK GROUP	9/28/2018	741.15
202204	5008 PREMIER USA INC.	9/28/2018	1,132.80
202205	4571 RAD-MANS GLASS ART	9/28/2018	166.70
202206	3024 RANDALL HULL	9/28/2018	24.00
202207	3024 RICHARD RANDELL	9/28/2018	24.00
202208	149 ROSSON WHEEL SERVICE	9/28/2018	240.00
202209	1058 ROY'S UPHOLSTERY	9/28/2018	395.00
202210	84 SADLER PAPER COMPANY	9/28/2018	312.31
202211	435 SAFETY-KLEEN SYSTEMS INC	9/28/2018	238.82
202212	5343 SALLISAW OVERHEAD DOOR	9/28/2018	1,210.00
202213	3739 INETTE SLAPE	9/28/2018	72.00
202214	5267 STAUB INVESTMENTS INC. DBA GAL	9/28/2018	48.00
202215	3652 STEWART MARTIN EQUIPMENT	9/28/2018	520.52
202216	212 SUNSET CHEMICAL COMPANY	9/28/2018	200.00
202217	93 SUPERIOR LINEN SERVICE INC	9/28/2018	129.05
202218	94 TECHNICAL PROGRAMMING SERVICES	9/28/2018	5,396.28
202219	3102 TIGER NATURAL GAS INC	9/28/2018	447.64
202220	3024 TIM DOERNER	9/28/2018	24.00
202221	4446 TULSA ASPHALT LLC	9/28/2018	1,088.62
202222	3636 TYLER TECHNOLOGIES INC	9/28/2018	40.00
202223	796 UTILITY SUPPLY CO	9/28/2018	10,746.80
202224	3386 UTILITY TECHNOLOGY SERVICES IN	9/28/2018	1,180.00
202225	4436 W T AND S BUTTERFLY FARM	9/28/2018	1,175.00
202226	215 WASTE MANAGEMENT OF OKLAHOMA I	9/28/2018	915.95
202227	717 CINDY WAYMAN	9/28/2018	198.00
202228	1128 WHITTINGHILL DISPOSAL SERVICE	9/28/2018	33,701.25
202229	4901 LAURA WICKIZER	9/28/2018	72.00
202230	117 WILLIAM PETERS	9/28/2018	63.48
202231	62 MUSKOGEE COUNTY SHERIFFS DEPAR	9/28/2018	17,257.00
202232	121 BARBER, COLTON LUKE	10/1/2018	40.72
202233	121 BJ BRIGGS CONSULTING	10/1/2018	35.16
202234	121 COLDWELL BANKERS SELECT	10/1/2018	74.06
202235	121 DIAMOND CREEK LLC	10/1/2018	53.73
202236	121 FLOYD-CARNEY, TERILYN M	10/1/2018	44.84
202237	121 HARRIS, DENNALIA M	10/1/2018	13.00
202238	121 JAYNE, LILLIAN	10/1/2018	100.00
202239	121 SMITH, THOMAS N	10/1/2018	75.09
202240	121 STILWELL, BRITTANY NICOLE	10/1/2018	39.77
202241	4468 BLUECROSS/BLUE SHIELD OF OK	10/1/2018	116,209.70
202242	121 ANDERSON, NEEKA	10/3/2018	24.19
202243	121 ANDREWS, DEBBIE	10/3/2018	47.51
202244	121 CLARK. EARL DAVID	10/3/2018	29.29
202245	121 DOW, ALLISON	10/3/2018	6.08

202246	121 FINNEY, KRISTY M	10/3/2018	37.51
202247	121 GRAY, ELZIE JR.	10/3/2018	50.57
202248	121 HAMMER CONSTRUCTION	10/3/2018	841.43
202249	121 HUMPFREY, AMBER N	10/3/2018	28.16
202250	121 JONES, DANIEL L	10/3/2018	55.55
202251	121 MLC MEDICAL GROUP, LLC	10/3/2018	43.66
202252	121 MOONEN, DANESSA K	10/3/2018	49.37
202253	121 MORONEY, JAMES J	10/3/2018	47.78
202254	121 POWELL, EARSIE E	10/3/2018	6.16
202255	121 ROBISON, WHITNEY D	10/3/2018	18.87
202256	121 ROSS, BRITTANY N	10/3/2018	9.55
202257	121 SAPIENZA, LINDA	10/3/2018	60.08
202258	121 THOMAS, KYMBER	10/3/2018	47.21
202259	121 WALKER, JUSTIN	10/3/2018	21.53
202260	121 WAYMAN, ASHLEY L	10/3/2018	55.55
202261	2 ACCURATE LABS & TRAINING CENTE	10/5/2018	850.00
202262	2713 ACTION GROUP STAFFING	10/5/2018	5,908.40
202263	3 AIRGAS USA LLC	10/5/2018	92.14
202264	914 APAC CENTRAL INC	10/5/2018	7,413.07
202265	3761 ARKANSAS AQUATICS LLC	10/5/2018	2,808.00
202266	4968 ASSOC. FOR FACILITIES ENGINEER	10/5/2018	350.00
202267	3976 AT&T #918 A04-0694 003 3	10/5/2018	1,000.00
202268	4612 AT&T MOBILITY #918-577-2585 (C	10/5/2018	23.54
202269	1079 AUTOMATIC ENGINEERING INC	10/5/2018	525.00
202270	871 BAYSINGER POLICE SUPPLY	10/5/2018	7,591.58
202271	780 BG PRODUCTS INC	10/5/2018	720.00
202272	5290 JANEY C BOYDSTON	10/5/2018	75.00
202273	259 BRENNTAG SOUTHWEST INC	10/5/2018	5,220.73
202274	4701 BROCK SUPPLY CO	10/5/2018	323.20
202275	4033 BROKEN ARROW LAWN & GARDEN	10/5/2018	23.61
202276	2552 BROWN'S SHOE FIT CO #87	10/5/2018	320.00
202277	586 CAGLE'S FLOWERS & GIFTS	10/5/2018	116.00
202278	488 CAMPBELL WHOLESALE CO INC	10/5/2018	62.16
202279	992 CARE AROUND THE CLOCK INC	10/5/2018	4,812.64
202280	4739 JUSTIN CAWVEY	10/5/2018	3,988.00
202281	3797 CERTIFIED LABORATORIES	10/5/2018	249.95
202282	820 CHIEF FIRE & SAFETY	10/5/2018	2,391.00
202283	3442 CITY OF MUSKOGEE FOUNDATION	10/5/2018	90,000.00
202284	3051 CITY OF TULSA - PARK DEPARTMEN	10/5/2018	285.00
202285	4738 CITYWIDE PROPERTY MAINTENANCE	10/5/2018	1,537.75
202286	3626 CLARK EQUIPMENT	10/5/2018	850.00
202287	472 CLEET	10/5/2018	8,329.42
202288	117 CLYDE BROWN JR	10/5/2018	12.00
202289	4390 BOB COBURN	10/5/2018	75.00
202290	4838 MARLON COLEMAN	10/5/2018	75.00
202291	2292 CORE & MAIN LP	10/5/2018	159.45
202292	101 CROWL OIL CO INC	10/5/2018	18,797.84

202293	4311 DAVID'S DISCOUNT TIRES INC	10/5/2018	2,547.06
202294	3024 DERRELL JONES	10/5/2018	19.50
202295	224 DICKMANN GLASS CO	10/5/2018	276.76
202296	4263 DIRECTV LLC	10/5/2018	82.24
202297	5505 ALEX DOMINGUEZ	10/5/2018	140.00
202298	5034 DUBOIS CHEMICALS INC	10/5/2018	350.00
202299	5516 SETH DUNLAP	10/5/2018	105.00
202300	715 EMERGENCY VEHICLE PARTS & PROD	10/5/2018	72.35
202301	1035 ESRI INC	10/5/2018	4,250.00
202302	5378 JAMES E. EVANS II	10/5/2018	150.00
202303	297 EXCHANGE CLUB OF MUSKOGEE	10/5/2018	110.00
202304	953 EXPRESS EMPLOYMENT PROFESSIONA	10/5/2018	7,319.20
202305	29 FASTENAL COMPANY	10/5/2018	148.62
202306	298 FEDERAL CORPORATION	10/5/2018	318.77
202307	884 FERGUSON ENTERPRISES INC	10/5/2018	2,675.54
202308	5308 MEGAN FILANDA	10/5/2018	210.00
202309	678 FISHER SCIENTIFIC COMPANY LLC	10/5/2018	673.35
202310	3509 FLEETPRIDE INC	10/5/2018	38.78
202311	4407 FRANKLIN DIGITAL, INC	10/5/2018	270.75
202312	34 GRAINGER	10/5/2018	113.85
202313	337 HACH COMPANY	10/5/2018	1,142.45
202314	4819 HALL, DAN	10/5/2018	75.00
202315	5377 TONY HENSON	10/5/2018	150.00
202316	181 HIX AIR CONDITIONING SERVICE	10/5/2018	570.00
202317	42 HOGLE COMPANY	10/5/2018	15.50
202318	111 HUGHES LUMBER CO	10/5/2018	50.00
202319	5412 JACOB LESTER HUNN III	10/5/2018	105.00
202320	5503 IN THE SWIM - CORTZ, INC.	10/5/2018	342.32
202321	545 MIKE INGLE	10/5/2018	2,000.00
202322	3024 IVORY VANN	10/5/2018	167.50
202323	5494 TYLER JACKSON S	10/5/2018	105.00
202324	3024 JEFF WATKINS	10/5/2018	39.00
202325	4984 WAYNE A JOHNSON	10/5/2018	75.00
202326	983 JOHNSON'S SERVICE COMPANY	10/5/2018	789.81
202327	3024 JOSHUA SMITH	10/5/2018	313.00
202328	5324 KYLE EDWARDS AUTO GROUP	10/5/2018	358.71
202329	3070 LAFERRY'S PROPANE CO	10/5/2018	74.73
202330	4855 KELSEY LAMB	10/5/2018	150.00
202331	3024 LINDY BROWN	10/5/2018	168.00
202332	5394 GARY LIVELY	10/5/2018	105.00
202333	399 LOCKE SUPPLY CO	10/5/2018	59.18
202334	1154 LOVE BOTTLING CO - #107510	10/5/2018	26.64
202335	661 LOVE BOTTLING CO - #170700	10/5/2018	772.33
202336	56 LOWES	10/5/2018	4,497.80
202337	5409 DALTON BRICE MARTIN	10/5/2018	140.00
202338	4246 MARVIN'S MOWERS AND OUTDOOR LL	10/5/2018	238.11
202339	5379 RODNEY L. MATHEWS	10/5/2018	140.00

202340	2654 MATLOCK SECURITY SERVICES	10/5/2018	195.00
202341	5515 TY MAXWELL	10/5/2018	105.00
202342	5506 CODY MCBRIDE	10/5/2018	105.00
202343	4163 MEDIC BATTERIES	10/5/2018	57.51
202344	4956 MEDNOW URGENT CARE LLC	10/5/2018	1,730.00
202345	194 MORGAN SERVICES COMPANY LLC	10/5/2018	725.00
202346	921 MOTION INDUSTRIES INC	10/5/2018	191.33
202347	5195 MUSCOGEE STAFFING SOLUTIONS, L	10/5/2018	2,625.35
202348	139 MUSKOGEE CITY-COUNTY PORT AUTH	10/5/2018	42,338.83
202349	195 MUSKOGEE COUNTY CLERK	10/5/2018	728.00
202350	232 MUSKOGEE MEDICAL CENTER AUTHOR	10/5/2018	14,720.29
202351	712 OCT EQUIPMENT INC	10/5/2018	239.26
202352	1944 OFFICE CONNECTIONS LLC	10/5/2018	65.98
202353	114 OFFICE DEPOT	10/5/2018	252.23
202354	5512 OG&E #131178697-2	10/5/2018	102.19
202355	2108 OKLAHOMA CHILLER CORPORATION	10/5/2018	1,642.59
202356	201 OKLAHOMA CODE ENFORCEMENT ASSO	10/5/2018	50.00
202357	2285 OKLAHOMA DEPT OF LABOR	10/5/2018	225.00
202358	2285 OKLAHOMA DEPT OF LABOR	10/5/2018	240.00
202359	223 OKLAHOMA DEPT OF PUBLIC SAFETY	10/5/2018	350.00
202360	67 OKLAHOMA NATURAL GAS	10/5/2018	360.17
202361	4847 OKLAHOMA PUBLIC FLEET	10/5/2018	350.00
202362	4847 OKLAHOMA PUBLIC FLEET	10/5/2018	125.00
202363	68 OKLAHOMA TURNPIKE AUTHORITY (O	10/5/2018	80.00
202364	2763 ONE SOURCE WATER LLC	10/5/2018	466.35
202365	70 OREILLY AUTO PARTS	10/5/2018	2,763.64
202366	4280 OSBI	10/5/2018	7,761.91
202367	477 OSBI	10/5/2018	7,437.62
202368	1947 OSU CONFERENCE SERVICES	10/5/2018	239.00
202369	73 PATE INDUSTRIAL SUPPLY INC	10/5/2018	368.16
202370	146 PENCCO INC	10/5/2018	5,562.52
202371	379 PETROLEUM MARKETERS EQUIPMENT	10/5/2018	793.83
202372	1621 PLANNING DESIGN GROUP	10/5/2018	950.00
202373	4795 PREMIER TRUCK GROUP	10/5/2018	1,513.00
202374	5008 PREMIER USA INC.	10/5/2018	1,005.36
202375	4610 PRIME AUTOMOTIVE WAREHOUSE LLC	10/5/2018	2,071.98
202376	3256 HAROLD QUANTIE	10/5/2018	111.45
202377	5263 MARYAH REAVIS	10/5/2018	126.00
202378	4801 DERRICK REED	10/5/2018	75.00
202379	3024 ROGER RUFFNER	10/5/2018	5.18
202380	1058 ROY'S UPHOLSTERY	10/5/2018	115.00
202381	84 SADLER PAPER COMPANY	10/5/2018	194.30
202382	2433 SIGNAL TEK, INC	10/5/2018	9,626.25
202383	5421 JAIME LYNN STOUT	10/5/2018	75.00
202384	2104 SUDDENLINK	10/5/2018	7,003.10
202385	93 SUPERIOR LINEN SERVICE INC	10/5/2018	44.27
202386	3868 SUREEXPRESS	10/5/2018	25.00

202387	94 TECHNICAL PROGRAMMING SERVICES	10/5/2018	2,261.78
202388	3636 TYLER TECHNOLOGIES INC	10/5/2018	240.00
202389	97 UNIFIRST HOLDINGS LP	10/5/2018	0.00
202390	97 UNIFIRST HOLDINGS LP	10/5/2018	2,155.44
202391	1306 UNITED RENTALS (NORTH AMERICA)	10/5/2018	310.28
202392	4166 UNIVAR USA INC	10/5/2018	7,497.22
202393	4595 OKLAHOMA SWIMMING, INC	10/5/2018	100.00
202394	4789 IVORY L VANN	10/5/2018	75.00
202395	4988 WARFEATHER, LLC	10/5/2018	8,500.00
202396	335 WARREN CAT	10/5/2018	296.06
202397	215 WASTE MANAGEMENT OF OKLAHOMA I	10/5/2018	13,579.80
202398	2418 DWIGHT WEBB TERRELL	10/5/2018	150.00
202399	2923 ANGELA MCNABB	10/5/2018	27.00
202400	2923 BRANDON CURRENT	10/5/2018	27.00
202401	2923 CLARENCE MCBRIDE	10/5/2018	27.00
202402	2923 DANNY DUPONT	10/5/2018	27.00
202403	2923 DANNY GABLE	10/5/2018	27.00
202404	2923 DONNIE BENNETT	10/5/2018	27.00
202405	2923 GREG DAVIS	10/5/2018	27.00
202406	2923 HELEN HULL	10/5/2018	27.00
202407	2923 JACOB IRELAND	10/5/2018	27.00
202408	2923 JEFF GULLETT	10/5/2018	27.00
202409	2923 JESSICA ZWIRTZ	10/5/2018	27.00
202410	2923 LESLIE ARNOLD	10/5/2018	27.00
202411	2923 MARK WILKERSON	10/5/2018	27.00
202412	2923 NICHOLAS FRAZEE	10/5/2018	27.00
202413	2923 SHAWN BROWN	10/5/2018	27.00
202414	2923 STORMIE RICE	10/5/2018	27.00
202415	2923 SUSAN ROSS	10/5/2018	27.00
202416	2923 THOMAS HOWARD III	10/5/2018	27.00
202417	2923 TIM DOERNER	10/5/2018	27.00
202418	117 NOAH EVANS	10/5/2018	92.30
202419	4468 BLUECROSS/BLOCK SHIELD OF OK	10/8/2018	56,198.66
202420	121 ADELAIDE HERSHEY	10/9/2018	4.84
202421	121 ARTERBURN, SHELLEY	10/9/2018	10.23
202422	121 BLACK, RASHEENA C	10/9/2018	14.46
202423	121 CLARK, WANDA LUCILLE	10/9/2018	3.17
202424	121 COLVIN, BROOKLYN S	10/9/2018	4.89
202425	121 CROSBY, CINDY	10/9/2018	42.20
202426	121 HART, JIMMY E	10/9/2018	56.12
202427	121 KAY'S KITCHEN	10/9/2018	64.35
202428	121 LEWIS, WESLEY	10/9/2018	68.26
202429	121 MORSE, CODY A	10/9/2018	51.63
202430	121 PIORKOWSKI, AMBER D	10/9/2018	20.13
202431	121 STANDIFIRD, EDWARD	10/9/2018	100.00

Finance Committee**3.**

Meeting Date: 10/15/2018

Submitted For: Mike Miller, City Manager

Initiator: Roy Tucker, City Attorney

Department: City Manager

Staff Information Source: City Manager; City Attorney

Information**AGENDA ITEM TITLE:**

Consider approval of Ordinance No. 4056-A Amending the City of Muskogee Code of Ordinances, Chapter 2, Administration, Article IV, Budget; Amending Section 2-551, Definitions, by Modifying Terms; Amending Section 2-552, Restricted Budgeted Funds, by Providing for Reserve Account Growth Strategy; Providing for Repealer, Severability, and Setting an Effective Date, or take other necessary action. (Mike Miller)

BACKGROUND:

The City Council asked staff to analyze best practices for city reserve policy at the council retreat this spring. Staff worked with other municipalities, OML and OMAG and came to the conclusion, based off recommendations presented to the council in late June, that best practices for municipal reserves are to have at a minimum 20% of the general fund expenses in a restricted reserve account, with 30% of the general fund expenses in reserve as a standard after the minimum is reached. Staff has since worked on creating an official budget policy, based on those best practices. That policy is reflected in this ordinance.

The ordinance designates what happens when the city spends less money in a fiscal year than it takes in. First, the city calculates what its current reserve is. If the reserve is less than 20%, then three-quarters (75%) of the money saved the previous year is deposited into the reserve and the remaining one-quarter (25%) is placed into a Special Projects Fund, which can only be used for one-time expenditures. A budget amendment process would then be employed by the City Council to allocate those funds.

If the reserve is more than 20%, then the savings would be applied to the reserve until it reaches at least 1% higher than the previous year (i.e. moving from 20% to 21% of general fund expenses) with the remainder being available to be placed in the Special Projects Fund as described above.

If the reserve is already at 30% or higher, the savings would be available to be placed in the Special Projects Fund or otherwise appropriated by the council for any lawful purpose, including adding to the reserve.

RECOMMENDED ACTION:

Approve the Ordinance.

Fiscal Impact

Attachments

4056-A Restricted Budgeted Funds

ORDINANCE NO. 4056-A

AN ORDINANCE AMENDING THE CITY OF MUSKOGEE CODE OF ORDINANCES, CHAPTER 2, ADMINISTRATION, ARTICLE IV, BUDGET; AMENDING SECTION 2-551, DEFINITIONS, BY MODIFYING TERMS; AMENDING SECTION 2-552, RESTRICTED BUDGETED FUNDS, BY PROVIDING FOR RESERVE ACCOUNT GROWTH STRATEGY; PROVIDING FOR REPEALER, SEVERABILITY, AND SETTING AN EFFECTIVE DATE.

NOW THEREFORE BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MUSKOGEE, OKLAHOMA, AS FOLLOWS:

AN AMENDED ORDINANCE

Section 1. The City of Muskogee Code of Ordinances, Chapter 2, Administration, Article IV, Budget, Section 2-551, Definitions, is hereby amended to read as follows:

SEC. 2-551. - DEFINITIONS.

As used in this in this article:

Account means an entity for recording specific revenues or expenditures, or for grouping related or similar classes of revenues and expenditures and recording them within a fund or department.

Appropriated fund balance means any fund balance appropriated for a fund for the budget year.

Appropriation means an authorization to expend or encumber revenues and fund balance of a fund.

Budget means a plan of financial operations for a fiscal year, including an estimate of proposed expenditures for given purposes and the proposed means for financing them.

Budget report means a tabular listing of revenues by source and expenditures by fund and by department within each fund for the budget year.

Budget year means the fiscal year for which a budget is prepared or being prepared.

Current year means the year in which the budget is prepared and adopted, or the fiscal year immediately preceding the budget year.

Department means a functional unit within a fund which carries on a specific activity, such as the fire department or public works department within the general fund.

Emergency means conditions resulting from a sudden unexpected happening or unforeseen occurrence or condition whereby the public health or safety is endangered caused by a "manmade disaster" meaning a disaster caused by acts of man including, but not limited to: an act of war, terrorism, chemical spill or release, or power shortages that require assistance from outside the City of Muskogee or a "natural disaster" meaning any natural catastrophe, including, but not limited to, a tornado, severe storm, high water, flood waters, wind-driven water, earthquake, landslide, mudslide, snowstorm, or drought which causes damage of sufficient severity and

magnitude to warrant hazard mitigation or the use of resources beyond the resources of the city to alleviate the damage, loss, hardship or suffering caused thereby.

Estimated revenue means the amount of revenues estimated to be received during the budget year in each fund for which a budget is prepared.

Expenditure of city funds means the disbursement of city funds, whether appropriated or non appropriated, excluding the transfer of funds between two or more departments or city agencies.

Fiscal year means the annual period for reporting fiscal operations which begins and ends on dates as the Legislature provides or as provided by law.

Fund means an independent fiscal and accounting entity with a self-balancing set of accounts to record cash and other financial resources, together with all liabilities, which are segregated for the purpose of carrying on specific activities or attaining certain objectives.

Fund balance means the excess of a fund's current financial assets over its current liabilities and encumbrances, as reflected by its books of account.

Minimum fund balance means five percent of the stabilization fund.

Stabilization fund account means the "~~operating~~ restricted reserve" portion of the general fund balance which has been appropriated as reserve in a budget year, which is not less than \$3,500,000.00; and As a financial benchmark, the Stabilization account beginning fiscal year 2019 contained a balance of \$3,500,000.

Website means the City of Muskogee internet home page found at <http://www.muskogeeonline.org>.

Section 2: The City of Muskogee Code of Ordinances, Chapter 2, Administration, Article IV, Budget, Section 2-552, Restricted Budgeted Funds, is hereby amended to read as follows:

SEC. 2-552. - RESTRICTED BUDGETED FUNDS; EXCESS REVENUE ACCOUNTING.

(a) On November 1 of each year, the treasurer shall report prior fiscal year revenues and expenses to the city manager. Any such revenues that remain in the general fund after expenses are paid shall be deemed excess revenue and shall be utilized and accounted for as follows:

(1) If the stabilization account balance as of November 1 is less than twenty percent (20%) of the budgeted general fund revenues for the current fiscal year, then seventy-five percent (75%) of excess revenues shall be placed in the stabilization account. The remaining twenty-five percent (25%) of excess revenues shall be placed into the Special Project Fund created by Resolution 9999.

(2) If the stabilization account is at or above twenty percent (20%) of the budgeted general fund revenues for the current fiscal year, then such amount of excess revenue necessary to increase the stabilization account by one percent (1%) shall be placed in the stabilization account. All other remaining excess revenue shall be placed into the Special Project Fund created by Resolution 9999.

(3) If the stabilization account reaches thirty percent (30%) of the budgeted general fund revenues for the current fiscal year, then all excess revenue shall either be placed into the Special Project Fund or allocated to such other necessary purposes as the City Council may determine.

(a) (b) Stabilization account funds ~~amounts~~ set aside in the city budget as "~~operating~~ restricted reserve" may be expended only when certain specific circumstances exist. The circumstances requiring the expenditure of stabilization account funds are not expected to recur on a routine basis. The circumstances when it is necessary to appropriate or spend stabilization amounts are subject to the objective criteria outlining the parameters of acceptable uses of stabilization funds are as follows and must be declared by a two-thirds majority vote of all of the members of the governing body establishing that one or more of the criteria listed below exists:

(1) Expenditures for emergency situations as defined above for life, health, or public safety issues for which no existing appropriation exists;

(2) Situations where an expense or unexpected revenue decline or shortfall, in excess of a specified amount or percentage, arises that could not have reasonably been foreseen, and for which new revenue is not available to offset and transfers of existing appropriations are not considered feasible or appropriate in maintaining existing service levels;

(3) Situations where amounts retained exceed established minimum levels and the proposed use is of a nonoperational nature involving capital or equipment purchases having a useful life of greater than five years;

(4) Situations where amounts retained exceed established minimum levels and the proposed use is of a nonrecurring nature, such as a study, for start-up costs of a program whose ongoing costs are otherwise funded, or to eliminate a significant financial liability of the city;

(5) To temporarily satisfy a judgment from a court of competent jurisdiction that will be reimbursed from property tax levies.

(b) Minimum fund balance amounts may be expended only under specific limited circumstances. The circumstances when it is necessary to appropriate or spend "minimum fund balance" amounts, even in circumstances where the amounts on hand may fall shy of established minimum levels are set out below. The circumstances when it is necessary to appropriate or spend minimum fund balance amounts are subject to the objective criteria outlining the parameters of acceptable uses of the funds are as follows:

(1) Expenditures for emergency situations as defined above for life, health, or public safety issues for which no existing appropriation exists;

(2) Situations where an expense or unexpected revenue decline or shortfall, in excess of a specified amount or percentage, arises that could not have reasonably been foreseen, and for which new revenue is not available to offset and transfers of existing appropriations are not considered feasible or appropriate in maintaining existing service levels;

(3) Correcting the results of an accounting or budgeting error.

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

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

Section 4. EFFECTIVE DATE. This ordinance shall take effect thirty days from publication.

PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF
MUSKOGEE, OKLAHOMA, THIS ____ DAY OF _____. 2018.

CITY OF MUSKOGEE

JOHN R. COBURN, MAYOR

ATTEST:

TAMMY L. TRACY, CITY CLERK

(seal)

Approved as to form and legality this _____ day of _____, 2018.

ROY D. TUCKER, CITY ATTORNEY

Finance Committee**4.**

Meeting Date: 10/15/2018
Submitted For: Chris Cummings, Information Technology
Initiator: Chris Cummings, IT Director
Department: Information Technology
Staff Information Source:

Information**AGENDA ITEM TITLE:**

Consider approval to contract with JD Young to replace the City's obsolete Fortis document archival system with Square9 and convert existing documents in the amount of \$40,015.80, or take other necessary action. (Chris Cummings)

BACKGROUND:

We were notified last year about this time that the system we currently use for document archival and retrieval is at end of life and support by November of this year. We researched other systems and found two that met our needs: Laserfiche and Square9. ImageNet quoted Laserfiche on Oklahoma State Contract \$48,903.30 for software and conversion and JD Young quoted Square9 on a GSA Contract in the amount of \$40,015.80 for software and conversion.

RECOMMENDED ACTION:

Approve purchase of Square9 from JD Young in the amount of \$40,015.80.

Fiscal Impact**FUNDING SOURCE:**

Approved budget in capital outlay #213-4010-419.64-60

Attachments

ImageNet
JD Young

Recommendation for the City of Muskogee:





*ImageNet Consulting
Corporate HQ
913 North Broadway OKC, OK*

Established in 1956 as a one-man garage-based typewriter repair service focused on customer service. ImageNet is a family ran business with customer service rooted at our core. Under our corporate umbrella, we have grown to 450+ employees in 21 branch offices across seven states supporting nearly 15,000 clients. Reselling hardware, software and providing consulting services, ImageNet is known as an industry leader and innovator in delivering proven technology solutions.

*Value-added solutions provider with a simple mission: **Provide technology solutions that improve our client's bottom line.***

*Laserfiche- International HQ
3545 Long Beach Blvd
Long Beach, CA*

Established in 1987 for parts tracking at American Honda, Laserfiche now has 35,000+ server implementations & nearly 5 mil users of the product world-wide.

Laserfiche offers a standard-setting DoD Certified, Teir-1 Electronic Content Management Software. Sold primarily through a partner-channel, ImageNet is a top 10 VAR of Laserfiche internationally.

Laserfiche develops solutions for capture, workflow, forms, e-signatures & integration that help organizations drive business value—while make timely, informed decisions.



Sample Solutions for Municipalities

Police

Reduction in officer admin

Customer Service

On-line bill pay

Permitting



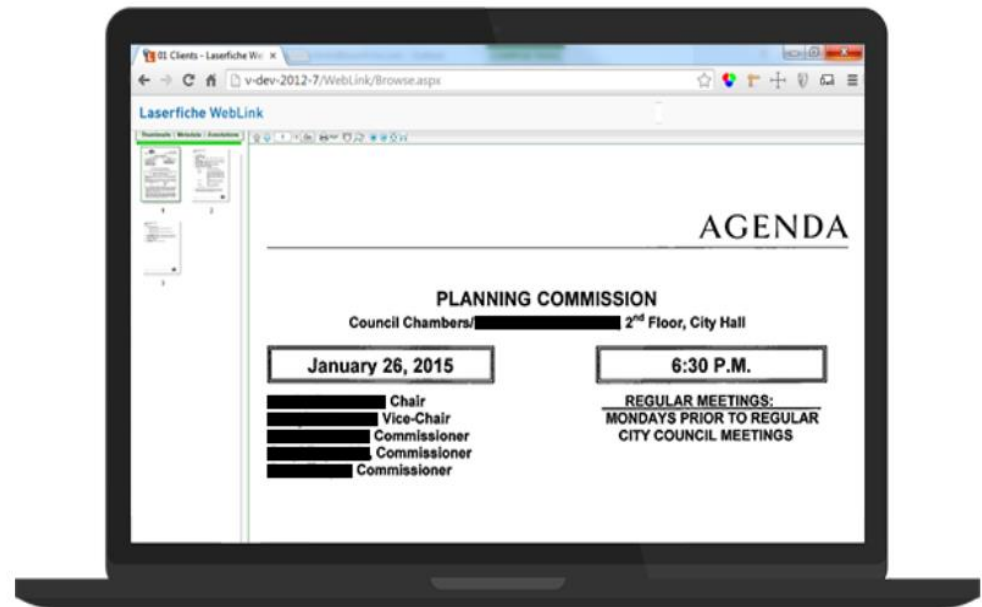
- **City Clerk & Courts**
 - *Meeting minutes & agendas*
 - *Ordinances & resolutions*
 - *Public access*
 - *Customer service*
 - *Warrants*
- **Human Resources**
 - *Employment Applications*
 - *Personnel Files*
 - *Employee On-boarding*
 - *Time off requests*
 - *Medical records*
- **Finance & Accounting**
 - *Purchasing – A/P*
 - *Approval Processing*
- **Contracts Management**
- **Code Enforcement**

Open Records Act

Increase transparency with digital public records

Make vital public information easily accessible.

- Expedite document search and retrieval with instant, digital access to records.
- Provide public access to agendas, permits and other documents with simple, Section 508-compliant web portals.
- Speed response times to permit requests and other applications with customizable electronic forms.
- Enable council members, case workers, public works employees, law enforcement and others to view and submit the most up-to-date files on mobile devices.



Oklahoma Municipality References

City of Bethany

City of Cleveland

City of Edmond

City of Enid

City of Jenks

City of Midwest City

City of Oklahoma City

City of Seminole

City of Woodward

City of Bixby

City of Durant

City of El Reno

City of Guthrie

City of Lindsay

City of Norman

City of Piedmont

City of The Village

City of Yukon

City of Midwest City Testimonial

“ImageNet has exhibited outstanding implementation strategies throughout our installation process. Not only has the installation process been efficient but it has allowed our organization to further develop new business practices that are improving the level of services we are providing our customers--the citizens of Midwest City. We have seen our supervisors embrace the software in order to integrate very complex systems in a very short period of time. ImageNet Consulting staff has made this project one of the most productive enterprise solutions in our City's history.”

Tim Lyon
Assistant City Manager of Administration
City of Midwest City, OK

City of Norman Case Study

ImageNet Consulting initially met the City of Norman IT staff and quickly discovered there was an incumbent legacy (approximately 15 years old) document management system, Fortis, at the municipality. The SQL Express version of Fortis the City of Norman was on was not only outdated, but the CoN was outgrowing the DB limits of the system. To this point, there was a \$50,000 consideration for an upgrade-not including the increase that would come to the support.

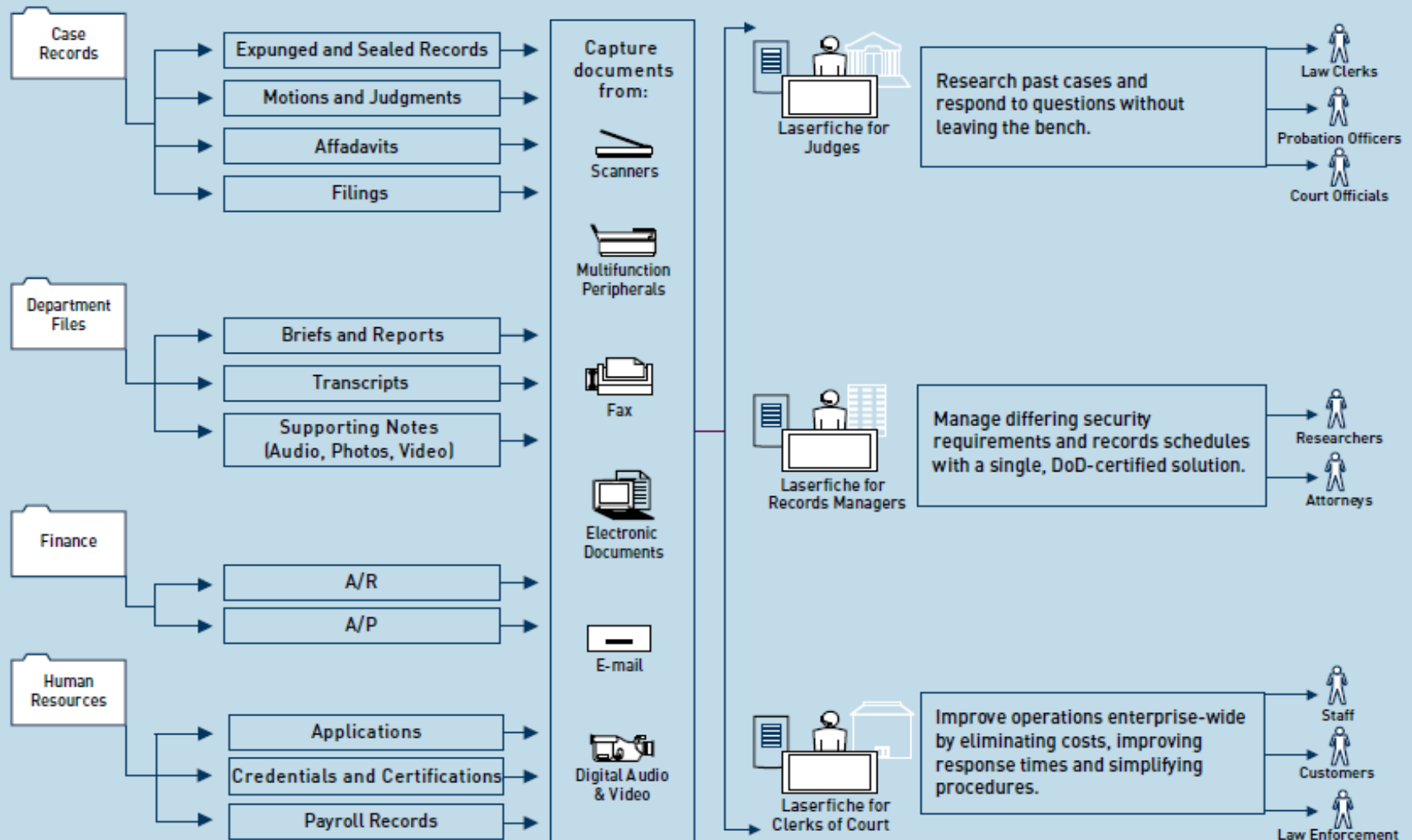
After further conversation, it was identified that City of Norman was using Fortis as a scan and retrieve system only, and that the software did not have workflow, eForm, advanced image capture, integration, web & mobile access, audit trail, business process management or many other features available with the Laserfiche suite. With the assistance of the IT Offices, ImageNet Engineers began educating the end users of nine departments, showing them the value-adds inherent to automating processes with Laserfiche.

After several departmental conversations, it became apparent that there were many departments within the municipality that were still working with and storing/ retrieving paper content-despite having a document management system in Fortis. ImageNet was brought in to perform analysis on the various departments and identified that it was possible to migrate the City of Norman off of Fortis and into Laserfiche, and build date-forward workflow for a scan-retrieve system—all within the budgetary constraints and for about the same money as being considered for the Fortis upgrade.

The plan was set, and the project began. Included in the project was migration from Fortis, which included custom scripting to convert the proprietary .MAG file to a .TIFF image while also collecting the metadata and folder structure from Fortis and get them into Laserfiche. Once the conversion was complete, our Engineers conducted one-on-one training with the nearly 50 users that were licensed on Laserfiche.

Since Laserfiche bundles all the functionality into the named user, the City of Norman is poised for more phases from a licensing standpoint. Several prospective projects have been mentioned, to include eRequisition and AP approval processing, automation in the Court and HR Application-Onboarding-Digital Personnel Records development.

City of Yukon Case Study



State of Oklahoma Contract

The State of Oklahoma has awarded us a contract under the Lifecycle of a Document heading – SW1013i.

[ImageNet State of Oklahoma Contract](#)

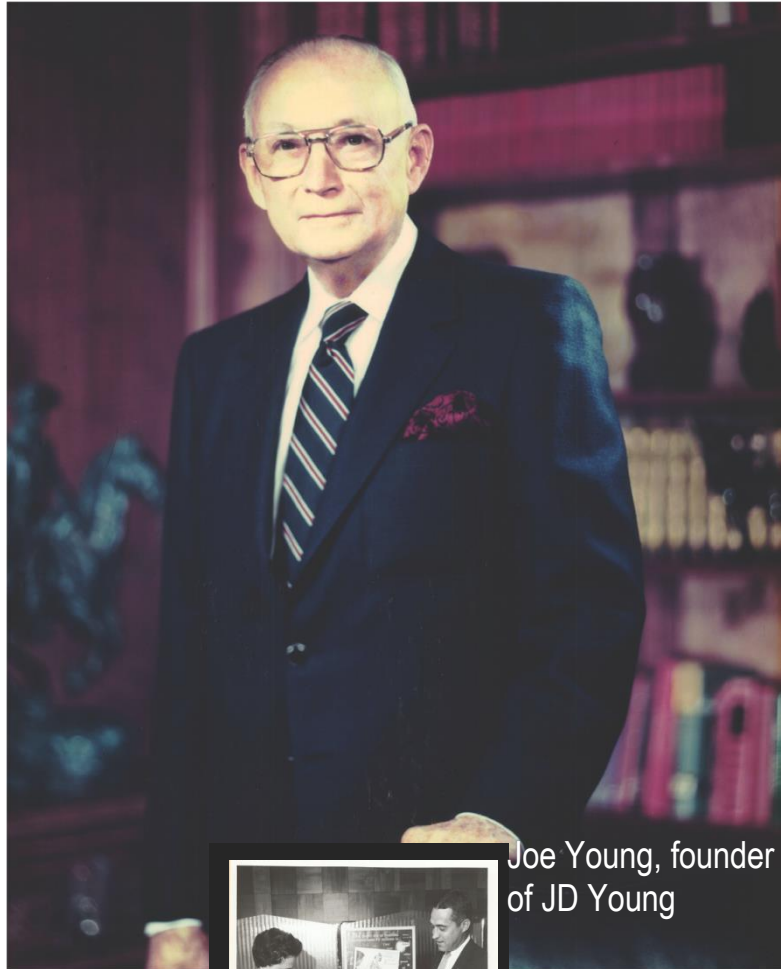
Pricing

Software with 1st year LSAP	
Product	Quantity
MS SQL Server	1
Named Full User	5
Starter Audit Trail	1
Import Agent	1
Scan Connect	1
Starter Public Portal - Starter Public Portal includes Laserfiche WebLink and 10 WebLink-only retrieval connections.	1
Professional Services	
Design, installation, implementation, and training of the Laserfiche software platform.	
Migration	
A combined effort of both parties. ImageNet would configure scripts and workflows involved in order to preform the conversion, then relegating to a support role for client staff to take ownership of converting the .MAG proprietary files to a nonproprietary image format.	
State of Oklahoma Pricing for Project	\$ 58,903.30
New Customer Discount	\$ 10,000.00
Total Project Cost	\$ 48,903.30
LSAP in years 2 and on	\$ 4,312.05

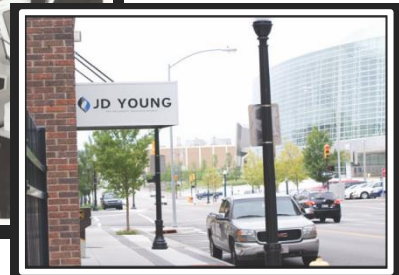
Who We Are

As a company founded on family values, JD Young has branded itself as the company you turn to when looking for a solution to your business problems. Since 1949, JD Young has prided itself on supplying their customers with the [most advanced solution](#) by continuously searching for the latest technology that will ultimately make our clients lives a bit easier. To us, it's not about selling the most copiers or business solutions; it's about easing the stress documents can bring. It's about [minimizing your costs](#) so you are able to focus your attention elsewhere. We don't do this to be "different", we do this because [it's the only way to achieve what we set out to do](#): ensure that when a client begins a partnership with us their lives become easier. If at the end of it all if we haven't simplified things on your end, we haven't done our job right.

This is what we're about. This is what we've spent nearly 70 years doing. [Making your life easier](#) so you can move on to the next task at hand. We hope to partner with you some day and play a small part in creating the best business solution for your company.



Joe Young, founder of JD Young



The JD Young Advantage

JD Young Leasing

JD Young owns its leasing company which means no surprises for our leasing customers. We are an Oklahoma based company so there are no out-of-state property taxes to surprise you with later. We own our leases. No banks. No hurdles. You will not be directed to a third party company if you have a question about your JD Young lease; just contact your JD Young sales representative.

Contract Flexibility

Contract upgrades at any time without pre-payment penalty.

Certified Service/ Largest Service Staff in Eastern Oklahoma

Whether you need to place a service call or order supplies, our service department is always available during business hours. With 33+ certified technicians, JD Young has more than double the amount of trained service technicians compared to our nearest competitor. We employ a higher number of qualified service technicians in order to tend to our customer in the most efficient manner.

\$750,000 Locally Available Parts/Supplies in Stock and / Free Loaner Machine

If something goes wrong on your machine, our service department is able to fix it in the least amount of time because of parts stored in our Tulsa facilities. If your office equipment will be out of service more than 16 working hours, JD Young will happily supply a free loaner machine until your device has been fixed.

Fast Response Time

If a service call is placed on a machine, JD Young will respond in 4 hours or less in the Tulsa metro area. JD Young employs 6 full-time Dispatch/ Customer Service employees in order to reduce your overall wait time.

City employees enjoy working with JD Young because they are very professional and are always trying to help the City meet their needs in a timely/responsive manner. They are very flexible and always have a solution that meets or exceeds the City's expectations.

– City of Tulsa employees

Customer Friendly

JD Young offers convenient Online meter readings, supply ordering, and service calls.

In-House Print Shop

Have a large print job you need in a hurry? No problem. Using painlessprinting.com, our online print submission software, you are able to submit print jobs online and our full-service print shop will execute the job and deliver right to your office.

Proposed Solutions for City of Muskogee

August 28, 2018

GSA Contract # GS-35F-502DA Proposed Conversion Solution

Data Conversion		
Quantity	Make	Description
8d	S9	Per Diem Data Conversion Services(per Day)

Purchase Price \$14,073.52

Maintenance Agreement

- Maintenance provided by Square 9
- Maintenance is a 5yr term
- More info to come

Prepared By: Donnie Lugafet | (918) 740-3064 | dlugafet@jdyoung.com

Square 9 – (5 full license and 51read only) + 1yr M&S

Proposed Solutions for City of Muskogee

September 11, 2018

GSA Contract # GS-35F-502DA Proposed Software Solution 1yr

Quantity	M&S	Description
1		Content Search - Single Core Full Page OCR Value Bndl
1		GlobalSearch 5 User Professional Edition Lic
51		GlobalSearch Read Only License (51-100)
1		Single Core Image Processing Eng w/ Zonal OCR/BCR
1yr	\$3,713.05	Content Search Single Core Full Page OCR Value Bndl M&S
1yr		GlobalSearch 5 User Professional Edition Lic M&S
1yr		GlobalSearch Read Only License (51-100) Lic M&S
1yr		Single Core Image Processing Eng w/ Zonal OCR/BCR M&S
3d		Per Diem Remote Access Services(per Day)

Purchase Price \$25,942.28

Maintenance & Support Agreement

- Maintenance provided by Square 9
- Maintenance is a 1yr term
- More info to come

Prepared By: Donnie Lugafet | (918) 740-3064 | dlugafet@jdyoung.com

This quote supersedes all quotes previously provided.

Finance Committee

5.

Meeting Date: 10/15/2018

Submitted For: Johnny Teehee, Police

Initiator: Chad Farmer, Deputy Chief

Department: Police

Staff Information Source: Jeremy Frazier

Information

AGENDA ITEM TITLE:

Consider approval to authorize the City Manager to negotiate and execute a sole-source contract with Joe Goddard Enterprises, LLC. to upgrade all existing storm sirens, and add one (1) additional storm siren, for an amount not to exceed \$75,000.00, or take other necessary action. (Jeremy Frazier)

BACKGROUND:

The first part of this project is to add a siren to the area of the hotels in the area of 32nd and Shawnee. The site we are looking at is the lift station just south of the Quick Trip store. The reason for this additional siren is due to the fact of the high number of potential citizens staying at any one time in the hotels. The closest siren is at Honor Heights just north of the VA Hospital by the water reservoir. The sound from that siren projects over the top of the hotels and is not easy to hear. The next closest siren is at Junction and Okmulgee and the sound from that siren is on the extreme edge of the effective range. See quote (\$23,457.00). Taken from Capital Outlay.

The second part of this project has been in the works for sometime. It will upgrade our existing sirens from a one way to a two way communication. Currently most our sirens can only receive a signal to be activated. With this upgrade the sirens can send a signal back to the computer letting us know it is working properly. It will also give us real time information on whether the siren is functional. The only way for us to determine that now is to drive around to all 19 sirens and do a manual test. This takes about 3 hours to complete and should be done once a month and after every storm so that we know the siren was not hit by lightening. The new system will do that for us multiple times per day and will alert us to any issues. See quote (\$52,175.00) Taken from Capital Outlay and EM budget.

The third quote is for the ability for us to activate the storm sirens through a mobile application on our cell phones or from anywhere we can access the internet. This will be an invaluable tool that will not require someone to physically be inside the EOC to manually push the activation button. This will have a reoccurring cost each year of \$1,600.00. See quote (\$2,500.00) Taken from EM budget.

If we do all three items, Goddard has agreed to lower the price to \$75,000 which we have budgeted for this project.

Here is a list of Storm Siren Locations:

1. Muskogee Fair Grounds
2. Grant Foreman
3. Maple and Manitou
4. Civitan Park
5. Muskogee Water Plant

6. Creek School
7. Meadows Lift Station
8. Prairie Dog Road
9. 24th St. and Hancock
10. 24th and Cheri
11. Love Hatbox
12. Honor Heights
13. Pershing School
14. Staples Shawnee and Country Club
15. Whittier School
16. Peak Blvd Fire Station
17. 17th/Junction and Okmulgee
18. Meter Shop Chicago Street
19. City Hall
20. Proposed – 32nd and Military Lift Station

RECOMMENDED ACTION:

Approve the upgrade of all existing storm sirens and adding one additional siren in the amount of \$75,000.

Fiscal Impact

FUNDING SOURCE:

Total price of the project is \$78,132.00.

Funding for the storm siren project is \$75,000.00 from Capital Outlay that has already been budgeted (Account #213-5070-421.64-50). The additional \$632.00 will come out of the Emergency Management maintenance budget (Account #100-5070-421.43-30).

The other portion of this project for the mobile access is \$2,500.00. This can be taken out of the Communications Operating Expense account (Account 100-5070-421.41-10)

Attachments

Storm Siren Upgrade Quote

Storm Siren Addition Quote

Siren map

Mobile Application Quote

11950 THOUSAND OAKS DRIVE
EDMOND, OK 73034

Date	Proposal#
10/5/2018	1118

Name / Address
City of Muskogee Muskogee, Ok.

Project

Description	Qty	Rate	Total
This proposal is for the upgrade of communication system of the early warning siren system.			
This upgrade will allow two-way status monitoring of the entire siren system			
25 Site Federal Signal Commander Software	1	6,000.00	6,000.00
(1) SS2000+ Encoder	1	3,950.00	3,950.00
(1) Desktop PC Computer with LCD Monitor	1	1,800.00	1,800.00
(14)Q-DCFC-2H DCFCB 1 way to 2 way upgrade kits	14	1,800.00	25,200.00
Upgrade each Site (19) Sites	14	750.00	10,500.00
Opt & Training	1	2,350.00	2,350.00
Configure existing (5) DCFCTBDH Cabinets from 1 way to 2 way	5	475.00	2,375.00
Thank you for your business.		Total	\$52,175.00

JOE GODDARD ENTERPRISES LLC

11950 THOUSAND OAKS DRIVE
EDMOND, OK 73034

PROPOSAL

Date	Proposal#
10/5/2018	1310

Name / Address
City of Muskogee Muskogee, Ok.

			Project
Description	Qty	Rate	Total
This proposal is for the addition of (1) Federal Signal 2001 AC/DC rotating early warning siren (1) Federal Signal 2001-130 rotating mechanical sirens (1) DCFCTBDH Siren Control Cabinet (1) AMB-P antenna bracket with antenna (1) TK-I-Cust standard installation of mechanical siren on class 2-50ft wooden pole (1) TRB-2001 transformer Shipping		23,457.00	23,457.00
		Total	\$23,457.00





ESTIMATE

Quote000219

Joe Goddard Enterprises, LLC

11950 Thousand Oaks Drive
Edmond Oklahoma 73034
U.S.A

Bill To
Muskogee the city of

Estimate Date : October 09, 2018

Expiry Date : December 31, 2018

Reference# : Commander one

#	Item & Description	Qty	Rate	Amount
1	CommanderOne CommanderOne cloud based Service Includes: Installation Training Support	1.00 1	2,500.00	2,500.00
Sub Total				2,500.00
Total				\$2,500.00

Notes

For questions in regard to this quote, please contact Andy Goddard.
Andy Goddard
405-830-9057
Annual subscription service. Renews yearly

Terms & Conditions

NET 30

Finance Committee**6.**

Meeting Date: 10/15/2018

Initiator: Gary Garvin, Planning Director

Department: Planning

Staff Information Source: Gary D. Garvin, Director of Planning and Economic Development

Information**AGENDA ITEM TITLE:**

Consider approval of sole bid from Whittinghill Disposal Services, Inc., in the amount of \$2.85 per square foot for the demolition of dilapidated structures through a grant from the City of Muskogee Foundation, or take other necessary action. (Gary D. Garvin)

BACKGROUND:

The project consists of the demolition of dilapidated structures located within the City of Muskogee. Bid advertisement notices were mailed to demolition contractors and published in the local newspaper. Three (3) contractors attended the mandatory pre-bid meeting on September 18, 2018. The City only received one bid for the demolition project from Whittinghill Disposal Service in the amount of \$2.85 a square foot. The sole bid is consistent with bids received on previous demolition projects. Whittinghill has completed demolition projects for the City and private individuals in the past without issues. Therefore we are recommending to award the contract to Whittinghill Disposal Service.

RECOMMENDED ACTION:

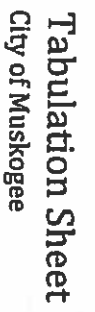
Award contract to Whittinghill Disposal Service, Inc., in the amount of \$2.85 per square foot for demolition of dilapidated structures through a grant from the City of Muskogee Foundation.

Fiscal Impact**FUNDING SOURCE:**

City of Muskogee Foundation Grant in the amount of \$50,000.

Attachments

Tabulation Sheet



Bid Item: Demolition 2018

Date: 9/28/2018

Department: Inspections

Approved by Purchasing:

Approved by City Council:

[illegible]

Witnessed by:

Approved by:

Witnessed by: James H. Ford
James H. Ford

Finance Committee**7.**

Meeting Date: 10/15/2018

Submitted For: Mark Wilkerson

Initiator: Mark Wilkerson, Parks
Director

Department: Parks & Recreation

Staff Information Source: Mark Wilkerson, Park Director

Information**AGENDA ITEM TITLE:**

Consider approval of an agreement for Land and Water Conservation Funds from the United States Department of Interior to fund the proposed Civitan Park Improvements, as recommended by the Muskogee Parks and Recreation Board, or take other necessary action. (Mark Wilkerson)

BACKGROUND:

This Civitan park improvement plan includes a restroom, splash pad, picnic facilities, seating, lighting and drinking fountain. These improvements are estimated at \$475,214.

Land and Water Conservation Fund will provide 50% or \$237,607

of the project cost estimate. A local match is required of 50% and is being provided by from City of Muskogee Foundation for \$237,607.

The Park and Recreation Board recommended this agreement to City Council for approval at the Park Board meeting of October 10th, 2018.

RECOMMENDED ACTION:

Authorize the Park and Recreation Department to enter into agreement with Land and Water Conservation Funds for proposed improvements for Civitan Park.

Fiscal Impact**FUNDING SOURCE:**

Land and Water Conservation Fund

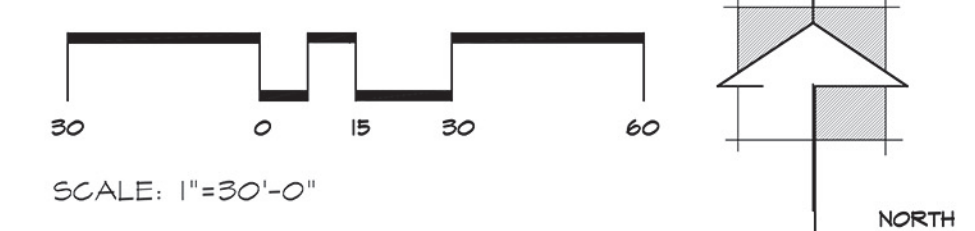
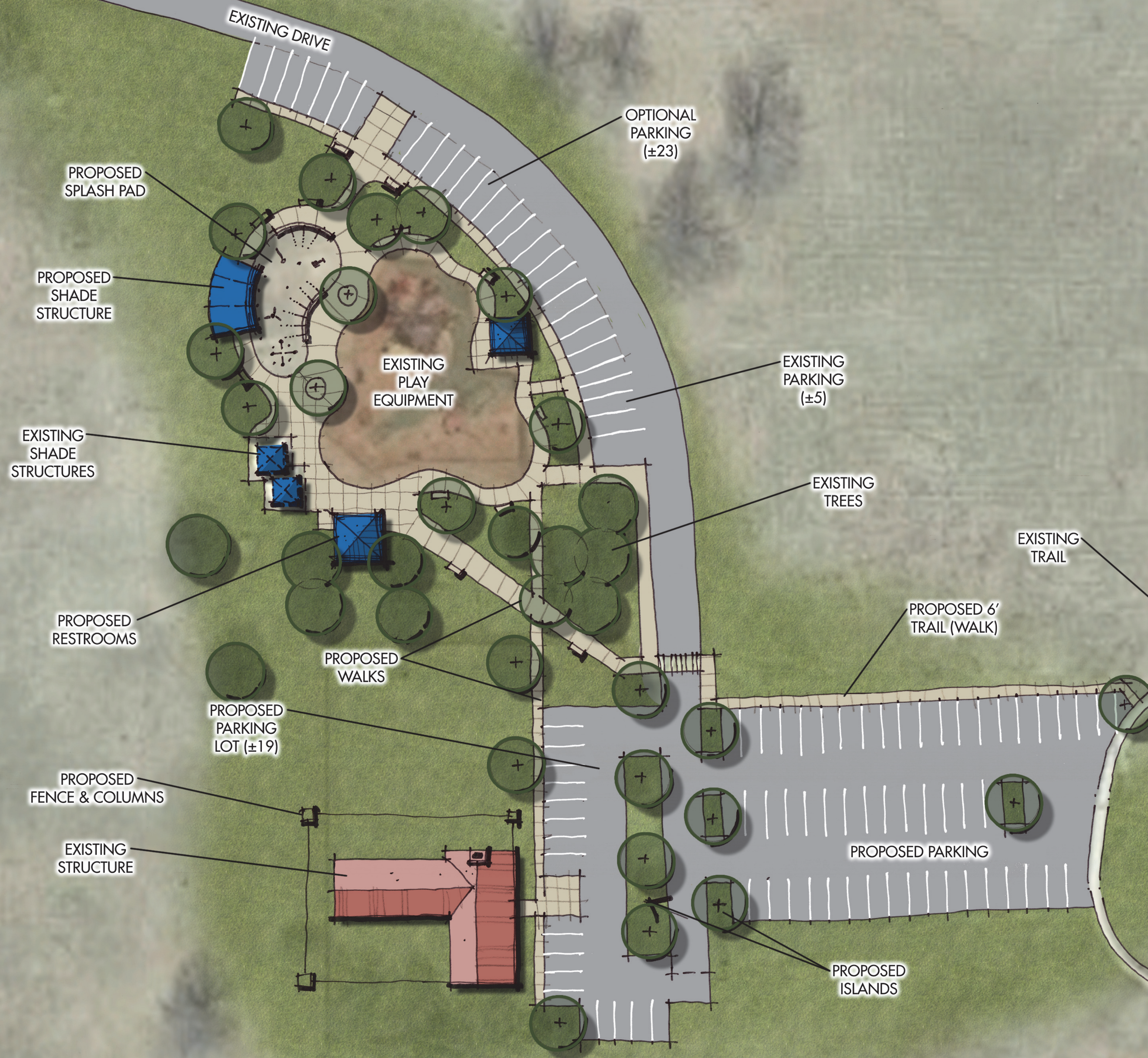
City of Muskogee Foundation (local match)

Attachments

concept plan

conceptual budget

lwcf agreement



Cost Estimate

City of Muskogee - Civitan Park

Source of Funds	Grant Request	Cash Match	In-Kind Match	Donation Match	Totals
Land and Water Conservation Fund	\$ 237,607.75				\$ 237,607.75
City of Muskogee		\$ 237,607.75			\$ 237,607.75

Use of Funds	Grant Request	Cash Match	In-Kind Match	Donation Match	Totals
I. Professional Services					
General Conditions	\$ 16,625.00	\$ 16,625.00			\$ 33,250.00
Earthwork	\$ 10,000.00	\$ 10,000.00			\$ 20,000.00
Erosion Control	\$ 1,125.00	\$ 1,125.00			\$ 2,250.00
Electric/Water Service	\$ 3,000.00	\$ 3,000.00			\$ 6,000.00
II. Project Materials					
Playground Mulch	\$ 2,250.00	\$ 2,250.00			\$ 4,500.00
U-3 Bermuda Solid Sod	\$ 4,575.00	\$ 4,575.00			\$ 9,150.00
6" Drain line	\$ 1,750.00	\$ 1,750.00			\$ 3,500.00
Stone Columns	\$ 1,875.00	\$ 1,875.00			\$ 3,750.00
III. Splash Pad Construction					
Sprayground Equipment	\$ 50,000.00	\$ 50,000.00			\$ 100,000.00
Fabric Shade Structures	\$ 11,000.00	\$ 11,000.00			\$ 22,000.00
IV. Landscape Construction					
Landscape	\$ 3,000.00	\$ 3,000.00			\$ 6,000.00
Seat Walls	\$ 5,500.00	\$ 5,500.00			\$ 11,000.00
Curb and Gutters	\$ 7,831.00	\$ 7,831.00			\$ 15,662.00
Concrete Pavement	\$ 42,750.00	\$ 42,750.00			\$ 85,500.00
Ornamental Fencing	\$ 6,325.00	\$ 6,325.00			\$ 12,650.00
V. Facility Construction					
ADA Accessible Restroom Building	\$ 50,000.00	\$ 50,000.00			\$ 100,000.00
ADA Accessible Picnic Tables/Square Tables	\$ 2,400.00	\$ 2,400.00			\$ 4,800.00
Benches/Trash Receptacles	\$ 4,500.00	\$ 4,500.00			\$ 9,000.00
Asphalt Parking/Striping	\$ 12,351.25	\$ 12,351.25			\$ 24,702.50
VI. OTHER					
Rules/LWCF Signage	\$ 750.00	\$ 750.00			\$ 1,500.00
Total	\$ 237,607.25	\$ 237,607.25			\$ 475,214.50



October 2, 2018

Mark Wilkerson, Director of Parks and Recreation
City of Muskogee
837 E. Okmulgee
Muskogee, OK 74403

RE: Land & Water Conservation Fund
Project Number 40-01234 *Civitan Park Splash Pad Project*

Dear Mr. Wilkerson:

I am pleased to inform you this project has received federal funding. However, *before work can begin*, please review the enclosed information and comply with the instructions provided for each item:

1. The State/Sponsor Agreement (two copies). This agreement identifies the scope of the project, time frame and funding amount. Please sign and date both copies and return to us for signature. (The General Provisions attachment is for your records. Please do not return.) After our office has signed the agreement, one original copy will be mailed back to you, along with reimbursement forms and instructions for this project.
2. Certification of Plans and Specifications form. This document certifies that the construction plans and specifications for the project are in accordance with applicable construction codes and ADA standards. Please return, notarized with signature of architect, engineer, city manager, or mayor.
3. W-9 Form – Request for Taxpayer Identification and Certification. Please complete, sign, date and return this form to our office.

Please do not hesitate to contact us at (405) 522-9521 if you have any questions.

Sincerely,

A handwritten signature in blue ink, appearing to read "Susan Henry".

Susan Henry
Grants Administrator

Enclosures

OKLAHOMA TOURISM AND RECREATION DEPARTMENT
LAND AND WATER CONSERVATION FUND (LWCF) PROJECT AGREEMENT

National Park Service Project Number: 40-01234 P18AP00499
Project Name: CIVITAN PARK SPLASH PAD PROJECT
Project Period: SEPTEMBER 24, 2018 THROUGH DECEMBER 31, 2020
Project Stage Covered By This Agreement: Entire Project
Project Cost: \$ 475,216.00 Approved Federal Funds: \$ 237,608.00

In consideration for the award of this matching grant funding, the undersigned political subdivision of the State of Oklahoma, hereinafter referred to as **Sponsor** does hereby agree and accept the same responsibility and obligations set out in the herein described project and to the same extent and in the same manner, including all requirements, as does the State of Oklahoma. The Sponsor further understands, agrees, and accepts that this project is not effective until the State of Oklahoma, hereinafter referred to as **State** and the Sponsor has duly executed this project agreement.

City of Muskogee agrees to: Install new splashpad, new shade structures, new restroom facility, new asphalt parking area, new site amenities and signage to acknowledge Federal funding at Civitan Park, Muskogee, OK

The Sponsor agrees that all wiring will be placed underground within the project boundary unless, specifically exempted by the State in writing. The Sponsor further agrees that all project development shall be in compliance with accessibility standards. Non-compliance with these or other requirements may nullify or impair Sponsor's ability to receive reimbursements under the LWCF program.

The Sponsor agrees to comply with the terms and intent of P.L. 93-234, the Flood Disaster Protection Act of 1973; P.L. 90-480, the Architectural Barriers Act of 1968; P.L. 91-646, Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970; and all other regulations and procedures that are applicable to the Land and Water Conservation Fund Program.

Sponsor acknowledges and agrees that by signing this project agreement, all acquisition or development improvements made as a part of the project shall become and shall remain as public park or recreation facilities in perpetuity, unless otherwise approved by the State and the National Park Service.

This Agreement incorporates the provisions of the attached General Provisions which will be applied to Sponsor's project.

By signing this project agreement, both parties acknowledge their acceptance of the terms and conditions associated with the LWCF program and agree to abide by these requirements.

STATE OF OKLAHOMA

Oklahoma Tourism & Recreation Dept.

BY: _____
 (signature)
NAME: Kristina S. Marek
TITLE: State Liaison Officer
DATE: _____

POLITICAL SUBDIVISION (Sponsor)

BY: _____
 (signature)
NAME: _____
TITLE: _____
DATE: _____

Attachments---LWCF Agreement General Provisions

Finance Committee**8.**

Meeting Date: 10/15/2018
Initiator: Mark Wilkerson, Parks Director
Department: Parks & Recreation
Staff Information Source:

Information**AGENDA ITEM TITLE:**

Consider approval of the design services proposal with Planning Design Group, for the Civitan Park Improvements Project, as recommended by Staff and the Parks and Recreation Board, or take other necessary action. (Mark Wilkerson)

BACKGROUND:

This Civitan park improvement plan includes a restroom, splash pad, picnic facilities, seating, lighting and drinking fountain. These improvements are estimated at \$475,214.

The City public advertised a Request for Qualifications for the proposed project and received 3 Statement of Qualifications. Those firms included.

GH2 Architects, Tulsa, OK

McClelland Consulting Engineers, Tulsa, Ok

Planning Design Group, Tulsa, Ok.

A selection committee included;

Greg Riley

Prag Mahajan

Mark Wilkerson

Rick Ewing

Brooke Hall

The committee has selected Planning Design Group and recommends to City Council the proposed agreement.

RECOMMENDED ACTION:

Approve Planning Design Group proposal for design services for Civitan Park improvement project.

Fiscal Impact**FUNDING SOURCE:**

The contract for design services will be funded by the LWCF grant and the City of Muskogee Foundation.

Attachments

RFQ

score sheet
budget
agreement

**REQUEST FOR QUALIFICATION STATEMENTS
LANDSCAPE ARCHITECTURAL SERVICES
FOR
CIVITAN PARK
MUSKOGEE, OKLAHOMA**

The City of Muskogee is seeking Qualification Statements from qualified landscape architects and or engineers for the design and bidding services to complete the Civitan Park Improvement project. This firm will conduct the services under the direction of the City of Muskogee, Parks and Recreation Director.

PROPOSED PROJECT SCOPE

1. Project Name: Civitan Park Improvement Project

2. Project Location: 3301 Gibson Street.

3. Project Description: To provide the necessary design services for the Implementation of an existing conceptual master plan within Civitan Park. Project to include items such as:

a splash pad, picnic shelter, fencing, sidewalks, parking, restroom and other park amenities.

4. Construction Cost Estimate: \$500,000

5. Proposed Scope of Services and Project Deliverables: Project includes site planning and development of demolition and construction plans. Deliverables include preliminary and final design submittals, construction plans and specifications, and assistance during construction. Design team must include park planners, landscape architects, and civil engineers.

Statement Of Qualifications. Interested firms, or consultant teams, should submit a Statement of Qualifications not exceeding fifteen (15) pages, excluding exhibits, addressing the following specific information:

1. General Information. Provide legal name, address, telephone and FAX numbers, and e-mail address and other necessary contact information of the firm (s).
2. Experience of the Firm (s). Provide a narrative of the firm's recent (within the last three years) experience on similar projects, with emphasis in building construction. Include the following:
 - a. Firm responsibility on the project;
 - b. Time schedule for completion;
 - c. Name, address and telephone number of at least three (3) clients (preferably municipal governments) familiar with the quality of work done by the firm on similar projects;
 - d. Key personnel involved in the project.

3. Project Team. Provide a team organizational diagram of principals and staff to be assigned to the project identifying the responsibility of each member. Submit a resume for each person listed in the organizational charts highlighting experience and qualifications on similar projects.
4. Other Information. Include any additional information establishing the capability of the firm (s) to successfully complete the project.

Request For Qualification PACKAGE

Please submit five (5) copies of the Proposal and one (1) electronic copy on CD a Flash Drive in PDF format of the information which may be kept confidential under the Open Records Act, Title 51, §24A.3(d).

DELIVERY

PROPOSALS shall be marked “**Civitan Park Improvements**” and delivered:

- (1) By hand, courier, FEDEX, or otherwise, to the City of Muskogee, City Hall, Purchasing Department, 229 West Okmulgee Avenue, Muskogee, Oklahoma, 74401; or
- (2) By USPS mail to City of Muskogee, Purchasing Department, P.O. Box 1927, Muskogee, Oklahoma, 74402-1927.
- (3) Faxed or emailed RFQ will not be accepted.

DEADLINE 2:00 P.M. CST, October 2, 2018.

RFQs received after the specified time and date will not be considered. The City will not be responsible for failure of the United States Postal Service, private courier, or any other delivery means to deliver a RFQ to the appointed place at the specified time in order to be considered.

SCHEDULE

Issue/advertise Request for Qualification on or before **September 12, 2018**

Last day for questions **September 25, 2018**

QUALIFICATIONS due by **2:00 P.M. October 2, 2018**

Oral Presentation (if required) **October 12, 2018**

Finalized Agreement **November 15, 2018**

SELECTION

Representatives of the City of Muskogee shall review all qualified PROPOSALS in accordance with the agreements. The PROPOSAL selected will be presented to the City Council for their consideration. Upon approval, City Council will authorize the City Manager and the Director of Parks and Recreation to collectively negotiate a contract. The detailed provisions of the contract will be prepared by the City Attorney. Any significant work alterations, or additions, during the term of the contract shall be renegotiated by the City, and the selected respondent, and the terms negotiated and executed by all parties shall be made into a written revision to the contract. Final approval by the City Council will be, **on or before, October 10, 2018.**

Evaluation Criteria for project (100 points)

Upon review of all acceptable RFQs, a committee of selected personnel designated by the City of Muskogee shall review and score each one with the criteria listed below:

- | | |
|--|-----------|
| 1. Qualifications of personnel | 25 POINTS |
| 2. Past performance with municipalities | 30 POINTS |
| 3. Accessibility for input or review of project | 15 POINTS |
| 4. Availability in order to meet a designated time frame | 20 POINTS |
| 5. Overall presentation of SOQ/ Knowledge of proposal | 10 POINTS |

RFQ(s) will be reviewed by the City Representatives using the above criteria. Each reviewer will evaluate the four sections of each proposal based on the RFQ content. Reviewers will then assign a point score between zero and the criteria's maximum possible points for each section. Points for each proposal will then be totaled and proposals ranked from the highest to the lowest total point score. The City and Landowners reserve the right to invite two or more of the highest rated firms to make oral presentations (short list). Firms invited to make oral presentations will be reevaluated using the above criteria based on their oral presentation. The firm selected for a contract will be expected to incorporate in the contract their assurances, offers or guarantees made in their oral presentation. The City Manager and Landowners, upon City Council approval, will negotiate with the firm adjudged to be the best qualified firm, following the rating and ranking process. If a mutually satisfactory contract cannot be negotiated with the selected firm, the firm will be requested to submit a best and final offer in writing, and, if not approved, negotiations with that firm will be terminated. Negotiations will then be initiated with the subsequently qualified firm, and this procedure will be continued until a mutually satisfactory contract has been negotiated.

INQUIRIES AND QUESTIONS

All inquiries, questions, request for interpretation, correction, or clarification must be submitted in writing, by e-mail and shall arrive not later than noon, **September 25, 2018.**

CITY RESERVATIONS

The City reserves the right to:

- (1) Modify, waive, or otherwise vary the terms and conditions of this RFQ at any time, including but not limited to, deadlines for submission and RFQ requirements.
- (2) Waive irregularities in the RFQ.
- (3) Reject or refuse any or all RFQ.
- (4) Cancel and withdraw this RFQ at any time.
- (5) Accept the proposal which, in its sole and absolute discretion, best serves the interest of the City.

ACKNOWLEDGEMENT

ACKNOWLEDGEMENT OF THIS "REQUEST FOR QUALIFICATIONS" (RFQ) MUST BE RECEIVED BY THE CITY OF MUSKOGEE IN ORDER FOR YOU TO RECEIVE ADDENDUMS (i.e. Updates or changes to the RFQ).

PLEASE COMPLETE BELOW AND FAX TO **918-684-6278** IMMEDIATELY UPON RECEIPT OF THIS PACKET so that you will receive any changes or updates as they occur. If we do not receive this form from you, any updates or changes that you do not receive are not the responsibility of the City.

ITEM/SERVICE SOUGHT BY "RFQ": _____

DATE RECEIVED: _____

RECIPIENT: _____ (NAME)

_____ (ADDRESS)

_____ (PHONE)

_____ (FAX)

_____ (E-MAIL)

PRINTED NAME

SIGNATURE

Composite Score

Firm	0-25 points	0-25 points	0-25 points	0-25 points	Total
Evaluation Criteria	1. Ability to Perform	2. Specialized qualifications	3. Capacity to Accomplish	4. Past performance	
McClelland Consulting Engineers					457
Planning Design Group					481
GH2 Architects					446



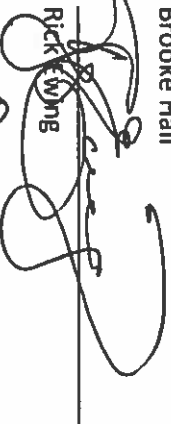
Greg Riley



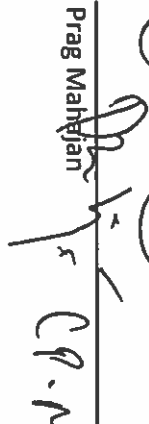
Mark Wilkerson



Brooke Hall



Rick Wong



Prag Mahajan

Composite Score

Firm	0-25 points	0-25 points	0-25 points	0-25 points	
Evaluation Criteria	1. Ability to Perform	2. Specialized qualifications	3. Capacity to Accomplish	4. Past performance	
McClelland Consulting Engineers	25	25	25	21	96
Planning Design Group	23	25	25	22	97
GH2 Architects	25	25	25	20	95

Greg Riley

Mark Wilkerson

Brooke Hall

Rick Ewing

Prag Mahajan

Composite Score

Firm	0-25 points	0-25 points	0-25 points	0-25 points	
Evaluation Criteria	1. Ability to Perform	2. Specialized qualifications	3. Capacity to Accomplish	4. Past performance	
McClelland Consulting Engineers	20	25	20	20	85
Planning Design Group	20	25	20	25	90
GH2 Architects	20	20	20	20	80

Greg Riley

Mark Wilkerson

Brooke Hall

Brooke Hall

Rick Ewing

Prag Mahajan

Composite Score

Firm	0-25 points	0-25 points	0-25 points	0-25 points	
Evaluation Criteria	1. Ability to Perform	2. Specialized qualifications	3. Capacity to Accomplish	4. Past performance	
McClelland Consulting Engineers	24	25	23	24	96
Planning Design Group	25	23	25	25	98
GH2 Architects	24	24	24	23	95

Greg Riley

Mark Wilkerson

Brooke Hall

Rick Ewing

Prag Mahajan

(P. MAHAJAN)

Composite Score

Firm	0-25 points	0-25 points	0-25 points	0-25 points	
Evaluation Criteria	1. Ability to Perform	2. Specialized qualifications	3. Capacity to Accomplish	4. Past performance	
McClelland Consulting Engineers	22	22	20	18	82
Planning Design Group	24	24	24	24	96
GH2 Architects	22	22	20	20	84

Greg Riley

Mark Wilkerson

Mark Wilkerson

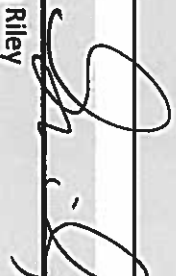
Brooke Hall

Rick Ewing

Prag Mahajan

Composite Score

Firm	0-25 points	0-25 points	0-25 points	0-25 points	
Evaluation Criteria	1. Ability to Perform	2. Specialized qualifications	3. Capacity to Accomplish	4. Past performance	
McClelland Consulting Engineers	25	25	24	24	98
Planning Design Group	25	25	25	25	100
GH2 Architects	25	23	24	20	92



 Greg Riley

 Mark Wilkerson

 Brooke Hall

 Rick Ewing

 Prag Mahajan

Muskogee Civitan Park Budget Breakdown

City of Muskogee, Oklahoma

Date: October 9, 2018

OVERALL PROJECT FUNDING AS ESTABLISHED BY THE CITY

SET FEES

- 1 Design Fees
 - 2 Project Surveying
 - 3 Geotechnical Report and Construction Testing Services (1.0%)
 - 4 Construction Contingency (5%)
-

TOTAL COST FOR SET FEES

TOTAL PARK CONSTRUCTION BUDGET



October 9, 2018

Mr. Mark Wilkerson
Director
Muskogee Park and Recreation Dept.
837 East Okmulgee
Muskogee, Oklahoma 74401

RE: Landscape Architectural Services for
Civitan Park Splashpad and Improvements

Dear Mark:

I appreciate the opportunity to submit this proposal for your consideration for landscape architectural service for the construction of the Civitan Park Splashpad and Improvements. We can provide these services in the high quality that City of Muskogee would expect. I propose the following scope of services and fee schedule for your consideration.

SCOPE OF SERVICES

1. **Preliminary Plans**

Working with a construction budget of approx. \$430,000 and from base survey information for the work area provided by the City of Muskogee, we will prepare a Master Plan as outlined in the following items:

- A) Develop a preliminary layout for a new splash pad facility, this area would include some or all of the following items in the new area:
 - 1. A splash pad with a pass through water system generally consisting of multiple upright spay toys as well as multiple ground spray nozzles situated on a concrete pad, color graphics may be considered on the pad if budget allows, a vault with valve manifold and backflow device, and an above grade programmable controller.
 - 2. Work with the city to provide utility connections to city lines as required for the operation of the facility.
 - 3. Development of a seating plaza adjacent to the splash pad including but not limited to a men's and women's restroom facility (architectural and MEP plans are not included in this agreement, the city will supply a standard restroom facility to include in the bid package), shade structure or multiple shade structures, benches and picnic tables with a sidewalk connecting the facility an existing parking lot within the park.
- B) Develop a layout for possible reconfigures the fencing around the Civitan building and look at adding additional parking convenient to the new splash pad and existing playground and/or the front of the building.
- C) Estimate construction budget with up-dated cost figures based on the master plan.

2. **Final Plans**

Following the City of Muskogee review and input of the preliminary plans, we will prepare the final bid plans, incorporating any revisions requested by you. The following outlines the necessary activities within this phase:

- A) Refine items in preliminary design phase, incorporating owners input.
- B) Develop construction drawings and specifications.
- C) Estimate construction budget.

3. **Bidding Phase**

- A) Assist owner with inviting contractors to bid.
- B) Attend the Pre-Bid meeting.
- C) Assist owner review with bid selection and award of contract.

4. **Construction Services Phase**

- A) Attend the Pre-Construction meeting.
- B) Assist owner in coordinating contractors to ensure timely execution.
- D) Provide bi-weekly on-site observation meeting as needed throughout the construction period and as it relates to the Spraypad portion of the project.
- E) Assist owner in the review of contractor payment request for compliance with construction documents.

5. **Basic Compensation**

To execute the above described scope of services as indicated in items 1 through 4 above the work will be performed for a lump sum of \$31,500.00* with the following breakdown:

1. Preliminary plan.....	\$11,000.00
2. Final Plan.....	\$12,500.00
3. Bidding Phase	\$ 1,500.00
4. Construction Services.....	\$ 6,500.00

*The fees do not include the architectural and MEP package for the restroom facility, this will be supplied by the City to include in the final bid package.

Billings for services are sent out monthly for work in progress or at the completion of the project or a specified phase of work. Terms of payment are "Net 30 Days" from the date of the invoice. A finance charge may accrue on any invoice unpaid after the 30 days.

6. **Reimbursable Expenses**

Reimbursable expenses are in addition to the basic compensation Fee as set forth in section 3 of this proposal. Reimbursable expenses include actual expenditures made by Planning Design Group required by the project as follows:

- A) Prints, computer plots, copies and other reproductions (excluding copies for office use), all expendable supplies, photography requested by the owner.
- B) Any additional insurance coverage or limits, including professional liability insurance in excess of the landscape architects current limit. Current limits are as follows:
 - 1) Comprehensive Business Liability: \$1,000,000. limit.
 - 2) Worker's Compensation: \$100,000/500,000/100,000 limit.
 - 3) Professional Liability: \$1,000,000 limit.

7. **Additional Services**

Any services requested which are not included under the basic scope of service in this proposal will be passed on based on the hourly rates listed below, or can be quoted as a lump sum upon request. All additional fees will be approved in advance by the owner.

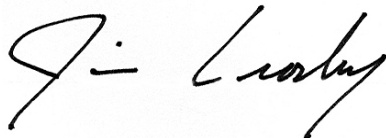
Hourly Rates:

Principal.....	\$125.00
Project Designer.....	\$105.00
Project Manager/Design	\$ 90.00
Production/Technician.....	\$ 80.00

We look forward to the opportunity of working with you and making this something the City of Muskogee can be proud of.

Sincerely,

PLANNING DESIGN GROUP

A handwritten signature in black ink, appearing to read "Jim Crosby". The signature is fluid and cursive, with the first name "Jim" and last name "Crosby" clearly distinguishable.

Jim Crosby
Principal

The above is an acceptable procedure and Planning Design Group is hereby authorized to proceed as outlined herein.

Owners Approval

By _____ Date _____
Signature and Title

Approved as to form and legality this _____ day of _____, 2018.

Roy Tucker, City Attorney

Finance Committee**9.**

Meeting Date: 10/15/2018

Submitted For: Johnny Teehee, 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 August 2018, in the amount of \$1,340.00 and September 2018, in the amount of \$2,588.00, for a total of \$3,928.00 for the City's Animal Shelter Sponsorship Program as per the attached list, or take other necessary action. (Johnny Teehee)

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 August, 2018 in the amount of \$1,340.00 and September, 2018 in the amount of \$2,588 for a total of \$3,928.00 for the City's Animal Shelter Sponsorship Agenda Item Title.

Fiscal Impact**Attachments**August/Sept

Animal Shelter Donations

August 2018

Assorted Donors	\$	22.00
Julia Pittenger		85.00
David Price		30.00
Renelle Davis		90.00
Scott Stratton		65.00
Maggie Powers		20.00
Brett Bmontiero		50.00
Allen Perry		90.00
Becky Serr		15.00
Jennifer Young		65.00
Brandy Young		40.00
6 Petco Cats		210.00
Donations		128.00
Donations		110.00
2 Petco Cats		80.00
Pacia Jones		10.00
Rodney Robertson		35.00
Daniel Dubey		30.00
Haley Frix		40.00
Kyle & Emilee Vandenberg		40.00
James Miller		40.00
Melvin Reece		<u>45.00</u>
Total:	\$	1,340.00

September

Renee Jones	25.00
Susannah Kilpatrick	40.00
Shirley Jones	8.00
Thelma Jackson	45.00
Gail Hopkins	65.00
Marion Hunter	45.00
Jennifer Cardenas	25.00
Shirley Wheeler	50.00
Brandy Knauf	300.00
Brenda Mark	100.00
Dana Brook	20.00
Katie Ferguson	90.00
Joshua Boothe	40.00
Ryan Goad	40.00
Susan Dvorak	40.00
Donna Lawson	65.00
Sarri Dean	45.00
Fur Babies (Weldon Stout)	500.00
Jody Powers	40.00
Halie Horton	40.00
Callie Reheard	11.00
Richard Pixler	30.00
Rick Morgan	20.00
Jinnifer Williams	40.00
Irene Stilwell	40.00
Arthur Tillman	10.00
Rainie Paxton	45.00
Rhonda Serrano	45.00
Suzanne Glass	45.00

Paul Aldridge	14.00
3 Petco Cats	120.00
Kaylin Riede	10.00
Cecelia Hubleston	90.00
Kia Ritchie	40.00
Zachary Brown	40.00
Rachel Flournoy	40.00
Lindsey Bryan	40.00
Priscilla Brown	40.00
Elijah Boyd	5.00
Delsie Lewis	90.00
The Home Store	20.00
Edwynna Synar	45.00
Kim Bajema	8.00
Vernon Johnson	7.00
Hector Diac	<u>70.00</u>

Total: \$ 2,588.00

Grand Total \$ 3,928.00