



MIDWEST CITY
MEETING AGENDAS FOR
June 14, 2016

REGULAR STAFF BRIEFING

City Hall, Second Floor, Midwest City Council Conference Room, 100 N. Midwest Boulevard
Enter through S.W. door marked Council Chamber/Conference Room

DISCUSSION.

Clarification of agenda items, handouts, and presentation of new or additional information for items on the agendas for the City Council, Municipal Authority, and Hospital Authority for June 14, 2016.

SPECIAL STAFF BRIEFING

City Hall, Second Floor, Midwest City Council Conference Room, 100 N. Midwest Boulevard
Enter through S.W. door marked Council Chamber/Conference Room

DISCUSSION.

Clarification of agenda items, handouts, and presentation of new or additional information for items on the agendas for the Economic Development Commission, and the Utilities Authority for June 14, 2016.

Special assistance requests - tcoplen@midwestcityok.org or 739-1002. (Please provide no less than 24 hours' notice) Special assistance request during a meeting call 739-1388.



CITY COUNCIL AGENDA



CITY OF MIDWEST CITY COUNCIL AGENDA
Midwest City Council Chambers, 100 N. Midwest Boulevard

Special assistance requests - tcoplen@midwestcityok.org or 739-1002.
(Please provide no less than 24 hours' notice)
Special assistance request during a meeting call 739-1388.

June 14, 2016 – 7:00 PM

A. CALL TO ORDER.

B. OPENING BUSINESS.

- Invocation - Community Services Director Vaughn Sullivan
- Pledge of Allegiance - Councilmember Dawkins
- Community-related announcements
- Mayoral proclamations: Lowe's Appreciation Week, and Literacy Link, Inc. Day

C. CONSENT AGENDA. These items are placed on the Consent Agenda so that members of the City Council, by unanimous consent, can approve routine agenda items by one motion. If any item proposed on the Consent Agenda does not meet with approval of all Council members, or members of the audience wish to discuss a proposed item with the Council, that item will be removed and heard in regular order.

1. ~~A~~ Discussion and consideration of "approving the minutes of the special meetings of ""May 5, 2016 and May 23, 2016; and "the staff briefing and regular meeting of ""May 24, 2016, as submitted. (City Clerk - S."J ancock)
2. Discussion and consideration of supplemental budget adjustments to the following funds for FY 2015-2016, increase: General Gov't Sales Tax Fund, revenue/Transfers In (14) \$94,649; expenses/General Gov't (14) \$94,649. General Fund, revenue/Taxes (00) \$321,117; revenue/Fines (00) \$161,019; expenses/Transfers Out (00) \$270,327; expenses/City Clerk (02) \$8,100; expenses/Swimming Pool (19) \$21,000; expenses/Municipal Court (12) \$10,886; expenses/Finance (08) \$20,700. CDBG Fund, revenue/Transfers In (00) \$3,764; expenses/Grants Mgmt. (39) \$4,541. Police Fund, revenue/Transfers In (00) \$147,391. CVB Fund, revenue/Transfers In (00) \$128,799. Disaster Relief Fund, expenses/Disaster Relief (88) \$665. Hotel/Motel Fund, revenue/Taxes (00) \$17,190; expenses/Transfers Out (00) \$17,190. Welcome Center Fund, revenue/Transfers In (00) \$5,157. Park & Rec Fund, revenue/Transfers In (00) \$2,406. General Gov't Sales Tax Fund, revenue/Transfers In (10) \$7,000; expenses/Animal Welfare (10) 7,000. Street & Alley Fund, expenses/Street (09) \$55,056. Disaster Relief Fund, expenses/Disaster Relief (88) \$104,296. (Finance - J. Siemens)
3. Discussion and consideration of accepting the monthly report on the City of Midwest City Employees' Health Benefits Plan by the City Manager and action as deemed necessary by the Council to maintain the plan. (Human Resources - C. Wilson)

4. Discussion and consideration of approving and adopting a resolution renewing, ratifying and affirming for fiscal year 2016-17 those certain Sales Tax Agreements dated September 1, 2011 and November 1, 2011 pertaining to the Midwest City Municipal Authority's Capital Improvement Refunding Revenue Bonds, Series 2011, and Capital Improvement Revenue Bonds, Series 2011A, respectively. (City Attorney - K. Bolles)
5. Discussion and consideration of the approval of the Collective Bargaining Agreement with the Fraternal Order of Police Lodge 127 as negotiated for the Fiscal Year 2016/2017. (Human Resources - C. Wilson)
6. Discussion and consideration of approving and entering into a Retainer Agreement with Holloway, Dobson & Bachman, PLLC for fiscal years 2015-16 and 2016-17 to establish the terms and conditions under which that firm will represent the City in Richard Dequasia v. Health Care Service Corporation, United States District Court, Western District, Case No. CIV-2015-1069-HE. (City Attorney - K. Bolles)
7. Discussion and consideration of approving the management representation letters to Grant Thornton LLP and accepting the associated Combined Financial Statements and Report of Certified Public Accountants of Sooner Town Center, LLC, Lowe's STC, LLC and STC II, LLC for calendar years ending December 31, 2012 and December 31, 2013. (City Manager - G. Henson)
8. Discussion and consideration of renewing an agreement with Midwest Media & Marketing, Inc. for fiscal year 2016-17 in the amount of \$66,000 to provide public relations and marketing services. (City Manager - G. Henson)
9. Discussion and consideration of renewing the annual agreement with Oklahoma County Health Department to provide for storage for an emergency preparedness trailer owned by health department. (Emergency Management - M. Bower)
10. Discussion and consideration of authorizing and entering into a Project Agreement for Federal-aid Railroad Project Number RRCS-255B(406)CS, State Job Number 32589(08), with the Oklahoma Department of Transportation in the total amount of \$550,578 to reconstruct and signalize the railroad crossing located on NE 10th Street between Sooner Road and Air Depot Boulevard, with Midwest City contributing \$26,869. (Community Development - P. Menefee)
11. Discussion and consideration of authorizing and entering into a Project Agreement for Federal-aid Railroad Project Number RRCS-255N(407)CS, State Job Number 32589(09), with the Oklahoma Department of Transportation in the total amount of \$420,052 to reconstruct and signalize the railroad crossing located on Sooner Road between Reno Avenue and NE 10th Street, with Midwest City contributing \$28,187. (Community Development - P. Menefee)

12. Discussion and consideration of accepting maintenance bonds for Turtlewood Addition, Section 5, from Silver Star Construction Company, Inc. in the amount of \$45,930.85 for the paving improvements and from H & H Plumbing and Utilities, Inc. in the amount of \$21,023.80 and \$10,248.20 for the water line and storm sewer improvements, respectively. (Community Development - P. Menefee)
13. Discussion and consideration of approving and entering into an Embedded Worker Agreement with the Oklahoma Department of Human Services, beginning July 1, 2016 through June 30, 2017, to embed an OKDHS social worker within the police department to assist in the assessment of child abuse and neglect cases. (Police - B. Clabes)
14. Discussion and consideration of approving and entering into a S.T.E.A.M. Camp Contract in an amount not to exceed \$6,500.00 with Thick Descriptions to establish the terms and conditions under which Thick Descriptions will provide a week-long S.T.E.A.M. (Science, Technology, Engineering, Anthropology, and Math) camp to Neighborhoods In Action Youth Summer Camp participants. (Neighborhood Services - M. Stroh)
15. Discussion and consideration of approving and entering into an agreement with GMR & Associates, Inc. to perform annual groundwater monitoring in the Midwest City Town Center Plaza Development for calendar year 2016 in an amount not to exceed \$6,500.00. (Sanitation/Stormwater - R. Paul Streets)
16. Discussion and consideration of renewing the Lease and Operating Agreement with Community Action Agency of Oklahoma City and Oklahoma/Canadian Counties, Inc for use of the Steed Head Start facility located at 2118 Flannery Drive. (Grants Management - T. Craft)
17. Discussion and consideration of renewing the Lease and Operating Agreement with the Community Action Agency of Oklahoma City and Oklahoma/Canadian Counties, Inc for use of the Dana Brown Cooper Head Start facility located at 9300 N.E. 10th Street. (Grants Management - T. Craft)
18. Discussion and consideration of approving and entering into a Facility Lease Contract with the Oklahoma Spartans Youth Organization (OSYO) for the use of Tel-Star North Football Complex from July 1, 2016 through June 30, 2021. (Community Services - V. Sullivan)
19. Discussion and consideration of approving and entering into the FY 2016-2017 Service Contract with the Oklahoma Spartans Youth Organization for the Tel-Star North Football Complex for the period from July 1, 20016 through June 30, 2017. (Community Services - V. Sullivan)
20. Discussion and consideration of approving and entering into the FY 2016-2017 Services Contract with the Midwest City Baseball Association for services at Reed Baseball Complex and Civic Baseball Complex from July 1, 2016 through June 30, 2017. (Community Services - V. Sullivan)

21. Discussion and consideration of approving and entering into a Services Contract with the Midwest City Soccer Club for services in support of the soccer program at the Soccer Complex for FY 2016-17. (Community Services - V. Sullivan)
22. Discussion and consideration of renewing an agreement with the Oklahoma Humane Place Spay/Neuter Clinic to perform veterinary services associated with the Adopt-A-Pet program for fiscal year 2016-2017. (Police - B. Clabes)
23. Discussion and consideration of renewing agreements with Amber Oaks Vet Hospital and Midwest Veterinary Hospital in conjunction with the Adopt-A-Pet program for fiscal year 2016-2017. (Police - B. Clabes)
24. Discussion and consideration of approving and entering into agreements for fiscal year 2016-17 with Animal Medical Center, Pet-Vet Animal Clinic and Reno Animal Hospital, who are electing to offer free services to animals adopted from the Midwest City Animal Shelter in conjunction with the Adopt-A-Pet program. (Police - B. Clabes)
25. Discussion and consideration of the reappointment of Nancy Rice and Cindy Bullen to the Traffic and Safety Commission for additional two-year terms. (Community Development - B. Harless)
26. Discussion and consideration of 1) declaring one (1) GE Refrigerator serial number GS52373 from the Police Department as surplus property; and 2) authorizing the disposal of this property by public auction or sealed bid. (Police - B. Clabes)

D. DISCUSSION ITEMS.

1. Public hearing with discussion and consideration of approving and adopting a resolution of the City of Midwest City, Oklahoma approving and adopting the budget for the City of Midwest City, Oklahoma for the 2016-2017 fiscal year in the total amount of \$93,225,999 and establishing budget amendment authority. (Finance - F. Chen)
2. Discussion and consideration of passing and approving an ordinance amending the Midwest City Municipal Code, Chapter 15, Fire Protection and Prevention, by amending Article II, In General, Division 1, Generally, Section 15-13, Compliance with orders, Section 15-15, Fire lanes, Section 15-15, Blocking fire hydrants and fire department connections, Section 15-22, Location of fire hydrants, Section 15-24, Smoke detectors, and Section 15-26, Access and operational standards for controlled access gates and gated subdivisions; by amending Article II, In General, Division 2, Fireworks, Section 15-33, Permits; insurance required; by amending Article II, In General, Division 3, Hazardous Materials, Section 15-41, Hazardous materials cleanup; recovery of costs; by amending Article III, Fire Prevention Codes and Standards, Division 2, Fire Prevention Codes, Section 15-56, Amendments; by amending Article III, Fire Prevention Codes and Standards, Division 3, NFPA National Fire Codes, Section 15-61, Adopted; by amending Article III, Fire Prevention Codes and Standards, Division 4, Fire Suppression and Detection Systems, Section 15-72, Alarm

and detection systems plan review; fee, and Section 15-73, Sprinkler systems; by amending Article IV, Open Burning, Section 15-100, Open burning prohibited; exceptions, and Section 15-101, Permit required; fees, and by amending Article IV, Open Burning, by repealing Section 15-104, Burn pit defined; inspection; revocation of permit; establishing an effective date; and providing for repealer and severability. (This item was published under the Further Information portion of the May 24, 2016 Council agenda.) (Fire - B. Norton)

3. Discussion and consideration of approving and entering into a Personal Services Contract with Emergency Services Consulting International to conduct a fire department master plan study for the amount of \$46,296. (Fire - B. Norton)
4. Discussion and consideration of approving and entering into an Agreement to Provide Professional Consulting Services in an amount not to exceed \$68,000 with Matrix Consulting Group to conduct a Police Department Study. (Police - B. Clabes)
5. Discussion and consideration of 1) appointing a replacement to fill Pat Byrne's seat on the Economic Development Advisory Committee (EDAC) that is now vacant due to his resignation because of his election to the City Council; and 2) reappointing Ed Miller or appointing a replacement for the second Council appointee seat on the EDAC. (City Manager - G. Henson)
6. Discussion and consideration of accepting the recommendations of the Original Mile Reinvestment Committee for FY 2015-16. (Community Development - B. Harless)

E. NEW BUSINESS/PUBLIC DISCUSSION.

F. ADJOURNMENT.



CONSENT AGENDA



Notice of this special Midwest City Council meeting was filed with the City Clerk of Midwest City at least 48 hours prior to the meeting and copies of the agenda for this meeting were posted at City Hall and on the City of Midwest City's website, accessible to the public for at least 24 hours in advance of the meeting.

MINUTES OF THE MIDWEST CITY COUNCIL SPECIAL MEETING

May 5, 2016 – 5:30 p.m.

This meeting was held in the Midwest City Council Conference Room on the second floor of City Hall, 100 N. Midwest Boulevard, Midwest City, County of Oklahoma, and State of Oklahoma with the following members present: Mayor Matt Dukes; Councilmembers Daniel McClure Jr., Pat Byrne, Rick Dawkins, and Christine Allen; and Acting City Clerk Guy Henson. Absent: Sean Reed and Jeff Moore.

Mayor Dukes called the meeting to order at 5:30 p.m.

Discussion Item.

1. **Discussion and consideration of various City and Authority budgets for the 2016-17 fiscal year.** Staff briefed the Councilmembers on various items in the budget packet, and the councilmembers sought clarification and discussed individual budget items with staff.

Adjournment. There being no further business, motion was made by McClure, seconded by Byrne, to adjourn. Voting aye: McClure, Byrne, Dawkins, Allen, and Mayor Dukes. Nay: none. Absent: Reed and Moore. The meeting adjourned at 9:15 p.m.

ATTEST:

MATTHEW D. DUKES, II, Mayor

GUY HENSON, Acting City Clerk

Notice of this special Midwest City Council meeting was filed with the City Clerk of Midwest City at least 48 hours prior to the meeting and copies of the agenda for this meeting were posted at City Hall and on the City of Midwest City's website, accessible to the public for at least 24 hours in advance of the meeting.

MINUTES OF THE MIDWEST CITY COUNCIL SPECIAL MEETING

May 23, 2016 – 5:30 p.m.

This meeting was held in the Midwest City Council Conference Room on the second floor of City Hall, 100 N. Midwest Boulevard, Midwest City, County of Oklahoma, and State of Oklahoma with the following members present: Mayor Matt Dukes; Councilmembers Daniel McClure Jr., Pat Byrne, Rick Dawkins, Sean Reed, *Christine Allen, Jeff Moore; and Acting City Clerk Guy Henson.

Mayor Dukes called the meeting to order at 5:45 p.m.

Discussion Item.

- 1. Discussion and consideration of various City, Authorities, and Commission budgets for the 2016-17 fiscal year.** Staff briefed the Councilmembers on various items in the budget packet, and the councilmembers sought clarification and discussed individual budget items with staff.

*Councilmember Allen arrived at 6:05 p.m.

Adjournment. There being no further business, motion was made by Dawkins, seconded by Allen, to adjourn. Voting aye: McClure, Byrne, Dawkins, Reed, Allen, Moore, and Mayor Dukes. Nay: none. Absent: none. The meeting adjourned at 8:30 p.m.

ATTEST:

MATTHEW D. DUKES, II, Mayor

GUY HENSON, Acting City Clerk

Notice of regular staff briefings for the Midwest City Council was filed for the calendar year with the City Clerk of Midwest City and copies of the agenda for this meeting were posted at City Hall and on the City's website, accessible to the public for at least 24 hours in advance of this meeting.

MINUTES OF THE REGULAR STAFF BRIEFING FOR MIDWEST CITY COUNCIL

May 24, 2016 – 6:00 p.m.

This regular meeting was held in the Midwest City Council Conference Room on the second floor of City Hall, 100 N. Midwest Boulevard, Midwest City, County of Oklahoma, State of Oklahoma. The following members were present: Mayor Matt Dukes; Councilmembers Daniel McClure Jr., Rick Dawkins, Sean Reed, Christine Allen, and Jeff Moore; and City Clerk Sara Hancock. Absent: Pat Byrne.

Mayor Dukes called the meeting to order at 6:03 p.m.

DISCUSSION. Clarification of agenda items, handouts, and presentation of new or additional information for items on the City Council agenda for May 24, 2016. City Manager Guy Henson, Community Services Director Vaughn Sullivan, and Stormwater and Sanitation Manager Paul Streets made community-related announcements. Staff briefed the councilmembers on various items on the agenda, and the councilmembers sought clarification and discussed individual agenda items with staff.

The mayor closed the meeting at 6:31 p.m.

ATTEST:

MATTHEW D. DUKES, II, Mayor

SARA HANCOCK, City Clerk

Notice of regular Midwest City Council meetings was filed for the calendar year with the City Clerk of Midwest City and copies of the agenda for this meeting were posted at City Hall and on the City's website, accessible to the public for at least 24 hours in advance of the meeting.

MINUTES OF THE REGULAR MIDWEST CITY COUNCIL MEETING

May 24, 2016 – 7:00 p.m.

This regular meeting was held in the Midwest City Council Chambers, 100 N. Midwest Boulevard, Midwest City, County of Oklahoma, and State of Oklahoma with the following members present: Mayor Matt Dukes; Councilmembers Daniel McClure Jr., Rick Dawkins, Sean Reed, Christine Allen, and *Jeff Moore; and City Clerk Sara Hancock. Absent: Pat Byrne. Mayor Dukes called the meeting to order at 7:00 p.m.

Opening Business. The meeting opened with the invocation by Marvin Stone, followed by the Pledge of Allegiance led by James Harpin of the American Legion Post 170 who also invited the public to celebrate Memorial Day at the Post. City Manager Guy Henson made community-related announcements and Mayor Dukes presented a plaque to Sanitation employee Dennis Newman in honor of his retirement.

Consent Agenda. Motion was made by Dawkins, seconded by McClure, to approve the items on the Consent Agenda, as submitted, except for item 12.

1. Discussion and consideration of approving the minutes of the staff briefing and regular meeting of May 10, 2016, as submitted.
2. Discussion and consideration of supplemental budget adjustments to the following funds for FY 2015-2016, increase: General Gov't Sales Tax Fund, revenue/Miscellaneous (09) \$2,554; expenses/Street (09) \$2,554. Street & Alley Fund, expenses/Street (09) \$87,187.
3. Discussion and consideration of accepting the City Manager's Report for the month of April 2016.
4. Discussion and consideration of renewing an agreement with Everbridge in the amount of \$14,500 for a mass notification system for fiscal year 2016-17.
5. Discussion and consideration of approving and entering into a Primary Service Answering Point Agreement with Rose State College to provide dispatching services for the Rose State Security Office from July 1, 2016 through June 30, 2017 for \$27,250.00 per year.
6. Discussion and consideration of renewing the agreement with Mid-Del Group Home for FY 16/17 to provide cleaning at various City parks at the rates of \$35.00 per pavilion for each weekend requested and \$35.00 per hour for special projects and events.
7. Discussion and consideration of the acceptance of and making a matter of record Permit No. WL000055160160 from the State Department of Environmental Quality for the Commercial

Retail Development Onsite and Easement Water Line Extension Project for the Sooner Rose Development at SE 15th Street and South Sooner Road, Midwest City, Oklahoma.

8. Discussion and consideration of authorizing and entering into a Project Agreement for Federal-aid Railroad Project Number RRCS-255B(405)CS, State Job Number 32589(07), with the Oklahoma Department of Transportation in the total amount of \$323,914 to reconstruct and signalize the railroad crossing located on Westminster Road between NE 10th Street and NE 23rd Street, with Midwest City contributing \$25,237.
9. Discussion and consideration of authorizing and entering into a Project Agreement for Federal-aid Railroad Project Number RRCS-255N(410)CS, State Job Number 32589(23), with the Oklahoma Department of Transportation in the total amount of \$465,415 to reconstruct and signalize the railroad crossing located on Douglas Boulevard, between NE 10th Street and NE 23rd Street, with Midwest City contributing \$31,027.
10. Discussion and consideration of authorizing and entering into a Project Agreement for Federal-aid Railroad Project Number RRCS-255B(411)CS, State Job Number 32589(24), with the Oklahoma Department of Transportation in the total amount of \$423,640 to reconstruct and signalize the railroad crossing located on Midwest Boulevard between NE 10th Street and NE 23rd Street, with Midwest City contributing \$30,923.\
11. Discussion and consideration of reappointing Jess Huskey to the Board of Adjustment for an additional three-year term.
- 12. Discussion and consideration of appointing the following Midwest City citizens to serve on the Charter Review Committee: Dr. Charles McDade, Lisa Stark, Glenn Goldschlager, and Espaniola Bowen.** After discussion, the Council took no action on this item.

Voting aye: McClure, Dawkins, Reed, Allen, Moore, and Mayor Dukes. Nay: none. Absent: Byrne. Motion carried.

Discussion Items.

1. **(PC-1869) Public hearing with discussion and consideration of approval of an ordinance to rezone from R-6, Single Family Detached Residential to C-4, General Commercial District, and a resolution to amend the Comprehensive Plan from LDR, Low Density Residential to COMM, Commercial, for the property described as Lots 10-13 of Block 3 in the Kanaly's Second NE 23rd Street Addition.** Akbar Ghoreyan, 9200 NE 23rd, and John Barholomew, 2205 N. Saint Mark, addressed the Council during the public hearing. Motion was made by McClure, seconded by Reed, to approve and pass Ordinance No. 3274 and Resolution No. 2016-06. Voting aye: McClure, Dawkins, Reed, Allen, Moore, and Mayor Dukes. Nay: none. Absent: Byrne. Motion carried.

2. **(PC-1870) Public hearing with discussion and consideration of approval of an ordinance to rezone from R-MH-2, Manufactured Home Park District to R-2F, Two Family Attached Residential, and a resolution to amend the Comprehensive Plan from MH, Manufactured Home to Medium Density Residential for the property described as a part of the SW/4 of Section 8, T-11-N, R-1-W, located at 11004 SE 28th Street.** Randy Hill, 510 Colcord Drive, and Todd Wiley, 12525 SE 69th, addressed the Council during the public hearing. Motion was made by Allen, seconded by McClure, to approve and pass Ordinance No. 3275 and Resolution No. 2016-07. Voting aye: McClure, Dawkins, Reed, Allen, Moore, and Mayor Dukes. Nay: none. Absent: Byrne. Motion carried.
3. **Discussion and consideration of appointing 1) a City councilmember to fill the vacancy on the Trails Advisory Committee created when Rick Rice concluded his City Council term; 2) a Park Board member to fill the vacancy on the Trails Advisory Committee created when Hazel Craddock concluded her Park Board term; and 3) a Sidewalk Committee member to fill the vacancy on the Trails Advisory Committee created when Turner Mann concluded his Sidewalk Committee term.** Motion was made by Dawkins, seconded by Allen, to appoint to the Trails Advisory Committee Sean Reed to fill the Council representative vacancy, John Manning to fill the Park Board representative vacancy, and Daniel McClure Jr. to fill the Sidewalk Committee representative vacancy. Voting aye: McClure, Dawkins, Reed, Allen, Moore, and Mayor Dukes. Nay: none. Absent: Byrne. Motion carried.
4. **Discussion and consideration of approving and adopting a resolution directing apportionment and disbursement of the increment generated as of April 30, 2016 from Tax Increment District Number One, City of Midwest City.** Motion was made by Dawkins, seconded by McClure, to approve and adopt Resolution No. 2016-08. Voting aye: McClure, Dawkins, Reed, Allen, Moore, and Mayor Dukes. Nay: none. Absent: Byrne. Motion carried.
5. **Discussion and consideration of approving and passing an ordinance amending Chapter 12, Community Center, of the Midwest City Code; establishing an effective date; and providing for repealer and severability. (This item was under Further Information on the May 10, 2016 agenda.)** Motion was made by McClure, seconded by Dawkins, to approve and pass Ordinance No. 3272. Voting aye: McClure, Dawkins, Reed, Allen, Moore, and Mayor Dukes. Nay: none. Absent: Byrne. Motion carried.
6. **Discussion and consideration of approving and passing an ordinance amending Chapter 30, Parks and Recreation, of the Midwest City Code, Article IV, In General, by amending Section 30-46(a) and (b), Golf course rates; establishing an effective date; and providing for repealer and severability. (This item was under Further Information on the May 10, 2016 agenda).** Motion was made by McClure, seconded by Dawkins, to approve and pass Ordinance No. 3271. Voting aye: McClure, Dawkins, Reed, Allen, Moore, and Mayor Dukes. Nay: none. Absent: Byrne. Motion carried.

7. **Discussion and consideration of passing and approving an ordinance amending Chapter 43, Water, Sewer, Sewage Disposal and Stormwater Quality, of the Midwest City Code, by amending Article II, Water Rates and Charges, Section 43-63 (a)(1) through (4), Water rates inside city; providing for repealer and severability.** Motion was made by McClure, seconded by Dawkins, to approve and pass Ordinance No. 3271. Voting aye: McClure, Dawkins, Reed, Allen, Moore, and Mayor Dukes. Nay: none. Absent: Byrne. Motion carried.
8. **Discussion and consideration of passing and approving an ordinance amending the Midwest City Municipal Code, Chapter 18, Garbage and Refuse, by amending Article II, Municipal Collection and Disposal Service, Section 18-27(a), Residential service fees and Section 18-28, Business and commercial service fees; and providing for repealer and severability.** Motion was made by McClure, seconded by Dawkins, to approve and pass Ordinance No. 3273. Voting aye: McClure, Dawkins, Reed, Allen, Moore, and Mayor Dukes. Nay: none. Absent: Byrne. Motion carried.

New Business/Public Discussion.

Glenn Goldschlager, 1409 Evergreen Circle, addressed the Council.

Executive Session.

Discussion and consideration of 1) entering into executive session, as allowed under 25 O.S. § 307(B)(3), to discuss the purchase or appraisal of real property; and 2) in open session, authorizing the city manager to take action as appropriate based on the discussion in executive session. Motion was made by Dawkins, seconded by Reed, to go into executive session. Voting aye: McClure, Dawkins, Reed, Allen, Moore, and Mayor Dukes. Nay: none. Absent: Byrne. Motion carried. The councilmembers went into executive session at 7:48 p.m.

* Councilmember Moore left the meeting at 7:48 p.m.

Mayor Dukes reconvened the meeting in open session at 8:10 p.m. No action was necessary as a result of the discussion in executive session.

Adjournment.

There being no further business, motion was made by McClure, seconded by Reed, to adjourn. Voting aye: McClure, Dawkins, Reed, Allen, and Mayor Dukes. Nay: none. Absent: Byrne and Moore. Motion carried. The meeting adjourned at 8:10 p.m.

ATTEST:

MATTHEW D. DUKES, II, Mayor

SARA HANCOCK, City Clerk



The City of MIDWEST CITY

100 N. MIDWEST BLVD * MIDWEST CITY, OKLAHOMA 73110
(405) 739-1245 * FAX (405) 739-1247 * TDD (405) 739-1359

Memorandum

TO: Honorable Mayor and Council

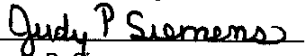
FROM: Judy P. Siemens, Treasurer/Finance Director

DATE: June 14, 2016

Subject: Discussion and consideration of supplemental budget adjustments to the following funds for FY 2015-2016, increase: General Gov't Sales Tax Fund, revenue/Transfers In (14) \$94,649; expenses/General Gov't (14) \$94,649. General Fund, revenue/Taxes (00) \$321,117; revenue/Fines (00) \$161,019; expenses/Transfers Out (00) \$270,327; expenses/City Clerk (02) \$8,100; expenses/Swimming Pool (19) \$21,000; expenses/Municipal Court (12) \$10,886; expenses/Finance (08) \$20,700. CDBG Fund, revenue/Transfers In (00) \$3,764; expenses/Grants Mgmt. (39) \$4,541. Police Fund, revenue/Transfers In (00) \$147,391. CVB Fund, revenue/Transfers In (00) \$128,799. Disaster Relief Fund, expenses/Disaster Relief (88) \$665. Hotel/Motel Fund, revenue/Taxes (00) \$17,190; expenses/Transfers Out (00) \$17,190. Welcome Center Fund, revenue/Transfers In (00) \$5,157. Park & Rec Fund, revenue/Transfers In (00) \$2,406. General Gov't Sales Tax Fund, revenue/Transfers In (10) \$7,000; expenses/Animal Welfare (10) 7,000. Street & Alley Fund, expenses/Street (09) \$55,056. Disaster Relief Fund, expenses/Disaster Relief (88) \$104,296.

The first supplement is needed to consolidate budget for Executime software and time clocks into General Gov't Sales Tax Fund to better account for these items for fixed asset purposes. The second supplement is needed to increase budget in various departments in General Fund to ensure actual expenditures do not exceed budget at category level and increase budget for cable franchise fee revenue (due to rate increase) and fines and forfeiture revenue to amount estimated to be received to end of fiscal year. The third supplement is needed to increase budget in Personal Services and Benefits categories to meet estimated expenses through end of fiscal year and transfer in from General Fund in CDBG Fund. The fourth supplement is needed to increase budget for transfer in from General Fund in Police Fund. The fifth supplement is needed to increase budget for transfers in from General Fund and Hotel/Motel Fund in CVB Fund. The sixth supplement is needed to increase budget in Personal Services category to meet estimated expenses to end of fiscal year in Disaster Relief Fund. The seventh through ninth supplements are needed to increase budget in Hotel/Motel Fund for hotel/motel revenues and transfers to distribute these revenues to Welcome Center Fund and Park and Rec Fund.

The tenth supplement is needed to budget transfer in from General Fund to reclass expenses for Animal Welfare septic tank to General Gov't Sales Tax Fund. The eleventh supplement is needed to budget City's contribution to reconstruct and signalize railroad crossings at Sooner Rd between Reno Ave and NE 10 St and NE 10th St between Sooner Rd and Air Depot Blvd. The twelfth supplement is needed to increase budget in Disaster Relief Safety Division for Police and Fire organizational studies.


Judy P. Siemens
Treasurer / Finance Director

SUPPLEMENTS

June 14, 2016

Fund GEN GOV'T SALES TAX (009)		BUDGET AMENDMENT FORM Fiscal Year 2015-2016			
		Estimated Revenue		Budget Appropriations	
<u>Dept Number</u>	<u>Department Name</u>	<u>Increase</u>	<u>Decrease</u>	<u>Increase</u>	<u>Decrease</u>
14	Transfers In	94,649			
14	General Gov't			94,649	
		94,649	0	94,649	0
		94,649	0	94,649	0

Explanation:
Consolidate budget for Executime software and time clocks into General Government Sales Tax Fund to better account for these items for fixed asset purposes.

Fund GENERAL (010)		BUDGET AMENDMENT FORM Fiscal Year 2015-2016			
		Estimated Revenue		Budget Appropriations	
<u>Dept Number</u>	<u>Department Name</u>	<u>Increase</u>	<u>Decrease</u>	<u>Increase</u>	<u>Decrease</u>
00	Transfers Out			270,327	
02	City Clerk			8,100	
19	Swimming Pool			21,000	
12	Municipal Court			10,886	
08	Finance			20,700	
00	Taxes	321,117			
00	Fines	161,019			
		482,136	0	331,013	0
		482,136	0	331,013	0

Explanation:
Increase budget in various departments to ensure actual expenditures do not exceed budget at the category level and increase budget for cable franchise fee revenue (due to rate increase) and fines and forfeiture revenue to amount estimated to be received to end of fiscal year.

Fund CDBG (141)		BUDGET AMENDMENT FORM Fiscal Year 2015-2016			
		Estimated Revenue		Budget Appropriations	
<u>Dept Number</u>	<u>Department Name</u>	<u>Increase</u>	<u>Decrease</u>	<u>Increase</u>	<u>Decrease</u>
39	Grants Mgmt.			4,541	
00	Transfers In	3,764			
		3,764	0	4,541	0
		3,764	0	4,541	0

Explanation:
Increase budget in Personal Services and Benefits categories to meet estimated expenses through end of fiscal year. Funding to come from increase to transfer in from General Fund and fund balance.

SUPPLEMENTS

June 14, 2016

Fund POLICE (020)		BUDGET AMENDMENT FORM Fiscal Year 2015-2016			
		Estimated Revenue		Budget Appropriations	
<u>Dept Number</u>	<u>Department Name</u>	<u>Increase</u>	<u>Decrease</u>	<u>Increase</u>	<u>Decrease</u>
00	Transfers In	147,391			
		147,391	0	0	0
Explanation: Increase budget for transfer in from General Fund to amount estimated to be received by fiscal year end.					

Fund CVB (046)		BUDGET AMENDMENT FORM Fiscal Year 2015-2016			
		Estimated Revenue		Budget Appropriations	
<u>Dept Number</u>	<u>Department Name</u>	<u>Increase</u>	<u>Decrease</u>	<u>Increase</u>	<u>Decrease</u>
00	Transfers In	128,799			
		128,799	0	0	0
Explanation: Increase budget for transfers in from General Fund (\$119,172) and Hotel/Motel Fund (\$9,627) to amount estimated to be received by fiscal year end.					

Fund DISASTER RELIEF (310)		BUDGET AMENDMENT FORM Fiscal Year 2015-2016			
		Estimated Revenue		Budget Appropriations	
<u>Dept Number</u>	<u>Department Name</u>	<u>Increase</u>	<u>Decrease</u>	<u>Increase</u>	<u>Decrease</u>
88	Disaster Relief			665	
		0	0	665	0
Explanation: Increase budget in Personal Services category to meet estimated expenses through end of fiscal year. Funding to come from fund balance.					

SUPPLEMENTS

June 14, 2016

Fund HOTEL MOTEL (225)		BUDGET AMENDMENT FORM Fiscal Year 2015-2016			
		Estimated Revenue		Budget Appropriations	
<u>Dept Number</u>	<u>Department Name</u>	<u>Increase</u>	<u>Decrease</u>	<u>Increase</u>	<u>Decrease</u>
00	Taxes	17,190			
87	Transfers Out			17,190	
		17,190	0	17,190	0
Explanation: Increase budget for hotel/motel revenues and transfers out to distribute these revenues to other funds.					

Fund WELCOME CENTER (045)		BUDGET AMENDMENT FORM Fiscal Year 2015-2016			
		Estimated Revenue		Budget Appropriations	
<u>Dept Number</u>	<u>Department Name</u>	<u>Increase</u>	<u>Decrease</u>	<u>Increase</u>	<u>Decrease</u>
00	Transfers In	5,157			
		5,157	0	0	0
Explanation: Increase budget for transfer in from Hotel/Motel Fund to amount expected to be received to end of fiscal year.					

Fund PARK & REC (123)		BUDGET AMENDMENT FORM Fiscal Year 2015-2016			
		Estimated Revenue		Budget Appropriations	
<u>Dept Number</u>	<u>Department Name</u>	<u>Increase</u>	<u>Decrease</u>	<u>Increase</u>	<u>Decrease</u>
00	Transfers In	2,406			
		2,406	0	0	0
Explanation: Increase budget for transfer in from Hotel/Motel Fund to amount expected to be received to end of fiscal year.					

Fund GENERAL GOV'T SALES TAX (009)		BUDGET AMENDMENT FORM Fiscal Year 2015-2016			
		Estimated Revenue		Budget Appropriations	
<u>Dept Number</u>	<u>Department Name</u>	<u>Increase</u>	<u>Decrease</u>	<u>Increase</u>	<u>Decrease</u>
10	Transfers In	7,000			
10	Animal Welfare			7,000	
		7,000	0	7,000	0
Explanation: Budget transfer in from General Fund to reclass expense for Animal Welfare septic tank to capital outlay fund.					

SUPPLEMENTS

June 14, 2016

Fund STREET & ALLEY (013)		BUDGET AMENDMENT FORM Fiscal Year 2015-2016			
		Estimated Revenue		Budget Appropriations	
<u>Dept Number</u>	<u>Department Name</u>	<u>Increase</u>	<u>Decrease</u>	<u>Increase</u>	<u>Decrease</u>
09	Street			55,056	
		<u>0</u>	<u>0</u>	<u>55,056</u>	<u>0</u>

Explanation:
Budget City's contribution to reconstruct and signalize railroad crossings at Sooner Rd between Reno Avenue and NE 10 Street (\$28,187) and NE 10th Street between Sooner Rd and Air Depot Blvd (\$26,869). Funding to come from fund balance.

Fund DISASTER RELIEF (310)		BUDGET AMENDMENT FORM Fiscal Year 2015-2016			
		Estimated Revenue		Budget Appropriations	
<u>Dept Number</u>	<u>Department Name</u>	<u>Increase</u>	<u>Decrease</u>	<u>Increase</u>	<u>Decrease</u>
88	Disaster Relief			104,296	
		<u>0</u>	<u>0</u>	<u>104,296</u>	<u>0</u>

Explanation:
Increase budget in Safety Division to fund Police and Fire organizational studies. Funding to come from fund balance.



Human Resources
100 N. Midwest Boulevard
Midwest City, OK 73110
office 405.739.1235

Memorandum

TO: Honorable Mayor and Council

FROM: Catherine Wilson, Human Resources Director

DATE: June 14, 2016

RE: Discussion and consideration of accepting the monthly report on the City of Midwest City Employees' Health Benefits Plan by the City Manager and action as deemed necessary by the Council to maintain the plan.

This item is placed on the agenda at the request of the Council. Attached to this memo is information regarding the current financial condition of the City Employees' Health Benefits Plan for the month of April 2016.

This is a staff update

A handwritten signature in black ink, appearing to read "Catherine Wilson", with a stylized flourish at the end.

Catherine Wilson, Human Resources Director

REPORT OF THE EMPLOYEES' HEALTH BENEFIT PLAN FOR FISCAL YEAR 2015-2016												
FISCAL YEAR 2015-2016	<u>Jul -15</u>	<u>Aug - 15</u>	<u>Sep - 15</u>	<u>Oct - 15</u>	<u>Nov - 15</u>	<u>Dec - 15</u>	<u>Jan - 16</u>	<u>Feb - 16</u>	<u>Mar - 16</u>	<u>Apr - 16</u>	<u>May - 16</u>	<u>Jun - 16</u>
PLAN INCOME												
Budgeted (MTD)	530,920	530,920	530,920	663,615	530,920	530,920	530,920	530,920	530,920	663,615	530,920	530,920
Actual (MTD)	537,739	532,037	534,342	718,473	539,926	534,845	549,498	529,364	556,672	729,630		
Budgeted (YTD)	530,920	1,061,840	1,592,760	2,256,375	2,787,295	3,318,215	3,849,135	4,380,055	4,910,975	5,574,590		
Actual (YTD)	537,739	1,069,776	1,604,118	2,322,591	2,862,517	3,397,362	3,946,860	4,476,224	5,032,896	5,762,526		
PLAN CLAIMS/ADMIN COSTS	<u>Jul -15</u>	<u>Aug - 15</u>	<u>Sep - 15</u>	<u>Oct - 15</u>	<u>Nov - 15</u>	<u>Dec - 15</u>	<u>Jan - 16</u>	<u>Feb - 16</u>	<u>Mar - 16</u>	<u>Apr - 16</u>	<u>May - 16</u>	<u>Jun - 16</u>
Budgeted (MTD)	560,232	700,290	560,232	560,232	700,290	560,232	560,232	700,290	560,232	560,232	700,290	560,232
Actual (MTD)	475,229	793,029	497,060	581,637	804,651	647,170	583,231	613,736	471,664	592,649		
Budgeted (YTD)	560,232	1,260,522	1,820,754	2,380,986	3,081,276	3,641,508	4,201,740	4,902,030	5,462,262	6,022,494		
Actual (YTD)	475,229	1,268,258	1,765,318	2,346,955	3,151,606	3,798,776	4,382,007	4,995,743	5,467,407	6,060,056		
EXCESS INCOME vs. EXPENDITURES	<u>Jul -15</u>	<u>Aug - 15</u>	<u>Sep - 15</u>	<u>Oct - 15</u>	<u>Nov - 15</u>	<u>Dec - 15</u>	<u>Jan - 16</u>	<u>Feb - 16</u>	<u>Mar - 16</u>	<u>Apr - 16</u>	<u>May - 16</u>	<u>Jun - 16</u>
Budgeted (MTD)	-29,312	-169,370	-29,312	103,383	-169,370	-29,312	-29,312	-169,370	-29,312	103,383		
Actual (MTD)	62,510	-260,992	37,282	136,836	-264,725	-112,325	-33,733	-84,372	85,008	136,981		
Budgeted (YTD)	-29,312	-198,682	-227,994	-124,611	-293,981	-323,293	-352,605	-521,975	-551,287	-447,904		
Actual (YTD)	62,510	-198,482	-161,200	-24,364	-289,089	-401,414	-435,147	-519,519	-434,511	-297,530		
FISCAL YEAR 2014-2015	<u>Jul -14</u>	<u>Aug - 14</u>	<u>Sep - 14</u>	<u>Oct - 14</u>	<u>Nov - 14</u>	<u>Dec - 14</u>	<u>Jan - 15</u>	<u>Feb - 15</u>	<u>Mar - 15</u>	<u>Apr - 15</u>	<u>May - 15</u>	<u>Jun - 15</u>
PLAN INCOME												
Budgeted (MTD)	590,592	590,592	590,592	806,955	590,592	590,592	590,592	590,592	590,592	590,592	806,955	590,592
Actual (MTD)	566,031	576,500	565,298	763,932	555,173	562,971	593,135	569,109	580,810	545,968	808,548	608,630
Budgeted (YTD)	590,592	1,181,184	1,771,776	2,578,731	3,169,323	3,759,915	4,350,507	4,941,099	5,531,691	6,122,283	6,929,238	7,519,830
Actual (YTD)	566,031	1,142,531	1,707,829	2,471,761	3,026,934	3,589,905	4,183,040	4,752,149	5,332,959	5,878,927	6,687,475	7,296,105
PLAN CLAIMS/ADMIN COSTS	<u>Jul -14</u>	<u>Aug - 14</u>	<u>Sep - 14</u>	<u>Oct - 14</u>	<u>Nov - 14</u>	<u>Dec - 14</u>	<u>Jan - 15</u>	<u>Feb - 15</u>	<u>Mar - 15</u>	<u>Apr - 15</u>	<u>May - 15</u>	<u>Jun - 15</u>
Budgeted (MTD)	565,440	564,622	675,089	566,002	564,622	675,513	564,622	564,622	675,089	564,622	566,002	675,094
Actual (MTD)	481,088	537,213	501,847	545,226	543,832	602,083	649,542	485,959	592,305	432,698	503,641	677,131
Budgeted (YTD)	565,440	1,130,062	1,805,151	2,371,153	2,935,775	3,611,288	4,175,910	4,740,532	5,415,621	5,980,243	6,546,245	7,221,339
Actual (YTD)	481,088	1,018,301	1,520,148	2,065,374	2,609,206	3,211,289	3,860,831	4,346,790	4,939,095	5,371,793	5,875,434	6,552,565
EXCESS INCOME vs. EXPENDITURES	<u>Jul -14</u>	<u>Aug - 14</u>	<u>Sep - 14</u>	<u>Oct - 14</u>	<u>Nov - 14</u>	<u>Dec - 14</u>	<u>Jan - 15</u>	<u>Feb - 15</u>	<u>Mar - 15</u>	<u>Apr - 15</u>	<u>May - 15</u>	<u>Jun - 15</u>
Budgeted (MTD)	25,152	25,970	-84,497	240,953	25,970	-84,921	25,970	25,970	-84,497	25,970	240,953	-84,502
Actual (MTD)	84,943	39,287	63,451	218,706	11,341	-39,112	-56,407	83,150	-11,495	113,270	304,907	-68,501
Budgeted (YTD)	25,152	51,122	-33,375	207,578	233,548	148,627	174,597	200,567	116,070	142,040	382,993	298,491
Actual (YTD)	84,943	124,230	187,681	406,387	417,728	378,616	322,209	405,359	393,864	507,134	812,041	743,540

Current Balance: \$1,646,122
 April 2015: \$1,707,025
 April 2014: \$1,126,766
 April 2013: \$785,056
 April 2012 \$1,530,778



CITY OF MIDWEST CITY

City Attorney's Office

Katherine Bolles, City Attorney

MEMORANDUM

TO: Honorable Mayor and Council

FROM: Katherine Bolles, City Attorney

DATE: June 14, 2016

SUBJECT: Discussion and consideration of approving and adopting a resolution renewing, ratifying and affirming for fiscal year 2016-17 those certain Sales Tax Agreements dated September 1, 2011 and November 1, 2011 pertaining to the Midwest City Municipal Authority's Capital Improvement Refunding Revenue Bonds, Series 2011, and Capital Improvement Revenue Bonds, Series 2011A, respectively.

As a part of the Series 2011 and Series 2011A bond issues, the Council entered into the referenced Sales Tax Agreements pledging a portion of the sales tax in order to obtain a higher bond rating which lowered the interest rate and lowered the bond insurance premium. Because of the constitutional debt limitation, the City can contract for only one year at a time. Therefore, these Sales Tax Agreements must be renewed and complied with each year in order to maintain the favorable insurance rating.

Staff recommends approval.

Katherine Bolles
City Attorney

Attachment: Resolution

100 North Midwest Boulevard Midwest City Oklahoma 73110
(405) 739-1203 FAX (405) 869-8676 TDD (405) 739-1359
E-mail: KBolles@MidwestCityOK.org
An Equal Opportunity Employer

RESOLUTION NO. 2016-_____

A RESOLUTION RENEWING, RATIFYING AND AFFIRMING FOR FISCAL YEAR 2016-17 THOSE CERTAIN SALES TAX AGREEMENTS DATED SEPTEMBER 1, 2011 AND NOVEMBER 1, 2011 PERTAINING TO THE MIDWEST CITY MUNICIPAL AUTHORITY'S CAPITAL IMPROVEMENT REFUNDING REVENUE BONDS, SERIES 2011, AND CAPITAL IMPROVEMENT REVENUE BONDS, SERIES 2011A, RESPECTIVELY

WHEREAS, the Council of the City of Midwest City, Oklahoma (hereinafter called the "City"), and the Midwest City Municipal Authority, an Oklahoma public trust (hereinafter called the "Authority"), entered into certain Sales Tax Agreements (hereinafter called the "Agreements"), dated September 1, 2011 and November 1, 2011, respectively, whereby the City agreed to make payments to the Authority in amounts sufficient to pay when due principal and interest on the Authority's Capital Improvement Refunding Revenue Bonds, Series 2011, and Capital Improvement Revenue Bonds, Series 2011A, respectively, and other obligations of the Authority as therein provided; and

WHEREAS, it is necessary that the Agreements be renewed, ratified and affirmed for the fiscal year of the City ending June 30, 2017;

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF MIDWEST CITY, OKLAHOMA that the Sales Tax Agreements dated September 1, 2011 and November 1, 2011, each between the City and the Authority, are hereby renewed, ratified and affirmed by the Council of the City of Midwest City, Oklahoma for the fiscal year ending June 30, 2017.

Adopted this 14th day of June, 2016.

CITY OF MIDWEST CITY, OKLAHOMA

MATTHEW D. DUKES, II, Mayor

ATTEST:

SARA HANCOCK, City Clerk

APPROVED as to form and legality this 14th day of June, 2016.

KATHERINE BOLLES, City Attorney

Memorandum

TO: Honorable Mayor and Council

FROM: Catherine Wilson, Human Resources Director

DATE: June 14, 2016


RE: Discussion and consideration of the approval of the Collective Bargaining Agreement with the Fraternal Order of Police Lodge 127 as negotiated for the Fiscal Year 2016/2017.

On May 31, 2016 the FOP Lodge 127 held a special meeting and ratified a proposed Collective Bargaining Agreement for the FY 2016/2017. This agreement was tentatively reached between the City and FOP negotiators on Friday May 27, 2016. The proposed agreement is as follows:

- The Parties agreed to add three years to the longevity benefit. Currently the benefit pays \$100 per year of service up to 27 years of service for a total of \$2,700 annually. The change would increase the benefit to pay up to \$100 per year of service up to 30 years of service for a total of \$3,000.00 annually. This has an approximate cost of \$1,876 to the FY 2016/2017 budget.
- The parties agreed to increase specialty pay for Field Training Officers (FTOs) from \$25.00 per pay period in which they actually are assigned a Rookie to \$40.00 per pay period in which they actually are assigned a Rookie. The cost associated with this will vary depending on how many Rookies are hired in any given year.
- The parties agreed to a 0.5% Cost of Living Adjustment to be added to the existing FOP pay scale to be effective July 1, 2016. This change has an approximate cost of \$39,169.
- The parties agreed to strike section 2 of Article 27 Health Insurance Benefits. This section has to do with an unusual situation in which the city was compensating the members the City's share of the health benefits premiums in order for a pension calculation to be run through payroll, then the total amount to the premium was paid back to the City. The Police Pension office informed the FOP that this was not compliant, so the FOP placed the striking out of this section on the table. This change has no cost associated with it.

Approximate total budgetary impact is \$41,045.. Date changes and a couple of minor grammar issues were also addressed in the changes to the Collective Bargaining agreement.

Staff recommends approving the 2016/2017 CBA as negotiated.



Catherine Wilson, Human Resources Director



Collective Bargaining
Agreement for Fiscal
Year 20156/20167

The Fraternal Order
of Police Lodge #127

City of Midwest City

TABLE OF CONTENTS

ARTICLE 1	- PURPOSE AND INTENT	-2-
ARTICLE 2	- RECOGNITION	-2-
ARTICLE 3	- DURATION OF AGREEMENT	-2-
ARTICLE 4	- MUTUAL RESPONSIBILITY	-3-
ARTICLE 5	- MANAGEMENT RIGHTS AND RESPONSIBILITIES	-3-
ARTICLE 6	- PREVAILING RIGHTS	-5-
ARTICLE 7	- BARGAINING AGENT SECURITY	-5-
ARTICLE 8	- STRIKES	-8-
ARTICLE 9	- SENIORITY	-8-
ARTICLE 10	- GRIEVANCE PROCEDURE	-10-
ARTICLE 11	- POLICE OFFICER BILL OF RIGHTS	-15-
ARTICLE 12	- HOLIDAY PAY	-24-
ARTICLE 13	- VACATION LEAVE	-24-
ARTICLE 14	- SICK LEAVE	-25-
ARTICLE 15	- INJURY LEAVE	-26-
ARTICLE 16	- CHILD BIRTH LEAVE	-27-
ARTICLE 17	- EMERGENCY LEAVE	-27-
ARTICLE 18	- MILITARY LEAVE	-28-
ARTICLE 19	- HOURS OF WORK	-29-
ARTICLE 20	- WAGES	-34-
ARTICLE 21	- SPECIAL ASSIGNMENT PAY/HAZARDOUS DUTY PAY	-34-
ARTICLE 22	- ACTING OUT OF HIGHER CLASSIFICATION	-37-
ARTICLE 23	- TRAVEL EXPENSES	-37-
ARTICLE 24	- PENSION CONTRIBUTION	-37-
ARTICLE 25	- LONGEVITY	-38-
ARTICLE 26	- RESIDENCY	-39-
ARTICLE 27	- GROUP HEALTH BENEFITS	-39-
ARTICLE 28	- SAFETY&HEALTH BOARD&LABOR MANAGEMENT REVIEW	-41-
ARTICLE 29	- PROMOTION POLICY AND PROCEDURES	-42-
ARTICLE 30	- EDUCATION INCENTIVE PAY	-49-
ARTICLE 31	- BULLETIN BOARD	-50-
ARTICLE 32	- DRUG FREE WORKPLACE ACT	-50-
ARTICLE 33	- HEALTH PHYSICAL	-51-
ARTICLE 34	- UNIFORM PROCUREMENT	-52-
ARTICLE 35	- PUBLICATION OF COLLECTIVE BARGAINING AGREEMENT	-53-
ARTICLE 36	- LIEUTENANT / SERGEANT ASSIGNMENT	-53-
ARTICLE 37	- SUBSTANCE ABUSE PROGRAM	-54-
ARTICLE 38	- SAVINGS CLAUSE	-54-
ARTICLE 39	- POLICE OFFICER RETIREMENT	-54-
CONCLUSION	-55-
ADDENDUM "A"	-56-

ARTICLE 1

PURPOSE AND INTENT

SECTION 1. This Agreement, entered into by the City of Midwest City, hereinafter referred to as Employer, and the Fraternal Order of Police, Lodge #127, as Collective Bargaining Agent, hereinafter referred to as FOP, pursuant to Title 11, Oklahoma Statutes, Section 51-101, et seq., as amended, is made for the following purposes:

- A. To establish wages, hours, benefits, grievance procedures and other conditions of employment of represented officers of the Midwest City Police Department;
- B. To provide for quality law enforcement and police services on an uninterrupted basis for the benefit of the citizens of Midwest City;
- C. To assist in promoting the harmonious relations between the Employer, the FOP and the represented officers, and to assist in the amicable adjustment of labor-management disputes

ARTICLE 2

RECOGNITION

SECTION 1. The Employer recognizes Lodge #127 of the Fraternal Order of Police as the exclusive bargaining agent for all full-time, permanent commissioned police officers of the Midwest City Police Department, except the Chief of Police, his Administrative Assistant and those employees on entry-level probation.

SECTION 2. For purposes of conducting performance evaluations and qualifications to be a Midwest City police officer, employees hired after July 1, 1989 will serve an entry-level probation period of eighteen (18) months. Provided, however, this article does not conflict with any provision pursuant to Oklahoma Statutes, Title 11, Section 51-101, et seq., as amended.

ARTICLE 3

DURATION OF AGREEMENT

SECTION 1. The duration of this Agreement shall be from July 1, 20156 to June 30, 20167. In the event an agreement has not been reached by June 30, 20167, this Agreement may remain in full force and

effect by mutual agreement of the Employer and the FOP until such time as a new agreement is attained.

SECTION 2. Whenever wages, rates of pay or any other matters requiring appropriation of monies by the Employer are included as matters of collective bargaining, it shall be the obligation of the FOP to serve written notice of request for collective bargaining not later than February 15 of each year.

ARTICLE 4

MUTUAL RESPONSIBILITY

SECTION.1 No employee shall be favored or subject to discrimination by the Employer or by the FOP because of race, creed, size, color, sex, religion, age, national origin, disability (as defined by the Americans with Disabilities Act, the Oklahoma State Police Pension Act and any other applicable law) or relationship to any person or persons, political affiliations or FOP activities.

SECTION 2. The Employer and the FOP agree not to interfere with the right of an employee to become or not become a member of the FOP, and further agree that there will be no discrimination against nor coercion of any employee because of FOP membership or non-membership.

SECTION 3. The Employer and the FOP agree to comply with the objectives set forth in the Employer's Affirmative Action Program to insure equal employment opportunity for all.

ARTICLE 5

MANAGEMENT RIGHTS AND RESPONSIBILITIES

SECTION 1. The FOP recognizes the prerogative and responsibility of the Employer to operate and manage its affairs in accordance with its responsibilities. The powers and authority which the Employer has not officially abridged, delegated, granted or modified by this Agreement are retained by the Employer, and all rights, powers and authority the Employer had prior to the signing of this Agreement, are retained by the Employer and remain exclusively the rights of the Employer.

SECTION 2. Except as may be limited herein, the Employer retains the rights in accordance with the Constitution and laws of the state of Oklahoma and the responsibilities and duties contained in the Charter of the City of Midwest City and ordinance's and regulations promulgated there under. These rights shall include, but shall not be limited to, the rights:

CBA Between MWC and FOP Lodge 127 for FY 2015~~6~~/2016~~7~~

- A. To determine and enforce Police Department policy, rules, regulations and orders, including the right to manage the affairs of the Police Department, so long as the same are not punitive in nature and so long as they do not affect mandatory subjects of bargaining which are required to be negotiated;
- B. To assign working hours, including overtime;
- C. To direct the members of the Police Department, including the right to promote, transfer discipline, suspend, demote or terminate for the good of the service, any member of the Police Department, subject to other provisions of this Agreement, including the procedure found in Article 10. The FOP recognizes the standard "Just Cause"/ "for the good of the service" when its use is fair, proper, and reasonable under the circumstances.
- D. To determine the table of organization of the Police Department, including the right to organize and reorganize the Police Department; however, such actions by the Employer shall not be punitive in nature. If any new rank is established, it will be filled as otherwise provided in this Agreement. In the event a new classification is established, the selection for that classification will be a competitive process designed by management to meet the needs of management;
- E. To establish or determine new job classifications and ranks based upon duties assigned, provided, however, such new job classifications shall not reduce the pay of any current officer;
- F. To determine the location, means, methods and personnel by which operations are to be conducted;
- G. To determine the safety, health and property protection measures for the Police Department. In making such determinations, due regard will be given to the safety of the officers of the Midwest City Police Department;
- H. To be sole judge of the qualifications of applicants and training of employees;
- I. To set the standards for services to be Offered to the public;

- J. To introduce new, improved or different methods and techniques of operation of the Police Department or change existing methods and techniques;
- K. To determine reasonable means and methods of effective communication of any and all rules, regulations and orders to members of the Police Department, provided, however, new rules and regulations shall be reduced, to writing and be made available;
- L. To determine the amount of supervision necessary;
- M. To control the departmental budget, subject to the mandates of this contract;
- N. To take whatever actions may be reasonably necessary to carry out the mission of the Employer in situations of emergency.

ARTICLE 6

PREVAILING RIGHTS

SECTION 1. All rules, regulations, fiscal procedures, working conditions, departmental practices and manner of conducting the, operation and administration of the Midwest City Police Department currently in effect upon the effective date of this Agreement, shall be deemed a part of said Agreement, unless and except as modified or changed by the terms of this Agreement. Such prevailing rights shall include, but not be limited to, the present "86" policy (rides to and from work).

ARTICLE 7

BARGAINING AGENT SECURITY

SECTION 1. This Agreement shall be binding upon the successors and assignees of the parties hereto during the term of this contract, and no provisions, terms or obligations herein contained shall be modified, altered or changed in any respect except by mutual agreement of the parties in writing.

SECTION 2.

- A. The FOP president's duty assignment shall be in accordance with Article 19. The FOP President may be assigned to a day-shift position during his/her term of office, by mutual agreement of the FOP President and the Chief of Police. The president shall

report directly to the Chief of Police or his designee regarding FOP business.

- B. It is understood that the FOP president's first duty is that of a Midwest City Police Officer and that interference with those duties should be minimized. The president or his designee may conduct FOP business for short periods of time during his/her normal duty shift so long as it does not interfere with police business. In the event that a designee is conducting FOP business, he/she shall obtain prior approval from his/her immediate supervisor.

In the event of absence of the president of the FOP for any period scheduled in excess of five (5) working days, the rights of the president under this article shall be extended to the first vice-president of the FOP, should the need arise. In the event of a change in the presidency of the FOP, the newly elected president shall receive no loss of pay.

- C. It shall, be the responsibility and right of the president of the FOP, or his designee, to communicate directly with any City Official or other employee, after proper notification of the Chief of Police, if deemed necessary to avoid potential grievances or other potential personnel problems.

SECTION 3.

- A. Scheduled Leave. Lodge #127 shall be granted a bank of 270 hours, effective July 1, for the purpose of conducting SCHEDULED Lodge business.

SCHEDULED meetings shall include, but are not limited to: preparation for or attending labor conferences, court action, arbitrations or PERB hearings. The FOP president shall ensure all hours used under this section are documented on a monthly report to the Chief of Police by the Administrative assistant and/or secretary.

In the event the bank of 270 hours of SCHEDULED union leave cited above is exhausted, the FOP president may have additional hours of union leave granted to him/her for scheduled arbitration, court or PERB hearings on an actual hour for hour basis while said hearings are conducted. Additional union leave hours may be granted at the discretion of the City Manager.

Executive Board officers and elected delegates shall be given primary consideration for granting of leave for attendance at local, state or national meetings.

B. **Unscheduled Leave.** The FOP president shall be allowed up to five (5) hours per week to conduct unscheduled union business.

SECTION 4. The Employer shall permit five (5) members of the FOP bargaining team time off without loss of pay for the purpose of contract negotiation preparations, table negotiations with the Employer and debriefing following negotiation sessions. Said member shall have one (1) hour to return to work following the conclusion of the negotiating session. If the negotiation sessions are on a bargaining team member's normal off duty hours they shall receive straight time in the form of Compensatory time or Pay for the time that they are in preparations, table, and debriefing negotiations with the Employer. Negotiation sessions will be scheduled during a majority of the committee member's on duty time when possible.

SECTION 5. Upon written authorization from the employee, Employer agrees to deduct regular monthly FOP dues from the earned wages of FOP members.

The deductions shall be made in accordance with the City pay plan in an amount certified in writing to be correct by the treasurer and/or the secretary of the FOP. Changes in the amount of dues will be certified in the same manner and shall be done at least thirty (30) days in advance of the effective date of such change.

All FOP members desiring dues deduction shall sign an authorization form provided by the FOP and approved by the Employer. The employee may withdraw any such authorization by providing written notice to the Employer and the FOP at least thirty (30) days prior to the effective date of withdrawal. Unless revoked in writing by the employee, the authorization will remain in effect until the expiration date of the contract and will be automatically renewed with the adoption of each new contract.

In the event the FOP should endorse an illegal job action as defined in Article 8 or if a court should determine the FOP had endorsed such an action, and then the Employer shall terminate the automatic dues deduction.

The Employer will provide the FOP treasurer with the monthly report showing the employee's name and the amount of deduction. The FOP will refund all deductions refundable at the time of termination or resignation.

The FOP shall pay the Employer a monthly service fee of 1% of the amount remitted to the FOP. Said amount shall be remitted within fifteen (15) calendar days after the deductions are made. In case an error or improper deduction is made by the Employer, a proper

adjustment of same shall be made by the FOP with the employee affected.

The FOP shall indemnify the Employer against any and all claims, suits or other forms of liability that shall arise against the Employer on account of FOP error or negligence in furnishing information to the Employer upon which said dues deductions are based.

ARTICLE 8

STRIKES

SECTION 1. Employees shall have no right to engage in any work stoppage, slowdown or strike. "Strike" shall be defined in accordance with the state law as the concerted failure to report for duty and willful absence from one's position, unauthorized holidays, sickness unsubstantiated by a physician's statement, the stoppage of work or the abstinence in whole or in part from the full, faithful and proper performance of the duties of employment for the purpose of inducing, influencing or coercing a change in the conditions, compensation, rights, privileges or obligations of employment. In applying the provisions of this article, all of the terms used herein shall be given the meaning commonly understood or as defined by statute. The FOP shall not be in breach of this Agreement here the acts or actions hereinbefore enumerated are not caused or authorized directly by the FOP.

SECTION 2. Upon notification confirmed in writing by the Employer to the FOP that certain of its members are engaging in a strike, the FOP shall immediately order such members in writing to return to work at once and shall provide the Employer with a copy of such an order, and a responsible official of the FOP shall publicly order its members to work. Such characterization of the "strike" by the Employer shall not establish the existence of a strike. Such notification by the FOP shall not constitute an admission by it that a strike is in progress or has taken place or that any particular member is or has engaged in a strike. The notification shall be made solely on the representations of the Employer.

ARTICLE 9

SENIORITY

SECTION 1. Seniority shall commence from the date which the employee is employed in the Midwest City Police Department; however, until the initial employment probation is completed, the employee shall not attain seniority status. At the conclusion of his initial employment probation, his initial probationary period shall count on his seniority to be accumulated in the future.

SECTION 2. Initial probationary period for the officers of the Midwest City Police Department shall be eighteen (18) months from the date of their employment.

SECTION 3. Seniority shall be determined as between two or more employees by highest rank. When two or more employees have the same rank, seniority shall be determined by the length of service within the rank. As between two or more employees of the same rank who have the same length of service in said rank, seniority shall be determined by the earliest date of employment with the Midwest City Police Department, as a police officer.

As between two or more employees of the same rank with the same length of service in the same rank, and who were initially employed by the Midwest City Police Department on the same date, their seniority shall be determined by the date of their employment application with said City.

The rank structure in order of seniority is:

1. Major
2. Captain
3. Lieutenant
4. Sergeant
5. Police Officer

The rank structure above Police Officer is by promotion through the promotion system as specified in Article 30 with the first level of supervision beginning with the rank of Lieutenant.

In the event an officer is demoted, said officer shall be restored to the same seniority status held just prior to being promoted to the classification from which said officer was demoted.

SECTION 4. Seniority shall determine the priority of each employee in the following:

- A. Time when annual vacation is granted;
- B. Time when compensatory time is granted;
- C. Time when PTO Leave is granted.

Paid time off, compensatory time, and vacation leave may be scheduled ninety (90) days prior to the day or the dates requested.

Pre-approved leave (paid time off, compensatory time, and vacation leave) shall not be affected by seniority.

- D. Leave which has been requested at least thirty (30) days prior to the day requested off once approved shall be cancelled only by the Chief of Police.

SECTION 5. If, in the opinion of the Chief of Police, all other factors are equal, then seniority shall determine the priority of each employee in the following:

- A. Shift and duty assignments;
- B. Transfer;
- C. Assignment of days off;
- D. Layoffs and recalls, provided, however, the Employer may elect, based on the merit of employees of the same rank, to retain a less senior employee. If said election is made, the senior employee shall be notified in writing within ten (10) calendar days of the reasons therefore, have access to the grievance procedures set out in Article 10 of this Agreement and shall be recalled to duty / employment prior to hiring of new employees. It shall be a violation of this contract for the Employer to change the classification of an employee for the purpose of avoiding following the strict rule of seniority in determining layoffs and recalls.

Management may depart from the use of seniority due to "needs of the service." Upon request of the affected officer, a supervisor making assignment different from an officer's established seniority position, shall state in writing his reasons for departing there from. A copy of the supervisor's reasons shall be forwarded to the officer, lodge, president and the Chief of Police within seven (7) calendar days of the questioned assignment.

SECTION 6. A sixty (60) day notice shall be given to any employee who will be affected by a reduction in force prior to any reduction in force going into effect.

ARTICLE 10

GRIEVANCE AND DISCIPLINARY APPEAL PROCEDURE

SECTION 1. The purpose of this procedure is to promote communication, encourage a thorough review of employee issues and to provide a just and equitable method, for the prompt resolution of the disputes without discrimination, coercion, or reprisal against any employee who submits a Grievance or Disciplinary Appeal.

The FOP, or any employee, may initiate a Grievance or Disciplinary Appeal within fifteen (15) calendar days of the act or action giving rise to the Grievance or Disciplinary Appeal including, but not limited to, written reprimands, and above, a recommendation of disciplinary action based on the allegation of misdeed or misconduct by the employee, or within fifteen (15) calendar days of the date knowledge is gained of said act or actions giving rise to the Grievance or Disciplinary Appeal. This shall not include oral

counseling given to the employee, nor shall it include criminal investigations as outlined by Article, 11, Section 4.

It shall be the right of the employee to request a member of the/bargaining unit to be present and aid him in any discussion with supervision in which the employee feels disciplinary action may result (re: Weingarten). The employee retains the right of FOP representation throughout the Grievance or Disciplinary Appeal process.

Written Counseling Forms: All written counseling forms shall be afforded to the employee upon request, of any written matter requiring said employee's signature or initials. Entries made by supervisors that may affect an employee's performance evaluation shall be discussed with the affected employee and the officer's initials required at the earliest opportunity. If an event or matter has not been documented within fourteen days (14) of its occurrence or discovery, and the effected employee given notice, it shall not be documented. However, if at the conclusion of an investigation under article 11, it is determined the most suitable disciplinary action is a written counseling form that discretion will be afforded to the supervisor without regard to the 14 day time limit.

SECTION 2. A Grievance shall be defined as any controversy or dispute between the Employer and FOP or any employee concerning the interpretation, enforcement or application of any provision of this Agreement, or concerning any of the terms or conditions of employment.

A Disciplinary Appeal shall be defined as the appeal of any disciplinary action the employee is subjected to. (Excluding counseling forms)

In all portions of the Grievance or Disciplinary Appeal procedure where the Employer is required to give notice to the Lodge or the Lodge president, the Employer shall also give notice to the employee's representative if someone other than the Lodge president.

SECTION 3. The Employee or the FOP shall initiate a Grievance or Disciplinary Appeal. A Grievance or Disciplinary Appeal shall be initiated by the Employee or the FOP. A grievance shall be deemed initiated when the employee or the FOP takes the appropriate step or those steps set out below and brings the matter to the attention of the appropriate supervisor in accordance with the following procedure.

In responding to a Grievance or Disciplinary Appeal the Supervisor/Chief of Police must notify the affected employee or his FOP representative. If the employee or his FOP representative is not available, the president or the vice-president of the FOP shall receive personal notice by telephone or in person of the availability of the written response to the Grievance or Disciplinary Appeal.

Step 1. The employee or the FOP shall first fill out the accepted Grievance or Disciplinary Appeal Form, if an employee or the FOP is filing the Grievance, it shall be presented to the employee's supervisor that initiated the action being grieved. If the employee or the FOP is filing a Disciplinary Appeal it shall be presented to the Chief of Police. The Chief of Police or his designee will handle all Disciplinary Appeals. The employee or the FOP shall discuss a Grievance with the supervisor receiving the Grievance in an attempt to reach a satisfactory solution. The supervisor who was presented the Grievance should review their handling and recommendations of the situation with their immediate supervisor prior to making recommendations to the employee. The supervisor's decision shall be made in writing and given to the employee and a FOP representative and the FOP president within ten (10) calendar days of receiving the Grievance. The majority of Grievances should be resolved at this step.

Step 2. If the provisions of Step 1 do not settle the Grievance filed by an employee, it shall be submitted in writing within ten (10) calendar days, from the receipt of the supervisor's response in Step 1 to the FOP Grievance Committee, which shall be defined as the Executive Board of the FOP. If the provisions of Step 1 do not settle the grievance filed by the FOP, it shall be submitted in writing within ten (10) calendar days, from the receipt of the supervisor's response in Step 1 to the Chief of Police. If the grievance committee meets during a member's normal off duty hours they shall receive straight time in the form of Compensatory time or pay for the time they are in the meeting.

Within ten (10) calendar days, the FOP Grievance Committee shall determine, in its discretion and judgment, whether or not a Grievance exists as defined above.

Step 3. If the FOP Grievance Committee finds a Grievance does exist, and the said Grievance warrants further processing, the Committee will submit in writing within ten (10) calendar days, this Grievance to the next level of supervision within the chain of command. If the Grievance Committee does not find that a Grievance exists then the Grievance process will stop. This Grievance process may continue through the chain of command to the Chief of Police if the Grievance is not resolved. The same ten (10) calendar day requirement shall be in affect throughout each step of the Grievance process.

The employee and FOP representatives shall be granted reasonable duty time to prepare their Grievance or Disciplinary Appeal to the succeeding levels, in so far as this does not adversely impact the operation of the Department.

Step 4.

- A. The Chief of Police may respond to the Grievance or Disciplinary Appeal immediately or may first refer the matter to the Labor Management Review Board for fact finding and recommendation. The Labor Management Review Board shall follow the guidelines set up in Article 11 Section 5, with exception of Compositions.
- B. The Chief of Police shall respond to the employee and the FOP president, in writing, within ten (10) calendar days from the date he received the Grievance or Disciplinary Appeal.

Step 5. If the Grievance or Disciplinary Appeal is still unresolved after receipt of the answer from the Chief of Police, the Grievance or Disciplinary Appeal may be submitted to the City Manager within ten (10) calendar days from the date the Chief of Police's response is received by the employee. The City Manager shall review the Grievance or Disciplinary Appeal and issue his response to the Chief of Police, the FOP president and the employee within ten (10) calendar days.

At no time during this procedure will an employee be threatened with increased punishment or disciplinary action.

SECTION 4. If the Grievance or Disciplinary Appeal is unresolved after receipt of the answer from the City Manager, the FOP may request that the matter be submitted to impartial arbitration. This request shall be made in writing to the City Manager's answer to the Grievance or Disciplinary Appeal and the parties shall jointly request a panel of seven (7) arbitrators from the Federal Mediation and Conciliation Service. Such request for arbitration shall be submitted to the City Manager's office within sixty (60) calendar days of receipt of the City Manager's response to the Grievance or Disciplinary Appeal.

- A. Within five (5) calendar days from the receipt of such panel, a representative of the FOP and the City shall meet and alternately strike names until one (1) arbitrator remains, who shall be selected as the impartial arbitrator.
- B. The party requesting arbitration shall strike the first name. The arbitrator so selected shall call a hearing to be held within ten (10) calendar days after the date of his selection and shall give at least seven (7) calendar days notice, in writing, to the FOP and the City of the time and place of such hearing.
- C. The hearing shall be concluded within twenty (20) calendar days from the time of commencement. Within ten calendar (10) days after the conclusion of the hearing, the

arbitrator shall issue a written opinion containing the findings and recommendations with respect to the issues presented. A copy of said opinion shall be mailed or otherwise delivered to the FOP and the City.

- D. The arbitrator's authority shall be limited to the interpretation and application of the terms of this Agreement and/or any supplement thereto. The arbitrator shall have no jurisdiction to establish provisions of a new agreement or variation of the present Agreement or to arbitrate away, in whole or in part, any provision of this Agreement, or any supplements thereto or amendments thereof. This shall not preclude individual wage grievances.
- E. The hearing shall be informal and the rules of evidence prevailing in judicial proceedings shall not be binding. Any and all documentary evidence and other data deemed relevant by the arbitrator may be received in evidence. The arbitrator shall have the power to administer oaths and to require by subpoena the attendance and testimony of witnesses, the production of books, records and other evidence relevant or pertinent to the issues presented to the arbitrator for determination.
- F. With respect to the interpretation, enforcement or application of the provisions' of this Agreement which do not relate to the statutory and Charter authority of the City Council and the City Manager, the decision, findings and recommendations of the arbitrator shall be final and binding on the parties to this Agreement.
- G. The cost of the arbitrator shall be shared equally between the FOP and the Employer. If a transcript of the proceedings is requested, then the party so requesting shall pay for it.

All time limits set forth in this article may be extended by mutual consent between the employee and the Chief of Police but, if not so extended, they must be strictly observed. If either party fails to pursue any Grievance or Disciplinary Appeal within the time limits provided and the Grievance is at the level of Lieutenant, or FOP Grievance committee the Grievance shall immediately go to the level of the Chief of Police. If the Grievance or Disciplinary Appeal is at the level of Captain, Major, Assistant Chief, Chief of Police, or City Manager and a party fails to pursue any Grievance or Disciplinary Appeal within the time limits provided, in case of the employee, he shall have no right to continue the Grievance or Disciplinary Appeal; in the case of management, it will be deemed a response in favor of the employee's remedy.

It is specifically and expressly understood that filing a Grievance or Disciplinary Appeal under this article, which has as its last step final and binding arbitration, constitutes an election of remedies and a waiver of any and all rights of both parties, the FOP or the Employer, to litigate or otherwise contest the last answer rendered under the procedures set forth in this article in any court or other appeal forum.

SECTION 5. The FOP president or his authorized representative may report an impending Grievance or Disciplinary Appeal to the Chief of Police in an effort to forestall its occurrence.

ARTICLE 11

POLICE OFFICER BILL OF RIGHTS

SECTION 1. POLICE OFFICER BILL OF RIGHTS

- A. The FOP acknowledges that the governmental administrators and Chief of Police of Midwest City have the right to establish reasonable rules and regulations for processing complaints against police officers and for disciplining police officers for cause.
- B. When existing rules and regulations or policy are changed, or new rules, regulations or policy are established, they shall be posted prominently on all department bulletin boards and furnished to each commander, who will be responsible for dissemination of written copies of the changes to each officer under his supervision. Memos which permanently alter or change Policy and Procedure, General Orders, or Regulations, shall be incorporated into those documents on a quarterly basis.
- C. The Chief of Police shall establish and put into operation a system for the receipt, investigation and determination of complaints against police officers that he receives from any person.
- D. In order to properly delineate and protect the rights and responsibilities of members of the Midwest City Police Department with regard to disciplinary matters, the following provisions are hereby made a part of the rules and regulations of the Department.
- E. Whenever an officer is under investigation and is subject to interrogation by members of the department for any reason that could lead to disciplinary action, demotion or dismissal, such investigation will be conducted in a professional manner as follows:

SECTION 2. COMPLAINTS

The procedures established herein shall be used when a complaint is registered against any employee of the Midwest City Police Department by anyone who makes allegations which, if true, would constitute an infraction of some policy, procedure, rule, regulation or law governing the personnel of the Midwest City Police Department.

Critical complaints shall be defined as any offense that, if proven, could result in a violation of local, state or federal laws or, if verified, would result in a demotion, any loss of pay or termination of employment.

All other complaints shall be defined as Non-Critical.

A. Receipt of Complaints

1. Any employee of the Midwest City Police Department receiving a complaint regarding employee actions shall immediately refer the complainant to a supervisory officer who shall immediately reduce the complaint to writing. The supervisory personnel then shall obtain the basic information if known (date, time, complainants name, address and telephone number, nature of complaint, name(s) of witnesses), and then immediately forward the complaint to the Chief's Office.
2. All complaints shall be made in writing, with sufficient specificity so as to fully inform the officer of the nature and circumstances of the alleged violation, in order that he/she may be able to properly defend himself or herself.
3. Written complaint forms shall be available at all commanders' offices.
4. When a complaint is received at the Chief's office, it may be assigned to the Internal Affairs or sent to the respective employee's commander, at the discretion of the Chief of Police or his Designee.
5. If the complainant declines cooperation in any manner, or refuses to sign a formal complaint if asked, the supervisor's inquiry will be brief, if not ceased immediately, unless the allegation is one of a criminal nature or one defined as a critical complaint.
6. Any investigation critical or non-critical shall be started and completed within thirty (30) days or sooner

if possible from the act or its discovery, or ten (10) calendar days after the completion of criminal complaint/investigations (whichever is greater). This shall include written notification of proposed disciplinary action, which results from the investigation. Any form of disciplinary action which results in any loss of pay, demotion or termination, shall be reviewed and approved by the Chief of Police. Any and all discipline recommended shall be started at the conclusion of the grievance process as outlined in Article 10 if applicable. An extension may be granted, for critical complaints only, by the City Manager upon receipt of written justification, provided to all appropriate parties not to exceed an additional ten (10) working days.

B. Notice to Officer:

The accused officer shall be furnished a copy of the affidavit that contains the alleged wrongdoing and the full name of the complainant, before the accused officer is interviewed or disciplined. This notice requirement shall not prohibit the conducting of an independent investigation by the Chief, or his designee, prior to notice provided, however, this independent investigation shall cease immediately upon the determination of the substance. After notice, the accused officer may elect to postpone any interview for a mutually agreeable reasonable time.

C. Investigation of Complaints:

1. An investigation shall begin immediately upon receipt of a complaint at any supervisory level, as assigned by the Chief's office.
2. Investigation of telephone and anonymous complaints shall be made only at the direction of the Chief of Police, and then only if the allegation is of a criminal nature or if the allegation is a critical complaint by definition.
3. Any written or recorded statement made by the complainant to an investigating officer shall be made available to the complainant, affected officer or FOP upon request by the complainant, affected officer or FOP.

4. The employee under investigation cannot discuss the subject matter of the inquiry with anyone other than the employee's labor representative and attorney during the investigation. The complainant must not be contacted under any circumstance during the investigation.
5. The officer in charge of the investigation will, if warranted in his judgment, ask the complainant to take a polygraph test administered by a qualified operator. The investigator will also inform the complainant that he may be asked to appear at a board of inquiry for the purpose of giving testimony regarding his complaint.

D. Withdrawal of Complaint:

If a complainant expresses the desire to withdraw his/her complaint and has no desire to pursue the complaint further, he/she will be requested to sign a "Complaint Waiver Form" so that the case can be closed. Internal Affairs will take complaint waivers they receive to the Chief's office; supervisors will forward complaint waivers they receive through the chain of command.

SECTION 3. RIGHTS OF LAW ENFORCEMENT OFFICERS WHILE UNDER INVESTIGATION:

- A. Whenever a law enforcement officer is under investigation and is being interviewed by members of his agency, for any reason which could lead to disciplinary action, demotion or dismissal, such interrogation shall be conducted under the following conditions:
1. The interview shall be conducted at a reasonable hour, preferably at a time when the law enforcement officer is on duty, unless the seriousness of the investigation is of such a degree that an immediate action is required.
 2. The interview shall take place either at the office of the commander of the investigating officer, or at the office of the Internal Affairs Unit or Police Unit in which the incident allegedly occurred, as designated by the investigating officer.
 3. The officer under investigation shall be informed of the rank, name and command of the officer in charge of the investigation, the interviewing officer and all persons present during the interview. All questions directed to the officer being interviewed shall be asked by and through one interviewer at any one time.

4. Interviewing sessions shall be for reasonable periods and shall be timed to allow for such personal necessities and rest periods as are reasonably necessary.
5. The law enforcement officer being interviewed shall not be subjected to offensive language or threatened with transfer, dismissal or disciplinary action. No promise or reward shall be made as an inducement to answering any questions.
6. During internal affairs and critical complaint investigations, the interview of the law enforcement officer who is the subject of Complaint, including all recess periods, shall be recorded and there shall be no unrecorded questions or statements.

- B. No officer shall be discharged, disciplined, demoted or denied promotion, transfer or reassignment, or otherwise be discriminated against in regard to his employment, or be threatened with any such treatment by reason of his exercise of his rights.

SECTION 4. CRIMINAL INVESTIGATION:

If an officer is arrested, or likely to be arrested, or is a suspect in any criminal investigation, he/she shall be afforded the same constitutional rights as are accorded a civilian including, but not limited to, the right to remain silent, the right to counsel, and shall be notified of these rights before any questioning commences. Nothing in this provision shall prevent the suspension with pay, or reassignment, of such officer pending internal disposition of such charge.

CIVIL SUITS:

Police officers named as defendants in any civil lawsuit for actions taken while performing in an official capacity as a police officer for the City of Midwest City Police Department have the same rights accorded any litigant in a civil suit. The Employer recognizes its responsibility pursuant to Title 51' Oklahoma Statutes, Section 151 et seq., as amended, to indemnify employees from certain claims arising out of the performance of their duties and from the costs and expense incurred in defending said claims. The Employer states its intention to adhere to said statutory requirement.

SECTION 5. INTERNAL BOARD OF INQUIRY AND RECOMMENDATION:

- A. The purpose of this Section is to establish an Internal Board of Inquiry and Recommendation designed to inquire into or investigate all allegations of misconduct by officers presented to it.

B. THE INTERNAL BOARD OF INQUIRY AND RECOMMENDATION:

1. The Chief of Police shall have available to him an Internal Board of Inquiry and Recommendation that will inquire into or review all allegations of misconduct presented to it by the Chief of Police. The Chief of Police shall confer with the Human Resources Director as to appropriateness of utilization of such Board on matters that could involve demotion, suspension without pay or termination and will mutually agree as to whether or not to utilize such Board.
2. Following such inquiry, it shall then make recommendations on its determination to the Chief of Police.
3. The Board, as indicated, is comprised of two areas of responsibility, one of inquiry and one of recommendation; thus, the inquiry may be extended to matters of policies and procedure for which a need may be indicated by the initial incident inquiry.
4. Composition:
 - (a) The Board of Inquiry will be chaired by an officer appointed by the Chief of Police, with the hearing being conducted informally.
 - (b) The Board of Inquiry will be comprised of five (5) officers. These officers will be selected by a random drawing process. The officer before the Board will accomplish the drawing in one of the following manners according to his grade.

Examples:

- 1) If an incident involving a Patrol Officer/Sergeant is being reviewed, the make-up of the Board will be four (4) Lieutenants, and one (1) Captain.
- 2) If an incident involving a Lieutenant is being reviewed, three (3) Lieutenants, one (1) Captain and one (1) Major.

3) The officer before the Board may challenge and have removed from the Board one member and replace that member with one of equal grade of his choosing.

- (c) In no event will there be a member of the Board of lower rank than the subject officer.
- (d) Any action involving a Captain or above will be handled personally by the Chief of Police.
- (e) Persons who were directly involved in the incident or in the investigation of that incident being brought to the Board will not be selected to serve on the Board.
- (f) The selection process will be completed prior to the FOP selecting a member of the Police Department to witness the proceedings.

5. Procedure:

- (a) Internal Affairs will present the case to the Board.
- (b) The subject Officer is privileged to participate in the hearing or remain silent; however, he/she may be compelled to, answer questions from the Board.
- (c) The officer before the Board is permitted, in fact urged, to be represented and aided by another officer of the department. The officer may choose anyone he/she wishes to represent the officer, up to and including Major.
- (d) By mutual consent, the proceedings may be recorded, and either party may request a copy of the tape at their own expense.
- (e) Rules of evidence shall not apply to the proceedings.
- (f) The Board may accept investigative reports as full and fair statements of facts unless the officer presents contrary evidence.
- (g) The scope of the inquiry shall address specifically, directly and narrowly the allegation before the Board.
- (h) The proceeding of the Board shall be maintained in confidence until the close of the inquiry and results given the Chief of Police to the subject officer.

- (i) No evidence, presented by the Internal Affairs office shall be reproduced or any way copied by any member of the Board.
- (j) The only other persons permitted at the hearings include an aide to the Chief of Police, the City Manager or his designee, a member of the Police Department selected by the legal bargaining agent and one member of the Oklahoma Bar Association. These persons may only act as observers and will not participate in any way in the hearing.
- (k) The Chairman of the Board, will to a large measure determine its success; his position, therefore, will be one of impartiality and objectivity so that he will not influence the Board except in the maintenance of decorum, dignity and control of conduct.
 - (l) On completion of the inquiry, the Chairman and all others except the five (5) members of the Board will be excused.

6. The Board of Inquiry becomes an independent Board of Recommendation at this point:

- (a) The five-officer Board will then be chaired by the senior officer of the highest rank.
- (b) Each member shall participate fully in the deliberations.
- (c) At the conclusion of its deliberation, if the Board has found a basis for the complaint on a preponderance of evidence, it will call the Chief of Police, the immediate supervisor of the subject officer and the subject officer and his/her representative (if the employee so chooses). If the Board has found no basis for the complaint, it shall move immediately to Step f. below.
- (d) It will then ask for a general statement from the immediate supervisor on the work record and reputation of the subject officer and a specific recommendation of disciplinary action if he wishes to make one. The HR department should then give the Board the personnel record file of the subject officer for review. Red Books, supervisor diaries

or their electronic equivalents for the current performance evaluation period shall be reviewed.

- (e) At this time, the Chief of Police, the immediate supervisor and the subject officer will again leave the Board so that it may determine its recommendation.
- (f) A recommendation will be made by the directly to the Chief of Police by memorandum.
- (g) While the Chief may accept, modify or reject the recommendation, it should be the basis for his final decision. In the event the Chief of Police does not follow the recommendation of the Board, he shall state his specific reasons therefore in writing to the subject employee.
- (h) With the concurrence of the Chief of Police, the Board may be expected to continue its deliberations and inquiry into matters of policy and procedure which may be presented in an additional memorandum to the Chief of Police for his consideration.

SECTION 7.

COMMUNICATIONS

1. Communications, or requests made in writing directed through the chain of command, shall receive a response in writing.
2. Acknowledgment to a written communication or request shall be made within fifteen (15) calendar days of it being placed into the chain of command.

ARTICLE 12

HOLIDAY PAY

SECTION 1 All employees covered by this Agreement shall be entitled to one hundred hours off per contract year for which they shall receive pay at their regular rate and which are available to all employees July 1 of each year,

SECTION 2. A maximum of seventy hours (70) of holiday pay not utilized by the employee during the contract year prior to the last day of the last pay period ending in June shall be paid for by the

Employer at a rate of straight time for hours not used. This payment shall be in addition to the employee's regular pay, with payment being made with the first payroll check in July.

SECTION 3. Holiday pay may be utilized in no less than one quarter ¼ (.25) hour increments.

SECTION 4. Upon termination of employment, for any reason, the employee shall receive pay at his/her regular hourly rate of pay. The employee shall be paid for his /her unused holiday pay at a rate of 3.85 hours per pay periods from July 1st. Any time over twenty pay periods of service shall result in full payment of unused holiday pay. If the employee has used more holiday pay than earned by the probation, his/her final check will be adjusted by his/her current rate of pay.

SECTION 5. All employees with accumulated holidays as of July 1, 1980 shall retain said holidays until they are used or compensated for at separation from City employment.

ARTICLE 13

VACATION LEAVE

SECTION 1. All employees covered by this Agreement shall be entitled to vacation leave at the following rates:

<u>Length of Service</u>	<u>Leave Accrued</u>
12 - 59 months	4.2 hours per pay period
60 - 119 months	5.1 hours per pay period
120-179 months	6.0 hours per pay period
180-239 months	7.0 hours per pay period
240 or more months	7.85 hours per pay period

SECTION 2. Vacation leave may be accumulated up to a maximum of two hundred sixteen (216) hours. At the end of the calendar year, all approved accumulated leave in excess of 216 hours shall be paid at the rate of straight pay, with payment being made on the second payday in January.

SECTION 3. No more than a total of twelve (12) days vacation and personal leave shall be taken in succession without the prior approval of the Chief of Police. Vacation leave may be utilized in no less than one quarter ¼ (.25) hour increments.

SECTION 4. Upon termination of employment for any reason, the terminating employee shall receive pay at his/her regular hourly rate for all accrued vacation leave hours.

ARTICLE 14

SICK LEAVE

SECTION 1. All employees covered by this Agreement shall be entitled to accrue twelve (12) days sick leave per year. Employees shall accrue 4.6 hours sick leave per pay period.

SECTION 2. Sick leave may be accumulated up to a maximum of eleven hundred hours (1100). Pay for accumulated hours over the maximum amounts shall be computed at the rate of one hour's pay for every two (2) hours accumulated. Pay shall be figured at the end of the calendar year and payment shall be made on the second payday in January

SECTION 3. Permanent employees are the only employees eligible to take sick leave with pay. Sick leave shall be granted for the following reasons: personal illness or physical incapacity, enforced quarantine of the employee in accordance with community health regulations, medical and dental appointments (not to exceed four (4) hours each) and an illness of a member of the employee's household that requires the employee's personal care or attention.

SECTION 4. Sick leave with pay in excess of three (3) consecutive work days shall be granted only after presentation of a written statement by a licensed physician certifying that the employee's condition prevents him/her from performing the duties of his/her position. A statement for sickness may be required for less than three (3) days at the discretion of the Chief of Police.

SECTION 5. Upon termination of employment with less than ten (10) years continuous municipal employment, no payment shall be made to the terminating employee for unused sick leave. Upon termination of employment after ten (10) years of continuous municipal employment for any reason, the terminating employee shall receive payment for all accrued sick leave. All hours of accrued sick leave shall be paid at fifty percent (50%) of the employee's regular hourly rate of pay. One hundred (100) percent of the sick leave balance shall be paid to the employee's named beneficiary in the event an employee is killed in the line of duty, defined as follows: A death in the line of duty occurs when suffered in the performance or discharge of a duty required of the employee as a member of the Police Department.

SECTION 6. Sick Leave Saving Incentive.

- A. Employees who use three (3) shifts or fewer per calendar year shall receive incentive pay in the following manner: For the purpose of calculation, shifts shall be used in hours according to employees work schedule.

Eight (8) hour employees:

0 Hours sick leave used \$900
1-8 hours sick leave used \$500
9-16 hours sick leave used \$300

Ten (10) hour employees:

0 Hours sick leave used \$900
1-10 hours sick leave used \$500
11-20 hours sick leave used \$300

Pay for sick leave savings will be figured at the end of the calendar year at the pay rate of straight hourly pay and shall be paid on the second payday in January. An employee who receives an off duty injury may be granted light duty status. Although he is assigned to light duty work status, the first one (1) through four (4), days of that assignment shall be counted as sick leave in computing his/her sick leave incentive pay. The employee shall not be required to use his/her sick leave for this deduction to occur during his/her light duty work assignment (injured off duty). This shall not change the manner in which on duty injuries are handled.

ARTICLE 15

INJURY LEAVE

SECTION 1. An officer injured on the job shall continue to receive his/her regular rate of pay during absence from work not to exceed six (6) calendar months from the date of injury; provided, however, after the first ninety (90) days, a physician's statement verifying the officer's inability to perform assigned duties shall be required at thirty (30) day intervals to carry said officer on paid injury leave. The officer shall not make any type of pay back concerning his/her regular pay received while absent from work.

SECTION 2. If, during the six months of injury leave, it is determined by the Police Pension and Retirement Board, based on medical evidence, that the injured officer should be medically retired, and he/she is so retired, then the injury leave shall cease.

SECTION 3. Employees on injury leave shall be in compliance with provisions or restrictions of their doctor or physician in all aspects of their outside employment or personal activities.

Any violation of this section shall be dealt with pursuant to Title 85 and Title 11, Oklahoma Statutes, et seq., as

amended, Oklahoma Police Officers Pension and Retirement Systems, additions and amendments.

ARTICLE 16

CHILD BIRTH LEAVE

SECTION 1. The Family Medical Leave Act shall be followed by the employees and the Employer.

SECTION 2. An employee on child birth leave shall notify the Chief of Police thirty (30) days in advance of the date he/she intends to return to work.

SECTION 3. Approved childbirth leave shall not constitute a break in service. The employee shall not lose seniority or accrued benefits while on birthing leave, but accrual of additional benefits shall not be permitted during that period. Time spent on birthing leave without pay shall not be used in computing longevity or time-in-step for merit increases. At the expiration of birthing leave, the employee shall be returned to the next available position of the same class and grade.

SECTION 4. The Employer shall comply with the Pregnancy Discrimination Act and shall not treat leave due to pregnancy any differently than other types of medical leave.

ARTICLE 17

EMERGENCY LEAVE

SECTION 1. Emergency leave with pay shall be granted for the following reasons. A serious sickness, reviewed on a case-by-case basis by the Chief of Police; an unscheduled hospitalization of a member of the employees immediate family that requires an employee's personal care or attention; an emergency relating to a member of the employee's immediate family which requires for immediate action; or the death of a member of the employee's immediate family (parents, grandparents, grandchildren, sons, daughters, brothers, sisters, spouses, father-in-law, mother-in-law, dependent members of the employee's immediate family and, in case of where the employee was raised by persons other than natural parents, those persons who acted in the capacity of the natural parents).

SECTION 2. In the event an employee is notified of the impending death of those listed as immediate family in Section I above, emergency leave may be granted, subject to the limitations noted herein.

SECTION 3. The maximum number of working days allowed per year is seven (7).

SECTION 4. Additional emergency leave may be granted at the discretion of the City Manager.

SECTION 5. When there is a death in the family of the employee of a person other than those stipulated as immediate family in Section 1 above, an employee may be granted one shift of emergency leave with pay. Definition of family in this section shall be all relatives once removed from the employee's immediate family.

ARTICLE 18

MILITARY LEAVE

SECTION 1. Military leave for active duty other than for National Guard or Reserve Training shall be governed by the following provisions:

- A. Eligibility. Any represented officer who leaves the Employer's service for military duty shall be placed on military leave without pay.
- B. A represented officer going on military leave may use, freeze, or be paid in full all of his/her accrued Vacation Leave, Personal Time Off, Compensatory Time at the employees discretion. If frozen, all leave will be restored to the represented officer upon return from active military leave.
- C. A represented officer's sick leave shall be frozen or paid as appropriate under Article 14 of the CBA while he/she is on military leave. When the represented officer returns to the employer's service, he/she shall have his/her sick leave restored.

The employer and all represented officers will comply with all federal and state laws as they pertain to military service and use of military leave.

SECTION 2. Military leave for National Guard or Reserve training shall be governed by the following provisions:

- A. All represented officers who are members of a reserve component of the Armed Forces or the National Guard shall be entitled to military leave for the purpose of annual camp and regular drills without the loss of base pay

during the first thirty (30) calendar days of such leave of absence during any federal fiscal year (October 1-September 30). However, the represented officer will not be entitled to any pay other than base pay, such as car allowance, while on military leave.

- B. In the event that the military training for which military leave is requested is optional and the represented officer volunteered for such school, training or duty, all such military leave will be without pay; however, the represented officer may be permitted to schedule vacation for such purpose at the discretion of the Chief of Police.
- C. The represented officer shall present the Chief of Police a copy of his/her orders to report for annual active duty training a minimum of ten (10) working days prior to departure on leave (or as soon as known). The represented officer shall also provide the Chief of Police with notice of his/her drill schedule within ten (10) working days of receipt of the schedule.
- D. A represented officer who is a member of the reserve component of any branch of the Armed Forces or the National Guard who is ordered to active duty as a result of a state or national emergency is entitled to leave of absence without loss of pay during the first thirty (30) calendar days of such leave unless his/her being ordered to active duty is because of (a) his/her own request or (b) a failure to fulfill the contractual obligation to the Armed Service.

ARTICLE 19

HOURS OF WORK

SECTION 1. The standard work period shall be 28 days in length comprised of eight (8) or ten (10) hour shifts. In the event an employee's shift schedule is changed, the existing mathematical ratio of duty days on shall be adjusted in regard to shifts off within 30 days of undertaking the new duty schedule.

The standard work period for eight-hour employees shall be 28 days in length composed of eight (8) hour shifts with five (5) consecutive days on duty and two (2) consecutive days off duty. The existing two (2) rotating shifts system in effect on the date of this Agreement shall be maintained.

The standard work period for investigations employees shall be 28 days in length composed of ten (10) hour shifts with four (4) consecutive days on duty and three (3) consecutive days off duty. The days off shall be limited to Friday, Saturday, Sunday or Saturday, Sunday, Monday.

The FOP recognizes the necessity for flexibility as to the actual hours of work of the two Investigation Bureau shifts of operation. It is agreed that the two shifts shall begin no earlier than 0700 hours and end no later than 2200 hours. An exception to these hours of work may be necessary to address specific crime problems as identified by Police Department Management. These changes in the hours of work shall not exceed fourteen calendar days at a time.

The FOP recognizes the necessity for flexibility as to the actual hours of work of the Traffic Enforcement shifts, comprised of the four Motorcycle Officers. A Ten (10) hour shift system shall be maintained for the Traffic Enforcement shifts, eight (8) consecutive days on duty followed by six (6) consecutive days off duty.

Field Operations Bureau shall maintain the ten (10) hour shift system comprised of three (3) shifts, with eight (8) consecutive days on duty, followed by six (6) consecutive days off duty. The hours of each shift shall be posted during the shift bid cycle.

A "Shift - Bidding" program will go into effect at the time of this Agreement for the Field Operations Bureau. With the following categories and ranks being separated into categories

1. Field Training Officers
2. Sergeants and Patrol Officers
3. SWAT team members

If an officer is listed in more than one of the special categories of Field Training Officers, Motor Officers or SWAT team members, his/her choice shall be subject to the following priority of categories.

Priority I: Field Training Officers
Priority II: SWAT Team Members

EXAMPLE:

An officer is a Field Training Officer and a SWAT team member and he/she bids Shift I in both categories. Three other field officers are senior to this officer, but he/she is the most senior officer on the SWAT team. The officer would not be awarded his/her first choice because the category of Field Training Officers is a higher priority category.

Each officer within a category will submit a bid in writing, indicating his/her three (3) choices of shifts he/she wishes to be

assigned to for the bidding cycle; the first choice being the shift most desired and the third choice being the least desired.

The cycle will be for one (1) year and the shifts assigned will be determined by seniority in the category the officer is in. Depending on the officer's seniority and the shifts requested by the officer, the officer will be assigned to his/her first choice unless that shift is already filled with officers with more seniority. At that time, the officer will be assigned to his/her second choice unless it is also filled with officers with more seniority. The third choice of the officer will then be assigned, unless it is also filled with officers with more seniority.

The District assignments and days off assigned to them for the coming Shift Bidding year shall be posted no later than the first day of November each year.

The written bid will be turned in to the Field Operations Commander between November 1 and November 30 of each year and the shift cycle will commence on January 1 of each year. The only shift transfers other than outlined in the bidding process will occur upon promotion (Seniority Article shall apply), agreements between two (2) officers of the same category to trade shifts, vacancies upon shifts that are posted and bids will be taken by seniority, and temporary shift shortages, or short term special projects requiring additional manpower. Any officer not submitting a bid within the dates outlined above, without special permission, will be assigned to the shift with vacancies after all other officers are assigned. Any other transfers (reassignments) will be from disciplinary action and subject to Article 10 of this Agreement.

The Chief of Police may, under Article 5 Management Rights, assign officers to other shifts or special assignments for a period not to exceed four (4) months appointment. At the conclusion of such time the affected officer shall return to his/her normal shift assignment as bid under the provisions stated above. By mutual agreement of the affected officer and the Chief of Police, the time period may be extended to, but not exceed, eighteen (18) months appointment.

An assignment to the Investigations Division as an Investigator shall be for a minimum of twenty four (24) months with no maximum time assigned. By mutual agreement of the affected officer and the Chief of Police, the minimum time period may be changed to less than twenty four (24) months.

The "shift bidding" process will not affect the assignment of probationary police officers to such shift(s) as the Chief deems appropriate for training purposes. Upon successful completion of their entry-level probation period, such officers shall be required to

bid on shift assignments on the basis of seniority in the manner stated above.

SECTION 2. Employees required to perform duties in association with their position outside their normal shift shall, at their option, be paid or receive compensatory time.

- A. If payment is received, the employee shall receive pay at one and one-half his/her total hourly rate for each hour worked outside his/her normal shift. The total hourly rate of pay shall include the regular rate of pay and shift differential plus Longevity pay if the shift differential or longevity pay is received on a regular basis.
- B. If compensatory time is received, the employee shall be credited with one and one-half hours compensatory time for each hour worked outside his/her normal shift.
- C. Employees required by the Employer to receive training outside their regular work period shall be paid their regular rate of pay. The Chief of Police or his designee may adjust an officer's regular work period within the officer's work cycle to accommodate the receiving of training. Represented officers required to attend training during their regular work cycle shall be provided with ten (10) hours off duty with pay immediately prior to each day of class or training.

Employees who are instructing outside of their regular work period shall be allowed to choose between being paid at a rate of one and one half hours for each hour worked, or receiving compensatory time at a rate of one and one half hour for every hour worked.

SECTION 3. Employees who are called back to duty during their normal off duty hours shall receive a minimum of three (3) hours compensatory time or three (3) hours pay, at their option. However, officers who are called back less than three hours prior to the beginning of their regularly scheduled shift shall receive the actual time prior to his reporting for his/her shift. This time prior to the beginning of the officers' regular shift shall be paid at the rate of one and one half hour for every hour. This section does not apply to any litigant who names the city as a defendant or any one subpoenaed by the plaintiff.

- A. "Court Time Compensation" Employees who are called back to duty during their normal off duty hours, to attend Department of Public Safety Hearings, which shall

include Phone Hearings, Municipal, District and Federal Court, shall receive a minimum of three (3) hours compensatory time or pay, at time and one-half for all court appearances in which they are subpoenaed and appear. However, officers who are called back less than three hours prior to the beginning of their regularly scheduled shift shall receive the actual time prior to his reporting for his/her shift. This time prior to the beginning of the officer's regular shift shall be paid at the rate of one and one half hour for every hour.

Employees whose call back is canceled prior to them reporting for work will only receive one (1) hour compensatory time or pay.

SECTION 4. Compensatory time shall be taken at such time so as not to impede the operation of the department as determined by the chief of Police. Overtime shall be approved in accordance with departmental policy. Employees shall be allowed to accumulate eighty (80) hours of compensatory time. Over eighty (80) hours will result in automatic cash payment for overtime worked.

A. **SIU Employees.** Employees assigned to Special Investigations Unit (SIU) and School Resource Officers (SRO), and Community Action Officers (CAO) shall be allowed to accumulate four hundred (400) hours of compensatory time while assigned to SIU or School Resource duties. Compensatory hours above four hundred (400) hours will result in automatic cash payment for overtime hours worked. Employees who transition from any of these assignments shall have their accumulated compensatory time placed into their compensatory bank. Employees transferring from any of these assignments shall have half of the accumulated compensatory bank transferred as use or lose time within one (1) year from date of transfer.

The Employer shall not be required to pay the employee for any compensatory time over eighty (80) hours which was transferred from any of these assignments (see Section 4 this article). The employee shall keep the remaining time until the employee uses it or terminates. Any new compensatory time earned once transferred from any of these assignments shall be handled according to Section 4 of this article. The employee shall not be forced to use compensatory time by the Employer.

B. Employees assigned to Criminal Investigations shall be allowed to accumulate eighty (80) hours of compensatory time while assigned to the division. Compensatory hours above eighty (80) hours will result in automatic cash payment for overtime hours worked. Employees who transition from their respective division shall have their accumulated compensatory time placed into their compensatory bank.

The Employer shall not be required to pay the employee for any compensatory time over eighty (80) hours which was transferred (see Section 4 of this article.) The employee shall keep the time until the employee uses it or terminates. Any new compensatory time earned once transferred shall be handled according to Section 4 of this article. The employee shall not be forced to use compensatory time by the Employer.

SECTION 5. Upon termination of employment for any reason, the terminating employee shall receive pay at his/her regular hourly rate for all accrued compensatory hours.

SECTION 6. The Employer agrees that officers shall not be required to perform duties normally performed by other municipal departments except in an emergency situation or where danger to life, health or property exists. The determination of these situations shall be made by the City Manager and/or anyone properly acting in his capacity.

ARTICLE 20

WAGES

SECTION 1. All police officers that are promoted into the Sergeant rank will be placed in the Sergeant step showing the smallest increase in pay.

SECTION 2. Employees covered under the bargaining agreement shall receive a .5% COLA for fiscal year 2015/2016 which will be effective July 01, 2015 as reflected in Addendum A.

ARTICLE 21

**SPECIAL ASSIGNMENT/HAZARDOUS DUTY/
MOTORCYCLE OFFICER/FIELD TRAINING OFFICER/
K-9 (CANINE) HANDLER**

SECTION 1. Special Assignment is defined as any of the following positions: Detective, Special Investigations, Community Action Officer, School Resource Officer, and Explorer Post Advisor, SWAT,

Motor Officers. Officers assigned duty that is managed outside of this department (e.g. FBI, Violent Crimes Task Force).

1. Officers assigned as Detective shall have reached the rank of Sergeant prior to being assigned.
2. Hazardous Duty Assignment is defined as any of the following positions: Special Weapons and Tactics Team Officers and officers assigned to the "Bomb Squad."

Selection process for above Special Assignments and Hazardous Assignments to be designed by management to meet the needs of management.

At the time of posting of the opening in a Special or Hazardous Assignment, the minimum duration of assignment shall also be posted and the successful applicant shall be guaranteed the posted duration of assignment unless the employee voluntarily withdraws from the assignment or the employee is removed for the unwillingness or inability to perform duties assigned after appropriate counseling, training and developmental measures have been exhausted.

It is understood and agreed that this article does not preclude management from specially assigning an employee of a higher rank than Sergeant position; however, in the event management elects to specially assign an employee of higher rank than Sergeant, that employee shall not lose any seniority status, benefits or monies for the duration of the assignment and shall be returned to the position formerly held prior to the special assignment.

A. Officers who are assigned as Field Training Officers (FTO) shall receive additional pay in the amount of ~~twenty-five~~forty dollars (\$~~25~~40.00) per shift in which an FTO has a Police Officer, or a Probationary Police Officer assigned to him/her for more than one-half (1/2) of the regularly scheduled shift.

1. Field Training Officers shall be selected from the rank of Sergeant.
2. Only certified Field Training Officers (FTO) selected in a process designed by management to meet the needs of management shall conduct Field Training Officer duties. Assignment of probationary officers shall be done on a rotating basis with the intent being that each FTO shall receive an equal number of training assignments.

C. Effective October 24, 2007 employees assigned the task of being a K-9 (Canine) Handler, who cares for, houses and is

responsible for handling a Midwest City Police Canine (to include bomb dog, patrol dog and drug dog) shall receive 30 minutes (time off), during each shift worked, for their off-duty care and handling of the dog(s) assigned to them. This time off shall occur the first or the last 30 minutes of the shift, as determined by management. In the event the handler is not allowed the time off they will receive 30 minutes of compensatory time figured at straight time.

1. K-9 (Canine) Handlers shall receive compensation in the form of 60 minutes compensatory time for the off-duty care and handling of the dog(s) assigned to them which occurs on days that the handler does not work a shift. The rate of compensation shall be figured at straight time.
2. K-9 Handlers shall receive compensation in the form of compensatory time for veterinary appointments for their assigned dog(s) which occur outside of the handler's normal shift. The rate of compensation shall be figured at straight time for every hour spent going to and from the veterinarian's office and the time spent at the office. Handlers shall be required to notify the K-9 Supervisor as soon as possible after an emergency visit, and prior to routine veterinarian appointments.
3. K-9 (Canine) Handlers shall be allowed to accumulate compensatory time earned by the off duty care of their assigned dog (s). This bank shall be separate from the compensatory time bank found in Article 19, Section 2 through Section 4.
4. A total of eighty (80) hours of compensatory time earned by the off duty care of their assigned dog(s) shall be carried over into a new contract year. Time in excess of the eighty (80) hour bank shall be paid to the handler at the end of the contract year. At a rate of one hours pay for one hour of compensatory time.

Upon Termination of employment for any reason, the terminating employee shall receive pay at his/her regular hourly rate for all compensatory time earned by the off duty care of the assigned dog(s).

5. K-9 (Canine) Handlers required to perform duties in association with their position outside their normal

shift, other than care for the dog(s), shall be compensated in accordance with Article 19.

ARTICLE 22

ACTING OUT OF HIGHER CLASSIFICATION

Section 1. Any employee covered by this Agreement who is required to accept the responsibilities and carry out the duties of a position or rank above that which he normally holds for thirty-one (31) consecutive days, in conformance with departmental policies and retroactive to and including the first day, shall be paid at the rate for that position or rank while so acting. No payment shall be made if service is voluntarily broken for more than two (2) days (shifts) during the 31-day period. Sick leave, emergency leave or previously scheduled holiday pay (leave) shall not constitute broken service.

SECTION 2. The Employer agrees that employees who act out of higher classification shall be compensated at the rate of pay they would receive were they permanently promoted to the higher classification.

ARTICLE 23

TRAVEL EXPENSES

SECTION 1. When an employee is required to furnish his/her own transportation to conduct City business, the employee shall be reimbursed the same rate as city policy for each mile as determined by the most direct route.

SECTION 2. Employees shall be reimbursed for all parking fees at actual cost.

ARTICLE 24

PENSION CONTRIBUTION

SECTION 1. The City of Midwest City and all eligible commissioned officers shall continue to participate in the State Police Pension and Retirement System pursuant to Title 11, Oklahoma Statutes, Section 50-101, et seq., as amended.

SECTION 2. The employee shall contribute to the pension fund an amount equal to eight percent (8%) of his/her regular pay plus pay (8%) of his/her longevity pay.

SECTION 3. The Employer shall contribute to the pension fund an amount equal to thirteen percent (13%) of the employee's regular pay plus thirteen percent (13%) of the employee's longevity pay.

ARTICLE 25

LONGEVITY

SECTION 1. All employees covered by this CBA shall be eligible for Longevity benefits according to the following schedule:

	Years of Service	Annual Longevity pay	Payday Longevity pay	Hourly Longevity pay
\$100.00	6	\$ 600.00	\$23.08	\$0.29
\$100.00	7	\$ 700.00	\$26.92	\$0.34
\$100.00	8	\$ 800.00	\$30.77	\$0.38
\$100.00	9	\$ 900.00	\$34.62	\$0.43
\$100.00	10	\$1,000.00	\$38.46	\$0.48
\$100.00	11	\$1,100.00	\$42.31	\$0.53
\$100.00	12	\$1,200.00	\$46.15	\$0.58
\$100.00	13	\$1,300.00	\$50.00	\$0.63
\$100.00	14	\$1,400.00	\$53.85	\$0.67
\$100.00	15	\$1,500.00	\$57.69	\$0.72
\$100.00	16	\$1,600.00	\$61.54	\$0.77
\$100.00	17	\$1,700.00	\$65.38	\$0.82
\$100.00	18	\$1,800.00	\$69.23	\$0.87
\$100.00	19	\$1,900.00	\$73.08	\$0.91
\$100.00	20	\$2,000.00	\$76.92	\$0.96
\$100.00	21	\$2,100.00	\$78.77	\$1.01
\$100.00	22	\$2,200.00	\$84.62	\$1.06
\$100.00	23	\$2,300.00	\$88.46	\$1.11
\$100.00	24	\$2,400.00	\$92.31	\$1.15
\$100.00	25	\$2,500.00	\$96.15	\$1.20
\$100.00	26	\$2,600.00	\$100.00	\$1.25
\$100.00	27	\$2,700.00	\$103.84	\$1.30
\$100.00	28	\$2,800.00	\$107.69	\$1.35
\$100.00	29	\$2,900.00	\$111.54	\$1.39
\$100.00	30	\$3,000.00	\$115.38	\$1.44

SECTION 2. This payment will be in addition to an employee's base pay.

SECTION 3. Whenever an employee is eligible for the next level of longevity, the higher level pay will begin and will be in conjunction with the date of hire with the City of Midwest City.

SECTION 4. Longevity does not go into effect until the beginning of the sixth year of service as an officer and the maximum that can be

received is at Twenty-seven years of service as an officer. Longevity is calculated by taking \$100.00 a year times the years of service and will be figured hourly and paid per pay period.

ARTICLE 26

RESIDENCY REQUIREMENTS

SECTION 1. Pursuant to Title 11, Oklahoma Statutes, Section 22-127, et seq., as amended, and the City of Midwest City Municipal Ordinances, police officers are not required to reside within the city limits of Midwest City.

SECTION 2. Since members of the bargaining unit are not required by Title 11, Oklahoma Statutes, section 22-127, et seq., as amended, and the City of Midwest City Municipal Ordinances, members of the bargaining unit shall maintain a current active cell phone and/or land line number for recall purposes. All such employees will be required to insure the Chief's secretary / administrative assistant has updated numbers. These numbers will be kept in confidence and with established policy.

ARTICLE 27

GROUP HEALTH BENEFITS

SECTION 1. The Employer agrees to provide health, dental, vision and hearing benefits coverage for employees.

~~**SECTION 2.** Effective July 1, 2015, the Employer agrees to pay the employees covered by this Agreement enrolled in the Health Plan **Choice Network** \$ 179.16 for the employee, or \$ 325.52 for the employee and their dependent spouse, or \$ 211.63 for the employee and their dependent child(ren), or \$ 440.67 for the employee and all dependents determined by each employee's election in each of their paychecks per year, which amount includes rollup, for employee health benefits. The Employer agrees to pay the employees covered by this Agreement enrolled in the Health Plan **Preferred Network** \$165.85 for the employee, or \$300.62 for the employee and their dependent spouse, or \$195.18 for the employee and their dependent child(ren), or \$407.25 for the employee and all dependents determined by each employee's election in each of their paychecks per year, which amount includes rollup, for employee health benefits. The employee may make premium payments through the cafeteria plan. When an employee covered by this contract begins participation in Plan "B" retirement, the employee will no longer receive the health benefits premium through the cafeteria plan; however, the City will begin contributions to the health benefits plan on behalf of that employee. This amount will be equal to that paid into the health benefits plan on behalf of other~~

~~City employees.~~

SECTION 32. The employees covered by this Agreement and enrolled in the Health Plan ~~Choice~~ Blue Options Network shall pay \$ ~~48.38~~59.14 premium per pay period for the employee's health benefit and \$ ~~192.23~~216.72 for their dependent spouse, or \$ ~~163.71~~181.47 for their dependent child(ren), or \$ ~~219.88~~251.11 for all dependents within the employees family for health benefits. The employees covered by this Agreement and enrolled in the Health Plan **Preferred Network** shall pay \$~~25.60~~34.66 premium per pay period for the employee's health benefit and \$~~135.03~~155.64 for their dependent spouse, or \$~~120.64~~135.58 for their dependent child(ren), or \$~~148.54~~174.84 for all dependents within the employees family for health benefits. Employee and dependent dental, vision and hearing benefits will be provided at no cost to the employee.

SECTION 43. If, during the term of this Agreement, the City Council approves an alternative health care program as an option to the City's health benefits plan, the City agrees to contribute to the optional program chosen by the employee an amount, equal to the City's contribution being paid by the City to the City's internally operated health benefits plan.

SECTION 54. The FOP president may appoint one member of the FOP as the FOP's representative to the Health Benefits Committee established by the City Manager. The local FOP president shall select said appointee for the entire period of this Agreement. Said appointee shall be a full voting member of the Health Benefits Committee.

SECTION 65. The Employer shall have the right to modify, alter or amend the Health Benefits Plan Document in whole or in part, provided, however, that no amendment shall diminish or eliminate any claim for any benefit to which a participant was entitled, prior to such amendment.

SECTION 76. The City shall provide life insurance for members of the Police Department with a basic benefit of thirty thousands dollars (\$30,000) and a double indemnity benefit for accidental death in the amount of sixty thousand dollars (\$60,000).

SECTION 87. During the Contract year in the event that the Internal Revenue Service (IRS) issues any regulations or additional guidance that affects the Employee Health and Benefit Plan overall costs and/or premiums, the parties agree to reopen negotiations on Article 27 for the sole purpose of modification to the premium that is referenced in section two (2) and section three (3) of the article.

In the event of an increase to the Employee Health Plan and/or

employee's premium and/or the dependent premium during the 2013-2014 contract years, the city agrees to pay half of the cost with employee paying the remaining half.

ARTICLE 28

SAFETY AND HEALTH BOARD AND LABOR MANAGEMENT REVIEW

SECTION 1. There shall be established a Safety and Health Board.

- A. Said Board shall have the responsibility of recommending safety and health needs to the Employer.
- B. The membership of the Board shall be comprised of two members appointed by the FOP president and two members appointed by the Chief of Police. Said Board shall elect a chairperson from within their Board.
- C. Said Board shall meet quarterly or at such times as deemed necessary by the Chief of Police or the FOP.
- D. After each meeting of the Board, a written report shall be made and copies of it submitted to the Chief of Police, the City Manager and the FOP president.
- E. The Chief of Police shall acknowledge receipt of the report from, said Board within ten (10) days and inform the Board in writing of any administrative action taken regarding the Board's recommendations.

SECTION 2. There shall be established a Labor Management Review Board.

- A. Said Board shall be charged with reviewing accidents, shootings, grievances and other matters referred to it by the Chief of Police.
- B. The membership of the Board shall be comprised of three members appointed by the Chief of Police or designee and three members appointed by the president of the FOP or designee. Members so appointed shall serve for a period of one year. The chairperson of the Board shall be the Human Resources Director or designee.
- C. Said Board shall be convened upon order of the Chief of Police. Said Board shall conduct its business within the

time span allotted by the convening order of the Chief of Police.

SECTION 3. General Provisions

- A. Members of the Safety and Health Board and the Labor Management Review Board shall be granted time off without loss of pay to attend their Board meetings and to conduct investigations deemed necessary by the Chief of Police.
- B. The FOP president and the Chief of Police shall each appoint alternate members in the event that their regularly appointed members are unable to serve.
- C. In reviewing matters other than grievances referred by the Chief of Police, the Labor Management Review Board shall serve as a fact finding body; one fact of the situation being a determination of the appropriateness of the action taken by an individuals involved.
- D. In reviewing a grievance, the Labor/Management Review Board shall review the appropriateness of the action which is the subject of the grievance and make recommendations to the Chief.

ARTICLE 29

PROMOTION POLICY AND PROCEDURES

SECTION 1. All employees shall be entitled, after meeting certain requirements, to a fair and equitable opportunity for advancement as established herein.

SECTION 2. It is the purpose of this procedure to assure all employees an equal opportunity to compete in promotional examinations that shall be free of favoritism, personalities and politics. The goal of this procedure is to select the most qualified individual available for the position in an organized and orderly manner.

SECTION 3. Testing will be administered by the Chief of Police in accordance with the Equal Employment Opportunity Commission guidelines and the Midwest City Affirmative Action Plan. All written tests questions administered in accordance with this Agreement shall be validated prior to competition.

SECTION 4. Sergeant

- A. Eligibility.

1. Applicants shall be required to have been employed for a period of four (4) continuous years of service as a police officer with this department. Applicants will be allowed to test during the 30 days prior to his/her reaching their fourth (4) anniversary date. Upon successful completion of the competency testing, the applicant shall be promoted to Sergeant once they reach their fourth (4) anniversary date. Applicants must not be on disciplinary probation or disciplinary suspension on the date of examination. Applicants must not have been reduced in grade for cause within the last twelve (12) months prior to the date of examination.
2. Advancement to the rank of Sergeant shall be made following the applicant successfully scoring seventy-five percent (75%) or better on a written test of "police officer" job skills, knowledge and abilities.
3. Applicants who do not successfully score seventy-five percent (75%) or better on the written test must wait a minimum of 90 days before they are eligible to re-test for the rank of Sergeant.
4. It shall be the responsibility of a police officer who has met the eligibility requirements cited in subsection 1 or 3 of this section to notify the Chief of Police, in writing, of his/her intention to take the written test.

SECTION 5. Lieutenant

A. Eligibility

Applicants shall be required to have held the rank of Sergeant for a period of one (1) continuous year. Applicants must not have been on disciplinary probation or disciplinary suspension or have been reduced in rank for just cause within the last twelve (12) months prior to the date of competition.

B. Written Examination

A written examination will be prepared by the Chief of Police or his designee. The Human Resource Director, Chief of Police or assessment facilitator and the FOP Representative shall meet prior to testing and review all test questions and answers. If any of the three representatives fail to agree upon a test question, it

shall not be used. Only clear, direct questions requiring concise answers will be used. Neither trick nor ambiguous questions will be a part of the written test. The test should consist of at least one hundred (100) objective (multiple / true or false) job knowledge questions. Test questions must be obtained from materials available to all applicants, with a list of these materials posted in conspicuous places throughout the Police Department thirty (30) days prior to the date of examination.

Pass/fail on the written examination will be seventy five 75% of the highest score possible on the written examination. The top eight (8) candidates scoring seventy five percent (75%) or more of the highest score possible on the written test will qualify to compete in the assessment process. In the event of a tie for the eighth position, all officers tied for that position will be permitted to compete in the, assessment process. The written test shall be weighted by the Chief of Police prior to testing and be included in the candidates' final score.

Grading of written examinations will consist of: The Human Resources Director will appoint a representative who shall grade the written examinations with the assistance of the designated Fraternal Order of Police observer and Chief of Police designee. Immediately following the grading and prior to the posting of the scores, all candidates will review the test together with the Human Resource Director or representative by use of an overhead projector or power point presentation. At that time, if the validity of any question is raised, the Human Resource Director Representative, the Labor Representative and the Assessment Facilitator for Management will determine whether or not the question will be counted. All grievances concerning the written test shall be filed prior to the meeting being adjourned. Any grievance will be filed with the City Manager. If a grievance is not filed, the written test scores will stand.

C. Assessment Board

The Chief of Police shall establish a board consisting of four (4) members of the rank of Lieutenant or above. All assessors will be from police Departments comparable in size to the Midwest City Police Department or larger departments. One (1) of the assessors shall be from the Midwest City Police Department, struck from a list of the eligible personnel, with the first to strike a name being determined by a coin toss.

The competitive assessment shall be designed by management to address the particular needs identified by management. The eligibility of each assessor to serve on the board shall be determined by the Human Resources Director.

D. Personnel File Review Process

Each of the top eight (8) Candidates scoring seventy five (75%) or higher on the written examination shall who appear before the assessors at which time his/her personnel or 201 file covering the past three years shall be presented by the Human Resources Director or designee for the review of the assessment panel.

The candidate will be present during their review process and will be given the opportunity to clarify or correct any material/information presented to the Board.

The 201 review will be considered by the assessors in determining the final assessment ranking.

This shall be the final exercise of the assessment process.

E. Selection.

The selection of Lieutenant shall be made by the Chief of Police as outlined in Section 8.

F. Shift III officers who are among the top 12 candidates, and are on the regular work cycle will be allowed to take personal leave off duty with pay immediately prior to each day of the assessment. This does not include the written test.

SECTION 6. Captain

The position of Captain shall be filled by appointment by the Chief of Police from the rank of Lieutenant from the Midwest City Police Department, with the process designed by the Chief to meet the needs of the department.

SECTION 7. Major

The position of Major shall be filled by appointment by the Chief of Police from the rank of Captain from the Midwest City Police Department, with the process

designed by the Chief to meet the needs of the department.

SECTION 8. Selection

The assessors will confer and develop a written consensus report identifying the top candidate, specifically addressing the skills, knowledge and abilities demonstrated by that individual during the assessment process. The top Sergeant candidate, as determined by the assessors, shall be the individual promoted to the vacant position.

SECTION 9. Applicant Rights and Responsibilities

- A. If the applicant believes the procedures outlined herein have been violated, the individual may present a grievance on this issue to the Chief of Police.

Such appeal must be made within three (3) working days following completion of the assessment process.

- B. A member of the Fraternal Order of Police shall be named by the FOP to act as an observer during the promotion process, except that the observer will not be present during the preparation of the assessment process and during the personal interview portion of the assessment board. He shall be afforded the opportunity to verify the process immediately prior to the review of applicants. The observer shall carry out the following duties:

1. Review the eligibility list to insure all individuals meet the requirements according to the current contract.
2. Shall be present during the administering and grading of the written test and monitor the same.
3. Shall be present during the assessment process and monitor the same, excluding individual interviews.
4. Report any and all irregularities, immediately, to the Fraternal Order of Police president, Human Resources Director and Chief of Police.
5. Observe the same rules of confidentiality that apply to members of the Promotion Review Board.

- C. The Human Resources Director or designee shall be present at each step in the assessment process as an observer.
- D. Each applicant is entitled to review his/her individual final results, including the written test results, with the Human Resources Director.
- E. Written examinations and Promotion Review Boards shall not exceed eight (8) hours in a given day.
- F. Applicants shall be notified of the selection following the expiration of the grievance period outlined in Section 9(A) of this article.

SECTION 10. Special Circumstances

During the application of this promotion system, special circumstances may arise. The following shall be used as guidelines for pertinent situations:

- A. In the event of a change in job title only, a similar change of title shall be made in the promotional procedures.
- B. Should a totally new position in the rank structure become available, then this position will be filled as nearly as possible in accordance with the procedures set out in this system. This new position will then be written into this system following the basic procedures contained herein.
- C. At no time will only one person be eligible for a position if three or more people would be eligible except for time-in-grade. A staff decision will be made as to how many or who will be eligible. At all times, the general provisions will be adhered to as closely as possible.
- D. When new positions in the rank structure are created, then time-in-grade requirements will be waived until the position has been filled for the requisite time for advancement to the next higher position, when an adequate number of applicants are not eligible within the department.
- E. If, during the promotional process, there is a dispute about any of these sections or provisions in this promotion procedure, then all such disputes will be settled by a staff decision.

SECTION 11. Integrity of Promotional Process

- A. All aspects of this promotional process, with particular attention to questions and answers of the written examinations, and assessment procedures, shall be maintained in the strictest confidence and this information provided on "need to know" basis only.
- B. Any employee, regardless of rank or status, who is determined to violate this section shall be subject to disciplinary action as provided by the Police Department disciplinary policies.

SECTION 12. Promotional Eligibility List

- A. Upon the completion of the promotional process for the ranks of Sergeant, the department will establish and maintain a final ranking eligibility list, in descending order, of those candidates who successfully complete the assessment process, but were not the top performer. This list will be maintained for a period of twelve (12) months from the date of the completion of the assessment process.
- B. In the event that another opening in the rank of Sergeant comes open during that twelve (12) month period, the Employer agrees to promote the top person on the promotional eligibility list for that particular rank. Any person who is on the eligibility list (list maintained for twelve months) who has been placed on disciplinary probation or disciplinary suspension or has been reduced in rank for just cause during his/her eligibility period shall not be promoted. If, for any reason, the top person on the promotional eligibility list declines the offer of a promotion, the next on the list shall be offered the promotion. If the top person on the promotional eligibility list declines a promotion, he/she shall remain the top person for the remainder of the term of the eligibility list.
- C. If more than one opening becomes available in that rank during that twelve (12) month period, then those positions would be filled from the descending order from the promotional eligibility list for that particular rank.
- D. On the tenth day following a vacancy, a notice will be posted announcing the vacancy and listing the study materials. The date of this posting shall determine the eligibility of any applicant for the vacancy and promotional eligibility list. Any vacancy occurring

during the term of the current promotional eligibility list will be filled from that list.

ARTICLE 30

EDUCATION INCENTIVE PAY

SECTION 1. The Employer recognizes the benefits of improved employee performance and organizational effectiveness through continuing education. To assist the employee in achieving this improved performance the Employer agrees to allow the members of the bargaining unit to participate in the City's Tuition Reimbursement Program effective July 1, 2000. If the employee decides to participate in the tuition Reimbursement Program he/she will not be able to receive the College Incentive pay as outlined below. If the employee currently holds a degree and wishes to participate in the Tuition Reimbursement Program, he/she will not be eligible to receive the College Incentive pay at the next degree when completed.

SECTION 2. The Human Resources Director (or designee) and the president of FOP Lodge #127 (or designee) shall develop and post a list of Associate level degrees, Bachelor level degrees and Masters level degrees offered by or recognized by the Higher Education System of the State of Oklahoma that this committee has determined to be directly job related or of benefit to both the employee and the City. In the event a degree program is disputed by members of this committee, the City Manager shall decide the applicability of the degree program.

SECTION 3. Payment for attaining such a recognized degree or CLEET Certification shall be as follows:

Intermediate CLEET Cert.	\$28.25 per pay period
Advance CLEET Cert.	\$38.25 per pay period
Associate Degree	\$48.25 per pay period
Bachelors Degree	\$58.25 per pay period
Masters Degree	\$68.25 per pay period

If an Officer holds multiple degree(s) and/or CLEET certifications, the Officer shall receive the incentive for the highest held degree or CLEET certification, payment shall be included in the employee's base pay and paid per regular pay period.

SECTION 4. The employee shall furnish a certified college transcript to the Personnel Department to be included in the employee's 201 file that indicates the award of said degree.

SECTION 5. All members of the bargaining unit employed prior to July 7, 1988 with college degrees accepted by the Higher Education System of the State of Oklahoma shall be compensated for such degree, regardless of program, by the terms of this article. All employees hired after July 1, 2002, submitting degrees for incentive pay must be approved as a "police related" degree determined by the Police Chief and FOP President.

SECTION 6. Payment shall be made solely on the highest degree attained.

ARTICLE 31

BULLETIN BOARD

SECTION 1. The City agrees to provide space for a reasonable number of bulletin boards for the posting of FOP informational notices. Such notices shall contain no political advertisement, slanderous or inflammatory matter, as these terms are commonly defined in this community.

Acceptable use of the bulletin board would include:

- A. Recreational and social affairs of the FOP.
- B. FOP meetings
- C. FOP elections
- D. Reports of FOP committees
- E. Rules or policies of the FOP
- F. Other notices as approved for posting by the Human Resources Director.

SECTION 2. The Employer reserves the right to remove any material from such bulletin boards which, in its opinion, does not conform to the purpose of this article.

SECTION 3. Only designated bulletin boards shall be used for posting any material on City property.

SECTION 4. The FOP president shall be the responsible party for posting all information on the bulletin board and material to be posted should be dated and materials shall be removed in a timely manner by the FOP president.

ARTICLE 32

DRUG FREE WORKPLACE ACT

The City will implement and conform to Public Law 100-690, The Drug Free Workplace Act of 1988. In accordance with the Act the City will:

- Publish and distribute to workers a policy prohibiting illegal drugs in the workplace;

- Provide each employee a copy of the above policy;
- Establish "drug free awareness programs" to inform employees about the dangers of drug use in performance of their jobs; the penalties for using them at work; and the availability of drug- counseling programs;
- Require employees to notify the Employer if they are convicted of any drug related crime;
- Punish convicted employees for drug violations or require their successful completion of a drug rehabilitation program.

ARTICLE 33

HEALTH PHYSICAL

SECTION 1. The Employer agrees to provide at no cost to the employee a voluntary examination at a minimum of every five (5) years. At least one physical each five (5) years shall consist of a comprehensive job-related physical evaluation provided by the City's current medical exam group.

- Medical History
- Physical Exam
- Audiometric Testing
- Comprehensive Metabolic Panel (14) to include CBC and Lipid Battery (chemistry profile)
- 12 Lead EKG and Exercise Treadmill Test
- Digital Prostate Exam (if over 40)
- Chest X-ray At Employees Discretion
- Lumbar-sacral spine X-ray at Employees Discretion
- Static and Isoinertial Testing (including flexibility examination)

SECTION 2. Only the employee shall each receive a copy of the results of the medical evaluation.

SECTION 3. All officers with even year employment anniversary dates will be allowed to begin their physical during 1989-90 contract term. All other officers with odd year employment dates will be allowed to begin their testing during 1990/91 contract term. The test will be administered during the employee's anniversary month.

SECTION 4. The examination shall be done with pay at a straight-time rate.

ARTICLE 34

UNIFORM PROCUREMENT

SECTION 1. Employees covered by this Agreement serving in a predominantly uniformed capacity are to maintain the following:

- Three (3) pairs of pants
- Three (3) shirts
- One (1) approved jacket

Employees covered by this agreement shall receive the sum of (\$700.00) seven hundred dollars in their first paycheck in September and first paycheck in March.

SECTION 2. Employees covered by this Agreement serving in a predominantly non-uniformed capacity are to maintain the following:

- One (1) pair of pants
- One (1) shirt
- One (1) approved jacket

At the time a non-uniformed employee, who has been in a non-uniform assignment for eighteen"(18) months or longer, is re-assigned to a predominantly uniformed position, he/she will receive a one-time lump sum of two hundred dollars (\$200.00) in his/her base pay in his/her first paycheck following the reassignment. Items to be purchased with this additional lump sum are:

- Two (2) pairs of pants
- Two (2) shirts

Employees covered by this agreement shall receive the sum of (\$700.00) Seven hundred dollars in their first paycheck in September and first paycheck in March.

SECTION 3. Duty uniforms shall be of a type and color approved by management and readily available from local vendors

SECTION 4. The Employer agrees to provide each employee any additional uniform item required with the exception of uniform items currently provided by each employee, i.e. leather/web gear, footwear and handguns. The Employer further agrees that, in the event it makes the administrative decision to substantially change the type or color of the required duty uniform, it will provide the initial issue of the new uniform to the employees covered by this Agreement.

SECTION 5. The Employer agrees to purchase (1) pair of Motorcycle pants per physical year for officers assigned as Motorcycle Officers, beginning with the officers assignment to the Motorcycle and each anniversary year thereafter. The employer further agrees to purchase (1) pair of approved Motorcycle boots for each Motorcycle Officer every two years (2) beginning with the officer's assignment to the Motorcycle and each anniversary year thereafter.

SECTION 6. The Employer shall repair or replace with like kind and quality timepieces, duty gear, Cell Phones, and garments damaged or destroyed in the line of duty up to a maximum of three hundred and twenty five dollars (\$325.00) per incident.

SECTION 7. The Employer agrees to replace prescription eyeglasses or contact lenses damaged or destroyed in the line of duty at full value, up to three hundred and twenty five dollars (\$325.00).

SECTION 8. An employee who accepts an assignment in the Investigations Division shall receive a one-time payment of \$350.00 upon being assigned. The payment shall be used to purchase required clothing items, allowing the employee to meet the dress code of that department. This section shall apply to any and all employees who are currently assigned and have not been compensated.

ARTICLE 35

PUBLICATION OF COLLECTIVE BARGAINING AGREEMENT

SECTION 1. The Employer agrees to provide the Union one hundred (100) printed copies of the new collective bargaining agreement this year at no cost to the Union.

ARTICLE 36

LIEUTENANT/SERGEANT ASSIGNMENT

SECTION 1. Lieutenants and Captains shift assignments and duty assignments shall be for a minimum of twenty-four (24) months.

During the minimum time of the assignment, by mutual agreement of the affected officer and the Chief of Police, the time period may be set aside and the affected officer moved.

ARTICLE 37

SUBSTANCE ABUSE PROGRAM

SECTION 1. The Fraternal Order of Police, Lodge 127 recognizes the City's right and responsibilities to administer the City's Abuse Policy in accordance with state and Federal guidelines.

ARTICLE 38

SAVINGS CLAUSE

SECTION 1. If any provision of this Agreement, or the application of such provision, should be rendered or declared invalid by any court action or by reason of any existing or subsequently enacted legislation the remaining parts or portions of this Agreement shall remain in full force and effect.

SECTION 2. If any provision of this Agreement conflicts with a provision of the Merit System, or other personnel provisions of the City of Midwest City then, and in that event, the language of this contract shall have precedence and control.

ARTICLE 39

POLICE OFFICER RETIREMENT

Section 1: The City of Midwest City wishes to recognize and honor those officers who have honorably served twenty (20) years of continuous service to the citizens of Midwest City and the Midwest City Police Department by giving to the officer upon retirement their issued service weapon. This will occur when an officer retires in good standing, and pursuant to the requirements of the Oklahoma Police Pension and Retirement System.

Section 2: Employees covered by this agreement understand that this is a "Fringe Benefit," under the IRS Regulations, and therefore the fair market value of said service weapon is considered taxable.

(Space Left Intentionally)

CONCLUSION

It is understood by the parties to this Agreement that the foregoing is an amendment of its terms and conditions during the contract period and it cannot be altered in any manner, except in accordance with Article 7, Section 1.

IN WITNESS WHEREOF, the parties set their hand this on the 2814th day of Julyne, 20156

CITY OF MIDWEST CITY

~~Jay Dee Collins~~ Matthew D. Dukes II Mayor

CITY CLERK

CORPORATE NEGOTIATOR
MIDWEST CITY FRATERNAL ORDER OF POLICE, LODGE #127

PRESIDENT

CORPORATE NEGOTIATOR
CITY OF MIDWEST CITY

HUMAN RESOURCES DIRECTOR

APPROVED AS TO FORM this the 2814th day of Julyne, 20156

CITY ATTORNEY

CBA Between MWC and FOP Lodge 127 for FY 20156/20167

(Will Insert the Pay Scale on this Page)

ADDENDUM "A"
MIDWEST CITY POLICE PAY PLAN
EFFECTIVE JULY 01, 2016
COLA .5%

	A	B	C	D	E	F	G	H	I	J	K
	1	2	3	4	5	6	7	8	9	10	11
Officer											
Yearly	\$45,661.00	\$47,030.92	\$48,441.90	\$49,895.08	\$51,392.07	\$52,933.80					
Payday	\$1,756.19	\$1,808.88	\$1,863.15	\$1,919.04	\$1,976.62	\$2,035.92					
Hour	\$21.9524	\$22.6110	\$23.2894	\$23.9880	\$24.7077	\$25.4489					
Sgt.											
Yearly	\$53,552.58	\$55,105.61	\$56,675.94	\$58,291.25	\$59,952.68	\$61,661.16	\$63,418.54	\$64,963.98	\$67,085.03	\$68,996.93	\$70,963.25
Payday	\$2,059.71	\$2,119.45	\$2,179.84	\$2,241.97	\$2,305.87	\$2,371.58	\$2,439.17	\$2,498.61	\$2,580.19	\$2,653.73	\$2,729.36
Hour	\$25.7464	\$26.4931	\$27.2480	\$28.0246	\$28.8234	\$29.6448	\$30.4897	\$31.2327	\$32.2524	\$33.1716	\$34.1169
Lt.											
Yearly	\$74,511.43	\$76,560.55	\$78,665.93	\$80,829.21							
Payday	\$2,865.82	\$2,944.64	\$3,025.61	\$3,108.82							
Hour	\$35.8228	\$36.8080	\$37.8202	\$38.8602							
Capt.											
Yearly	\$84,062.36	\$86,374.16	\$88,749.38	\$91,190.09							
Payday	\$3,233.17	\$3,322.08	\$3,413.44	\$3,507.31							
Hour	\$40.4146	\$41.5260	\$42.6680	\$43.8414							
Maj.											
Yearly	\$91,855.68	\$94,152.03	\$96,505.80								
Payday	\$3,532.91	\$3,621.23	\$3,711.76								
Hour	\$44.1614	\$45.2654	\$46.3970								



CITY OF MIDWEST CITY

City Attorney's Office

Katherine Bolles, City Attorney

MEMORANDUM

TO: Honorable Mayor and Council

FROM: Katherine Bolles, City Attorney

DATE: June 14, 2016

RE: Discussion and consideration of approving and entering into a Retainer Agreement with Holloway, Dobson & Bachman, PLLC for fiscal years 2015-16 and 2016-17 to establish the terms and conditions under which that firm will represent the City in Richard Dequasie v. Health Care Service Corporation, United States District Court, Western District, Case No. CIV-2015-1069-HE.

The proposed Retainer Agreement with Holloway, Dobson & Bachman is attached for your review. Bryan Garrett of that firm is one of the few attorneys in the Oklahoma City metropolitan area that specializes in insurance defense.

Staff has only recently been notified of the existence of this case which was filed in September 2015 against Blue Cross/Blue Shield, the third party administrator for the City's self-funded health benefits plan. When mediation to settle the lawsuit was unsuccessful last month, BCBS invoked the indemnification provisions of its contract demanding that the City now defend it in the suit. This is why staff is now bringing a Retainer Agreement to you to hire a law firm that specializes in this type of litigation.

Staff recommends entering into the Retainer Agreement with Holloway, Dobson & Bachman for Mr. Garrett to begin representing the City in the above-referenced litigation.

KATHERINE BOLLES
City Attorney

Attachment (1)

100 North Midwest Boulevard, Midwest City, Oklahoma 73110
(405) 739-1203 FAX (405) 869-8676 TDD (405) 739-1359
E-mail: KBolles@MidwestCityOK.org
An Equal Opportunity Employer

Holloway Dobson & Bachman Retainer Agreement

June 6, 2016

City of Midwest City
100 North Midwest Boulevard
Midwest City, OK 73110

Re: Retainer Agreement for Legal Services

Dear Katherine Bolles:

This letter is intended to set forth our relationship as necessitated by applicable Oklahoma requirements. If the terms of this agreement are acceptable, please countersign one of the duplicate originals of this letter and return it to us. We cannot assist you with any legal matter until we receive this letter.

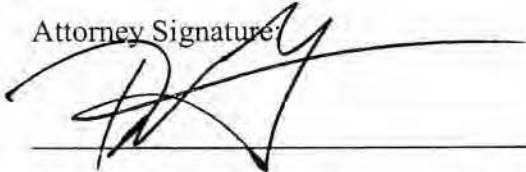
1. Identification of the Parties. This agreement is made between Holloway Dobson & Bachman (“Attorney”) and The City of Midwest City (“Client”).
2. General Nature of Assistance. Attorney will assist Client with resolution of claim by HCSC/Blue Cross Blue Shield that Client indemnify them in relation to health claims paid on behalf of Richard Dequasia, including any and all litigation which involves Client in relation to the claims of Dequasia.
3. Respective Responsibilities of Attorney and Client. Attorney will endeavor to represent Client competently in accordance with the highest legal and ethical standards. Client will be cooperative, responsible and truthful in its relationship with Attorney. However, both parties have the right to withdraw from this relationship at any time.
4. Attorneys’ Fees. Attorney will charge Client \$200.00 per hour for attorney fees. Attorney will pay expenses and will bill client for said expenses. Attorney agrees to obtain prior approval from Client for expenses that exceed \$250.00.
5. Payment. Attorney will bill Client monthly, in .25 hourly increments. Client will pay full amount of bill within 30 days of receipt, barring a written dispute of charges made by Attorney.
5. Dispute Resolution. Occasionally, attorneys and their clients have disputes arising from their relationship. If this happens between Client and Attorney, both parties

agree that the dispute will not be resolved by lawsuit. Instead, if we are unable to work out the dispute among ourselves, then, upon the request of any party, it will be resolved by arbitration. Judgment upon any award rendered by the arbitrator may be entered in any court of competent jurisdiction.

6. Miscellaneous.

- (a) This agreement contains the entire agreement between Client and Attorney. This agreement may be modified only by subsequent written agreement between the director of Client and Attorney.
- (b) If any provision of this agreement is held in whole or in part to be unenforceable for any reason, the remainder of that provision and of the entire agreement will remain in effect.
- (c) This agreement shall apply to any additional or subsequent matters that Attorney agrees to undertake on behalf of the Client, unless the parties agree in writing to some different arrangement.

Attorney Signature:



Attorney: Bryan Garrett for Holloway,
Dobson & Bachman

The foregoing is agreed to by:

Client: The City of Midwest City

By: _____

Title: _____



City Manager
100 N. Midwest Boulevard
Midwest City, OK 73110
office 405.739.1204

MEMORANDUM

TO: Honorable Mayor and Council

FROM: J. Guy Henson, City Manager

DATE: June 14, 2016

SUBJECT: Discussion and consideration of approving the management representation letters to Grant Thornton LLP and accepting the associated Combined Financial Statements and Report of Certified Public Accountants of Sooner Town Center, LLC, Lowe's STC, LLC and STC II, LLC for calendar years ending December 31, 2012 and December 31, 2013.

Attached for your review and approval are the management representation letters. Also attached for your acceptance are the audits for the entities leasing the property associated with the Downtown Redevelopment Project for calendar years 2012 and 2013.

Staff recommends approval.

A handwritten signature in black ink, reading "J. Guy Henson", is written over a horizontal line.

J. Guy Henson
City Manager

Attachments

(Entity letterhead)

Date of audit report

Grant Thornton LLP
201 South College Street
Suite 2500
Charlotte, NC 28244

Dear Sir or Madam:

We are providing this letter in connection with your audits of the combined financial statements of Sooner Town Center, LLC and STC Lowes, LLC (collectively referred to as “Sooner Town Center” or “the Entity”), which comprise the combined balance sheets as of December 31, 2013 and December 31, 2021, and the related combined statements of operations, changes in members’ deficit, and cash flows for the years then ended, and the related notes to the financial statements. We understand that your audits were made for the purpose of expressing an opinion as to whether the combined financial statements are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America (“US GAAP”) and whether the supplementary information is fairly presented, in all material respects, in relation to the combined financial statements as a whole.

We have fulfilled our responsibility, as set out in the terms of the Engagement Letter, for the preparation and fair presentation in the combined financial statements of financial position, results of operations, and cash flows in accordance with US GAAP. We acknowledge our responsibility for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to error or fraud, including programs and controls to prevent and detect fraud.

Certain representations in this letter are described as being limited to matters that are material. Items are considered to be material, regardless of size, if they involve an omission or misstatement of accounting information that, in light of the surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the omission or misstatement.

We confirm, to the best of our knowledge and belief, having made such inquiries as we considered necessary for the purpose of appropriately informing ourselves, as of (date of the audit report), the following representations made to you during your audits.

1. We have disclosed to you the results of our assessment of the risk that the combined financial statements may be materially misstated as a result of fraud. We have no knowledge of fraud or suspected fraud affecting the Entity involving:
 - a. Management

- b. Employees who have significant roles in internal control, or
 - c. Others where the fraud could have a material effect on the combined financial statements.
2. We have no knowledge of any allegations of fraud or suspected fraud affecting the Entity's combined financial statements received in communications from employees, former employees, analysts, regulators, short sellers, or others.
 3. There are no known violations or possible violations of, or no known instances of noncompliance or suspected noncompliance with, laws and regulations whose effects should be considered by management when preparing the combined financial statements, as a basis for recording a loss contingency or for disclosure.
 4. The Entity has complied with all aspects of contractual agreements that would have a material effect on the combined financial statements in the event of a noncompliance.
 5. The Entity has no plans or intentions that may materially affect the carrying value or classification of assets and liabilities.
 6. Related party relationships and transactions and related amounts receivable from or payable to related parties (including sales, purchases, loans, transfers, leasing arrangements, and guarantees) have been properly accounted for and disclosed in the combined financial statements in accordance with US GAAP.

We understand that "related parties" include (1) affiliates of the Entity; (2) entities for which investments in their equity securities would be required to be accounted for by the equity method by the investing entity; (3) trusts for the benefit of employees, such as pension and profit-sharing trusts that are managed by or under the trusteeship of management; (4) principal owners of the Entity and members of their immediate families; and (5) management of the Entity and members of their immediate families.

Related parties also include (1) other parties with which the Entity may deal if one party controls or can significantly influence the management or operating policies of the other to an extent that one of the transacting parties might be prevented from fully pursuing its own separate interests; and (2) other parties that can significantly influence the management or operating policies of the transacting parties or that have an ownership interest in one of the transacting parties and can significantly influence the other to an extent that one or more of the transacting parties might be prevented from fully pursuing its own separate interests.

7. We are not aware of any pending or threatened litigation, claims, or assessments or unasserted claims or assessments whose effects should be considered by management when preparing the combined financial statements and that should be accounted for and disclosed in accordance with US GAAP (*FASB Accounting Standards Codification*TM (ASC) 450, *Contingencies*), and we have not consulted legal counsel concerning such litigation, claims, or assessments.
8. The calculations of participation rent for the years ended December 31, 2013 and 2012 as determined in the supplementary schedules of net operating income, debt, net cash flow and subtenant rents are prepared in compliance with the terms as defined in the Midwest City Downtown Redevelopment General Ground Lease, the Amended Midwest City Downtown Redevelopment Agreement, and the Midwest City Downtown Redevelopment Anchor Ground Lease (the "Agreements"). We have read

these supplementary schedules and believe the information presented is consistent with and accurately reflects the provisions contained in the Agreements.

9. We believe the information included in the Leases footnote to the combined financial statements, which describes the ground lease terms and participation rent calculation, is consistent with our understanding of the Agreements.
10. We believe that rent expense incurred totaled \$1,123,086 and \$1,305,258 for the years ended December 31, 2013 and 2012, respectively, and is properly recorded in the combined statement of operations.
11. Excluding the rent expense amount included in the promissory note, amounts due to Midwest City, Oklahoma (the City) for rent have been properly calculated and accrued in accordance with the terms of the Company's Agreements with the City at \$104,677 and \$477,375 as of December 31, 2013 and 2012, respectively.
12. The Company and the City reached an agreement in 2012 regarding the settlement of any unpaid or disputed participation rent for all periods prior to January 1, 2010. This agreement provided that irrespective of the terms of any lease or other prior agreement, participation rent from commencement through December 31, 2009 would be equal to the sum of amounts previously paid and a final settlement amount of \$249,555. The Company executed a promissory note to the City for the settlement amount, payable in four annual installments of \$68,750 including interest at an initial rate of 4% with the first payment due in 2012. The balance of this payable is \$129,669 and \$190,788 as of December 31, 2013 and 2012, respectively.
13. No events have occurred subsequent to the date of the combined financial statements through the date of this letter that would require, in accordance with US GAAP, recognition or disclosure in the combined financial statements.

Very truly yours,

SOONER TOWN CENTER, LLC

Matthew D. Dukes, II, Mayor of Midwest City, Oklahoma

Robert Collett, Managing Member

John Cheek, Consultant to Collett & Associates as agent for Sooner Town Center, LLC

Kemp WoollenLinda Dove, Chief Financial Officer, Collett & Associates as agent for Sooner Town Center, LLC

(Entity letterhead)

Date of audit report

Grant Thornton LLP
201 South College Street
Suite 2500
Charlotte, NC 28244

Dear Sir or Madam:

We are providing this letter in connection with your audits of the financial statements of Sooner Town Center II, LLC (the “Entity”), which comprise the balance sheets as of December 31, 2013 and December 31, 2012, and the related statement of operations, changes in members’ deficit, and cash flows for the year ended December 31, 2013 and the period from January 11, 2012 (Inception) to December 31, 2012, and the related notes to the financial statements. We understand that your audits were made for the purpose of expressing an opinion as to whether the financial statements are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America (“US GAAP”) and whether the supplementary information is fairly presented, in all material respects, in relation to the financial statements as a whole.

We have fulfilled our responsibility, as set out in the terms of the Engagement Letter, for the preparation and fair presentation in the financial statements of financial position, results of operations, and cash flows in accordance with US GAAP. We acknowledge our responsibility for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to error or fraud, including programs and controls to prevent and detect fraud.

Certain representations in this letter are described as being limited to matters that are material. Items are considered to be material, regardless of size, if they involve an omission or misstatement of accounting information that, in light of the surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the omission or misstatement.

We confirm, to the best of our knowledge and belief, having made such inquiries as we considered necessary for the purpose of appropriately informing ourselves, as of (date of the audit report), the following representations made to you during your audits.

1. We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud. We have no knowledge of fraud or suspected fraud affecting the Entity involving:
 - a. Management

- b. Employees who have significant roles in internal control, or
 - c. Others where the fraud could have a material effect on the financial statements.
2. We have no knowledge of any allegations of fraud or suspected fraud affecting the Entity's financial statements received in communications from employees, former employees, analysts, regulators, short sellers, or others.
 3. There are no known violations or possible violations of, or no known instances of noncompliance or suspected noncompliance with, laws and regulations whose effects should be considered by management when preparing the financial statements, as a basis for recording a loss contingency or for disclosure.
 4. The Entity has complied with all aspects of contractual agreements that would have a material effect on the financial statements in the event of a noncompliance.
 5. The Entity has no plans or intentions that may materially affect the carrying value or classification of assets and liabilities.
 6. Related party relationships and transactions and related amounts receivable from or payable to related parties (including sales, purchases, loans, transfers, leasing arrangements, and guarantees) have been properly accounted for and disclosed in the financial statements in accordance with US GAAP.

We understand that "related parties" include (1) affiliates of the Entity; (2) entities for which investments in their equity securities would be required to be accounted for by the equity method by the investing entity; (3) trusts for the benefit of employees, such as pension and profit-sharing trusts that are managed by or under the trusteeship of management; (4) principal owners of the Entity and members of their immediate families; and (5) management of the Entity and members of their immediate families.

Related parties also include (1) other parties with which the Entity may deal if one party controls or can significantly influence the management or operating policies of the other to an extent that one of the transacting parties might be prevented from fully pursuing its own separate interests; and (2) other parties that can significantly influence the management or operating policies of the transacting parties or that have an ownership interest in one of the transacting parties and can significantly influence the other to an extent that one or more of the transacting parties might be prevented from fully pursuing its own separate interests.

7. We are not aware of any pending or threatened litigation, claims, or assessments or unasserted claims or assessments whose effects should be considered by management when preparing the financial statements and that should be accounted for and disclosed in accordance with US GAAP (*FASB Accounting Standards Codification*TM (ASC) 450, *Contingencies*), and we have not consulted legal counsel concerning such litigation, claims, or assessments.
8. The calculation of participation rent for the year ended December 31, 2013, and the period from January 11, 2012 (Inception) to December 31, 2012 as determined in the supplementary schedules of net operating income, debt, net cash flow, and subtenant rents are prepared in compliance with the terms as defined in the Westside General Ground Lease (the Agreement). We have read the supplementary schedules and believe the information presented is consistent with and accurately reflects the provisions contained in the Agreement.

9. We believe the information included in the Leases footnote to the financial statements, which describes the participation rent calculation, is consistent with our understanding of the Agreement.
10. We believe that the rent expense for participation rent is \$141,648 for the year ended December 31, 2013 and \$0 for the period from January 11, 2012 (Inception) to December 31, 2012.
11. We believe that amounts due for participation rent are \$0 and \$0 as of December 31, 2013 and 2012, respectively.
12. No events have occurred subsequent to the date of the financial statements through the date of this letter that would require, in accordance with US GAAP, recognition or disclosure in the financial statements.

Very truly yours,

SOONER TOWN CENTER II, LLC

Matthew D. Dukes, II, Mayor of Midwest City, Oklahoma
and Chairman of the Midwest City Memorial Hospital Authority

Robert Collett, Managing Member

John Cheek, Consultant to Collett & Associates as agent for Sooner Town Center II, LLC

Kemp Woollen, Chief Financial Officer, Collett & Associates as agent for Sooner Town Center II, LLC

Combined Financial Statements and Report of
Independent Certified Public Accountants

Sooner Town Center, LLC and STC Lowe's, LLC

December 31, 2013 and 2012

Table of contents

Report of Independent Certified Public Accountants	1-2
Combined financial statements:	
Balance sheets	3
Statements of operations	4
Statements of changes in members' deficit	5
Statements of cash flows	6
Notes to combined financial statements	7-11
Supplementary information:	
Schedule I – Combining balance sheet	13
Schedule II – Combining statement of operations	14
Schedule III – Net operating income	15
Schedule IV – Debt service	16
Schedule V – Net cash flow	17
Schedule VI – Subtenant rents	18

REPORT OF INDEPENDENT CERTIFIED PUBLIC ACCOUNTANTS

To the Members of
Sooner Town Center, LLC and STC Lowe's, LLC:

We have audited the accompanying combined financial statements of **Sooner Town Center, LLC** (an Oklahoma limited liability company) and **STC Lowe's LLC** (an Oklahoma limited liability company), which comprise the combined balance sheets as of December 31, 2013 and 2012, and the related combined statements of operations, changes in members' deficit, and cash flows for the years then ended, and the related notes to the combined financial statements.

Management's responsibility for the financial statements

Management is responsible for the preparation and fair presentation of these combined financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of combined financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's responsibility

Our responsibility is to express an opinion on these combined financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the combined financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the combined financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the combined financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the combined financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant

accounting estimates made by management, as well as evaluating the overall presentation of the combined financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the combined financial statements referred to above present fairly, in all material respects, the financial position of Sooner Town Center, LLC and STC Lowe's, LLC as of December 31, 2013 and 2012, and the results of their operations and their cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Supplementary information

Our audits were conducted for the purpose of forming an opinion on the combined financial statements as a whole. The combining information included in Schedules I and II on pages 14 and 15 is presented for purposes of additional analysis, rather than to present the financial position, results of operations, and cash flows of the individual entities, and is not a required part of the combined financial statements. The other supplementary information included in Schedules III through VI is presented for purposes of additional analysis and is not a required part of the combined financial statements. Such supplementary information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the combined financial statements. The information has been subjected to the auditing procedures applied in the audits of the combined financial statements and certain additional procedures. These additional procedures included comparing and reconciling the information directly to the underlying accounting and other records used to prepare the combined financial statements or to the combined financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the combining and other supplementary information is fairly stated, in all material respects, in relation to the combined financial statements as a whole.

Charlotte, North Carolina



Combined balance sheets

December 31	2013	2012
	\$	\$
Assets		
Real property, at cost:		
Buildings and building improvements	28,433,088	28,433,088
Land improvements and signage	12,501,802	12,501,802
Construction in progress	-	3,509
	40,934,890	40,938,399
Less – Accumulated depreciation	(11,536,618)	(10,062,773)
Real property, net	29,398,272	30,875,626
Other assets:		
Cash	566,088	1,139,230
Restricted cash	998	1,733
Accounts receivable	355,576	223,125
Security deposit trust account	43,925	43,925
Deferred rent receivable	674,845	666,794
Deferred charges and other assets, net	1,963,553	2,365,411
Total assets	33,003,257	35,315,844
Liabilities and members' deficit		
Liabilities:		
Unearned revenue	15,415	-
Note payable	42,305,451	42,963,416
Note payable to related party	129,669	190,788
Note payable to members and affiliates	1,000	1,000
Accounts payable and accrued expenses	382,621	892,229
Security deposits	43,925	43,925
Total liabilities	42,878,081	44,091,358
Members' deficit	(9,874,824)	(8,775,514)
Total liabilities and members' deficit	33,003,257	35,315,844

The accompanying notes are an integral part of these combined financial statements.

Combined statements of operations

For the years ended December 31	2013	2012
	\$	\$
Rental revenues	6,496,754	6,406,414
Operating expenses:		
Common area maintenance	519,881	482,128
General and administrative expenses	616,342	670,853
Rent expense	1,123,086	1,305,258
Property management fees	231,793	242,276
Depreciation and amortization	1,840,985	1,857,152
Total operating expenses	4,332,087	4,557,667
Interest expense	2,579,557	2,620,812
Net loss	(414,890)	(772,065)

The accompanying notes are an integral part of these combined financial statements.

Combined statements of changes in members' deficit

	Total Members'
	Deficit
	\$
Members' deficit, December 31, 2011	(7,871,449)
Net loss	(772,065)
Distributions	(132,000)
Members' deficit, December 31, 2012	(8,775,514)
Net loss	(414,890)
Distributions	(684,420)
Members' deficit, December 31, 2013	(9,874,824)

Combined statements of cash flows

For the years ended December 31	2013	2012
	\$	\$
Cash flows from operating activities:		
Net loss	(414,890)	(772,065)
Adjustments to reconcile net loss to net cash provided by operating activities		
Depreciation	1,473,845	1,480,723
Amortization	367,140	376,429
Changes in operating assets and liabilities:		
Accounts receivable	(128,942)	308,857
Security deposit trust account	-	4,433
Deferred rent receivable	(8,051)	(84,177)
Deferred charges and other assets	34,718	(140,822)
Accounts payable and accrued expenses	(509,608)	149,438
Security deposits	-	(4,433)
Unearned revenue	15,415	-
Net cash provided by operating activities	829,627	1,318,383
Cash flows from investing activities:		
Restricted cash	735	544,187
Additions to real property	-	(79,109)
Additions to real property funded by insurance proceeds	-	(711,964)
Net cash provided by (used in) investing activities	735	(246,886)
Cash flows from financing activities:		
Repayments on note payable	(657,965)	(619,557)
Proceeds from note payable to related party	-	249,555
Repayments on note payable to related party	(61,119)	(58,767)
Member distributions	(684,420)	(132,000)
Net cash used in financing activities	(1,403,504)	(560,769)
Net (decrease) increase in cash	(573,142)	510,728
Cash, beginning of year	1,139,230	628,502
Cash, end of year	566,088	1,139,230
Supplemental disclosures of cash flow information:		
Cash paid for interest	2,579,846	2,623,926

The accompanying notes are an integral part of these combined financial statements.

Notes to combined financial statements

1 Summary of Organization and Significant Accounting Policies

Organization

Sooner Town Center, LLC (an Oklahoma limited liability company) (STC) was organized in June 2002 for the purpose of acquiring, developing and leasing commercial properties in Oklahoma. STC developed and operates a retail center (the Project) located in Midwest City, Oklahoma (the City). The Project is defined by a redevelopment agreement between the City and STC as authorized by the Oklahoma Local Development Act. Under the terms of the agreement, the City leases the Project land to STC under two ground leases. The City is considered to be a related party for financial reporting purposes. STC is responsible for the design, construction, financing, leasing and management of the Project, all subject to City approval. Income and loss will be allocated to members in accordance with the operating agreement.

In September 2007, STC distributed its interest in the portion of the Project leased to Lowe's to a related party under common control, STC Lowe's, LLC (STC Lowe's).

Basis of Combination

The accompanying combined financial statements include the operations of STC and STC Lowe's (collectively referred to as Sooner Town Center or the Company). All significant intercompany transactions and balances have been eliminated in combination.

Cash and Cash Equivalents

The Company classifies highly liquid investments with original maturity dates of three months or less as cash equivalents.

Restricted Cash

Restricted cash includes \$998 and \$1,733 in amounts for utility deposits as of December 31, 2013 and 2012, respectively.

Concentration of Credit Risk

The Company's operating property is located in Midwest City, Oklahoma. The Company's ability to generate future revenues is dependent upon the economic conditions within this area.

The Company's tenants engage in a wide variety of businesses. One tenant accounted for approximately 10% of total revenue for the year ended December 31, 2013. No single tenant accounted for 10% or more of total revenue for the year ended December 31, 2012. One tenant accounted for approximately 10% of accounts receivable as of December 31, 2013. One tenant accounted for approximately 16% of accounts receivable as of December 31, 2012.

The Company maintains its cash in a commercial bank. Substantially all of the Company's cash and cash equivalents are held in non-interest bearing transaction accounts. Regularly during the year, the Company maintained cash and cash equivalents in accounts in excess of the amount insured by the Federal Deposit Insurance Corporation. The Company's management regularly monitors the financial stability of these financial institutions.

Revenue Recognition

Rental revenue is generally recognized based on the terms of leases entered into with tenants. Rental revenue from leases with scheduled rent increases is recognized on a straight-line basis over the non-cancelable term of the respective leases. Property operating cost recoveries from tenants for common area maintenance, real estate taxes and other recoverable costs totaling \$963,015 and \$1,023,482 for the years ended December 31, 2013 and 2012, respectively, are recognized in the period in which the related expenses are incurred, and are included in rental revenues in the accompanying combined statements of operations. Receivables relating to these recoveries totaled \$341,749 and \$215,504 as of December 31, 2013 and 2012, respectively, and are recognized as accounts receivable on the accompanying combined balance sheets. Interest income is recognized as it is earned. If it becomes probable a tenant will fail to perform according to the terms of the lease, a loss equal to the accrued rental revenue unlikely to be received from that tenant would be charged to operations.

Rental revenue received in advance from tenants is recognized as unearned rent on the accompanying combined balance sheets as accounts payable and accrued expenses. Unearned rent as of December 31, 2013, was \$15,415. There was no unearned rent as of December 31, 2012.

Rental revenue recognized on a straight-line basis over rents due amounted to \$8,051 and \$84,177 for the years ended December 31, 2013 and 2012, respectively. The aggregate excess of rental revenue recognized on a straight-line basis over rents due in accordance with the provisions of the leases was \$674,845 and \$666,794 at December 31, 2013 and 2012, respectively.

The Project consists of 604,093 square feet of retail space and 13 outparcel sites and was completed in 2008. At December 31, 2013, tenants occupying 604,093 square feet and 13 of the outparcel sites were operating under non-cancelable leases providing for future minimum rents of \$40,257,822.

Future minimum rents receivable under non-cancelable leases for all known tenants at December 31, 2013, are as follows. Most leases have renewal options which are not included below.

	Amount
	\$
2014	5,240,525
2015	5,089,043
2016	4,928,951
2017	4,072,506
2018	2,684,894
Thereafter	18,241,903
	40,257,822

Rent and other receivables are reported at their estimated net realizable value. When necessary, the Company provides an allowance for doubtful accounts based upon a review of outstanding receivables, historical collection information and existing economic conditions. Past due status is based on the contractual terms of the receivables. Rent and other receivables are written-off based on individual credit evaluation and specific circumstances of the customer. Management has concluded that all of the Company's accounts receivable amounts will be realizable and, accordingly, has not recorded an allowance for doubtful accounts at December 31, 2013 and 2012.

Real Property

Buildings and building improvements are stated at cost and depreciated using the straight-line method over the estimated useful life of 39 years. Land improvements and signage are depreciated using an accelerated method of depreciation over the useful life of the assets, usually 15 years. Direct and indirect costs that relate to land development and building construction are capitalized. Costs are allocated to Project components by the specific identification method whenever possible. Otherwise, costs are allocated based on square footage or acreage.

Depreciation on real property charged to operations was \$1,473,845 and \$1,480,723 for the years ended December 31, 2013 and 2012, respectively.

Repairs are charged against operations. Renewals and betterments that materially extend the life of an asset are capitalized.

The Company reviews the real property for impairment whenever events or changes in circumstances indicate that the carrying amount of the real property may not be recoverable. Recoverability of the real property is measured by a comparison of the carrying amount of the real property to undiscounted future net cash flows expected to be generated by the real property. If the real property is considered to be impaired, the impairment to be recognized is measured by the amount by which the carrying amount of the real property exceeds its fair value. No impairment was recognized for the years ended December 31, 2013 and 2012.

During 2010, the Company incurred storm damage resulting in a charge of \$2,085,434 to real property. The Company also recognized a gain on its insurance settlement of \$2,085,434, resulting in no net gain or loss recognized in the combined statement of operations. Of the total settlement, the Company received the remaining \$182,501 during 2012.

Deferred Charges and Other Assets

Deferred charges consist of lease commissions, lease costs and loan costs, and are stated at cost net of accumulated amortization. At December 31, 2013 and 2012, total deferred charges capitalized were \$4,304,977 and \$4,272,187, respectively, with accumulated amortization of \$2,421,642 and \$2,054,502, respectively. The lease commissions and lease costs are amortized on the straight-line method over the terms of the respective leases. Lease commission and lease costs amortization expense of \$301,072 and \$310,361 is included in depreciation and amortization in the accompanying combined statements of operations for the years ended December 31, 2013 and 2012, respectively. Loan costs consist of various debt issuance costs and are amortized on the straight-line method, which approximates the effective interest method, based on terms of the respective debt agreements. Loan cost amortization expense of \$66,068 is included in depreciation and amortization in the accompanying combined statements of operations for the years ended December 2013 and 2012.

Deferred charges and other assets also include \$80,218 and \$147,726 of prepaid expenses at December 31, 2013 and 2012, respectively.

Income Taxes

The Company is a limited liability company treated as a partnership for federal and state income tax purposes. As a result, the Company's results of operations are included in the income tax returns of its individual members. Accordingly, no provision for federal or state income taxes has been recorded in the accompanying combined financial statements.

The Company follows applicable authoritative guidance on accounting for uncertainty in income taxes which, among other things, prescribes a recognition threshold and measurement attribute for the financial statement recognition and measurement of a tax position taken or expected to be taken in a tax return, and provides guidance on derecognition, classification, interest and penalties, accounting in interim periods and disclosure.

Use of Accounting Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

2 Note Payable

The Company entered into a note payable agreement with 40|86 Mortgage Capital for borrowings in the principal amount of \$44,760,000 on January 4, 2007. The note is collateralized by a deed of trust on real property and assignment of rents. The interest rate for the term of the loan is fixed at an annual rate of 6.03%. Principal and interest are payable in monthly installments of \$269,223 through November 1, 2017, when all remaining principal and interest are due.

Interest incurred related to the above note totaled \$2,568,909 and \$2,608,003 for the years ended December 31, 2013 and 2012, respectively.

Scheduled principal payments on the note payable amounts are as follows:

	Amount
	\$
2014	698,756
2015	742,076
2016	788,081
2017	40,076,538
	<u>42,305,451</u>

3 Note Payable to Related Party

The Company and the City reached an agreement in 2012 regarding the settlement of any unpaid or disputed participation rent for all periods prior to January 1, 2010. This agreement provided that, irrespective of the terms of any lease or other prior agreement, participation rent from commencement through December 31, 2009, would be equal to the sum of amounts previously paid and a final settlement amount of \$249,555. The Company executed a promissory note to the City for the settlement amount, payable in four annual installments of \$68,750 including interest at an annual rate of 4% with the first payment due in 2012.

Interest incurred related to the above note totaled \$7,631 for the year ended December 31, 2013.

4 Leases

The Company leases the Project land from the City under two ground leases, designated anchor and general. Both have terms commencing on June 1, 2004, with rent commencement on February 12, 2006, and expire on October 31, 2062. Subsequent to rent commencement, the anchor ground lease rent is \$510,000 annually. The general ground lease provides for three tiers of rent – general ground rent of \$1 per year, preferred rent of \$305,000 annually, payable to the extent of net operating income in excess of debt service as defined in the redevelopment agreement, and participation rent equivalent to 50% of net operating income in excess of debt service remaining after payment of preferred rent. Preferred rent is cumulative after the Project is 50% leased. To the extent that calculated preferred rent payable is less than \$305,000, the difference is accrued and is payable when future net operating income in excess of debt service is sufficient. Participation rent expense totaled \$308,086 and \$240,703 for the years ended December 31, 2013 and 2012, respectively. Total rental expense totaled \$1,123,086 and \$1,305,258 for the years ended December 31, 2013 and 2012, respectively. Excluding the rent expense amount included in the note payable to the City, rent expense incurred and unpaid totaled \$104,677 and \$477,375 as of December 31, 2013 and 2012, respectively, and is included in accounts payable and accrued expenses on the accompanying balance sheets.

5 Related-party Transactions and Balances

Collett Management, LLC (Collett), an affiliated property management company, provides management and brokerage services to the Company. Collett receives a monthly fee of 4% of gross monthly collections, excluding anchor ground lease rent, for providing property management services. Such fees totaled \$231,680 and \$240,922 for the years ended December 31, 2013 and 2012, respectively. Additionally, tenant security deposits are held in a trust account maintained by Collett, consistent with industry practice and regulatory requirements. Amounts due under this arrangement are recognized as security deposit trust account and totaled \$43,925 and \$43,925 as of December 31, 2013 and 2012, respectively. The Company paid nominal amounts for various expense reimbursements to Collett for both years ended December 31, 2013 and 2012.

Sooner Investment Realty (SIR), an affiliated entity, provides leasing services to the Company. The Company paid \$54,970 and \$55,453 in leasing commissions to SIR for the years ended December 31, 2013 and 2012, respectively.

As of December 31, 2013 and 2012, the Company has recorded \$1,000 in a related-party note payable.

The Company paid \$26,649 and \$34,368 in utilities expense to the City for the years ended December 31, 2013 and 2012, respectively. The amounts paid approximate the expense incurred during the respective years.

The Company subleases part of the Project land to Sooner Town Center II, LLC (STC II), a related party. The lease commenced on July 19, 2012, with rent commencement on October 31, 2012. The lease expires on October 31, 2062, with a five year renewal option. Annual rent for the first 10 years is \$45,000. The monthly rent amount increases by 10% on the 10th anniversary of the commencement date, and every five years thereafter. Straight-line rental income for this lease totaled \$65,608 for the year ended December 31, 2013. These amounts are included in the future minimum rents receivable schedule included in Note 1, on page 8.

During 2012, the Company advanced STC II \$1,000,000 to pay for construction costs. This amount was paid back to the Company during 2012. Additionally, the Company paid for approximately \$281,000 in construction costs and various other expenses for STC II during 2012. STC II reimbursed the Company in full for these expenses during 2012.

6 Subsequent Events

The Company has analyzed its operations subsequent to December 31, 2013, through , the date the financial statements were available to be issued.

Supplementary information

Schedule I - Combining balance sheet

December 31, 2013	Sooner Town Center, LLC	STC Lowe's, LLC	Eliminations	Combined
	\$	\$	\$	\$
Assets				
Real property, at cost:				
Buildings and building improvements	28,433,088	-	-	28,433,088
Land improvements and signage	12,230,038	271,764	-	12,501,802
Construction in progress	-	-	-	-
	40,663,126	271,764	-	40,934,890
Less – Accumulated depreciation	(11,344,132)	(192,486)	-	(11,536,618)
Real property, net	29,318,994	79,278	-	29,398,272
Other assets:				
Cash	566,088	-	-	566,088
Restricted cash	998	-	-	998
Accounts receivable	355,576	245,516	(245,516)	355,576
Security deposit trust account	43,925	-	-	43,925
Deferred rent receivable	674,845	-	-	674,845
Deferred charges and other assets, net of accumulated amortization of \$2,421,642	1,741,415	222,138	-	1,963,553
	32,701,841	546,932	(245,516)	33,003,257
Liabilities and members' deficit				
Liabilities:				
Unearned revenue	15,415	-	-	15,415
Note payable	42,305,451	-	-	42,305,451
Note payable to related party	129,669	-	-	129,669
Note payable to members and affiliates	246,516	-	(245,516)	1,000
Accounts payable and accrued expenses	382,621	-	-	382,621
Security deposits	43,925	-	-	43,925
Total liabilities	43,123,597	-	(245,516)	42,878,081
Members' (deficit) equity	(10,421,756)	546,932	-	(9,874,824)
	32,701,841	546,932	(245,516)	33,003,257

Schedule II - Combining statement of operations

For the year ended December 31, 2013	Sooner Town		Combined
	Center, LLC	STC Lowe's, LLC	
	\$	\$	\$
Rental revenues	5,938,641	558,113	6,496,754
Operating expenses:			
Common area maintenance	519,881	-	519,881
General and administrative expenses	609,450	6,892	616,342
Rent expense	613,086	510,000	1,123,086
Property management fees	231,793	-	231,793
Depreciation and amortization	1,805,848	35,137	1,840,985
Total operating expenses	3,780,058	552,029	4,332,087
Interest expense	2,579,557	-	2,579,557
Net loss	(420,974)	6,084	(414,890)

Schedule III – Net operating income

For the years ended December 31	2013	2012
	\$	\$
Rental revenues per audited financial statements	6,496,754	6,406,414
Less - Anchor ground lease revenue up to related expense	(510,000)	(510,000)
Rental revenues excluding anchor tenant	5,986,754	5,896,414
Adjustments to cash basis:		
Deferred rent receivable	(8,051)	(84,177)
Common area maintenance receivable	(126,245)	130,013
Rent receivable from STC II	7,621	(7,621)
Unearned rent	15,415	-
Gross operating revenue (subtenant rents)	5,875,494	5,934,629
Operating expenses:		
Operating expenses per audited financial statements	4,332,087	4,557,667
Less - Rent expense pertaining to City Note	-	(249,555)
Less - Anchor tenant rent expense (per Schedule II)	(510,000)	(510,000)
Plus - Additions to project development costs	81,571	175,269
Operating expenses, net	3,903,658	3,973,381
Adjustments for non-cash expenses:		
Depreciation and amortization per audited financial statements	(1,840,985)	(1,857,152)
Insurance expense adjustment	(23,171)	8,560
Decrease in utility deposits	(735)	-
Other adjustments:		
Preferred rent, accrued or paid	(305,000)	(305,000)
Participation rent, accrued or paid	(308,086)	(240,703)
Operating expenses	1,425,681	1,579,086
Net operating income	4,449,813	4,355,543

Schedule IV – Debt service

For the years ended December 31	2013	2012
	\$	\$
Debt service:		
Interest expense on debt per audited financial statements	2,579,557	2,620,812
Debt principal payments	657,965	619,557
Principal payments on City Note	61,119	58,767
Total debt service	3,298,641	3,299,136

Schedule V – Net cash flow

For the years ended December 31	2013	2012
	\$	\$
Net operating income	4,449,813	4,355,543
Less - Debt service	(3,298,641)	(3,299,136)
Net cash flow	1,151,172	1,056,407
Less - Cash reserve	(230,000)	(270,000)
Less - Preferred rent	(305,000)	(305,000)
Less - General ground lease	(1)	(1)
Net cash flow, after preferred rent and general ground lease	616,171	481,406
Participation rent factor	50%	50%
Participation rent	308,086	240,703

Schedule VI – Subtenant rents

For the years ended December 31	2013	2012
	\$	\$
Subtenant rents, excluding the anchor ground lease	5,875,494	5,934,629
Total subtenant rents (cash basis)	5,875,494	5,934,629

Financial Statements and Report of
Independent Certified Public Accountants

Sooner Town Center II, LLC

December 31, 2013 and 2012

Table of contents

Report of Independent Certified Public Accountants	1-2
Financial statements:	
Balance sheets	3
Statements of operations	4
Statements of changes in members' deficit	5
Statements of cash flows	6
Notes to financial statements	7-12
Supplementary information:	
Schedule I – Net operating income	14
Schedule II – Debt service	15
Schedule III – Net cash flow	16
Schedule IV – Subtenant rents	17

REPORT OF INDEPENDENT CERTIFIED PUBLIC ACCOUNTANTS

To the Members of
Sooner Town Center II, LLC:

We have audited the accompanying financial statements of **Sooner Town Center II, LLC** (an Oklahoma limited liability company), which comprise the balance sheets as of December 31, 2013 and 2012, and the related statements of operations, changes in members' deficit, and cash flows as of December 31, 2013 and for the period from January 11, 2012 (Inception) to December 31, 2012, and the related notes to the financial statements.

Management's responsibility for the financial statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's responsibility

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Sooner Town Center II, LLC as of December 31, 2013 and 2012, and the results of its operations and its cash flows for the year ended December 31, 2013 and the period from January 11, 2012 (Inception) to December 31, 2012, in accordance with accounting principles generally accepted in the United States of America.

Supplementary information

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The supplementary information presented in Schedules I through IV is presented for purposes of additional analysis and is not a required part of the financial statements. Such supplementary information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures. These additional procedures included comparing and reconciling the information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the supplementary information is fairly stated, in all material respects, in relation to the financial statements as a whole.

Charlotte, North Carolina


Balance sheets

December 31	2013	2012
	\$	\$
Assets		
Real property, at cost:		
Buildings	6,021,741	6,021,741
Land improvements and signage	1,772,746	1,769,945
Construction in progress	429,616	-
	8,224,103	7,791,686
Less – Accumulated depreciation	(383,706)	(54,292)
Real property, net	7,840,397	7,737,394
Other assets:		
Cash	742,382	-
Restricted cash	70	1,000
Accounts receivable	91,534	128,964
Accounts receivable - other	-	226,768
Deferred charges and other assets, net	636,260	560,676
Total assets	9,310,643	8,654,802
Liabilities and members' deficit		
Liabilities:		
Note payable	9,092,944	8,479,267
Accounts payable and accrued expenses	527,424	183,660
Unearned revenue	63,458	-
Total liabilities	9,683,826	8,662,927
Members' deficit	(373,183)	(8,125)
Total liabilities and members' deficit	9,310,643	8,654,802

The accompanying notes are an integral part of these financial statements.

Statements of operations

	For the year ended December 31, 2013	For the period from January 11, 2012 (Inception) to December 31, 2012
	\$	\$
Rental revenues	944,379	128,964
Operating expenses:		
Common area maintenance	67,386	8,979
General and administrative expenses	260,925	13,493
Rent expense	186,648	7,621
Depreciation and amortization	404,244	65,908
Total operating expenses	919,203	96,001
Interest expense	340,234	41,088
Net loss	(315,058)	(8,125)

The accompanying notes are an integral part of these financial statements.

Statements of changes in members' deficit

	Total Members'
	Deficit
	\$
Members' deficit, December 31, 2012	(8,125)
Net loss	(315,058)
Distributions	(50,000)
Members' deficit, December 31, 2013	(373,183)

Statements of cash flows

	For the year ended December 31, 2013	For the period from January 11, 2012 (Inception) to December 31, 2012
	\$	\$
Cash flows from operating activities:		
Net loss	(315,058)	(8,125)
Adjustments to reconcile net loss to net cash provided by (used in) operating activities:		
Depreciation	329,414	54,292
Amortization	74,830	11,616
Change in operating assets and liabilities:		
Restricted cash	930	(1,000)
Accounts receivable	37,430	(128,964)
Accounts receivable - other	226,768	(226,768)
Deferred charges and other assets	(150,414)	(436,002)
Accounts payable and accrued expenses	343,764	183,660
Unearned revenues	63,458	-
Net cash provided by (used in) operating activities	611,122	(551,291)
Cash flows from investing activities:		
Additions to real property	(432,417)	(7,791,686)
Net cash used in investing activities	(432,417)	(7,791,686)
Cash flows from financing activities:		
Proceeds from issuance of interim note payable	-	2,000,000
Extinguishment of interim note payable	-	(2,000,000)
Proceeds from issuance of long-term note payable	657,703	8,479,267
Payments on long-term note payable	(44,026)	-
Deferred loan fees	-	(136,290)
Member distributions	(50,000)	-
Net cash provided by financing activities	563,677	8,342,977
Net increase in cash	742,382	-
Cash, beginning of period	-	-
Cash, end of year	742,382	-
Supplemental disclosures of cash flow information:		
Cash paid for interest, net of capitalized interest of \$0 and \$29,775	317,118	25,708

The accompanying notes are an integral part of these financial statements.

Notes to financial statements

1 Summary of Organization and Significant Accounting Policies

Organization

Sooner Town Center II, LLC (an Oklahoma limited liability company) (the Company) was organized in January 2012 for the purpose of acquiring, developing and leasing commercial properties in Oklahoma. The Company developed and operates a retail center (the Project) located in Midwest City, Oklahoma. The Project is defined by a ground lease agreement between Midwest City Memorial Hospital Authority, an affiliate of Midwest City, Oklahoma (collectively, the City) and the Company. The City is considered to be a related party for financial reporting purposes. The Company is responsible for design, construction, financing, leasing and management of the Project, all subject to City approval. Income and loss will be allocated to members in accordance with the operating agreement.

Cash and Cash Equivalents

The Company classifies highly liquid investments with original maturity dates of three months or less as cash equivalents.

Restricted Cash

Restricted cash includes \$1,000 for a deposit with a title company for a house demolition.

Concentration of Credit Risk

The Company's operating property is located in Midwest City, Oklahoma. The Company's ability to generate future revenues is dependent upon the economic conditions within this area.

As of December 31, 2013, the Company had two tenants. Accordingly, 100% of rental revenues and accounts receivable were related to these tenants. As of December 31, 2012, the Company had one tenant. Accordingly, 100% of rental revenues and accounts receivable related to this tenant.

The Company maintains its cash in a commercial bank. Regularly during the year, the Company maintained cash and cash equivalents in accounts in excess of the amount insured by the Federal Deposit Insurance Corporation. The Company's management regularly monitors the financial stability of these financial institutions.

Revenue Recognition

Rental revenue is generally recognized based on the terms of leases entered into with tenants. Rental revenue from leases with scheduled rent increases is recognized on a straight-line basis over the non-cancelable term of the respective leases. Property operating cost recoveries from tenants for common area maintenance, real estate taxes and other recoverable costs totaling \$238,409 and \$23,117 for the year ended December 31, 2013 and for the period from January 11, 2012 (Inception) to December 31, 2012, respectively, are recognized in the period in which the related expenses are incurred, and are included in rental revenues in the accompanying statements of operations. Receivables relating to these recoveries totaled \$91,534 and \$23,117 as of December 31, 2013 and 2012, respectively, and are recognized as accounts receivable on the accompanying balance sheets. Interest income is recognized as it is earned. If it becomes probable that a tenant will fail to perform according to the terms of the lease, a loss equal to the accrued rental revenue unlikely to be received from that tenant would be charged to operations.

Rental revenue received in advance from tenants is recognized as unearned rent on the accompanying balance sheets. Unearned rent revenue as of December 31, 2013, was \$63,458. There was no unearned rent revenue as of December 31, 2012.

The Project consists of 69,000 square feet of retail space and was completed in 2012. At December 31, 2013, two tenants occupying 53,600 square feet were operating non-cancelable leases providing for future minimum rents of \$6,083,283, with the latest expiration date of January 31, 2023.

Future minimum rents receivable under non-cancelable leases for all known tenants at December 31, 2013, are as follows. The lease has a renewal option, which is not included below.

	Amount
	\$
2014	722,488
2015	722,488
2016	722,488
2017	722,488
2018	641,248
Thereafter	2,552,083
	6,083,283

Rent and other receivables are reported at their estimated net realizable value. When necessary, the Company provides an allowance for doubtful accounts based upon a review of outstanding receivables, historical collection information and existing economic conditions. Past due status is based on the contractual terms of the receivables. Rent and other receivables are written off based on individual credit evaluation and specific circumstances of the customer. Management has concluded that all of the Company's accounts receivable amounts will be realizable and, accordingly, has not recorded an allowance for doubtful accounts at December 31, 2013 and 2012.

Real Property

Buildings are stated at cost and depreciated using the straight-line method over the estimated useful life of 39 years. Land improvements and signage are depreciated using an accelerated method of depreciation over the useful life of the assets, usually 15 years. Direct and indirect costs that relate to land development and building construction are capitalized. Costs are allocated to Project components by the specific identification method whenever possible. Otherwise, costs are allocated based on square footage or acreage.

Interest costs capitalized for the period from January 11, 2012 (Inception) to December 31, 2012 was \$29,775. The Company ceased capitalization of interest as of October 31, 2012, when construction of the Project was considered to be substantially complete, thus there was no capitalized interest for the year ended December 31, 2013.

Depreciation on real property charged to operations was \$329,414 and \$54,292 for the year ended December 31, 2013 and for the period from January 11, 2012 (Inception) to December 31, 2012, respectively.

Repairs are charged against operations. Renewals and betterments that materially extend the life of an asset are capitalized.

The Company reviews the real property for impairment whenever events or changes in circumstances indicate that the carrying amount of the real property may not be recoverable. Recoverability of the real property is measured by a comparison of the carrying amount of the real property to undiscounted future net cash flows expected to be generated by the real property. If the real property is considered to be impaired, the impairment to be recognized is measured by the amount by which the carrying amount of the real property exceeds its fair value. No impairment was recognized as of December 31, 2013, and for the period from January 11, 2012 (Inception) to December 31, 2012.

Deferred Charges and Other Assets

Deferred charges consist of lease commissions, lease costs and loan costs, and are stated at cost net of accumulated amortization. At December 31, 2013 and 2012, total deferred charges capitalized were \$696,744 and \$522,556, respectively, with accumulated amortization of \$86,446 and \$11,616, respectively. The lease commissions and lease costs are amortized on the straight-line method over the terms of the respective leases. Lease commission and lease costs amortization expense of \$52,115 and \$5,937 is included in depreciation and amortization in the accompanying statement of operations for the year ended December 31, 2013 and for the period from January 11, 2012 (Inception) to December 31, 2012, respectively. Loan costs consist of various debt issuance costs and are amortized on the straight-line method, which approximates the effective interest method, based on terms of the respective debt agreements. Loan cost amortization expense of \$22,715 and \$5,679 is included in depreciation and amortization in the accompanying statement of operations for the year ended December 31, 2013 and for the period from January 11, 2012 (Inception) to December 31, 2012, respectively.

Deferred charges and other assets also includes \$25,962 and \$49,736 of prepaid expenses at December 31, 2013 and 2012, respectively.

Income Taxes

The Company is a limited liability company treated as a partnership for federal and state income tax purposes. As a result, the Company's results of operations are included in the income tax returns of its individual members. Accordingly, no provision for federal or state income taxes has been recorded in the accompanying financial statements.

The Company follows applicable authoritative guidance on accounting for uncertainty in income taxes which, among other things prescribes a recognition threshold and measurement attribute for the financial statement recognition and measurement of a tax position taken or expected to be taken in a tax return, and provides guidance on derecognition, classification, interest and penalties, accounting in interim periods and disclosure.

Use of Accounting Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

2 Debt

The Company entered into an interim note payable agreement with First National Bank for \$2,000,000 on June 14, 2012, with a fixed interest rate of 5% per annum. Interest payments on this note were due monthly. The entire principal balance of this note was refinanced by the note payable referenced in the following paragraph.

The Company entered into a note payable agreement with First National Bank for borrowings in the maximum principal amount of \$9,136,970 on September 18, 2012. Total amounts drawn on this loan as of December 31, 2013 and 2012, were \$9,092,944 and \$8,479,267, respectively. The note is collateralized by a deed of trust on real property and assignment of rents. From September 18, 2012 to September 10, 2013, the interest rate is variable at a rate equal to 3% per annum in excess of the London Interbank Offered Rate (LIBOR). From September 11, 2013 to September 10, 2018, the interest rate is variable at a rate equal to 3% per annum in excess of the Treasury Rate but not less than 4½%. Interest only payments on the amounts disbursed under the note will be paid monthly until October 10, 2013, at which time principal and interest payments will begin. The entire unpaid balance of principal and accrued unpaid interest owing on the note will be due and payable on September 10, 2018.

Interest incurred related to the above loans totaled \$340,234 and \$70,863 for the year ended December 31, 2013 and for the period from January 11, 2012 (Inception) to December 31, 2012, respectively.

Scheduled principal payments on the note payable are as follows:

	Amount
	\$
2014	183,436
2015	193,616
2016	203,036
2017	212,914
2018	8,299,942
	<u>9,092,944</u>

3 Leases

The Company subleases the Project land from Sooner Town Center, LLC (STC), a related party, which leases the land from the City. The lease commenced on July 19, 2012, with rent commencement on October 31, 2012. The lease expires on October 31, 2062, with a five year renewal option. The monthly rent amount increases by 10% on the 10th anniversary of the commencement date, and every five years thereafter.

Rental expense totaled \$45,000 and \$7,621 as of December 31, 2013 and for the period from January 11, 2012 (Inception) to December 31, 2012, respectively. Rent expense incurred and unpaid totaled \$0 and \$7,621 as of December 31, 2013 and 2012, respectively, and is included in accounts payable and accrued expenses on the accompanying balance sheet.

Future minimum rent payments for the original term are as follows:

	Amount
	\$
2014	45,000
2015	45,000
2016	45,000
2017	45,000
2018	45,000
Thereafter	3,002,882
	<u>3,227,882</u>

The Company also has a ground lease with the City, an affiliated entity, with participation rent equivalent to 50% of net operating income as defined in excess of debt service measured on a cumulative basis. Rent commenced on October 31, 2012, under this lease which expires on October 31, 2062, with a five year renewal option. In addition to participation rent, starting one year after the commencement date, annual rent will be \$1. Rent expense under this lease is \$141,648 and \$0 for the year ended December 31, 2013 and for the period from January 11, 2012 (Inception) to December 31, 2012, respectively.

4 Related-party Transactions and Balances

Collett Management, LLC (Collett), an affiliated entity, provides leasing, development, and brokerage services to the Company. The Company paid \$0 and \$81,156 in leasing commissions to Collett for the year ended December 31, 2013 and for the period from January 11, 2012 (Inception) to December 31, 2012, respectively. Additionally, the Company paid Collett \$0 and \$102,000 in development fees in connection with the construction of the Project for the year ended December 31, 2013 and for the period from January 11, 2012 (Inception) to December 31, 2012, respectively. The Company also paid nominal amounts to Collett for accounting services and paid nominal amounts for various expense reimbursements to Collett for the year ended December 31, 2013 and for the period from January 11, 2012 (Inception) to December 31, 2012, respectively. Property management fees totaling \$38,283 were paid to Collett for the year ended December 31, 2013; no such fees were paid for the period from January 11, 2012 (Inception) to December 31, 2012.

Sooner Investment Realty (SIR), an affiliated entity, provides leasing and development services to the Company. The Company paid \$0 and \$76,156 in leasing commissions to SIR for the year ended December 31, 2013 and for the period from January 11, 2012 (Inception) to December 31, 2012, respectively. Additionally, the Company paid SIR \$0 and \$102,000 in development fees in connection with the construction of the Project for the year ended December 31, 2013 and for the period from January 11, 2012 (Inception) to December 31, 2012, respectively.

John S. Cheek, Inc. (Cheek), an affiliated entity, provides tax and accounting services to the Company. The Company paid \$27,450 and \$8,150 in fees to Cheek for the year ended December 31, 2013 and for the period from January 11, 2012 (Inception) to December 31, 2012, respectively. Accrued tax and accounting fees payable to Cheek were \$0 and \$21,000 at December 31, 2013 and 2012, respectively, and are included in accounts payable and accrued expenses on the accompanying balance sheets.

During the period from January 11, 2012 (Inception) to December 31, 2012, STC advanced the Company \$1,000,000 and also paid \$281,000 to various vendors on the Company's behalf. The Company repaid these amounts in full as of December 31, 2012. The Company also subleases land from STC (See Note 3). Nominal amounts of invoices were paid by STC during 2013.

The Company has a \$0 and \$100,000 receivable due from the City as of December 31, 2013 and 2012, respectively, related to a cost sharing agreement for a construction expediting fee. Also, the Company paid \$0 and \$18,046 to the City for permit fees for the year ended December 31, 2013 and for the period from January 11, 2012 (Inception) to December 31, 2012, respectively. The Company also leases land from the City (See Note 3). Utility expenses paid during 2013 from the City totaled \$31,376.

Certain members guarantee the note payable.

5 Subsequent Events

The Company has analyzed its operations subsequent to December 31, 2013, through , the date the financial statements were available to be issued.

Supplementary information

Schedule I – Net operating income

	For the year ended December 31, 2013	For the period from January 11, 2012 (Inception) to December 31, 2012
	\$	\$
Rental revenues per audited financial statements	944,379	128,964
Adjustments to cash basis:		
Rent receivable	14,313	(105,847)
Common area maintenance receivable	23,117	(23,117)
Unearned rent	63,458	-
Gross operating revenue (cash basis)	1,045,267	-
Total operating expenses	919,203	96,001
Adjustments for non-cash expenses and expenses funded with loan proceeds		
Depreciation and amortization	(404,244)	(65,908)
Expenses paid with loan proceeds	(369)	(15,340)
Non-cash insurance expense	(3,248)	-
Utility deposits	70	-
Participation rent, accrued or paid	(141,648)	-
Operating expenses	369,764	14,753
Net operating income	675,503	(14,753)

Schedule II – Debt service

	For the year ended December 31, 2013	For the period from January 11, 2012 (Inception) to December 31, 2012
	\$	\$
Debt service:		
Interest expense per audited financial statements	340,234	41,088
Interest expense paid with loan proceeds	(22,186)	(25,708)
Loan costs	-	136,290
Loan costs paid with loan proceeds	-	(136,290)
Principal payments	44,026	-
Total debt service	362,074	15,380

Schedule III – Net cash flow

	For the year ended December 31, 2013	For the period from January 11, 2012 (Inception) to December 31, 2012
	\$	\$
Net operating income	675,503	(14,753)
Less - Debt service	(362,074)	(15,380)
Net cash flow, current year	313,429	(30,133)
Net cash flow, cumulative	283,296	(30,133)
Participation rent factor	50%	50%
Participation rent (minimum of \$0)	141,648	-

Schedule IV – Subtenant rents

	For the year ended December 31, 2013	For the period from January 11, 2012 (Inception) to December 31, 2012
	\$	\$
Tenant rents	1,045,267	-
Total rents (cash basis)	1,045,267	-



City Manager
100 N. Midwest Boulevard
Midwest City, OK 73110
office 405.739.1204

MEMORANDUM

TO: Honorable Mayor and Council

FROM: J. Guy Henson, City Manager

DATE: May 24, 2016

SUBJECT: Discussion and consideration of renewing an agreement with MidwestMedia & Marketing, Inc. for fiscal year 2016-17 in the amount of \$66,000 to provide public relations and marketing services.

This item is on the agenda to renew the agreement under which Kay Hunt provides the City with public relations and marketing services. Mrs. Hunt has been providing similar services to the City under contract for several years now and her performance has been of great benefit to the City.

Staff recommends approval.

A handwritten signature in black ink, appearing to read "J. Guy Henson", is written over a horizontal line.

J. GUY HENSON, AICP
City Attorney

Attachment

CONTRACT FOR SERVICES

This Contract for Services is effective on the 1st day of July, 2016, by and between midwest media & marketing, Inc. (“Contractor”) and the City of Midwest City, a municipal corporation (“City”). The purpose of this contract is for the City to secure the services of Contractor as Public Relations Specialist. Term of the Contract shall end on June 30, 2017.

1. Contractor will provide the services described in this Contract for a total fee of \$66,000. This fee shall be paid by the City to Contractor in twenty-four (24) equal semi-monthly payments. Contractor shall provide weekly/monthly reports describing the work accomplishments for previous week/month.
2. Contractor will provide the City the following services/strategies upon the approval and execution of this contract by the City Council:
 - a. Prepare a minimum of twenty (25) news articles during the term of this agreement pertaining to various aspects of city operations and activities. This will include, but, not be limited to:
 - i. Performing required research,
 - ii. Attending periodic meetings with department heads and staff,
 - iii. Preparing article drafts,
 - iv. Proofing articles with department heads and/or staff,
 - v. Editing of articles,
 - vi. Developing relationships with media,
 - vii. Distributing of articles to media and other developed strategies, such as e-newsletter, website.
 - b. Research daily area newspapers, including the Oklahoman, Edmond, Norman, Moore, Yukon/Mustang.
 - c. Website development and content management - Maintain and edit the content on a daily/weekly/monthly basis; and upload and update stories, calendar of event information, photo gallery sections, video as needed.
 - d. Video Marketing:
 - i. Contractor will shoot video of selected subject matters throughout the year; however, an independent contractor will be hired to edit the footage. Videos will be marketed through the website, Channel 20, YouTube City Channel, Social Media, and Media outlets.
 - ii. Contractor will act as the project manager and do the following:
 - 1) Coordinate with City Manager and Department Heads to determine the subject of the monthly videos,
 - 2) Create video storyboard and write scripts,
 - 3) Arrange for on-cam talent and participants in each video,
 - 4) Shoot the video or coordinate the shooting,

- 5) Arrange for editing of each video,
- 6) Distribute and make placements of videos.
- e. Social Media:
 - i. Maintain City Facebook and Twitter accounts,
 - ii. Post and Tweet weekly/monthly information,
 - iii. Respond to citizens' complaints and questions in a timely manner,
 - iv. Report citizens' complaints and questions to appropriate city staff for their responses.
- f. E-newsletter - Research and write content, create layout and distribute City View e-newsletter to email database a minimum of twelve (12) editions a year; and Manage email database.
- g. Quarterly Utility Bill Newsletter - Research and write content, create layout of quarterly newsletter.
- h. Shop Midwest City Campaign - Continue marketing the Shop Midwest City brand through stories, website, Channel 20, e-newsletters, collateral material, and social media.
- i. Media Relations:
 - i. Create and maintain relationship with area media,
 - ii. Periodically host area media in MWC,
 - iii. Prepare and distribute press releases,
 - iv. Maintain current media database,
 - v. Assist media with needed information and data for stories.
- j. Channel 20 - Develop, manage, maintain information included on a weekly, monthly basis.
- k. Disaster Communications Plan - Carry out the completed disaster communication plan.
- l. Department assistance - Work with city department heads and staff on various brochures, flyers and other public documents (When necessary, Contractor will have to hire outside professional graphic designers to complete the task. The cost of such service will be agreed upon prior to hiring contractor and paid by the specific department.); and edit content and provide needed photography.
- m. Public Event Management & Promotion - Will work with city event planners in the overall promotion of event, including, but, not limited to: press releases, social media, Channel 20, e-newsletters, quarterly newsletters, website, online calendar of events, etc.; and assist, at the discretion of City Manager, in the organization and management of public events.

- n. Ponies on Parade Public Art Campaign - Work with Community Development Department project manager to coordinate campaign by soliciting community partners and artists; and promote campaign to media, potential sponsors and residents.
 - o. Meet with the City's Administrative Staff a minimum of once a month (if said meeting takes place). The purpose of the meetings is to discuss new and current projects and activities pertinent to Contractor's plan of work.
 - p. Attend City Council meeting a minimum of one (1) time per month.
 - q. Stay Connected - Continue to promote campaign to public through website, social media, Channel 20, e-newsletters, press releases, city app, Notify MWC.
 - r. Coordinate, organize, manage and promote the Christmas event, Storyland Christmas, a multi-week event; and seek event sponsors.
 - s. Develop and market various public education campaigns, such as the Go Clean Go Green campaign and any other campaign that is developed throughout the year.
 - t. Serve, assist with planning, and market the 75th Anniversary event.
 - u. Any additional public relations, marketing or event planning projects deemed necessary by the City Manager.
3. Contractor will perform and complete the work under this contract in a professional workmanlike manner. Contractor shall not, either during or after the term of this contract, disclose to any third party any confidential information relative to the work or the business of the City without the written consent of the City.
 4. Contractor agrees to indemnify and hold harmless the City and its officers, agents and employees of and from damages, injuries (including death), claims, property damages (including loss of use), losses, demands, suits, judgments and costs, including reasonable attorneys' fees and expenses, which directly arise out of Contractor's breach of any of the terms or provisions of this contract, or by any other act, error or omission of Contractor, its agents, servants, employees, subcontractors, or any other persons or entities for whose acts Contractor is legally liable.
 5. All documents prepared or furnished by Contractor pursuant to this contract are instruments of service with respect to the work performed under this contract. The City shall retain ownership and a property interest in them, whether or not the work under this contract is completed.
 6. Either party to this contract may terminate it by giving to the other party thirty (30) days' notice in writing. Upon delivery of such notice by the City to Contractor, Contractor shall immediately discontinue all services in connection with the performance of work under this contract. As soon as practical after receipt of notice of termination, Contractor shall submit a

final invoice, showing in detail the services performed under this contract up to the date of notice of termination. The City shall then pay Contractor within thirty (30) days any unpaid invoice(s) which relate to services actually performed under this contract. Originals of all completed or partially completed documents prepared under this contract shall be promptly delivered to the City.

7. This contract contains the entire agreement between the parties covering the subject matter. No modifications or amendments shall be valid unless in writing and signed by both parties.
8. In case any one or more of the provisions contained in this contract shall for any reason be held to be invalid, illegal or unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect any other provision hereof, and this contract shall be construed as if such invalid, illegal or unenforceable provision had never been a part of this contract.
9. Neither the City nor Contractor shall assign, sublet or transfer its interest in this contract without the written consent of the other party. Nothing in this contract shall be construed as creating any personal liability on the part of any officer, agent or employee of the City or of Contractor.

PASSED AND APPROVED by the City on the 24th day of May, 2016 and by Contractor on the _____ day of _____, 2016.

CITY OF MIDWEST CITY, OKLAHOMA

ATTEST:

Matthew D. Dukes, II, Mayor

Sara Hancock, City Clerk

APPROVED as to form and legality this 24th day of May, 2016.

Katherine Bolles, City Attorney

midwestmedia & marketing, inc.

Kay Hunt, President

###



Emergency Management

100 N. Midwest Boulevard

Midwest City, OK 73110

office 405.739.1386

To: Honorable Mayor and Council

From: Mike Bower, Emergency Manager

Date: June 14, 2016

Subject: Discussion and consideration of renewing the annual agreement with Oklahoma City-County Health Department to provide storage for an emergency preparedness trailer owned by the health department.

The OCCHD requests that Midwest City renew the agreement that allows for storage of the emergency preparedness trailer at Midwest City fleet maintenance facility. This agreement is for a term of 12 months beginning July 1, 2016. Cancellation of this agreement may be effected by either party giving notice in writing to the other at least 30 days prior to the desired date of cancellation. Either party shall have the option to renew this agreement for additional twelve (12) month terms on the same terms and conditions.

Staff recommends approval.

Mike Bower
Emergency Manager

STORAGE AGREEMENT

THIS STORAGE AGREEMENT made and entered into this 1st day of July, 2016 between the City of Midwest City, hereinafter called MWC, and Oklahoma City-County Health Department, hereinafter called OCCHD.

WITNESSETH: The parties hereto, for consideration hereinafter stated, do covenant and agree to the following, to-wit:

1. STORAGE: OCCHD hereby desires to place for storage, an emergency preparedness trailer owned by OCCHD on the real property of the City of Midwest City Fleet Maintenance Building, VIN# for trailer as follows:

24' Gatekeeper Shelter System Trailer, VIN 5NHUTBZ279T422574

2. TERM: This Agreement is for a term of twelve (12) months beginning July 1, 2016, and ending June 30, 2017.
3. RENT: The parties agree that there shall be zero (\$0) rental for the above described premises for the term of this Lease.
4. UTILITIES AND SERVICES: The parties agree no utilities or services are furnished during the term of this Agreement.
5. MAINTENANCE, REPAIR, IMPROVEMENTS:
 - (a) OCCHD covenants to keep, repair and maintain, at its expense, the property.
 - (b) It is further understood and agreed that if OCCHD does not maintain the property, as heretofore specified, in reasonably good repair, reasonable wear and tear expected, the MWC shall notify OCCHD in writing in reference thereto by registered mail.
 - (c) The property provided by OCCHD shall remain the sole property of OCCHD on termination of this Agreement or any extensions thereof, and may be removed by OCCHD, without penalty, upon termination of this Agreement.
6. CASUALTY DAMAGE: It is mutually agreed between OCCHD and MWC that if said property shall be damaged by fire or any other cause or causes, the same shall be promptly repaired by OCCHD.
7. STOLEN: It is mutually agreed between OCCHD and MWC that MWC shall make all reasonable safeguards to secure said property, however, if said property shall be stolen, MWC shall have no liability for replacement.



The City of
MIDWEST CITY
COMMUNITY DEVELOPMENT DEPARTMENT -
ENGINEERING DIVISION

Billy Harless, Community Development Director
Patrick Menefee, P.E., City Engineer

ENGINEERING DIVISION
Patrick Menefee, City Engineer
CURRENT PLANNING DIVISION
Kellie Gilles, Manager
COMPREHENSIVE PLANNING
Julie Shannon, Comprehensive Planner
BUILDING INSPECTION DIVISION
Charles Belk, Building Official
GIS DIVISION
Kathy Spivey, GIS Coordinator

To: Honorable Mayor and Council

From: Patrick Menefee, P.E., City Engineer

Date: June 14th, 2016

Subject: Discussion and consideration of authorizing and entering into a Project Agreement for Federal-aid Railroad Project Number RRCS-255B(406)CS, State Job Number 32589(08), with the Oklahoma Department of Transportation in the total amount of \$550,578 to reconstruct and signalize the railroad crossing located on NE 10th Street between Sooner Road and Air Depot Boulevard, with Midwest City contributing \$26,869.

The funds are needed in connection with the proposed reconstruction and signalization of the NE 10th Street railroad crossing. The preliminary estimate for the total project cost is \$550,578. This project will be funded by 85% state funds and 5% federal funds. The remaining 10% of the cost is split between the local entity in the agreement and the rail road company. The City provides 10% of the signal's installation cost while the railroad provides 10% of the railroad crossing's installation cost. Midwest City will be required to contribute \$26,869 to ODOT to cover construction costs as required with the 10% local match provision for the signal installation. AOK Rail Road will provide the 10% funding for the crossing's installation.

Staff recommends approval.

Patrick Menefee, P.E.,
City Engineer

Attachment

**PROJECT AGREEMENT FOR
FEDERAL-AID RAILROAD PROJECT**

RRCS-255B(406)CS, J/P # 32589(08)

**AT THE AT-GRADE CROSSING OF
ARKANSAS OKLAHOMA RAILROAD
AT NE 10TH STREET IN MIDWEST CITY,
OKLAHOMA COUNTY- DOT No. 596933A**

**BY AND BETWEEN THE CITY OF MIDWEST CITY, OKLAHOMA
COUNTY**

AND

THE OKLAHOMA DEPARTMENT OF TRANSPORTATION

AGREEMENT

This **AGREEMENT**, entered into in triplicate the day and year last written below, by and between the City of Midwest City, Oklahoma, hereinafter referred to as the **CITY**, and the Oklahoma Department of Transportation, hereinafter referred to as **the DEPARTMENT**, for the following intents and purposes and subject to the following terms and conditions:

WITNESS TO:

That the DEPARTMENT propose to make improvements to the railroad crossing as directed by the Oklahoma Transportation Commission at their meeting of April 04, 2016 authorizing State apportioned Federal-aid funds and CITY funds for participation in the project for Railroad Crossing Improvements in the City of Midwest City, designated as Federal-aid Project RRCS-255B(406)CS, J/P No. 32589(08) consisting of improvements to railroad crossing as follows:

The addition of pedestal mounted flashing light signals with gate arms to the existing cantilevered flashing light signals and a 208' Concrete crossing surface at NE 10TH STREET (AARDOT #596933A) in Midwest City, Oklahoma County, Oklahoma.

The location and type of any proposed construction is to be as shown on the site plans prepared by the DEPARTMENT and by reference made part of this AGREEMENT. Such plans are to be in accordance with the Oklahoma Standard Specifications for Highway Construction.

NOW, THEREFORE, the parties hereto mutually agree as follows:

1. The DEPARTMENT agrees to provide the Location Site plans. Design engineering for this project will be provided by the RAILROAD. No change in plans or specifications shall be made without written consent of the parties hereto.
2. Total cost of this project is estimated at **FIVE HUNDRED FIFTY THOUSAND FIVE HUNDRED SEVENTY-EIGHT DOLLARS AND NO CENTS (\$550,578.00)**. It is agreed that this project will be financed as follows:
 - 5% Federal-aid Railroad Highway Grade Crossing funds at **TWENTY SEVEN THOUSAND FIVE HUNDRED THIRTY DOLLARS AND NO CENTS (\$27,530.00)**,
 - 85% State Railroad Highway Grade Crossing funds at **FOUR HUNDRED SIXTY-SEVEN THOUSAND NINE HUNDRED NINETY DOLLARS AND NO CENTS (\$467,990.00)**,
 - 10% matching City funds at **TWENTY-SIX THOUSAND EIGHT HUNDRED SIXTY-NINE DOLLARS AND NO CENTS (\$26,869.00)** for the signal installation costs,

- 10% matching Railroad funds at **TWENTY-EIGHT THOUSAND ONE HUNDRED EIGHTY-NINE AND NO CENTS (\$28,189.00)** for the surface installation costs,

The estimated time for commencement of construction for this project is 12 months from the date of issuance of the Oklahoma Department of Transportation work order.

3. The CITY agrees that local funds shall be used to provide their obligations of 10% of the Signal construction costs which shall be deposited with the DEPARTMENT prior to issuance of a work order or the end of the current fiscal year, whichever first occurs.
4. Upon approval of this AGREEMENT and the plans and specifications, by the Federal Highway Administration, the RAILROAD shall install the improvements designated as Federal-aid Project RRCS-255B(406)CS, J/P No. 32589(08).
5. The CITY and DEPARTMENT agree that the final adjustments in the total cost will be made upon the completion of this project.
6. Upon completion of the railroad crossing installations provided for herein, the CITY shall, thereafter, at its own expense, maintain the advance warning signing and striping.
7. It is understood and agreed that the railroad crossing installations specified hereunder shall not be altered, removed, or cease to be operative without mutual written consent of the DEPARTMENT and the CITY.
8. The CITY shall by resolution, duly authorize the execution of this AGREEMENT by proper officials and attach a copy of such resolution to this AGREEMENT, or shall execute this AGREEMENT in such other manner as may be prescribed by law, charter, or ordinance to effect and establish a legal and enforceable contract between the CITY and the DEPARTMENT.

IN WITNESS WHEREOF, the Deputy Director, pursuant to authority vested in him by the State Transportation Commission, has here into subscribed his name as Deputy Director of the Oklahoma Department of Transportation and the CITY has executed same pursuant to authority prescribed by law.

The **CITY** on this _____ day of _____, 20____, and the **DEPARTMENT** on this _____ day of _____, 20_____.

**CITY OF MIDWEST CITY, OKLAHOMA
COUNTY, OKLAHOMA**

Mayor Date

ATTEST

APPROVED AS TO FORM AND LEGALITY

City Clerk Date
(Seal)

City Attorney Date

OKLAHOMA DEPARTMENT OF TRANSPORTATION

RECOMMENDED

**REVIEWED AND APPROVED AS TO
FORM AND LEGALITY**

Rail Programs Division Date

ODOT General Counsel Date

APPROVED

Director of Capital Programs Date

Deputy Director Date

OKLAHOMA DEPARTMENT OF TRANSPORTATION

INVOICE

Make Check PAYABLE, and MAIL TO:

Oklahoma Department of Transportation
 Comptroller Division
 200 N.E. 21st Street
 Oklahoma City, OK 73105-3204

To: Matt Dukes, Mayor

Location: NE 10th Street

City of Midwest City

AARDOT No. 596933A

100 N Midwest Boulevard

Division Name: Rail Programs

Midwest City, OK 54371

Date: 4/15/16

Description - Explanation of Charge	Quantity	Price Each	Total
JP#: 32589(08), 10% city match for railroad signal improvements at NE 10th Street.	1	\$26,869.00	\$26,869.00
Accounting Use Only		Invoice Total	\$26,869.00



The City of
MIDWEST CITY
COMMUNITY DEVELOPMENT DEPARTMENT -
ENGINEERING DIVISION

Billy Harless, Community Development Director
Patrick Menefee, P.E., City Engineer

ENGINEERING DIVISION
Patrick Menefee, City Engineer
CURRENT PLANNING DIVISION
Kellie Gilles, Manager
COMPREHENSIVE PLANNING
Julie Shannon, Comprehensive Planner
BUILDING INSPECTION DIVISION
Charles Belk, Building Official
GIS DIVISION
Kathy Spivey, GIS Coordinator

To: Honorable Mayor and Council

From: Patrick Menefee, P.E., City Engineer

Date: June 14th, 2016

Subject: Discussion and consideration of authorizing and entering into a Project Agreement for Federal-aid Railroad Project Number RRCS-255N(407)CS, State Job Number 32589(09), with the Oklahoma Department of Transportation in the total amount of \$420,052 to reconstruct and signalize the railroad crossing located on Sooner Road between Reno Avenue and NE 10th Street, with Midwest City contributing \$28,187.

The funds are needed in connection with the proposed reconstruction and signalization of the Sooner Road railroad crossing. The preliminary estimate for the total project cost is \$420,052. This project will be funded by 85% state funds and 5% federal funds. The remaining 10% of the cost is split between the local entity in the agreement and the rail road company. The City provides 10% of the signal's installation cost while the railroad provides 10% of the railroad crossing's installation cost. Midwest City will be required to contribute \$28,187 to ODOT to cover construction costs as required with the 10% local match provision for the signal installation. AOK Rail Road will provide the 10% funding for the crossing's installation.

Staff recommends approval.

Patrick Menefee, P.E.,
City Engineer

Attachment

**PROJECT AGREEMENT FOR
FEDERAL-AID RAILROAD PROJECT
RRCS-255N(407)CS, J/P # 32589(09)**

**AT THE AT-GRADE CROSSING OF
ARKANSAS OKLAHOMA RAILROAD
AT SOONER ROAD IN MIDWEST CITY,
OKLAHOMA COUNTY- DOT No. 596934G**

**BY AND BETWEEN THE CITY OF MIDWEST CITY, OKLAHOMA
COUNTY**

AND

THE OKLAHOMA DEPARTMENT OF TRANSPORTATION

AGREEMENT

This **AGREEMENT**, entered into in triplicate the day and year last written below, by and between the City of Midwest, Oklahoma, hereinafter referred to as the **CITY**, and the Oklahoma Department of Transportation, hereinafter referred to as **the DEPARTMENT**, for the following intents and purposes and subject to the following terms and conditions:

WITNESS TO:

That the DEPARTMENT propose to make improvements to the railroad crossing as directed by the Oklahoma Transportation Commission at their meeting of April 04, 2016 authorizing State apportioned Federal-aid funds and CITY funds for participation in the project for Railroad Crossing Improvements in the City of Midwest, designated as Federal-aid Project RRCS-255N(407)CS, J/P No. 32589(09) consisting of improvements to railroad crossing as follows:

The addition of pedestal mounted flashing light signals with gates to the existing cantilevered flashing light signals and a 88' concrete surface at NE 10th Street (AARDOT #596934G) in the City of Midwest City, Oklahoma County, Oklahoma.

The location and type of any proposed construction is to be as shown on the site plans prepared by the DEPARTMENT and by reference made part of this AGREEMENT. Such plans are to be in accordance with the Oklahoma Standard Specifications for Highway Construction.

NOW, THEREFORE, the parties hereto mutually agree as follows:

1. The DEPARTMENT agrees to provide the Location Site plans. Design engineering for this project will be provided by the RAILROAD. No change in plans or specifications shall be made without written consent of the parties hereto.
2. Total cost of this project is estimated at **FOUR HUNDRED TWENTY THOUSAND FIFTY-TWO DOLLARS AND NO CENTS (\$420,052.00)**. It is agreed that this project will be financed as follows:
 - 5% Federal-aid Railroad Highway Grade Crossing funds at **TWENTY ONE THOUSAND FOUR DOLLARS AND NO CENTS (\$21,004.00)**,
 - 85% State Railroad Highway Grade Crossing funds at **THREE HUNDRED FIFTY-SEVEN THOUSAND FORTY-TWO DOLLARS AND NO CENTS (\$357,042.00)**,
 - 10% matching City funds at **TWENTY-EIGHT THOUSAND ONE HUNDRED EIGHTY-SEVEN DOLLARS AND NO CENTS (\$28,187.00)** for the signal installation costs,
 - 10% matching Railroad funds at **THIRTEEN THOUSAND EIGHT HUNDRED NINETEEN DOLLARS AND NO CENTS (\$13,819.00)** for the surface installation

costs,

The estimated time for commencement of construction for this project is 12 months from the date of issuance of the Oklahoma Department of Transportation work order.

3. The CITY agrees that local funds shall be used to provide their obligations of 10% of the Signal construction costs which shall be deposited with the DEPARTMENT prior to issuance of a work order or the end of the current fiscal year, whichever first occurs.
4. Upon approval of this AGREEMENT and the plans and specifications, by the Federal Highway Administration, the RAILROAD shall install the improvements designated as Federal-aid Project RRCS-255N(407)CS, J/P No. 32589(09).
5. The CITY and DEPARTMENT agree that the final adjustments in the total cost will be made upon the completion of this project.
6. Upon completion of the railroad crossing installations provided for herein, the CITY shall, thereafter, at its own expense, maintain the advance warning signing and striping.
7. It is understood and agreed that the railroad crossing installations specified hereunder shall not be altered, removed, or cease to be operative without mutual written consent of the DEPARTMENT and the CITY.
8. The CITY shall by resolution, duly authorize the execution of this AGREEMENT by proper officials and attach a copy of such resolution to this AGREEMENT, or shall execute this AGREEMENT in such other manner as may be prescribed by law, charter, or ordinance to effect and establish a legal and enforceable contract between the CITY and the DEPARTMENT.

IN WITNESS WHEREOF, the Deputy Director, pursuant to authority vested in him by the State Transportation Commission, has here into subscribed his name as Deputy Director of the Oklahoma Department of Transportation and the CITY has executed same pursuant to authority prescribed by law.

The **CITY** on this _____ day of _____, 20____, and the **DEPARTMENT** on this _____ day of _____, 20_____.

**CITY OF MIDWEST, OKLAHOMA COUNTY,
OKLAHOMA**

Mayor Date

ATTEST

APPROVED AS TO FORM AND LEGALITY

City Clerk Date
(Seal)

City Attorney Date

OKLAHOMA DEPARTMENT OF TRANSPORTATION

RECOMMENDED

**REVIEWED AND APPROVED AS TO
FORM AND LEGALITY**

Rail Programs Division Date

ODOT General Counsel Date

APPROVED

Director of Capital Programs Date

Deputy Director Date

OKLAHOMA DEPARTMENT OF TRANSPORTATION

INVOICE

Make Check PAYABLE, and MAIL TO:

Oklahoma Department of Transportation
 Comptroller Division
 200 N.E. 21st Street
 Oklahoma City, OK 73105-3204

To: Matt Dukes, Mayor

Location: Sooner Road

City of Midwest City

AARDOT No. 596934G

100 N Midwest Boulevard

Division Name: Rail Programs

Midwest City, OK 54371

Date: 4/15/16

Description - Explanation of Charge	Quantity	Price Each	Total
JP#: 32589(09), 10% city match for railroad signal improvements at Sooner Road.	1	\$28,187.00	\$28,187.00
Accounting Use Only		Invoice Total	\$28,187.00



The City of
MIDWEST CITY
COMMUNITY DEVELOPMENT DEPARTMENT -
ENGINEERING DIVISION

Billy Harless, Community Development Director
Patrick Menefee, P.E., City Engineer

ENGINEERING DIVISION
Patrick Menefee, City Engineer
CURRENT PLANNING DIVISION
Kellie Gilles, Manager
COMPREHENSIVE PLANNING
Julie Shannon, Comprehensive Planner
BUILDING INSPECTION DIVISION
Charles Belk, Building Official
GIS DIVISION
Kathy Spivey, GIS Coordinator

TO : Honorable Mayor and City Council

FROM : Patrick Menefee, P.E., City Engineer

DATE : June 14th, 2016

SUBJECT : Discussion and consideration of accepting maintenance bonds for Turtlewood Addition, Section 5, from Silver Star Construction Company, Inc. in the amount of \$45,930.85 for the paving improvements and from H & H Plumbing and Utilities, Inc. in the amount of \$21,023.80 and \$10,248.20 for the water line and storm sewer improvements, respectively.

The five year maintenance bond from Silver Star Construction Company Inc. is for the paving improvements installed in conjunction with the new residential development of Turtlewood Addition, Section 5 off of S.E. 29th Street.

The one year and five year maintenance bonds from H & H Plumbing and Utilities, Inc. are for the water line and the storm sewer line improvements installed in conjunction with the new residential development of Turtlewood Addition, Section 5 off of S.E. 29th Street

Staff recommends acceptance as this is consistent with past policy

Patrick Menefee, P.E.
City Engineer

Attachments

DEVELOPMENT - PAVING, WATER MAINS, STORM AND SANITARY SEWERS

MAINTENANCE BOND

Bond # 87C001273

KNOW ALL BY THESE PRESENTS that we, Silver Star Construction Company, Inc., as Principal, and The Ohio Casualty Insurance Company, as Surety, are held and firmly bound unto the City of Midwest City, Oklahoma, a municipal corporation in the state of Oklahoma, in the full and just sum of Forty Five Thousand Nine Hundred Thirty & 85/100 dollars (\$ 45,930.85), such sum being not less than ten percent (10%) of the total contract price to construct or install Turtlewood 5th Addition, Midwest City Paving (the "Improvement"), for a period of Five years after acceptance of the Improvement by the City Council of the City of Midwest City (the "Maintenance Period"), for the payment of which, well and truly to be made, we, and each of us, bind ourselves, our heirs, executors and assigns, jointly and severally, firmly by these presents:

The conditions of this obligation are such that the Principal has by a certain contract between the Principal and Home Creations, dated the 7th day of May, 2015, agreed to construct or install the Improvement in the city of Midwest City and to maintain the Improvement against any failures due to defective materials or workmanship during the Maintenance Period.

NOW, THEREFORE, if the Principal, during the Maintenance Period, shall maintain the Improvement against any failures due to defective materials or workmanship, then this obligation shall be void; otherwise it shall remain in full force and effect.

It is further agreed that if the Principal or the Surety shall fail to maintain the Improvement against any failures due to defective materials or workmanship for the Maintenance Period, and at any time repairs shall be necessary, that the cost of making the repairs shall be determined by the City Council of the City of Midwest City, or some person or persons designated by them to ascertain the cost of making the repairs. If, upon thirty (30) days notice, the Principal or the Surety do not make the repairs or pay the amount necessary to make the repairs, the amount necessary to make the repairs shall be due upon the expiration of thirty (30) days, and suit may be instituted to obtain the amount necessary to make the repairs and shall be conclusive upon the parties as to the amount due on this bond to make the repairs, and that the cost of all repairs shall be so determined from time to time during the Maintenance Period, as the condition of the Improvement may require.

Signed, sealed and delivered this 14th day of January, 2016.

Silver Star Construction Co., Inc.
Principal

ATTEST:
[Signature]
Secretary

By [Signature]

The Ohio Casualty Insurance Company
Surety

ATTEST:
[Signature]
Secretary

By [Signature]
Russell Hollingsworth Attorney in Fact

APPROVED as to form and legality this _____ day of _____, 20____.

City Attorney

ACCEPTED by the City Council of the City of Midwest City this _____ day of _____, 20____.

City Clerk

Mayor

THIS POWER OF ATTORNEY IS NOT VALID UNLESS IT IS PRINTED ON RED BACKGROUND.

This Power of Attorney limits the acts of those named herein, and they have no authority to bind the Company except in the manner and to the extent herein stated.

Certificate No. 7022200

American Fire and Casualty Company
The Ohio Casualty Insurance Company

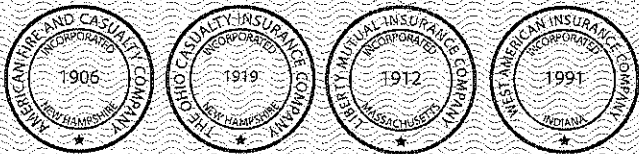
Liberty Mutual Insurance Company
West American Insurance Company

POWER OF ATTORNEY

KNOWN ALL PERSONS BY THESE PRESENTS: That American Fire & Casualty Company and The Ohio Casualty Insurance Company are corporations duly organized under the laws of the State of New Hampshire, that Liberty Mutual Insurance Company is a corporation duly organized under the laws of the State of Massachusetts, and West American Insurance Company is a corporation duly organized under the laws of the State of Indiana (herein collectively called the "Companies"), pursuant to and by authority herein set forth, does hereby name, constitute and appoint, Debbie Kuhlman; Horace Phillips; Jason Blair; Kim Allred; Larry Johnson; Patricia Lee; Robin Petschel; Russell Hollingsworth; Shawn Warren; Sunny Choate; Teresa Ray; Tom Green

all of the city of Moore state of OK each individually if there be more than one named, its true and lawful attorney-in-fact to make, execute, seal, acknowledge and deliver, for and on its behalf as surety and as its act and deed, any and all undertakings, bonds, recognizances and other surety obligations, in pursuance of these presents and shall be as binding upon the Companies as if they have been duly signed by the president and attested by the secretary of the Companies in their own proper persons.

IN WITNESS WHEREOF, this Power of Attorney has been subscribed by an authorized officer or official of the Companies and the corporate seals of the Companies have been affixed thereto this 15th day of June 2015.



American Fire and Casualty Company
The Ohio Casualty Insurance Company
Liberty Mutual Insurance Company
West American Insurance Company

By: David M. Carey
David M. Carey, Assistant Secretary

STATE OF PENNSYLVANIA ss
COUNTY OF MONTGOMERY

On this 15th day of June 2015, before me personally appeared David M. Carey, who acknowledged himself to be the Assistant Secretary of American Fire and Casualty Company, Liberty Mutual Insurance Company, The Ohio Casualty Insurance Company, and West American Insurance Company, and that he, as such, being authorized so to do, execute the foregoing instrument for the purposes therein contained by signing on behalf of the corporations by himself as a duly authorized officer.

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed my notarial seal at Plymouth Meeting, Pennsylvania, on the day and year first above written.



COMMONWEALTH OF PENNSYLVANIA
Notarial Seal
Teresa Pastella, Notary Public
Plymouth Twp., Montgomery County
My Commission Expires March 28, 2017
Member, Pennsylvania Association of Notaries

By: Teresa Pastella
Teresa Pastella, Notary Public

This Power of Attorney is made and executed pursuant to and by authority of the following By-laws and Authorizations of American Fire and Casualty Company, The Ohio Casualty Insurance Company, Liberty Mutual Insurance Company, and West American Insurance Company which resolutions are now in full force and effect reading as follows:

ARTICLE IV - OFFICERS - Section 12. Power of Attorney. Any officer or other official of the Corporation authorized for that purpose in writing by the Chairman or the President, and subject to such limitation as the Chairman or the President may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Corporation to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact, subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Corporation by their signature and execution of any such instruments and to attach thereto the seal of the Corporation. When so executed, such instruments shall be as binding as if signed by the President and attested to by the Secretary. Any power or authority granted to any representative or attorney-in-fact under the provisions of this article may be revoked at any time by the Board, the Chairman, the President or by the officer or officers granting such power or authority.

ARTICLE XIII - Execution of Contracts - SECTION 5: Surety Bonds and Undertakings. Any officer of the Company authorized for that purpose in writing by the chairman or the president, and subject to such limitations as the chairman or the president may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Company by their signature and execution of any such instruments and to attach thereto the seal of the Company. When so executed such instruments shall be as binding as if signed by the president and attested by the secretary.

Certificate of Designation - The President of the Company, acting pursuant to the Bylaws of the Company, authorizes David M. Carey, Assistant Secretary to appoint such attorneys-in-fact as may be necessary to act on behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations.

Authorization - By unanimous consent of the Company's Board of Directors, the Company consents that facsimile or mechanically reproduced signature of any assistant secretary of the Company, wherever appearing upon a certified copy of any power of attorney issued by the Company in connection with surety bonds, shall be valid and binding upon the Company with the same force and effect as though manually affixed.

I, Gregory W. Davenport, the undersigned, Assistant Secretary, of American Fire and Casualty Company, The Ohio Casualty Insurance Company, Liberty Mutual Insurance Company, and West American Insurance Company do hereby certify that the original power of attorney of which the foregoing is a full, true and correct copy of the Power of Attorney executed by said Companies, is in full force and effect and has not been revoked.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the seals of said Companies this 14th day of January 2016.



By: Gregory W. Davenport
Gregory W. Davenport, Assistant Secretary

Not valid for mortgage, note, loan, letter of credit, currency rate, interest rate or residual value guarantees.

To confirm the validity of this Power of Attorney call 1-610-832-8240 between 9:00 am and 4:30 pm EST on any business day.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
01/14/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Universal Insurance Agency Inc PO Box 6327 Moore, OK 73153 Pat Lee	CONTACT NAME: Pat Lee PHONE (A/C No, Ext): 405-799-3311 FAX (A/C, No): 405-799-3330 E-MAIL ADDRESS: pat@universalinsurance.com													
	<table border="1"> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> <tr> <td>INSURER A : Great American Ins Companies</td> <td></td> </tr> <tr> <td>INSURER B :</td> <td></td> </tr> <tr> <td>INSURER C :</td> <td></td> </tr> <tr> <td>INSURER D :</td> <td></td> </tr> <tr> <td>INSURER E :</td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : Great American Ins Companies		INSURER B :		INSURER C :		INSURER D :		INSURER E :		INSURER F :
INSURER(S) AFFORDING COVERAGE	NAIC #													
INSURER A : Great American Ins Companies														
INSURER B :														
INSURER C :														
INSURER D :														
INSURER E :														
INSURER F :														
INSURED Silver Star Construction Co Paving Materials, Inc. 2401 S Broadway Moore, OK 73160														

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			TUU557813909	05/19/2015	05/19/2016	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
RE: Turtlewood 5th Addition, Midwest City. Paving.

CERTIFICATE HOLDER CITYOFM City of Midwest City Development Services Dept. PO Box 10570 Midwest City, OK 73140	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE Pat Lee
--	---



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
01/13/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Marsh USA Inc. One Towne Square Suite 1100 Southfield, MI 48076 Attn: detroitgroupcaptive.certrequest@marsh.com CN116-647-0-00500-RAFF-15-16	CONTACT NAME: PHONE (A/C, No, Ext): _____ FAX (A/C, No): _____ E-MAIL ADDRESS: _____	
	INSURER(S) AFFORDING COVERAGE	
INSURED Silver Star Construction Company Inc. 2401 S Broadway Moore, OK 73160	INSURER A: Zurich American Insurance Company NAIC # 16535	
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES CERTIFICATE NUMBER: CHI-006516804-01 REVISION NUMBER: 3

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:			GLO9809802-00	05/19/2015	04/01/2016	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 FIRE DAMAGE \$ 500,000
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			BAP9809603-00	05/19/2015	04/01/2016	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
A	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	WC9809601-00	05/19/2015	04/01/2016	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Re: Project: Turtlewood 5th Addition - New Street Construction
City of Midwest City included as additional insured for general liability and auto liability as required by written contract or written agreement, per policy terms and conditions.
Workers' Compensation does not apply to Monopolistic States (ND, OH, WA, and WY), Puerto Rico, or the Virgin Islands.

CERTIFICATE HOLDER City of Midwest City Development Services Department P.O. Box 10570 Midwest City, OK 73140-1570	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE of Marsh USA Inc. John C Hurley
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MAINTENANCE BOND

KNOW ALL BY THESE PRESENTS that we, H & H Plumbing & Utilities, Inc., as Principal, and North American Specialty Insurance Company, as Surety, are held and firmly bound unto the City of Midwest City, Oklahoma, a municipal corporation in the state of Oklahoma, in the full and just sum of Ten Thousand Two Hundred Forty Eighty & 20/100----- dollars (\$ 10,248.20), such sum being not less than ten percent (10%) of the total contract price to construct or install Storm Sewer to Turtle Wood Addition 5th (the "Improvement"), for a period of Five (5) years after acceptance of the Improvement by the City Council of the City of Midwest City (the "Maintenance Period"), for the payment of which, well and truly to be made, we, and each of us, bind ourselves, our heirs, executors and assigns, jointly and severally, firmly by these presents:

The conditions of this obligation are such that the Principal has by a certain contract between the Principal and Home Creations, dated the 27th day of May, 20 15, agreed to construct or install the Improvement in the city of Midwest City and to maintain the Improvement against any failures due to defective materials or workmanship during the Maintenance Period.

NOW, THEREFORE, if the Principal, during the Maintenance Period, shall maintain the Improvement against any failures due to defective materials or workmanship, then this obligation shall be void; otherwise it shall remain in full force and effect.

It is further agreed that if the Principal or the Surety shall fail to maintain the Improvement against any failures due to defective materials or workmanship for the Maintenance Period, and at any time repairs shall be necessary, that the cost of making the repairs shall be determined by the City Council of the City of Midwest City, or some person or persons designated by them to ascertain the cost of making the repairs. If, upon thirty (30) days notice, the Principal or the Surety do not make the repairs or pay the amount necessary to make the repairs, the amount necessary to make the repairs shall be due upon the expiration of thirty (30) days, and suit may be instituted to obtain the amount necessary to make the repairs and shall be conclusive upon the parties as to the amount due on this bond to make the repairs, and that the cost of all repairs shall be so determined from time to time during the Maintenance Period, as the condition of the Improvement may require.

Signed, sealed and delivered this 27th day of May, 20 15.

ATTEST:

Secretary

[Signature]

H & H Plumbing & Utilities, Inc.

Principal

By [Signature]

ATTEST:

Secretary

[Signature]
Patti Jackson

North American Specialty Insurance Company

Surety

By [Signature]
Deborah L. Raper, Attorney-in-Fact

APPROVED as to form and legality this _____ day of _____, 20____.

City Attorney

ACCEPTED by the City Council of the City of Midwest City this _____ day of _____,

NAS SURETY GROUP

NORTH AMERICAN SPECIALTY INSURANCE COMPANY
WASHINGTON INTERNATIONAL INSURANCE COMPANY

GENERAL POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS, THAT North American Specialty Insurance Company, a corporation duly organized and existing under laws of the State of New Hampshire, and having its principal office in the City of Manchester, New Hampshire, and Washington International Insurance Company, a corporation organized and existing under the laws of the State of New Hampshire and having its principal office in the City of Schaumburg, Illinois, each does hereby make, constitute and appoint:

JOHN K. DEER, VAUGHN P. GRAHAM, VAUGHN P. GRAHAM, JR., STEPHEN M. POLEMAN, SUSANNE CUSIMANO
TRAVIS E. BROWN, DEBORAH L. RAPER, JAMIE BURRIS, SHELLI R. SAMSEL, ROBBIE LOYD, and MARK D. NOWELL

JOINTLY OR SEVERALLY

Its true and lawful Attorney(s)-in-Fact, to make, execute, seal and deliver, for and on its behalf and as its act and deed, bonds or other writings obligatory in the nature of a bond on behalf of each of said Companies, as surety, on contracts of suretyship as are or may be required or permitted by law, regulation, contract or otherwise, provided that no bond or undertaking or contract or suretyship executed under this authority shall exceed the amount of:

FIFTY MILLION (\$50,000,000.00) DOLLARS

This Power of Attorney is granted and is signed by facsimile under and by the authority of the following Resolutions adopted by the Boards of Directors of both North American Specialty Insurance Company and Washington International Insurance Company at meetings duly called and held on the 9th of May, 2012:

"RESOLVED, that any two of the Presidents, any Managing Director, any Senior Vice President, any Vice President, any Assistant Vice President, the Secretary or any Assistant Secretary be, and each or any of them hereby is authorized to execute a Power of Attorney qualifying the attorney named in the given Power of Attorney to execute on behalf of the Company bonds, undertakings and all contracts of surety, and that each or any of them hereby is authorized to attest to the execution of any such Power of Attorney and to attach therein the seal of the Company; and it is

FURTHER RESOLVED, that the signature of such officers and the seal of the Company may be affixed to any such Power of Attorney or to any certificate relating thereto by facsimile, and any such Power of Attorney or certificate bearing such facsimile signatures or facsimile seal shall be binding upon the Company when so affixed and in the future with regard to any bond, undertaking or contract of surety to which it is attached."



By [Signature]
Steven P. Anderson, Senior Vice President of Washington International Insurance Company
& Senior Vice President of North American Specialty Insurance Company



By [Signature]
Michael A. Ito, Senior Vice President of Washington International Insurance Company
& Senior Vice President of North American Specialty Insurance Company

IN WITNESS WHEREOF, North American Specialty Insurance Company and Washington International Insurance Company have caused their official seals to be hereunto affixed, and these presents to be signed by their authorized officers this 18th day of November, 2014.

North American Specialty Insurance Company
Washington International Insurance Company

State of Illinois
County of Cook ss:

On this 18th day of November, 2014, before me, a Notary Public personally appeared Steven P. Anderson, Senior Vice President of Washington International Insurance Company and Senior Vice President of North American Specialty Insurance Company and Michael A. Ito, Senior Vice President of Washington International Insurance Company and Senior Vice President of North American Specialty Insurance Company, personally known to me, who being by me duly sworn, acknowledged that they signed the above Power of Attorney as officers of and acknowledged said instrument to be the voluntary act and deed of their respective companies.



[Signature]
M. Kenny, Notary Public

I, Jeffrey Goldberg, the duly elected Assistant Secretary of North American Specialty Insurance Company and Washington International Insurance Company, do hereby certify that the above and foregoing is a true and correct copy of a Power of Attorney given by said North American Specialty Insurance Company and Washington International Insurance Company, which is still in full force and effect.

IN WITNESS WHEREOF, I have set my hand and affixed the seals of the Companies this 27th day of May, 2015.

[Signature]
Jeffrey Goldberg, Vice President & Assistant Secretary of
Washington International Insurance Company & North American Specialty Insurance Company



CERTIFICATE OF LIABILITY INSURANCE

H&HPL-1

OP ID: CI

DATE (MM/DD/YYYY)

06/01/2015

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER RICH & CARTMILL - OKC 1608 NW Expressway, Suite 100 OKLAHOMA CITY, OK 73118 Travis E Brown	CONTACT NAME: Vivian Dodson	FAX (A/C, No): 405-418-8641
	PHONE (A/C, No, Ext): 405-418-8622	E-MAIL ADDRESS: vdodson@rcins.com
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURED H & H Plumbing & Utilities, Inc. 266 Industrial Blvd. Goldsby, OK 73093-9116	INSURER A: Valley Forge Ins Co.	20508
	INSURER B: Continental Insurance	35289
	INSURER C: Continental Casualty Co	20443
	INSURER D:	
	INSURER E:	
INSURER F:		

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> GENERAL LIABILITY			C 5099209605	01/01/2015	01/01/2016	EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						MED EXP (Any one person) \$ 5,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						PERSONAL & ADV INJURY \$ 1,000,000
	<input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC						GENERAL AGGREGATE \$ 2,000,000
							PRODUCTS - COMP/OP AGG \$ 2,000,000
							\$
B	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY			C 5099209586	01/01/2015	01/01/2016	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	<input checked="" type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS	<input type="checkbox"/> SCHEDULED AUTOS					BODILY INJURY (Per accident) \$
	<input checked="" type="checkbox"/> HIRED AUTOS	<input checked="" type="checkbox"/> NON-OWNED AUTOS					PROPERTY DAMAGE (PER ACCIDENT) \$
							\$
							\$
							\$
C	<input checked="" type="checkbox"/> UMBRELLA LIAB	<input checked="" type="checkbox"/> OCCUR		C 5099209572	01/01/2015	01/01/2016	EACH OCCURRENCE \$ 5,000,000
	<input type="checkbox"/> EXCESS LIAB	<input type="checkbox"/> CLAIMS-MADE					AGGREGATE \$ 5,000,000
	DED <input checked="" type="checkbox"/> RETENTION \$ 10,000						\$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			WC 5099209569	01/01/2015	01/01/2016	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y/N <input checked="" type="checkbox"/> N	N/A				E.L. EACH ACCIDENT \$ 1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$ 1,000,000
							E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	Equipment Floater			C 5099209605	01/01/2015	01/01/2016	Rented 650,000
A	Installation			C 5099209605	01/01/2015	01/01/2016	Installed 250,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Project: Turtle Wood Addition 5th, SE 29th and Westminster, Midwest City, OK
Re: Public Storm

CERTIFICATE HOLDER**CANCELLATION**

CITYOFM

City of Midwest City
100 N Midwest City
MWC, OK 73110

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Travis E. Brown

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Lic. No.
OK 02653

H & H Plumbing & Utilities, Inc.

266 Industrial Blvd. Goldsby, OK 73093-9116
(405) 288-2346 (405) 288-2349 FAX

Sheet (1) of (1)

Contractor: <u>Home Creations</u>	Ph.#: <u>692-2222</u>	Project: <u>Turtle Wood Addition 5th</u>
Address: <u>2252 N Broadway</u>	Fax #: <u>793-6024</u>	Address: <u>SE 29th and Westminster</u>
<u>Moore, OK 73160</u>	Email: _____	<u>Midwest City, OK</u>

Labor, materials, taxes, permits, staking, and maintenance bonds for a complete **Site Utility** installation as described on the plans and outlined below.

Public Storm

ITEM #	ITEM	UNIT	Qty	PRICE	TOTAL
13	24" RCP	LF	84	65.00	5,460.00
14	30" RCP	LF	334	80.00	26,720.00
15	42" RCP	LF	87	95.00	8,265.00
16	22" x 36" RCPA	LF	126	100.00	12,600.00
17	ES For 24" RCP	EA	2	800.00	1,600.00
18	ES For 30" RCP	EA	2	1,000.00	2,000.00
19	ES For 36" RCP	EA	1	1,350.00	1,350.00
20	ES For 42" RCP	EA	1	1,550.00	1,550.00
21	ES For 26" x 36" RCPA	EA	1	1,400.00	1,400.00
22	STD Storm Sewer Manhole	EA	3	2,000.00	6,000.00
23	STD Storm Sewer Junction Box	EA	1	3,500.00	3,500.00
24	STD DES 2-0 Inlet W/2 Grates & 4 Hoods	EA	4	2,800.00	11,200.00
25	STD DES 2-2 Inlet W/2 Grates & 6 Hoods	EA	2	4,800.00	9,600.00
26	River Sand Backfill	CY	224	18.00	4,032.00
27	12" Rip-Rap	SY	26	75.00	1,950.00
28	Type 'A' Aggregate	Tons	100	35.00	3,500.00
29	6' x 6" Concrete Flume	LF	27	65.00	1,755.00
					102,482.00
Mobilization					-
Staking					By-Other
Testing					1,500.00
Inspection fees					2,049.64
Maintenance bonds (Storm)					171.00
					106,202.64

Submitted By: <u><i>Carl Hendrix</i></u>	Title: <u>Vice President</u>	Date: <u>5/27/2015</u>
Accepted By: _____	Title: _____	Date: _____

Contract Amount \$ 106,202.64

MAINTENANCE BOND

KNOW ALL BY THESE PRESENTS that we, H & H Plumbing & Utilities, Inc., as Principal, and North American Specialty Insurance Company, as Surety, are held and firmly bound unto the City of Midwest City, Oklahoma, a municipal corporation in the state of Oklahoma, in the full and just sum of Twenty One Thousand Twenty Three & 80/100 dollars (\$ 21,023.80), such sum being not less than ten percent (10%) of the total contract price to construct or install Water Line to Turtle Wood Addition 5th (the "Improvement"), for a period of One (1) years after acceptance of the Improvement by the City Council of the City of Midwest City (the "Maintenance Period"), for the payment of which, well and truly to be made, we, and each of us, bind ourselves, our heirs, executors and assigns, jointly and severally, firmly by these presents:

The conditions of this obligation are such that the Principal has by a certain contract between the Principal and Home Creations, dated the 27th day of May, 20 15, agreed to construct or install the Improvement in the city of Midwest City and to maintain the Improvement against any failures due to defective materials or workmanship during the Maintenance Period.

NOW, THEREFORE, if the Principal, during the Maintenance Period, shall maintain the Improvement against any failures due to defective materials or workmanship, then this obligation shall be void; otherwise it shall remain in full force and effect.

It is further agreed that if the Principal or the Surety shall fail to maintain the Improvement against any failures due to defective materials or workmanship for the Maintenance Period, and at any time repairs shall be necessary, that the cost of making the repairs shall be determined by the City Council of the City of Midwest City, or some person or persons designated by them to ascertain the cost of making the repairs. If, upon thirty (30) days notice, the Principal or the Surety do not make the repairs or pay the amount necessary to make the repairs, the amount necessary to make the repairs shall be due upon the expiration of thirty (30) days, and suit may be instituted to obtain the amount necessary to make the repairs and shall be conclusive upon the parties as to the amount due on this bond to make the repairs, and that the cost of all repairs shall be so determined from time to time during the Maintenance Period, as the condition of the Improvement may require.

Signed, sealed and delivered this 27th day of May, 20 15.

H & H Plumbing & Utilities, Inc.
Principal

ATTEST:
[Signature]
Secretary

By [Signature]

North American Specialty Insurance Company
Surety

ATTEST:
[Signature]
Secretary Patti Jackson

By [Signature]
Deborah L. Raper, Attorney-in-Fact

APPROVED as to form and legality this _____ day of _____, 20____.

City Attorney

ACCEPTED by the City Council of the City of Midwest City this _____ day of _____, 20____.

NAS SURETY GROUP

NORTH AMERICAN SPECIALTY INSURANCE COMPANY
WASHINGTON INTERNATIONAL INSURANCE COMPANY

GENERAL POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS, THAT North American Specialty Insurance Company, a corporation duly organized and existing under laws of the State of New Hampshire, and having its principal office in the City of Manchester, New Hampshire, and Washington International Insurance Company, a corporation organized and existing under the laws of the State of New Hampshire and having its principal office in the City of Schaumburg, Illinois, each does hereby make, constitute and appoint:

JOHN K. DEER, VAUGHN P. GRAHAM, VAUGHN P. GRAHAM, JR., STEPHEN M. POLEMAN, SUSANNE CUSIMANO
TRAVIS E. BROWN, DEBORAH L. RAPER, JAMIE BURRIS, SHELLI R. SAMSEL, ROBBIE LOYD, and MARK D. NOWELL

JOINTLY OR SEVERALLY

Its true and lawful Attorney(s)-in-Fact, to make, execute, seal and deliver, for and on its behalf and as its act and deed, bonds or other writings obligatory in the nature of a bond on behalf of each of said Companies, as surety, on contracts of suretyship as are or may be required or permitted by law, regulation, contract or otherwise, provided that no bond or undertaking or contract or suretyship executed under this authority shall exceed the amount of:

FIFTY MILLION (\$50,000,000.00) DOLLARS

This Power of Attorney is granted and is signed by facsimile under and by the authority of the following Resolutions adopted by the Boards of Directors of both North American Specialty Insurance Company and Washington International Insurance Company at meetings duly called and held on the 9th of May, 2012:

"RESOLVED, that any two of the Presidents, any Managing Director, any Senior Vice President, any Vice President, any Assistant Vice President, the Secretary or any Assistant Secretary be, and each or any of them hereby is authorized to execute a Power of Attorney qualifying the attorney named in the given Power of Attorney to execute on behalf of the Company bonds, undertakings and all contracts of surety, and that each or any of them hereby is authorized to attest to the execution of any such Power of Attorney and to attach therein the seal of the Company; and it is

FURTHER RESOLVED, that the signature of such officers and the seal of the Company may be affixed to any such Power of Attorney or to any certificate relating thereto by facsimile, and any such Power of Attorney or certificate bearing such facsimile signatures or facsimile seal shall be binding upon the Company when so affixed and in the future with regard to any bond, undertaking or contract of surety to which it is attached."



By [Signature]
Steven P. Anderson, Senior Vice President of Washington International Insurance Company
& Senior Vice President of North American Specialty Insurance Company



By [Signature]
Michael A. Ito, Senior Vice President of Washington International Insurance Company
& Senior Vice President of North American Specialty Insurance Company

IN WITNESS WHEREOF, North American Specialty Insurance Company and Washington International Insurance Company have caused their official seals to be hereunto affixed, and these presents to be signed by their authorized officers this 18th day of November, 2014.

North American Specialty Insurance Company
Washington International Insurance Company

State of Illinois
County of Cook ss:

On this 18th day of November, 2014, before me, a Notary Public personally appeared Steven P. Anderson, Senior Vice President of Washington International Insurance Company and Senior Vice President of North American Specialty Insurance Company and Michael A. Ito, Senior Vice President of Washington International Insurance Company and Senior Vice President of North American Specialty Insurance Company, personally known to me, who being by me duly sworn, acknowledged that they signed the above Power of Attorney as officers of and acknowledged said instrument to be the voluntary act and deed of their respective companies.



M. Kenny, Notary Public

I, Jeffrey Goldberg, the duly elected Assistant Secretary of North American Specialty Insurance Company and Washington International Insurance Company, do hereby certify that the above and foregoing is a true and correct copy of a Power of Attorney given by said North American Specialty Insurance Company and Washington International Insurance Company, which is still in full force and effect.

IN WITNESS WHEREOF, I have set my hand and affixed the seals of the Companies this 27th day of May, 2015.

[Signature]
Jeffrey Goldberg, Vice President & Assistant Secretary of
Washington International Insurance Company & North American Specialty Insurance Company



H&HPL-1

OP ID: CI

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

06/01/2015

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER RICH & CARTMILL - OKC 1608 NW Expressway, Suite 100 OKLAHOMA CITY, OK 73118 Travis E Brown	CONTACT NAME: Vivian Dodson PHONE (A/C, No., Ext): 405-418-8622 FAX (A/C, No): 405-418-8641 E-MAIL ADDRESS: vdodson@rcins.com														
INSURER(S) AFFORDING COVERAGE															
INSURED H & H Plumbing & Utilities, Inc. 266 Industrial Blvd. Goldsby, OK 73093-9116	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 80%;">INSURER</th> <th style="width: 20%;">NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A : Valley Forge Ins Co.</td> <td style="text-align: center;">20508</td> </tr> <tr> <td>INSURER B : Continental Insurance</td> <td style="text-align: center;">35289</td> </tr> <tr> <td>INSURER C : Continental Casualty Co</td> <td style="text-align: center;">20443</td> </tr> <tr> <td>INSURER D :</td> <td></td> </tr> <tr> <td>INSURER E :</td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </tbody> </table>	INSURER	NAIC #	INSURER A : Valley Forge Ins Co.	20508	INSURER B : Continental Insurance	35289	INSURER C : Continental Casualty Co	20443	INSURER D :		INSURER E :		INSURER F :	
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INSURER E :															
INSURER F :															

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS		
A	GENERAL LIABILITY			C 5099209605	01/01/2015	01/01/2016	EACH OCCURRENCE	\$ 1,000,000	
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 100,000	
	<input type="checkbox"/> CLAIMS-MADE	<input checked="" type="checkbox"/> OCCUR						MED EXP (Any one person)	\$ 5,000
								PERSONAL & ADV INJURY	\$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC							GENERAL AGGREGATE	\$ 2,000,000
							PRODUCTS - COMP/OP AGG	\$ 2,000,000	
								\$	
B	AUTOMOBILE LIABILITY			C 5099209586	01/01/2015	01/01/2016	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000	
	<input checked="" type="checkbox"/> ANY AUTO						BODILY INJURY (Per person)	\$	
	<input type="checkbox"/> ALL OWNED AUTOS	<input type="checkbox"/> SCHEDULED AUTOS						BODILY INJURY (Per accident)	\$
	<input checked="" type="checkbox"/> HIRED AUTOS	<input checked="" type="checkbox"/> NON-OWNED AUTOS						PROPERTY DAMAGE (PER ACCIDENT)	\$
									\$
C	<input checked="" type="checkbox"/> UMBRELLA LIAB	<input checked="" type="checkbox"/> OCCUR		C 5099209572	01/01/2015	01/01/2016	EACH OCCURRENCE	\$ 5,000,000	
	<input type="checkbox"/> EXCESS LIAB	<input type="checkbox"/> CLAIMS-MADE					AGGREGATE	\$ 5,000,000	
	<input type="checkbox"/> DED	<input checked="" type="checkbox"/> RETENTION \$ 10,000						\$	
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			WC 5099209589	01/01/2015	01/01/2016	<input checked="" type="checkbox"/> WC STATUTORY LIMITS	<input type="checkbox"/> OTHER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y/N					E.L. EACH ACCIDENT	\$ 1,000,000	
	If yes, describe under DESCRIPTION OF OPERATIONS below	<input checked="" type="checkbox"/> N	N/A				E.L. DISEASE - EA EMPLOYEE	\$ 1,000,000	
							E.L. DISEASE - POLICY LIMIT	\$ 1,000,000	
A	Equipment Floater			C 5099209605	01/01/2015	01/01/2016	Rented	650,000	
	Installation						C 5099209605	01/01/2015	01/01/2016

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Project: Turtle Wood Addition 5th, SE 29th and Westminster, Midwest City, OK
 Re: Water Line

CERTIFICATE HOLDER

CITYOFM

City of Midwest City
 100 N Midwest City
 MWC, OK 73110

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Travis E. Brown

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Lic. No.
OK 02653

H & H Plumbing & Utilities, Inc.

266 Industrial Blvd. Goldsby, OK 73093-9116
(405) 288-2346 (405) 288-2349 FAX

Sheet (1) of (1)

Contractor: <u>Home Creations</u>	Ph.#: <u>692-2222</u>	Project: <u>Turtle Wood Addition 5th</u>
Address: <u>2252 N Broadway</u>	Fax #: <u>793-6024</u>	Address: <u>SE 29th and Westminster</u>
<u>Moore, OK 73160</u>	Email: _____	<u>Midwest City, OK</u>

Labor, materials, taxes, permits, staking, and maintenance bonds for a complete **Site Utility** installation as described on the plans and outlined below.

Water Line

ITEM #	ITEM	UNIT	Qty	PRICE	TOTAL
1	8" PVC Pipe	LF	3143	24.00	75,432.00
2	6" PVC Pipe	LF	959	20.00	19,180.00
3	Remove EX. 8" Plug & Blowoff	EA	1	200.00	200.00
4	Connect To EX. 8" W.L.	EA	1	300.00	300.00
5	8" Plug & Blowoff w/ Mega Lug	EA	5	1,050.00	5,250.00
6	8"x8" Tee w/ Mega Lug	EA	4	390.00	1,560.00
7	8"x6" Tee w/ Mega Lug	EA	6	350.00	2,100.00
8	6"x6" Tee w/ Mega Lug	EA	2	335.00	670.00
9	8"x8" Cross w/ Mega Lug	EA	2	550.00	1,100.00
10	18"x8" Tapping Sleeve	EA	1	2,800.00	2,800.00
11	8" Tapping Valve & Box	EA	1	1,200.00	1,200.00
12	8" Gate Valve & Box w/ Mega Lug	EA	11	1,200.00	13,200.00
13	6" Gate Valve & Box w/ Mega Lug	EA	6	1,000.00	6,000.00
14	8" x 22 1/2 Degree Bend w/ Mega Lug	EA	5	300.00	1,500.00
15	8" x 11 1/4 Degree Bend w/ Mega Lug	EA	2	295.00	590.00
16	Abandon Existing 8" Waterline	LF	575	8.00	4,600.00
17	River Sand Backfill	CY	527	18.00	9,486.00
18	Type 'A' Aggregate	TON	52	35.00	1,820.00
19	Testing & Disinfection	LS	1	2,000.00	2,000.00
20	Single Short Service (SSS)	EA	50	450.00	22,500.00
21	Single Long Service (SLS)	EA	37	750.00	27,750.00
22	Fire Hydrant	EA	4	2,200.00	8,800.00
23	Fire Hydrant Riser	EA	4	500.00	2,000.00
24	Remove Existing Fire Hydrant	EA	1	200.00	200.00

210,238.00

Mobilization

Staking

Inspection fees

Maintenance bonds (Water & Sanitary)

By-Other

4,204.76

168.00

214,610.76

Contract Amount

\$ 214,610.76

Submitted By: _____

Carl Hendrix

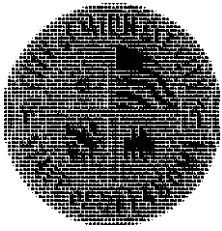
Title: Vice President

Date: 5/27/2015

Accepted By: _____

Title: _____

Date: _____



The City of
Midwest City
Police Department

Brandon Clabes
Chief of Police

MEMORANDUM

TO: Honorable Mayor and City Council

FROM: Brandon Clabes, Chief of Police

DATE: June 14, 2016

SUBJECT: Discussion and consideration of approving and entering into an Embedded Worker Agreement with the Oklahoma Department of Human Services, beginning July 1, 2016 through June 30, 2017, to embed an OKDHS social worker within the police department to assist in the assessment of child abuse and neglect cases.

The Midwest City Police Department requests approval of an Embedded Worker Agreement with the Oklahoma Department of Human Services to embed an OKDHS social worker within the agency during normal business hours to assist in the assessment of child abuse and neglect cases.

This agreement will provide twenty-four hour access to an OKDHS social worker, streamline the tedious process and enable our agency to place children who are in protective custody into familiar homes or with relatives versus state shelters. This allows the Midwest City Police Department and OKDHS to become stronger advocates for abused and neglected children through a collaborative effort.

This agreement shall be valid from July 1, 2016 through June 30, 2017, and may be terminated at any time by either the City of Midwest City or OKDHS by the terminating party delivering a written notice to the other party.

Staff recommends approval.

A handwritten signature in black ink, appearing to read "Brandon Clabes", is written over a horizontal line.

Brandon Clabes
Chief of Police

Attachment: Agreement

**EMBEDDED WORKER AGREEMENT
BETWEEN
OKLAHOMA DEPARTMENT OF HUMAN SERVICES (OKDHS)
AND
THE CITY OF MIDWEST CITY**

1. **PURPOSE:** The purpose of this agreement is to establish a cooperative working relationship between the Oklahoma Department of Human Services, hereinafter referred to as "OKDHS" and the City of Midwest City Police Department, hereinafter referred to as "Midwest City Police Department" for the assessment of child abuse and neglect cases involving the citizens of Midwest City and their family members.
2. **AUTHORITY:** Oklahoma State Statutes Title X, XXI, LXIII and all other directives as required.
3. **GENERAL:**
 - a. **SCOPE:** This agreement provides guidance and agreement on sharing of specific referral data, medical information that pertains to joint assessments, criminal history, case management and treatment services on all cases involving citizens involved with Child Protective Services and the Midwest City Police Department.
 - b. **ASSUMPTIONS:**
 - (1) It is the Midwest City Police Department's policy to prevent child abuse and neglect by identifying, reporting and taking criminal action if and when appropriate. The Midwest City Police Department will endeavor to provide all available and appropriate assistance to alleviate the underlying causes of child abuse or neglect.
 - (2) The Oklahoma Department of Human Services is mandated by State law to investigate all suspected child abuse and neglect referrals. The OKDHS seeks to ensure the greatest possible protection for children using the least restrictive alternatives.
 - (3) Both Midwest City Police Department and OKDHS have long-standing commitment to the protection of children. Because the scope of the problem is broad and the solutions are complicated, the undersigned parties agree to the policies and procedures hereafter stated in an effort to ensure a viable and active program for the protection of children under Oklahoma law.

4. **RESPONSIBILITIES:**

a. **Midwest City Police Department agrees:**

- (1) To report to OKDHS all suspected cases of child abuse or neglect.
- (2) To share important data and information on cases with OKDHS.
- (3) To authorize OKDHS child welfare workers admission to the police department to investigate suspected cases of child abuse or neglect.
- (4) To provide OKDHS child welfare workers with law enforcement assistance if required, when responding to reports of child abuse or neglect.
- (5) To provide office space that is conducive for efficient, confidential interviewing and case managing.
- (6) To adhere to confidentiality in accordance with applicable laws, statutes and regulations.
- (7) May provide any transportation of children located within the jurisdiction of the City of Midwest City that are removed from their home, or taken into protective custody.

b. **OKDHS agrees:**

- (1) To report to Midwest City Police Department all suspected case referrals of child abuse or neglect that involves the citizens of Midwest City.
- (2) To share important data and information on these cases with Midwest City Police Department per OKDHS policies and procedures.
- (3) To adhere to confidentiality in accordance with applicable laws, statutes and regulations.
- (4) DHS agrees to have an embedded worker whose duty station will be located at the Charles J. Johnson building and who will be available to law enforcement officers during normal business hours. All after hour's calls will be responded to by the Joint Response worker.
- (5) OKDHS will be responsible for ownership, maintenance and support for computer equipment and will retain title to all such equipment.
- (6) The embedded worker will adhere to the Midwest City Police Department and OKDHS dress code and standards of conduct.

- (7) OKDHS will be responsible for any and all cost associated with the embedded worker to include transportation, salary, workers' compensation issues and any overtime expenses associated with the embedded worker.

c. **AGREEMENT TIME FRAME:**

- (1) This agreement shall be valid for the period beginning July 1, 2016 through June 30, 2017.
- (2) This agreement may be amended at any time during the one-year period by written agreement of both OKDHS and the Midwest City Police Department.
- (3) The agreement may be terminated at any time by the City of Midwest City or OKDHS, by delivering a written notice of termination to the responsible party.

In case any one or more of the provisions contained in this agreement shall be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect any other provision.

APPROVED:

OKDHS as Legal Signatory:



Ed Lake
Director
Oklahoma Dept. of Human Services

Date: _____

City of Midwest City as Legal Signatory:

Matthew D. Dukes II
Mayor

Date: _____



Brandon Clabes
Chief of Police

Date: MAI 18, 2016



The City Of Midwest City Neighborhood Services Department

Neighborhoods in Action • Code Enforcement • Neighborhood Initiative
8726 SE 15th Street, Midwest City, OK 73110
(405) 739-1005

To: Honorable Mayor and City Council

From: Mike S. Stroh, Neighborhood Services Director

Date: June 14, 2016

Subject: Discussion and consideration of approving and entering into a S.T.E.A.M. Camp Contract in an amount not to exceed \$6,500.00 with Thick Descriptions to establish the terms and conditions under which Thick Descriptions will provide a week-long S.T.E.A.M. (Science, Technology, Engineering, Anthropology, and Math) camp to Neighborhoods In Action Youth Summer Camp participants.

Thick Descriptions will provide a week-long S.T.E.A.M. (Science, Technology, Engineering, Anthropology and Math) camp to NIA Summer Camp participants (children between the ages of 8 and 12).

This contract, a copy which is attached for your review, provides for a comprehensive scope of services associated with S.T.E.A.M. to be provided to NIA Summer Youth Camp participants.

Staff recommends approval.

Mike S. Stroh

Mike S. Stroh, Neighborhood Services Director

THICK DESCRIPTIONS S.T.E.A.M. CAMP CONTRACT

THIS CONTRACT is made and entered into this 14th day of June, 2016 by and between THICK DESCRIPTIONS (“TD”), an educational non-profit organization, and the City of Midwest City, a municipal corporation (“City”).

City desires to enter into this contract with TD whereby TD will provide a S.T.E.A.M. (Science, Technology, Engineering, Anthropology and Math) camp to youth between the ages of 8 – 12.

Therefore, in consideration of the mutual conditions and agreements herein contained and, intending to be legally bound, the parties agree as follows:

- 1) TD agrees to provide camp services to City tweens during the week of July 18 – 22, 2016. The purpose of this camp is to provide S.T.E.A.M. to campers. This camp is free to all attendees.
- 2) S.T.E.A.M. camp will accommodate up to 30 students (tweens between the ages of 8 – 12) in Midwest City, providing hands on instruction and daily meals. The camp will be held at Neighborhoods in Action, Midwest City, Oklahoma.
- 3) The City shall pay TD \$6,500.00 to execute this camp.
- 4) A Certificate of Insurance must be provided by TD indicating minimum liability coverage in the amount of:
 - a) \$100,000.00 personal injury each accident or occurrence; and
 - b) \$1,000,000.00 aggregate (all claims for any one occurrence).
- 5) TD shall not be liable to the City and there will be no adjustment in the contract amount for days on which TD is unable to execute the camp through no fault of TD, such as adverse weather conditions.
- 6) Any notice from one party to the other party concerning this contract shall be in writing and shall be given by certified mail, return receipt requested, or in person by hand delivery to TD at 2701 NW 110th Street, Oklahoma City, Oklahoma, 73120.

- 7) Any changes to this contract must be presented and approved by both parties at least 48 hours in advance of the commencement date.
- 8) Any changes or modifications in the terms of this contract must have the signatures of both parties.

This contract represents the entire understanding between and among the parties concerning the subject matter hereof. Neither party may assign this contract.

The parties have approved and executed this contract, TD on the _____ day of _____, 2016 and City on the _____ day of _____, 2016.

Thick Descriptions
Oklahoma City, Oklahoma

City of Midwest City

SUZETTE V. CHANG, Owner

MATTHEW D. DUKES, II Mayor

APPROVED as to form and legality this _____ day of _____, 2016

KATHERINE BOLLES, City Attorney



Public Works Administration
8730 S.E. 15th Street
Midwest City, OK 73110
Office: 405-739-1066 /Fax: 405-739-1090
www.midwestcityok.org

M E M O

TO: Honorable Mayor and City Council

FROM: R. Paul Streets, Sanitation and Stormwater Manager

DATE: June 14th, 2016

SUBJECT: Discussion and consideration of approving and entering into an agreement with GMR & Associates, Inc. to perform annual groundwater monitoring in the Midwest City Town Center Plaza Development for calendar year 2016 in an amount not to exceed \$6,500.00.

Staff respectfully requests that the Council approve and enter into an agreement with GMR & Associates, Inc. to perform annual groundwater monitoring for the Midwest City Town Center Plaza development area for calendar year 2016 in an amount not to exceed \$6,500.00. This monitoring is required through the Voluntary Cleanup Program related to ODEQ (Oklahoma Department of Environmental Quality) Case No. 02-285. The costs associated with this proposal are the same as those approved last calendar year.

Staff recommends approval.

R. Paul Streets
Sanitation and Stormwater Manager

Attachment: Proposal



Technical and Environmental Consultants

March 17, 2016

Mr. Paul Streets
Sanitation & Stormwater Manager
8726 S.E. 15th Street
Midwest City, OK 73110

**REF: Proposal to Perform 2016 Annual Groundwater Monitoring for
Oklahoma Department of Environmental Quality (DEQ)
Voluntary Cleanup Program
DEQ Case No. 02-285
Midwest City Town Center Plaza Development, Midwest City, Oklahoma**

Mr. Streets:

GMR & Associates, Inc. (GMR) is pleased to present the following proposal to perform 2016 Annual Groundwater Monitoring at the Midwest City (MWC) Town Center Plaza (Site). The last monitoring event in 2015 consisted of sampling groundwater from eight (8) monitoring wells for laboratory analysis of chemicals of concern. GMR plans to sample the same wells in 2016. The Annual 2016 monitoring event will include the following scope of work:

1. Gauge top of groundwater elevation in wells for the purpose of developing a groundwater gradient map.
2. Develop wells prior to sampling by purging each well of three (3) casing volumes of fluid.
3. Sample groundwater from eight (8) wells for laboratory analysis of RCRA solvents using EPA Method 8260.
4. Preparation of an Annual Groundwater Monitoring Report to be submitted to the DEQ.

GMR proposes to perform the scope of work for a cost-not-to-exceed amount of **\$6,500.00**. This cost includes all field work, laboratory analysis, water disposal and the report. If our proposal is acceptable to you, please indicate your concurrence by signing one original of this letter in the space indicated below and returning it to us by FAX at 405-528-3346. We can commence working upon receipt of this signed document.

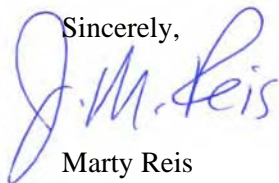
We thank you for the opportunity to assist you. Please contact me at 405-528-7017, Ext. 302, if you have any questions.

ACCEPTED AND AGREED TO:

BY: _____

TITLE: _____

DATE: _____

Sincerely,

Marty Reis
Vice President

*Corporate Headquarters
2520 West I-44 Service Road, Suite 200
Oklahoma City, OK 73112
Telephone: 405-528-7017
Fax: 405-528-3346*



City of Midwest City

GRANTS MANAGEMENT DEPARTMENT

TO: Honorable Mayor and City Council

FROM: Terri L. Craft, Grants Manager

DATE: June 14, 2016

RE: Discussion and consideration of renewing the Lease and Operating Agreement with Community Action Agency of Oklahoma City and Oklahoma/Canadian Counties, Inc for use of the Steed Head Start facility located at 2118 Flannery Drive.

The Community Action Agency of Oklahoma City and Oklahoma/Canadian Counties, Inc. operates a Head Start Program at a city-owned building located on the campus of Steed Elementary School, serving 60 children. The attached agreement provides a one-year term beginning on July 1, 2016.

Staff recommends approval.

Terri L. Craft
Grants Manager

LEASE AND OPERATING AGREEMENT

This agreement is made and entered into on the ___14th___ day of _____June_____, 2016, between the City of Midwest City, hereafter called "CITY," and the Community Action Agency of Oklahoma City and Oklahoma/Canadian Counties, Inc., hereafter called "CAA," who agree as follows:

CITY does hereby lease to CAA, building space at the premises known and designated as the **City of Midwest City Steed Head Start Center**, located at 2118 Flannery Drive, Midwest City, Oklahoma 73110, hereinafter called the "Leased Premises."

CAA shall have exclusive use of the building located on the campus of the Mid Del School District's Steed Elementary School for the purpose of the Head Start Program, creating healthy development in low-income children ages three to five through education, health and social services. CAA shall repair and maintain the Leased Premises in good order and condition, to include necessary mowing and landscape maintenance. All utilities are the responsibility of CAA.

The term of this agreement shall begin on the 1st day of July, 2016 and shall continue for (12) months. CITY and CAA shall have the option to renew this agreement annually for an additional one-year term beginning on July 1st of each year. If CITY, for any reason or no reason whatsoever, wishes to terminate this agreement, it shall give CAA no less than sixty (60) days notice to vacate the Leased Premises.

The monthly rent shall be the sum of No Dollars and 00/100 (\$0.00). CITY reserves the right to renegotiate rental payments with CAA if needed, upon mutual agreement.

Contact Information:

City of Midwest City
Grants Management Department
100 N. Midwest Blvd.
Midwest City, OK 73110
Phone: (405) 739-1216
Fax: (405) 869-8636
Grants-management@midwestcityok.org

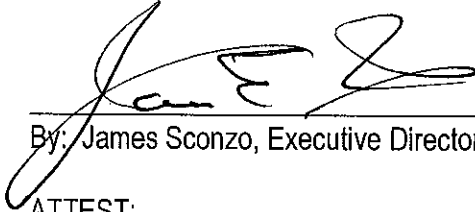
CITY shall maintain fire and extended coverage insurance on the building and the Leased Premises in such amounts as CITY shall deem appropriate. However, should the Leased Premises be damaged or destroyed by fire or other casualty, CITY is in no manner obligated by this agreement to repair or rebuild the Leased Premises. CAA shall be responsible, at its expense, for fire and extended coverage insurance on all of its personal property, including removable trade fixtures, located in the Leased Premises.

CAA shall provide CITY with an annual report, no later than July 31 of each year, detailing services provided by CAA at the Steed Head Start Center and program beneficiary information in a form determined by CAA and acceptable to CITY.

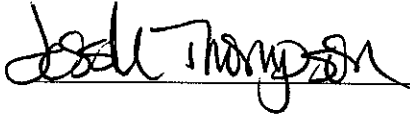
IN WITNESS WHEREOF, the parties have executed this agreement as of the day and year first above written.

COMMUNITY ACTION AGENCY OF
OKLAHOMA CITY AND OKLAHOMA/
CANADIAN COUNTIES, INC.
319 S.W. 25th Street
Oklahoma City, OK 73109

CITY OF MIDWEST CITY
100 N. Midwest Blvd.
Midwest City, OK 73110


By: James Sconzo, Executive Director

By: Matthew D. Dukes II, Mayor

ATTEST:


City Clerk

Approved as to form this ____ 14th ____ day of _____ June _____, 2016.

City Attorney



City of Midwest City

GRANTS MANAGEMENT DEPARTMENT

TO: Honorable Mayor and City Council

FROM: Terri L. Craft, Grants Manager

DATE: June 14, 2016

RE: Discussion and consideration of renewing the Lease and Operating Agreement with the Community Action Agency of Oklahoma City and Oklahoma/Canadian Counties, Inc for use of the Dana Brown Cooper Head Start facility located at 9300 N.E. 10th Street.

The Community Action Agency of Oklahoma City and Oklahoma/Canadian Counties, Inc. is operating a Head Start Program at the city-owned Dana Brown Cooper Head Start facility, serving 180 children. The attached agreement provides for a one-year term beginning on July 1, 2016.

Staff recommends approval.

Terri L. Craft
Grants Manager

LEASE AND OPERATING AGREEMENT

This agreement is made and entered into on the 14th day of June, 2016, between the City of Midwest City, hereafter called "CITY," and the Community Action Agency of Oklahoma City and Oklahoma/Canadian Counties, Inc., hereafter called "CAA," who agree as follows:

CITY does hereby lease to CAA, facility space at the premises known and designated as the **City of Midwest City Dana Brown Cooper Head Start Center**, located at 9300 N.E. 10th Street, Midwest City, Oklahoma 73130, hereinafter called the "Leased Premises."

CAA shall have exclusive use of the 5440 SF facility and the surrounding property also known as Lot 3 and Lot 4 in Block 1 of COUCH HEIGHTS ADDITION to Oklahoma County, Oklahoma for the purpose of the Head Start Program, creating healthy development in low-income children ages three to five through education, health and social services. CAA shall repair and maintain the Leased Premises in good order and condition, to include necessary mowing and landscape maintenance. All utilities are the responsibility of CAA.

The term of this agreement shall begin on the 1st day of July, 2016 and shall continue for (12) months. CITY and CAA shall have the option to renew this agreement annually for an additional one-year term beginning on July 1st of each year. If CITY, for any reason or no reason whatsoever, wishes to terminate this agreement, it shall give CAA no less than sixty (60) days notice to vacate the Leased Premises.

The monthly rent shall be the sum of No Dollars and 00/100 (\$0.00). CITY reserves the right to renegotiate rental payments with CAA if needed, upon mutual agreement.

Contact Information:

City of Midwest City
Grants Management Department
100 N. Midwest Blvd.
Midwest City, OK 73110
Phone: (405) 739-1216
Fax: (405) 869-8636
Grants-management@midwestcityok.org

CITY shall maintain fire and extended coverage insurance on the building and the Leased Premises in such amounts as CITY shall deem appropriate. However, should the Leased Premises be damaged or destroyed by fire or other casualty, CITY is in no manner obligated by this agreement to repair or rebuild the Leased Premises. CAA shall be responsible, at its expense, for fire and extended coverage insurance on all of its personal property, including removable trade fixtures, located in the Leased Premises.

CAA shall provide CITY with an annual report, no later than July 31 of each year, detailing services provided by CAA at the Dana Brown Cooper Head Start Center and program beneficiary information in a form determined by CAA and acceptable to CITY.

IN WITNESS WHEREOF, the parties have executed this agreement as of the day and year first above written.

COMMUNITY ACTION AGENCY OF
OKLAHOMA CITY AND OKLAHOMA/
CANADIAN COUNTIES, INC.
319 S.W. 25th Street
Oklahoma City, OK 73109

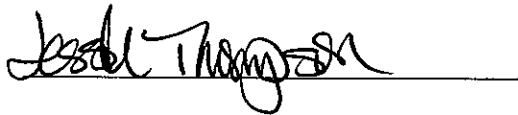
CITY OF MIDWEST CITY
100 N. Midwest Blvd.
Midwest City, OK 73110


By: James Sconzo, Executive Director

By: Matthew D. Dukes II, Mayor

ATTEST:

ATTEST:



City Clerk

Approved as to form this ____ 14th ____ day of _____ June _____, 2016.

City Attorney



MEMORANDUM

TO: Honorable Mayor and Council

FROM: Vaughn Sullivan, Community Services Director

DATE: June 14, 2016

SUBJECT: Discussion and consideration of approving and entering into a Facility Lease Contract with the Oklahoma Spartans Youth Organization (OSYO) for the use of Tel-Star North Football Complex from July 1, 2016 through June 30, 2021.

The Oklahoma Spartans Youth Organization (OSYO) is a new youth sports organization to Midwest City. Last year Council approved a one year trial agreement with OSYO to lease Tel-Star North Football Complex for the purposes of providing youth football programming to area youth. The organization has performed very well over the past year and has been an outstanding tenant at Tel Star North Football complex. As a result, staff is recommending the City of Midwest City enter into a five (5) year lease agreement for use of Tel Star North Football Complex.

This contract begins on July 1, 2016 and expires June 30, 2021.

Vaughn Sullivan
Community Services Director

Attachment: Facility Lease Agreement

FACILITY LEASE CONTRACT
Parks & Recreation Department

This contract is made this _____ day of _____, **2016**, by and between the Oklahoma Spartans Youth Organization (hereinafter Sponsor) and the Midwest City Municipal Authority (hereinafter Owner). The parties hereto, for the in consideration of the benefits and payments hereinafter provided, do hereby covenant and agree as follows:

1. Owner agrees to allow Sponsor to conduct the following activities at the listed locations:

Youth Football Program – Tel-Star North Softball/Football Facility

Concession Operation – Tel-Star North Softball/Football Facility

Gate Collection – Tel-Star North Softball/Football Facility

To accomplish this, Owner agrees to furnish and permit Sponsor to utilize the following:

Concession/storage buildings, football fields located at Tel-Star North.

2. Sponsor agrees to improve and maintain the facilities at the present or higher level of condition. In lieu of payment for leasing the above listed facility, the Sponsor is solely responsible for all maintenance costs.
3. Owner agrees to lease the facilities described in Paragraph 1 above for a term commencing on the **1st day of July, 2016**, and ending on the **30th day of June, 2021**.
4. If the Sponsor's organization dissolves, then Sponsor's assets will be given to Owner to be used for the benefit of youth football in Midwest City. If Sponsor decides to leave the above listed facilities, then after all outstanding liabilities, on any improvements, maintenance or program costs have been satisfied, the Sponsor will assign all remaining assets to Owner, which Owner will then use solely for the benefit of youth football in Midwest City.
5. Sponsor agrees not to conduct any activities other than those authorized by Paragraph 1 of this contract without prior written approval of Owner.

6. Sponsor agrees to furnish Owner with an annual statement of income and expenses and balance sheet. Those statements are due prior to June 30th of each calendar year (fiscal 6/1 - 5/31). Failure of Sponsor to timely comply or cooperate with such terms shall be deemed a material breach of this contract.
7. Sponsor agrees to utilize the above described property only for its intended purposes and in accordance with provisions of this contract and the services contract between the City of Midwest City and the Oklahoma Spartans Youth Organization currently in effect or as amended from year to year.
8. Sponsor agrees to indemnify and hold Owner harmless for all subcontracts and subleases entered into in furtherance of this contract and that all subcontracts or subleases entered into in furtherance of this contract shall be subject to the conditions of this contract.
9. Owner or Sponsor shall not make any improvements without prior written approval by the other party's representative. This is not intended to cover day to day maintenance and repair of the facility. Any structure affixed by Sponsor to Owner's property shall be deemed a fixture and become a part of Owner's property.
10. Sponsor agrees that all improvements will comply with applicable City of Midwest City building codes.
11. If any default or breach of any covenant of this lease by Sponsor is not responded to within ten (10) days and corrected within thirty (30) days, after Owner has provided written notice of such default or breach by certified mail, Owner may at its option terminate this contract. In the event the problem is a matter involving the possibility of immediate danger to life, health or safety, the problem must be corrected immediately.
12. All notices required or options granted under the terms of this lease shall be given or exercised in writing and shall be sent by certified mail with return receipt requested. Except as herein specifically provided to the contrary, the effective date of such notice or option shall be the date on which the same is deposited in the post office of the United States Postal Department.
13. Sponsor agrees that it is wholly responsible for the conduct of Sponsor's agents, servants and employees and Sponsor shall assume all responsibility for providing General Liability Insurance of at least the statutory amounts (\$25,000.00 Property Damage, \$100,000.00 Personal Injury per Claimant to a maximum of 10 Claimants or \$1,000,00.00) as found in Title 51, Oklahoma Statutes, Sections 151-171;

Worker's Compensation Insurance; Unemployment Insurance and any other coverage of any sort required by any applicable local, state or federal law. Sponsor agrees to indemnify and hold Owner harmless for any and all acts or omissions of its agents, servants, employees or any other persons invited onto Owner's facilities by Sponsor. Sponsor must furnish Owner with a Certificate of Insurance that covers the dates and terms of this contract. Certificate is due prior to the effective date of this contract and June 1 each subsequent year.

14. Sponsor expressly agrees that all of its agents, servants, employees, players and/or persons admitted to Sponsor's activities shall be insured against loss or injury resulting from the activities described herein. Sponsor expressly covenants to indemnify and hold Owner harmless from any claim whatsoever which may arise from Sponsor's activities of any sort which may be conducted at or on Owner's facilities, whether or not such activity is expressly provided for in this contract.
15. Sponsor agrees not to discriminate against anyone based on race, color, creed, gender, religion or handicap; and further agrees to comply with all local, state and federal laws, rules, regulations and/or directives to indemnify and hold Owner harmless against any claims arising out of Sponsor's failure to comply.
16. Sponsor agrees to indemnify and hold Owner harmless against any claims whatsoever arising out of any claimed negligence, carelessness or intentional act of Sponsor or Sponsors agents, servants, employees or other persons Sponsor invited to participate in Sponsor's activities.
17. If for any reason the Sponsor is unable to conduct the activities at the locations listed in paragraph one (1), then this lease shall be voided.
18. The terms of this contract shall be binding upon all successors in interest of the parties hereto. This contract embodies all agreements between Owner and Sponsor and supersedes any and all prior oral or written agreements between the two parties. This contract can only be altered or changed if done so in writing and signed by both parties.
19. This contract shall become effective on the **1st day of July, 2016**, and shall continue in force and effect until midnight on the **30th day of June, 2021**.

Agreed to and witnessed on this _____ day of _____, 2016.

ATTEST:

Ronald Hobbs, VICE-PRESIDENT
OKLAHOMA SPARTANS
YOUTH ORGANIZATION

Dion Williams, PRESIDENT
OKLAHOMA SPARTANS
YOUTH ORGANIZATION

ATTEST:

SARA HANCOCK, SECRETARY

MATTHEW D. DUKES., II CHAIRMAN
MIDWEST CITY MUNICIPAL AUTHORITY, OK

APPROVED as to form and legality this _____ day of _____, 2016.

CITY ATTORNEY



MEMORANDUM

TO: Honorable Mayor and City Council

FROM: Vaughn Sullivan, Community Services Director

DATE: June 14, 2016

SUBJECT: Discussion and consideration of approving and entering into the FY 2016-2017 Service Contract with the Oklahoma Spartans Youth Organization for the Tel-Star North Football Complex for the period from July 1, 2016 through June 30, 2017.

The City of Midwest City enters into an annual agreement with the Oklahoma Spartans Youth Organization that specifies what services each party is responsible for providing on an annual basis at Tel-Star North Football Complex.

Staff recommends approval.

Vaughn Sullivan
Community Services Director

Attachment: Services Contract

SERVICES CONTRACT

Parks & Recreation Department

This contract is made this _____ day of _____, 2016, by and between the Oklahoma Spartans Youth Organization (hereinafter Sponsor) and the City of Midwest City (hereinafter Owner). The parties hereto, for and in consideration of the benefits and payments hereinafter provided, do hereby covenant and agree as follows:

1. Owner and Sponsor agree to the following terms of services rendered by each party for the operation of the youth football program in Midwest City (hereinafter Youth Football). The terms of this contract shall begin July 1, 2016 and end June 30, 2017. This contract may be extended by the City of Midwest City on an annual basis under the same terms and conditions. If either party wishes to renegotiate any of the provisions contained in this contract, then that party must give written notice of its intent to renegotiate the contract at least 60 days prior to the annual expiration date.
2. It is expressly agreed that Owner shall be responsible for the following at the Tel-Star North Football Complex (hereinafter Complex) for Youth Football in addition to other responsibilities set forth in this contract:
 - a. Water, sewer, sanitation;
 - b. Mowing and trimming of outside perimeter area;
 - c. Meeting room space at Community Center subject to availability;
 - d. Parking lot lights;
3. It is expressly agreed that Sponsor shall be responsible for the following at the Tel-Star North Softball Complex for Youth Football in addition to the other responsibilities set forth in this contract:
 - a. Administration of league (includes sign-ups and marketing);
 - b. Collection of team entry fees for leagues;
 - c. Scheduling of leagues and tournaments;
 - d. Rescheduling of leagues due to game cancellation;
 - e. Game cancellations;
 - f. Approval of rules;

Services Contract
Page 2

- g. Distribution, collection and updating of team rosters;
 - h. Purchase of awards/trophies for leagues and championship games;
 - i. Setting rates (includes team entry fees and gate admission);
 - j. Contracting with officials;
 - k. Fundraising;
 - l. Repair facility damage and repair and/or replace turf on an as needed basis by request of Owner;
 - m. Protests and Coaches' discipline;
 - n. Prepare field for league games and tournaments and perform field maintenance as needed;
 - o. Mowing and trimming of playing fields;
 - p. Standings;
 - q. Employees for gate collection, equipment, supplies, etc. for daily operation;
 - r. Any other administrative duties which are required in the operation of the Youth Football;
 - s. Provide liability insurance stating that City of Midwest City is an additional insured.
 - t. Facility upkeep which includes improvements at Tel-Star North Complex, existing and future buildings, existing and future additions to facilities, electrical (includes maintenance and replacing light bulbs), plumbing;
 - u. Payment of electric bill;
 - v. Conduct coaches background checks;
4. Owner will furnish trash cans and will remove and dispose of all rubbish, refuse and garbage from the Complex resulting from Sponsor's activity, provided that all rubbish, refuse and garbage is deposited in the trash cans provided. Sponsor shall be responsible for the rubbish, refuse and garbage pickup and facility cleanup on the park grounds and agrees to restore all Complex grounds, buildings, facilities, restrooms and structures to the level of cleanliness and order which existed prior to Sponsor's usage. Trash will be picked up on a schedule determined by agreement of Owner and Sponsor.

Services Contract

Page 3

5. It is expressly agreed that there will be an annual inspection of the Complex by Owner and Sponsor to assure proper ongoing maintenance of the Complex. Any repairs identified through this inspection will be accomplished by Owner and/or Sponsor, depending upon whose responsibility it is under the terms of this contract, within a period of time agreed upon by Sponsor's and Owner's representatives.
6. Owner shall furnish Sponsor with adequate sets of keys and locks to the gates of the Complex. Sponsor agrees to furnish Owner with a list of those people to whom Sponsor has furnished any key(s) and to inform Owner of any changes therein. Owner reserves the right to enter the facilities at any time for purposes of inspection, repair or to ascertain compliance with this contract. Locks and keys that are lost during the term of this contract will be replaced at Sponsor's expense.
7. In the event of a natural disaster or an act of God, any damages to the Complex will be resolved through a joint effort by Sponsor and Owner based on the availability of funds.
8. The terms of this contract shall be binding upon all successors in interest of the parties hereto. This contract embodies all agreements between Owner and Sponsor pertaining to services at the Complex and supersedes any and all prior oral or written agreements between the two parties. This contract can only be altered or changed if done so in writing and signed by both parties.
9. This contract shall become effective on the 1st day of July, 2016, and shall continue in force and effect until midnight on the 30th day of June, 2017.

Agreed to and witnessed on this _____ day of _____, 2016.

ATTEST:

RONALD HOBBS, VICE-PRESIDENT
OKLAHOMA SPARTANS
YOUTH ORGANIZATION

DION WILLIAMS, PRESIDENT
OKLAHOMA SPARTANS
YOUTH ORGANIZATION

ATTEST:

SARA HANCOCK, CITY CLERK
CITY OF MIDWEST CITY, OK

MATTHEW D. DUKES, II, MAYOR
CITY OF MIDWEST CITY, OK

APPROVED as to form and legality this _____ day of _____, 2016.

CITY ATTORNEY



MEMORANDUM

TO: Honorable Mayor and City Council

FROM: Vaughn Sullivan, Community Services Director

DATE: June 14, 2016

SUBJECT: Discussion and consideration of approving and entering into the FY 2016-2017 Services Contract with the Midwest City Baseball Association for services at Reed Baseball Complex and Civic Baseball Complex from July 1, 2016 through June 30, 2017.

The City of Midwest City enters into an annual agreement with the Midwest City Baseball Association that specifies what services each party is responsible to provide on an annual basis at Reed Baseball Complex and Civic Baseball Complex.

Staff recommends approval of this contract.

Vaughn Sullivan
Community Services Director

Attachment: Services Contract

SERVICES CONTRACT
Parks & Recreation Division

This contract is made this ____ day of _____, 2016, by and between the Midwest City Baseball Association (hereinafter Sponsor) and the City of Midwest City (hereinafter Owner). The parties hereto, for and in consideration of the benefits and payments hereinafter provided, do hereby covenant and agree as follows:

1. Owner and Sponsor agree to the following terms of services rendered by each party for the operation of the baseball program (the program) in Midwest City at Civic Park and Marion Reed Baseball Complex. The term of this contract shall begin July 1, 2016 and end June 30, 2017. This contract may be extended by the Owner on an annual basis under the same terms and conditions. If either party wishes to renegotiate any of the provisions contained in this contract, then that party must give written notice of its intent to renegotiate the contract at least 60 days prior to the annual expiration date (June 30).
2. It is expressly agreed that Owner shall be responsible for the following in addition to other responsibilities set forth in this contract:
 - a. Utilities (water, sewer, sanitation services);
 - b. Mowing and trimming the drainage area next to the west side of the surrounding parking lot and ten (10) feet either side of the drainage area and the area surrounding the parking lot (at least once every two weeks - weather permitting) at the Baseball Complex;
 - c. Mowing and trimming of City owned property outside the Reed Baseball Complex;
 - d. Meeting room space at Community Center subject to availability;
3. It is expressly agreed Sponsor shall be responsible for the following in addition to the other responsibilities set forth in this contract:
 - a. Administration of league except those responsibilities of Owner as specified in Paragraph 2;
 - b. Collection of entry fees for leagues and tournaments;
 - c. Scheduling of tournaments;
 - d. Rescheduling of leagues and tournaments;
 - e. Cancellations;

Services Contract

Page 2

- f. Approval of rules;
- g. Distribution/collection/updating of rosters and player cards;
- h. Team sanctioning;
- i. Purchase of trophies for leagues and tournaments;
- j. Setting rates (includes entry fees, gate admission and concession);
- k. Contracting with umpires;
- l. Fundraising;
- m. Protests;
- n. Coaches discipline;
- o. Tournament administration;
- p. Daily regular season and tournament field maintenance;
- q. Standings;
- r. Employees, equipment, supplies, etc. for the operation of the concession and gate collection;
- s. Phones needed for operation of program, including rainout number;
- t. Facility upkeep which includes improvements at Civic Park and Marion Reed Baseball Complex, existing and future buildings, existing and future additions to facilities, electrical (includes maintenance and replacing light bulbs), plumbing;
- u. Equipment and manpower to mow, trim and maintain areas not listed under Owner's responsibilities;
- v. Payment of electric bill;
- w. Conduct coaches background checks;

4. Owner will furnish all necessary refuse and garbage containers and will remove and dispose of all rubbish, refuse and garbage resulting from the Sponsor's activity, provided that refuse is deposited in receptacles provided. Sponsor shall be responsible for the refuse and garbage pickup and facility cleanup on the park grounds and agrees to restore all park grounds, buildings, facilities, restrooms and structures to the level of cleanliness and order which existed prior to Sponsor's usage. Trash will be picked up twice weekly (schedule determined by agreement of Owner and Sponsor).
5. It is expressly agreed that there will be an annual inspection of the facilities by Owner and Sponsor to assure proper ongoing maintenance of the facilities. Any repairs identified through this inspection will be accomplished by Owner or Sponsor, depending upon whose responsibility it is under the terms of this contract, within a period of time agreed upon by Sponsor and Owner.
6. Owner shall furnish Sponsor with adequate sets of keys to the facilities. Only locks and keys supplied by Owner shall be used. Sponsor agrees to furnish Owner with a list of those people to whom Sponsor has furnished any key(s) and to inform Owner of any changes therein. Owner reserves the right to enter the facilities at any time for purposes of inspection, repair or to ascertain compliance with this contract. Sponsor shall furnish Owner with keys to structures that contain only Sponsor equipment. Said keys will be kept in the Parks and Recreation Division office in the Midwest City Community Center. Locks and keys that are lost during the term of this contract will be replaced at Sponsor's expense.
7. In the event of a natural disaster or an act of God, any damages to the facilities will be resolved through a joint effort by Sponsor and Owner based on the availability of funds.
8. The terms of this contract shall be binding upon all successors in interest of the parties hereto. This contract embodies all agreements between Owner and Sponsor pertaining to services at the facilities and supersedes any and all prior oral or written agreements between the two parties. This contract can only be altered or changed if done so in writing and signed by both parties.
9. This contract shall become effective on the 1st day of July, 2016, and shall continue in force and effect until midnight on the 30th day of June, 2017.

Services Contract
Page 4

Agreed to and witnessed on this ____ day of _____, 2016.

ATTEST:

ALI KHALILI , VICE-PRESIDENT
MIDWEST CITY BASEBALL ASSOC.

JEREMY WOODS, PRESIDENT
MIDWEST CITY BASEBALL ASSOC.

ATTEST:

SARA HANCOCK,
CITY CLERK

MATTHEW D. DUKES. II,
MAYOR

CITY OF MIDWEST CITY, OKLAHOMA CITY OF MIDWEST CITY, OKLAHOMA

APPROVED as to form and legality this ____ day of _____, 2016.

KATHY BOLLES
CITY ATTORNEY
CITY OF MIDWEST CITY, OKLAHOMA



MEMORANDUM

TO: Honorable Mayor and Council

FROM: Vaughn Sullivan, Community Services Director

DATE: June 14, 2016

SUBJECT: Discussion and consideration of approving and entering into a Services Contract with the Midwest City Soccer Club for services in support of the soccer program at the Soccer Complex for FY 2016-17.

The City enters into an annual agreement with the Midwest City Soccer Club that specifies the services each party is responsible for providing on an annual basis.

Staff recommends approval of this contract.

Vaughn Sullivan
Community Services Director

Attachment: Services Contract

SERVICES CONTRACT
Parks & Recreation Division

This contract is made this ____ day of _____, 2016, by and between the Midwest City Soccer Club (hereinafter Sponsor) and the Midwest City Municipal Authority (hereinafter Owner). The parties hereto, for and in consideration of the benefits and payments hereinafter provided, do hereby covenant and agree as follows:

1. Owner and Sponsor agree to the following terms of services rendered by each party for the operation of the soccer program (the program) in Midwest City. The terms of this contract shall begin July 1, 2016 and end June 30, 2017. This contract may be extended by the Owner on an annual basis under the same terms and conditions. If either party wishes to renegotiate any of the provisions contained in this contract, then that party must give written notice of its intent to renegotiate the contract at least 60 days prior to the annual expiration date (June 30).
2. It is expressly agreed that Owner shall be responsible for the following at the Soccer Complex in addition to other responsibilities set forth in this contract:
 - a. Water, sewer, sanitation;
 - b. Mowing and trimming of the area shown on the attached diagram as needed;
 - c. Meeting room space at Midwest City Community Center subject to availability.
3. It is expressly agreed Sponsor shall be responsible for the following at the Soccer Complex in addition to the other responsibilities set forth in this contract:
 - a. Administration of league;
 - b. Collection of entry fees for leagues and tournaments;
 - c. Scheduling of leagues and tournaments;
 - d. Rescheduling of leagues and tournaments;
 - e. Game cancellations;
 - f. Approval of rules;
 - g. Distribution/collection/updating of rosters and player cards;
 - h. Team sanctioning;
 - i. Purchase of awards/trophies for leagues and tournaments;
 - j. Setting rates (includes registration fees, gate admission and concession);

- k. Contracting with officials;
 - l. Fundraising;
 - m. Protests;
 - n. Coaches discipline;
 - o. Tournament administration;
 - p. Daily regular season and tournament field maintenance;
 - q. Standings;
 - r. Employees, equipment, supplies, etc. for the operation of the concession and gate collection;
 - s. Phones and electricity needed for operation of the program;
 - t. Facility upkeep which includes improvements at the existing and future buildings, existing and future additions to the Regional Park Soccer Complex, electrical and plumbing;
 - u. Equipment and manpower to mow, trim and maintain areas not listed under Owner's responsibilities;
 - v. Work with Mid-Del Schools to host games when possible;
 - w. Any other administrative duties which are required in the operation of the program;
 - x. Conduct coaches background checks;
4. Owner will furnish dumpster and will remove and dispose of all rubbish, refuse and garbage from the soccer complex resulting from Sponsor's activity, provided that all rubbish, refuse and garbage is deposited in dumpster provided. Sponsor shall be responsible for the refuse and garbage pickup and facility cleanup on the park grounds and agrees to restore all Soccer Complex grounds, buildings, facilities, restrooms and structures to the level of cleanliness and order which existed prior to Sponsor's usage. Trash will be picked up on a schedule determined by agreement of Owner and Sponsor.

5. It is expressly agreed that there will be an annual inspection of the Soccer Complex by Owner and Sponsor to assure proper ongoing maintenance of the Soccer Complex. Any repairs identified through this inspection will be accomplished by Owner or Sponsor, depending upon whose responsibility it is under the terms of this contract, within a period of time agreed upon by Sponsor's and Owner's representatives.
6. Owner shall furnish Sponsor with adequate sets of keys and locks to the gates of the Soccer Complex. Sponsor agrees to furnish Owner with a list of those people to whom Sponsor has furnished any key(s) and to inform Owner of any changes therein. Owner reserves the right to enter the facilities at any time for purposes of inspection, repair or to ascertain compliance with this contract. Locks and keys that are lost during the term of this contract will be replaced at Sponsor's expense.
7. In the event of a natural disaster or an act of God, any damages to the Soccer Complex will be resolved through a joint effort by Sponsor and Owner based on the availability of funds.
8. The terms of this contract shall be binding upon all successors in interest of the parties hereto. This contract embodies all agreements between Owner and Sponsor pertaining to services at the Soccer Complex and supersedes any and all prior oral or written agreements between the two parties. This contract can only be altered or changed if done so in writing and signed by both parties.
9. This contract shall become effective on the 1st day of July, 2016, and shall continue in force and effect until midnight on the 30th day of June, 2017.

Agreed to and witnessed on this ____ day of _____, 2016.

ATTEST:

RANDY BURUS, VICE-PRESIDENT
MIDWEST CITY SOCCER CLUB

MATT MERCER, PRESIDENT
MIDWEST CITY SOCCER CLUB

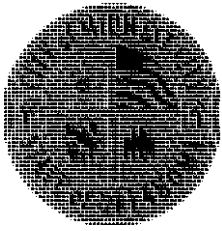
ATTEST:

SARA HANCOCK, SECRETARY

MATTHEW D. DUKES. II CHAIRMAN
MIDWEST CITY MUNICIPAL AUTHORITY, OK

APPROVED as to form and legality this ____ day of _____, 2016.

CITY ATTORNEY



The City of
Midwest City
Police Department

Brandon Clabes
Chief of Police

MEMORANDUM

TO: Honorable Mayor and City Council

FROM: Brandon Clabes, Chief of Police

DATE: June 14, 2016

SUBJECT: Discussion and consideration of renewing an agreement with the Oklahoma Humane Place Spay/Neuter Clinic to perform veterinary services associated with the Adopt-A-Pet program for fiscal year 2016-2017.

With this agreement, the Oklahoma Humane Spay/Neuter clinic will perform veterinary services associated with the City's Adopt-A-Pet program for fiscal year 2016-2017.

Staff recommends approval.

Brandon Clabes
Chief of Police

Attachment: Proposed Agreement

**CITY OF MIDWEST CITY
ANIMAL WELFARE DIVISION
AGREEMENT**

This agreement, made and entered into this ____ day of _____, 2016, by and between the City of Midwest City, a municipal corporation, hereinafter called the "First Party" and **OK Humane Place Spay/Neuter Clinic**, a Veterinary Clinic, hereinafter referred to as the "Second Party."

PURPOSE

The purpose of this contract entered into this ____ day of _____, 2016 and between the First Party and the Second Party is to promote the Health, Safety, and Public Welfare of the Citizens of Midwest City and to further humane care, treatment, and disposal of animals coming into the possession of the First Party.

Now, therefore, in consideration of the mutual covenants, promises, and agreements hereinafter set forth, it is mutually agreed between the parties hereto as follows:

1. Second Party agrees that it will provide to any dog or cat adopted from First Party for the fee of \$5.00 per animal, a rabies vaccination, given at the time of sterilization.
2. Second Party agrees to perform Sterilization of any dog or cat a fee of \$40.00 per dog and \$25.00 per cat. This service is to be performed on date assigned by Second Party.
3. Second Party agrees to provide First Party with an itemized statement of services on a monthly basis as required. First Party agrees to pay Second Party amount due and owing within sixty (60) days of receipt of statement.
4. The Second Party agrees to hold the First Party harmless from any and all damages resulting from actions or inactions of Second Party as required by this contract.
5. The terms of this contract shall be for the 1st day of July, 2016, through the 30th day of June, 2017.

IN WITNESS WHEREOF, the parties have caused this contract to be executed as of the day and year first above written.

CITY OF MIDWEST CITY

Matthew D. Dukes II, Mayor

ATTEST:

Sara Hancock, City Clerk

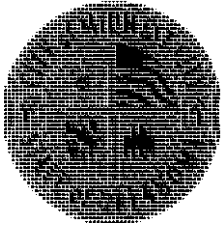
Approved as to form and legality this _____ day of _____, 20__.

Katherine Bolles, City Attorney

Approved by Samantha Burnett, Second Party, on this 11th day of
May, 2016.

OK Humane Place Spay/Neuter Clinic

Second Party



The City of
Midwest City
Police Department

Brandon Clabes
Chief of Police

MEMORANDUM

TO: Honorable Mayor and City Council

FROM: Brandon Clabes, Chief of Police

DATE: June 14, 2016

SUBJECT: Discussion and consideration of renewing agreements with Amber Oaks Vet Hospital and Midwest Veterinary Hospital in conjunction with the Adopt-A-Pet program for fiscal year 2016-2017.

With the renewal of this agreement, a sample of which is attached, the listed animal hospitals will continue to perform veterinary services associated with the Adopt-A-Pet program for fiscal year 2016-2017.

Staff recommends approval.

Brandon Clabes
Chief of Police

Attachment: Proposed Agreement

**THE CITY OF MIDWEST CITY
ANIMAL WELFARE DIVISION
AGREEMENT**

This agreement, made and entered into this ____ day of _____, 2016, by and between the City of Midwest City, a municipal corporation, hereinafter called the "First Party" and **Amber Oaks Vet Hospital**, a Veterinary Clinic, hereinafter referred to as the "Second Party."

PURPOSE

The purpose of this contract entered into this ____ day of _____, 2016, by and between the First Party and the Second Party is to promote the Health, Safety, and Public Welfare of the Citizens of Midwest City and to further humane care, treatment, and disposal of animals coming into the possession of the First Party.

Now, therefore, in consideration of the mutual covenants, promises, and agreements hereinafter set forth, it is mutually agreed between the parties hereto as follows:

1. Second Party agrees that it will provide to any dog or cat adopted from First Party for the fee of \$15.00 per dog and \$10.00 per cat, "the first series of vaccinations, physical examination, and fecal examination." This service is to be performed within five (5) days of adoption date.
2. Second Party agrees to perform Sterilization of any dog or cat that is adopted from First Party for a fee of \$60.00 per dog and \$60.00 per cat. This service is to be performed on date assigned by Second Party.
3. Second Party agrees to provide First Party with an itemized statement of services on a monthly basis as required. First Party agrees to pay Second Party amount due and owing within sixty (60) days of receipt of statement.
4. Second Party agrees to administer rabies vaccine to any dog or cat redeemed from first party for the fee of \$15.00 per dog and \$15.00 per cat.
5. The Second Party agrees to hold the First Party harmless from any and all damages resulting from actions or inactions of Second Party as required by this contract.

6. The terms of this contract shall be for the 1st day of July, 2016 through the 30th day of June, 2017.

IN WITNESS WHEREOF, the parties have caused this contract to be executed as of the day and year first above written.

CITY OF MIDWEST CITY

Matthew D. Dukes II, Mayor

ATTEST:

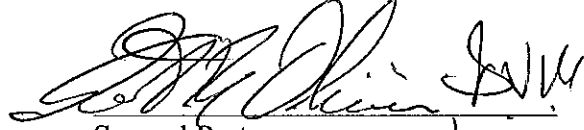
Sara Hancock, City Clerk

Approved as to form and legality this _____ day of _____, 20__.

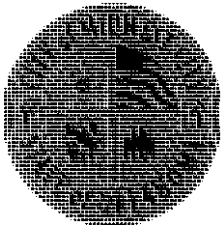
Katherine Bolles, City Attorney

Approved by Kenneth M. Olivier, DVM Second Party, on this 12th day of May, 2016.

AMBER OAKS VET HOSPITAL



Second Party



The City of
Midwest City
Police Department

Brandon Clabes
Chief of Police

MEMORANDUM

TO: Honorable Mayor and City Council

FROM: Brandon Clabes, Chief of Police

DATE: June 14, 2016

SUBJECT: Discussion and consideration of approving and entering into agreements for fiscal year 2016-17 with Animal Medical Center, Pet-Vet Animal Clinic and Reno Animal Hospital, who are electing to offer free services to animals adopted from the Midwest City Animal Shelter in conjunction with the Adopt-A-Pet program.

With this agreement, a sample of which is attached, local veterinary businesses would perform veterinary services associated with the Adopt-A-Pet program for fiscal year 2016-2017, free of charge for those who choose to adopt an animal from the Midwest City Animal Shelter. This includes an office visit and a wellness exam free of charge to both the City and the adopter; providing the adopter presents adoption paperwork from the Midwest City Animal Shelter bearing a date on or after the date of the agreement.

Staff recommends approval.

Brandon Clabes
Chief of Police

Attachment: Proposed Agreement

**THE CITY OF MIDWEST CITY
ANIMAL WELFARE DIVISION
AGREEMENT**

This agreement is effective the 1st day of July, 2016, by and between the City of Midwest City, a municipal corporation, hereinafter referred to as the "First Party," and **Animal Medical Center**, a veterinary clinic, hereinafter referred to as the "Second Party."

PURPOSE

The purpose of this contract is to promote the health, safety, and public welfare of the citizens of Midwest City and to further humane care, treatment, and disposal of animals coming into the possession of the First Party.

DEFINITIONS

As used in this agreement, the following words and terms shall have the meanings respectively ascribed as follows:

Office Visit: A meeting between an Adopter and the veterinarian to discuss health advice or treatment for an animal.

Wellness Exam: A physical and/or visual exam of an animal by a veterinarian that could help determine the need for treatment or preventative health care. This exam does not include the use of any expendable supplies or services that would result in a cost to the veterinarian.

Adopter: A person who has adopted an animal from the Midwest City Animal Welfare Department.

Now, therefore, in consideration of the mutual covenants, promises, and agreements hereinafter set forth, it is mutually agreed between the parties hereto as follows:

1. The Second Party agrees that it will provide to any dog or cat adopted from the First Party an office visit and wellness exam at no expense (\$0.00) to the First Party or an Adopter.
2. The Second Party agrees that any and all charges accrued during the visit will be billed directly to the Adopter and not billed to the First Party.
3. The Second Party agrees to hold the First Party harmless from any and all damages resulting from actions or inactions of the Second Party as required by this agreement.
4. The terms of this agreement shall be from the 1st day of July, 2016, through the 30th day of June, 2017 and will renew yearly after that.

IN WITNESS WHEREOF, the First Party has approved this agreement and caused it to be executed as of the day and year first above written.

CITY OF MIDWEST CITY

Matthew D. Dukes II, Mayor

ATTEST:

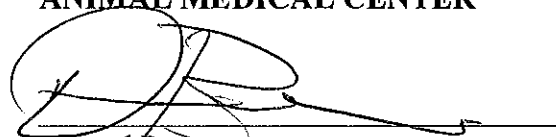
Sara Hancock, City Clerk

Approved as to form and legality this _____ day of _____, 20__.

Katherine Bolles, City Attorney

Approved by Dustin Brown, Second Party, on this 11 day of May, 2014.

ANIMAL MEDICAL CENTER



Second Party



The City of
MIDWEST CITY
COMMUNITY DEVELOPMENT DEPARTMENT

Billy Harless, Community Development Director

ENGINEERING DIVISION
Patrick Menefee, City Engineer
CURRENT PLANNING DIVISION
Kellie Gilles, Manager
COMPREHENSIVE PLANNING
Julie Shannon, Comprehensive Planner
BUILDING INSPECTION DIVISION
Charles Belk, Building Official
GIS DIVISION
Kathy Spivey, GIS Coordinator

TO : Honorable Mayor and Council

FROM : Billy Harless, Community Development Director

DATE : June 14, 2016

SUBJECT : Discussion and consideration of the reappointment of Nancy Rice and Cindy Bullen to the Traffic and Safety Commission for additional two-year terms.

The terms of Nancy Rice and Cindy Bullen expired on June 12, 2016. Both wish to be considered for reappointment.

In accordance with Section 2-94 of the Municipal Code, the members shall be appointed by the Mayor with the concurrence of the City Council.

The Traffic and Safety Commission meets the third Thursday of each month. Members of the Commission serve 2-year terms and are as follows:

Nancy Rice (appointment expired 6/12/16)
Cy Valanejad (appointment expires 10/28/16)
Kenny Stephenson (appointment expires 3/26/17)
Roger Camp (appointment expires 3/26/17)
Cindy Bullen (appointment expired 6/12/16)
Gary Bachman (appointment expires 3/26/17)
Rick Allison (appointment expires 10/28/16)

Action is at the discretion of the Council.

Billy Harless
Community Development Director

BH:lkb



THE CITY OF
MIDWEST CITY
Police Department

MEMORANDUM

To: Honorable Mayor and Council

From: Brandon Clabes, Police Chief

Date: June 14, 2016

Subject: Discussion and consideration of 1) declaring one (1) GE Refrigerator serial number GS52373 from the Police Department as surplus property; and 2) authorizing the disposal of this property by public auction or sealed bid.

This agenda item will declare the item listed above as surplus property. The item is obsolete, defective or has been replaced.

If approved this item will be posted for sale on the city's auction site at: <http://stores.ebay.com/MWC-Surplus-Property-Division>

Staff recommends approval.



Brandon Clabes
Police Chief



DISCUSSION ITEMS





THE CITY OF MIDWEST CITY

MEMORANDUM

TO: Honorable Mayor and Council

FROM: Judy P. Siemens, Finance Director / Treasurer

DATE: June 14, 2016

SUBJECT: Public hearing with discussion and consideration of approving and adopting a resolution of the City of Midwest City, Oklahoma approving and adopting the budget for the City of Midwest City, Oklahoma for the 2016-2017 fiscal year in the total amount of \$93,225,999 and establishing budget amendment authority.

The budget for fiscal year 2016-17 is being submitted for adoption. There has been due diligence on the part of the Council and Administration in formulating the attached proposed budget with information by fund and department. Budget meetings were held May 5th and May 23rd with the Council. As required by state law, a public hearing must be held prior to adoption. Staff recommends that the budget be adopted by resolution at the department level as discussed in the budget meeting with adjustments.

Judy P Siemens

Judy P Siemens
Finance Director/Treasurer

Attachments: Proposed resolution
Proposed budget

RESOLUTION NO. 2016-_____

A RESOLUTION OF THE CITY OF MIDWEST CITY, OKLAHOMA APPROVING AND ADOPTING THE BUDGET FOR THE CITY OF MIDWEST CITY, OKLAHOMA FOR THE 2016-17 FISCAL YEAR IN THE TOTAL AMOUNT OF \$93,225,999 AND ESTABLISHING BUDGET AMENDMENT AUTHORITY

WHEREAS, the City of Midwest City has adopted the provisions of the Oklahoma Municipal Budget Act (the Act) in 11 O.S., Section 17-201 through 17-216; and

WHEREAS, the Chief Executive Officer has prepared a budget for the fiscal year ending June 30, 2017 (FY 2016-2017) consistent with the Act; and

WHEREAS, the Chief Executive Officer of the City, or designee, can be authorized, as provided in the Act in Section 17-215, to transfer any unexpended and unencumbered appropriation from one department to another within the same fund; and

WHEREAS, the budget has been formally presented to the City of Midwest City Council at least 30 days prior to the start of the fiscal year in compliance with Section 17-205 of the Act; and

WHEREAS, the City of Midwest City Council conducted a public hearing on June 14, 2016, at least 15 days prior to the start of the fiscal year, and published notice of the public hearing in compliance with Section 17-208 of the Act; and

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

SECTION 1. The City Council of the City of Midwest City does hereby adopt the Appendix, attached to this resolution and made a part hereof, as the FY 2016-2017 Budget for the City of Midwest City with total resources available in the amount of \$93,225,999 and total fund/departmental appropriations in the amount of \$93,225,999. Legal appropriations (spending/encumbering) limits are hereby established as follows:

General Fund:

Departments-Divisions:

City Manager (010-0110)	\$ 493,393
City Clerk (010-0211)	\$ 94,319
Human Resources (010-0310)	\$ 444,401
City Attorney (010-0410)	\$ 103,468
Community Development (010-0510)	\$ 1,846,588
Park & Recreation (010-0610)	\$ 616,313
Finance (010-0810)	\$ 689,144
Street/Parks (010-0910)	\$ 2,940,103
Animal Welfare (010-1010)	\$ 434,982
Municipal Court (010-1210)	\$ 499,746
General Government (010-1410)	\$ 1,101,390
Neighborhood Services (010-1510)	\$ 1,160,736
Information Technology (010-1610)	\$ 489,421
Emergency Management (010-1810)	\$ 977,934
Swimming Pools (010-1910)	\$ 297,997
Transfers Out (010-0000)	\$26,232,963
Police Fund (020-62/10-20):	\$13,140,635
Fire Fund (040-64/10-20):	\$10,696,747

Special Revenue:

General Government Sales Tax (009)	\$ 691,961
Street and Alley (013-0910)	\$ 1,094,076
Technology (014-1415)	\$ 526,905
Reimbursed Projects (016-1410/3710/4820)	\$ 175,400
Juvenile (025-6211)	\$ 172,373
Police Special Projects – Seizures (030-6200)	\$ 17,075
Police Special Projects - Misc. (031-6200)	\$ 23,050
Police Federal Projects (033-6200)	\$ 24,500
Police Lab Fees (034-6210)	\$ 11,534
Employee Activity (035-3800)	\$ 9,470
Police Jail (036-6230)	\$ 139,150
Police Impound Fees (037-6240)	\$ 23,572
Welcome Center (045-7410)	\$ 212,456
Convention & Visitors Bureau (046-0710/8710)	\$ 427,819
Emergency Operations (070-2100)	\$ 455,775
Activity (115):	
Parks (115-23/15-20)	\$ 64,107
Recreation (115-78/10-22)	\$ 121,634
Parks and Recreation (123):	
Park & Recreation (123-0610)	\$ 450,614
Parks (123-2310)	\$ 35,000
CDBG (141-39/01-99)	\$ 525,842
Grants/Housing Activities (142-37/10-30)	\$ 145,500
Federal & State Grants (143):	
Emergency Operations (143-2100)	\$ 15,000
Disaster (143-8890)	\$ 100,000
Downtown Redevelopment (194-92/10-50)	\$ 1,280,123
Urban Renewal (201-9310)	\$ 55,750
Animals Best Friends (220-1000)	\$ 52,750
Hotel/Motel Tax (225-8700)	\$ 599,727
Court Bonds (235-0000)	\$ 1,980
Disaster Relief (310-8810)	\$ 289,504

Debt Service:

General Obligation Street Bond (350-0000)	\$ 1,536,426
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Capital Projects:

General Fund Capital Outlay Reserve (011)	\$ 912,658
Police Capitalization (021-62/10-99)	\$ 411,746
Fire Capitalization (041-64/10-99)	\$ 632,952
Dedicated Tax (065-6600)	\$ 392,384
Capital Improvements (157-5700)	\$ 830,000
G.O. Bond Debt Service (269-6910)	\$ 146,193
Sales Tax Capital Improvements (340-8050)	\$ 5,574,821
Tax Increment Financing (351-9210)	\$ 82,662

Internal Service:

Public Works Administration (075-3010)	\$ 972,431
Fleet Maintenance (080-2510)	\$ 2,588,326
Surplus Property (081-2610)	\$ 47,606
Risk Management (202-29/10-30)	\$ 2,244,864
L & H Benefits (240-0310)	\$ 6,715,653

Proprietary:

Mobile Home Park (017-1710)	\$ 134,350
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SECTION 2. The City Council does hereby authorize the City Manager to transfer any unexpended and unencumbered appropriations, at any time throughout FY 2016-2017, from one line item to another, one object category to another within a department, or one department to another within a fund, without further approval by the City Council.

SECTION 3. All supplemental appropriations or decrease in the total appropriation of a fund shall be adopted at a meeting of the City Council and filed with the State Auditor and Inspector.

PASSED AND APPROVED by the Mayor and Council of the City of Midwest City, Oklahoma, this 14th day of June, 2016.

CITY OF MIDWEST CITY, OKLAHOMA

MATTHEW D. DUKES, II, Mayor

ATTEST:

SARA HANCOCK, City Clerk

APPROVED as to form and legality this 14th day of June, 2016.

KATHERINE BOLLES, City Attorney



Appendix for FY16-17 Budget June 14th Council Meeting

City of Midwest City Organizational Chart

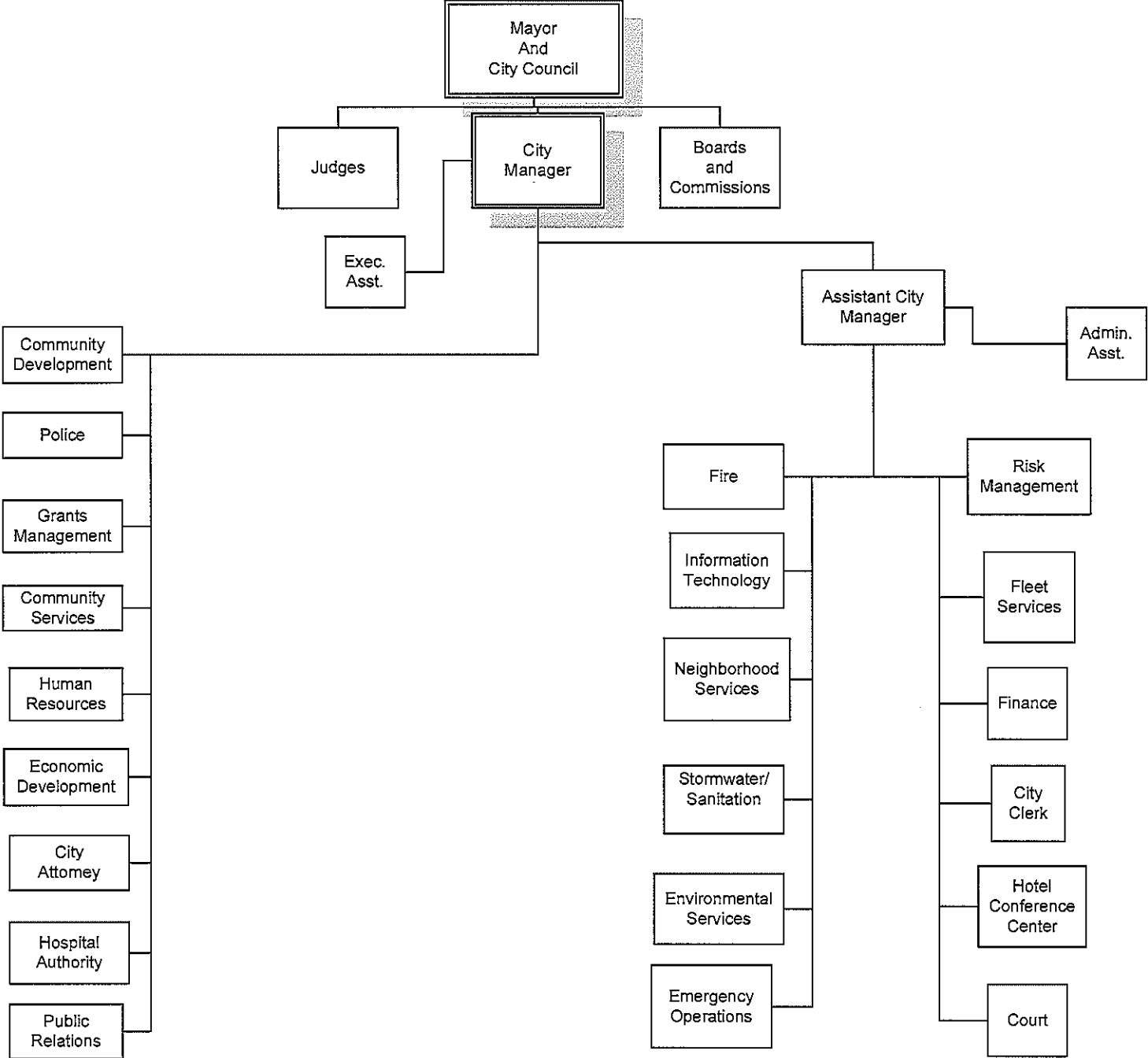


TABLE OF CONTENTS
Proposed for June 14th Meeting
Fiscal Year 2016-2017

Fund	Fund Description	Page No.
	BUDGET MEMORANDUM	i-v
	BUDGET SUMMARY	1
9	GENERAL GOVERNMENT SALES TAX	2-3
10	TRANSFERS OUT (00)	4
10	CITY MANAGER (01)	5
10	CITY CLERK (02)	6
10	HUMAN RESOURCES (03)	7
10	CITY ATTORNEY (04)	8
10	COMMUNITY DEVELOPMENT (05)	9-10
10	PARK & RECREATION (06)	11
10	FINANCE (08)	12
10	STREET/PARKS (09)	13-14
10	ANIMAL WELFARE (10)	15
10	MUNICIPAL COURT (12)	16
10	GENERAL GOVERNMENT (14)	17
10	NEIGHBORHOOD SERVICES (15)	18-19
10	INFORMATION TECHNOLOGY (16)	20
10	EMERGENCY RESPONSE CENTER (18)	21
10	SWIMMING POOL (19)	22
11	GENERAL FUND CAPITAL OUTLAY RESERVE	23
13	STREET & ALLEY	24
14	TECHNOLOGY FUND	25-26
15	STREET LIGHT FEE	27
16	REIMBURSED PROJECTS	28-29
17	29TH & DOUGLAS PROPERTY	30
20	MWC POLICE DEPARTMENT	31-33
21	POLICE CAPITALIZATION	34
25	JUVENILE FUND	35
30	POLICE STATE SEIZURES	36
31	SPECIAL POLICE PROJECTS	37
33	POLICE FEDERAL PROJECTS	38

TABLE OF CONTENTS
Proposed for June 14th Meeting
Fiscal Year 2016-2017

Fund	Fund Description	Page No.
34	POLICE LAB FEE FUND	39
35	EMPLOYEE ACTIVITY FUND	40
36	POLICE - JAIL	41
37	POLICE - IMPOUND FEES	42
40	MWC FIRE DEPARTMENT	43-45
41	FIRE CAPITALIZATION	46-47
45	WELCOME CENTER	48-49
46	CONVENTION AND VISITOR BUREAU/ECONOMIC DEVELOPMENT	50-51
50	DRAINAGE TAX FUND	52
60	CAPITAL DRAINAGE IMPROVEMENTS	53-54
61	STORM WATER QUALITY	55-56
65	STREET TAX FUND	57-58
70	EMERGENCY OPERATIONS FUND	59-60
75	PUBLIC WORKS ADMINISTRATION	61-62
80	INTERSERVICE FUND	63-64
81	SURPLUS PROPERTY	65-66
115	ACTIVITY FUND	67-70
123	PARK & RECREATION	71-72
141	COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)	73-75
142	GRANTS/HOUSING ACTIVITIES	76-78
143	GRANT FUNDS	79
157	CAPITAL IMPROVEMENTS	80
172	CAPITAL WATER IMPROVEMENTS - WALKER FUND	81
178	CONSTRUCTION LOAN PAYMENT	82
184	SEWER BACKUP FUND	83
186	SEWER CONSTRUCTION	84
187	UTILITY SERVICES	85-86
188	CAPITAL SEWER IMPROVEMENTS	87
189	UTILITIES - CAPITAL OUTLAY	88-89
190	MWC SANITATION DEPARTMENT	90-91
191	MWC WATER DEPARTMENT	92-94
192	MWC SEWER DEPARTMENT	95-97

TABLE OF CONTENTS
Proposed for June 14th Meeting
Fiscal Year 2016-2017

Fund	Fund Description	Page No.
193	UTILITIES AUTHORITY	98
194	DOWNTOWN REDEVELOPMENT	99-100
195	HOTEL/CONFERENCE CENTER	101-103
196	FF&E RESERVE	104
197	GOLF COURSES	105-107
201	URBAN RENEWAL	108
202	RISK	109-111
220	ANIMALS BEST FRIEND	112
225	HOTEL MOTEL FUND	113
230	CUSTOMER DEPOSITS	114
235	MUNICIPAL COURT	115
240	L & H BENEFITS	116-117
250	CAPITAL IMPROVEMENTS - REVENUE BOND	118
269	2002 G.O. STREET BOND	119
310	DISASTER RELIEF	120-121
340	REVENUE BOND SINKING	122
350	G.O. DEBT SERVICE	123
351	TAX INCREMENT FINANCING	124
425	HOSPITAL AUTHORITY	125-129
	CAPITAL OUTLAY - ALL FUNDS	130-136



City Manager
100 N. Midwest Boulevard
Midwest City, OK 73110
ghenson@midwestcityok.org
Office: 405.739.1204/Fax: 405.739.1208

To: Honorable Mayor and Council
From: Guy Henson, City Manager
Date: June 14, 2016
Ref: Proposed Operating and Capital Budgets for Fiscal Year 2016-2017

Presented herewith are the proposed operating and capital budgets for Fiscal Year (FY) 2016-2017. In all, they represent expenditures of nearly \$149,962,343, which includes \$48,975,154 of inter/intra fund transfers.

The City's operating budgets seek to reflect and implement the City's Mission Statement, "It is the mission of the City to maximize the quality of life for our citizens through professional services, proper management of existing resources and appropriate planning."

Overall

The FY 2016-17 General Fund reflects revenues that will be slightly lower than our year-end estimates for FY 2015-16. We project General Fund revenues of \$26,927,381. Sales and use taxes represent approximately 78.50% of total revenues in the General Fund. Of this revenue, \$17,494,825 is transferred to the Police and Fire Department budgets. This, along with other earmarked sales tax and miscellaneous revenue, will fund this year's Police Department operating and capital budgets of \$13,610,012. The Fire Department's operating and capital budgets will be \$10,951,199.

Police Department

Over the past six fiscal years, the number of sworn officers (excluding the Police Chief and Assistant Police Chief) has remained relatively constant with FY 2010-11 through FY 2012-13 at 93 officers, FY 2013-14 at 94 officers, and FY 2014-15 and 2015-16 at 92 sworn officers. Next year's budget also provides for 92 sworn officers. Otherwise, staffing levels for the balance of the Department remains the same with the total personnel at 120.51.

Fire Department

Staffing has been increased in this year's budget by four. Implementation of a change in training personnel is moving forward with the selection of a Chief of Training. A Public Education Specialist has also been included in this year's budget with the total personnel at 84.27 up from 80.27 in the previous year.

Solid Waste/Sanitation

This year staff will continue to move forward on two important projects. A new Transfer Station will be built on land to the south of the current facility. In addition, a new CNG facility with slow fill and fast fill will be built at Public Works; thus, allowing the CNG sanitation trucks to be filled overnight resulting in more time on routes.

Water/Sewer/Infrastructure

Improvements to the City's water distribution system will continue this year. Several waterline projects, which will close loops and improve pressure, will be designed and built. Distribution extensions to the eastside of the community will continue and engineering for a new elevated storage tower near S.E. 29th Street and Hiwassee will be started. The modifications to the Carl Albert Water Tower will be completed this year and these will address the THM issues we experienced in FY 2014-15.

The Water Resource Recovery Facility was officially opened in May of 2015. This facility will provide the City with updated wastewater treatment capability for the next 25 years. The Facility also includes composting. This eliminates the need to treat, test and transport liquid and solid sludge to permitted agricultural sites in northeast Oklahoma City.

Streets

A number of street projects were completed or are under construction throughout the City. The widening of S.E. 15th Street from Lynn Fry Dr. to Anderson Road is still scheduled to begin in the fall of 2016. The following streets are scheduled to be rotomilled and overlaid in the spring/summer of 2017: 1) S.E. 15th Street from Midwest Blvd. to Oelke; and Reno from Midwest Blvd. to Douglas Blvd. Residential street repair will also be funded in FY 2016-17; as will, initial funding for street projects in FY 2017-18.

Trails and Sidewalks

In our efforts to promote walkability and a more healthy community, additional trail projects will be funded this year. A new trail on the south side of S.E. 29th Street from Sooner Road to Air Depot will be installed and will connect to existing pedestrian facilities at both locations. In addition, an extension of the Solider Creek Trail north to Mid-America Park will be installed. Both of these projects will be funded with assistance of Federal/State funds earmarked for this purpose.

In Joe B. Barnes Park, a new trail along Joe B. Barnes Drive will be installed adjacent to the golf course. This will allow those using the street to move to a trail. In addition, other areas of the trail in the park will be rehabilitated.

Quality of Life/Parks/Events

As we continue to compete with other communities in the metropolitan area, it is important that we undertake programs and projects that enhance the quality of life in our community. Special events are very valuable in building community identity. The following are those events which help make us a great community:

- Made in Oklahoma Festival
- Mid-America Street Fest
- 4th and 5th grade Dance
- Fourth of July Tribute to Liberty
- Tinker Air Force Base Airshow (TBD by the Base)
- Tinker Inter Tribal Council
- Pow Wow
- Mom/Son Beach Party
- Daddy/Daughter Dance
- Cruise in for Coffee
- Summer and Fall Concert Series
- Sunset Cinemas
- Veterans Day Parade
- Renaissance Run
- Martin Luther King Prayer
- Breakfast
- Holiday Lights Spectacular
- Christmas Tree Lighting
- Storyland Christmas
- Covered in Color – Sidewalk Chalk Event

In support of our active neighborhood associations and other needs within the community, the City will continue the services offered at the Charles J. Johnson, Neighborhood Services offices and at the Neighborhoods In Action Office. This year, in conjunction with the Boy's and Girl's Club of Oklahoma County, we will continue to offer a year-round program based at Telestar Elementary.

Economic Development

Economic development initiatives across a broad spectrum will continue in the FY 2016-17 year. As in the past, the City will support the Midwest City Chamber of Commerce's efforts in organizing and implementing Tinker and The Primes, a requirements symposium, held at the Reed Center. The symposium connects businesses and government agencies in the aerospace industry.

The City's Economic Development Director (the Director) continues to promote retail office, and industrial development opportunities throughout the City. A new commercial center is currently under construction at the northeast corner of S.E. 15th Street and Sooner Road. This development will contain two large national bigbox stores, two restaurants, and a bank. A new 90-room Hilton product will be constructed in the Hospitality District this year. Marketing of a restaurant pad site along I-40 near Sooner Road is on-going.

The Director continues to actively work with the current owner of Heritage Park Mall on redevelopment options. A study of the structure and its condition will be undertaken this year. Plans for the demolition of the old Target store are still in play and expectations are high that a new grocery store and several outparcels will take place this year. The Director continues to manage the

development of Solider Creek Industrial Park (The Park). The railroad switch will be installed this coming year and the Park will be submitted to the Oklahoma Department of Commerce for certification.

Plans for improvements in the Original Square Mile continue to move forward. An advisory committee is recommending a pilot project to include street improvements, sidewalks, lighting, housing, park design, potential land acquisition, and creation of special urban overlay district to encourage improvements to the housing stock. Additional funds for this work and the North Oaks Plan have been included in this year's budget.

Midwest City Memorial Hospital Authority

The Midwest City Memorial Hospital Authority (Hospital Authority) investment value as of May 31, 2016 was \$78,866,500. The budget proposes \$450,000 in grants, an increase of \$25,000 from the previous year. Other funds in the amount of \$5,450,000 have also been set aside for special projects to be approved by the Trustees in the Discretionary and In Lieu/ROR/Miscellaneous accounts of the Hospital Authority.

Health Benefits

The City's self-funded Health Plan is a very important component of our overall benefits package. This year additional revenue (\$350,000) has been infused into the various City budgets to help fund retirement health insurance. As in the past, the City pays the Dental and Life Insurance premiums for all active employees. The City's wellness program continues to benefit our employees through education, activities, and programs designed to promote a healthy workforce.

Salary and Benefits

This year's budget provides for merit increases and these are included in the budget numbers for each Department. Negotiations are on-going with the IAFF. The FOP has agreed to a .5% cost-of-living increase along with an increase to longevity and FTO pay. If approved by the Council, similar increases for the non-represented workforce will be presented for Council consideration.

Cost Increases

We will continue to closely monitor all our sources of revenues and expenditures. The City Manager's Report, presented once a month in the City Council Agenda, provides a report by Fund on the current financial condition of the City and its Trusts. This year the following revenue increases have been approved by the City Council:

- Water - \$1.50 increase to the minimum rate (0-2000 gal.) and a \$0.10 increase for each 1,000 gal. over the minimum rate
- Sanitation – residential service increased \$0.35 per month and commercial service increased by \$0.62 per month
- Street Light – residential is \$1.75 per month, and commercial is \$7.50 per month

Summary

In FY 2015-16, the City rebounded somewhat in General Fund revenue as revenues were higher than FY 2014-15, but failed to achieve projections. In the upcoming year, several new commercial projects will open in mid-year, which should help bolster sales tax revenue. The benefit of this development is difficult to gauge at this time. While there will be additional dollars spent in the community it is often difficult to know what may be moving from one existing retailer in the community to these new venues. The condition of the local and state economy will also certainly have an impact on the City. Most experts do not expect the economy to rebound for at least another year. Having said this, the City is blessed that it is not experiencing double digit revenue losses like many state agencies and higher/common education.

As has been the practice in this community for many years, City administration will continue to closely monitor our local economy as well as those in our sphere of influence. In addition to pursuing new economic development opportunities it is equally important to preserve and strengthen our existing businesses. All of this is critical if the City is to continue providing the level of municipal services our residents deserve and to support its highly qualified workforce. Even though each year brings new challenges, by working together these challenges can be met and the community made a better place in which to live and work.

A handwritten signature in cursive script, reading "J. Guy Henson", is written over a horizontal line.

J. GUY HENSON, AICP, City Manager

BUDGET SUMMARY FOR FISCAL YEAR 2016-2017

FUND BUDGET SUMMARY FY 2016-2017	General	Police	Fire	Proprietary	Internal Service	Capital Projects	Special Revenue	G. O. Debt Svc	Total
REVENUE SOURCES:									
Taxes	23,550,854	2,784,864	2,261,885	-	-	6,624,056	3,191,638	553,313	38,966,610
License & Permits	379,123	-	11,243	24,547	-	80,289	19,467	-	514,669
Miscellaneous Revenue	207,192	3,500	9,628	97,187	150,809	-	246,279	-	714,595
Investment Income	111,716	31,033	26,501	380,224	109,119	173,676	3,198,324	15,000	4,045,593
Charges for Services	484,601	-	17,783	28,725,249	12,143,095	-	2,597,059	-	43,967,787
Fines and Forfeitures	1,715,796	16,500	-	-	-	51,624	250,198	-	2,034,118
Intergovernmental	478,099	-	-	-	-	-	485,552	-	963,651
Proceeds from Loan	-	-	-	115,996	-	-	-	-	115,996
Total Revenue	26,927,381	2,835,897	2,327,040	29,343,203	12,403,023	6,929,645	9,988,517	568,313	91,323,019
Transfer In - Inter	10,817,890	9,825,091	7,957,488	16,294,589	133,085	704,235	1,721,267	-	47,453,646
Transfer In - Intra	-	-	-	-	-	-	1,521,508	-	1,521,508
Gain / (Use) of Fund Balance	(677,627)	(479,647)	(412,219)	(570,349)	(32,772)	(1,349,536)	(5,173,908)	(968,113)	(9,664,170)
AVAILABLE FUNDING	38,422,898	13,140,635	10,696,747	46,208,141	12,568,880	8,983,416	18,405,200	1,536,426	149,962,343
EXPENDITURES:									
Managerial	493,393	-	-	-	-	-	-	-	493,393
City Clerk	94,319	-	-	-	-	-	-	-	94,319
Human Resources	444,401	-	-	-	-	-	-	-	444,401
City Attorney	103,468	-	-	-	-	-	-	-	103,468
Community Development	1,846,588	-	-	-	-	-	-	-	1,846,588
Parks, Recreation & Tourism	616,313	-	-	-	-	-	646,355	-	1,262,668
Finance	689,144	-	-	-	-	-	-	-	689,144
Street/Parks	2,940,103	-	-	-	-	538,577	1,094,076	-	4,572,756
Animal Welfare	434,982	-	-	-	-	-	-	-	434,982
Municipal Court	499,746	-	-	-	-	-	-	-	499,746
General Government	1,101,390	-	-	588,218	-	917,735	1,073,835	-	3,681,178
Juvenile	-	-	-	-	-	-	172,373	-	172,373
Neighborhood Services	1,160,736	-	-	-	-	-	-	-	1,160,736
Information Technology	489,421	-	-	-	-	-	526,905	-	1,016,326
Emergency Management	977,934	-	-	-	-	-	407,818	-	1,385,752
Swimming Pools	297,997	-	-	-	-	-	-	-	297,997
Police	-	12,906,635	-	-	-	411,746	291,631	-	13,610,012
Fire	-	-	10,318,247	-	-	632,952	-	-	10,951,199
Sanitation	-	-	-	4,944,552	-	-	-	-	4,944,552
Water	-	-	-	7,016,268	-	-	-	-	7,016,268
Wastewater	-	-	-	6,195,773	-	-	-	-	6,195,773
Golf	-	-	-	1,164,144	-	-	-	-	1,164,144
Hotel/Conference Center	-	-	-	5,222,794	-	-	-	-	5,222,794
FF&E Reserve	-	-	-	464,500	-	-	-	-	464,500
Grants	-	-	-	-	-	-	671,342	-	671,342
Fleet Maintenance	-	-	-	-	2,588,326	-	-	-	2,588,326
Surplus Property	-	-	-	-	47,606	-	-	-	47,606
Public Works Administration	-	-	-	-	972,431	-	-	-	972,431
Debt Service	-	-	-	6,509,764	-	82,662	-	1,521,426	8,113,852
Self Insurance - Vehicle, Prop, GL & WC	-	-	-	-	2,244,864	-	-	-	2,244,864
29th Street Redevelopment	-	-	-	-	-	-	520,773	-	520,773
Life and Health Insurance	-	-	-	-	6,715,653	-	-	-	6,715,653
Drainage	-	-	-	710,653	-	830,000	-	-	1,540,653
Mobile Home Park	-	-	-	134,350	-	-	-	-	134,350
Welcome Cntr & CVB-Economic Development	-	-	-	-	-	-	640,275	-	640,275
Hospital	-	-	-	-	-	-	8,966,045	-	8,966,045
Urban Renewal	-	-	-	-	-	-	55,750	-	55,750
Economic Development	-	-	-	50,200	-	-	-	-	50,200
Total Expenditures	12,189,935	12,906,635	10,318,247	33,001,216	12,568,880	3,413,672	15,067,178	1,521,426	100,987,189
Transfers Out - Inter	26,232,963	234,000	378,500	13,206,925	-	5,569,744	1,816,514	15,000	47,453,646
Transfers Out - Intra	-	-	-	-	-	-	1,521,508	-	1,521,508
TOTAL	38,422,898	13,140,635	10,696,747	46,208,141	12,568,880	8,983,416	18,405,200	1,536,426	149,962,343

To be adopted by Resolution at the department level.

FUND: GENERAL GOVERNMENT SALES TAX (009)
DEPARTMENT: GENERAL GOVERNMENT (1410)
DEPARTMENT HEAD: GUY HENSON

EXPENDITURES	ACTUAL 2014-2015	AMENDED BUDGET 2015-2016	ESTIMATED ACTUAL 2015-2016	BUDGET 2016-2017
OTHER SERVICES	-	135,113	105,321	109,511
CAPITAL OUTLAY	443,765	1,726,665	1,719,921	489,950
TRANSFERS OUT	-	-	-	92,500
TOTAL	443,765	1,861,778	1,825,242	691,961

REVENUES	ACTUAL 2014-2015	AMENDED BUDGET 2015-2016	ESTIMATED ACTUAL 2015-2016	BUDGET 2016-2017
TAXES	425,370	433,300	431,457	431,457
INTEREST	42,134	41,469	44,425	43,209
MISCELLANEOUS	11,412	1,486	10,022	8,500
TRANSFER IN	609,170	42,283	32,063	15,000
TOTAL	1,088,086	518,538	517,967	498,166

BUDGETARY	BUDGET FUND BAL.	REVENUES	EXPENSES	FUND BALANCE	
6/30/2013	559,090	1,152,034	301,745	1,409,379	6/30/14
6/30/2014	1,409,379	1,088,086	443,765	2,053,701	6/30/15
6/30/2015	2,053,701	517,967	1,825,242	746,426	6/30/16 - EST
6/30/2016	746,426	498,166	691,961	552,631	6/30/17 - EST

FY 11-12

New Fund created under Ordinance 3145. Funding from sales tax effective January 1, 2012. Restricted for operating & capital outlay of the General Fund Departments.

CONTRACTUAL (30-40) FY 15-16

Boiler Cleaning (Comm. Dev.)	7,500
International Code Books (Comm. Dev.)	3,500
Knowbe4 Phishing Training (I.T.)	5,000
Regional Transit Dialog Study (General Government)	30,764
Video Production/Editing (General Government)	8,500
Website Hosting (General Government)	5,848
Constant Contact Subscription (General Government)	2,400
TOTAL	63,512

FINAL BUDGET 2016-2017

OTHER SERVICES & CHARGES

30-40 CONTRACTUAL	109,125
30-86 AUDIT (SALES TAX)	386
TOTAL OTHER SERVICES & CHARGES	109,511

CAPITAL OUTLAY

40-01 VEHICLES	76,000
40-02 EQUIPMENT	137,700
40-06 INFRASTRUCTURE	37,500
40-14 REMODEL	177,300
40-15 IMPROVEMENTS OTHER THAN BUILDINGS	10,000
40-49 COMPUTERS	21,150
40-50 SOFTWARE	30,300
TOTAL CAPITAL OUTLAY	489,950

TRANSFERS OUT

80-16 TRANSFERS OUT (REIMB. PROJS)	92,500
TOTAL TRANSFERS OUT	92,500

TOTAL DEPARTMENT REQUEST

691,961

See schedule for detail of capital items by department

CONTRACTUAL (30-40) FY 16-17

Survey Monuments (Com Dev)	4,800
Digital Orthophotos (Com Dev)	10,000
GIS Consulting Services (Com Dev)	8,000
Website Hosting (City Mgr)	6,000
Regional Transit Dialogue (City Mgr)	57,675
Civic Plus Mobile App (Dev & Annual Fee) (City Mgr)	7,450
Constant Contact Subscription (Gen. Gov't)	2,400
Archive Social Media (City Mgr)	4,800
Video Production/Editing (City Mgr)	8,000
TOTAL	109,125

TRANSFERS IN DETAIL

Sinking Fund (350)	15,000
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(CONTINUED)

FUND: GENERAL GOVERNMENT SALES TAX (009)
DEPARTMENT: GENERAL GOVERNMENT (1410)
DEPARTMENT HEAD: GUY HENSON
PAGE TWO

CAPITAL OUTLAY FY 16-17

75th Anniversary Projects	City Mgr	37,500
Computer	HR	1,200
Laserfiche Software	HR	25,000
Mapviewer Software	Com Dev	1,800
3 Desktop Scanners	Com Dev	3,800
2.5 Million BTU Boiler - Ph 1	Com Dev	55,000
PC Replacement	Com Dev	4,000
3 I-Pads	Com Dev	2,250
100 Ton Air Cooled Chiller - Ph 1	Com Dev	52,500
Computer for Credit Card Machine	Park & Rec	1,500
(4) Desktop Computers	Finance	4,800
Printer & Software Upgrade for City Badges	Finance	3,500
Weedeaters/Edgers, etc	Street	2,000
100' x 25' Metal Cover on Back of PWA Complex Bldg G	Street	20,500
Top Dresser/Compost Spreader (1st Year Funding)	Street	15,000
Asphalt Truck/Hot Box (1st Year Funding)	Street	45,000
2 Computers/Monitors	Street	2,400
Zero Turn Mower	Street	8,500
Receipt Printers (4)	Court	4,000
Metal Plating	Court	2,000
Card Reader for Court Office Door	Court	1,600
1/2 Ton Ext Cab Truck	NH Svcs.	31,000
(3) Door Cameras	NH Svcs.	3,000
(3) Exterior, (2) Interior Door Access Points	NH Svcs.	15,000
Tile for Rig Room	NH Svcs.	16,700
NIA - Wifi	NH Svcs.	2,000
NIA - Copier/Printer/Scanner	NH Svcs.	1,900
(2) Computers	NH Svcs.	2,000
Office Furniture	IT	5,500
LAN and Server Upgrades	IT	50,000
Allworx Connect Phone Server Upgrades	IT	17,500
Active Directory and File Server Monitoring	IT	10,000
Environmental Equipment Cabinet at Clock Tower	IT	6,500
Natural Gas Generator Conv./Propane Tank/Trans Switch	IT	8,000
Monopole Refurbish	IT	10,000
Laptop Computer	Pool	1,500
3 Ton A/C Units	Sr Center	14,000
Computer for Parlor	Sr Center	1,500
	TOTAL	489,950

FUND: GENERAL (010)
 DEPARTMENT: 00 TRANSFERS OUT
 DEPARTMENT HEAD: GUY HENSON

	ACTUAL 2014-2015	AMENDED BUDGET 2015-2016	ESTIMATED ACTUAL 2015-2016	BUDGET 2016-2017
INTERFUND TRANSFERS (010-00)				
GEN GOVT SLS TAX (009)	16,631	-	-	-
POLICE (020)	9,368,418	9,486,671	9,634,062	9,618,972
POLICE - WARRANT OFFICERS (020)	98,572	98,572	98,572	98,572
EMPLOYEE ACTIVITY (035)	7,500	7,500	7,500	7,500
CDBG (141-039)	140,059	144,089	147,853	155,290
CAP IMP REVENUE BONDS (250)	8,237,446	8,379,531	8,290,348	8,290,348
JUVENILE (025)	25,000	25,000	25,000	25,000
FIRE (040)	7,574,699	7,670,310	7,789,482	7,777,281
CVB - ECONOMIC DEVELOPMENT (046)	10,000	-	-	-
REIMBURSED PROJECTS (016)	-	-	-	10,000
STREET AND ALLEY (013)	-	-	-	250,000
TOTAL	25,478,325	25,811,673	25,992,817	26,232,963

FINAL BUDGET 2016-2017

TRANSFERS OUT	
80-20 POLICE	9,618,972
80-62 POLICE - WARRANT OFFICERS	98,572
80-35 EMPLOYEE ACTIVITY	7,500
80-39 GRANTS CONTRIBUTION FOR CDBG	155,290
80-50 DEBT SERVICE (250)	8,290,348
80-25 JUVENILE	25,000
80-40 FIRE	7,777,281
80-16 REIMBURSED PROJECTS	10,000
80-13 STREET AND ALLEY	250,000
TOTAL TRANSFERS OUT	26,232,963

PROPOSED 06/14/2016

FUND: GENERAL (010)
DEPARTMENT: CITY MANAGER (01)
DEPARTMENT HEAD: GUY HENSON

EXPENDITURES	ACTUAL	AMENDED BUDGET	ESTIMATED ACTUAL	BUDGET
	2014-2015	2015-2016	2015-2016	2016-2017
PERSONAL SERVICES	326,997	340,981	340,858	353,215
BENEFITS	114,136	129,545	120,027	130,193
MATERIALS & SUPPLIES	1,590	3,366	2,378	2,850
OTHER SERVICES	3,858	7,600	7,560	7,135
TOTAL	446,581	481,492	470,823	493,393

PERMANENT STAFFING	FY 16-17	FY 15-16	PERSONNEL POSITIONS SUMMARY:
City Manager	0.925	0.925	
Asst. City Manager	0.60	0.60	
Executive Secretary	0.80	0.80	2005-06 - 4
Administrative Secretary	1	1	2006-07 - 5
			2007-08 - 4
			2008-09 - 3.5
			2009-10 - 3.4
			2010-11 - 3.4
			2011-12 - 3.3
			2012-13 - 3.3
			2013-14 - 4.03
			2014-15 - 4.03
			2015-16 - 3.325
			2016-17 - 3.325
TOTAL	3.325	3.325	

Executive Secretary - .20% to Hospital Authority - Fund 425
City Manager - 7.5% to Hospital Authority - Fund 425
Asst. City Manager - 25% to PWA - Fund 075, 15% to Hotel/Conf Cntr - Fund 195 FY 15-16

FINAL BUDGET 2016-2017

PERSONAL SERVICES	
10-01 SALARIES	321,991
10-03 OVERTIME	500
10-07 ALLOWANCES	9,619
10-10 LONGEVITY	3,497
10-11 SL BUYBACK-OVER BANK	5,572
10-12 VACATION BUYBACK	6,000
10-13 PDO BUYBACK	2,497
10-14 SL INCENTIVE PAY	2,993
10-95 1X SALARY ADJUSTMENT	546
TOTAL PERSONAL SERVICES	353,215

BENEFITS	
15-01 SOCIAL SECURITY	27,021
15-02 EMPLOYEES' RETIREMENT	49,450
15-03 GROUP INSURANCE	29,898
15-06 TRAVEL & SCHOOL	10,900
15-13 LIFE	319
15-14 DENTAL	3,221
15-20 OVERHEAD HEALTH CARE COST	2,601
15-98 RETIREE INSURANCE	6,783
TOTAL BENEFITS	130,193

MATERIALS & SUPPLIES	
20-41 SUPPLIES	2,850
TOTAL MATERIALS & SUPPLIES	2,850

OTHER SERVICES & CHARGES	
30-01 UTILITIES	960
30-40 CONTRACTUAL	1,425
30-72 MEMBERSHIPS & SUBSCRIPTIONS	4,750
TOTAL OTHER SERVICES & CHARGES	7,135

TOTAL DEPARTMENT REQUEST	493,393
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FUND: GENERAL (010)
DEPARTMENT: CITY CLERK (02)
DEPARTMENT HEAD: SARA HANCOCK

EXPENDITURES	ACTUAL	AMENDED BUDGET	ESTIMATED ACTUAL	BUDGET
	2014-2015	2015-2016	2015-2016	2016-2017
PERSONAL SERVICES	80,004	90,968	90,954	64,650
BENEFITS	25,390	28,333	28,271	26,797
MATERIALS & SUPPLIES	541	750	750	1,425
OTHER SERVICES	593	2,505	2,096	1,447
TOTAL	106,528	122,556	122,071	94,319

PERMANENT STAFFING	FY 16-17	FY 15-16
City Clerk	0.5	0.5
Billing Technician	0.5	0.5
TOTAL	1	1

Municipal Court moved to Dept 010-12 FY 15-16
 Asst City Attorney .25 to Risk (202) FY 11-12
 Meter Readers to Utility Svcs (187) FY 10-11
 Warrant Officers to Police Dept (020) FY 10-11
 Functions of the utility billing and collections have been transferred to Utility Svcs (187) FY 08-09

PERSONNEL POSITIONS SUMMARY:
 2005-06 - 23
 2006-07 - 23.5
 2007-08 - 16.5
 2008-09 - 15
 2009-10 - 15
 2010-11 - 7.5
 2011-12 - 7.25
 2012-13 - 7.5
 2013-14 - 7.25
 2014-15 - 6.75
 2015-16 - 1
 2016-17 - 1

FINAL BUDGET 2016-2017

PERSONAL SERVICES	
10-01 SALARIES	60,121
10-03 OVERTIME	88
10-07 ALLOWANCES	2,190
10-10 LONGEVITY	863
10-11 SL BUYBACK - OVERBANK	367
10-12 VL BUYBACK	250
10-13 PDO BUYBACK	151
10-14 SICK LEAVE INCENTIVE	450
10-95 1X SALARY ADJUSTMENT	170
TOTAL PERSONAL SERVICES	64,650

BENEFITS	
15-01 SOCIAL SECURITY	4,946
15-02 EMPLOYEES' RETIREMENT	9,051
15-03 GROUP INSURANCE	6,535
15-06 TRAVEL & SCHOOL	2,695
15-13 LIFE	96
15-14 DENTAL	573
15-20 OVERHEAD HEALTH CARE COST	490
15-98 RETIREE INSURANCE	2,411
TOTAL BENEFITS	26,797

MATERIALS & SUPPLIES	
20-41 SUPPLIES	1,425
TOTAL MATERIALS & SUPPLIES	1,425

OTHER SERVICES & CHARGES	
30-40 CONTRACTUAL	760
30-72 MEMBERSHIPS & SUBSCRIPTIONS	687
TOTAL OTHER SERVICES & CHARGES	1,447

TOTAL DEPARTMENT REQUEST 94,319

FUND: GENERAL (010)
DEPARTMENT: HUMAN RESOURCES (03)
DEPARTMENT HEAD: CATHERINE WILSON

EXPENDITURES	ACTUAL	AMENDED BUDGET	ESTIMATED ACTUAL	BUDGET
	2014-2015	2015-2016	2015-2016	2016-2017
PERSONAL SERVICES	242,161	251,788	250,896	309,559
BENEFITS	82,082	94,847	84,327	104,517
MATERIALS & SUPPLIES	2,514	3,640	3,029	3,325
OTHER SERVICES	16,105	32,690	32,690	27,000
TOTAL	342,862	382,965	370,942	444,401

PERMANENT STAFFING	FY 16-17	FY 15-16	PERSONNEL POSITIONS SUMMARY:
Director	1	1	2005-06 - 6.5
Asst Director	1	1	2006-07 - 7
HR Officer	1	1	2007-08 - 5
Admin Secretary	1	0.5	2008-09 - 4
Health Benefits/HR Coordinat	0.25	0.25	2008-10 - 4
TOTAL	4.25	3.75	2010-11 - 4
			2011-12 - 4
			2012-13 - 3
Administrative Secretary to full time FY 16-17			2013-14 - 3.25
Administrative Secretary to be shared with Utilities FY 14-15			2014-15 - 3.75
.75 Health Benefits/HR Coord to Fund 240-0310-480-10-01 FY 13-14			2015-16 - 3.75
			2016-17 - 4.25

FINAL BUDGET 2016-2017

PERSONAL SERVICES	
10-01 SALARIES	260,107
10-07 ALLOWANCES	4,380
10-10 LONGEVITY	3,362
10-11 SL BUYBACK	1,779
10-12 VL BUYBACK	888
10-13 PDO BUYBACK	1,887
10-14 SL INCENTIVE	3,150
10-17 ADDITIONAL INCENTIVE	1,500
10-18 SEPARATION PAY	31,867
10-95 1X SALARY ADJUSTMENT	639
TOTAL PERSONAL SERVICES	309,559
BENEFITS	
15-01 SOCIAL SECURITY	23,681
15-02 EMPLOYEES' RETIREMENT	43,338
15-03 GROUP INSURANCE	20,634
15-06 TRAVEL & SCHOOL	11,000
15-13 LIFE	360
15-14 DENTAL	2,102
15-20 OVERHEAD HEALTH CARE COST	1,634
15-98 RETIREE INSURANCE	1,767
TOTAL BENEFITS	104,517
MATERIALS & SUPPLIES	
20-41 SUPPLIES	3,325
TOTAL MATERIALS & SUPPLIES	3,325
OTHER SERVICES & CHARGES	
30-40 CONTRACTUAL	25,000
30-72 MEMBERSHIPS & SUBSCRIPTIONS	2,000
TOTAL OTHER SERVICES & CHARGES	27,000
TOTAL DEPARTMENT REQUEST	444,401

FUND: GENERAL (010)
 DEPARTMENT: CITY ATTORNEY (04)
 DEPARTMENT HEAD: KATHERINE BOLLES

EXPENDITURES	ACTUAL 2014-2015	AMENDED BUDGET 2015-2016	ESTIMATED ACTUAL 2015-2016	BUDGET 2016-2017
PERSONAL SERVICES	74,279	77,450	77,411	77,566
BENEFITS	20,378	21,774	21,069	21,952
MATERIALS & SUPPLIES	-	60	60	760
OTHER SERVICES	3,320	3,400	3,400	3,190
TOTAL	97,977	102,684	101,940	103,468

PERMANENT STAFFING	FY 16-17	FY 15-16	PERSONNEL POSITIONS SUMMARY:
City Attorney	0.6	0.6	
TOTAL	0.6	0.6	
.20 City Attorney Salary to Hospital (425) FY 06-07			2005-06 - 2
.20 City Attorney Salary to Downtown Redevel (194) FY 06-07			2006-07 - 2
			2007-08 - 1.6
			2008-09 - 1.1
			2009-10 - 1.1
			2010-11 - 1.1
			2011-12 - 1.1
			2012-13 - 1.5
			2013-14 - .6
			2014-15 - .6
			2015-16 - .6
			2016-17 - .6

FINAL BUDGET 2016-2017

PERSONAL SERVICES	
10-01 SALARIES	69,732
10-07 ALLOWANCES	2,628
10-10 LONGEVITY	1,615
10-11 SL BUYBACK	1,613
10-12 VL BUYBACK	800
10-13 PDO BUYBACK	536
10-14 SICK LEAVE INCENTIVE	540
10-95 1X SALARY ADJUSTMENT	102
TOTAL PERSONAL SERVICES	77,566

BENEFITS	
15-01 SOCIAL SECURITY	5,934
15-02 EMPLOYEES' RETIREMENT	10,859
15-03 GROUP INSURANCE	2,764
15-06 TRAVEL & SCHOOL	1,425
15-13 LIFE	58
15-14 DENTAL	229
15-20 OVERHEAD HEALTH CARE COST	683
TOTAL BENEFITS	21,952

MATERIALS & SUPPLIES	
20-34 MAINTENANCE OF EQUIPMENT	110
20-41 SUPPLIES	650
TOTAL MATERIALS & SUPPLIES	760

OTHER SERVICES & CHARGES	
30-72 MEMBERSHIPS & SUBSCRIPTIONS	3,100
30-75 LEGAL PUBLICATIONS	90
TOTAL OTHER SERVICES & CHARGES	3,190

TOTAL DEPARTMENT REQUEST 103,468

FUND: GENERAL (010)
DEPARTMENT: COMMUNITY DEVELOPMENT (05)
DEPARTMENT HEAD: BILLY HARLESS

EXPENDITURES	ACTUAL	AMENDED BUDGET	ESTIMATED ACTUAL	BUDGET
	2014-2015	2015-2016	2015-2016	2016-2017
PERSONAL SERVICES	1,037,980	1,173,858	1,173,343	1,238,608
BENEFITS	355,115	406,443	395,704	405,996
MATERIALS & SUPPLIES	45,370	74,856	46,053	59,494
OTHER SERVICES	73,410	117,601	106,932	142,490
TOTAL	1,511,875	1,772,758	1,722,032	1,846,588

PERMANENT STAFFING	FY 16-17	FY 15-16	PERSONNEL POSITIONS SUMMARY:
Director	1	1	
Current Planning Manager	1	1	
City Engineer	1	1	2005-06 - 21
Engineering Project Manager	1	1	2006-07 - 22.5
Chief Building Inspector	1	1	2007-08 - 21.75
Building Inspector	2	2	2008-09 - 21.75
Chief Const. Inspector	1	1	2009-10 - 21.25
Associate Current Planner	1	1	2010-11 - 22.25
Administrative Secretary	1	1	2011-12 - 21.25
DS Clerk	1	1	2012-13 - 20.25
Maintenance Tech/Janitor	1	1	2013-14 - 20.25
Janitor	1.75	1.75	2014-15 - 19.25
Assistant City Engineer	1	1	2015-16 - 19
Engineering Technician	1	1	2016-17 - 19.75
Comp. Planner	1	1	
GIS Coordinator	0	0.5	
GIS Analyst	1	0	
GIS Technician	1	1	
Property Acquisition Specialist	1	0.75	

TOTAL 19.75 19.00

PART TIME	FY 16-17	FY 15-16
Intern	1	1
Clerk	1	1

GIS Coordinator - 50% moved to PWA - Fund 075 in FY 16-17
 GIS Analyst moved from PWA - Fund 075 in FY 16-17
 .25 Property Acquisition Specialist (269) moved back from Fund 269 in FY 16-17

FINAL BUDGET 2016-2017

PERSONAL SERVICES	
10-01 SALARIES	1,145,192
10-02 WAGES	33,696
10-07 ALLOWANCES	18,300
10-10 LONGEVITY	16,569
10-11 SL BUYBACK	6,675
10-12 VL BUYBACK	2,381
10-13 PDO BUYBACK	2,844
10-14 SICK LEAVE INCENTIVE	9,500
10-95 1X SALARY ADJUSTMENT	3,451
TOTAL PERSONAL SERVICES	1,238,608

BENEFITS	
15-01 SOCIAL SECURITY	94,754
15-02 EMPLOYEES' RETIREMENT	168,688
15-03 GROUP INSURANCE	95,215
15-06 TRAVEL & SCHOOL	23,750
15-07 UNIFORMS	2,565
15-13 LIFE	1,896
15-14 DENTAL	9,601
15-20 OVERHEAD HEALTH CARE COST	5,589
15-98 RETIREE INSURANCE	3,939
TOTAL BENEFITS	405,996

MATERIALS & SUPPLIES	
20-35 SMALL TOOLS & EQUIPMENT	950
20-41 SUPPLIES	36,821
20-63 FLEET FUEL	14,419
20-64 FLEET PARTS	3,632
20-65 FLEET LABOR	3,672
TOTAL MATERIAL & SUPPLIES	59,494

OTHER SERVICES & CHARGES	
30-23 UPKEEP REAL PROPERTY	27,293
30-34 MAINTENANCE OF EQUIPMENT	17,129
30-40 CONTRACTUAL	53,858
30-49 CREDIT CARD FEES	10,000
30-72 MEMBERSHIPS & SUBSCRIPTIONS	7,743
30-85 INSURANCE	26,467
TOTAL OTHER SERVICES & CHARGES	142,490

TOTAL DEPARTMENT REQUEST **1,846,588**

(CONTINUED)

FUND: GENERAL (010)
DEPARTMENT: COMMUNITY DEVELOPMENT (05)
DEPARTMENT HEAD: BILLY HARLESS
PAGE TWO

CONTRACTUAL (30-40)

Tropical Plant Lease	900
DLT Solutions-AutoCADD	1,600
Standley Copy Machine	2,500
KIP/HP Plotter	1,180
Visual Studio	250
ESRI - GIS Software Maintenance	17,400
Shi (Software)	1,200
Traffic Engineering	6,000
Verizon - GIS Data Plan	456
Miscellaneous	4,272
Document Imaging Forms	5,000
Strip and Wax City Hall Floors	7,000
IT Nexus-Software Maintenance	2,000
Premium Care for City Hall Restrooms	4,100
TOTAL	53,858

PROPOSED 06/14/2016

FUND: GENERAL (010)
DEPARTMENT: PARK & RECREATION (06)
DEPARTMENT HEAD: VAUGHN SULLIVAN

EXPENDITURES	ACTUAL 2014-2015	AMENDED BUDGET 2015-2016	ESTIMATED ACTUAL 2015-2016	BUDGET 2016-2017
PERSONAL SERVICES	309,926	329,565	329,565	331,726
BENEFITS	105,804	118,752	118,725	121,501
MATERIALS & SUPPLIES	26,036	29,515	27,015	24,962
OTHER SERVICES	100,237	147,911	138,566	138,124
TOTAL	542,003	625,743	613,871	616,313

PERMANENT STAFFING	FY 16-17	FY 15-16
Park & Rec Supervisor	0.675	0.675
Sports & Aquatics Supervisor	0.5	0.5
Community Center Coord	1	1
Senior Center Coord	1	1
Special Events & Rec Asst	1	1
Janitor	1	1
Senior Center Bus Driver	1	1
Special Events & Marketing Mgr	0.56	0.56
TOTAL	6.735	6.735

WAGES	FY 16-17	FY 15-16
Building Attend - Part Time	0.5	0.5
Secretary - Part Time	0.5	0.5

- .75 Elimination of Aquatic & Rec Supervisor FY 15-16
- .56 Special Events & Marketing Mgr from CVB (046) FY 15-16
Part Time Secretary - FY 13-14
- .25 Sports & Rec Supervisor to Park & Rec (123) FY 09-10
- .50 Aquatic & Rec Supervisor to Pools (010-19) FY 08-09
- .33 Park & Rec Supervisor to Park & Rec (123) FY 07-08

CONTRACTUAL (30-40)

Unifirst	3,926
Cintas	2,600
R K Black	810
Tropical Plant Leasing	2,040
Charley's Pest Control	348
Vermont Systems/Rec Trac	1,187
Miscellaneous	3,814
TOTAL	14,725

Note: Above includes Senior Center Expenses

FINAL BUDGET 2016-2017

PERSONAL SERVICES

10-01 SALARIES	284,929
10-02 WAGES	22,300
10-03 OVERTIME	500
10-07 ALLOWANCES	3,725
10-10 LONGEVITY	7,670
10-11 SL BUYBACK	3,833
10-12 VL BUYBACK	2,500
10-13 PDO BUYBACK	1,728
10-14 SICK LEAVE INCENTIVE	3,308
10-95 1X SALARY ADJUSTMENT	1,233
TOTAL PERSONAL SERVICES	331,726

BENEFITS

15-01 SOCIAL SECURITY	25,377
15-02 EMPLOYEES' RETIREMENT	43,320
15-03 GROUP INSURANCE	35,529
15-06 TRAVEL & SCHOOL	6,650
15-07 UNIFORMS	400
15-13 LIFE	647
15-14 DENTAL	3,601
15-20 OVERHEAD HEALTH CARE COST	1,651
15-98 RETIREE INSURANCE	4,326
TOTAL BENEFITS	121,501

MATERIALS & SUPPLIES

20-34 MAINTENANCE OF EQUIPMENT	6,645
20-35 SMALL TOOLS & EQUIPMENT	400
20-41 SUPPLIES	12,800
20-63 FLEET MAINTENANCE - FUEL	2,548
20-64 FLEET MAINTENANCE - PARTS	860
20-65 FLEET MAINTENANCE - LABOR	1,709
TOTAL MATERIALS & SUPPLIES	24,962

OTHER SERVICES & CHARGES

30-01 UTILITIES & COMMUNICATIONS	22,500
30-23 UPKEEP REAL PROPERTY	16,625
30-40 CONTRACTUAL	14,725
30-43 HARDWARE/SOFTWARE MAINTENANCE	1,083
30-49 CREDIT CARD FEES	2,375
30-72 MEMBERSHIPS & SUBSCRIPTIONS	950
30-85 INSURANCE-FIRE, THEFT, LIAB	79,866
TOTAL OTHER SERVICES & CHARGES	138,124

TOTAL DEPARTMENT REQUEST

616,313

FUND: GENERAL (010)
DEPARTMENT: FINANCE (08)
DEPARTMENT HEAD: JUDY SIEMENS

EXPENDITURES	ACTUAL	AMENDED BUDGET	ESTIMATED ACTUAL	BUDGET
	2014-2015	2015-2016	2015-2016	2016-2017
PERSONAL SERVICES	446,151	492,164	492,117	483,676
BENEFITS	163,277	181,639	181,285	196,719
MATERIALS & SUPPLIES	2,928	3,700	2,048	2,200
OTHER SERVICES	5,229	5,614	5,374	6,549
TOTAL	617,585	683,117	680,824	689,144

PERMANENT STAFFING	FY 16-17	FY 15-16
Finance Director	1	1
Deputy Finance Director	1	1
Financial Accountant	0.75	0.75
Staff Accountant	2	2
Accounts Payable Technician	1	1
Accounting Technician	1	1
Payroll Coordinator	1	1
TOTAL	7.75	7.75

Financial Accountant Funded by Hotel/Conf Center (195) @ .25

PART TIME:	FY 16-17	FY 15-16
Accountant	0.18	0.18

PT Accountant also partially funded in:
Fund 187 - Utilities @ .18
Fund 194 - Downtown Redevelopment @ .18
Fund 425 - Hospital Authority Discretionary @.18

FINAL BUDGET 2016-2017

PERSONAL SERVICES	
10-01 SALARIES	441,865
10-02 WAGES	7,901
10-03 OVERTIME	2,500
10-07 ALLOWANCES	4,380
10-10 LONGEVITY	2,663
10-11 SL BUYBACK	1,419
10-12 VL BUYBACK	1,500
10-13 PDO BUYBACK	3,053
10-14 SICK LEAVE INCENTIVE	4,275
10-18 SEPARATION PAY	12,778
10-95 1X SALARY ADJUSTMENT	1,342
TOTAL PERSONAL SERVICES	483,676

BENEFITS	
15-01 SOCIAL SECURITY	37,001
15-02 EMPLOYEES' RETIREMENT	66,609
15-03 GROUP INSURANCE	57,551
15-06 TRAVEL & SCHOOL	17,349
15-13 LIFE	744
15-14 DENTAL	5,972
15-20 INSURANCE OVERHEAD	2,593
15-98 RETIREE INSURANCE	8,900
TOTAL BENEFITS	196,719

MATERIALS & SUPPLIES	
20-41 SUPPLIES	2,200
TOTAL MATERIALS & SUPPLIES	2,200

OTHER SERVICES & CHARGES	
30-40 CONTRACTUAL	700
30-43 COMPUTER SOFTWARE MAINTENANCE	4,320
30-72 MEMBERSHIPS & SUBSCRIPTIONS	1,229
30-81 ADVERTISING	300
TOTAL OTHER SERVICES & CHARGES	6,549

TOTAL DEPARTMENT REQUEST 689,144

FUND: GENERAL (010)
DEPARTMENT: STREETS (09)
DEPARTMENT HEAD: VAUGHN SULLIVAN

EXPENDITURES	ACTUAL	AMENDED BUDGET	ESTIMATED ACTUAL	BUDGET
	2014-2015	2015-2016	2015-2016	2016-2017
PERSONAL SERVICES	919,447	944,421	921,834	1,028,153
BENEFITS	452,687	489,595	444,902	487,719
MATERIALS & SUPPLIES	520,035	579,314	485,974	540,747
OTHER SERVICES	960,816	1,002,450	926,914	883,484
TOTAL	2,852,985	3,015,780	2,779,624	2,940,103

PERMANENT STAFFING	FY 16-17	FY 15-16
Street Supervisor	0.75	0.75
Street Project Supervisor	0.5	0.5
Facility Project Supervisor	0.5	0.5
Equipment Operator II	6	6
Equipment Operator I	14	14
Sign/Signal Technician	1	1
Inventory Control Tech III	1	1
Irrigation Technician	1	1
Park Project Supervisor	1	1
TOTAL	25.75	25.75

SEASONAL STAFFING	FY 16-17	FY 15-16
Laborer	3	3

- .25 Street Supervisor to Drainage (060)
- .50 Street Project Supervisor to Drainage (060)
- .25 Facility Project Supervisor to Welcome Center (045)
- .25 Facility Project Supervisor to Downtown Redev (194)

FINAL BUDGET 2016-2017

PERSONAL SERVICES	
10-01 SALARIES	937,007
10-02 WAGES	14,000
10-03 OVERTIME	11,000
10-07 ALLOWANCES	5,760
10-10 LONGEVITY	18,174
10-11 SL BUYBACK	500
10-12 VACATION BUYBACK	1,500
10-13 PDO BUYBACK	1,919
10-14 SL INCENTIVE	15,575
10-18 SEPARATION PAY	13,500
10-19 ON CALL	5,000
10-95 1X SALARY ADJUSTMENT	4,218
TOTAL PERSONAL SERVICES	1,028,153

BENEFITS	
15-01 SOCIAL SECURITY	78,654
15-02 EMPLOYEES' RETIREMENT	141,981
15-03 GROUP INSURANCE	158,833
15-04 SELF INSURANCE	54,811
15-06 TRAVEL & SCHOOL	5,700
15-07 UNIFORMS	14,500
15-13 LIFE	2,472
15-14 DENTAL	17,672
15-20 OVERHEAD HEALTH CARE COST	6,313
15-98 RETIREE INSURANCE	6,783
TOTAL BENEFITS	487,719

MATERIALS & SUPPLIES	
20-34 MAINTENANCE OF EQUIPMENT	2,030
20-35 SMALL TOOLS & EQUIPMENT	2,500
20-41 SUPPLIES	150,500
20-49 CHEMICALS	23,000
20-63 FLEET MAINTENANCE - FUEL	115,929
20-64 FLEET MAINTENANCE - PARTS	148,586
20-65 FLEET MAINTENANCE - LABOR	98,202
TOTAL MATERIALS & SUPPLIES	540,747

(CONTINUED)

FUND: GENERAL (010)
DEPARTMENT: STREETS (09)
DEPARTMENT HEAD: VAUGHN SULLIVAN
PAGE TWO

CONTRACTUAL (30-40)

Traffic Signal Maintenance	71,000
Street Maintenance (purchasing salt & sand)	20,000
Tree Maintenance	3,000
Electrical	5,000
Miscellaneous	3,000
TOTAL	102,000

OTHER SERVICES AND CHARGES

30-01 UTILITIES/COMMUNICATIONS	503,500
30-22 PWA REIMBURSEMENT	128,199
30-23 UPKEEP REAL PROPERTY	7,700
30-40 CONTRACTUAL	102,000
30-41 CONTRACT LABOR	127,000
30-72 MEMBERSHIPS/SUBSCRIPTIONS	1,000
30-85 INSURANCE-FIRE, THEFT, LIAB	14,085
TOTAL OTHER SERVICES AND CHARGES	883,484

TOTAL DEPARTMENT REQUEST

2,940,103

PROPOSED 06/14/2016

FUND: GENERAL (010)
DEPARTMENT: ANIMAL WELFARE (10)
DEPARTMENT HEAD: BRANDON CLABES

EXPENDITURES	ACTUAL 2014-2015	AMENDED BUDGET 2015-2016	ESTIMATED ACTUAL 2015-2016	BUDGET 2016-2017
PERSONAL SERVICES	243,818	264,169	249,543	264,148
BENEFITS	97,218	107,696	95,843	104,111
MATERIALS & SUPPLIES	25,244	35,378	31,515	33,723
OTHER SERVICES	26,779	34,859	30,794	33,000
CAPITAL OUTLAY	-	7,000	7,000	-
TOTAL	393,059	449,102	414,695	434,982

PERMANENT STAFFING	FY 16-17	FY 15-16
Animal Welfare Supervisor	1	1
Animal Control Officer	4	4
TOTAL	5	5
PART TIME	FY 16-17	FY 15-16
Animal Welfare PT Asst	1	1

PERSONNEL
POSITIONS
SUMMARY:
1998-99 - 5
1999-00 - 5
2000-01 - 5
2001-02 - 5
2002-03 - 5
2003-04 - 5
2004-05 - 5
2005-06 - 5
2006-07 - 5
2013-14 - 5
2014-15 - 5
2015-16 - 5
2016-17 - 5

FINAL BUDGET 2016-2017

PERSONAL SERVICES	
10-01 SALARIES	211,527
10-02 WAGES	16,123
10-03 OVERTIME	23,000
10-10 LONGEVITY	3,115
10-12 VACATION BUYBACK	1,600
10-13 PDO BUYBACK	1,346
10-14 SL INCENTIVE	3,000
10-19 ON CALL	3,500
10-95 1X SALARY ADJUSTMENT	937
TOTAL PERSONAL SERVICES	264,148

BENEFITS	
15-01 SOCIAL SECURITY	20,207
15-02 EMPLOYEES' RETIREMENT	34,724
15-03 GROUP INSURANCE	40,520
15-06 TRAVEL & SCHOOL	1,250
15-07 UNIFORMS	1,500
15-13 LIFE	480
15-14 DENTAL	4,204
15-20 OVERHEAD HEALTH CARE COST	1,226
TOTAL BENEFITS	104,111

MATERIALS & SUPPLIES	
20-34 MAINTENANCE OF EQUIPMENT	3,500
20-41 SUPPLIES	6,650
20-63 FLEET MAINTENANCE - FUEL	14,634
20-64 FLEET MAINTENANCE - PARTS	4,182
20-65 FLEET MAINTENANCE - LABOR	4,757
TOTAL MATERIALS & SUPPLIES	33,723

OTHER SERVICES & CHARGES	
30-01 UTILITIES & COMMUNICATIONS	10,000
30-23 UPKEEP REAL PROPERTY	6,000
30-40 CONTRACTUAL	16,000
30-49 CREDIT CARD FEES	1,000
TOTAL OTHER SERVICES & CHARGES	33,000

TOTAL DEPARTMENT REQUEST **434,982**

FUND: GENERAL (010)
DEPARTMENT: MUNICIPAL COURT (12)
DEPARTMENT HEAD: TIM LYON

EXPENDITURES	ACTUAL	AMENDED	ESTIMATED	BUDGET
	2014-2015	BUDGET 2015-2016	ACTUAL 2015-2016	2016-2017
PERSONAL SERVICES	326,259	362,271	362,271	376,090
BENEFITS	98,536	109,849	108,940	114,981
MATERIALS & SUPPLIES	2,847	3,000	2,736	3,000
OTHER SERVICES	4,322	5,643	4,325	5,675
TOTAL	431,964	480,763	478,272	499,746

PERMANENT STAFFING	FY 16-17	FY 15-16	PERSONNEL POSITIONS SUMMARY:
Assistant City Attorney	0.75	0.75	
Court Clerk	1	1	
Lead Clerk/Trainer	1	1	2015-16 - 5.75
Clerk - Court	3	3	2016-17 - 5.75
TOTAL	5.75	5.75	

PART-TIME	FY 16-17	FY 15-16
Clerk - Court	0.5	0.5
Prosecuting City Attorney	0.5	0.5
City Municipal Judge	3	3

FY 15-16 Moved Municipal Court from City Clerk 010-02

PER APPEARANCE RATE FOR JUDGES

	CURRENT	PROPOSED
Criminal	239.41	450.00
Environmental	239.41	300.00
Juvenile	239.41	300.00

Prosecuting City Attorney	+/- \$25,000
Clerk	+/- \$15,803

FINAL BUDGET 2016-2017

PERSONAL SERVICES	
10-01 SALARIES	265,346
10-02 WAGES	103,900
10-03 OVERTIME	1,500
10-07 ALLOWANCES	1,710
10-10 LONGEVITY	2,569
10-95 1X SALARY ADJUSTMENT	1,065
TOTAL PERSONAL SERVICES	376,090

BENEFITS	
15-01 SOCIAL SECURITY	28,771
15-02 EMPLOYEES' RETIREMENT	38,107
15-03 GROUP INSURANCE	29,563
15-06 TRAVEL & SCHOOL	5,700
15-13 LIFE	552
15-14 DENTAL	2,977
15-20 OVERHEAD HEALTH CARE COST	1,410
15-98 RETIREE INSURANCE	7,902
TOTAL BENEFITS	114,981

MATERIALS & SUPPLIES	
20-41 SUPPLIES	3,000
TOTAL MATERIALS & SUPPLIES	3,000

OTHER SERVICES & CHARGES	
30-23 UPKEEP REAL PROPERTY	500
30-40 CONTRACTUAL	3,700
30-72 MEMBERSHIPS & SUBSCRIPTIONS	1,475
TOTAL OTHER SERVICES & CHARGES	5,675

TOTAL DEPARTMENT REQUEST 499,746

FUND: GENERAL (010)
DEPARTMENT: GENERAL GOVERNMENT (14)
DEPARTMENT HEAD: GUY HENSON

EXPENDITURES	ACTUAL	AMENDED	ESTIMATED	
	2014-2015	BUDGET	ACTUAL	BUDGET
		2015-2016	2015-2016	2016-2017
PERSONAL SERVICES	22,427	24,600	24,000	26,400
BENEFITS	129,812	213,067	196,373	176,149
MATERIALS & SUPPLIES	63,217	74,510	74,510	66,232
OTHER SERVICES	782,418	863,671	779,428	832,609
CAPITAL OUTLAY	-	28,721	28,721	-
TOTAL	997,874	1,204,569	1,103,032	1,101,390

PERMANENT STAFFING	FY 16-17	FY 15-16	PERSONNEL
Mayor - Council	7	7	POSITIONS
TOTAL	7	7	SUMMARY:

CONTRACTUAL (30-40)

Postage Meter Rental (Pitney Bowes)	3,924
Copiers (Print Room, City Mgr, 1st Floor)	7,500
Mid-Del Youth & Family Center	50,000
Transit Embark	139,374
ACOG	36,570
County Assessor (Board of Cnty Comm)	12,000
Oklahoma Municipal League	34,332
MLK Breakfast	5,000
Youth Excel	5,000
Code Supplements	6,500
Advertising	2,000
Annual Awards Banquet	6,000
Document Destruction	1,500
Document Scanning (Vault)	10,000
OMRF Statements	1,500
Mid-Del Tinker 100 Club	1,500
Miscellaneous	15,000
TOTAL	337,700

FINAL BUDGET 2016-2017

PERSONAL SERVICES

10-02 WAGES	26,400
TOTAL PERSONAL SERVICES	26,400

BENEFITS

15-01 SOCIAL SECURITY	2,020
15-03 GROUP INSURANCE	19,541
15-04 WORKERS COMP INSURANCE	132,309
15-06 TRAVEL & SCHOOL	15,000
15-13 LIFE	288
15-14 DENTAL	2,519
15-20 OVERHEAD HEALTH CARE COST	736
15-98 RETIREE INSURANCE	3,736
TOTAL BENEFITS	176,149

MATERIALS & SUPPLIES

20-30 POSTAGE	36,832
20-34 MAINTENANCE OF EQUIPMENT	900
20-41 SUPPLIES	28,500
TOTAL MATERIALS & SUPPLIES	66,232

OTHER SERVICES & CHARGES

30-01 UTILITIES & COMMUNICATIONS	201,461
30-21 SURPLUS PROPERTY	11,467
30-40 CONTRACTUAL	337,700
30-49 CREDIT CARD FEES	19,000
30-51 OTHER GOVERNMENT EXPENSE	5,000
30-72 MEMBERSHIPS & SUBSCRIPTIONS	2,300
30-75 LEGAL PUBLICATIONS	4,800
30-82 BONDS	1,290
30-83 ELECTION EXPENSES	31,500
30-85 INSURANCE	88,845
30-86 AUDIT	74,746
30-90 PUBLIC RELATIONS	
A) CONTRACTUAL	49,500
B) ADVERTISING	5,000
TOTAL OTHER SERVICES & CHARGES	832,609

TOTAL DEPARTMENT REQUEST

1,101,390

FUND: GENERAL (010)
DEPARTMENT: NEIGHBORHOOD SERVICES (15)
DEPARTMENT HEAD: MIKE STROH

EXPENDITURES	ACTUAL	AMENDED BUDGET	ESTIMATED ACTUAL	BUDGET
	2014-2015	2015-2016	2015-2016	2016-2017
PERSONAL SERVICES	662,319	688,787	687,896	707,242
BENEFITS	223,418	244,704	233,121	247,671
MATERIALS & SUPPLIES	36,889	45,304	40,074	44,927
OTHER SERVICES	73,712	173,162	165,304	160,896
TOTAL	996,338	1,151,957	1,126,395	1,160,736

PERMANENT STAFFING	FY 16-17	FY 15-16	PERSONNEL POSITIONS SUMMARY:
Lead Code Officer/Trainer	1	1	2005-06 - 12
Neighborhood Init Coord	3	3	2006-07 - 17
NIA Coordinator	1	1	2007-08 - 17
Comm. Outreach Specialist	1	1	2008-09 - 16
Code Enforce Officer FT	5	5	2009-10 - 16
Staff Secretary	1	1	2010-11 - 16
TOTAL	12	12	2011-12 - 18.32
			2012-13 - 18.54
			2013-14 - 12.9
			2014-15 - 12
			2015-16 - 12
			2016-17 - 12

Moved Director to Fund 310 (Disaster Relief & Nbhd Svcs Cleanup) FY 14-15
 Animal Control Supervisor and Animal Control Officers transferred to the
 General Fund, Department 10, under the supervision of Police Dept FY 13-14

FINAL BUDGET 2016-2017

NEIGHBORHOOD SERVICES (1510)	
PERSONAL SERVICES	
10-01 SALARIES	514,661
10-07 ALLOWANCES	480
10-10 LONGEVITY	20,281
10-11 SL BUYBACK	2,436
10-12 VL BUYBACK	2,000
10-13 PDO BUYBACK	2,107
10-14 SL INCENTIVE	1,800
10-95 1X SALARY ADJUSTMENT	1,704
TOTAL PERSONAL SERVICES	545,469
BENEFITS	
15-01 SOCIAL SECURITY	41,728
15-02 EMPLOYEES' RETIREMENT	76,366
15-03 GROUP INSURANCE	62,086
15-06 TRAVEL & SCHOOL	6,650
15-07 UNIFORMS	5,500
15-13 LIFE	960
15-14 DENTAL	6,802
15-20 OVERHEAD HEALTH CARE COST	2,452
TOTAL BENEFITS	202,544
MATERIALS & SUPPLIES	
20-34 MAINTENANCE OF EQUIPMENT	2,000
20-41 SUPPLIES	6,725
20-63 FLEET MAINTENANCE - FUEL	15,352
20-64 FLEET MAINTENANCE - PARTS	5,154
20-65 FLEET MAINTENANCE - LABOR	7,792
TOTAL MATERIALS & SUPPLIES	37,023
OTHER SERVICES & CHARGES	
30-01 UTILITIES & COMMUNICATIONS	22,000
30-23 UPKEEP REAL PROPERTY	5,700
30-40 CONTRACTUAL	23,000
30-72 MEMBERSHIPS & SUBSCRIPTIONS	500
30-85 INSURANCE FIRE-THEFT-LIABILITY	10,887
TOTAL OTHER SERVICES & CHARGES	62,087
TOTAL DIVISION REQUEST	847,123

(CONTINUED)

FUND: GENERAL (010)
 DEPARTMENT: NEIGHBORHOOD SERVICES (15)
 DEPARTMENT HEAD: MIKE STROH
 PAGE TWO

NOTE: In previous years the fire department has been responsible for funding(3) code enforcement personnel and half (.5) of a secretary. Previous years the expenditures related to these positions have been expensed to the fire dept. In FY 06-07, the fire department will continue to fund these positions through an operating transfer to the General Fund, Neighborhood Services, in the amount of \$166,000.

NEIGHBORHOODS IN ACTION (1530)	
PERSONAL SERVICES	
10-01 SALARIES	110,449
10-02 WAGES	39,600
10-07 ALLOWANCES	2,280
10-10 LONGEVITY	3,300
10-11 SL BUYBACK - OVERBANK	1,683
10-12 VL BUYBACK	1,300
10-13 PDO BUYBACK	850
10-14 SL INCENTIVE	1,800
10-95 1X SALARY ADJUSTMENT	511
TOTAL PERSONAL SERVICES	161,773
BENEFITS	
15-01 SOCIAL SECURITY	12,376
15-02 EMPLOYEES' RETIREMENT	17,104
15-03 GROUP INSURANCE	13,070
15-06 TRAVEL & SCHOOL	750
15-13 LIFE	192
15-14 DENTAL	1,145
15-20 OVERHEAD HEALTH CARE COST	490
TOTAL BENEFITS	45,127
MATERIALS & SUPPLIES	
20-41 SUPPLIES	5,500
20-63 FLEET MAINTENANCE - FUEL	1,109
20-64 FLEET MAINTENANCE - PARTS	739
20-65 FLEET MAINTENANCE - LABOR	556
TOTAL MATERIALS & SUPPLIES	7,904
OTHER SERVICES & CHARGES	
30-01 UTILITIES & COMMUNICATIONS	11,000
30-23 UPKEEP REAL PROPERTY	3,000
30-40 CONTRACTUAL	13,750
30-40 CONTRACTUAL - BOYS & GIRLS CLUB	71,059
TOTAL OTHER SERVICES & CHARGES	98,809
TOTAL DIVISION REQUEST	313,613
TOTAL DEPARTMENT REQUEST	1,160,736

FUND: GENERAL (010)
DEPARTMENT: IT (16)
DEPARTMENT HEAD: RYAN RUSHING

EXPENDITURES	ACTUAL	AMENDED BUDGET	ESTIMATED ACTUAL	BUDGET
	2014-2015	2015-2016	2015-2016	2016-2017
PERSONAL SERVICES	286,108	312,799	292,058	320,177
BENEFITS	99,952	117,631	107,885	116,779
MATERIALS & SUPPLIES	12,846	25,890	18,779	21,390
OTHER SERVICES	8,689	29,032	17,822	31,075
TOTAL	407,595	485,352	436,544	489,421

PERMANENT STAFFING	FY 16-17	FY 15-16
IT Director	1	1
Assistant IT Director	1	1
Systems Administrator	0.2	0.2
Data Center Administrator	1	1
Communications Coord - IT	0.105	0.105
TOTAL	3.305	3.305

PART TIME:	FY 16-17	FY 15-16
Technician	1	1

Added Radio Technician @ 10.5% FY 14-15
 Moved .80% of Public Safety Adm to Tech Fund 014 FY 13-14
 Added Assistant IT Director in Feb 2013 FY 12-13

PERSONNEL
 POSITIONS
 SUMMARY:
 2005-06 - 6
 2006-07 - 6
 2007-08 - 4.7
 2008-09 - 4.7
 2009-10 - 4
 2010-11 - 4
 2011-12 - 4
 2012-13 - 4
 2013-14 - 3.2
 2014-15 - 3.305
 2015-16 - 3.305
 2016-17 - 3.305

FINAL BUDGET 2016-2017

PERSONAL SERVICES	
10-01 SALARIES	277,616
10-02 WAGES	17,136
10-03 OVERTIME	12,000
10-07 ALLOWANCES	6,178
10-10 LONGEVITY	2,642
10-13 PDO BUYBACK	2,019
10-14 SICK LEAVE INCENTIVE	180
10-19 ON CALL	1,843
10-95 1X SALARY ADJUSTMENT	563
TOTAL PERSONAL SERVICES	320,177

BENEFITS	
15-01 SOCIAL SECURITY	24,494
15-02 EMPLOYEES' RETIREMENT	42,426
15-03 GROUP INSURANCE	28,649
15-06 TRAVEL & SCHOOL	16,625
15-13 LIFE	317
15-14 DENTAL	3,200
15-20 OVERHEAD HEALTH CARE COST	1,069
TOTAL BENEFITS	116,779

MATERIALS & SUPPLIES	
20-34 MAINTENANCE OF EQUIPMENT	7,120
20-35 SMALL TOOLS AND EQUIPMENT	5,000
20-41 SUPPLIES	4,500
20-63 FLEET FUEL	1,075
20-64 FLEET PARTS	998
20-65 FLEET LABOR	2,697
TOTAL MATERIALS & SUPPLIES	21,390

OTHER SERVICES & CHARGES	
30-34 MAINTENANCE OF EQUIPMENT	14,500
30-40 CONTRACTUAL	14,156
30-72 MEMBERSHIPS & SUBSCRIPTIONS	700
30-85 INSURANCE/FIRE, THEFT, LIABILITY	1,719
TOTAL OTHER SERVICES & CHARGES	31,075

TOTAL DEPARTMENT REQUEST 489,421

FUND: GENERAL (010)
DEPARTMENT: EMERGENCY RESPONSE CENTER (18)
DEPARTMENT HEAD: MIKE BOWER

EXPENDITURES	ACTUAL	AMENDED BUDGET	ESTIMATED ACTUAL	BUDGET
	2014-2015	2015-2016	2015-2016	2016-2017
PERSONAL SERVICES	663,757	697,610	672,963	713,322
BENEFITS	227,953	250,521	235,177	258,712
MATERIALS & SUPPLIES	2,602	3,672	2,565	2,850
OTHER SERVICES	657	3,100	2,330	3,050
TOTAL	894,969	954,903	913,035	977,934

PERMANENT STAFFING	FY 16-17	FY 15-16
Communication Spec II	0.5	0.5
Communication Spec I	12	12
Communications Coord - IT	0.26	0.26
TOTAL	12.76	12.76

EOC Manager in Fund 70
 1 Comm Spec II to Fund 70 FY 10-11
 .50 Comm Spec II to Fund 70 FY 11-12
 .26 Radio Technician added FY 14-15

PERSONNEL
 POSITIONS
 SUMMARY:
 2005-06 - 15
 2006-07 - 14.5
 2007-08 - 14
 2008-09 - 14
 2009-10 - 14
 2010-11 - 13
 2011-12 - 12.5
 2012-13 - 12.5
 2013-14 - 12.5
 2014-15 - 12.76
 2015-16 - 12.76
 2016-17 - 12.76

FINAL BUDGET 2016-2017

PERSONAL SERVICES	
10-01 SALARIES	612,084
10-03 OVERTIME	48,322
10-07 ALLOWANCES	203
10-10 LONGEVITY	15,267
10-11 SL BUYBACK	1,344
10-12 VACATION BUYBACK	2,000
10-13 PDO BUYBACK	12,877
10-14 SL INCENTIVE	7,650
10-19 ON CALL	5,400
10-27 SHIFT DIFFERENTIAL	6,000
10-95 1X SALARY ADJUSTMENT	2,175
TOTAL PERSONAL SERVICES	713,322

BENEFITS	
15-01 SOCIAL SECURITY	54,569
15-02 EMPLOYEES' RETIREMENT	99,865
15-03 GROUP INSURANCE	80,832
15-06 TRAVEL & SCHOOL	6,545
15-13 LIFE	1,225
15-14 DENTAL	8,903
15-20 OVERHEAD HEALTH CARE COST	3,129
15-98 RETIREE INSURANCE	3,644
TOTAL BENEFITS	258,712

MATERIALS & SUPPLIES	
20-41 SUPPLIES	2,850
TOTAL MATERIALS & SUPPLIES	2,850

OTHER SERVICES & CHARGES	
30-40 CONTRACTUAL	2,500
30-72 MEMBERSHIPS & SUBSCRIPTIONS	550
TOTAL OTHER SERVICES & CHARGES	3,050

TOTAL DEPARTMENT REQUEST 977,934

FUND: GENERAL (010)
DEPARTMENT: SWIMMING POOLS (19)
DEPARTMENT HEAD: VAUGHN SULLIVAN

EXPENDITURES	AMENDED		ESTIMATED	
	ACTUAL 2014-2015	BUDGET 2015-2016	ACTUAL 2015-2016	BUDGET 2016-2017
PERSONAL SERVICES	190,922	230,749	230,744	224,898
BENEFITS	24,572	27,191	25,743	25,242
MATERIALS & SUPPLIES	34,002	32,168	32,167	30,912
OTHER SERVICES	8,640	8,958	8,958	16,945
TOTAL	258,136	299,066	297,612	297,997

PERMANENT STAFFING FY 16-17 FY 15-16

Aquatic & Rec Supervisor 0.5 0.5

SEASONAL STAFFING FY 16-17 FY 15-16

Pool Manager 1 1
Assistant Manager 1 1
Guard Supervisors 3 3
Senior Guard 3 3
Lifeguards 45 45
Head Cashier 1 1
Cashiers 10 10
Life Guard Instructor 1 1
Water Safety Instructor 5 5
Seasonal Maintenance 1 1

TOTAL 71 71

Lifeguards were increased to accommodate a 3-Shift System. No impact on wages. FY 09-10

PERSONNEL POSITIONS SUMMARY:

INCLUDING SEASONAL STAFFING
2005-06 - 42
2006-07 - 46
2007-08 - 45
2008-09 - 45.5
2009-10 - 71.5
2010-11 - 71.5
2011-12 - 71.5
2012-13 - 71.5
2013-14 - 71.5
2014-15 - 71.5
2015-16 - 71.5
2016-17 - 71.5

FINAL BUDGET 2016-2017

PERSONAL SERVICES

10-01 SALARY	19,819
10-02 WAGES	188,000
10-03 OVERTIME	1,000
10-04 ADDITIONAL PAY	15,000
10-07 ALLOWANCES	840
10-13 PDO BUYBACK	154
10-95 1X SALARY ADJUSTMENT	85
TOTAL PERSONAL SERVICES	224,898

BENEFITS

15-01 SOCIAL SECURITY	17,205
15-02 RETIREMENT	3,066
15-06 TRAVEL & SCHOOL	475
15-13 LIFE	48
15-20 OVERHEAD HEALTH CARE COST	123
15-98 RETIREE INSURANCE	4,326
TOTAL BENEFITS	25,242

MATERIALS & SUPPLIES

20-35 SMALL TOOLS & EQUIPMENT	250
20-41 SUPPLIES	5,925
20-49 CHEMICALS	22,500
20-63 FLEET MAINTENANCE - FUEL	544
20-64 FLEET MAINTENANCE - PARTS	537
20-65 FLEET MAINTENANCE - LABOR	1,156
TOTAL MATERIALS & SUPPLIES	30,912

OTHER SERVICES & CHARGES

30-01 UTILITIES & COMMUNICATIONS	2,000
30-18 REFUNDS	1,425
30-23 UPKEEP REAL PROPERTY	5,700
30-40 CONTRACTUAL	285
30-41 CONTRACT LABOR	7,535
TOTAL OTHER SERVICES & CHARGES	16,945

TOTAL DEPARTMENT REQUEST

297,997

FUND: GENERAL FUND C/O RESERVE (011)
DEPARTMENT: GENERAL GOVERNMENT (1410)
DEPARTMENT HEAD: GUY HENSON

EXPENDITURES	ACTUAL 2014-2015	AMENDED BUDGET 2015-2016	ESTIMATED ACTUAL 2015-2016	BUDGET 2016-2017
CAPITAL OUTLAY	-	920,878	-	912,658
TRANSFERS	500,000	-	-	-
TOTAL	500,000	920,878	-	912,658

REVENUES	ACTUAL 2014-2015	AMENDED BUDGET 2015-2016	ESTIMATED ACTUAL 2015-2016	BUDGET 2016-2017
INTEREST	36,697	38,064	19,385	19,486
TOTAL	36,697	38,064	19,385	19,486

BUDGETARY FUND BALANCE:	BUDGET FUND BAL.	REVENUES	EXPENSES	FUND BALANCE	
6/30/2013	746,652	1,770,631	1,180,193	1,337,090	6/30/2014
6/30/2014	1,337,090	36,697	500,000	873,787	6/30/2015
6/30/2015	873,787	19,385	-	893,172	6/30/2016 - EST
6/30/2016	893,172	19,486	912,658	-	6/30/2017 - EST

FINAL BUDGET 2016-2017

CAPITAL OUTLAY	
40-01 VEHICLES	528,214
40-02 EQUIPMENT	323,258
40-49 COMPUTERS	61,186
TOTAL CAPITAL OUTLAY	912,658
TOTAL DEPARTMENT REQUEST	912,658

CAPITAL PLANNING

	VEHICLES-01	EQUIPMENT-02	COMPUTERS-49
2017-18	102,850	66,100	5,200
2018-19	97,950	59,350	14,200
2019-20	97,900	57,350	15,200
2020-21	114,757	70,229	13,293
2021-22	114,757	70,229	13,293
TOTAL	528,214	323,258	61,186

FUND: STREET & ALLEY (013)
DEPARTMENT: STREET (09)
DEPARTMENT HEAD: VAUGHN SULLIVAN

EXPENDITURES	ACTUAL 2014-2015	AMENDED BUDGET 2015-2016	ESTIMATED ACTUAL 2015-2016	BUDGET 2016-2017
MATERIALS & SUPPLIES	24,539	60,000	60,000	50,000
OTHER SERVICES	-	80,000	-	-
CAPITAL OUTLAY	113,453	1,845,166	1,595,166	1,044,076
TOTAL	137,991	1,985,166	1,655,166	1,094,076

REVENUES	ACTUAL 2014-2015	AMENDED BUDGET 2015-2016	ESTIMATED ACTUAL 2015-2016	BUDGET 2016-2017
TAXES	536,323	512,789	523,760	521,628
INTEREST	42,355	43,388	40,646	41,766
TRANSFER IN (010 and 191)	14,885	50,000	50,000	300,000
TOTAL	593,563	606,177	614,406	863,394

BUDGETARY FUND BALANCE:	BUDGET FUND BAL.	REVENUES	EXPENSES	FUND BALANCE
6/30/2013	1,037,075	752,980	515,671	1,274,384
6/30/2014	1,274,384	593,563	137,991	1,729,956
6/30/2015	1,729,956	614,406	1,655,166	689,196
6/30/2016	689,196	863,394	1,094,076	458,514

FINAL BUDGET 2016-2017

STREET DEPARTMENT (0910)	
MATERIALS & SUPPLIES	
20-41 MATERIALS (CRACKSEAL SUPPLIES)	50,000
TOTAL MATERIALS & SUPPLIES	50,000
CAPITAL OUTLAY	
40-06 INFRASTRUCTURE	1,044,076
TOTAL CAPITAL OUTLAY	1,044,076
TOTAL DIVISION REQUEST	1,094,076

TOTAL DEPARTMENT REQUEST 1,094,076

CAPITAL OUTLAY FY 16-17

Water Line Break Repairs	50,000
Residential Street Repair	200,000
Roto Mill & Overlay - S. E. 15th St from Midwest to Oelke (Local Match) Additional Funding in Fund 269, G. O. Bonds, Project 691601)	376,076
Misc City Wide Thermo Stripe Projects	50,000
Roto Mill and Overlay Reno from Midwest to Douglas (50%) - (Additional \$100,000 Funding in Fund 065)	100,000
Pedestrian Crossing - Engineering Only	88,000
Re-construction of SE 29th St - Midwest to Douglas -Phase I	180,000
TOTAL	1,044,076

CAPITAL OUTLAY FY 15-16

Misc City Wide Thermo Stripe Projects	75,000
Residential Street Repair	492,168
Water Line Break Repairs	53,285
Roto Mill and Overlay - Westminster from Reno to 10th	150,000
Thermo Stripe Projects	87,526
Roto Mill and Overlay - Air Depot to Midwest Blvd	350,000
Sooner/15th St Improvements	250,000
Roto Mill and Overlay - SE 29th Arthur Harris to Sooner Rd	300,000
Three (3) Railroad Crossings	87,187
TOTAL	1,845,166

FUND: TECHNOLOGY (014)
DEPARTMENT: GENERAL GOVERNMENT (14)
DEPARTMENT HEAD: RYAN RUSHING

EXPENDITURES	ACTUAL 2014-2015	AMENDED BUDGET 2015-2016	ESTIMATED ACTUAL 2015-2016	BUDGET 2016-2017
PERSONAL SERVICES	111,608	138,885	138,874	143,735
BENEFITS	36,644	48,389	41,060	46,420
OTHER SERVICES	242,417	334,577	268,949	336,750
CAPITAL OUTLAY	-	40,601	40,601	-
TOTAL	390,669	562,452	489,484	526,905

REVENUES	ACTUAL 2014-2015	AMENDED BUDGET 2015-2016	ESTIMATED ACTUAL 2015-2016	BUDGET 2016-2017
LICENSES & PERMITS	17,600	14,844	24,200	19,467
CHARGES FOR SERVICES	286,650	274,973	324,441	300,561
FINES & FORFEITURES	30,227	30,536	27,579	30,312
INVESTMENT INTEREST	12,483	12,195	11,068	11,373
TRANSFERS IN (070)	43,498	45,673	45,673	47,957
TOTAL	390,458	378,221	432,961	409,670

BUDGETARY FUND BALANCE:	BUDGET FUND BAL.	REVENUES	EXPENSES	FUND BALANCE
6/30/2013	528,049	381,943	428,524	481,468
6/30/2014	481,468	390,458	390,669	481,257
6/30/2015	481,257	432,961	489,484	424,734
6/30/2016	424,734	409,670	526,905	307,499
			Excludes Capital Outlay	(26,345) 5% Reserve
				281,154

FINAL BUDGET 2016-2017

PERSONAL SERVICES	
10-01 SALARY	127,451
10-03 OVERTIME	7,380
10-07 ALLOWANCES	2,184
10-10 LONGEVITY	1,112
10-13 PDO BUYBACK	635
10-14 SICK LEAVE INCENTIVE	1,620
10-19 ON CALL	2,876
10-95 1X SALARY ADJUSTMENT	477
TOTAL PERSONAL SERVICES	143,735

BENEFITS	
15-01 SOCIAL SECURITY	10,996
15-02 RETIREMENT	20,123
15-03 GROUP INSURANCE	9,212
15-06 TRAVEL & SCHOOL	4,370
15-13 LIFE	269
15-14 DENTAL	763
15-20 OVERHEAD HEALTH CARE COST	687
TOTAL BENEFITS	46,420

OTHER SERVICES & CHARGES	
30-40 CONTRACTUAL	8,336
30-43 HARDWARE/SOFTWARE MAINTENANCE	328,414
TOTAL OTHER SERVICES & CHARGES	336,750

TOTAL DEPARTMENT REQUEST **526,905**

(CONTINUED)

FUND: TECHNOLOGY (014)
DEPARTMENT: GENERAL GOVERNMENT (14)
DEPARTMENT HEAD: RYAN RUSHING
PAGE TWO

<u>PERMANENT STAFFING</u>	<u>FY 16-17</u>	<u>FY 15-16</u>
Computer Tech	2	2
System Administrator	0.8	0.8
TOTAL	2.8	2.8

***FY 12-13:** Increase in Computer Tech due to department no longer responsible for Hotel/Conference Center therefore expense had to come back to City.*

***FY 13-14:** Exchanged Computer Tech position for Assistant IT Director. Moved 80% of a Systems Administrator from General Fund 010-1610.*

**PERSONNEL
POSITIONS SUMMARY:**

- 2008-09 - 1
- 2009-10 - 1.7
- 2010-11 - 1.7
- 2011-12 - 2.7
- 2012-13 - 3
- 2013-14 - 2.8
- 2014-15 - 2.8
- 2015-16 - 2.8
- 2016-17 - 2.8

HARDWARE/SOFTWARE MAINTENANCE (30-43)

HTE Software Maintenance	101,176
Tyler	124,570
IBM/VAR Hardware	5,040
IBM 400 Backup LaserVault	1,600
Viruscan	3,000
Check Writer	160
Time System	10,642
Novell	7,269
Vmware	14,000
NetMail	4,375
Whats UP-Gold	4,830
Veeam	2,054
SAN (Data Storage)	20,000
Cisco Smart Net	2,500
HelpSystems Robot Software	1,500
Barracuda	1,898
Agenda Pal	4,800
PC Computer Maintenance	19,000
TOTAL	328,414

PROPOSED 06/01/2016

FUND: STREET LIGHTING FEE - (015)
 DEPARTMENT: GENERAL GOVERNMENT (14)
 DEPARTMENT HEAD: VAUGHN SULLIVAN

FINAL BUDGET 2016-2017

OTHER SERVICES AND CHARGES
 30-01 UTILITIES/COMMUNICATION -
 TOTAL OTHER SERVICES AND CHARGES -
 TOTAL DEPARTMENT REQUEST -

EXPENDITURES	ACTUAL 2014-2015	AMENDED BUDGET 2015-2016	ESTIMATED ACTUAL 2015-2016	BUDGET 2016-2017
OTHER SERVICES	-	-	-	-
TOTAL	-	-	-	-

REVENUES	ACTUAL 2014-2015	AMENDED BUDGET 2015-2016	ESTIMATED ACTUAL 2015-2016	BUDGET 2016-2017
CHARGES FOR SERVICES	-	-	-	450,625
TOTAL	-	-	-	450,625

BUDGETARY FUND BALANCE:	BUDGET FUND BAL.	REVENUES	EXPENSES	FUND BALANCE
6/30/2016	-	450,625	-	450,625 6/30/2017 - EST

FEE SCHEDULE PER MONTH FY 16-17

Residential	\$1.75
Commercial	\$7.50
Apartment Complexes (3 or more units)	\$1.00
Mobile/Manufactured Home Parks (per occupied pad)	\$1.00
Mobile/Manufactured Home Parks (with own water meter)	\$1.75

FUND: REIMBURSED PROJECTS (016)
 DEPARTMENT: VARIOUS
 DEPARTMENT HEAD: VARIOUS

EXPENDITURES	ACTUAL 2014-2015	AMENDED BUDGET 2015-2016	ESTIMATED ACTUAL 2015-2016	BUDGET 2016-2017
MATERIALS & SUPPLIES	38,992	78,171	36,109	12,474
OTHERS SERVICES	33,178	290,541	197,988	112,044
CAPITAL OUTLAY	65,019	886,877	669,844	-
DEBT SERVICES	50,882	50,883	50,883	50,882
TOTAL	188,072	1,306,472	954,824	175,400

REVENUES	ACTUAL 2014-2015	AMENDED BUDGET 2015-2016	ESTIMATED ACTUAL 2015-2016	BUDGET 2016-2017
INTERGOVERNMENTAL	403,646	431,763	431,763	-
CHARGES FOR SERVICES	96,397	87,465	91,262	88,400
MISCELLANEOUS	28,916	22,378	23,566	21,883
INTEREST	16,985	13,351	8,265	13,712
TRANSFERS IN	-	12,000	12,000	102,500
TOTAL	545,943	566,957	566,856	226,495

TRANSFERS IN FY 16-17	
NEIGHBORHOOD CLEANUP	10,000
HP MALL GRANT (MATCH)	27,500
INNOVATION DISTRICT (MATCH)	65,000
TOTAL	102,500

FINAL BUDGET 2016-2017

DEPT. 0510 - COMMUNITY DEVELOPMENT	
OTHER SERVICES & CHARGES	
30-40 CONTRACTUAL	65,000
TOTAL DIVISION REQUEST	65,000

DEPT. 1510 - NEIGHBORHOOD SVCS	
MATERIALS & SUPPLIES	
20-01 NEIGHBORHOOD INITIATIVE	10,000
20-06 CHRISTMAS BASKET SUPPLIES	2,474
TOTAL MATERIALS & SUPPLIES	12,474
TOTAL DIVISION REQUEST	12,474

DEPT. 1410 - GENERAL GOVT (Clock Tower Debt & Utilities at Water Plant)	
OTHER SERVICES & CHARGES	
30-01 UTILITIES	4,000
TOTAL OTHER SERVICES & CHARGES	4,000
DEBT SERVICES (Clock Tower Loan)	
71-02 INTEREST ON NOTES	6,056
73-02 PRINCIPAL ON NOTES	44,826
TOTAL DEBT SERVICES	50,882
TOTAL DIVISION REQUEST	54,882

DEPT. 4820 - CREDIT UNION	
OTHER SERVICES & CHARGES	
30-23 UPKEEP REAL PROPERTY	15,544
TOTAL OTHER SERVICES & CHARGES	15,544
TOTAL DIVISION REQUEST	15,544

(CONTINUED)

FUND: REIMBURSED PROJECTS (016)
DEPARTMENT: VARIOUS
DEPARTMENT HEAD: VARIOUS
PAGE TWO

FUND BALANCE ESTIMATED ACTUAL AT 6-30-16				
DEPT/DIVISION	6/30/15 FUND BALANCE	ESTIMATED REVENUES	ESTIMATED EXPENSES	6/30/16 FUND BALANCE
05 - COMMUNITY DEV.	9,619	62,500	62,500	9,619
06 - PARK & REC	39,095	1,927	40,704	318
11 - WEED & SEED	2,105	-	-	2,105
15 - NEIGHBORHOOD SVCS	136,875	12,215	32,626	116,464
39 - GRANTS MGMT	196,000	27,500	212,000	11,500
48 - CREDIT UNION	13,627	5,000	8,083	10,544
61 - STORMWATER	60,022	16,801	1,050	75,773
62 - POLICE	61,000	147,278	208,278	-
64 - FIRE	3,643	100,000	103,532	111
37 - HOUSING	35,094	950	981	35,063
14 - GENERAL GOV'T	(10,521)	90,619	151,170	(71,072)*
78 - RECREATION	40,100	66,300	106,400	-
87 - ECONOMIC	-	27,500	27,500	-
UNRESERVED	2,531	-	-	2,531
INTEREST	86,553	8,265	-	94,818
	675,743	566,855	954,824	287,774

FUND BALANCE ESTIMATED ACTUAL AT 6-30-17				
DEPT/DIVISION	6/30/16 FUND BALANCE	ESTIMATED REVENUES	ESTIMATED EXPENSES	6/30/17 FUND BALANCE
05 - COMMUNITY DEV.	9,619	65,000	65,000	9,619
06 - PARK & REC	318	-	-	318
11 - WEED & SEED	2,105	-	-	2,105
15 - NEIGHBORHOOD SVCS	116,464	21,400	12,474	125,390
39 - GRANTS MGMT	11,500	-	-	11,500
48 - CREDIT UNION	10,544	5,000	15,544	-
61 - STORMWATER	75,773	16,883	-	92,656
64 - FIRE	111	-	-	111
37 - HOUSING	35,063	-	-	35,063
14 - GENERAL GOV'T	(71,072)	77,000	54,882	(48,954)*
87 - ECONOMIC	-	27,500	27,500	-
UNRESERVED	2,531	-	-	2,531
INTEREST	94,818	13,712	-	108,530
	287,774	226,495	175,400	338,869

DEPT. 8710 ECONOMIC	
OTHER SERVICES & CHARGES	
30-40 CONTRACTUAL	27,500
TOTAL OTHER SERVICES & CHARGES	27,500
TOTAL DIVISION REQUEST	
	27,500
TOTAL DEPARTMENT REQUEST	
	175,400

*Due to clock tower loan balance of \$141,475.95 at 6/30/16 and \$96,649.57 at 6/30/17

FUND: MOBILE HOME PARK (017)
 DEPARTMENT: PROPERTY MGMT - TRAILER PARK
 DEPARTMENT HEAD: TIM LYON

EXPENDITURES	ACTUAL 2014-2015	AMENDED BUDGET 2015-2016	ESTIMATED ACTUAL 2015-2016	BUDGET 2016-2017
OTHER SERVICES	3,102	21,214	10,100	10,000
DEBT SERVICE	124,350	124,350	124,350	124,350
TOTAL	127,452	145,564	134,450	134,350

REVENUES	ACTUAL 2014-2015	AMENDED BUDGET 2015-2016	ESTIMATED ACTUAL 2015-2016	BUDGET 2016-2017
CHARGES FOR SERVICES	52	-	100	-
TRANSFERS IN (194)	127,400	134,350	134,350	134,350
PRINCIPAL RETIREMENT	101,892	108,715	108,715	115,996
TOTAL	229,344	243,065	243,165	250,346

BUDGETARY FUND BALANCE:	BUDGET FUND BAL.	REVENUES	EXPENSES	FUND BALANCE	
6/30/2013	5,012,838	221,448	125,952	5,108,334	6/30/2014
6/30/2014	5,108,334	229,344	127,452	5,210,226	6/30/2015
6/30/2015	5,210,226	243,165	134,450	5,318,941	6/30/2016 - EST
6/30/2016	5,318,941	250,346	134,350	5,434,937	6/30/2017 - EST

Jan. 2018 is scheduled final on note payment.

FINAL BUDGET 2016-2017

OTHER SERVICES AND CHARGES	
30-40 CONTRACTUAL	10,000
TOTAL OTHER SERVICES & CHARGES	10,000

DEBT SERVICE	
71-02 INTEREST ON NOTES	8,354
73-02 PRINCIPAL ON NOTES	115,996
TOTAL DEBT SERVICE	124,350

TOTAL DEPARTMENT REQUEST	134,350
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BUDGETARY FUND BALANCE ESTIMATED AT 06-30-16

Land	5,500,000
Total Assets	5,500,000
Note Payable	181,059
Total Liabilities	181,059
FUND BALANCE	5,318,941

FUND: POLICE (020)
 DEPARTMENT: POLICE (62)
 DEPARTMENT HEAD: BRANDON CLABES

EXPENDITURES	ACTUAL 2014-2015	AMENDED BUDGET 2015-2016	ESTIMATED ACTUAL 2015-2016	BUDGET 2016-2017
PERSONAL SERVICES	7,813,011	8,178,978	8,161,402	8,330,751
BENEFITS	3,481,884	3,457,383	3,171,107	3,366,570
MATERIALS & SUPPLIES	682,944	775,798	643,971	769,623
OTHER SERVICES	302,335	393,428	359,028	439,691
TRANSFERS OUT	241,315	345,462	345,462	234,000
TOTAL	12,521,489	13,151,049	12,680,970	13,140,635

REVENUES	ACTUAL 2014-2015	AMENDED BUDGET 2015-2016	ESTIMATED ACTUAL 2015-2016	BUDGET 2016-2017
TAXES	2,745,569	2,796,750	2,784,864	2,784,864
CHARGES FOR SERVICES	49,796	50,000	50,000	-
INVESTMENT INTEREST	45,679	40,071	35,278	31,033
FINE & FORFEITURES	16,365	19,557	16,500	16,500
MISCELLANEOUS	16,570	-	7,413	3,500
TRANSFERS	9,466,990	9,585,243	9,732,910	9,825,091
TOTAL	12,340,970	12,491,621	12,626,965	12,660,988

BUDGETARY FUND BALANCE:	BUDGET FUND BAL.	REVENUES	EXPENSES	FUND BALANCE
6/30/2013	1,661,721	12,640,111	12,602,572	1,699,260
6/30/2014	1,699,260	12,340,970	12,521,489	1,518,741
6/30/2015	1,518,741	12,626,965	12,680,970	1,464,736
6/30/2016	1,464,736	12,660,988	13,140,635	985,089

Excludes Transfers Out (645,332) 5% Reserve
339,757

FINAL BUDGET 2016-2017

PERSONAL SERVICES (6210 - SWORN EMPLOYEES)

10-01 SALARIES	5,964,208
10-06 COLLEGE INCENTIVE	79,372
10-07 ALLOWANCES	138,000
10-09 OVERTIME 2	125,000
10-10 LONGEVITY	122,877
10-11 SL BUYBACK-OVER BANK	65,000
10-12 VACATION BUYBACK	170,000
10-13 PDO BUYBACK	135,000
10-14 SL INCENTIVE	48,600
10-17 ADDITIONAL INCENTIVE	15,000
10-18 SEPARATION PAY	60,000
10-26 K-9 OVER OT BANK	8,500
10-27 SHIFT DIFFERENTIAL	2,800
10-95 1X SALARY ADJUSTMENT	16,433
PERSONAL SERVICES - SWORN	6,950,790

PERSONAL SERVICES (6220 - CIVILIAN EMPLOYEES)

10-01 SALARIES	1,228,483
10-02 WAGES	15,000
10-03 OVERTIME	45,000
10-04 ADDITIONAL PAY	17,827
10-07 ALLOWANCES	8,183
10-10 LONGEVITY	15,458
10-11 SL BUYBACK-OVER BANK	5,310
10-12 VACATION BUYBACK	2,500
10-13 PDO BUYBACK	3,500
10-14 SL INCENTIVE	13,500
10-17 ADDITIONAL INCENTIVE	2,000
10-18 SEPARATION PAY	5,000
10-19 ON CALL	4,200
10-27 SHIFT DIFFERENTIAL	9,500
10-95 1X SALARY ADJUSTMENT	4,500
PERSONAL SERVICES - CIVILIAN	1,379,961
TOTAL PERSONAL SERVICES	8,330,751

(CONTINUED)

FUND: POLICE (020)
DEPARTMENT: POLICE (62)
DEPARTMENT HEAD: BRANDON CLABES
PAGE TWO

PERMANENT STAFFING	FY 16-17	FY 15-16
Division 6210		
Major	2	2
Captain	4	4
Lieutenant	12	12
Sergeant	57	54
Police Officer	15	18
Warrant Officers	2	2
TOTAL	92	92
Division 6220		
Police Chief	1	1
Asst Chief	1	1
Jail Manager	0	0
Jail Matron/Jailer	12	12
Civilian Support Manager	1	1
Records Clerk	6	6
UCR/Clerk	1	1
Adm. Secretary	1	1
Fiscal Officer	1	1
Lab Technician	2	2
Lab Supervisor	1	1
Property Room Clerk	1	1
Janitor	0.25	0.25
Communications Coord - IT	0.26	0.26
TOTAL	28.51	28.51
TOTAL 6210 & 6220	120.51	120.51

**PERSONNEL
POSITIONS
SUMMARY:**

2004-05 - 117
2005-06 - 117
2006-07 - 118
2007-08 - 120.25
2008-09 - 120.25
2009-10 - 120.25
2010-11 - 122.25
2011-12 - 122.25
2012-13 - 122.25
2013-14 - 123.25
2014-15 - 121.51
2015-16 - 120.51
2016-17 - 120.51

BENEFITS (6210 - SWORN EMPLOYEES)

15-01 SOCIAL SECURITY	502,264
15-02 EMPLOYEES' RETIREMENT	803,776
15-03 GROUP INSURANCE	708,650
15-04 WORKERS COMP INSURANCE	393,939
15-05 SELF INS - UNEMPLOYMENT	3,000
15-06 TRAVEL & SCHOOL	80,000
15-07 UNIFORMS	60,400
15-13 LIFE	8,832
15-14 DENTAL	80,371
15-20 OVERHEAD HEALTH CARE COST	22,557
15-98 RETIREE INSURANCE	201,702
TOTAL BENEFITS-SWORN	2,865,491

BENEFITS (6220 - CIVILIAN EMPLOYEES)

15-01 SOCIAL SECURITY	105,567
15-02 EMPLOYEES' RETIREMENT	191,095
15-03 GROUP INSURANCE	168,970
15-13 LIFE	2,737
15-14 DENTAL	16,793
15-20 OVERHEAD HEALTH CARE CARE	7,804
15-98 RETIREE INSURANCE	8,113
TOTAL BENEFITS-CIVILIAN	501,079

TOTAL BENEFITS

3,366,570

MATERIALS & SUPPLIES (6210 - SWORN EMPLOYEES)

20-34 MAINTENANCE OF EQUIPMENT	15,200
20-41 SUPPLIES	111,050
20-54 VEHICLE ACCIDENT INSURANCE	15,000
20-63 FLEET MAINTENANCE - FUEL	304,378
20-64 FLEET MAINTENANCE - PARTS	156,975
20-65 FLEET MAINTENANCE - LABOR	167,020
TOTAL MATERIALS & SUPPLIES	769,623

(CONTINUED)

FUND: POLICE (020)
DEPARTMENT: POLICE (62)
DEPARTMENT HEAD: BRANDON CLABES
PAGE THREE

CONTRACTUAL 30-40	15-16	16-17
Labor Relations/Arbitration	10,000	10,000
Cont (Groupwise Lic Fee)	300	300
Criss Cross Lease	900	900
OLETS Fee	11,000	11,000
5 Year Phy 25 @ \$550 (\$435 in FY 15-16)	4,500	4,500
Immunizations	400	400
TB Tine Tests	500	500
PreEmp Officers / Reserve	3,000	3,000
Physical Fit for Duty Testing	1,000	1,000
FCE Testing	1,000	1,000
MMPI/CPI Testing	750	750
Pre Employment Jailers	500	500
Literacy Testing	500	500
Substance Abuse Testing	150	150
Exposure Baseline Testing	5,000	5,000
Vigilant Video	1,500	1,500
Tyler Software - After hours support	2,000	2,000
CSC Credit Services	1,400	1,400
CLEAR (WEST Thompson)	9,098	7,000
Air Card for SIU (Pole Cam)	650	650
ODIS	650	650
UDS (Utility Data Services)	6,000	6,000
Leads on Line	800	800
Copier Lease	8,000	8,000
DPS (fee for Cad)	300	300
Watchguard Annual Maintenance	22,325	22,325
Bosch Crash Data Retrieval	1,000	1,000
Cell Bright Maintenance	3,100	3,100
Data Sharing with OKC	15,000	-
Conversion Costs	9,120	9,120
US Fleet Tracking (GPS)	960	960
OMEGA Group Maintenance (Crime View)	4,455	4,600
Automation Integrated	5,000	5,000
UHF Frequency	100	100
SIU Alarm Monitoring	300	360
TOTAL	131,258	114,365

OTHER SERVICES & CHARGES (6210 - SWORN EMPLOYEES)

30-01 UTILITIES & COMMUNICATIONS	100,005
30-21 SURPLUS PROPERTY	6,768
30-23 UPKEEP REAL PROPERTY	6,650
30-40 CONTRACTUAL	114,365
30-42 SPECIAL INVESTIGATIONS	7,600
30-43 HARDWARE/SOFTWARE MAINT	7,499
30-72 MEMBERSHIPS & SUBSCRIPS	5,965
30-75 LEGAL PUBLICATIONS	2,375
30-85 INSURANCE - FIRE/THEFT	185,974
30-86 AUDIT	2,490
TOTAL OTHER SERVICES & CHARGES	439,691

TRANSFERS (6210 - SWORN EMPLOYEES)

80-21 POLICE CAPITAL	234,000
TOTAL TRANSFERS OUT	234,000

TOTAL DEPARTMENT REQUEST

13,140,635

UTILITIES (30-01)

EOC Dispatch Phone	575
Gas and Electric	35,000
SIU Phone Service	525
Cell Phone Use	3,930
SIU Electric bill	2,000
SIU Gas bill	1,200
Utilities for Crime Lab	6,000
Gun Range Phone	475
City Hall (Phones) 33%	1,000
MI-FI Use	46,000
Cox Modem	1,800
SIU Surveillance Wire Minutes	1,500
TOTAL	100,005

FUND: POLICE CAPITALIZATION (021)
 DEPARTMENT: POLICE (62)
 DEPARTMENT HEAD: BRANDON CLABES

EXPENDITURES	ACTUAL 2014-2015	AMENDED BUDGET 2015-2016	ESTIMATED ACTUAL 2015-2016	BUDGET 2016-2017
OTHER SERVICES	-	96	96	96
CAPITAL OUTLAY	267,204	825,505	825,505	411,650
TOTAL	267,204	825,601	825,601	411,746

REVENUES	ACTUAL 2014-2015	AMENDED BUDGET 2015-2016	ESTIMATED ACTUAL 2015-2016	BUDGET 2016-2017
TAXES	106,342	108,324	107,864	107,864
FINES & FORFEITURES	49,177	47,902	57,228	51,624
INVESTMENT INTEREST	17,362	17,961	17,667	18,617
MISC - INSURANCE PROCEEDS	33,921	24,732	27,154	-
ASSET RETIREMENT	13,501	1,500	1,500	-
TRANSFERS	241,315	345,462	345,462	234,000
TOTAL	461,619	545,881	556,875	412,105

BUDGETARY FUND BALANCE:	BUDGET FUND BAL.	REVENUES	EXPENSES	FUND BALANCE
6/30/2013	811,150	854,416	1,183,522	482,044
6/30/2014	482,044	461,619	267,204	676,458
6/30/2015	676,458	556,875	825,601	407,732
6/30/2016	407,732	412,105	411,746	408,091

FINAL BUDGET 2016-2017

OTHER SERVICES AND CHARGES	
30-86 AUDIT	96
TOTAL OTHER SERVICES AND CHARGES	96

CAPITAL OUTLAY	
40-01 VEHICLES	400,000
40-02 MACH, FURNITURE & EQUIPMENT	11,650
TOTAL CAPITAL OUTLAY	411,650

TOTAL DEPARTMENT REQUEST	411,746
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CAPITAL OUTLAY FY 16-17	
Vehicles: 7 Patrol, 1 SIU	211,000
Equipment for Vehicles: 7 Patrol	189,000
SCBA Masks	3,550
Upgrade Lineup	5,000
Cellbright Machine	3,100
Total	411,650

CAPITAL OUTLAY FY 15-16 ESTIMATED ACTUAL	
Vehicles: 4 Patrol, 1 SIU	184,093
Equipment for Vehicles: 4 Patrol	179,568
MCT'S for Patrol	99,962
In Car Camera - 1	5,000
New Radios	80,700
Computers - 35	44,230
Replace Thermal Image Printers	5,000
800mhz Radio Upgrade	30,000
2 Motorcycles	51,428
Upgrade Zebra	12,822
Wireless in Car Cameras	77,384
Document Imaging System	7,885
VHF Radio Upgrade	10,000
Ethernet (50% Funding to come from Animal Control)	3,000
Executime	34,433
Total	825,505

FUND: JUVENILE (025)
DEPARTMENT: JUVENILE
DEPARTMENT HEAD: BRANDON CLABES

EXPENDITURES	ACTUAL	AMENDED BUDGET	ESTIMATED ACTUAL	BUDGET
	2014-2015	2015-2016	2015-2016	2016-2017
PERSONAL SERVICES	114,648	120,068	119,795	123,938
BENEFITS	37,541	40,936	40,936	41,693
MATERIALS & SUPPLIES	2,360	7,534	4,938	5,755
OTHER SERVICES	1,004	1,904	1,454	987
CAPITAL OUTLAY	767	4,622	4,622	-
TOTAL	156,319	175,064	171,745	172,373

REVENUES	ACTUAL	AMENDED BUDGET	ESTIMATED ACTUAL	BUDGET
	2014-2015	2015-2016	2015-2016	2016-2017
FINES & FORFEITURES	121,323	130,289	116,677	118,247
INTEREST	2,701	2,540	1,592	1,386
TRANSFER IN (GENERAL)	25,000	25,000	25,000	25,000
TOTAL	149,023	157,829	143,269	144,633

BUDGETARY FUND BALANCE:	BUDGET FUND BAL.	REVENUES	EXPENSES	FUND BALANCE
6/30/2013	146,592	120,241	155,353	111,480
6/30/2014	111,480	149,023	156,319	104,185
6/30/2015	104,185	143,269	171,745	75,709
6/30/2016	75,709	144,633	172,373	47,969

Excludes Capital Outlay (8,619) **5% Reserve**
39,351

PERMANENT STAFFING	FY 16-17	FY 15-16
Court Compliance Coordinator	1	1
Juvenile Probation Officer	1	1
TOTAL	2	2

PERSONNEL POSITIONS SUMMARY:
 2011-12 - 2
 2012-13 - 2
 2014-15 - 2
 2015-16 - 2
 2016-17 - 2

FINAL BUDGET 2016-2017

PERSONAL SERVICES	
10-01 SALARIES	119,141
10-10 LONGEVITY	2,646
10-12 VACATION BUYBACK	500
10-13 PDO BUYBACK	410
10-14 SICK LEAVE INCENTIVE	900
10-95 1X SALARY ADJUSTMENT	341
TOTAL PERSONAL SERVICES	123,938

BENEFITS	
15-01 SOCIAL SECURITY	9,481
15-02 RETIREMENT	17,351
15-03 GROUP INSURANCE	10,144
15-04 WORKERS COMP INSURANCE	1,024
15-06 TRAVEL & SCHOOL	1,500
15-07 UNIFORMS	250
15-13 LIFE	192
15-14 DENTAL	1,260
15-20 OVERHEAD HEALTH CARE COST	490
TOTAL BENEFITS	41,693

MATERIALS & SUPPLIES	
20-41 SUPPLIES	2,000
20-63 FLEET FUEL	621
20-64 FLEET PARTS	2,223
20-65 FLEET LABOR	911
TOTAL MATERIALS & SUPPLIES	5,755

OTHER SERVICES & CHARGES	
30-43 HARDWARE/SOFTWARE MAINT	600
30-72 MEMBERSHIPS/SUBS	90
30-85 INSURANCE-FIRE & THEFT	297
TOTAL OTHER SERVICES & CHARGES	987

TOTAL DEPARTMENT REQUEST **172,373**

CAPITAL OUTLAY FY 15-16 ESTIMATED ACTUAL	
Executime	429
Document Imaging System	4,193
Total	4,622

**FUND: POLICE STATE SEIZURES (030)*
DEPARTMENT: POLICE (62)
DEPARTMENT HEAD: BRANDON CLABES**

EXPENDITURES	ACTUAL	AMENDED BUDGET	ESTIMATED ACTUAL	BUDGET
	2014-2015	2015-2016	2015-2016	2016-2017
BENEFITS	1,865	4,000	4,000	4,000
MATERIAL & SUPPLIES	1,860	2,500	1,766	2,375
OTHER SERVICES	-	5,648	2,533	5,700
CAPITAL OUTLAY	-	5,352	5,000	5,000
TOTAL	3,724	17,500	13,299	17,075

REVENUES	ACTUAL	AMENDED BUDGET	ESTIMATED ACTUAL	BUDGET
	2014-2015	2015-2016	2015-2016	2016-2017
FINES & FORFEITURES	9,035	-	15,730	-
INVESTMENT INTEREST	948	878	961	1,064
TOTAL	9,984	878	16,691	1,064

BUDGETARY FUND BALANCE:	BUDGET FUND BAL.	BUDGET REVENUES	EXPENSES	FUND BALANCE
6/30/2013	21,614	16,285	5,750	32,149 6/30/2014
6/30/2014	32,149	9,984	3,724	38,409 6/30/2015
6/30/2015	38,409	16,691	13,299	41,801 6/30/2016 - EST
6/30/2016	41,801	1,064	17,075	25,790 6/30/2017 - EST

*This fund can only be used for drug enforcement

FINAL BUDGET 2016-2017

BENEFITS	
15-06 TRAVEL & SCHOOL	4,000
TOTAL BENEFITS	4,000
MATERIALS & SUPPLIES	
20-34 MAINTENANCE OF EQUIPMENT	1,425
20-41 SUPPLIES	950
TOTAL MATERIALS & SUPPLIES	2,375
OTHER SERVICES & CHARGES	
30-23 UPKEEP REAL PROPERTY	5,700
TOTAL OTHER SERVICES & CHARGES	5,700
CAPITAL OUTLAY	
40-02 EQUIPMENT	5,000
TOTAL CAPITAL OUTLAY	5,000
TOTAL DEPARTMENT REQUEST	17,075

FUND: POLICE SPECIAL PROJECTS (031)
DEPARTMENT: POLICE (62)
DEPARTMENT HEAD: BRANDON CLABES

EXPENDITURES	ACTUAL 2014-2015	AMENDED BUDGET 2015-2016	ESTIMATED ACTUAL 2015-2016	BUDGET 2016-2017
MATERIAL & SUPPLIES	513	10,000	1,257	9,050
OTHER SERVICES	4,223	9,000	4,750	9,000
CAPITAL OUTLAY	-	5,000	5,000	5,000
TRANSFERS OUT	9,942	-	-	-
TOTAL	14,678	24,000	11,007	23,050

REVENUES	ACTUAL 2014-2015	AMENDED BUDGET 2015-2016	ESTIMATED ACTUAL 2015-2016	BUDGET 2016-2017
INTEREST	1,412	1,372	1,163	1,110
MISCELLANEOUS	4,691	5,500	5,200	4,000
TOTAL	6,103	6,872	6,363	5,110

BUDGETARY FUND BALANCE:	BUDGET FUND BAL.	REVENUES	EXPENSES	FUND BALANCE
6/30/2013	48,442	16,629	6,284	58,787
6/30/2014	58,787	6,103	14,678	50,212
6/30/2015	50,212	6,363	11,007	45,568
6/30/2016	45,568	5,110	23,050	27,628

FINAL BUDGET 2016-2017

MATERIALS & SUPPLIES	
20-41 SUPPLIES	9,050
TOTAL MATERIALS & SUPPLIES	9,050
OTHER SERVICES AND CHARGES	
31-08 SHOP WITH A COP	4,000
31-41 DONATIONS EXPENSE	5,000
TOTAL OTHER SERVICES AND CHARGES	9,000
CAPITAL OUTLAY	
40-02 MACHINERY, FURN, EQUIP	5,000
TOTAL CAPITAL OUTLAY	5,000
TOTAL DEPARTMENT REQUEST	23,050

CAPITAL OUTLAY FY 15-16 ESTIMATED ACTUAL

Equipment	1,128
Refridgerator	750
Carpet - DB & Simulator Room	3,122
	5,000

FUND: POLICE FEDERAL PROJECTS (033)
DEPARTMENT: POLICE (62)
DEPARTMENT HEAD: BRANDON CLABES

EXPENDITURES	ACTUAL 2014-2015	AMENDED BUDGET 2015-2016	ESTIMATED ACTUAL 2015-2016	BUDGET 2016-2017
BENEFITS	9,192	10,000	5,269	10,000
MATERIALS & SUPPLIES	1,099	5,000	1,353	5,000
OTHER SERVICES	-	5,000	-	4,500
CAPITAL OUTLAY	18,458	26,800	26,800	5,000
TOTAL	28,749	46,800	33,422	24,500

REVENUES	ACTUAL 2014-2015	AMENDED BUDGET 2015-2016	ESTIMATED ACTUAL 2015-2016	BUDGET 2016-2017
MISCELLANEOUS	946	-	-	-
INTEREST	2,054	1,947	1,423	1,430
TOTAL	3,000	1,947	1,423	1,430

BUDGETARY FUND BALANCE:	BUDGET FUND BAL.	REVENUES	EXPENSES	FUND BALANCE
6/30/2013	47,466	78,200	7,476	118,190
6/30/2014	118,190	3,000	28,749	92,441
6/30/2015	92,441	1,423	33,422	60,442
6/30/2016	60,442	1,430	24,500	37,372

FINAL BUDGET 2016-2017

BENEFITS	
15-06 TRAVEL & SCHOOL	10,000
TOTAL BENEFITS	10,000

MATERIALS & SUPPLIES	
20-34 MAINTENANCE OF EQUIPMENT	2,500
20-41 SUPPLIES	2,500
TOTAL MATERIALS & SUPPLIES	5,000

OTHER SERVICES & CHARGES	
30-23 UPKEEP REAL PROPERTY	4,500
TOTAL OTHER SERVICES & CHARGES	4,500

CAPITAL OUTLAY	
40-02 MACHINERY, FURN, EQUIP	5,000
TOTAL CAPITAL OUTLAY	5,000

TOTAL DEPARTMENT REQUEST **24,500**

CAPITAL OUTLAY FY 15-16 ESTIMATED ACTUAL

Building (Undesignated)	10,000
K-9 Dog	1,600
Building	10,000
Upgrade Ipads	4,000
Laptop for SIU	1,200
TOTAL	26,800

FUND: POLICE LAB FEES (034)
DEPARTMENT: POLICE (62)
DEPARTMENT HEAD: BRANDON CLABES

EXPENDITURES	ACTUAL 2014-2015	AMENDED BUDGET 2015-2016	ESTIMATED ACTUAL 2015-2016	BUDGET 2016-2017
BENEFITS	2,882	7,519	6,509	4,500
MATERIALS AND SUPPLIES	5,114	4,556	4,216	3,800
OTHER SERVICES	2,000	2,000	516	1,900
CAPITAL OUTLAY	2,997	3,508	3,500	1,334
TOTAL	12,994	17,583	14,741	11,534

REVENUES	ACTUAL 2014-2015	AMENDED BUDGET 2015-2016	ESTIMATED ACTUAL 2015-2016	BUDGET 2016-2017
FINES & FORFEITURES	10,574	12,288	11,153	11,634
INTEREST	643	667	455	445
TOTAL	11,217	12,955	11,608	12,079

BUDGETARY FUND BALANCE:	BUDGET FUND BAL.	REVENUES	EXPENSES	FUND BALANCE
6/30/2013	23,839	14,513	15,110	23,242
6/30/2014	23,242	11,217	12,994	21,465
6/30/2015	21,465	11,608	14,741	18,332
6/30/2016	18,332	12,079	11,534	18,877

FINAL BUDGET 2016-2017

BENEFITS	
15-06 TRAVEL & SCHOOL	3,000
15-07 UNIFORMS	1,500
TOTAL BENEFITS	4,500

MATERIALS AND SUPPLIES	
20-34 MAINTENANCE	800
20-41 SUPPLIES	3,000
TOTAL MATERIALS & SUPPLIES	3,800

OTHER SERVICES & CHARGES	
28-10 MAINTENANCE - CRIME LAB	1,900
TOTAL OTHER SERVICES & CHARGES	1,900

CAPITAL OUTLAY	
40-02 MACINERY, FURN. & EQUIP	1,334
TOTAL CAPITAL OUTLAY	1,334

TOTAL DEPARTMENT REQUEST 11,534

CAPITAL OUTLAY FY 16-17

Stereo Microscope System	1,334
TOTAL	1,334

CAPITAL OUTLAY FY 15-16 ESTIMATED ACTUAL

Camera System	3,500
TOTAL	3,500

FUND: EMPLOYEE ACTIVITY FUND (035)
 DEPARTMENT: MWC ACTIVITIES (38)
 DEPARTMENT HEAD: CATHERINE WILSON

FINAL BUDGET 2016-2017

EXPENDITURES	ACTUAL 2014-2015	AMENDED BUDGET 2015-2016	ESTIMATED ACTUAL 2015-2016	BUDGET 2016-2017
MATERIALS AND SUPPLIES	792	2,800	1,665	2,345
OTHER SERVICES	7,106	7,200	6,449	7,125
TOTAL	7,899	10,000	8,114	9,470

MATERIALS & SUPPLIES	
20-11 SWIM PARTY	220
20-12 CHRISTMAS PARTY	1,950
20-14 LUNCHEON-CHILI	175
TOTAL MATERIALS & SUPPLIES	2,345

OTHER SERVICES & CHARGES	
30-11 SWIM PARTY	225
30-12 CHRISTMAS PARTY	6,900
TOTAL OTHER SERVICES & CHARGES	7,125

REVENUES	ACTUAL 2014-2015	AMENDED BUDGET 2015-2016	ESTIMATED ACTUAL 2015-2016	BUDGET 2016-2017
INTEREST	403	390	387	378
MISCELLANEOUS	3,337	3,313	3,199	3,263
TRANSFERS IN (010)	7,500	7,500	7,500	7,500
TOTAL	11,240	11,203	11,086	11,141

TOTAL DEPARTMENT REQUEST 9,470

BUDGETARY FUND BALANCE:	BUDGET FUND BAL.	REVENUES	EXPENSES	FUND BALANCE
6/30/2013	8,430	11,461	7,356	12,535
6/30/2014	12,535	11,240	7,899	15,875
6/30/2015	15,875	11,086	8,114	18,847
6/30/2016	18,847	11,141	9,470	20,518

PROPOSED 06/14/2016

FUND: POLICE - JAIL (036)
DEPARTMENT: POLICE (62)
DEPARTMENT HEAD: BRANDON CLABES

EXPENDITURES	ACTUAL 2014-2015	AMENDED BUDGET 2015-2016	ESTIMATED ACTUAL 2015-2016	BUDGET 2016-2017
BENEFITS	4,378	4,906	4,879	4,500
MATERIALS AND SUPPLIES	76,080	97,328	94,302	87,650
OTHER SERVICES	34,468	55,287	50,219	47,000
CAPITAL OUTLAY	16,308	65,070	28,417	-
TOTAL	131,234	222,591	177,817	139,150

REVENUES	ACTUAL 2014-2015	AMENDED BUDGET 2015-2016	ESTIMATED ACTUAL 2015-2016	BUDGET 2016-2017
CHARGES FOR SERVICES	47,503	48,307	48,263	49,152
FINES AND FORFEITURES	65,829	70,756	60,505	68,723
MISCELLANEOUS	270	-	9	-
INVESTMENT INTEREST	5,096	5,081	3,607	3,479
TOTAL	118,699	124,144	112,384	121,354

BUDGETARY FUND BALANCE:	BUDGET FUND BAL.	REVENUES	EXPENSES	FUND BALANCE	
6/30/2013	214,083	152,235	168,383	197,935	6/30/2014
6/30/2014	197,935	118,699	131,234	185,400	6/30/2015
6/30/2015	185,400	112,384	177,817	119,967	6/30/2016 - EST
6/30/2016	119,967	121,354	139,150	102,171	6/30/2017 - EST

FINAL BUDGET 2016-2017

BENEFITS	
15-06 TRAVEL & SCHOOL	500
15-07 UNIFORMS	4,000
TOTAL BENEFITS	4,500

MATERIALS AND SUPPLIES	
20-41 SUPPLIES	12,650
20-52 FEEDING PRISONERS	75,000
TOTAL MATERIALS & SUPPLIES	87,650

OTHER SERVICES & CHARGES	
30-23 UPKEEP OF REAL PROPERTY	11,000
30-40 CONTRACTUAL	36,000
TOTAL OTHER SERVICES & CHARGES	47,000

TOTAL DEPARTMENT REQUEST 139,150

CONTRACTUAL (30-40)

J05 Inmate Phone Cards	11,000
MOU with Mental Health	25,000
TOTAL	36,000

FUND: POLICE IMPOUND FEES (37)
DEPARTMENT: POLICE (62)
DEPARTMENT HEAD: BRANDON CLABES

EXPENDITURES	ACTUAL 2014-2015	AMENDED BUDGET 2015-2016	ESTIMATED ACTUAL 2015-2016	BUDGET 2016-2017
PERSONAL SERVICES	-	12,719	4,564	12,719
BENEFITS	1,388	10,973	2,939	10,453
OTHER SERVICES	299	400	400	400
CAPITAL OUTLAY	1,000	24,240	24,240	-
TRANSFERS OUT	-	2,678	2,678	-
TOTAL	2,687	51,010	34,821	23,572

REVENUES	ACTUAL 2014-2015	AMENDED BUDGET 2015-2016	ESTIMATED ACTUAL 2015-2016	BUDGET 2016-2017
CHARGES FOR SERVICES	73,490	80,000	67,897	63,829
INVESTMENT INTEREST	2,029	2,047	3,152	3,397
TRANSFER	1,740	-	-	-
TOTAL	77,259	82,047	71,049	67,226

BUDGETARY FUND BALANCE:	BUDGET FUND BAL.	REVENUES	EXPENSES	FUND BALANCE
6/30/2013	58,226	51,865	72,686	37,405
6/30/2014	37,405	77,259	2,687	111,976
6/30/2015	111,976	71,049	34,821	148,204
6/30/2016	148,204	67,226	23,572	191,858

FINAL BUDGET 2016-2017

PERSONAL SERVICES	
10-03 OVERTIME	12,719
TOTAL PERSONAL SERVICES	<u>12,719</u>

BENEFITS	
15-01 SOCIAL SECURITY	973
15-06 TRAVEL & SCHOOL	9,480
TOTAL BENEFITS	<u>10,453</u>

OTHER SERVICES AND CHARGES	
30-40 CONTRACTUAL	400
TOTAL OTHER SERVICES AND CHARGES	<u>400</u>

TOTAL DEPARTMENT REQUEST 23,572

CONTRACTUAL (30-40)	
ArcGis Software Maint	400
TOTAL	<u>400</u>

CAPITAL OUTLAY FY 15-16	
Mobile Storage System	24,240
TOTAL	<u>24,240</u>

FUND: FIRE (040)
DEPARTMENT: FIRE (64)
DEPARTMENT HEAD: BERT NORTON

EXPENDITURES	ACTUAL 2014-2015	AMENDED BUDGET 2015-2016	ESTIMATED ACTUAL 2015-2016	BUDGET 2016-2017
PERSONAL SERVICES	6,589,205	6,696,058	6,537,046	6,834,569
BENEFITS	2,790,897	2,797,720	2,691,644	2,887,695
MATERIALS & SUPPLIES	336,167	334,814	240,617	341,449
OTHER SERVICES	225,900	285,605	236,505	254,534
TRANSFERS	416,000	191,946	191,946	378,500
TOTAL	10,358,168	10,306,143	9,897,758	10,696,747

REVENUES	ACTUAL 2014-2015	AMENDED BUDGET 2015-2016	ESTIMATED ACTUAL 2015-2016	BUDGET 2016-2017
TAXES	2,229,969	2,271,539	2,261,885	2,261,885
LICENSES & PERMITS	11,135	11,151	10,793	11,243
CHARGES FOR SERVICES	23,804	22,000	12,898	17,783
INVESTMENT INTEREST	34,266	32,675	24,756	26,501
MISCELLANEOUS	26,296	3,197	9,986	9,628
INTERGOVERNMENTAL	678	-	-	-
TRANSFERS IN	7,595,784	7,682,471	7,801,641	7,957,488
TOTAL	9,921,931	10,023,033	10,121,959	10,284,528

BUDGETARY FUND BALANCE:	BUDGET FUND BAL.	REVENUES	EXPENSES	FUND BALANCE
6/30/2013	1,218,328	10,114,969	10,008,826	1,324,471
6/30/2014	1,324,471	9,921,931	10,358,168	888,234
6/30/2015	888,234	10,121,959	9,897,758	1,112,435
6/30/2016	1,112,435	10,284,528	10,696,747	700,216

Excludes Transfers Out (515,912) **5%Reserve**
184,304

FINAL BUDGET 2016-2017

PERSONAL SERVICES (6410 - SWORN EMPLOYEES)	
10-01 SALARIES	5,561,512
10-05 COMMITTEE INCENTIVE PAY	24,003
10-06 COLLEGE INCENTIVE	27,040
10-08 OVERTIME OT1	149,329
10-09 CONSTANT MANNING OT2	45,000
10-10 LONGEVITY	86,946
10-11 SICK LEAVE BUYBACK - OVER BANK	76,356
10-12 VACATION BUYBACK	25,000
10-13 PDO BUYBACK	150,000
10-14 SICK LEAVE INCENTIVE	63,000
10-15 EMT-D	115,495
10-16 HAZ MAT PAY	85,193
10-17 ADDITIONAL INCENTIVE	6,000
10-18 SEPARATION PAY	90,000
10-19 INSPECTOR ON CALL	5,600
10-24 STATE INSPECTOR	3,600
10-95 1X SALARY ADJUSTMENT	13,238
PERSONAL SERVICES - SWORN	6,527,312

PERSONAL SERVICES (6420 - CIVILIAN EMPLOYEES)	
10-01 SALARIES	281,550
10-03 OVERTIME	1,000
10-05 COMMITTEE INCENTIVE PAY	600
10-07 ALLOWANCES	9,871
10-10 LONGEVITY	3,631
10-11 SICK LEAVE BUYBACK - OVER BANK	3,987
10-12 VACATION BUYBACK	2,500
10-13 PDO BUYBACK	1,470
10-14 SICK LEAVE INCENTIVE	2,100
10-95 1X SALARY ADJUSTMENT	548
PERSONAL SERVICES - CIVILIAN	307,257

TOTAL PERSONAL SERVICES **6,834,569**

(CONTINUED)

FUND: FIRE (040)
DEPARTMENT: FIRE (64)
DEPARTMENT HEAD: BERT NORTON
PAGE TWO

PERMANENT STAFFING	FY 16-17	FY 15-16
Division 6410		
Shift Commander	3	3
Training Major	1	3
Chief of Training	1	0
Fire Marshall	1	1
Fire Inspector	3	3
Captain/Major	18	18
Apparatus Operator/Lt.	18	18
Firefighter	35	31
TOTAL	80	77
Division 6420		
Public Education Specialist	1	0
Admin. Secretary	1	1
Fire Chief	1	1
Programs Manager	1	1
Communications Coordinator - IT	0.27	0.27
TOTAL	4.27	3.27
TOTAL 6410 & 6420	84.27	80.27

CONTRACTUAL (30-40)

Copy Rental and Supplies	3,500
Pest Control	2,000
Employment Ads	400
Printing and Literature	1,000
Insurance Liability	5,000
Polygraphs for New Hires	2,400
Contract Negotiations & Arbitration	10,700
TOTAL	25,000

**PERSONNEL
POSITIONS
SUMMARY:**

2005-06 - 92.5
2006-07 - 92.5
2007-08 - 89.75
2008-09 - 89
2009-10 - 89
2010-11 - 89
2011-12 - 87
2012-13 - 89
2013-14 - 89.5
2014-15 - 85.27
2015-16 - 80.27
2016-17 - 84.27

BENEFITS (6410 - SWORN EMPLOYEES)

15-01 SOCIAL SECURITY	81,591
15-02 EMPLOYEES' RETIREMENT	1,149,608
15-03 GROUP INSURANCE	740,562
15-04 WORKERS COMP INSURANCE	315,989
15-06 TRAVEL & SCHOOL	14,250
15-07 UNIFORMS & PROTECTIVE GEAR	23,750
15-08 100% LOCAL OPT LIFE INSURANCE	12,000
15-13 LIFE	7,680
15-14 DENTAL	83,956
15-20 OVERHEAD HEALTH COST	19,615
15-98 RETIREE INSURANCE	327,229
TOTAL BENEFITS-SWORN	2,776,231

BENEFITS (6420 - CIVILIAN EMPLOYEES)

15-01 SOCIAL SECURITY	10,170
15-02 EMPLOYEES' RETIREMENT	50,450
15-03 GROUP INSURANCE	34,682
15-13 LIFE	410
15-14 DENTAL	4,219
15-20 OVERHEAD HEALTH COST	1,468
15-98 RETIREE INSURANCE	10,065
TOTAL BENEFITS-CIVILIAN	111,464

TOTAL BENEFITS

2,887,695

MATERIALS & SUPPLIES

20-34 MAINTENANCE OF EQUIPMENT	19,950
20-35 SMALL TOOLS & EQUIP	17,100
20-37 SCBA PARTS & SUPPLIES	8,000
20-38 EMS SUPPLIES	4,000
20-41 SUPPLIES	26,600
20-63 FLEET FUEL	79,638
20-64 FLEET PARTS	107,681
20-65 FLEET LABOR	76,030
TOTAL MATERIALS & SUPPLIES	338,999

(CONTINUED)

FUND: FIRE (040)
 DEPARTMENT: FIRE (64)
 DEPARTMENT HEAD: BERT NORTON
 PAGE THREE

NOTE: The department has been responsible for funding three (3) code enforcement personnel and half (.50) of a secretary. In previous years, the expenditures related to these positions have been expensed to the fire department. Starting in fiscal year 05-06 and continuing to the present, the fire department will fund these positions through an operating transfer to the General Fund, Neighborhood Services, in the amount of \$166,000.

A capital outlay fund for Fire was created in 04-05. The funding source for the capitalization of Fund 041, comes from transfers out of the operational Fund, 040 and includes a sales tax for capital outlay which was approved 1-1-12. The sales tax approved 1-1-12 is deposited directly into Fund 041.

OTHER SERVICES & CHARGES (SWORN EMPLOYEES)	
30-21 SURPLUS PROPERTY	5,867
30-23 UPKEEP REAL PROPERTY	15,000
30-40 CONTRACTUAL	25,000
30-43 ANNUAL SOFTWARE MAINTENANCE	25,000
30-54 VEHICLE ACCIDENT INSURANCE	4,000
30-72 MEMBERSHIPS & SUBSCRIPTIONS	5,000
30-85 INSUR: FIRE, THEFT, LIAB, LABOR RELATIONS	71,345
30-86 AUDIT	2,022
31-01 UTILITIES	50,000
31-02 COMMUNICATIONS	8,000
TOTAL OTHER SERVICES & CHARGES	<u>211,234</u>

FIRE PREVENTION DIVISION

MATERIALS & SUPPLIES	
20-34 MAINTENANCE OF EQUIPMENT	350
20-41 SUPPLIES	1,450
TOTAL MATERIALS & SUPPLIES	<u>1,800</u>

OTHER SERVICES & CHARGES	
30-72 MEMBERSHIPS/SUBSCRIPTIONS	1,700
30-73 PUBLICATIONS	1,450
TOTAL OTHER SERVICES & CHARGES	<u>3,150</u>

TRAINING DIVISION

MATERIALS & SUPPLIES	
20-34 MAINTENANCE OF EQUIPMENT	150
20-41 SUPPLIES	500
TOTAL MATERIALS & SUPPLIES	<u>650</u>

OTHER SERVICES & CHARGES	
30-40 CONTRACTUAL	1,000
30-73 PUBLICATIONS	2,000
30-74 MED/5YR HAZ MAT, ENTRY, HEARING, HEP	11,000
30-75 TUITION/FEES FOR TRAINING & CONF	16,650
30-76 TRAVEL AND MEALS	9,500
TOTAL OTHER SERVICES & CHARGES	<u>40,150</u>

TRANSFERS OUT	
80-33 OPERATING TRANSFER (010)	166,000
80-41 FIRE CAPITALIZATION (041)	212,500
TOTAL TRANSFERS OUT	<u>378,500</u>

TOTAL DEPARTMENT REQUEST	<u><u>10,696,747</u></u>
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FUND: FIRE CAPITALIZATION (041)
 DEPARTMENT: FIRE (64)
 DEPARTMENT HEAD: BERT NORTON

EXPENDITURES	ACTUAL 2014-2015	AMENDED BUDGET 2015-2016	ESTIMATED ACTUAL 2015-2016	BUDGET 2016-2017
OTHER SERVICES	-	289	289	289
CAPITAL OUTLAY	598,096	661,442	645,397	398,520
DEBT SERVICE	234,143	234,143	234,143	234,143
TOTAL	832,239	895,874	879,829	632,952

REVENUES	ACTUAL 2014-2015	AMENDED BUDGET 2015-2016	ESTIMATED ACTUAL 2015-2016	BUDGET 2016-2017
TAXES	319,027	324,974	323,593	323,593
INTEREST	18,854	15,240	11,211	10,822
MISC	1,250	3,050	3,050	-
ASSET RETIREMENT	20,000	100,000	27,050	-
TRANSFERS (Fire 040)	250,000	25,946	25,946	212,500
TOTAL	609,131	469,210	390,850	546,915

BUDGETARY FUND BALANCE:	BUDGET FUND BAL.	REVENUES	EXPENSES	FUND BALANCE	
6/30/2013	520,074	751,596	455,726	815,944	6/30/2014
6/30/2014	815,944	609,131	832,239	592,836	6/30/2015
6/30/2015	592,836	390,850	879,829	103,857	6/30/2016 - EST
6/30/2016	103,857	546,915	632,952	17,820	6/30/2017 - EST

FINAL BUDGET 2016-2017

OTHER SERVICES & CHARGES	
30-86 AUDIT	289
TOTAL OTHER SERVICES & CHARGES	289

CAPITAL OUTLAY	
40-01 VEHICLES	310,000
40-02 EQUIPMENT	80,420
40-49 COMPUTERS	8,100
TOTAL CAPITAL OUTLAY	398,520

DEBT SERVICE	
70-01 PRINCIPAL	189,688
71-01 INTEREST	44,455
TOTAL DEBT SERVICE	234,143

TOTAL DEPARTMENT REQUEST	632,952
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CAPITAL OUTLAY FY 16-17

(5) Sets Bunker Gear	11,000
(5) Pair Firefighting Boots	2,000
Five Year Fire Truck Replacement Fund	100,000
Five Year SCBA Equipment Compliance Upgrade	25,000
Command equipment for truck - extra lighting	10,000
Rescue Squad	200,000
(82) Fire Helmets	25,420
Computer Replacement	6,000
(5) Radios	12,000
(2) Dishwashers	2,000
(1) Ice Maker	1,000
(1) Refrigerator	2,000
(3) Ipads	2,100
TOTAL	398,520

(CONTINUED)

FUND: FIRE CAPITALIZATION (041)
DEPARTMENT: FIRE (64)
DEPARTMENT HEAD: BERT NORTON
PAGE TWO

Loan Information (Refinanced 03/01/2011)

A loan of \$275,000 occurred during Fiscal Year 08-09 - related to completion of the new fire stations. Debt service payment began June, 2009 on an eight year, 5% note.

A loan of \$225,000 to occurred during Fiscal Year 09-10 - related to the remodel of stations 1 and 5. Debt service payment began August, 2009 on an eight year, 5% note.

A loan of \$245,000 to occurred during Fiscal Year 09-10 - funding remaining balance due on Engine #4. Debt service payment to began May, 2010 on an eight year, 5% note.

FY 10-11 Loan

loan of \$1,145,000 during Fiscal Year 10-11. Loan refinanced previous 3 loans and is funding for a new roof-Station 1, aerial apparatus & misc. Debt service payment began April, 2011 on a ten year, 5% note.

FY 12-13 Loan

A loan of \$1,950,000 at 3.75% occurred on July 1, 2012. Proceeds will payoff existing loan of \$1,035,000. The additional proceeds of the loan will purchase aerial apparatus, rescue engine, brusher pump, and demo apparatus. Outstanding loan balance as of June 30, 2016 is \$1,271,817. **Loan will term 7-1-2022.**

CAPITAL OUTLAY FY 15-16 ESTIMATED ACTUAL

(5) Bunker Gear	11,000
(5) Firefighting Boots	2,000
(2) @ \$100,000 each 5 Year Fire Truck Replacement Fund	200,000
(2) @ \$25,000 each 5 Year SCBA Equipment Compliance Upgrade	50,000
SCBA Compressor	45,051
Radio Trunking Hardware & Software	10,000
800mhz Radio Upgrade	33,000
VHF Radio Upgrade	10,000
(84) Multi Season Outwear Jackets	12,000
Retaining Wall Fire Station 5	5,000
(5) Replacement Radios & Batteries	12,000
(1) Dishwasher	1,000
(1) Ice Maker	1,000
(1) Refrigerator	1,500
Brush Pumper	167,253
Fire Marshal Vehicle	28,250
Thermal Imaging Camera	7,999
Station 1 Kitchen	7,000
Computer Workstations	6,000
Document Imaging System	9,398
Executime	25,946
Total	645,397

FUND: WELCOME CENTER (045)
DEPARTMENT: WELCOME CENTER (74)
DEPARTMENT HEAD: VAUGHN SULLIVAN

EXPENDITURES	ACTUAL 2014-2015	AMENDED BUDGET 2015-2016	ESTIMATED ACTUAL 2015-2016	BUDGET 2016-2017
PERSONAL SERVICES	110,733	112,950	109,218	114,411
BENEFITS	30,822	36,154	35,011	34,340
MATERIALS & SUPPLIES	18,589	12,802	11,104	11,700
OTHER SERVICES	21,037	34,285	28,096	33,455
CAPITAL OUTLAY	18,676	40,091	32,885	18,550
TOTAL	199,857	236,282	216,314	212,456

REVENUES	ACTUAL 2014-2015	AMENDED BUDGET 2015-2016	ESTIMATED ACTUAL 2015-2016	BUDGET 2016-2017
INVESTMENT INTEREST	8,978	9,074	7,480	7,440
MISCELLANEOUS	25,877	12,000	26,024	24,796
TRANSFERS IN- (225)	174,487	174,807	179,964	179,918
TOTAL	209,341	195,881	213,468	212,154

BUDGETARY FUND BALANCE:	BUDGET FUND BAL.	REVENUES	EXPENSES	FUND BALANCE
6/30/2013	300,226	218,815	203,037	316,004
6/30/2014	316,004	209,341	199,857	325,488
6/30/2015	325,488	213,468	216,314	322,642
6/30/2016	322,642	212,154	212,456	322,340
			Excludes Capital Outlay & Transfers Out	(9,695)
				5% Reserve
				312,645

Note: Transfer in comes from 30% of the distribution of the Hotel / Motel Tax Fund (225)

FINAL BUDGET 2016-2017

PERSONAL SERVICES	
10-01 SALARIES	70,129
10-02 WAGES	37,000
10-03 OVERTIME	500
10-07 ALLOWANCES	1,840
10-10 LONGEVITY	1,464
10-11 SICK LEAVE BUY BACK	1,344
10-13 PDO BUYBACK	540
10-14 SICK LEAVE INCENTIVE	1,125
10-95 1X SALARY ADJUSTMENT	469
TOTAL PERSONAL SERVICES	114,411

BENEFITS	
15-01 SOCIAL SECURITY	8,752
15-02 EMPLOYEES' RETIREMENT	10,838
15-03 GROUP INSURANCE	8,394
15-04 WORKER'S COMP INSURANCE	2,717
15-06 TRAVEL & SCHOOL	1,500
15-07 UNIFORMS	500
15-13 LIFE	120
15-14 DENTAL	1,213
15-20 OVERHEAD HEALTH CARE COST	306
TOTAL BENEFITS	34,340

MATERIALS & SUPPLIES	
20-34 MAINTENANCE OF EQUIPMENT	600
20-35 SMALL TOOLS & EQUIPMENT	800
20-41 SUPPLIES	3,800
20-44 GIFT SHOP SUPPLIES	6,500
TOTAL MATERIALS & SUPPLIES	11,700

(CONTINUED)

FUND: WELCOME CENTER (045)
DEPARTMENT: WELCOME CENTER (74)
DEPARTMENT HEAD: VAUGHN SULLIVAN
PAGE TWO

PERMANENT STAFFING	FY 16-17	FY 15-16
Travel Info Cntr Coordinator	1	1
Facilities Project Supervisor	0.25	0.25
TOTAL	1.25	1.25
PART TIME:	FY 16-17	FY 15-16
Info Cntr Asst	4	3

Added Part-time Info Cntr Asst @ 16 hours per week FY 16-17
 Eliminated Admin Sec and added Part-time Info Cntr Asst @ 16 hours per week FY 13-14
 Administrative Sec. - Allocation of 10% FY 12-13
 .25 Facilities Project Supervisor from 010-09 Street Dept

PERSONNEL POSITIONS SUMMARY:

2006-07 - 4
2007-08 - 3.25
2008-09 - 3.67
2009-10 - 3.25
2010-11 - 3.25
2011-12 - 3.25
2012-13 - 3.35
2013-14 - 4.25
2014-15 - 4.25
2015-16 - 4.25
2016-17 - 5.25

OTHER SERVICES & CHARGES

30-01 UTILITIES & COMMUNICATIONS	9,000
30-23 UPKEEP REAL PROPERTY	7,500
30-40 CONTRACTUAL	7,240
30-43 HARDWARE/SOFTWARE MAINTENANCE	600
30-49 CREDIT CARD FEES	1,000
30-72 MEMBERSHIPS & SUBSCRIPTIONS	500
30-81 ADVERTISING/PROMOTION	2,230
30-81 ADVERTISING/PROMOTION (BILLBOARD)	3,000
30-85 INSURANCE	2,385
TOTAL OTHER SERVICES & CHARGES	33,455

CAPITAL OUTLAY

40-02 EQUIPMENT	6,700
40-15 IMPROVEMENTS OTHER THAN BLDGS	11,850
TOTAL CAPITAL OUTLAY	18,550

TOTAL DEPARTMENT REQUEST 212,456

CAPITAL OUTLAY FY 16-17

Replace (3) Ergonomic Counter Height Adj Chairs	1,200
Design/Install Security System	5,500
Construction of Doggie Rest Stop	11,850
TOTAL	18,550

CAPITAL OUTLAY FY 15-16 ESTIMATED ACTUAL

Replace (2) Gas & (1) Electric Furnace	11,320
Computer Replacement	1,200
Water Heater	3,500
Executime	589
Document Imaging System	1,261
I-40 Directional Signage	15,015
TOTAL	32,885

FUND: CONVENTION AND VISITOR BUREAU / ECONOMIC DEVELOPMENT (046)
DEPARTMENT: CONVENTION AND VISITOR BUREAU (07) & ECONOMIC DEVELOPMENT (87)
DEPARTMENT HEAD: GUY HENSON/TIM LYON

FINAL BUDGET 2016-2017

EXPENDITURES	ACTUAL 2014-2015	AMENDED BUDGET 2015-2016	ESTIMATED ACTUAL 2015-2016	BUDGET 2016-2017
PERSONAL SERVICES	139,604	147,683	147,568	152,678
BENEFITS	43,278	60,076	55,963	61,621
MATERIALS & SUPPLIES	13,637	2,400	991	1,380
OTHER SERVICES	170,429	105,733	92,384	210,840
CAPITAL OUTLAY	-	8,328	7,906	1,300
TOTAL	366,948	324,220	304,812	427,819

REVENUES	ACTUAL 2014-2015	AMENDED BUDGET 2015-2016	ESTIMATED ACTUAL 2015-2016	BUDGET 2016-2017
MISCELLANEOUS	51,360	-	-	-
INTEREST	3,734	3,510	3,844	3,900
TRANSFERS IN	335,708	326,306	335,933	335,847
TOTAL	390,802	329,816	339,777	339,747

BUDGETARY FUND BALANCE:	BUDGET FUND BAL.	REVENUES	EXPENSES	FUND BALANCE
6/30/2013	79,144	422,311	385,284	116,171
6/30/2014	116,171	390,802	366,948	140,024
6/30/2015	140,024	339,777	304,812	174,989
6/30/2016	174,989	339,747	427,819	86,917
			<i>Excludes Capital Outlay & Transfers Out</i>	(21,326)
				5% Reserve
				65,591

CVB - 0710	
PERSONAL SERVICES	
10-01 SALARIES	59,222
10-07 ALLOWANCES	1,680
10-10 LONGEVITY	888
10-13 PDO BUYBACK	456
10-95 1X SALARY ADJUSTMENT	170
TOTAL PERSONAL SERVICES	62,416
BENEFITS	
15-01 SOCIAL SECURITY	4,775
15-02 EMPLOYEES' RETIREMENT	8,738
15-03 GROUP INSURANCE	4,606
15-06 TRAVEL & SCHOOL	3,600
15-13 LIFE	96
15-14 DENTAL	382
15-20 OVERHEAD HEALTH CARE COST	245
TOTAL BENEFITS	22,442
MATERIALS & SUPPLIES	
20-41 SUPPLIES	380
TOTAL MATERIALS & SUPPLIES	380
OTHER SERVICES & CHARGES	
30-40 CONTRACTUAL	16,600
30-46 CONFERENCE INCENTIVE FUNDS	25,000
30-72 MEMBERSHIP/SUBSCRIPTIONS	1,620
30-81 ADVERTISING / PROMOTION	30,520
TOTAL OTHER SERVICES & CHARGES	73,740
CAPITAL OUTLAY	
40-02 EQUIPMENT	500
TOTAL CAPITAL OUTLAY	500
TOTAL DIVISION REQUEST	159,478

Note: Transfer in comes from 56% of the distribution of the Hotel / Motel Tax Fund (225)

(CONTINUED)

FUND: CONVENTION AND VISITOR BUREAU / ECONOMIC DEVELOPMENT (046)
DEPARTMENT: CONVENTION AND VISITOR BUREAU (07) & ECONOMIC DEVELOPMENT (87)
DEPARTMENT HEAD: GUY HENSON/TIM LYON
PAGE TWO

PERMANENT STAFFING **FY 16-17** **FY 15-16**

CVB - 0710

Convention/Tourism Mgr	1	1
TOTAL	1	1

Economic Dev - 8710

Economic Dev Director	1	1
TOTAL	1	1

TOTAL 0710 & 8710 2 2

Economic Development Director added in FY 14-15

ADVERTISING & PROMOTION (30-81)

OTRD State Travel Guide	4,000
FCMA Travel Guide	2,500
Tinker Base Guide & Directory	1,000
Production of 2017 Visitors Guide	12,000
Commemorative 75th Bday AddL Content	3,000
Graphic Design for Ads	600
OTIA Governor's Conference Sponsorship	1,000
OSAE Conference Corporate Sponsorship	2,000
Meeting Planner Guide	1,100
Tinker Take Off Living in OK Insert	820
Promotional Items	500
Unexpected Advertising/Promotion/Tradesh	2,000
TOTAL	30,520

CAPITAL OUTLAY FY 16-17

Desk Top Ink Jet Printer	500
Chairs for Conference Table	800
TOTAL	1,300

CAPITAL OUTLAY FY 15-16 ESTIMATED ACTUAL

CVB Indoor Signage	5,000
Computer	1,028
Executime	428
Proj Roll Dupl Budget	1,450
TOTAL	7,906

**PERSONNEL
POSITIONS
SUMMARY:**

- 2006-07 - 1
- 2007-08 - 1
- 2008-09 - 1.14
- 2009-10 - 1.56
- 2010-11 - 1.56
- 2011-12 - 1.56
- 2012-13 - 1.56
- 2013-14 - 1.56
- 2014-15 - 2.56
- 2015-16 - 2
- 2016-17 - 2

ECONOMIC DEVELOPMENT - 8710

PERSONAL SERVICES

10-01 SALARIES	84,159
10-07 ALLOWANCES	4,380
10-13 PDO BUYBACK	653
10-14 SICK LEAVE INCENTIVE	900
10-95 1X SALARY ADJUSTMENT	170
TOTAL PERSONAL SERVICES	90,262

BENEFITS

15-01 SOCIAL SECURITY	6,905
15-02 EMPLOYEES' RETIREMENT	12,637
15-03 GROUP INSURANCE	11,422
15-06 TRAVEL & SCHOOL	5,900
15-13 LIFE	96
15-14 DENTAL	1,339
15-20 OVERHEAD HEALTH CARE COST	880
TOTAL BENEFITS	39,179

MATERIALS & SUPPLIES

20-41 SUPPLIES	1,000
TOTAL MATERIALS & SUPPLIES	1,000

OTHER SERVICES & CHARGES

30-01 UTILITIES/COMMUNICATIONS	500
30-16 MWC CHAMBER CONTRACT	36,000
30-40 CONTRACTUAL	10,000
30-40 CONTRACTUAL - Heritage Park TIF	45,000
30-40 CONTRACTUAL - 8888 SE 29TH St TIF	45,000
30-72 MEMBERSHIP/SUBSCRIPTIONS	600
TOTAL OTHER SERVICES & CHARGES	137,100

CAPITAL OUTLAY

40-02 MACHINERY,FURN,EQUIP	800
TOTAL CAPITAL OUTLAY	800

TOTAL DIVISION REQUEST 268,341

TOTAL DEPARTMENT REQUEST **427,819**

FUND: DRAINAGE TAX (050)
 DEPARTMENT: DRAINAGE (65)
 DEPARTMENT HEAD: GUY HENSON

EXPENDITURES	ACTUAL 2014-2015	AMENDED BUDGET 2015-2016	ESTIMATED ACTUAL 2015-2016	BUDGET 2016-2017
CAPITAL OUTLAY	395,932	320,794	259,440	186,057
TOTAL	395,932	320,794	259,440	186,057

REVENUES	ACTUAL 2014-2015	AMENDED BUDGET 2015-2016	ESTIMATED ACTUAL 2015-2016	BUDGET 2016-2017
INTEREST	13,992	13,265	5,607	5,147
MISCELLANEOUS	800	800	800	-
TRANSFERS IN (FUND 157)	-	180,000	180,000	-
TOTAL	14,792	194,065	186,407	5,147

BUDGETARY FUND BALANCE:	BUDGET FUND BAL	REVENUES	EXPENSES	FUND BALANCE
6/30/2013	1,250,038	27,457	642,412	635,083
6/30/2014	635,083	14,792	395,932	253,943
6/30/2015	253,943	186,407	259,440	180,910
6/30/2016	180,910	5,147	186,057	-

FINAL BUDGET 2016-2017

CAPITAL OUTLAY	
40-05 UTILITY IMPROVEMENTS	186,057
TOTAL CAPITAL OUTLAY	186,057

TOTAL DEPARTMENT REQUEST 186,057

CAPITAL OUTLAY FY 15-16 ESTIMATED ACTUAL

92" Storm Sewer Replacement West of Air Depot (Original Budget \$291,354, Project 651601)	230,000
Drainage Channel 15th - Baseball Field	29,440
TOTAL	259,440

CAPITAL OUTLAY DETAIL: FY 16-17

Travellers Inn Drainage Construction Box Re-constructior	45,000
SE 21st / Avery Drainage Project	50,000
Reno Storm Sewer Extension East of Woodside	50,000
Other Projects to be Approved by Council	41,057
TOTAL	186,057

FUND: CAPITAL DRAINAGE (060)
DEPARTMENT: DRAINAGE IMPROVEMENTS (072)
DEPARTMENT HEAD: VAUGHN SULLIVAN

EXPENDITURES	ACTUAL 2014-2015	AMENDED BUDGET 2015-2016	ESTIMATED ACTUAL 2015-2016	BUDGET 2016-2017
PERSONAL SERVICES	181,453	188,144	188,060	194,948
BENEFITS	74,130	79,130	75,366	99,529
MATERIALS & SUPPLIES	108,818	121,673	80,823	123,794
OTHER SERVICES	37,967	53,933	46,259	54,325
CAPITAL OUTLAY	-	50,304	50,304	52,000
TOTAL	402,369	493,184	440,812	524,596

REVENUES	ACTUAL 2014-2015	AMENDED BUDGET 2015-2016	ESTIMATED ACTUAL 2015-2016	BUDGET 2016-2017
CHARGES FOR SVCS	444,051	422,586	448,304	443,798
INTEREST	8,085	8,501	7,632	7,884
TOTAL	452,136	431,087	455,936	451,682

BUDGETARY FUND BALANCE:	BUDGET FUND BAL.	REVENUES	EXPENSES	FUND BALANCE	
6/30/2013	256,714	445,859	417,468	285,105	06/30/14
6/30/2014	285,105	452,136	402,369	334,872	06/30/15
6/30/2015	334,872	455,936	440,812	349,996	06/30/16 - EST
6/30/2016	349,996	451,682	524,596	277,082	06/30/17 - EST
			Excludes Capital Outlay	(23,630)	5% Reserve
				<u>253,452</u>	

FINAL BUDGET 2016-2017

PERSONAL SERVICES	
10-01 SALARY	182,973
10-03 OVERTIME	2,000
10-07 ALLOWANCES	960
10-10 LONGEVITY	6,289
10-12 VACATION BUYBACK	500
10-13 PDO BUYBACK	412
10-14 SICK LEAVE INCENTIVE	675
10-19 ONCALL	500
10-95 1X SALARY ADJUSTMENT	639
TOTAL PERSONAL SERVICES	194,948

BENEFITS	
15-01 SOCIAL SECURITY	14,914
15-02 EMPLOYEES' RETIREMENT	27,293
15-03 GROUP INSURANCE	28,180
15-04 WORKER'S COMP INSURANCE	22,720
15-06 TRAVEL & SCHOOL	950
15-07 UNIFORMS	1,300
15-13 LIFE	360
15-14 DENTAL	2,894
15-20 OVERHEAD HEALTH CARE COST	919
TOTAL BENEFITS	99,529

MATERIALS & SUPPLIES	
20-41 SUPPLIES	47,500
20-63 FLEET FUEL	17,470
20-64 FLEET PARTS	39,065
20-65 FLEET LABOR	19,759
TOTAL MATERIALS & SUPPLIES	123,794

OTHER SERVICES	
30-22 PWA REIMBURSEMENT	39,333
30-40 CONTRACTUAL	14,250
30-85 INSURANCE-FIRE, THEFT, LIAB	742
TOTAL OTHER SERVICES	54,325

CAPITAL OUTLAY	
40-02 EQUIPMENT	52,000
TOTAL CAPITAL OUTLAY	52,000

TOTAL DEPARTMENT REQUEST **524,596**

(CONTINUED)

FUND: CAPITAL DRAINAGE (060)
DEPARTMENT: DRAINAGE IMPROVEMENTS (072)
DEPARTMENT HEAD: VAUGHN SULLIVAN
PAGE TWO

PERMANENT STAFFING	FY 16-17	FY 15-16
Street Supervisor	0.25	0.25
Street Project Supervisor	0.50	0.50
Equipment Operator III	1	1
Equipment Operator II	1	1
Equipment Operator I	1	1
TOTAL	3.75	3.75

**PERSONNEL
POSITIONS
SUMMARY:**

2006-07 - 4
2007-08 - 4
2008-09 - 4
2009-10 - 3.75
2010-11 - 3.75
2011-12 - 3.75
2012-13 - 3.75
2013-14 - 3.75
2014-15 - 3.75
2015-16 - 3.75
2016-17 - 3.75

CAPITAL OUTLAY FY 16-17

Trackhoe (1st of 5 yr funding)	20,000
Skid Steer Track Loader (2nd yr Funding)	32,000
TOTAL	52,000

CAPITAL OUTLAY FY 15-16 ESTIMATED ACTUAL

Equipment Trailer	17,500
Executime	804
Skid Steer Track Loader (1st yr Funding)	32,000
TOTAL	50,304

PROPOSED 06/14/2016

FUND: STORM WATER QUALITY (061)
DEPARTMENT: STORM WATER QUALITY (61)
DEPARTMENT HEAD: TIM LYON

EXPENDITURES	ACTUAL 2014-2015	AMENDED BUDGET 2015-2016	ESTIMATED ACTUAL 2015-2016	BUDGET 2016-2017
PERSONAL SERVICES	347,672	377,925	348,467	375,214
BENEFITS	142,203	155,597	137,271	153,312
MATERIALS & SUPPLIES	77,798	86,013	62,987	82,189
OTHER SERVICES	146,313	169,501	156,795	175,430
CAPITAL OUTLAY	1,887	131,700	130,029	150,000
TRANSFERS OUT	41,907	41,907	41,907	41,907
TOTAL	757,781	962,643	877,456	978,052

REVENUES	ACTUAL 2014-2015	AMENDED BUDGET 2015-2016	ESTIMATED ACTUAL 2015-2016	BUDGET 2016-2017
LICENSES & PERMITS	7,910	5,611	7,135	6,858
CHARGES FOR SERVICES	722,817	717,722	731,816	732,253
INTEREST	24,516	25,138	21,593	19,112
MISCELLANEOUS	861	1,000	500	500
TRANSFERS IN	-	-	-	801
TOTAL	756,104	749,471	761,044	759,524

BUDGETARY FUND BALANCE:	BUDGET FUND BAL.	REVENUES	EXPENSES	FUND BALANCE
6/30/2013	834,111	744,319	692,330	886,100
6/30/2014	886,100	756,104	757,781	884,423
6/30/2015	884,423	761,044	877,456	768,011
6/30/2016	768,011	759,524	978,052	549,483

Excludes Capital Outlay & Transfers Out
(39,307) 5% Reserve
510,176

	2014	2015	EST 2016	BUDGET 2017
CHARGES TO OTHER CITIES	25,982	31,613	33,467	33,500

FINAL BUDGET 2016-2017

PERSONAL SERVICES	
10-01 SALARIES	334,839
10-02 WAGES	10,000
10-03 OVERTIME	5,000
10-07 ALLOWANCES	1,528
10-10 LONGEVITY	7,152
10-11 SL BUYBACK	4,641
10-12 VL BUYBACK	1,100
10-13 PDO BUYBACK	1,666
10-14 SICK LEAVE INCENTIVE	4,194
10-19 ON CALL	4,100
10-95 1X SALARY ADJUSTMENT	994
TOTAL PERSONAL SERVICES	375,214

BENEFITS	
15-01 SOCIAL SECURITY	28,704
15-02 EMPLOYEES' RETIREMENT	51,130
15-03 GROUP INSURANCE	44,261
15-04 WORKER'S COMP INSURANCE	10,366
15-06 TRAVEL & SCHOOL	7,000
15-07 UNIFORMS	3,605
15-13 LIFE	560
15-14 DENTAL	4,844
15-20 OVERHEAD HEALTH CARE COST	1,429
15-98 RETIREE INSURANCE	1,413
TOTAL BENEFITS	153,312

MATERIALS & SUPPLIES	
20-34 MAINTENANCE OF EQUIPMENT	4,500
20-41 SUPPLIES	26,800
20-49 CHEMICALS	8,000
20-63 FLEET FUEL	10,725
20-64 FLEET PARTS	17,655
20-65 FLEET LABOR	14,509
TOTAL MATERIALS & SUPPLIES	82,189

(CONTINUED)

FUND: STORM WATER QUALITY (061)
DEPARTMENT: STORM WATER QUALITY (61)
DEPARTMENT HEAD: TIM LYON
PAGE TWO

PERMANENT STAFFING	FY 16-17	FY 15-16
Storm Water Quality Mgr	1	1
Storm Water Lead Technician	1	0
Storm Water Quality Tech	3	4
GIS Coordinator	0.17	0.17
Lab Technician	0.66	0.66
TOTAL	5.83	5.83

SEASONAL STAFFING	FY 16-17	FY 15-16
GPS/GIS Data Coll & Entry	2	2

.66 Lab Technician added in FY 14-15
.34 Lab Technician left in fund 192 FY 14-15

CAPITAL OUTLAY FY 16-17

Street Sweeper (1) 1st of 2 year funding	125,000
Two (2) Outdoor Cameras	2,000
Two (2) Exterior Door Cameras	2,000
Two (2) Ext Door, One (1) Int Door Access Points	9,000
Two (2) Laserfiche Scanners	2,000
City Works Permitting, Licensing, and Land Database Module	10,000
TOTAL	150,000

CAPITAL OUTLAY FY 15-16 ESTIMATED ACTUAL

Computer	1,200
Tray Sealer	6,000
HHW Permanent Bldg	100,000
Executime	1,357
Fencing HHW Bldg	13,500
Computer Replacement	2,400
Desktop Computer	1,050
Laptop	2,000
Document Imaging System	2,522
TOTAL	130,029

**PERSONNEL
POSITIONS
SUMMARY:**

2006-07 - 5
2007-08 - 6.17
2008-09 - 7.17
2009-10 - 7.17
2010-11 - 6.17
2011-12 - 6.17
2012-13 - 5.17
2013-14 - 5.17
2014-15 - 5.83
2015-16 - 5.83
2016-17 - 5.83

OTHER SERVICES & CHARGES

30-01 UTILITIES & COMMUNICATIONS	12,000
30-21 SURPLUS PROPERTY	1,071
30-22 PWA REIMBURSEMENT	110,426
30-23 UPKEEP REAL PROPERTY	5,500
30-40 CONTRACTUAL	26,000
30-43 HARDWARE/SOFTWARE MAINT	600
30-49 CREDIT CARD FEES	2,494
30-72 MEMBERSHIPS & SUBSCRIPTIONS	1,000
30-85 INSURANCE - FIRE, THEFT, LIAB	15,786
30-86 ANNUAL AUDIT	553
TOTAL OTHER SERVICES & CHARGES	175,430

CAPITAL OUTLAY

40-01 VEHICLES	125,000
40-02 EQUIPMENT	6,000
40-14 REMODEL	9,000
40-50 SOFTWARE	10,000
TOTAL CAPITAL OUTLAY	150,000

TRANSFERS OUT

80-33 TRANSFERS (GENERAL 010)	41,907
TOTAL TRANSFERS OUT	41,907

TOTAL DEPARTMENT REQUEST **978,052**

CONTRACTUAL (30-40)

HHW Disposal at Facility	18,550
Janitorial for 8726 SE 15th St	5,450
COSWA Radio Ad	2,000
TOTAL	26,000

FUND: STREET TAX (065)
DEPARTMENT: DEDICATED TAX: STREET / PARKS / TRAILS & SIDEWALKS / PUBLIC TRANSPORTATION
DEPARTMENT HEAD: GUY HENSON

EXPENDITURES	ACTUAL 2014-2015	AMENDED BUDGET 2015-2016	ESTIMATED ACTUAL 2015-2016	BUDGET 2016-2017
OTHER SERVICES	8,200	42,000	42,000	42,000
CAPITAL OUTLAY	230,314	1,043,355	998,265	350,384
TOTAL	238,514	1,085,355	1,040,265	392,384

REVENUES	ACTUAL 2014-2015	AMENDED BUDGET 2015-2016	ESTIMATED ACTUAL 2015-2016	BUDGET 2016-2017
TAXES	425,370	433,300	431,457	431,457
INTEREST	30,226	31,697	25,133	25,760
TRANSFERS IN	-	17,878	17,878	-
TOTAL	455,596	482,875	474,468	457,217

BUDGETARY FUND BALANCE:	BUDGET FUND BAL.	REVENUES	EXPENSES	FUND BALANCE	
6/30/2013	470,206	456,770	64,047	862,929	6/30/2014
6/30/2014	862,929	455,596	238,514	1,080,011	6/30/2015
6/30/2015	1,080,011	474,468	1,040,265	514,214	6/30/2016 - EST
6/30/2016	514,214	457,217	392,384	579,047	6/30/2017 - EST

*Funding from Ordinance 3145. Sales Tax effective January 1, 2012.
 Restricted for Streets, Parks, Trails & Sidewalks and Public Transportation
 as approved by the City Council.*

FINAL BUDGET 2016-2017

STREETS (066)	
CAPITAL OUTLAY	
40-06 INFRASTRUCTURE	100,000
TOTAL DIVISION REQUEST	100,000

PARKS (023)	
CAPITAL OUTLAY	
40-06 INFRASTRUCTURE	115,384
TOTAL DIVISION REQUEST	115,384

TRAILS & SIDEWALKS (006)	
CAPITAL OUTLAY	
40-06 INFRASTRUCTURE	135,000
TOTAL DIVISION REQUEST	135,000

PUBLIC TRANSPORTATION (087)	
OTHER SERVICES AND CHARGES	
30-40 CONTRACTUAL - EMBARK - ADDITIONAL FUNDING	42,000
TOTAL DIVISION REQUEST	42,000

TOTAL DEPARTMENT REQUEST **392,384**

CAPITAL OUTLAY FY 16-17	
Joe Barnes Trail 2nd Year Funding (061613)	65,000
Joe Barnes Trail Asphalt Repaving	50,384
SE 29th from Air Depot to Sooner Road - Trail	135,000
Roto Mill and Overlay Reno from Midwest to Douglas (50%)	100,000
(Additional 50% Funding in Street and Alley, 013)	
TOTAL	350,384

(CONTINUED)

FUND: STREET TAX (065)

DEPARTMENT: DEDICATED TAX: STREET / PARKS / TRAILS & SIDEWALKS / PUBLIC TRANSPORTATION

DEPARTMENT HEAD: GUY HENSON

PAGE TWO

FUND BALANCE ACTUAL AT 6-30-14				
DIVISION/DEPT	6/30/13 FUND BALANCE	25% SALES TAX REVENUES	ACTUAL EXPENSES	6/30/14 FUND BALANCE
STREETS - 066 (Tax & Transfer In)	26,065	109,146		135,211
PARKS - 023	144,782	109,146	64,047	189,881
TRAILS & SIDEWALKS - 006	144,782	109,146		253,928
PUBLIC TRANSPORTATION - 087	144,782	109,146		253,928
INTEREST	9,795	20,188		29,983
	<u>470,206</u>	<u>456,770</u>	<u>64,047</u>	<u>862,929</u>

FUND BALANCE ACTUAL AT 6-30-15				
DIVISION/DEPT	6/30/14 FUND BALANCE	25% SALES TAX REVENUES	ACTUAL EXPENSES	6/30/15 FUND BALANCE
STREETS - 066	135,211	106,343		241,553
PARKS - 023	189,881	106,343	42,319	253,904
TRAILS & SIDEWALKS - 006	253,928	106,343	190,800	169,470
PUBLIC TRANSPORTATION - 087	253,928	106,343	5,395	354,875
INTEREST	29,983	30,226		60,209
	<u>862,929</u>	<u>455,596</u>	<u>238,514</u>	<u>1,080,011</u>

FUND BALANCE ESTIMATED ACTUAL AT 6-30-16				
DIVISION/DEPT	6/30/15 FUND BALANCE	25% SALES TAX REVENUES	ACTUAL EXPENSES	6/30/16 FUND BALANCE
STREETS - 066	241,553	107,864	347,452	1,965
PARKS - 023	253,904	107,864	314,316	47,452
TRAILS & SIDEWALKS - 006	169,470	125,742	252,497	42,715
PUBLIC TRANSPORTATION - 087	354,875	107,864	126,000	336,739
INTEREST	60,209	25,133		85,342
	<u>1,080,011</u>	<u>474,468</u>	<u>1,040,265</u>	<u>514,214</u>

FUND BALANCE ESTIMATED ACTUAL AT 6-30-17				
DIVISION/DEPT	6/30/16 FUND BALANCE	25% SALES TAX REVENUES	ACTUAL EXPENSES	6/30/17 FUND BALANCE
STREETS - 066	1,965	107,864	100,000	9,830
PARKS - 023	47,452	107,864	115,384	39,933
TRAILS & SIDEWALKS - 006	42,715	107,864	135,000	15,580
PUBLIC TRANSPORTATION - 087	336,739	107,864	42,000	402,604
INTEREST	85,342	25,760		111,102
	<u>514,214</u>	<u>457,217</u>	<u>392,384</u>	<u>579,047</u>

CAPITAL OUTLAY FY 15-16 ESTIMATED ACTUAL

ROTO-Mil & Overlay - NE 10th from Air Depot to Crutchco Bridge	140,000
Residential Street Repair	200,000
Playground Equipment - Traub Park	30,000
To Be Approved by Council	76,069
Spray Park Relocation	25,000
Soccer Fence	20,000
SE 29th St. Trail from Sooner to Air Depot	12,220
Engineering for Safe Routes to Schools	9,557
Palmer Loop	15,443
Douglas 10th - 23rd	75,305
Maple Dr - 15th - MWC HS	22,534
Douglas & Wonga	7,000
Sooner/Damron Sidewalk Ext	90,438
(Two) 2 New Signal Heads	7,452
Rail with Trail PH 1	10,250
Traub Park	30,000
Mid America Park Improv	47,997
Spray Park Relocation	75,000
Bus Shelters	84,000
Engineering - W Palmer Loop & MWC Elementary Connector	20,000
TOTAL	998,265

FUND: EMERGENCY OPERATIONS (070)
DEPARTMENT: EMERG OPERATION FUND (21)
DEPARTMENT HEAD: MIKE BOWER

EXPENDITURES	ACTUAL 2014-2015	AMENDED BUDGET 2015-2016	ESTIMATED ACTUAL 2015-2016	BUDGET 2016-2017
PERSONAL SERVICES	279,472	280,894	268,439	293,348
BENEFITS	61,287	65,075	55,458	67,300
MATERIALS & SUPPLIES	3,632	3,000	2,994	3,417
OTHER SERVICES	16,490	30,935	22,938	27,753
CAPITAL OUTLAY	31,608	231,946	231,946	16,000
TRANSFERS OUT	43,498	45,673	45,673	47,957
TOTAL	435,988	657,523	627,448	455,775

REVENUES	ACTUAL 2014-2015	AMENDED BUDGET 2015-2016	ESTIMATED ACTUAL 2015-2016	BUDGET 2016-2017
TAXES	348,030	354,518	353,011	353,011
INVESTMENT INTEREST	20,681	20,596	16,528	16,362
CHARGES FOR SERVICES	27,250	27,250	27,250	27,250
TRANSFERS IN - Fund 143	15,005	22,495	22,495	15,000
TOTAL	410,966	424,859	419,284	411,623

BUDGETARY FUND BALANCE:	BUDGET FUND BAL.	REVENUES	EXPENSES	FUND BALANCE
6/30/2013	729,861	440,537	404,626	765,772
6/30/2014	765,772	410,966	435,988	740,750
6/30/2015	740,750	419,284	627,448	532,586
6/30/2016	532,586	411,623	455,775	488,434

Excludes Capital Outlay & Transfers Out (19,591) **5% Reserve**
468,843

FINAL BUDGET 2016-2017

PERSONAL SERVICES

10-01 SALARIES	209,967
10-03 OVERTIME	46,000
10-04 ADDITIONAL PAY	14,529
10-07 ALLOWANCES	3,780
10-10 LONGEVITY	6,448
10-11 SL BUYBACKS	3,908
10-12 VL BUYBACKS	1,200
10-13 PDO BUYBACKS	3,713
10-14 SICK LEAVE INCENTIVE	2,250
10-19 ON CALL	652
10-27 SHIFT DIFFERENTIAL	480
10-95 1X SALARY ADJUSTMENT	421
TOTAL PERSONAL SERVICES	293,348

BENEFITS

15-01 SOCIAL SECURITY	22,441
15-02 EMPLOYEE'S RETIREMENT	26,540
15-03 GROUP INSURANCE	15,374
15-13 LIFE	240
15-14 DENTAL	1,336
15-20 OVERHEAD HEALTH CARE COST	1,369
TOTAL BENEFITS	67,300

MATERIALS AND SUPPLIES

20-64 FLEET PARTS	1,227
20-65 FLEET LABOR	2,190
TOTAL MATERIALS AND SUPPLIES	3,417

OTHER SERVICES AND CHARGES

30-02 SMALL TOOLS AND EQUIPMENT	2,000
30-21 SURPLUS PROPERTY	1,312
30-24 MAINTENANCE OF EQUIPMENT	7,625
30-40 CONTRACTUAL	2,000
30-43 HARDWARE/SOFTWARE MAINTENANCE	14,500
30-86 AUDIT	316
TOTAL OTHER SERVICES AND CHARGES	27,753

(CONTINUED)

FUND: EMERGENCY OPERATIONS (070)
DEPARTMENT: EMERG OPERATION FUND (21)
DEPARTMENT HEAD: MIKE BOWER
PAGE TWO

PERMANENT STAFFING	FY 16-17	FY 15-16
EOC Manager	1	1
Communication Spec II	1.5	1.5
TOTAL	2.5	2.5

1 Comm Spec II to Fund 70 FY 10-11
.50 Comm Spec II to Fund 70 FY 11-12

**PERSONNEL
POSITIONS
SUMMARY:**

2006-07 - .5
2007-08 - 1
2008-09 - 1
2009-10 - 1
2010-11 - 2
2011-12 - 2.5
2012-13 - 2.5
2013-14 - 2.5
2014-15 - 2.5
2015-16 - 2.5
2016-17 - 2.5

CAPITAL OUTLAY	
40-02 FIXTURES, FURNITURE, EQUIPMENT	16,000
TOTAL CAPITAL OUTLAY	16,000

TRANSFERS OUT	
80-14 TRANSFERS OUT (TECHNOLOGY FUND 14)	47,957
TOTAL TRANSFERS OUT	47,957

TOTAL DEPARTMENT REQUEST 455,775

CAPITAL OUTLAY FY 16-17

Ten (10) Mobile Radios	16,000
TOTAL	16,000

CAPITAL OUTLAY FY 15-16 Estimated Actual

10-Channel Radio Transmitter Combiner	16,000
Repeater Controllers & Interface Equipment	5,000
IP SiteConnect Interface Equipment	10,000
One (1) Lg Monitor for each Workstation (5)	20,000
Executime	536
Upgrade Zetron Module	161,210
Two (2) Laptop Computers	2,200
GPS Frequency Reference	17,000
TOTAL	231,946

PROPOSED 06/14/2016

FUND: PUBLIC WORKS ADMINISTRATION (075)
DEPARTMENT: PUBLIC WORKS ADMINISTRATION (30)
DEPARTMENT HEAD: BILL JANACEK

EXPENDITURES	ACTUAL 2014-2015	AMENDED BUDGET 2015-2016	ESTIMATED ACTUAL 2015-2016	BUDGET 2016-2017
PERSONAL SERVICES	527,260	561,627	561,169	629,955
BENEFITS	189,660	206,713	184,742	202,467
MATERIALS & SUPPLIES	2,283	6,760	2,770	3,644
OTHER SERVICES	90,120	99,348	98,752	136,365
CAPITAL OUTLAY	7,993	81,432	78,087	-
TOTAL	817,316	955,880	925,520	972,431

REVENUES	ACTUAL 2014-2015	AMENDED BUDGET 2015-2016	ESTIMATED ACTUAL 2015-2016	BUDGET 2016-2017
CHARGES FOR SERVICES	856,824	912,824	912,825	971,205
INTEREST	5,830	5,277	5,617	5,296
TRANSFERS IN	-	-	-	801
TOTAL	862,654	918,101	918,442	977,302

BUDGETARY FUND BALANCE:	BUDGET FUND BAL.	REVENUES	EXPENSES	FUND BALANCE
6/30/2013	154,333	882,732	866,176	170,889
6/30/2014	170,889	862,654	817,316	216,227
6/30/2015	216,227	918,442	925,520	209,149
6/30/2016	209,149	977,302	972,431	214,020

FINAL BUDGET 2016-2017

PERSONAL SERVICES	
10-01 SALARIES	544,316
10-03 OVERTIME	4,756
10-07 ALLOWANCES	11,949
10-10 LONGEVITY	10,393
10-11 SL BUYBACK	6,256
10-12 VL BUYBACK	3,200
10-13 PDO BUYBACK	3,335
10-14 SL INCENTIVE	4,545
10-18 SEPARATION PAY	39,904
10-95 1X SALARY ADJUSTMENT	1,301
TOTAL PERSONAL SERVICES	629,955

BENEFITS	
15-01 SOCIAL SECURITY	48,192
15-02 EMPLOYEES' RETIREMENT	88,194
15-03 GROUP INSURANCE	44,069
15-04 WORKERS COMP INSURANCE	5,800
15-06 TRAVEL & SCHOOL	5,932
15-13 LIFE	735
15-14 DENTAL	4,301
15-20 OVERHEAD HEALTH CARE COST	3,832
15-98 RETIREE INSURANCE	1,413
TOTAL BENEFITS	202,467

MATERIALS & SUPPLIES	
20-34 MAINTENANCE OF EQUIPMENT	528
20-41 SUPPLIES	3,116
TOTAL MATERIALS & SUPPLIES	3,644

OTHER SERVICES & CHARGES	
30-23 UPKEEP REAL PROPERTY	3,200
30-40 CONTRACTUAL	9,500
30-43 HARDWARE/SOFTWARE MAINT	73,100
30-72 MEMBERSHIPS & SUBSCRIPTIONS	567
30-85 INSURANCE-FLEET/LIABILITY	32,993
30-86 AUDIT	505
30-90 PUBLIC RELATIONS - CONTRACTUAL	16,500
TOTAL OTHER SERVICES & CHARGES	136,365

TOTAL DEPARTMENT REQUEST 972,431

(CONTINUED)

FUND: PUBLIC WORKS ADMINISTRATION (075)
DEPARTMENT: PUBLIC WORKS ADMINISTRATION (30)
DEPARTMENT HEAD: BILL JANACEK
PAGE TWO

PERMANENT STAFFING	FY 16-17	FY 15-16
Environmental Service Dir	1	1
Community Service Dir	1	1
Office Manager	1	1
Secretary II	3	3
GIS Coordinator	0.5	0
Systems Application Spec	0	1
Safety Coordinator	0.8	0.8
Assistant City Manager	0.25	0.25
Communications Coord - IT	0.105	0.105
TOTAL	7.655	8.155

.80 Safety Coord from Risk (202) FY 12-13
 .105 Communications Coord added FY 14-15
 Systems Application Spec moved to Comm Dev (010-05) FY 16-17
 .50 GIS Coordinator moved from Comm Dev (010-05) FY 16-17

**PERSONNEL
 POSITIONS
 SUMMARY:**

2005-06 - 7.5
 2006-07 - 6.75
 2007-08 - 5.75
 2008-09 - 7
 2009-10 - 7.5
 2010-11 - 7.5
 2011-12 - 7.5
 2012-13 - 8.30
 2013-14 - 8.30
 2014-15 - 8.405
 2015-16 - 8.155
 2016-17 - 7.655

SOURCES OF REVENUE BY DEPARTMENT

Sanitation	200,360
Water	213,665
Wastewater	241,830
Street	128,199
Drainage	39,333
Golf Courses	37,392
Storm Water	110,426
TOTAL	971,205

CAPITAL OUTLAY FY 15-16 ESTIMATED ACTUAL

Desk, Filing Cabinets, Refrigerator & Microwave	5,000
Replace Computers and Hardware	4,000
Cityworks Upgrade	4,200
Furniture & Appliances	697
Furniture, Etc	7,789
Computers & Hardware	4,400
Executime	1,748
Document Imaging System	5,044
Software	21,310
Software Maintenance and Microfiche Scanner	23,899
TOTAL	78,087

FUND: INTERSERVICE (080)
DEPARTMENT: FLEET SERVICES (25)
DEPARTMENT HEAD: TIM LYON

EXPENDITURES	ACTUAL	AMENDED	ESTIMATED	
	2014-2015	BUDGET	ACTUAL	BUDGET
		2015-2016	2015-2016	2016-2017
PERSONAL SERVICES	519,058	554,209	537,958	560,572
BENEFITS	224,568	246,518	232,494	248,404
MATERIALS & SUPPLIES	1,388,779	1,740,395	1,344,008	1,630,600
OTHER SERVICES	96,625	109,770	101,142	111,750
CAPITAL OUTLAY	22,615	84,044	84,044	37,000
TOTAL	2,251,644	2,734,936	2,299,646	2,588,326

REVENUES	ACTUAL	AMENDED	ESTIMATED	
	2014-2015	BUDGET	ACTUAL	BUDGET
		2015-2016	2015-2016	2016-2017
CHARGES FOR SERVICES	2,257,224	2,677,519	2,238,225	2,588,326
INVESTMENT INTEREST	2,786	2,874	2,451	596
MISCELLANEOUS	1,551	-	-	-
ASSET RETIREMENT	920	-	-	-
TRANSFERS IN	-	-	-	5,482
TOTAL	2,262,481	2,680,393	2,240,676	2,594,404

BUDGETARY	BUDGET			FUND	
FUND BALANCE:	FUND BAL.	REVENUES	EXPENSES	BALANCE	
6/30/2013	77,888	2,277,607	2,220,041	135,454	6/30/2014
6/30/2014	135,454	2,262,481	2,251,644	146,291	6/30/2015
6/30/2015	146,291	2,240,676	2,299,646	87,321	6/30/2016 - EST
6/30/2016	87,321	2,594,404	2,588,326	93,399	6/30/2017 - EST

FINAL BUDGET 2016-2017

PERSONAL SERVICES	
10-01 SALARIES	521,826
10-02 WAGES	2,000
10-03 OVERTIME	2,500
10-07 ALLOWANCES	1,400
10-10 LONGEVITY	11,338
10-11 SICK LEAVE BUYBACK	4,464
10-12 VL BUYBACK	2,442
10-13 PDO BUYBACK	3,906
10-14 SICK LEAVE INCENTIVE	4,890
10-19 ON CALL	4,000
10-95 1X SALARY ADJUSTMENT	1,806
TOTAL PERSONAL SERVICES	560,572

BENEFITS	
15-01 SOCIAL SECURITY	42,884
15-02 EMPLOYEES' RETIREMENT	78,200
15-03 GROUP INSURANCE	82,431
15-04 WORKERS COMP INSURANCE	11,390
15-06 TRAVEL & SCHOOL	7,200
15-07 UNIFORMS	4,500
15-13 LIFE	1,114
15-14 DENTAL	8,003
15-20 OVERHEAD HEALTH CARE COST	2,844
15-98 RETIREE INSURANCE	9,838
TOTAL BENEFITS	248,404

MATERIALS & SUPPLIES	
20-34 MAINTENANCE OF EQUIPMENT	833,600
20-35 SMALL TOOLS & EQUIP	5,000
20-41 SUPPLIES	12,000
20-45 FUEL	780,000
TOTAL MATERIALS & SUPPLIES	1,630,600

(CONTINUED)

FUND: INTERSERVICE (080)
DEPARTMENT: FLEET SERVICES (25)
DEPARTMENT HEAD: TIM LYON
PAGE TWO

PERMANENT STAFFING	FY 16-17	FY 15-16
Fleet Supervisor	1	1
Records Clerk	1	1
Secretary II (Inv Contr Tech)	0.5	0.5
Lead Technician	1	1
Technician I	4	4
Technician II	4	4
Service Attendant	0	0
Safety Coordinator	0.1	0.1
TOTAL	11.6	11.6

WAGES	FY 16-17	FY 15-16
OJT Technician - Part Time	0.5	0.5

CAPITAL OUTLAY FY 16-17

(3) Office Computers	1,500
Shop Equipment/Software/Scanners	5,500
Shop Heaters, Lights, Switches, Methane Detectors	30,000
TOTAL	37,000

PERSONNEL POSITIONS SUMMARY:
 2006-07 - 13
 2007-08 - 12
 2008-09 - 12
 2009-10 - 12
 2010-11 - 12
 2011-12 - 12.5
 2012-13 - 12.6
 2013-14 - 12.6
 2014-15 - 12.1
 2015-16 - 12.1
 2016-17 - 12.1

OTHER SERVICES & CHARGES

30-01 UTILITIES	2,500
30-23 UPKEEP REAL PROPERTY	7,500
30-40 CONTRACTUAL	7,000
30-41 CONTRACTUAL LABOR	75,000
30-43 HARDWARE/SOFTWARE MAINT	900
30-72 MEMBERSHIPS & SUBSCRIPTIONS	2,000
30-81 ADVERTISING	1,000
30-85 INSURANCE - FLEET/LIABILITY	14,050
30-86 AUDIT	1,800
TOTAL OTHER SERVICES & CHARGES	111,750

CAPITAL OUTLAY

40-02 EQUIPMENT	5,500
40-14 REMODEL	30,000
40-49 COMPUTERS	1,500
TOTAL CAPITAL OUTLAY	37,000

TOTAL DEPARTMENT REQUEST 2,588,326

CAPITAL OUTLAY FY 15-16 ESTIMATED ACTUAL

CNG Skid Unit	20,000
Car Wash Heater	5,000
CNG Shop Equipment	10,000
Computers	3,000
CNG Fuel Truck Skid Unit	8,815
Overhead Door Openers	1,945
Executime	2,593
Indirect Heat Heaters	20,000
Three (3) PC's & Printer	2,400
Document Imaging System	6,291
Software	4,000
TOTAL	84,044

FUND: SURPLUS PROPERTY (081)
DEPARTMENT: SURPLUS PROPERTY (26)
DEPARTMENT HEAD: TIM LYON

EXPENDITURES	ACTUAL	AMENDED BUDGET	ESTIMATED ACTUAL	BUDGET
	2014-2015	2015-2016	2015-2016	2016-2017
PERSONAL SERVICES	17,854	19,155	19,018	20,596
BENEFITS	10,008	10,980	10,158	11,010
MATERIALS & SUPPLIES	788	1,285	651	1,000
OTHER SERVICES	7,276	14,982	10,466	12,250
CAPITAL OUTLAY	7,875	15,542	15,489	2,750
TOTAL	43,801	61,944	55,782	47,606

REVENUES	ACTUAL	AMENDED BUDGET	ESTIMATED ACTUAL	BUDGET
	2014-2015	2015-2016	2015-2016	2016-2017
CHARGES FOR SERVICES	42,973	44,070	44,070	43,720
INTEREST	7,591	7,814	6,471	6,564
MISCELLANEOUS	374	-	267	-
TOTAL	50,938	51,884	50,808	50,284

BUDGETARY FUND BALANCE:	BUDGET FUND BAL.	REVENUES	EXPENSES	FUND BALANCE
6/30/2013	39,740	46,739	36,214	50,265
6/30/2014	50,265	50,938	43,801	57,402
6/30/2015	57,402	50,808	55,782	52,428
6/30/2016	52,428	50,284	47,606	55,106

Note: Sales are recorded to the balance sheet.

FINAL BUDGET 2016-2017

PERSONAL SERVICES	
10-01 SALARIES	18,487
10-07 ALLOWANCES	80
10-10 LONGEVITY	494
10-12 VL BUYBACK - OVER BANK	500
10-13 PDO BUYBACK	500
10-14 SICK LEAVE INCENTIVE	450
10-95 1X SALARY ADJUSTMENT	85
TOTAL PERSONAL SERVICES	20,596

BENEFITS	
15-01 SOCIAL SECURITY	1,576
15-02 EMPLOYEES' RETIREMENT	2,883
15-03 GROUP INSURANCE	5,711
15-13 LIFE	48
15-14 DENTAL	669
15-20 OVERHEAD HEALTH CARE COST	123
TOTAL BENEFITS	11,010

MATERIALS & SUPPLIES	
20-35 SMALL TOOLS & EQUIP	500
20-41 SUPPLIES	500
TOTAL MATERIALS & SUPPLIES	1,000

OTHER SERVICES & CHARGES	
30-01 UTILITIES & COMMUNICATIONS	5,000
30-23 UPKEEP REAL PROPERTY	1,500
30-41 SELLER FEES	4,000
30-87 SHIPPING	1,000
30-89 EBAY FEES	750
TOTAL OTHER SERVICES & CHARGES	12,250

CAPITAL OUTLAY	
40-02 EQUIPMENT	2,750
TOTAL CAPITAL OUTLAY	2,750

TOTAL DEPARTMENT REQUEST 47,606

(CONTINUED)

FUND: SURPLUS PROPERTY (081)
DEPARTMENT: SURPLUS PROPERTY (26)
DEPARTMENT HEAD: TIM LYON
PAGE TWO

PERMANENT STAFFING	FY 16-17	FY 15-16
Inv Control Tech - Sec II	0.5	0.5
TOTAL	0.5	0.5

**PERSONNEL
POSITIONS
SUMMARY:**

- 2007-08 - 2
- 2008-09 - .5
- 2009-10 - .5
- 2009-10 - .5
- 2010-11 - .5
- 2011-12 - .5
- 2012-13 - .5
- 2013-14 - .5
- 2014-15 - .5
- 2015-16 - .5
- 2016-17 - .5

SOURCES OF REVENUE BY DEPARTMENT

Parks	481
General Fund	10,987
Hotel/Conference Center	3,423
Sanitation	8,355
Water	1,167
Sewer	3,528
Golf	761
Stormwater	1,071
Police	6,768
Fire	5,867
Emergency Operations	1,312
TOTAL	43,720

CAPITAL OUTLAY FY 16-17

Security Cameras	2,750
TOTAL	2,750

CAPITAL OUTLAY FY 15-16 ESTIMATED ACTUAL

Security Cameras	9,250
Garage Door Openers	1,250
Equipment	3,935
Executime	54
Computer Replacement	1,000
TOTAL	15,489

PROPOSED 06/14/2016

FUND: ACTIVITY (115)
DEPARTMENT: RECREATION (78)
DEPARTMENT HEAD: VAUGHN SULLIVAN

EXPENDITURES	ACTUAL 2014-2015	AMENDED BUDGET 2015-2016	ESTIMATED ACTUAL 2015-2016	BUDGET 2016-2017
PERSONAL SERVICES	10,596	14,735	13,235	14,785
BENEFITS	811	1,128	1,012	1,131
MATERIALS & SUPPLIES	58,254	77,450	67,986	80,325
OTHER SERVICES	60,334	76,931	76,924	89,500
CAPITAL OUTLAY	8,226	70,107	70,107	-
TRANSFER - INTRA (INTEREST)	-	-	18,871	-
TOTAL	138,221	240,351	248,135	185,741

REVENUES	ACTUAL 2014-2015	AMENDED BUDGET 2015-2016	ESTIMATED ACTUAL 2015-2016	BUDGET 2016-2017
CHARGES FOR SERVICES	68,745	77,072	79,580	76,061
INTEREST	7,968	8,090	6,531	6,390
MISCELLANEOUS	94,486	98,349	88,649	84,037
TRANSFER IN/PARK 123	-	-	-	25,000
TRANSFER - INTRA (2315)	-	-	18,871	-
TOTAL	171,199	183,511	193,631	191,488

PART TIME:	FY 16-17	FY 15-16
Softball Maintenance	1	1

FINAL BUDGET 2016-2017

2315 - Holiday Lights	
PERSONAL SERVICES	
10-02 WAGES	2,700
TOTAL PERSONAL SERVICES	2,700

BENEFITS	
15-01 SOCIAL SECURITY	207
TOTAL BENEFITS	207

MATERIALS & SUPPLIES	
20-34 MAINTENANCE OF EQUIPMENT	3,000
20-41 SUPPLIES	15,000
TOTAL MATERIALS & SUPPLIES	18,000

OTHER SERVICES & CHARGES	
30-01 UTILITIES/COMMUNICATIONS	9,000
30-40 CONTRACTUAL	5,000
30-41 CONTRACT LABOR	11,000
30-81 ADVERTISING - PROMOTION	9,600
30-82 REVENUE SHARING COSTS	1,000
TOTAL OTHER SERVICES & CHARGES	35,600

TOTAL DIVISION REQUEST	56,507
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2320 - Night Light Run	
MATERIALS & SUPPLIES	
20-41 SUPPLIES	5,600
TOTAL MATERIALS & SUPPLIES	5,600

OTHER SERVICES & CHARGES	
30-41 CONTRACT LABOR	2,000
TOTAL OTHER SERVICES & CHARGES	2,000

TOTAL DIVISION REQUEST	7,600
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(CONTINUED)

FUND: ACTIVITY (115)
DEPARTMENT: RECREATION (78)
DEPARTMENT HEAD: VAUGHN SULLIVAN
PAGE TWO

FUND BALANCE ESTIMATED ACTUAL AT 6-30-16				
DEPT/DIVISION	6/30/15 FUND BALANCE	ESTIMATED REVENUES	ESTIMATED EXPENSES	6/30/16 FUND BALANCE
7810 - SOFTBALL	16,634	37,962	34,611	19,985
7812 - BASEBALL	358	-	-	358
7813 - PAVILIONS	94,592	24,124	12,706	106,010
7814 - PARK FACILITIES	57,761	14,267	70,000	2,028
7815 - MISC PROGRAMS	33,611	26,339	27,539	32,411
7816/910 - NATURE TRAIL	906	648	360	1,194
7817 - TREE BOARD	38,618	-	1,150	37,468
7819 - ART BOARD	1,628	-	-	1,628
7820 - SPECIAL EVENTS	300	-	-	300
7822 - RENAISSANCE RUN	8,204	8,205	5,264	11,145
2315 - HOLIDAY LIGHTS	5,737	68,481	74,218	-
2320 - NIGHT LIGHT RUN	10,502	6,209	3,417	13,294
2325 - DOG PARKS	1,105	865	-	1,970
UNDESIGNATED-INTEREST	34,133	6,531	18,871	21,793
	304,088	193,631	248,136	249,583

FUND BALANCE ESTIMATED ACTUAL AT 6-30-17				
DEPT/DIVISION	6/30/16 FUND BALANCE	ESTIMATED REVENUES	ESTIMATED EXPENSES	6/30/17 FUND BALANCE
7810 - SOFTBALL	19,985	35,803	36,510	19,278
7812 - BASEBALL	358	-	-	358
7813 - PAVILIONS	106,010	22,461	28,500	99,971
7814 - PARK FACILITIES	2,028	14,673	-	16,701
7815 - MISC PROGRAMS	32,411	24,401	43,675	13,137
7816/910 - NATURE TRAIL	1,194	633	500	1,327
7817 - TREE BOARD	37,468	-	1,150	36,318
7819 - ART BOARD	1,628	-	-	1,628
7820 - SPECIAL EVENTS	300	-	-	300
7822 - RENAISSANCE RUN	11,145	8,200	11,300	8,045
2315 - HOLIDAY LIGHTS	-	71,271	56,507	14,764
2320 - NIGHT LIGHT RUN	13,294	7,000	7,600	12,694
2325 - DOG PARKS	1,970	657	-	2,627
UNDESIGNATED-INTEREST	21,793	6,390	-	28,183
	249,583	191,489	185,742	255,330

7810 - Softball	
PERSONAL SERVICES	
10-02 WAGES	12,000
10-95 1X SALARY ADJUSTMENT	85
TOTAL PERSONAL SERVICES	12,085
BENEFITS	
15-01 SOCIAL SECURITY	925
TOTAL BENEFITS	925
MATERIALS & SUPPLIES	
20-41 SUPPLIES	17,000
TOTAL MATERIALS & SUPPLIES	17,000
OTHER SERVICES & CHARGES	
30-01 UTILITIES/COMMUNICATIONS	2,500
30-23 UPKEEP REAL PROPERTY	1,000
30-40 CONTRACTUAL	3,000
TOTAL OTHER SERVICES & CHARGES	6,500
TOTAL DIVISION REQUEST	36,510

7813 - Pavilions	
OTHER SERVICES & CHARGES	
30-18 REFUNDS	500
30-23 UPKEEP REAL PROPERTY	16,000
30-40 CONTRACTUAL	12,000
TOTAL OTHER SERVICES & CHARGES	28,500
TOTAL DIVISION REQUEST	28,500

(CONTINUED)

FUND: ACTIVITY (115)
 DEPARTMENT: RECREATION (78)
 DEPARTMENT HEAD: VAUGHN SULLIVAN
 PAGE THREE

7815 - Miscellaneous Programs

MATERIALS & SUPPLIES	
20-01 MISCELLANEOUS	4,000
20-42 TRICK OR TREAT	10,000
20-43 RECREATION CLASSES	100
20-47 DANCE & TUMBLING	500
20-49 KIDS TRIATHALON	1,500
20-54 FISHING CLINIC	25
20-56 5TH & 6TH GRADE DANCE	700
20-57 FLAG FOOTBALL	5,000
20-58 FATHER-DAUGHTER DANCE	11,100
20-68 MOM/SON BEACH PARTY	500
TOTAL MATERIALS & SUPPLIES	33,425
OTHER SERVICES & CHARGES	
30-18 REFUNDS	250
30-40 CONTRACTUAL - Instructors	10,000
TOTAL OTHER SERVICES & CHARGES	10,250
TOTAL DIVISION REQUEST	43,675

7816 - Nature Trails

MATERIALS & SUPPLIES	
20-41 SUPPLIES	500
TOTAL MATERIALS & SUPPLIES	500
TOTAL DIVISION REQUEST	500

7817 - Tree Board

OTHER SERVICES & CHARGES	
20-07 TREES	1,150
TOTAL OTHER SERVICES & CHARGES	1,150
TOTAL DIVISION REQUEST	1,150

(CONTINUED)

FUND: ACTIVITY (115)
 DEPARTMENT: RECREATION (78)
 DEPARTMENT HEAD: VAUGHN SULLIVAN
 PAGE FOUR

CAPITAL OUTLAY FY 15-16 Estimated Actual

Parking Lot Expansion - J Barnes Rotary Pavillion	70,000
Executime	107
TOTAL	70,107

<u>7822 - Renaissance Run</u>	
MATERIALS & SUPPLIES	
20-41 SUPPLIES	5,800
TOTAL MATERIALS & SUPPLIES	<u>5,800</u>
OTHER SERVICES & CHARGES	
30-09 RENAISSANCE RUN GRANTS	3,500
30-40 CONTRACTUAL	2,000
TOTAL OTHER SERVICES & CHARGES	<u>5,500</u>
TOTAL DIVISION REQUEST	<u>11,300</u>
TOTAL DEPARTMENT REQUEST	<u><u>185,741</u></u>

PROPOSED 06/14/2016

FUND: PARK & RECREATION PROJECTS (123)
DEPARTMENT: MWC PARKS & REC (06) & (23)
DEPARTMENT HEAD: VAUGHN SULLIVAN

EXPENDITURES	ACTUAL	AMENDED	ESTIMATED	BUDGET
	2014-2015	BUDGET 2015-2016	ACTUAL 2015-2016	BUDGET 2016-2017
PERSONAL SERVICES	64,843	69,554	67,624	55,643
BENEFITS	19,412	25,259	21,685	24,650
MATERIALS & SUPPLIES	8,406	10,424	7,555	5,000
OTHER SERVICES	150,276	265,640	191,566	303,521
CAPITAL OUTLAY	250,630	303,922	303,922	71,800
TRANSFERS OUT	-	-	-	25,000
TOTAL	493,568	674,799	592,352	485,614

REVENUES	ACTUAL	AMENDED	ESTIMATED	BUDGET
	2014-2015	BUDGET 2015-2016	ACTUAL 2015-2016	BUDGET 2016-2017
TAXES	429,737	437,676	435,815	435,815
CHARGES FOR SERVICES	6,200	6,500	6,500	6,500
INTEREST	9,322	9,576	10,871	11,710
MISCELLANEOUS	120	70,000	23,648	15,000
TRANSFERS IN	81,427	81,577	83,983	83,962
TOTAL	526,806	605,329	560,817	552,987

BUDGETARY	BUDGET			FUND	
FUND BALANCE:	FUND BAL.	REVENUES	EXPENSES	BALANCE	
6/30/2013	430,674	657,077	742,603	345,148	06/30/14
6/30/2014	345,148	526,806	493,568	378,386	06/30/15
6/30/2015	378,386	560,817	592,352	346,851	06/30/16 - EST
6/30/2016	346,851	552,987	485,614	414,224	06/30/17 - EST

Note: Transfer in comes from 14% of the distribution of the Hotel / Motel Tax Fund (225)

FINAL BUDGET 2016-2017

PARK AND RECREATIONS (06)	
PERSONAL SERVICES	
10-01 SALARIES	50,940
10-07 ALLOWANCES	1,675
10-10 LONGEVITY	1,088
10-11 SL BUYBACK	525
10-12 VL BUYBACK	600
10-13 PDO BUYBACK	392
10-14 SICK LEAVE INCENTIVE	293
10-95 1X SALARY ADJUSTMENT	130
TOTAL PERSONAL SERVICES	55,643
BENEFITS	
15-01 SOCIAL SECURITY	4,257
15-02 EMPLOYEES' RETIREMENT	7,790
15-03 GROUP INSURANCE	5,739
15-06 TRAVEL & SCHOOL	6,000
15-13 LIFE	73
15-14 DENTAL	603
15-20 OVERHEAD HEALTH CARE COST	188
TOTAL BENEFITS	24,650
MATERIALS & SUPPLIES	
20-41 SUPPLIES	5,000
TOTAL MATERIALS & SUPPLIES	5,000
OTHER SERVICES & CHARGES	
30-01 UTILITIES/COMMS	50,000
30-21 SURPLUS PROPERTY	481
30-23 UPKEEP	30,000
30-40 CONTRACTUAL	51,950
30-86 AUDIT	390
30-91 SPECIAL EVENTS	160,700
TOTAL OTHER SERVICES & CHARGES	293,521
CAPITAL OUTLAY	
40-02 EQUIPMENT	18,800
40-04 PARK IMPROVEMENTS	50,000
40-50 SOFTWARE	3,000
TOTAL CAPITAL OUTLAY	71,800
TOTAL DEPARTMENT REQUEST	450,614

(CONTINUED)

FUND: PARK & RECREATION PROJECTS (123)
DEPARTMENT: MWC PARKS & REC (06) & (23)
DEPARTMENT HEAD: VAUGHN SULLIVAN
PAGE TWO

PERMANENT STAFFING	FY 16-17	FY 15-16
Park & Rec Supervisor	0.33	0.33
Special Events & Marketing Mgr	0.44	0.44
TOTAL	0.77	0.77

SEASONAL	FY 16-17	FY 15-16
PARK PLAY	0	9

CAPITAL OUTLAY FY 16-17

2 Outdoor Heaters	5,000
Festival Mgmt Software	3,000
(10) 6' Tables	4,000
Optimist Park - Phase 2	50,000
(2) Lifeguard Chairs	6,800
(4) Security Cameras	3,000
TOTAL	71,800

SPECIAL EVENTS (30-91)

Pow Wow	1,700
Tribute to Liberty	25,000
Veterans Day Parade	8,000
Concerts in Park	9,600
Sunset Cinema	2,400
Made in Oklahoma	59,000
Mid America Street Fest	31,000
Air Show/Aviator Reception	20,000
Other Special Event Programming Funds	4,000
TOTAL	160,700

PERSONNEL POSITIONS SUMMARY:

2006-07 - 0
2007-08 - .33
2008-09 - .77
2009-10 - .77
2010-11 - 1.08
2011-12 - 1.02
2012-13 - 1.02
2013-14 - 1.02
2014-15 - 1.02
2015-16 - .77
2016-17 - .77

PARK PLAY (23)

OTHER SERVICES & CHARGES	
30-40 CONTRACTUAL - STEAM CAMP	10,000
TOTAL OTHER SERVICES & CHARGES	10,000

TRANSFER OUT	
80-15 HOLIDAY LIGHTS (FUND 115-2315)	25,000
TOTAL TRANSFER OUT	25,000

TOTAL DEPARTMENT REQUEST	35,000
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TOTAL FUND REQUEST	485,614
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CAPITAL OUTLAY FY 15-16 Estimated Actual

Tennis Court & Basketball Court Restrooms	40,000
Parking Lot Expansion Joe Barnes Rotary Pavilion (Fund 115-7814 Park Facilities to Fund Half)	70,000
Optimist Park - Phase 1	50,000
Joe Barnes Trail 1st Trail Funding	45,000
Tribute to Liberty	666
Veterans Day Parade	666
Executime	647
Pavilion/Restroom	40,000
Repave Soldier Creek	16,093
Community Ctr Waterproof	850
Park Land Acquisition	40,000
TOTAL	303,922

FUND: CDBG (141)
DEPARTMENT: GRANTS MANAGEMENT
DEPARTMENT HEAD: TERRI CRAFT
NON-FISCAL FUND

EXPENDITURES	ACTUAL 2014-2015	AMENDED BUDGET 2015-2016	ESTIMATED ACTUAL 2015-2016	BUDGET 2016-2017
PERSONAL SERVICES	203,906	199,762	199,762	207,923
BENEFITS	78,911	81,904	81,891	87,570
MATERIALS & SUPPLIES	32	500	-	400
OTHER SERVICES	2,813	2,933	2,933	2,991
GRANT ACTIVITY	167,593	396,949	182,828	225,958
CAPITAL OUTLAY	-	3,792	2,792	1,000
TOTAL	453,255	685,840	470,206	525,842

REVENUES	ACTUAL 2014-2015	AMENDED BUDGET 2015-2016	ESTIMATED ACTUAL 2015-2016	BUDGET 2016-2017
INTERGOVERNMENTAL	312,855	363,108	322,040	370,552
TRANSFER IN	140,059	144,089	147,853	158,583
TOTAL	452,914	507,197	469,893	529,135

BUDGETARY FUND BALANCE:	BUDGET FUND BAL.	REVENUES	EXPENSES	FUND BALANCE
6/30/2013	1,976	588,153	574,632	15,497
6/30/2014	15,497	452,914	453,255	15,156
6/30/2015	15,156	469,893	470,206	14,843
6/30/2016	14,843	529,135	525,842	18,136

FINAL BUDGET 2016-2017

CDBG PROGRAMS (3901)	
PERSONAL SERVICES	
10-01 SALARY	53,005
10-07 ALLOWANCES	480
10-10 LONGEVITY	1,277
10-12 VACATION BUYBACK	300
10-13 PDO BUYBACK	408
10-14 SICK LEAVE INCENTIVE	900
10-95 1X SALARY ADJUSTMENT	170
TOTAL PERSONAL SERVICES	56,540
BENEFITS	
15-01 SOCIAL SECURITY	4,325
15-02 RETIREMENT	7,916
15-03 GROUP HEALTH INSURANCE	5,538
15-04 WORKERS COMP INSURANCE	687
15-13 LIFE	96
15-14 DENTAL	878
15-20 OVERHEAD HEALTH CARE COST	245
TOTAL BENEFITS	19,685
OTHER SERVICES & CHARGES	
30-85 INSURANCE/FIRE-THEFT-LIAB	297
TOTAL OTHER SERVICES & CHARGES	297
TOTAL DIVISION REQUEST	76,522

CDBG PROGRAMS (3903)	
PERSONAL SERVICES (HOUSING REHAB)	
10-01 SALARY	58,728
10-07 ALLOWANCES	480
10-10 LONGEVITY	2,700
10-12 VACATION BUYBACK	350
10-95 1X SALARY ADJUSTMENT	170
TOTAL PERSONAL SERVICES	62,428

(CONTINUED)

FUND: CDBG (141)
DEPARTMENT: GRANTS MANAGEMENT
DEPARTMENT HEAD: TERRI CRAFT
NON-FISCAL FUND
PAGE TWO

<u>PERMANENT STAFFING</u>	<u>FY 16-17</u>	<u>FY 15-16</u>
Director	0.9	0.9
Housing Rehab.	1	1
Planning Assistant	1	1
TOTAL	2.9	2.9

.10 of Director to Hospital (425) FY 09-10

**PERSONNEL
POSITIONS
SUMMARY:**

- 2006-07 - 4
- 2007-08 - 4
- 2008-09 - 4
- 2009-10 - 3.9
- 2010-11 - 3.9
- 2011-12 - 3.9
- 2012-13 - 3.9
- 2013-14 - 3.9
- 2014-15 - 3.9
- 2015-16 - 2.9
- 2016-17 - 2.9

BENEFITS

15-01 SOCIAL SECURITY	4,776
15-02 RETIREMENT	8,740
15-03 GROUP HEALTH INSURANCE	11,422
15-04 WORKERS COMP INSURANCE	686
15-13 LIFE	96
15-14 DENTAL	1,339
15-20 OVERHEAD HEALTH CARE COST	245
TOTAL BENEFITS	27,304

OTHER SERVICES & CHARGES

30-85 INSURANCE/FIRE-THEFT-LIAB	297
TOTAL OTHER SERVICES & CHARGES	297

TOTAL DIVISION REQUEST	90,029
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GRANT ACTIVITIES (3926)

MATERIALS & SUPPLIES

20-63 FLEET FUEL	405
20-64 FLEET PARTS	18
20-65 FLEET LABOR	64
TOTAL MATERIALS & SUPPLIES	487

OTHER SERVICES & CHARGES

30-08 HOUSING REHABILITATION ADMIN	3,000
30-10 GENERAL ADMINISTRATION	3,000
30-11 FAIR HOUSING SERVICES	8,000
30-12 CONTINGENCY	17,795
30-13 SENIOR SOCIAL SERVICE	14,000
30-15 BEFORE/AFTER SCHOOL	14,000
30-16 AT RISK YOUTH & FAMILY PR	11,500
30-17 SLUM/BLIGHT IMPROVEMENTS	25,000
30-18 PRIMARY SYSTEM HOME REPAIRS	100,000
30-19 SHARE-A-FARE PROGRAM	2,200
30-21 SR MED RIDE PROGRAM	5,000
30-39 ORIGINAL MILE IMPROVEMENTS	21,976
TOTAL OTHER SERVICES & CHARGES	225,471

CAPITAL OUTLAY

40-49 COMPUTER	1,000
TOTAL CAPITAL OUTLAY	1,000

TOTAL DIVISION REQUEST	226,958
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(CONTINUED)

FUND: CDBG (141)
 DEPARTMENT: GRANTS MANAGEMENT
 DEPARTMENT HEAD: TERRI CRAFT
 NON-FISCAL FUND
 PAGE THREE

ADMINISTRATIVE STAFF (3999)	
PERSONAL SERVICES (GRANTS MGMT.)	
10-01 SALARY	81,142
10-07 ALLOWANCES	3,402
10-10 LONGEVITY	2,430
10-11 SL BUYBACK - OVER BANK	618
10-12 VACATION BUYBACK	400
10-14 SICK LEAVE INCENTIVE	810
10-95 1X SALARY ADJUSTMENT	153
TOTAL PERSONAL SERVICES	88,955
BENEFITS	
15-01 SOCIAL SECURITY	6,805
15-02 RETIREMENT	12,454
15-03 GROUP HEALTH INSURANCE	10,280
15-04 WORKERS COMP INSURANCE	686
15-06 TRAVEL & SCHOOL	1,750
15-13 LIFE	86
15-14 DENTAL	1,205
15-20 OVERHEAD HEALTH CARE COST	828
15-98 RETIREE INSURANCE	6,488
TOTAL BENEFITS	40,582
MATERIALS & SUPPLIES	
20-41 SUPPLIES	400
TOTAL MATERIALS & SUPPLIES	400
OTHER SERVICES & CHARGES	
30-72 MEMBERSHIP/SUBSCRIPTIONS	2,100
30-85 INSURANCE/FIRE-THEFT-LIAB	297
TOTAL OTHER SERVICES & CHARGES	2,397
TOTAL DIVISION REQUEST	132,334
TOTAL DEPARTMENT REQUEST	525,842

PROPOSED 06/12/16

FUND: GRANTS/HOUSING ACTIVITIES (142)
DEPARTMENT: GRANTS MANAGEMENT DIVISION
DEPARTMENT HEAD: TERRI CRAFT

EXPENDITURES	ACTUAL 2014-2015	AMENDED BUDGET 2015-2016	ESTIMATED ACTUAL 2015-2016	BUDGET 2016-2017
OTHER SERVICES & CHARGES	91,854	240,700	141,745	145,500
CAPITAL OUTLAY	-	3,500	3,500	-
TOTAL	91,854	244,200	145,245	145,500

REVENUES	ACTUAL 2014-2015	AMENDED BUDGET 2015-2016	ESTIMATED ACTUAL 2015-2016	BUDGET 2016-2017
INTEREST	29	-	325	421
MISCELLANEOUS-3710	6,150	-	7,421	-
MISCELLANEOUS-3720	7,226	13,000	7,906	9,684
INTERGOVERNMENTAL-3731	67,210	-	40,000	-
TOTAL	80,614	13,000	55,652	10,105

CAPITAL OUTLAY FY 15-16 Estimated Actual	
TALL OAKS APPLIANCES	3,500

FINAL BUDGET 2016-2017

HOUSING - SPECIAL PROJECTS (3710)	
OTHER SERVICES & CHARGES	
30-04 OTHER EXPENSES	25,000
30-07 H REHAB LOAN PROGRAM	100,000
30-23 UPKEEP REAL PROPERTY	5,000
TOTAL OTHER SERVICES & CHARGES	130,000
TOTAL DIVISION REQUEST	130,000

HOUSING - TRANSITIONAL HOUSING (3720)	
OTHER SERVICES & CHARGES	
30-01 UTILITIES/COMMUNICATION	4,500
30-02 APPLIANCES/EQUIPMENT	1,000
30-03 MOWING	3,000
30-04 OTHER EXPENSES	500
30-23 UPKEEP REAL PROPERTY	3,500
TOTAL OTHER SERVICES & CHARGES	12,500
TOTAL DIVISION REQUEST	12,500

HOUSING - HOME - PROGRAM (3730)	
OTHER SERVICES & CHARGES	
30-04 OTHER EXPENSES	3,000
TOTAL OTHER SERVICES & CHARGES	3,000
TOTAL DIVISION REQUEST	3,000

TOTAL DEPARTMENT REQUEST	145,500
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(CONTINUED)

FUND: GRANTS/HOUSING ACTIVITIES (142)
 DEPARTMENT: GRANTS MANAGEMENT DIVISION
 DEPARTMENT HEAD: TERRI CRAFT
 PAGE TWO

EXPENDITURES DETAIL

HOUSING - SPECIAL PROJECTS (3710)

	ACTUAL 2014-2015	AMENDED BUDGET 2015-2016	ESTIMATED ACTUAL 2015-2016	BUDGET 2016-2017
OTHER SERVICES & CHARGES	6,927	132,765	7,910	130,000
TOTAL	6,927	132,765	7,910	130,000

HOUSING - TRANSITIONAL HOUSING - PROGRAM (3720)

	ACTUAL 2014-2015	AMENDED BUDGET 2015-2016	ESTIMATED ACTUAL 2015-2016	BUDGET 2016-2017
OTHER SERVICES & CHARGES	14,905	18,435	17,335	12,500
TOTAL	14,905	18,435	17,335	12,500

HOUSING - HOME - PROGRAM (3730)

	ACTUAL 2014-2015	AMENDED BUDGET 2015-2016	ESTIMATED ACTUAL 2015-2016	BUDGET 2016-2017
OTHER SERVICES & CHARGES	22	93,000	90,000	3,000
TOTAL	22	93,000	90,000	3,000

HOUSING - HOME - GRANT (3731)

	ACTUAL 2014-2015	AMENDED BUDGET 2015-2016	ESTIMATED ACTUAL 2015-2016	BUDGET 2016-2017
OTHER SERVICES & CHARGES	70,000	-	30,000	-
TOTAL	70,000	-	30,000	-

(CONTINUED)

FUND: GRANTS/HOUSING ACTIVITIES (142)
DEPARTMENT: GRANTS MANAGEMENT DIVISION
DEPARTMENT HEAD: TERRI CRAFT
PAGE THREE

	BUDGET			FUND	
	FUND BAL.	REVENUES	EXPENSES	BALANCE	
HOUSING - SPECIAL PROJECTS (3710)					
06/30/10	111,924	33,177	25,444	119,657	06/30/10
06/30/11	119,657	-	6,405	149,883	06/30/12
06/30/12	149,883	11,954	4,921	156,916	06/30/13
06/30/13	156,916	12,723	6,543	163,096	06/30/14
06/30/14	163,096	6,150	6,927	162,319	06/30/15
06/30/15	162,319	7,421	7,910	161,830	06/30/16 ESTIMATED
06/30/16	161,830	-	130,000	31,830	06/30/17 ESTIMATED
HOUSING - TRANSITIONAL HOUSING - PROGRAM (3720)					
06/30/10	19,638	2,128	2,107	19,659	06/30/10
06/30/11	19,659	11,311	8,808	22,162	06/30/12
06/30/12	22,162	9,555	20,035	11,682	06/30/13
06/30/13	11,682	11,683	15,900	7,465	06/30/14
06/30/14	7,465	7,226	14,905	(214)	06/30/15
06/30/15	(214)	7,906	17,335	(9,643)	06/30/16 ESTIMATED
06/30/16	(9,643)	9,684	12,500	(12,459)	06/30/17 ESTIMATED
HOUSING - TRANSITIONAL HOUSING - GRANT (3721)					
06/30/10	(5,883)	11,295	9,014	(3,602)	06/30/10
06/30/11	(3,602)	-	-	(3,602)	06/30/12
06/30/12	(3,602)	-	-	(3,602)	06/30/13
06/30/13	(3,602)	-	(3,602)	-	06/30/14
06/30/14	-	-	-	-	06/30/15
06/30/15	-	-	-	-	06/30/16 ESTIMATED
06/30/16	-	-	-	-	06/30/17 ESTIMATED
HOUSING - HOME - PROGAM (3730)					
06/30/10	230,475	2,900	119,777	113,598	06/30/10
06/30/11	113,598	13,084	21,760	104,922	06/30/12
06/30/12	104,922	3,412	-	108,334	06/30/13
06/30/13	108,334	-	-	108,334	06/30/14
06/30/14	108,334	-	22	108,312	06/30/15
06/30/15	108,312	-	90,000	18,312	06/30/16 ESTIMATED
06/30/16	18,312	-	3,000	15,312	06/30/17 ESTIMATED
HOUSING - HOME - GRANT (3731)					
06/30/10	-	-	-	-	06/30/10
06/30/11	-	50,000	75,000	(25,000)	06/30/12
06/30/12	(25,000)	35,000	20,000	(10,000)	06/30/13
06/30/13	(10,000)	82,790	80,000	(7,210)	06/30/14
06/30/14	(7,210)	67,210	70,000	(10,000)	06/30/15
06/30/15	(10,000)	40,000	30,000	-	06/30/16 ESTIMATED
06/30/16	-	-	-	-	06/30/17 ESTIMATED
INTEREST					
06/30/14	-	623	-	261,039	06/30/15

FUND: GRANTS (143)
DEPARTMENTS: VARIOUS
DEPARTMENT HEAD: GUY HENSON

EXPENDITURES	ACTUAL 2014-2015	AMENDED BUDGET 2015-2016	ESTIMATED ACTUAL 2015-2016	BUDGET 2016-2017
PERSONAL SERVICES	79,580	114,344	88,227	-
BENEFITS	5,727	21,472	9,807	-
OTHER SERVICES	223,776	226,224	45,575	-
CAPITAL OUTLAY	44,528	79,270	57,250	-
TRANSFERS OUT	542,595	423,318	219,091	115,000
TOTAL	896,206	864,628	419,950	115,000

REVENUES	ACTUAL 2014-2015	AMENDED BUDGET 2015-2016	ESTIMATED ACTUAL 2015-2016	BUDGET 2016-2017
INTERGOVERNMENTAL	896,206	849,549	417,272	115,000
TRANSFERS IN	-	2,678	2,678	-
TOTAL	896,206	852,227	419,950	115,000

BUDGETARY FUND BALANCE:	BUDGET FUND BAL.	REVENUES	EXPENSES	FUND BALANCE	
6/30/2013	73,021	991,512	1,004,533	60,000	6/30/2014*
6/30/2014	60,000	896,206	896,206	60,000	6/30/2015*
6/30/2015	60,000	419,950	419,950	60,000	6/30/2016 - EST*
6/30/2016	60,000	115,000	115,000	60,000	6/30/2017 - EST*

*6/30/14 - 6/30/17 est fund balances include \$60,000 in vacant lots acquired with Neighborhood Stabilization Grant funding and held for investment purposes.

FINAL BUDGET 2016-2017

2100 - Emergency Operations	
TRANSFER OUT	
80-70 EMERGENCY OPERATIONS (070)	15,000
TOTAL TRANSFER OUT	15,000
TOTAL DEPARTMENT REQUEST 15,000	
8890 - Disaster Relief	
TRANSFER OUT	
80-88 DISASTER RELIEF (310)	100,000
TOTAL TRANSFER OUT	100,000
TOTAL DEPARTMENT REQUEST 100,000	
TOTAL FUND REQUEST 115,000	

FUND: CAPITAL IMPROVEMENTS (157)
DEPARTMENT: CAPITAL IMPROVEMENT (57)
DEPARTMENT: GUY HENSON

EXPENDITURES	ACTUAL 2014-2015	AMENDED BUDGET 2015-2016	ESTIMATED ACTUAL 2015-2016	BUDGET 2016-2017
MATERIALS AND SUPPLIES	10	-	-	-
CAPITAL OUTLAY	1,669,524	1,960,413	1,441,896	830,000
TRANSFERS OUT	-	180,000	180,000	-
TOTAL	1,669,534	2,140,413	1,621,896	830,000

REVENUES	ACTUAL 2014-2015	AMENDED BUDGET 2015-2016	ESTIMATED ACTUAL 2015-2016	BUDGET 2016-2017
TAXES	88,971	93,498	106,492	106,492
LICENSES & PERMITS	71,046	71,748	127,255	80,289
INTEREST	69,789	64,931	52,387	53,158
MISCELLANEOUS	5,700	-	-	-
TRANSFERS IN (340) <small>Cap imp</small>	248,586	281,125	256,907	257,735
TRANSFERS IN (195) <small>Hotel</small>	360,000	360,000	360,000	-
TOTAL	844,092	871,302	903,041	497,674

BUDGETARY FUND BALANCE:	BUDGET FUND BAL.	REVENUES	EXPENSES	FUND BALANCE	
6/30/2013	2,915,305	1,434,230	993,687	3,355,848	6/30/2014
6/30/2014	3,355,848	844,092	1,669,534	2,530,406	6/30/2015
6/30/2015	2,530,406	903,041	1,621,896	1,811,551	6/30/2016 - EST
6/30/2016	1,811,551	497,674	830,000	1,479,225	6/30/2017 - EST
Sheraton at the Reed Conference Center Accounts Receivable				<u>(740,000)</u>	6/30/2016 - EST
Available for Appropriation				<u><u>739,225</u></u>	

FINAL BUDGET 2016-2017

CAPITAL OUTLAY	
40-06 INFRASTRUCTURE	330,000
40-08 CONTINGENCIES	500,000
TOTAL CAPITAL OUTLAY	<u>830,000</u>

TOTAL DEPARTMENT REQUEST 830,000

CAPITAL OUTLAY FY 16-17

Sidewalks -- To Be Determined by Sidewalk Committee	25,000
Projects Approved by Council	500,000
Re-construction SE 29th St - Midwest to Douglas - Phase I	180,000
Douglas Roto Mill and Overlay - Phase 1	125,000
TOTAL	<u>830,000</u>

CAPITAL OUTLAY FY 15-16 ESTIMATED ACTUAL

SE15TH/Sooner Development	165,000
Sidewalks -- To Be Determined by Sidewalk Committee	100,000
MID America Park Trail - Match	134,400
NE 10th St - Douglas to Post - Engineering	30,000
Ridgewood Concrete Drainage Replacement	50,000
I-40/Hudiburg Grant \$47,300 spent and \$293,750 future match (Prior Year Appropriation was \$548,271)	341,050
N Oaks Neighborhood Park	49,074
N Water Spray Park - additional funding in Fund 065	150,000
Eng - Sooner/Reno to 29th	80,624
N Oaks Ph 2 - Cul-De-Sac	141,053
Nawassa Widening	11,350
Survey/Engineering 29th	181,902
Air Depot/29th/I-40 Intrs	3,864
Flag Pole @ John Conrad	3,579
Street Light Painting - \$500 Back to Fund Balance	
Gabion Baskets - \$500 Back to Fund Balance	
City Wide Striping - \$15,000 Back to Fund Balance	
To Be Approved by Council - \$295,295 back to Fund Balance	
TOTAL	<u>1,441,896</u>

FUND: CAPITAL WATER IMPROVEMENTS (172) (Walker Fund)
 DEPARTMENT: CAPITAL WATER IMPROVEMENT (49)
 DEPARTMENT HEAD: BILL JANACEK

EXPENDITURES	ACTUAL	AMENDED BUDGET	ESTIMATED ACTUAL	BUDGET
	2014-2015	2015-2016	2015-2016	2016-2017
OTHER SERVICES	1,477	2,200	2,046	2,100
CAPITAL OUTLAY	442,359	895,281	802,662	250,000
TRANSFERS OUT	250,000	325,000	325,000	350,000
TOTAL	693,836	1,222,481	1,129,708	602,100

REVENUES	ACTUAL	AMENDED BUDGET	ESTIMATED ACTUAL	BUDGET
	2014-2015	2015-2016	2015-2016	2016-2017
LICENSES & PERMITS	9,300	9,100	10,793	10,047
CHARGES FOR SERVICES	409,624	436,157	412,674	411,149
INTEREST	16,467	14,670	22,472	23,579
TRANSFERS IN (FROM 178)	550,000	-	-	-
TOTAL	985,391	459,927	445,939	444,775

BUDGETARY FUND BALANCE:	BUDGET FUND BAL.	REVENUES	EXPENSES	FUND BALANCE	
6/30/2013	763,912	440,851	631,422	573,341	6/30/2014
6/30/2014	573,341	985,391	693,836	864,897	6/30/2015
6/30/2015	864,897	445,939	1,129,708	181,128	6/30/2016 - EST
6/30/2016	181,128	444,775	602,100	23,803	6/30/2017 - EST

FINAL BUDGET 2016-2017

OTHER SERVICES & CHARGES	
30-49 CREDIT CARD FEES	2,100
TOTAL OTHER SERVICES & CHARGES	2,100

CAPITAL OUTLAY	
40-05 UTILITY PROPERTY	250,000
TOTAL CAPITAL OUTLAY	250,000

TRANSFERS OUT	
80-91 TRANSFERS OUT TO WATER - 191	350,000
TOTAL TRANSFERS OUT	350,000

TOTAL DEPARTMENT REQUEST	602,100
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CAPITAL OUTLAY FY 15-16 ESTIMATED ACTUAL

Eastside Booster Renovations	2,736
Engineering for Titan Tower Upgrade - (Original Budget from Prior Years was \$135,440)	42,821
Scada System	662,105
Ceiling in Filter Bay	95,000
TOTAL	802,662

CAPITAL OUTLAY FY 16-17

Engineering for East Side Water	250,000
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FUND: CONSTRUCTION LOAN PMT (178)
DEPARTMENT: DEBT SERVICE (42)
DEPARTMENT HEAD: GUY HENSON

EXPENDITURES	ACTUAL 2014-2015	AMENDED BUDGET 2015-2016	ESTIMATED ACTUAL 2015-2016	BUDGET 2016-2017
OTHER SERVICES	2,405	2,500	2,500	3,000
CAPITAL OUTLAY	598,954	2,358,384	2,358,384	700,000
TRANSFERS OUT	1,300,000	-	-	-
TOTAL	1,901,358	2,360,884	2,360,884	703,000

REVENUES	ACTUAL 2014-2015	AMENDED BUDGET 2015-2016	ESTIMATED ACTUAL 2015-2016	BUDGET 2016-2017
CHARGES FOR SERVICES	644,730	648,776	645,178	681,386
INTEREST	71,432	77,623	43,808	46,749
TOTAL	716,162	726,399	688,986	728,135

BUDGETARY FUND BALANCE:	BUDGET FUND BAL.	REVENUES	EXPENSES	FUND BALANCE	
6/30/2013	2,559,451	748,615	428,753	2,879,313	6/30/2014
6/30/2014	2,879,313	716,162	1,901,358	1,694,117	6/30/2015
6/30/2015	1,694,117	688,986	2,360,884	22,219	6/30/2016 - EST
6/30/2016	22,219	728,135	703,000	47,354	6/30/2017 - EST

FINAL BUDGET 2016-2017

OTHER SERVICES & CHARGES	
30-49 CREDIT CARD FEES	3,000
TOTAL OTHER SERVICES & CHARGES	3,000

CAPITAL OUTLAY	
40-05 UTILITY IMPROVEMENTS	700,000
TOTAL CAPITAL OUTLAY	700,000

TOTAL DEPARTMENT REQUEST	703,000
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CAPITAL OUTLAY FY 15-16 Estimated Actual

Carl Albert Water Tower Modification	466,800
Roofs at Water Plant	134,000
Rehabilitation of 2 Wells	100,000
SE 15th Street Widening Relocation	570,361
Eastside Booster Phase I	550,000
Eastside Distribution Improvement Phase II	5,584
Eastside Distribution Improvement Phase III	350,000
Eastside Distribution Improvement Phase IV	181,639
TOTAL	2,358,384

CAPITAL OUTLAY FY 16-17

Blueridge Water Line Replacement	100,000
SE 29th Loop between Douglas and Post	250,000
Mead Dr Loop between 15th and Post	100,000
Projects approved by Council	100,000
Interior Painting of Titan Water Tower	150,000
TOTAL	700,000

**FUND: SEWER BACKUP (184)
DEPARTMENT: SEWER BACKUP CLAIMS (43)
DEPARTMENT HEAD: TIM LYON**

FINAL BUDGET 2016-2017

EXPENDITURES	ACTUAL 2014-2015	AMENDED BUDGET 2015-2016	ESTIMATED ACTUAL 2015-2016	BUDGET 2016-2017
OTHER SERVICES	-	15,500	7,750	15,500
TOTAL	-	15,500	7,750	15,500

OTHER SERVICES & CHARGES	
30-02 CLAIMS-COUNCIL APPROVED	15,500
TOTAL OTHER SERVICES & CHARGES	15,500

TOTAL DEPARTMENT REQUEST 15,500

REVENUES	ACTUAL 2014-2015	AMENDED BUDGET 2015-2016	ESTIMATED ACTUAL 2015-2016	BUDGET 2016-2017
CHARGES FOR SERVICES	4	-	1	-
INTEREST	2,210	2,234	1,857	1,767
TOTAL	2,214	2,234	1,858	1,767

BUDGETARY FUND BALANCE:	BUDGET FUND BAL.	REVENUES	EXPENSES	FUND BALANCE	
6/30/2013	79,343	2,257	3,133	78,467	6/30/2014
6/30/2014	78,467	2,214	-	80,681	6/30/2015
6/30/2015	80,681	1,858	7,750	74,789	6/30/2016 - EST
6/30/2016	74,789	1,767	15,500	61,056	6/30/2017 - EST

ORDINANCE APPROVED IN 08-09, THE MINIMUM IS \$50,000.
WHEN THE FUND BALANCE FALLS BELOW THE THRESHOLD, THE UTILITY ASSESSMENT IS PLACED BACK ON THE UTILITY BILL.

FUND: SEWER CONSTRUCTION (186)
DEPARTMENT: SEWER CONSTRUCTION (46)
DEPARTMENT HEAD: BILL JANACEK

EXPENDITURES	ACTUAL 2014-2015	AMENDED BUDGET 2015-2016	ESTIMATED ACTUAL 2015-2016	BUDGET 2016-2017
CAPITAL OUTLAY	10,214,359	2,121,337	2,121,337	-
TRANSFERS OUT (250)	1,258,363	1,199,878	1,199,878	1,212,831
TOTAL	11,472,722	3,321,215	3,321,215	1,212,831

REVENUES	ACTUAL 2014-2015	AMENDED BUDGET 2015-2016	ESTIMATED ACTUAL 2015-2016	BUDGET 2016-2017
CHARGES FOR SERVICES	1,363,969	1,371,129	1,378,087	1,371,890
INTEREST	264,870	122,296	116,953	107,826
INTEREST-TIF LOAN	91,816	53,392	48,077	3,097
TRANSFER IN (Bond Premium)	1,489,197	-	-	-
TOTAL	3,209,853	1,546,817	1,543,117	1,482,813

BUDGETARY FUND BALANCE:	BUDGET FUND BAL.	REVENUES	EXPENSES	FUND BALANCE	
6/30/2013	12,958,689	16,246,395	16,290,201	12,914,883	6/30/2014
6/30/2014	12,914,883	3,209,853	11,472,722	4,652,015	6/30/2015
6/30/2015	4,652,015	1,543,117	3,321,215	2,873,917	6/30/2016 - EST
6/30/2016	2,873,917	1,482,813	1,212,831	3,143,899	6/30/2017 - EST
				<i>Sewer Fee</i>	
				(1,194,549) Reserve	
				1,949,350	

FINAL BUDGET 2016-2017

TRANSFERS OUT	
80-50 TRANSFERS OUT (250) for Debt Service	1,212,831
TOTAL TRANSFERS OUT	1,212,831

TOTAL DEPARTMENT REQUEST	1,212,831
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ESTIMATED FUND BALANCE RESERVE FROM SEWER FEE	
Fiscal Year 11-12	255,423
Fiscal Year 12-13	290,471
Fiscal Year 13-14	205,781
Fiscal Year 14-15	105,606
Fiscal Year 15-16 Estimated	178,209
Fiscal Year 16-17 Estimated	159,059
TOTAL	1,194,549

OUTSTANDING PRINCIPAL ON TIF LOAN

Fiscal Year 13-14	2,202,695
Fiscal Year 14-15	1,181,139
Fiscal Year 15-16	79,390

CAPITAL OUTLAY FY 15-16 Estimated Actual

Equipment Composting Facility	23,367
Boiler #2	276,999
Verification Magflow HZ	19,000
Engineering Sewer Plant	245,466
Sewer Plant Construction	871,576
Bio Solids Compost Facility	664,869
SCADA Hardware - for Plant	20,060
TOTAL	2,121,337

FUND: UTILITY SERVICES (187)
DEPARTMENT: CITY CLERK (50) UTILITY SERVICES
DEPARTMENT HEAD: SARA HANCOCK

EXPENDITURES	ACTUAL 2014-2015	AMENDED BUDGET 2015-2016	ESTIMATED ACTUAL 2015-2016	BUDGET 2016-2017
PERSONAL SERVICES	568,491	565,823	565,727	550,281
BENEFITS	212,421	218,002	217,711	220,405
MATERIALS & SUPPLIES	80,014	52,422	45,829	44,639
OTHER SERVICES	116,244	182,536	182,351	170,532
CAPITAL OUTLAY	13,933	16,366	16,366	4,476
TRANSFERS OUT	-	104,192	97,976	167,960
TOTAL	991,103	1,139,341	1,125,960	1,158,293

REVENUES	ACTUAL 2014-2015	AMENDED BUDGET 2015-2016	ESTIMATED ACTUAL 2015-2016	BUDGET 2016-2017
CHARGES FOR SERVICES	1,019,672	1,030,172	1,033,721	1,028,309
INTEREST	8,542	5,000	6,457	6,692
MISCELLANEOUS	-	43,380	43,380	65,070
TRANSFERS IN	-	-	-	1,429
TOTAL	1,028,214	1,078,552	1,083,558	1,101,500

BUDGETARY FUND BALANCE:	BUDGET FUND BAL.	REVENUES	EXPENSES	FUND BALANCE	
6/30/2013	496,296	1,083,815	1,232,701	347,410	6/30/2014
6/30/2014	347,410	1,028,214	991,103	384,521	6/30/2015
6/30/2015	384,521	1,083,558	1,125,960	342,119	6/30/2016 - EST
6/30/2016	342,119	1,101,500	1,158,293	285,326	6/30/2017 - EST

Excludes Transfers Out & Capital Outlay (49,293) **5% Reserve**
236,033

FINAL BUDGET 2016-2017

PERSONAL SERVICES	
10-01 SALARIES	504,686
10-02 WAGES	7,901
10-03 OVERTIME	6,000
10-07 ALLOWANCES	2,670
10-10 LONGEVITY	12,817
10-11 SL BUYBACK	1,590
10-12 VL BUYBACK	2,500
10-13 PDO BUYBACK	2,765
10-14 SICK LEAVE INCENTIVE	7,200
10-95 1X SALARY ADJUSTMENT	2,152
TOTAL PERSONAL SERVICES	550,281

BENEFITS	
15-01 SOCIAL SECURITY	42,096
15-02 EMPLOYEES' RETIREMENT	75,933
15-03 GROUP INSURANCE	67,160
15-04 WORKER'S COMP INSURANCE	5,808
15-06 TRAVEL & SCHOOL	8,788
15-07 UNIFORMS	1,750
15-13 LIFE	1,104
15-14 DENTAL	6,799
15-20 OVERHEAD HEALTH CARE COST	3,064
15-98 RETIREE INSURANCE	7,902
TOTAL BENEFITS	220,405

MATERIALS & SUPPLIES	
20-34 MAINTENANCE OF EQUIPMENT	901
20-41 SUPPLIES	15,000
20-63 FLEET FUEL	13,333
20-64 FLEET PARTS	6,642
20-65 FLEET LABOR	8,763
TOTAL MATERIALS & SUPPLIES	44,639

(CONTINUED)

FUND: UTILITY SERVICES (187)
DEPARTMENT: CITY CLERK (50) UTILITY SERVICES
DEPARTMENT HEAD: SARA HANCOCK
PAGE TWO

PERMANENT STAFFING	FY 16-17	FY 15-16
City Clerk	0.5	0.5
Billing Technician	0.5	0.5
Office Manager - City Clerk	1	1
Utility Service Clk/Trainer	1	1
Utility Service Clerk II	2	2
Utility Service Clerk	4	3.5
Meter Reader Coordinator	1	1
Meter Reader	2	2

TOTAL 12 11.5

PART TIME:	FY 16-17	FY 15-16
Accountant	0.18	0.18
Temp Meter Reader	0	1.5

Utility Service Clerk, part time position to become a full time position in FY 16-17
New fund created FY08-09 for functions of the Utility Billing and Customer Service.
The funding source is from penalties related to utilities.
Meter Readers were added (previously City Clerk) effective FY 10-11
PBX Receptionist reclassified to Utility Service Clerk FY 13-14
Accountant is in the Finance Department FY 14-15
Temporary Meter Reader(s) eliminated in FY 16-17 due to Automated Meters

CONTRACTUAL (30-40)	
Shred Bin	168
BOK Lockbox Fees	7,600
Ads - Employment Testing	1,000
UTS	3,000
Sunguard	5,000
Billing - Outsource	147,000
TOTAL	163,768

PERSONNEL
POSITIONS
SUMMARY:
2007-08 - 7
2008-09 - 8.5
2009-10 - 8.5
2010-11 - 13.5
2011-12 - 14.5
2012-13 - 14.5
2013-14 - 14.5
2014-15 - 14
2015-16 - 11.5
2016-17 - 12

OTHER SERVICES & CHARGES	
30-40 CONTRACTUAL	163,768
30-43 HARDWARE/SOFTWARE MAINTENANCE	2,700
30-49 CREDIT CARD FEES	2,049
30-72 MEMBERSHIPS/SUBSCRIPTIONS	303
30-85 INSURANCE/FIRE, THEFT, LIAB	1,712
TOTAL OTHER SERVICES & CHARGES	170,532

CAPITAL OUTLAY	
40-02 EQUIPMENT	4,476
TOTAL CAPITAL OUTLAY	4,476

TRANSFERS OUT	
80-89 UTILITY CAPITAL OUTLAY (189) (AMRS)	167,960
TOTAL TRANSFERS OUT	167,960

TOTAL DEPARTMENT REQUEST 1,158,293

CAPITAL OUTLAY FY 16-17	
Two (2) Global Malaga High Back Chairs	926
One (1) Canon DR-3010C Duplex Sheet Scanner	900
One (1) HP Laserjet P2055 Printer	150
One (1) HP Laserjet P4015X Printer	2,500
TOTAL	4,476

CAPITAL OUTLAY FY 15-16 Estimated Actual	
Headsets	910
Copier / Printer	387
Chair	550
Scanners	1,200
Executime	2,813
Carpeting	1,500
Computers & Equipment	6,499
Document Imaging System	2,507
TOTAL	16,366

FUND: CAPITAL SEWER (188) (STROTHMANN FUND)
DEPARTMENT: SEWER IMPROVEMENTS
DEPARTMENT HEAD: BILL JANACEK

EXPENDITURES	ACTUAL	AMENDED	ESTIMATED	
	2014-2015	BUDGET	ACTUAL	BUDGET
	2015-2016	2015-2016	2016-2017	
OTHER SERVICES	26,829	1,600	1,500	151,500
CAPITAL OUTLAY	154,935	318,200	318,200	202,500
TRANSFER OUT	450,000	265,000	125,000	140,000
TOTAL	631,764	584,800	444,700	494,000

REVENUES	ACTUAL	AMENDED	ESTIMATED	
	2014-2015	BUDGET	ACTUAL	BUDGET
	2015-2016	2015-2016	2016-2017	
LICENSES & PERMITS	7,575	7,728	10,175	7,642
CHARGES FOR SERVICES	387,037	389,085	397,670	388,823
INTEREST	13,183	15,631	6,037	8,412
TOTAL	407,795	412,444	413,882	404,877

BUDGETARY	BUDGET			FUND	
FUND BALANCE:	FUND BAL.	REVENUES	EXPENSES	BALANCE	
6/30/2013	403,360	402,987	416,183	390,164	6/30/2014
6/30/2014	390,164	407,795	631,764	166,194	6/30/2015
6/30/2015	166,194	413,882	444,700	135,376	6/30/2016 - EST
6/30/2016	135,376	404,877	494,000	46,253	6/30/2017 - EST

FINAL BUDGET 2016-2017

OTHER SERVICE & CHARGE	
30-40 CONTRACTUAL	150,000
30-49 CREDIT CARD FEES	1,500
TOTAL OTHER SERVICE & CHARGE	151,500

CAPITAL OUTLAY	
40-02 EQUIPMENT	44,500
40-08 CONTINGENCIES	100,000
40-15 IMPROVEMENTS OTHER THAN BLDGS	58,000
TOTAL CAPITAL OUTLAY	202,500

TRANSFERS OUT	
80-87 TRANSFER OUT TO MWC UTIL AUTH - 193	140,000
TOTAL TRANSFERS OUT	140,000

TOTAL DEPARTMENT REQUEST	494,000
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CAPITAL OUTLAY FY 15-16 Estimated Actual

Trailer Flusher Machine	90,000
Edgewood Lift Pump (1)	32,000
Eastwood Lift Station Pump (2)	16,200
SE 15th/Sooner Development	35,000
SE 15th SWR Relocation	145,000
TOTAL	318,200

CAPITAL OUTLAY FY 16-17

Replace Roof on Chlorine Building	32,000
Replace Roof on Sulfur Dioxide Building	26,000
Sixteen (16) Security Cameras w/Inst Equip	35,000
15th & Anderson Lift Station Pump (1)	9,500
Projects to be approved by Council	100,000
TOTAL	202,500

CONTRACTUAL 30-40

Chemical pipe root control	50,000
Pipe Bursting	100,000
	150,000

FUND: UTILITIES CAPITAL OUTLAY (189)
DEPARTMENT: CAPITAL OUTLAY
DEPARTMENT HEAD: GUY HENSON

EXPENDITURES	ACTUAL 2014-2015	AMENDED BUDGET 2015-2016	ESTIMATED ACTUAL 2015-2016	BUDGET 2016-2017
CAPITAL OUTLAY	4,266,820	5,181,257	5,181,257	-
DEBT SERVICE	-	494,546	488,331	588,218
TOTAL	4,266,820	5,675,803	5,669,588	588,218

REVENUES	ACTUAL 2014-2015	AMENDED BUDGET 2015-2016	ESTIMATED ACTUAL 2015-2016	BUDGET 2016-2017
INTEREST	45,084	20,625	13,275	21,909
MISCELLANEOUS	42,738	-	104,409	-
TRANSFER IN	1,000,000	1,053,146	1,046,930	588,218
LOAN PROCEEDS	-	3,500,000	4,898,797	-
TOTAL	1,087,822	4,573,771	6,063,411	610,127

BUDGETARY FUND BALANCE:	BUDGET FUND BAL.	REVENUES	EXPENSES	FUND BALANCE	
6/30/2013	2,139,659	960,870	50,553	3,049,976	6/30/2014
6/30/2014	3,049,976	1,087,822	4,266,820	(129,021)	6/30/2015
6/30/2015	(129,021)	6,063,411	5,669,588	264,802	6/30/2016 - EST
6/30/2016	264,802	610,127	588,218	286,711	6/30/2017 - EST

TRANSFERS IN DETAIL

Sanitation (190) Transfer Station	420,258
Utility Services (187) Debt Service AMRS	167,960
TOTAL	588,218

FINAL BUDGET 2016-2017

SANITATION (41)	
DEBT SERVICE	
70-01 PRINCIPAL PAYMENT Transfer Station	294,027
71-01 INTEREST Transfer Station	126,231
TOTAL DEBT SERVICE	420,258
TOTAL DEPARTMENT REQUEST	420,258

UTILITY SERVICES (50)	
DEBT SERVICE	
70-01 PRINCIPAL PAYMENT (AMRS)	120,105
71-01 INTEREST (AMRS)	47,855
TOTAL DEBT SERVICE	167,960
TOTAL DEPARTMENT REQUEST	167,960
TOTAL FUND REQUEST	588,218

CAPITAL OUTLAY FY 15-16 Estimated Actual

Transfer Station	2,500,000
3 Transport Trailers	223,500
Front End Loader	188,000
Land/Contingency	588,500
Ponies	32,770
Auto Meter Reading System	1,089,887
CNG Fueling Station	558,600
TOTAL	5,181,257

NOTE: AMRS funding required a loan in the amount of \$1,398,797 to be paid off in 10 years at an interest rate of 3.75%.

Total appropriations for the automated meter reading system is \$5,348,350.

Funding for the loan repayment comes from Fund 187, Utility Services for FY 16-17 & Water will participate when funding is available for debt service.

NOTE: TRANSFER STATION funding will require a loan in the amount of \$3.5 million. to be paid off in 10 years at an interest rate of 3.75%

Funding for the loan payment will come from a rate increase to Sanitation. The debt service payments will be transferred in from Fund 190.

(CONTINUED)

FUND: UTILITIES CAPITAL OUTLAY (189)
DEPARTMENT: CAPITAL OUTLAY
DEPARTMENT HEAD: GUY HENSON
PAGE TWO

FUND BALANCE ACTUAL AT 6-30-15				
DIVISION/DEPT	6/30/14 FUND REVENUES & BALANCE	ACTUAL TRANSFERS	6/30/15 FUND ACTUAL EXPENSES	6/30/15 FUND BALANCE
GENERAL GOVERNMENT	8,357	-	8,357	-
UTILITY SERVICES - AMRS	3,041,619	1,087,822	4,258,463	(129,021)
	3,049,976	1,087,822	4,266,820	(129,021)

FUND BALANCE ESTIMATED ACTUAL AT 6-30-16				
DIVISION/DEPT	6/30/15 FUND REVENUES & BALANCE	EST. ACTUAL TRANSFERS	6/30/16 FUND EST. ACTUAL EXPENSES	6/30/16 FUND BALANCE
GENERAL GOVT - CNG	-	558,600	558,600	-
GENERAL GOVT - PONIES	-	32,770	32,770	-
SANITATION - TRANS STATION	-	3,500,000	3,500,000	-
UTILITY SERVICES - AMRS	(129,021)	1,483,710	1,089,887	264,802
DEBT SERVICE	-	488,331	488,331	-
	(129,021)	6,063,411	5,669,588	264,802

FUND BALANCE ESTIMATED ACTUAL AT 6-30-17				
DIVISION/DEPT	6/30/16 FUND REVENUES & BALANCE	EST. ACTUAL TRANSFERS	6/30/17 FUND EST. ACTUAL EXPENSES	6/30/17 FUND BALANCE
GENERAL GOVERNMENT - CNG	-	-	-	-
GENERAL GOVT - PONIES	-	-	-	-
SANITATION - TRANS STATION	-	-	-	-
UTILITY SERVICES - AMRS	264,802	-	-	264,802
DEBT SERVICE	-	588,218	588,218	-
INTEREST	-	21,909	-	21,909
	264,802	610,127	588,218	286,711

FUND: ENTERPRISE - SANITATION (190)
DEPARTMENT: SANITATION (41)
DEPARTMENT HEAD: TIM LYON

EXPENDITURES	ACTUAL 2014-2015	AMENDED BUDGET 2015-2016	ESTIMATED ACTUAL 2015-2016	BUDGET 2016-2017
PERSONAL SERVICES	769,716	815,736	815,320	807,365
BENEFITS	365,095	386,147	385,777	407,927
MATERIALS & SUPPLIES	591,602	774,282	684,662	754,005
OTHER SERVICES	1,865,919	2,011,829	2,011,270	2,086,802
CAPITAL OUTLAY	104,793	1,209,863	1,203,166	888,453
TRANSFERS OUT	763,936	1,508,390	1,508,390	1,184,194
TOTAL	4,461,060	6,706,247	6,608,585	6,128,746

REVENUES	ACTUAL 2014-2015	AMENDED BUDGET 2015-2016	ESTIMATED ACTUAL 2015-2016	BUDGET 2016-2017
ASSET RETIREMENT	-	-	58	-
CHARGES FOR SERVICES	5,317,136	5,726,445	5,684,856	5,841,717
INTEREST	44,563	45,804	49,179	46,386
MISCELLANEOUS	30,657	33,580	19,094	29,330
TRANSFERS IN	-	-	-	2,859
TOTAL	5,392,356	5,805,829	5,753,187	5,920,292

BUDGETARY FUND BALANCE:	BUDGET FUND BAL.	REVENUES	EXPENSES	FUND BALANCE
6/30/2013	1,428,543	5,480,759	5,674,257	1,235,045
6/30/2014	1,235,045	5,392,356	4,461,060	2,166,341
6/30/2015	2,166,341	5,753,187	6,608,585	1,310,943
6/30/2016	1,310,943	5,920,292	6,128,746	1,102,489

Excludes Capital Outlay & Transfers Out (202,805) 5% Reserve
899,684

FINAL BUDGET 2016-2017

PERSONAL SERVICES	
10-01 SALARIES	695,638
10-02 WAGES	4,320
10-03 OVERTIME	68,848
10-07 ALLOWANCES	3,520
10-10 LONGEVITY	23,273
10-11 SL BUYBACK	2,878
10-12 VL BUYBACK	2,000
10-13 PDO BUYBACK	961
10-14 SICK LEAVE INCENTIVE	3,200
10-95 1X SALARY ADJUSTMENT	2,727
TOTAL PERSONAL SERVICES	807,365

BENEFITS	
15-01 SOCIAL SECURITY	61,763
15-02 EMPLOYEES' RETIREMENT	112,426
15-03 GROUP INSURANCE	152,528
15-04 WORKERS COMP INSURANCE	41,014
15-06 TRAVEL & SCHOOL	6,262
15-07 UNIFORMS	6,400
15-13 LIFE	1,536
15-14 DENTAL	17,016
15-20 OVERHEAD HEALTH CARE COST	3,923
15-98 RETIREE INSURANCE	5,058
TOTAL BENEFITS	407,927

MATERIALS & SUPPLIES	
20-34 MAINTENANCE OF EQUIPMENT	11,875
20-41 SUPPLIES	23,500
20-49 CHEMICALS	5,500
20-63 FLEET FUEL	261,131
20-64 FLEET PARTS	297,202
20-65 FLEET LABOR	154,797
TOTAL MATERIALS & SUPPLIES	754,005

(CONTINUED)

FUND: ENTERPRISE - SANITATION (190)
DEPARTMENT: SANITATION (41)
DEPARTMENT HEAD: TIM LYON
PAGE TWO

PERMANENT STAFFING	FY 16-17	FY 15-16
Supervisor	0	1
Residential Route Coord.	1	1
Commercial Route Coord.	1	0
Route Serviceperson	8	8
Laborer	1	1
Equipment Operator II	5	5
TOTAL	16	16

2015-2016: Sanitation & Stormwater Mgr 100% to Fund 061

CONTRACTUAL FY 16-17

Allied Waste (Compactors & Roll-Offs)	311,275
Republic Services (Recycling)	670,833
Southeast Landfill Tipping Fees	463,031
East Oak Landfill Tipping Fees	207,896
AVL Communication Fee (17 @ 34.95/month)	7,130
Unifirst (Rugs)	1,250
TOTAL	1,661,415

CAPITAL OUTLAY FY 15-16 ESTIMATED ACTUAL

(168) Sharp Containers	9,533
30-4 Yard Dumpsters	20,340
50-6 Yard Dumpsters	49,000
50-8 Yard Dumpsters	62,812
243-95 Gallon Poly-carts	12,036
One (1) Grapple Truck W/CNG	230,000
One (1) Pup Truck W/CNG	155,000
One (1) Rear Loader Truck W/CNG	257,500
One (1) 12 Ft. Utility Trailer	1,995
AVL for all Trucks	11,584
Set Truck	78,364
Automated Side Loader	309,111
Executime	3,430
Document Imaging System	1,261
Replacement of One (1) Computer	1,200
TOTAL	1,203,166

**PERSONNEL
POSITIONS
SUMMARY:**

2005-06 - 21
 2006-07 - 21
 2007-08 - 21
 2008-09 - 19
 2009-10 - 19
 2010-11 - 17
 2011-12 - 17
 2012-13 - 17
 2013-14 - 16
 2014-15 - 16
 2015-16 - 16
 2016-17 - 16

OTHER SERVICES & CHARGES

30-01 UTILITIES & COMMUNICATIONS	6,987
30-21 SURPLUS PROPERTY	8,355
30-22 PWA REMBURSEMENT	200,360
30-23 UPKEEP REAL PROPERTY	2,000
30-40 CONTRACTUAL	1,661,415
30-41 CONTRACT LABOR	130,930
30-43 HARDWARE/SOFTWARE MAINTENANCE	300
30-49 CREDIT CARD FEES	25,000
30-72 MEMBERSHIPS & SUBSCRIPTIONS	600
30-85 INSURANCE/FIRE, THEFT, LIAB	47,537
30-86 AUDIT	3,318
TOTAL OTHER SERVICES & CHARGES	2,086,802

CAPITAL OUTLAY

40-01 VEHICLES	707,000
40-02 EQUIPMENT	163,453
40-14 REMODEL	15,000
40-50 SOFTWARE	3,000
TOTAL CAPITAL OUTLAY	888,453

TRANSFER TO OTHER FUNDS

80-33 GENERAL FUND	763,936
80-89 UTILITY CAPITAL OUTLAY (189) Transfer Station	420,258
TOTAL TRANSFER TO OTHER FUNDS	1,184,194

TOTAL DEPARTMENT REQUEST

6,128,746

CAPITAL OUTLAY FY 16-17

One (1) Automated Side Loading Waste Truck	335,000
One (1) Half Ton Extended or Crew Cab Pick Up	32,000
20 - 6 Yard Dumpsters	19,600
25 - 8 Yard Dumpsters	28,700
15 - 4 Yard Dumpsters	10,170
250 - 95 Gal Poly Carts	12,135
200 - Sharp Containers	11,348
One (1) Front Loader Truck W/CNG	340,000
Repair and Rebuild roughly 150 Dumpters	70,000
AVL Interface for all Trucks	9,500
HD (High Definition) Video Camera	2,000
Remodel Break Areas, Bathroom, Locker Room	15,000
ESRI GeoEvent Processor	3,000
TOTAL	888,453

FUND: ENTERPRISE - WATER (191)
DEPARTMENT: UTILITIES - WATER (42)
DEPARTMENT HEAD: BILL JANACEK

EXPENDITURES	ACTUAL	AMENDED BUDGET	ESTIMATED ACTUAL	BUDGET
	2014-2015	2015-2016	2015-2016	2016-2017
PERSONAL SERVICES	1,600,846	1,659,254	1,620,995	1,620,885
BENEFITS	679,875	715,584	690,327	667,427
MATERIALS & SUPPLIES	748,010	1,005,797	930,912	885,071
OTHER SERVICES	1,560,578	1,832,340	1,686,100	1,581,936
CAPITAL OUTLAY	73,707	182,529	180,021	93,500
TRANSFER OUT	763,344	798,459	798,459	798,459
DEBT SERVICE	223,778	223,778	223,778	222,016
TOTAL	5,650,139	6,417,741	6,130,592	5,869,294

REVENUES	ACTUAL	AMENDED BUDGET	ESTIMATED ACTUAL	BUDGET
	2014-2015	2015-2016	2015-2016	2016-2017
CHARGES FOR SERVICES	5,035,353	5,774,885	5,155,103	5,826,652
INTEREST	19,477	18,645	8,284	2,797
MISCELLANEOUS	2,916	-	562	-
TRANSFERS IN (FUND 230 & 172)	37,863	365,000	356,621	383,114
TOTAL	5,095,609	6,158,530	5,520,570	6,212,563

BUDGETARY FUND BALANCE:	BUDGET FUND BAL.	REVENUES	EXPENSES	FUND BALANCE
6/30/2013	2,040,676	5,142,696	5,898,779	1,284,593
6/30/2014	1,284,593	5,095,609	5,650,139	730,063
6/30/2015	730,063	5,520,570	6,130,592	120,041
6/30/2016	120,041	6,212,563	5,869,294	463,310

Excludes Capital Outlay & Transfers Out (248,867) **5% Reserve**
214,444

FINAL BUDGET 2016-2017

PERSONAL SERVICES	
10-01 SALARIES	1,458,302
10-03 OVERTIME	15,000
10-07 ALLOWANCES	5,984
10-10 LONGEVITY	47,232
10-11 SL BUYBACK	15,650
10-12 VL BUYBACK	3,100
10-13 PDO BUYBACK	7,527
10-14 SICK LEAVE INCENTIVE	18,450
10-18 SEPARATION PAY	30,000
10-19 ON CALL	6,500
10-27 SHIFT DIFFERENTIAL	8,000
10-95 1X SALARY ADJUSTMENT	5,140
TOTAL PERSONAL SERVICES	1,620,885

BENEFITS	
15-01 SOCIAL SECURITY	123,998
15-02 EMPLOYEE'S RETIREMENT	226,924
15-03 GROUP INSURANCE	238,504
15-04 WORKERS COMP INSURANCE	22,421
15-06 TRAVEL & SCHOOL	2,500
15-07 UNIFORMS	13,000
15-13 LIFE	2,895
15-14 DENTAL	24,438
15-20 OVERHEAD HEALTH CARE COST	7,395
15-98 RETIREE INSURANCE	5,352
TOTAL BENEFITS	667,427

MATERIALS & SUPPLIES	
20-34 MAINTENANCE OF EQUIPMENT	40,000
20-41 SUPPLIES	135,000
20-45 FUEL & LUBRICANTS	1,000
20-49 CHEMICALS	573,398
20-63 FLEET FUEL	59,645
20-64 FLEET PARTS	48,311
20-65 FLEET LABOR	27,717
TOTAL MATERIALS & SUPPLIES	885,071

(CONTINUED)

FUND: ENTERPRISE - WATER (191)
DEPARTMENT: UTILITIES - WATER (42)
DEPARTMENT HEAD: BILL JANACEK
PAGE TWO

PERMANENT STAFFING	FY 16-17	FY 15-16
Inv. Con. Technician	0.5	0.5
Supply Supervisor	0.5	0.5
Water Supervisor	1	1
Lab Technician II	1	1
Maint. Supervisor II	1	1
Maint Technician	2	2
Chief Operator	1	1
Operator IV	2	3
Operator V	1	1
Operator	9	9
Crew Leader	6	6
Laborer	4	5
Distribution Foreman	1	1
GIS Coordinator	0.16	0.16
TOTAL	30.16	32.16

**PERSONNEL
POSITIONS
SUMMARY:**

- 2006-07 - 34
- 2007-08 - 34.16
- 2008-09 - 34.16
- 2009-10 - 33.16
- 2010-11 - 34.16
- 2011-12 - 34.16
- 2012-13 - 34.16
- 2013-14 - 34.16
- 2014-15 - 33.16
- 2015-16 - 32.16
- 2016-17 - 30.16

DEBT SERVICE FY 16-17

	Principal	Interest
Central OK Master Conservancy (Final Pmt: Sept 2016)	216,091	5,925

RATE INCREASES FY 10-11

Increase base rate by \$.50
Increase \$.50 per 1,000 on consumption above base rate
20% Increase in Revenue Over FY 09-10

RATE INCREASES FY 16-17

Increase base rate by \$1.50 for Residential & Commercial Customers (Estimated customers 20,273 x 12 Months = \$364,914)
Increase \$.10 per 1,000 on consumption above base rate (Estimated to be \$128,863)

OTHER SERVICES & CHARGES

30-01 UTILITIES & COMMUNICATIONS	220,000
30-21 SURPLUS PROPERTY	1,167
30-22 PWA REIMBURSEMENT	213,665
30-23 UPKEEP REAL PROPERTY	5,000
30-40 CONTRACTUAL	1,016,127
30-43 HARDWARE/SOFTWARE MAINT	900
30-49 CREDIT CARD FEES	23,000
30-54 VEHICLE ACCIDENT INSURANCE	1,000
30-72 MEMBERSHIPS & SUBSCRIPTIONS	2,850
30-85 INSURANCE	93,802
30-86 AUDIT	4,425
TOTAL OTHER SERVICES & CHARGES	1,581,936

CAPITAL OUTLAY

40-02 EQUIPMENT	9,500
40-05 UTILITY PROPERTY	80,000
40-49 COMPUTERS HARDWARE	4,000
TOTAL CAPITAL OUTLAY	93,500

DEBT SERVICE

71-02 INTEREST ON DEBTS (MASTER CONSV)	5,925
73-02 PRINCIPAL ON DEBTS (MASTER CONSV)	216,091
TOTAL DEBT SERVICE	222,016

TRANSFER OUT

80-13 STREET & ALLEY	50,000
80-33 GENERAL FUND	748,459
TOTAL TRANSFERS OUT	798,459

TOTAL DEPARTMENT REQUEST

5,869,294

(CONTINUED)

FUND: ENTERPRISE - WATER (191)
DEPARTMENT: UTILITIES - WATER (42)
DEPARTMENT HEAD: BILL JANACEK
PAGE THREE

CAPITAL OUTLAY FY 16-17

Flouride Meter for Water Laboratory	3,000
Hach Surface Scatter Turbidity Meter 7SC or equiv.	6,500
(17) Fire Hydrants for Distribution System (\$1,675 each)	30,000
Water Meters and Meter Hardware	50,000
Computers	4,000
TOTAL	93,500

CONTRACTUAL (30-40)

Analytical Service Company (Recalibration of Lab Scale)	400
HACO Water Works (Elevated Tanks)	2,000
Department of Environmental Quality	40,000
COMCD (Operations & Maintenance)	950,227
Consumer Confidence Report	2,000
Verizon Data Plan/Annual	1,000
OWRB (Annual Groundwater Right Admin Fee)	500
EPA Testing (Unregulated Contaminated Monitoring)	20,000
TOTAL	1,016,127

PROPOSED 06/14/2016

FUND: SEWER (192)
DEPARTMENT: UTILITIES - WASTEWATER (43)
DEPARTMENT HEAD: BILL JANACEK

EXPENDITURES	ACTUAL 2014-2015	AMENDED BUDGET 2015-2016	ESTIMATED ACTUAL 2015-2016	BUDGET 2016-2017
PERSONAL SERVICES	1,809,293	2,020,796	1,923,952	2,113,903
BENEFITS	864,727	905,986	838,033	947,040
MATERIALS & SUPPLIES	461,880	628,969	484,726	521,561
OTHER SERVICES	1,047,819	1,219,872	1,192,551	1,237,444
CAPITAL OUTLAY	79,189	193,958	188,332	70,180
TRANSFERS OUT	772,099	772,099	772,099	772,099
TOTAL	5,035,006	5,741,680	5,399,693	5,662,227

REVENUES	ACTUAL 2014-2015	AMENDED BUDGET 2015-2016	ESTIMATED ACTUAL 2015-2016	BUDGET 2016-2017
CHARGES FOR SERVICES	5,000,257	5,013,000	5,264,985	5,381,878
INTEREST	8,752	7,065	9,537	17,152
MISCELLANEOUS	2,238	4,762	101	1,500
ASSET RETIREMENT	36,845	-	42	-
TRANSFERS	450,000	128,801	128,801	9,576
TOTAL	5,498,092	5,153,628	5,403,466	5,410,106

BUDGETARY FUND BALANCE:	BUDGET FUND BAL.	REVENUES	EXPENSES	FUND BALANCE
6/30/2013	522,120	5,015,904	5,029,202	508,822
6/30/2014	508,822	5,498,092	5,035,006	971,908
6/30/2015	971,908	5,403,466	5,399,693	975,681
6/30/2015	975,681	5,410,106	5,662,227	723,560

Excludes Capital Outlay & Transfers Out (240,997) 5% Reserve
482,563

FINAL BUDGET 2016-2017

PERSONAL SERVICES	
10-01 SALARIES	1,956,542
10-03 OVERTIME	22,000
10-07 ALLOWANCES	8,408
10-10 LONGEVITY	48,154
10-11 SL BUYBACK	6,402
10-12 VACATION BUYBACK	3,300
10-13 PDO BUYBACK	6,026
10-14 SL INCENTIVE	10,656
10-18 SEPARATION PAY	30,000
10-19 ON CALL	11,000
10-27 SHIFT DIFFERENTIAL	4,000
10-95 1X SALARY ADJUSTMENT	7,415
TOTAL PERSONAL SERVICES	2,113,903

BENEFITS	
15-01 SOCIAL SECURITY	161,714
15-02 EMPLOYEES' RETIREMENT	295,946
15-03 GROUP INSURANCE	339,663
15-04 WORKERS COMP INSURANCE	60,142
15-06 TRAVEL & SCHOOL	6,000
15-07 UNIFORMS	16,000
15-13 LIFE	4,273
15-14 DENTAL	34,649
15-20 OVERHEAD HEALTH CARE COST	10,913
15-98 RETIREE INSURANCE	17,740
TOTAL BENEFITS	947,040

MATERIALS & SUPPLIES	
20-34 MAINTENANCE OF EQUIPMENT	75,000
20-41 SUPPLIES	90,000
20-45 FUEL & LUBRICANTS	3,700
20-49 CHEMICALS	95,000
20-63 FLEET FUEL	99,231
20-64 FLEET PARTS	89,984
20-65 FLEET LABOR	68,646
TOTAL MATERIALS & SUPPLIES	521,561

(CONTINUED)

FUND: SEWER (192)
DEPARTMENT: UTILITIES - WASTEWATER (43)
DEPARTMENT HEAD: BILL JANACEK
PAGE TWO

PERMANENT STAFFING	FY 16-17	FY 15-16
Inventory Control Tech	0.5	0.5
Supply Supervisor	0.5	0.5
Wastewater Supervisor	1	1
Industrial Waste Monitor	1	1
Lab Supervisor	1	1
Sludge Supervisor	1	1
Heavy Equip. Operator II	3	3
Lab Technician	1.34	1.34
Maint. Supervisor II	1	1
Chief Operator	1	1
Operator V	1	1
Operator IV	3	3
Operator	7	7
Maint. Technician	5	5
Collection Foreman	1	1
Crew Leader	5	5
Laborer	9	9
GIS Coordinator	0.17	0.17
Environmental Chemist	2	2
TOTAL	44.51	44.51

.17% GIS Coordinator from 010-05 Comm Development Eff. FY 07-08

FY 15-16 RATE INCREASE

.50 TO THE BASE RATE - Apartments, Residential, Mobile Homes and Outside Residential - Customer Count 24,018	12,009
\$2.00 TO THE BASE RATE - Commercial - Customer Count 961	1,922
Monthly Increase Anticipated	13,931
12 Months of Collection	167,172

PERSONNEL POSITIONS SUMMARY:

2006-07 - 52
 2007-08 - 52.17
 2008-09 - 52.17
 2009-10 - 52.17
 2010-11 - 52.17
 2011-12 - 49.17
 2012-13 - 48.17
 2013-14 - 46.17
 2014-15 - 44.51
 2015-16 - 44.51
 2016-17 - 44.51

OTHER SERVICES & CHARGES	
30-01 UTILITIES & COMMUNICATIONS	700,000
30-21 SURPLUS PROPERTY	3,528
30-22 PWA REIMBURSEMENT	241,830
30-23 UPKEEP REAL PROPERTY	20,000
30-40 CONTRACTUAL	50,500
30-43 HARDWARE/SOFTWARE MAINTENANCE	4,000
30-49 CREDIT CARD FEES	18,000
30-54 VEHICLE ACCIDENT INSURANCE	837
30-72 MEMBERSHIPS & SUBSCRIPTIONS	2,850
30-85 INSURANCE/FIRE, THEFT, LIAB	190,368
30-86 AUDIT	5,531
TOTAL OTHER SERVICES & CHARGES	1,237,444
CAPITAL OUTLAY	
40-01 VEHICLES	27,500
40-02 EQUIPMENT	40,680
40-49 COMPUTERS	2,000
TOTAL CAPITAL OUTLAY	70,180
TRANSFERS OUT	
80-33 GENERAL FUND REIMBURSEMENT	772,099
TOTAL TRANSFERS OUT	772,099
TOTAL DEPARTMENT REQUEST	5,662,227

CAPITAL OUTLAY FY 16-17

One (1) Half Ton Pickup w/ light bar and tool box	27,500
Lab Dishwasher and Accessories	14,200
PH/ISE Meter	4,000
One (1) Ice Machine 600lb per day capacity	1,500
Sewer Pneumatic Plugs	3,880
Tandem Utility Trailer with 3500lb axles	2,500
One (1) 68' Angle Broom Attachment for Bobcat	4,100
One (1) Electric Golf Cart w/ Utility Bed/Windshiel	3,000
Two (2) Raco Alarm Agent's w/ Annual Service	7,500
Two (2) Desktop Computers	2,000
TOTAL	70,180

(CONTINUED)

FUND: SEWER (192)
 DEPARTMENT: UTILITIES - WASTEWATER (43)
 DEPARTMENT HEAD: BILL JANACEK
 PAGE THREE

CAPITAL OUTLAY FY 15-16 ESTIMATED ACTUAL

1/2 Ton Pickup w/Side Tool Boxes, Rack, Strobe l	30,325
One (1) Ebara or Eq Submersible Sewage Pump	8,079
Twelve (12) Alarm Agent Digital WRTU	42,252
Safety Equipment	2,252
Three (3) Hydro Root Saws	6,500
One Ton Truck	39,675
1/2 Ton Pickup	26,000
Safety Equipment	5,000
Executime	9,540
Lift Station Pump - Lagoon	8,535
Eastwood Lift Station Pump 2	1,119
Rooftop A/C Unit	2,910
WWT Plant Plague	1,101
Document Imaging System	5,045
TOTAL	188,332

PROPOSED 06/14/2016

FUND: MWC UTILITIES AUTH (193)
 DEPARTMENT: UTILITIES - (87)
 DEPARTMENT HEAD: GUY HENSON

EXPENDITURES	ACTUAL 2014-2015	AMENDED BUDGET 2015-2016	ESTIMATED ACTUAL 2015-2016	BUDGET 2016-2017
MATERIALS AND SUPPLIES	1,598	-	-	-
OTHER SERVICES	-	200	200	50,200
CAPITAL OUTLAY	1,198,893	1,855,664	1,374,900	-
TOTAL	1,200,491	1,855,864	1,375,100	50,200

REVENUES	ACTUAL 2014-2015	AMENDED BUDGET 2015-2016	ESTIMATED ACTUAL 2015-2016	BUDGET 2016-2017
INTEREST	13,473	11,508	26,143	26,459
TRANSFERS IN (425-9060)	800,000	300,000	300,000	-
TRANSFERS IN (143)	504,765	142,733	142,733	-
TRANSFERS IN (188)	-	140,000	-	140,000
TRANSFERS IN (194)	250,000	-	-	-
TOTAL	1,568,238	594,241	468,876	166,459

BUDGETARY FUND BALANCE:	BUDGET FUND BAL.	REVENUES	EXPENSES	FUND BALANCE	
6/30/2013	1,069,586	375,483	705,205	739,864	6/30/2014
6/30/2014	739,864	1,568,238	1,200,491	1,107,612	6/30/2015
6/30/2015	1,107,612	468,876	1,375,100	201,388	6/30/2016 - EST
6/30/2016	201,388	166,459	50,200	317,647	6/30/2017 - EST

FINAL BUDGET 2016-2017

8710 - ECONOMIC DEVELOPMENT	
OTHER SERVICES & CHARGES	
30-40 CONTRACTUAL	50,000
30-86 AUDIT	200
TOTAL OTHER SERVICES & CHARGES	50,200
TOTAL DIVISION REQUEST	50,200

CAPITAL OUTLAY DETAIL FY 15-16 - ESTIMATED ACTUAL

Soldier Creek Industrial Park:	
Street	660,000
Waterline	200,000
Switch	374,900
Sewer Line	140,000
TOTAL	1,374,900

FUND: DOWNTOWN REDEVELOPMENT (194)
DEPARTMENT: REDEVELOPMENT (92)
DEPARTMENT HEAD: GUY HENSON

EXPENDITURES	ACTUAL 2014-2015	AMENDED BUDGET 2015-2016	ESTIMATED ACTUAL 2015-2016	BUDGET 2016-2017
PERSONAL SERVICES	46,551	46,402	46,402	38,693
BENEFITS	20,697	20,142	17,675	13,268
MATERIALS & SUPPLIES	15	-	-	-
OTHER SERVICES	69,018	193,926	193,575	143,812
CAPITAL OUTLAY	37,692	2,795,091	2,795,091	325,000
TRANSFER OUT	702,400	511,350	511,350	759,350
TOTAL	876,374	3,566,911	3,564,093	1,280,123

REVENUES	ACTUAL 2014-2015	AMENDED BUDGET 2015-2016	ESTIMATED ACTUAL 2015-2016	BUDGET 2016-2017
CHARGES FOR SERVICES	1,259,000	1,457,677	1,400,458	1,399,000
INTEREST	65,092	62,627	63,059	61,217
TOTAL	1,324,092	1,520,304	1,463,517	1,460,217

BUDGETARY FUND BALANCE:	BUDGET FUND BAL.	REVENUES	EXPENSES	FUND BALANCE
6/30/2013	2,692,454	1,697,792	1,672,334	2,717,912
6/30/2014	2,717,912	1,324,092	876,374	3,165,630
6/30/2015	3,165,630	1,463,517	3,564,093	1,065,054
6/30/2016	1,065,054	1,460,217	1,280,123	1,245,148
Restricted Fund Balance: held by the Ok County Court Clerk for 29th St Property				(687,300)
FY 15-16 Clock Tower Loan				(141,476)
				416,372

FINAL BUDGET 2016-2017

(9210) Special Projects	
CAPITAL OUTLAY	
40-02 EQUIPMENT	200,000
40-06 INFRASTRUCTURE	100,000
40-15 IMPROVEMENTS OTHER THAN BUILDINGS	25,000
TOTAL CAPITAL OUTLAY	325,000
TRANSFER OUT	
80-24 L & H (240) PARTIAL REIMBURSEMENT from 2003	125,000
80-17 TRAILER PARK (017)	134,350
80-90 RETURN ON OWNERS INV (425) C PRIN	325,000
80-XX RETIREE INSURANCE (VARIOUS FUNDS)	175,000
TOTAL TRANSFER OUT	759,350
TOTAL DIVISION REQUEST	1,084,350

(9250) General Operations	
PERSONAL SERVICES	
10-01 SALARIES	35,234
10-07 ALLOWANCES	1,036
10-10 LONGEVITY	811
10-11 SL BUYBACK	538
10-12 VL BUYBACK	300
10-13 PDO BUYBACK	271
10-14 SL INCENTIVE	405
10-95 1X SALARY ADJUSTMENT	98
TOTAL PERSONAL SERVICES	38,693
BENEFITS	
15-01 SOCIAL SECURITY	2,960
15-02 RETIREMENT	5,417
15-03 GROUP INSURANCE	3,777
15-04 WORKER'S COMP INSURANCE	371
15-13 LIFE	43
15-14 DENTAL	411
15-20 OVERHEAD HEALTH CARE COST	289
TOTAL BENEFITS	13,268

(CONTINUED)

FUND: DOWNTOWN REDEVELOPMENT (194)
DEPARTMENT: REDEVELOPMENT (92)
DEPARTMENT HEAD: GUY HENSON
PAGE TWO

PERMANENT STAFFING	FY 16-17	FY 15-16
Facilities Project Supervisor	0.25	0.25
City Attorney	0.20	0.20
TOTAL	0.45	0.45

PART TIME:	FY 16-17	FY 15-16
Accountant	0.18	0.18

City Attorney - .20 Downtown Redev (194); .20 Hosp Auth (425); .60 City Attorney (010-04)
 Facilities Project Spvr - .25 (Fund 194); .25 Welcome Cntr (045); .50 Street (010-09)

TOWN CENTER RENTAL INCOME	FY 14-15	FY 15-16	FY 16-17
Rent - Retail	510,000	510,000	510,000
Preferred Rent	305,000	305,000	305,000
Participation Rent - Sooner Town Center	444,000	539,500	494,000
Participation Rent - Sooner Town Center II	-	45,958	90,000
TOTAL	1,259,000	1,400,458	1,399,000

PERSONNEL
 POSITIONS
 SUMMARY:
 2006-07 - .25
 2007-08 - .70
 2008-09 - .70
 2009-10 - .45
 2010-11 - .45
 2011-12 - .45
 2012-13 - .45
 2013-14 - .45
 2014-15 - .45
 2015-16 - .45
 2016-17 - .45

OTHER SERVICES & CHARGES	
30-40 CONTRACTUAL - FIREWORKS	25,000
30-40 CONTRACTUAL - SE 29TH CHRISTMAS LIGHTS	20,000
30-40 CONTRACTUAL - MISCELLANEOUS	10,000
30-40 CHRISTMAS STORY LAND EVENT-CENTRAL PARK	24,600
30-40 SHOP LOCAL CAMPAIGN	6,000
30-40 TOWN CENTER SPECIAL EVENTS	20,000
30-40 75TH ANNIVERSARY PROJECTS	37,500
30-72 MEMBERSHIP/SUBSCRIPTIONS	400
30-85 INS/FIRE/THEFT/LIABILITY	312
TOTAL OTHER SERVICES & CHARGES	143,812

TOTAL DIVISION REQUEST 195,773

TOTAL DEPARTMENT REQUEST 1,280,123

CAPITAL OUTLAY FY 16-17

Original Square Mile Implementation	200,000
North Oaks Phase IV	100,000
ADA Transition Plan Implementation (3rd Year Funding)	25,000
TOTAL	325,000

CAPITAL OUTLAY FY 15-16 ESTIMATED ACTUAL

ADA Transition Plan Implementation (2nd Year Funding)	120,602
Decorative Festival Tent - Round - 25 Feet	12,435
Executime	123
Original Square Mile Implementation	1,500,000
Reconstruct (Mid-America/RIC)	194,310
Sewer Line Ext 29th & Douglas	350,000
Stories of Christmas	17,565
Clock Tower Civic SP Design	70,000
Clock Tower Civic SPC Const	103,800
Org Square Mile Monuments	71,256
Signage - City Hall	30,000
North Oaks Phase III	325,000
TOTAL	2,795,091

FUND: HOTEL/CONFERENCE CENTER OPERATIONS (195)
DEPARTMENT: HOTEL/CONFERENCE CENTER (40)
DEPARTMENT HEAD: TIM LYON

FINAL BUDGET 2016-2017

MUNICIPAL AUTHORITY ADMINISTRATION - 4010

PERSONAL SERVICES	40,703
BENEFITS	13,671
TOTAL DIVISION REQUEST	54,374

ROOMS - 4012

PERSONAL SERVICES	436,698
BENEFITS	128,339
OTHER SERVICES & CHARGES	309,904
TOTAL DIVISION REQUEST	874,940

FOOD - 4013

PERSONAL SERVICES	666,255
BENEFITS	221,177
OTHER SERVICES & CHARGES	146,007
COST OF SALES	363,555
TOTAL DIVISION REQUEST	1,396,993

TELEPHONE - 4014

COST OF SALES	21,343
TOTAL DIVISION REQUEST	21,343

MISCELLANEOUS - 4015

COST OF SALES	191,860
TOTAL DIVISION REQUEST	191,860

(CONTINUED)

EXPENDITURES	ACTUAL 2014-2015	AMENDED BUDGET 2015-2016	ESTIMATED ACTUAL 2015-2016	BUDGET 2016-2017
PERSONAL SERVICES	1,778,212	1,920,461	1,807,023	1,880,372
BENEFITS	574,634	589,390	615,366	605,163
OTHER SERVICES	1,653,756	1,580,267	1,523,016	1,450,515
COST OF SALES	1,370,142	1,441,542	1,241,961	1,286,743
TRANSFERS	587,193	599,293	588,100	219,054
TOTAL	5,963,936	6,130,953	5,775,466	5,441,848

REVENUES	ACTUAL 2014-2015	AMENDED BUDGET 2015-2016	ESTIMATED ACTUAL 2015-2016	BUDGET 2016-2017
CHARGES FOR SERVICES	5,679,816	6,100,564	5,366,378	5,476,361
TOTAL	5,679,816	6,100,564	5,366,378	5,476,361
NET INCOME	(284,120)	(30,389)	(409,089)	34,512

BUDGETARY FUND BALANCE:	BUDGET FUND BAL.	REVENUES	EXPENSES	FUND BALANCE
6/30/2013	(232,815)	6,159,049	5,956,317	(30,083) 6/30/2014
6/30/2014	(30,083)	5,679,816	5,963,936	(314,204) 6/30/2015
6/30/2015	(314,204)	5,366,378	5,775,466	(723,293) 6/30/2016 - EST
6/30/2016	(723,293)	5,476,361	5,441,848	(688,781) 6/30/2017 - EST
Sheraton at the Reed Conference Center Accounts Receivable				740,000 6/30/2016 - EST

FUND: HOTEL/CONFERENCE CENTER OPERATIONS (195)
DEPARTMENT: HOTEL/CONFERENCE CENTER (40)
DEPARTMENT HEAD: TIM LYON
PAGE TWO

PERMANENT STAFFING	FY 16-17		FY 15-16	
	Full Time	Part Time	Full Time	Part Time
Accountant (City)	0.25	-	0.25	-
Asst City Mgrn - Admin (City)	0.20	-	0.15	-
General Manager	1	-	1	-
Asst General Manager	1	-	1	-
Front Office Manager	-	-	-	-
AM/PM Front Desk Sprvs	2	-	1	-
Front Desk Clerks	2	2	3	2
Night Auditors	1	1	1	1
Housekeeping Manager	-	-	-	-
Housekeeping Supervisor	2	-	2	-
Inspectress	1	-	1	-
Room Attendants	10	2	10	-
House person	1	1	1	-
Lobby Attendant	2	1	2	-
Laundry Attendant	2	-	2	1
Food & Beverage Manager	1	-	1	-
Bartenders	2	2	2	2
Restaurant Supervisor	2	-	2	-
Restaurant Cooks	3	-	3	-
Restaurant Servers	3	1	2	2
Club Level Attendant	-	3	1	1
Admin Coord/Sales Admin	-	-	1	-
Maintenance Tech	4	-	4	-
Director of Sales & Mrktg	1	-	1	-
Sales Manager	2	-	2	-
Executive Meeting Manager	1	-	1	-
Sales Coordinator	1	-	1	-
Convention Services Mgr	1	-	1	-
Accounting Director	1	-	1	-
Accts Rec/Front Desk	1	-	1	-
Executive Chef	1	-	1	-
Sous Chef	-	-	-	-
Banquet Cooks	2	2	2	2
Dishwashers	2	1	1	2
Lead Cook	1	-	1	-

ADMINISTRATION - 4016	
PERSONAL SERVICES	247,930
BENEFITS	100,374
OTHER SERVICES & CHARGES	439,726
TOTAL DIVISION REQUEST	788,030

SALES & MARKETING - 4017	
PERSONAL SERVICES	317,705
BENEFITS	100,433
OTHER SERVICES & CHARGES	241,880
TOTAL DIVISION REQUEST	660,018

MAINTENANCE - 4018	
PERSONAL SERVICES	128,345
BENEFITS	41,169
OTHER SERVICES & CHARGES	219,423
TOTAL DIVISION REQUEST	388,937

FRANCHISE FEES - 4019	
COST OF SALES	318,739
TOTAL DIVISION REQUEST	318,739

ENERGY COST - 4020	
COST OF SALES	345,970
TOTAL DIVISION REQUEST	345,970

CAPITAL - 4021	
OTHER SERVICES & CHARGES	93,576
TRANSFERS (4% FF&E)	219,054
TOTAL DIVISION REQUEST	312,630

(CONTINUED)

FUND: HOTEL/CONFERENCE CENTER OPERATIONS (195)
 DEPARTMENT: HOTEL/CONFERENCE CENTER (40)
 DEPARTMENT HEAD: TIM LYON
 PAGE THREE

(Continued) PERMANENT STAFFING	FY 16-17		FY 15-16	
	Full Time	Part Time	Full Time	Part Time
Banquet Captain	2	-	2	-
Banquet Setup	2	2	2	2
Banquet Servers	4	7	-	15
Banquet Bartenders	-	3	-	3
Security	1	1	-	-
TOTAL	63.45	29.00	58.40	33.00

PERSONNEL POSITIONS SUMMARY

2006-07 - 84.25
 2007-08 - 84.00
 2008-09 - 60.00 Full Time
 2008-09 - 40.00 Part Time
 2009-10 - 60.65 Full Time
 2009-10 - 40.00 Part Time
 2010-11 - 62.65 Full Time
 2010-11 - 56.00 Part Time
 2011-12 - 62.75 Full Time
 2011-12 - 52.00 Part Time
 2012-13 - 59.45 Full Time
 2012-13 - 41.00 Part Time
 2013-14 - 57.45 Full Time
 2013-14 - 34.00 Part Time
 2014-15 - 57.45 Full Time
 2014-15 - 32.00 Part Time
 2015-16 - 58.40 Full Time
 2015-16 - 33.00 Part Time
 2016-17 - 63.45 Full Time
 2016-17 - 29.00 Part Time

Note: Part Time includes Occasional Staff

BEVERAGE - 4024	
PERSONAL SERVICES	42,738
COST OF SALES	45,277
TOTAL DIVISION REQUEST	88,014
TOTAL DEPARTMENT REQUEST	5,441,848

FUND: FF&E RESERVE (196)
 DEPARTMENT: HOTEL/CONFERENCE CENTER (40)
 DEPARTMENT HEAD: TIM LYON

EXPENDITURES	ACTUAL 2014-2015	AMENDED BUDGET 2015-2016	ESTIMATED ACTUAL 2015-2016	BUDGET 2016-2017
MATERIALS & SUPPLIES	-	-	-	10,000
OTHER SERVICES	117,097	30,600	30,550	2,500
CAPITAL OUTLAY	428,216	645,086	645,086	452,000
TOTAL	545,313	675,686	675,636	464,500

REVENUES	ACTUAL 2014-2015	AMENDED BUDGET 2015-2016	ESTIMATED ACTUAL 2015-2016	BUDGET 2016-2017
MISCELLANEOUS	195,980	10,000	10,000	-
TRANSFERS	227,193	239,293	228,100	219,054
TOTAL	423,173	249,293	238,100	219,054

BUDGETARY FUND BALANCE:	BUDGET FUND BAL.	REVENUES	EXPENSES	FUND BALANCE	
6/30/2013	1,373,046	361,158	345,084	1,389,120	6/30/2014
6/30/2014	1,389,120	423,173	545,313	1,266,980	6/30/2015
6/30/2015	1,266,980	238,100	675,636	829,444	6/30/2016 - EST
6/30/2016	829,444	219,054	464,500	583,998	6/30/2017 - EST

CAPITAL OUTLAY FY 16-17

Reed Center Meeting Rooms/Prefunction Space Carpet	210,000
PTAC Heat/Air Units	10,000
Guest Room Bathroom Walls	35,000
Fitness Equipment Replacement	37,500
Vanity Replacment	20,000
Computer and Printers	2,000
Emerald Room Kitchen Replacement - Stainless Steel	10,000
West Elevator Upgrade	40,000
Housekeeping Carts	7,500
Landscaping	5,000
TBD	75,000
TOTAL	452,000

FINAL BUDGET 2016-2017

MUNICIPAL AUTHORITY ADMINISTRATION - 4010

MATERIALS & SUPPLIES	
20-41 SUPPLIES	10,000
TOTAL MATERIALS & SUPPLIES	10,000

OTHER SERVICES & CHARGES	
30-23 UPKEEP REAL PROPERTY	2,500
TOTAL OTHER SERVICES & CHARGES	2,500

CAPITAL OUTLAY	
40-02 EQUIPMENT	45,000
40-08 CONTINGENCIES	75,000
40-14 REMODEL	325,000
40-15 IOB	5,000
40-49 COMPUTERS	2,000
TOTAL CAPITAL OUTLAY	452,000

TOTAL DIVISION REQUEST	464,500
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CAPITAL OUTLAY FY 15-16 ESTIMATED ACTUAL

Reed Center Carpet	150,000
LED Uplighting 30 @ \$1275	38,250
Ice Maching	5,525
Elliptical	6,022
Banquet Dinner Ware - Setting for 750	35,000
Room Safes	26,610
Hotel Door Replacement 1 Floor at 44 Doors	58,000
Water Softener Equipment	2,500
A/C Rodder for Chillers	2,000
To Be Determined - Contingencies	21,743
Deferred Maintenance	22,654
To Be Determined - IOB	15,894
Sound System Upgrade	10,000
Elevator Cabin Upgrade	15,000
Paint Mtg Areas - Reed Ctr	20,030
Light Dimming System Upgrade	25,000
Guestroom Bathroom Tile	92,732
Guestroom Bathroom Walls	15,010
Text/Paint Main Floor Restrooms	3,000
Monument Sign Paint	500
Light Dimming Syst (2nd Year)	15,000
Reed South Sign	2,500
Fountain Vault Renovation	47,116
Computers and Printers	15,000
TOTAL	645,086

FUND: GOLF (197)
DEPARTMENT: GOLF (47/48)
DEPARTMENT HEAD: VAUGHN SULLIVAN

EXPENDITURES	ACTUAL 2014-2015	AMENDED BUDGET 2015-2016	ESTIMATED ACTUAL 2015-2016	BUDGET 2016-2017
PERSONAL SERVICES	526,534	550,907	550,907	557,708
BENEFITS	147,782	154,684	152,533	164,118
MATERIALS & SUPPLIES	192,408	226,588	203,447	217,724
OTHER SERVICES	104,377	125,580	113,769	128,594
CAPITAL OUTLAY	58,990	89,656	88,820	96,000
DEBT SERVICE	52,549	-	-	-
TOTAL	1,082,642	1,147,415	1,109,476	1,164,144

REVENUES	ACTUAL 2014-2015	AMENDED BUDGET 2015-2016	ESTIMATED ACTUAL 2015-2016	BUDGET 2016-2017
CHARGES FOR SERVICES	1,034,346	1,133,114	1,135,217	1,141,033
INVESTMENT INTEREST	2,436	834	3,345	2,667
MISCELLANEOUS	653	703	765	787
ASSET RETIREMENT	16,500	25,000	29,500	-
TOTAL	1,053,935	1,159,651	1,168,827	1,144,487

BUDGETARY FUND BALANCE:	BUDGET FUND BAL.	REVENUES	EXPENSES	FUND BALANCE
6/30/2013	124,931	1,118,566	1,128,387	115,110
6/30/2014	115,110	1,053,935	1,082,642	86,403
6/30/2015	86,403	1,168,827	1,109,476	145,754
6/30/2016	145,754	1,144,487	1,164,144	126,097
		Excludes Transfers Out & Capital Outlay		(53,407) 5% Reserve
				<u>72,690</u>

FINAL BUDGET 2016-2017

PERSONAL SERVICES (4710 - JOHN CONRAD)	
10-01 SALARIES	244,294
10-02 WAGES	126,000
10-03 OVERTIME	1,500
10-07 ALLOWANCES	1,584
10-10 LONGEVITY	8,055
10-11 SL BUYBACK	4,665
10-12 VL BUYBACK	1,500
10-13 PDO BUYBACK	1,366
10-14 SL INCENTIVE	3,960
10-95 1X SALARY ADJUSTMENT	2,710
PERSONAL SERVICES - JOHN CONRAD	395,634

PERSONAL SERVICES (4810 - HIDDEN CREEK)	
10-01 SALARIES	99,491
10-02 WAGES	51,500
10-03 OVERTIME	500
10-07 ALLOWANCES	496
10-10 LONGEVITY	4,049
10-11 SL BUYBACK	2,269
10-12 VL BUYBACK	1,000
10-13 PDO BUYBACK	545
10-14 SL INCENTIVE	1,440
10-95 1X SALARY ADJUSTMENT	784
PERSONAL SERVICES - HIDDEN CREEK	162,074

TOTAL PERSONAL SERVICES **557,708**

BENEFITS (4710 - JOHN CONRAD)	
15-01 SOCIAL SECURITY	30,266
15-02 EMPLOYEES' RETIREMENT	37,749
15-03 GROUP INSURANCE	29,644
15-04 WORKERS COMP INSURANCE	7,042
15-06 TRAVEL & SCHOOL	950
15-07 UNIFORMS	2,883
15-13 LIFE	518
15-14 DENTAL	2,731
15-20 OVERHEAD HEALTH CARE COST	1,324
BENEFITS - JOHN CONRAD	113,107

(CONTINUED)

FUND: GOLF (197)
DEPARTMENT: GOLF (47/48)
DEPARTMENT HEAD: VAUGHN SULLIVAN
PAGE TWO

PERMANENT STAFFING	FY 16-17	FY 15-16
Golf Director	1	1
Golf Superintendent	1	1
Asst Greens Superintendent	1	1
Golf Car Mechanic	1	1
Groundskeeper	1	1
Laborer I	1	1
TOTAL	6	6

PART TIME STAFFING	FY 16-17	FY 15-16
	2	2

SEASONAL STAFFING	FY 16-17	FY 15-16
	25	25

CAPITAL OUTLAY FY 16-17

(2) Zero Turn Mowers	16,000
5 Gang Rotary Pull Behind Mower	20,000
Toro Greens Roller	12,000
(2) Toro Greens Mowers (Used)	48,000
TOTAL	96,000

CAPITAL OUTLAY FY 15-16 ESTIMATED ACTUAL

(15) Golf Carts	58,700
Mower	6,840
Core Collector	1,300
Executime	4,019
Range Ball Dispenser	4,700
Documnet Imaging System	1,261
Software	12,000
TOTAL	88,820

PERSONNEL POSITIONS SUMMARY:

- 2006-07 - 9
- 2007-08 - 9
- 2008-09 - 8
- 2009-10 - 6
- 2010-11 - 6
- 2011-12 - 6
- 2012-13 - 6
- 2013-14 - 6
- 2014-15 - 6
- 2015-16 - 6
- 2016-17 - 6

BENEFITS (4810 - HIDDEN CREEK)

15-01 SOCIAL SECURITY	12,399
15-02 EMPLOYEES' RETIREMENT	15,480
15-03 GROUP INSURANCE	15,885
15-04 WORKERS COMP INSURANCE	3,018
15-06 TRAVEL & SCHOOL	160
15-07 UNIFORMS	910
15-13 LIFE	250
15-14 DENTAL	2,272
15-20 OVERHEAD HEALTH CARE COST	637
BENEFITS - HIDDEN CREEK	51,011

TOTAL BENEFITS

164,118

MATERIALS & SUPPLIES (4710 - JOHN CONRAD)

20-27 FOOD & BEVERAGES	45,981
20-34 MAINTENANCE OF EQUIPMENT	30,315
20-41 SUPPLIES	17,437
20-49 CHEMICALS	48,128
20-63 FLEET FUEL	19,723
20-64 FLEET PARTS	931
20-65 FLEET LABOR	1,183
20-66 IRRIGATION UPKEEP	4,750
20-67 GOLF CART MAINTENANCE	16,950
20-71 BOTANICAL	5,000
MATERIALS & SUPPLIES - JOHN CONRAD	190,398

MATERIALS & SUPPLIES (4810 - HIDDEN CREEK)

20-27 FOOD & BEVERAGES	10,800
20-34 MAINTENANCE OF EQUIPMENT	2,000
20-41 SUPPLIES	2,250
20-49 CHEMICALS	8,000
20-63 FLEET FUEL	349
20-64 FLEET PARTS	164
20-65 FLEET LABOR	263
20-67 GOLF CART MAINTENANCE	1,500
20-71 BOTANICAL	2,000
MATERIALS & SUPPLIES - HIDDEN CREEK	27,326

TOTAL MATERIALS & SUPPLIES

217,724

(CONTINUED)

FUND: GOLF (197)
 DEPARTMENT: GOLF (47/48)
 DEPARTMENT HEAD: VAUGHN SULLIVAN
 PAGE THREE

RATE INCREASE FY 15-16

\$1.00 added to the following:
 Conrad : Senior, Military, Monday Special & Golf Carts
 Hidden Creek: Golf Carts

RATE INCREASE FY 16-17

HC Junior Fees increase from \$2 to \$4
 HC Junior All Day Fees Increase from \$3 to \$6
 JC Reg. & Weekend Fees increase from \$23 to \$24
 JC Memberships increase: \$600 to \$700, \$1,000 to \$1,200, \$1,080 to \$1,180 and \$1,800 to \$2,000
 HC & JC Snacks increase from \$1.15 to \$1.38

OTHER SERVICES & CHARGES (4710 - JOHN CONRAD)	
30-01 UTILITIES & COMMUNICATIONS	16,000
30-21 SURPLUS PROPERTY	761
30-22 PWA REIMBURSEMENT	26,174
30-23 UPKEEP REAL PROPERTY	4,750
30-40 CONTRACTUAL	13,200
30-41 CONTRACT LABOR	9,000
30-43 HARDWARE/SOFTWARE MAINTENANCE	300
30-49 CREDIT CARD FEES	13,609
30-72 MEMBERSHIPS & SUBSCRIPTIONS	1,850
30-81 ADVERTISING	1,000
30-85 INSURANCE/FIRE, THEFT, LIAB	10,856
30-86 AUDIT	737
OTHER SERVICES & CHARGES - JOHN CONRAD	<u>98,237</u>
OTHER SERVICES & CHARGES (4810 - HIDDEN CREEK)	
30-01 UTILITIES & COMMUNICATIONS	5,000
30-22 PWA REIMBURSEMENT	11,218
30-40 CONTRACTUAL	3,100
30-49 CREDIT CARD FEES	4,750
30-72 MEMBERSHIPS & SUBSCRIPTIONS	500
30-81 ADVERTISING	400
30-85 INSURANCE/FIRE, THEFT, LIAB	4,652
30-86 AUDIT	737
OTHER SERVICES & CHARGES - HIDDEN CREEK	<u>30,357</u>
TOTAL OTHER SERVICES & CHARGES	<u><u>128,594</u></u>
CAPITAL OUTLAY	
40-02 EQUIPMENT	96,000
TOTAL CAPITAL OUTLAY	<u>96,000</u>
TOTAL DEPARTMENT REQUEST	<u><u>1,164,144</u></u>

PROPOSED 06/12/2016

FUND: URBAN RENEWAL (201)
 DEPARTMENT: URBAN RENEWAL
 DEPARTMENT HEAD: GUY HENSON

FINAL BUDGET 2016-2017

EXPENDITURES	ACTUAL	AMENDED BUDGET	ESTIMATED ACTUAL	BUDGET
	2014-2015	2015-2016	2015-2016	2016-2017
OTHER SERVICES	12,271	66,000	10,000	55,750
TOTAL	12,271	66,000	10,000	55,750

OTHER SERVICES & CHARGES	
30-44 ADMIN/PROFESSIONAL SERVICES	55,000
30-51 OTHER GOVT EXPENSE	750
TOTAL OTHER SERVICES & CHARGES	55,750

TOTAL DEPARTMENT REQUEST 55,750

REVENUES	ACTUAL	AMENDED BUDGET	ESTIMATED ACTUAL	BUDGET
	2014-2015	2015-2016	2015-2016	2016-2017
INVESTMENT INTEREST	206	105	615	1,376
TRANSFERS IN (194)	-	65,000	65,000	-
TOTAL	206	65,105	65,615	1,376

BUDGETARY FUND BALANCE:	BUDGET FUND BAL.	AMENDED BUDGET REVENUES	ESTIMATED EXPENSES	FUND BALANCE	
6/30/2013	15,677	455	264	15,868	6/30/2014
6/30/2014	15,868	206	12,271	3,804	6/30/2015
6/30/2015	3,804	65,615	10,000	59,419	6/30/2016 - EST
6/30/2016	59,419	1,376	55,750	5,045	6/30/2017 - EST

FUND: RISK (202)
DEPARTMENT: RISK MANAGEMENT (29)
DEPARTMENT HEAD: TIM LYON

EXPENDITURES	ACTUAL	AMENDED	ESTIMATED	BUDGET
	2014-2015	BUDGET 2015-2016	ACTUAL 2015-2016	BUDGET 2016-2017
PERSONAL SERVICES	111,854	121,400	121,400	113,133
BENEFITS	37,733	46,667	45,321	46,075
MATERIALS & SUPPLIES	2,569	8,638	6,377	6,494
OTHER SERVICES	770,881	1,074,299	1,074,299	555,964
CAPITAL OUTLAY	767	34,982	34,982	-
INSURANCE RELATED	873,347	3,199,140	2,901,963	1,523,198
TOTAL	1,797,150	4,485,126	4,184,342	2,244,864

REVENUES	ACTUAL	AMENDED	ESTIMATED	BUDGET
	2014-2015	BUDGET 2015-2016	ACTUAL 2015-2016	BUDGET 2016-2017
CHARGES FOR SERVICES	2,086,514	1,978,019	1,978,019	1,980,882
INVESTMENT INTEREST	94,036	94,661	64,930	63,804
MISCELLANEOUS	2,323	-	-	-
TRANSFERS IN	-	-	-	1,201
TOTAL	2,182,873	2,072,680	2,042,949	2,045,887

BUDGETARY FUND BALANCE:	BUDGET FUND BAL.	REVENUES	EXPENSES	FUND BALANCE	
6/30/2013	2,997,718	2,358,064	1,929,114	3,426,668	6/30/2014
6/30/2014	3,426,668	2,182,873	1,797,150	3,812,390	6/30/2015
6/30/2015	3,812,390	2,042,949	4,184,342	1,670,997	6/30/2016 - EST
6/30/2016	1,670,997	2,045,887	2,244,864	1,472,020	6/30/2017 - EST

Estimated Actual includes prior year required reserves of \$2,205,000. See detail on next page.

The IBNR, incurred but not reported, per actuarial report as of 6/30/2015:
Workers Comp: \$1,046,000 General Liability: \$212,000 Total of \$1,258,000

FINAL BUDGET 2016-2017

PERSONAL SERVICES - OPERATIONAL (2910)	
10-01 SALARIES	103,132
10-07 ALLOWANCES	3,514
10-10 LONGEVITY	2,783
10-11 SL BUYBACK	1,779
10-12 VL BUYBACK	68
10-13 PDO BUYBACK	637
10-14 SICK LEAVE INCENTIVE	990
10-95 1X SALARY ADJUSTMENT	230
TOTAL PERSONAL SERVICES	113,133

BENEFITS - OPERATIONAL	
15-01 SOCIAL SECURITY	8,655
15-02 EMPLOYEES' RETIREMENT	15,839
15-03 GROUP INSURANCE	11,427
15-06 TRAVEL AND SCHOOLS	6,500
15-13 LIFE	130
15-14 DENTAL	1,031
15-20 OVERHEAD HEALTH CARE COST	331
15-98 RETIREE INSURANCE	2,163
TOTAL BENEFITS	46,075

MATERIALS AND SUPPLIES - OPERATIONAL	
20-41 MATERIALS AND SUPPLIES	3,000
20-63 FLEET FUEL	1,602
20-64 FLEET PARTS	668
20-65 FLEET LABOR	1,224
TOTAL MATERIALS AND SUPPLIES	6,494

OTHER SERVICES AND CHARGES - OPERATIONAL	
30-02 DRUG SCREENING	6,000
30-33 PROPERTY INSURANCE	457,684
30-43 HARDWEARE/SOFTWARE MAINT.	600
30-44 PROFESSIONAL SERVICES (TPA)	40,380
30-51 OTHER GOVERNMENT EXPENSES	30,000
30-54 VEHICLE INSURANCE	20,000
30-72 MEMBERSHIPS/SUBSCRIPTIONS	1,300
TOTAL OTHER SERVICES & CHARGES	555,964

(CONTINUED)

FUND: RISK (202)
DEPARTMENT: RISK MANAGEMENT (28)
DEPARTMENT HEAD: TIM LYON
PAGE TWO

PERMANENT STAFFING	FY 16-17	FY 15-16
Risk Manager	1	1
Assistant City Attorney	0.25	0.25
Safety Coordinator	0.1	0.1
TOTAL	1.35	1.35

.25 Worker's Comp Coord moved to L & H (240) FY 12-13
.50 Admin Sec moved to City Attorney (010-04) FY 12-13
.25 Assit City Attorney moved to City Clerk (010-02) FY 12-13
.80 Safety Coord moved to PWA (075) FY 12-13

SOURCES OF REVENUE - FY 16-17

DEPARTMENT	W/COMP	LIABILITY	PROPERTY
Utility Services	5,808	1,712	-
Community Development	-	26,467	-
Street/Park Maintenance/Forestry	54,811	14,085	-
General Government	132,309	33,780	44,503
Neighborhood Services	-	5,626	5,261
Information Technology	-	1,719	-
Parks/Recreation/Pools	-	33,256	38,330
Welcome Center	2,717	890	1,495
Senior Center	-	-	8,280
Police Department	393,939	165,277	20,697
Fire Department	315,989	36,135	35,210
Sanitation	41,014	37,451	10,086
Water	22,421	30,350	63,452
Wastewater	60,142	18,127	172,241
Golf	10,060	1,953	13,555
Stormwater	10,366	10,525	5,261
Fleet Services	11,390	4,675	9,375
Public Works Administration	5,800	3,055	29,938
Drainage Division	22,720	742	-
CDBG	2,059	891	-
Downtown Redevelopment	371	312	-
Hospital Authority	528	2,405	-
Juvenile	1,024	297	-
TOTALS	1,093,468	429,730	457,684

PERSONNEL POSITIONS SUMMARY:
2006-2007 - 0
2007-2008 - 1
2008-2009 - 2.5
2009-2010 - 3
2010-2011 - 3
2011-2012 - 3.25
2012-2013 - 1.35
2013-2014 - 1.35
2014-2015 - 1.35
2015-2016 - 1.35
2016-2017 - 1.35

INSURANCE RELATED / 15-16 (2956)	
30-07 WORKERS COMPENSATION	1,093,468
30-26 LIABILITY LAWSUITS	429,730
TOTAL INSURANCE RELATED / 15-16	1,523,198

TOTAL DEPARTMENT REQUEST **2,244,864**

INFORMATIONAL ONLY: (Estimated for prior fiscal years in FY 15-16 per actuarial report dated 6/30/2015)

	Required Reserve:	Cash Flow:
INSURANCE RELATED / 14-15		
30-07 WORKERS COMPENSATION	390,000	74,200
30-26 LIABILITY LAWSUITS	131,000	69,000
TOTAL INSURANCE RELATED / 14-15	521,000	143,200
INSURANCE RELATED / 13-14		
30-07 WORKERS COMPENSATION	203,000	37,100
30-26 LIABILITY LAWSUITS	45,000	28,300
TOTAL INSURANCE RELATED / 13-14	248,000	65,400
INSURANCE RELATED / 12-13		
30-07 WORKERS COMPENSATION	629,000	105,600
30-26 LIABILITY LAWSUITS	32,000	16,800
TOTAL INSURANCE RELATED / 12-13	661,000	122,400
INSURANCE RELATED / 11-12		
30-07 WORKERS COMPENSATION	120,000	18,300
30-26 LIABILITY LAWSUITS	10,000	6,500
TOTAL INSURANCE RELATED / 11-12	130,000	24,800
INSURANCE RELATED / 10-11		
30-07 WORKERS COMPENSATION	139,000	19,200
30-26 LIABILITY LAWSUITS	-	5,300
TOTAL INSURANCE RELATED / 10-11	139,000	24,500
INSURANCE RELATED / 09-10		
30-07 WORKERS COMPENSATION	47,000	5,900
30-26 LIABILITY LAWSUITS	-	1,700
TOTAL INSURANCE RELATED / 09-10	47,000	7,600

(CONTINUED)

FUND: RISK (202)
 DEPARTMENT: RISK MANAGEMENT (28)
 DEPARTMENT HEAD: TIM LYON
 PAGE THREE

CAPITAL OUTLAY FY 15-16 ESTIMATED ACTUAL

Document Imaging System	4,193
Truck	29,000
Executime	289
Desktop Computer	1,500
TOTAL	34,982

	Required Reserve: (Exhibit VIII)	Cash Flow (Exhibit X)
INSURANCE RELATED / 08-09		
30-07 WORKERS COMPENSATION	100,000	11,500
TOTAL INSURANCE RELATED / 08-09	100,000	11,500
INSURANCE RELATED / 07-08		
30-07 WORKERS COMPENSATION	17,000	1,800
TOTAL INSURANCE RELATED / 07-08	17,000	1,800
INSURANCE RELATED / 06-07		
30-07 WORKERS COMPENSATION	18,000	1,800
TOTAL INSURANCE RELATED / 06-07	18,000	1,800
INSURANCE RELATED / 05-06		
30-07 WORKERS COMPENSATION	16,000	1,500
TOTAL INSURANCE RELATED / 05-06	16,000	1,500
INSURANCE RELATED / 04-05		
30-07 WORKERS COMPENSATION	24,000	2,000
TOTAL INSURANCE RELATED / 04-05	24,000	2,000
INSURANCE RELATED / 03-04		
30-07 WORKERS COMPENSATION	34,000	2,700
TOTAL INSURANCE RELATED / 03-04	34,000	2,700
INSURANCE RELATED / 02-03		
30-07 WORKERS COMPENSATION	27,000	2,000
TOTAL INSURANCE RELATED / 02-03	27,000	2,000
INSURANCE RELATED / Prior to 02-03		
30-07 WORKERS COMPENSATION	223,000	11,900
TOTAL INSURANCE RELATED / Prior to 02-03	223,000	11,900
TOTAL FOR PRIOR FISCAL YEARS	2,205,000	423,100

PROPOSED OCT 4 2016

FUND: ANIMALS BEST FRIEND - (220)
DEPARTMENT: ANIMAL WELFARE
DEPARTMENT HEAD: BRANDON CLABES

EXPENDITURES	ACTUAL 2014-2015	AMENDED BUDGET 2015-2016	ESTIMATED ACTUAL 2015-2016	BUDGET 2016-2017
MATERIALS AND SUPPLIES	4,969	5,000	4,812	4,750
OTHER SERVICES	6,363	-	-	-
CAPITAL OUTLAY	9,077	14,629	14,629	48,000
TOTAL	20,409	19,629	19,441	52,750

REVENUES	ACTUAL 2014-2015	AMENDED BUDGET 2015-2016	ESTIMATED ACTUAL 2015-2016	BUDGET 2016-2017
FINES & FORFEITURES	22,710	20,000	21,900	21,282
INTEREST	1,507	1,463	1,425	1,480
MISCELLANEOUS	14,552	10,000	125	-
TRANSFERS IN	9,942	-	-	-
TOTAL	48,711	31,463	23,450	22,762

BUDGETARY FUND BALANCE:	BUDGET FUND BAL.	REVENUES	EXPENSES	FUND BALANCE	
6/30/2013	61,868	20,731	41,138	41,461	6/30/2014
6/30/2014	41,461	48,711	20,409	69,763	6/30/2015
6/30/2015	69,763	23,450	19,441	73,772	6/30/2016 - EST
6/30/2016	73,772	22,762	52,750	43,784	6/30/2017 - EST

FINAL BUDGET 2016-2017

MATERIALS AND SUPPLIES	
20-41 SUPPLIES	4,750
TOTAL MATERIAL AND SUPPLIES	<u>4,750</u>

CAPITAL OUTLAY	
40-01 VEHICLES	48,000
TOTAL CAPITAL OUTLAY	<u>48,000</u>

TOTAL DEPARTMENT REQUEST	<u>52,750</u>
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CAPITAL OUTLAY FY 16-17

Transport Truck	36,000
Equipment for Truck	12,000
Total	<u>48,000</u>

CAPITAL OUTLAY FY 15-16 ESTIMATED ACTUAL

Remodel	<u>14,629</u>
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FUND: HOTEL/MOTEL (225)
 DEPARTMENT: ECONOMIC (87)
 DEPARTMENT HEAD: GUY HENSON

FINAL BUDGET 2016-2017

EXPENDITURES	ACTUAL 2014-2015	AMENDED BUDGET 2015-2016	ESTIMATED ACTUAL 2015-2016	BUDGET 2016-2017
TRANSFERS OUT	581,622	599,880	599,880	599,727
TOTAL	581,622	599,880	599,880	599,727

TRANSFERS OUT		
80-23 PARK & REC (123) 14%		83,962
80-46 ECONOMIC DEVELOPMENT (046) 56%		335,847
80-74 WELCOME CENTER (045) 30%		179,918
TOTAL TRANSFERS OUT		599,727

TOTAL DEPARTMENT REQUEST 599,727

REVENUES	ACTUAL 2014-2015	AMENDED BUDGET 2015-2016	ESTIMATED ACTUAL 2015-2016	BUDGET 2016-2017
TAXES	581,622	599,880	599,880	599,727
TOTAL	581,622	599,880	599,880	599,727

BUDGETARY FUND BALANCE:	BUDGET FUND BAL.	REVENUES	EXPENSES	FUND BALANCE
6/30/2013	-	624,865	624,865	- 6/30/2014
6/30/2014	-	581,622	581,622	- 6/30/2015
6/30/2015	-	599,880	599,880	- 6/30/2016 - EST
6/30/2016	-	599,727	599,727	- 6/30/2017 - EST

FUND: CUSTOMER DEPOSITS (230)
 DEPARTMENT: NON-DEPARTMENTAL
 DEPARTMENT HEAD: SARA HANCOCK

FINAL BUDGET 2016-2017

EXPENDITURES	ACTUAL 2014-2015	AMENDED BUDGET 2015-2016	ESTIMATED ACTUAL 2015-2016	BUDGET 2016-2017
TRANSFERS OUT	37,863	40,000	31,621	30,073
TOTAL	37,863	40,000	31,621	30,073

TOTAL TRANSFERS	30,073
80-91 WATER (FUND 191)	30,073
TOTAL TRANSFERS	30,073

TOTAL DEPARTMENT REQUEST 30,073

REVENUES	ACTUAL 2014-2015	AMENDED BUDGET 2015-2016	ESTIMATED ACTUAL 2015-2016	BUDGET 2016-2017
INTEREST	37,863	40,000	31,621	30,073
TOTAL	37,863	40,000	31,621	30,073

PROPOSED 06/14/2016

FUND: COURT BONDS (235)
 DEPT: CITY CLERK
 DEPT HEAD: TIM LYON

FINAL BUDGET 2016-2017

EXPENDITURES	ACTUAL 2014-2015	AMENDED BUDGET 2015-2016	ESTIMATED ACTUAL 2015-2016	BUDGET 2016-2017
TRANSFERS OUT	2,856	3,131	2,073	1,980
TOTAL	2,856	3,131	2,073	1,980

TRANSFERS	
80-04 GENERAL FUND (010)	1,980
TOTAL TRANSFERS	1,980

TOTAL DEPARTMENT REQUEST 1,980

REVENUES	ACTUAL 2014-2015	AMENDED BUDGET 2015-2016	ESTIMATED ACTUAL 2015-2016	BUDGET 2016-2017
INTEREST	2,856	3,131	2,073	1,980
	2,856	3,131	2,073	1,980

PROPOSED 06/14/2016

FUND: L & H - (240)
DEPARTMENT: BENEFITS (0310)
DEPARTMENT HEAD: CATHERINE WILSON

EXPENDITURES	ACTUAL 2014-2015	AMENDED BUDGET 2015-2016	ESTIMATED ACTUAL 2015-2016	BUDGET 2016-2017
PERSONAL SERVICES	28,062	29,900	29,465	31,923
BENEFITS	6,500,723	7,418,318	7,172,702	6,650,511
OTHER SERVICES	23,779	31,250	18,369	32,219
CAPITAL OUTLAY	-	2,161	2,161	1,000
TOTAL	6,552,564	7,481,629	7,222,697	6,715,653

REVENUES	ACTUAL 2014-2015	AMENDED BUDGET 2015-2016	ESTIMATED ACTUAL 2015-2016	BUDGET 2016-2017
CFS - PREMIUM	7,164,074	7,362,686	6,574,439	6,558,962
INTEREST	46,242	43,213	38,939	32,859
MISCELLANEOUS - RX Rebates	63,641	65,087	58,877	62,916
MISC. - OIL ROYALTIES	21,047	30,797	14,739	17,893
MISC. - STOP LOSS	-	48,370	152,949	50,000
MISC. - SUBROGATION & REFUNDS	461	57,568	23,730	20,000
TRANSFERS IN - Fund 194	-	-	-	125,601
TOTAL	7,295,466	7,607,721	6,863,673	6,868,231

BUDGETARY FUND BALANCE:	BUDGET FUND BAL.	REVENUES	EXPENSES	FUND BALANCE
6/30/2013	1,040,012	6,618,543	6,457,806	1,200,749
6/30/2014	1,200,749	7,295,466	6,552,564	1,943,651
6/30/2015	1,943,651	6,863,673	7,222,697	1,584,627
6/30/2016	1,584,627	6,868,231	6,715,653	1,737,205

FINAL BUDGET 2016-2017

PERSONAL SERVICES	
10-01 SALARY	31,551
10-13 PDO BUYBACK	244
10-95 1X SALARY ADJUSTMENT	128
TOTAL PERSONAL SERVICES	31,923

BENEFITS	
15-01 SOCIAL SECURITY	2,442
15-02 RETIREMENT	4,469
15-06 TRAVEL & SCHOOL	2,000
15-13 LIFE	72
15-20 OVERHEAD HEALTH CARE COST	184
15-39 LIFE INSURANCE	58,083
15-40 DENTAL	466,770
15-41 CLAIMS	4,020,700
15-42 PRESCRIPTIONS	1,215,000
15-43 ADMINISTRATION	292,356
15-44 OTHER FEES	94,650
15-45 INDIVIDUAL STOP LOSS	392,220
15-47 DENTAL PLAN - ADMIN EXP	31,505
15-48 WELLNESS	69,000
15-98 RETIREE INSURANCE	1,060
TOTAL BENEFITS	6,650,511

OTHER SERVICES & CHARGES	
30-18 REFUND OF PREMIUM OVERPYMT	500
30-40 CONTRACTUAL	26,926
30-86 AUDIT	4,793
TOTAL OTHER SERVICES & CHARGES	32,219

CAPITAL OUTLAY	
40-49 COMPUTERS	1,000
TOTAL CAPITAL OUTLAY	1,000

TOTAL DEPARTMENT REQUEST	6,715,653
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(CONTINUED)

FUND: L & H - (240)
 DEPARTMENT: BENEFITS (0310)
 DEPARTMENT HEAD: CATHERINE WILSON
 PAGE TWO

PERMANENT STAFFING	FY 16-17	FY 15-16
Health Benefits/HR Coordinator	0.75	0.75
TOTAL	0.75	0.75

.25 Health Benefits/HR Coordinator to General Fund 010-03 - HR FY 13-14

PERSONNEL
 POSITIONS
 SUMMARY:

2007-08 - 0
 2008-09 - .50
 2009-10 - .50
 2010-11 - .50
 2011-12 - .50
 2012-13 - .75
 2013-14 - .75
 2014-15 - .75
 2015-16 - .75
 2016-17 - .75

CAPITAL OUTLAY FY 15-16 ESTIMATED ACTUAL

Computers	2,000
Executime	161
	<u>2,161</u>

PROPOSED 06/14/2016

FUND: CAPITAL IMPROVEMENTS REVENUE BOND (250)
DEPARTMENT: DEBT SERVICE (REVENUE BONDS) (42)
DEPARTMENT HEAD: JUDY SIEMENS

EXPENDITURES	ACTUAL 2014-2015	AMENDED BUDGET 2015-2016	ESTIMATED ACTUAL 2015-2016	BUDGET 2016-2017
DEBT SERVICE (2011 Series) Hotel/Conf	1,794,625	1,797,625	1,797,625	1,794,800
DEBT SERVICE (2011A Series) Sewer	4,711,013	4,711,662	4,711,662	4,708,964
DEBT SERVICE (Fiscal Agent Fees)	6,000	6,000	6,000	6,000
TRANSFER OUT (186)	1,489,197	-	-	-
TRANSFER OUT (010)	8,237,446	8,379,531	8,290,348	8,290,348
TOTAL	16,238,281	14,894,818	14,805,635	14,800,112

REVENUES	ACTUAL 2014-2015	AMENDED BUDGET 2015-2016	ESTIMATED ACTUAL 2015-2016	BUDGET 2016-2017
INTEREST	1,046	1,009	2,580	2,516
TRANSFERS IN:				
Sales Tax (010) General	8,237,446	8,379,531	8,290,348	8,290,348
Sales Tax (340) Hotel/Conf Center	1,810,775	1,808,681	1,804,143	1,812,904
Sales Tax (340) Sewer	3,452,866	3,517,519	3,508,694	3,499,105
User Fee (186) - Sewer	1,258,363	1,199,878	1,199,878	1,212,831
TOTAL	14,760,496	14,906,618	14,805,643	14,817,704

BUDGETARY FUND BALANCE:	BUDGET FUND BAL.	REVENUES	EXPENSES	FUND BALANCE
6/30/2013	(45,740,586)	14,998,102	29,415,568	(60,158,052) 6/30/2014
6/30/2014	(60,158,052)	14,760,496	16,238,281	(61,635,836) 6/30/2015
6/30/2015	(61,635,836)	14,805,643	14,805,635	(61,635,828) 6/30/2016 - EST
6/30/2016	(61,635,828)	14,817,704	14,800,112	(61,618,236) 6/30/2017 - EST
				(61,618,236)

NOTE: The negative fund balance is due to the debt being paid from Fund 250 with the asset showing in Fund 195, Hotel and Conference Center and the Sewer Plant being recorded in Fund 186, Sewer Construction.

FINAL BUDGET 2016-2017

DEBT SERVICE	
70-01 PRINCIPAL (2011 BOND SERIES)	940,000
71-01 INTEREST (2011 BOND SERIES)	854,800
70-01 PRINCIPAL (2011A BOND SERIES)	3,245,000
71-01 INTEREST (2011A BOND SERIES)	1,463,964
72-02 FISCAL AGENT FEES	6,000
TOTAL DEBT SERVICE	6,509,764

TRANSFERS	
80-33 TRANSFERS OUT (010)	8,290,348
TOTAL TRANSFERS OUT	8,290,348

TOTAL DEPARTMENT REQUEST **14,800,112**

DEBT REQUIREMENT	
Hotel / Conference Center (2011 Bond Series)	
9/1/2016 Principal	940,000
9/1/2016 Interest	434,450
3/1/2017 Interest	420,350
Trustee Fee	2,500
	1,797,300
<i>Revenue Bonds O/S \$23,115,000 as of 6/30/16</i>	
<i>Debt Service Matures Sept. 1, 2033</i>	
Sewer Plant (2011A Bond Series)	
9/1/2016 Interest	731,982
3/1/2017 Principal	3,245,000
3/1/2017 Interest	731,982
Trustee Fee	3,500
	4,712,464
<i>Revenue Bonds O/S \$34,745,000 as of 6/30/16</i>	
<i>Debt Service Matures March 1, 2025</i>	
TOTAL	6,509,764

FUND: 2002 G.O. BOND (269)
DEPARTMENT: STREET BOND (69)
DEPARTMENT HEAD: GUY HENSON

EXPENDITURES	ACTUAL 2014-2015	AMENDED BUDGET 2015-2016	ESTIMATED ACTUAL 2015-2016	BUDGET 2016-2017
PERSONAL SERVICES	17,671	18,029	17,934	-
BENEFITS	4,964	5,185	5,102	-
OTHER SERVICES	3,973	4,080	2,747	-
CAPITAL OUTLAY	150,712	3,422,165	3,422,165	146,193
TOTAL	177,320	3,449,459	3,447,948	146,193

REVENUES	ACTUAL 2014-2015	AMENDED BUDGET 2015-2016	ESTIMATED ACTUAL 2015-2016	BUDGET 2016-2017
INTEREST	93,473	94,980	68,057	43,000
RENTAL INCOME	13,700	13,800	1,150	-
REIMBURSEMENTS	-	-	140,499	-
TOTAL	107,173	108,780	209,706	43,000

BUDGETARY FUND BALANCE:	BUDGET FUND BAL.	REVENUES	EXPENSES	FUND BALANCE	
6/30/2013	3,544,026	100,496	232,940	3,411,582	6/30/2014
6/30/2014	3,411,582	107,173	177,320	3,341,435	6/30/2015
6/30/2015	3,341,435	209,706	3,447,948	103,193	6/30/2016 - EST
6/30/2016	103,193	43,000	146,193	-	6/30/2017 - EST

PERMANENT STAFFING	FY 16-17	FY 15-16	PERSONNEL POSITIONS SUMMARY:
Property Acquisition Specialist	0	0.25	
TOTAL	0	0.25	2014-15 - .25 2015-16 - .25 2016-17 - 0

.25 Property Acquisition Specialist (010-05) in FY 14-15
.25 Property Acquisition Specialist (269) moved back to Comm Dev (010-05) in FY 16-17

FINAL BUDGET 2016-2017

CAPITAL OUTLAY	
40-06 INFRASTRUCTURE	146,193
TOTAL CAPITAL OUTLAY	146,193

TOTAL DEPARTMENT REQUEST **146,193**

CAPITAL OUTLAY FY 15-16

SE 15th & Midwest Blvd Intersection - Project 691601	123,924
(Local Match - Additional Funding in FY 16-17 and Fund 013, Street & Alley)	
15th & Douglas Intersect	404,918
15th - Lynn Fry to Anderson	2,893,323
TOTAL	3,422,165

CAPITAL OUTLAY FY 16-17

SE 15th & Midwest Blvd Intersection - Project 691601	146,193
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FUND: DISASTER RELIEF & NBHD SVCS CLEANUP (310)
 DEPARTMENT: DISASTER RELIEF (88) & NBHD SVCS CLEANUP (15)
 DEPARTMENT HEAD: GUY HENSON

FINAL BUDGET 2016-2017

1510 - NEIGHBORHOOD SERVICES

PERSONAL SERVICES	
10-01 SALARY	100,623
10-07 ALLOWANCES	780
10-10 LONGEVITY	2,288
10-11 SL BUYBACK - OVER BANK	2,300
10-12 VACATION BUYBACK	775
10-13 PDO BUYBACK	775
10-14 SL INCENTIVE	900
10-95 1X SALARY ADJUSTMENT	171
TOTAL PERSONAL SERVICES	<u>108,612</u>

BENEFITS	
15-01 SOCIAL SECURITY	8,309
15-02 RETIREMENT	15,206
15-03 GROUP HEALTH INSURANCE	5,538
15-13 LIFE	96
15-14 DENTAL	878
15-20 OVERHEAD HEALTH CARE COST	866
TOTAL BENEFITS	<u>30,892</u>

MATERIALS & SUPPLIES	
20-30 POSTAGE	5,000
TOTAL MATERIALS & SUPPLIES	<u>5,000</u>

OTHER SERVICES & CHARGES	
30-40 CONTRACTUAL	85,000
TOTAL OTHER SERVICES & CHARGES	<u>85,000</u>

TOTAL DIVISION REQUEST	<u>229,504</u>
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8810 - SAFETY

OTHER SERVICES & CHARGES	
30-40 CONTRACTUAL	10,000
TOTAL OTHER SERVICES & CHARGES	<u>10,000</u>
TOTAL DIVISION REQUEST	<u>10,000</u>

EXPENDITURES	ACTUAL 2014-2015	AMENDED BUDGET 2015-2016	ESTIMATED ACTUAL 2015-2016	BUDGET 2016-2017
PERSONAL SERVICES	100,888	105,529	105,529	108,612
BENEFITS	28,169	29,516	29,465	30,892
MATERIALS AND SUPPLIES	-	600	600	5,000
OTHER SERVICES	569,004	317,430	317,430	145,000
TOTAL	<u>698,061</u>	<u>453,075</u>	<u>453,024</u>	<u>289,504</u>

REVENUES	ACTUAL 2014-2015	AMENDED BUDGET 2015-2016	ESTIMATED ACTUAL 2015-2016	BUDGET 2016-2017
INTERGOVERNMENTAL CHARGES FOR SERVICES:	16,422	-	-	-
MOWING	79,181	85,000	63,139	68,190
WRITE OFFS - Mowing	(33,769)	(12,377)	(12,325)	(13,309)
ADMINISTRATIVE FEE	94,593	104,702	80,327	85,657
WRITE OFFS - ADM FEE	(5,364)	(6,541)	(4,555)	(4,857)
INTEREST	39,171	39,861	30,092	29,462
MISCELLANEOUS	520,000	-	(995)	-
TRANSFERS IN	-	19,750	19,750	100,000
TOTAL	<u>710,235</u>	<u>230,395</u>	<u>175,433</u>	<u>265,143</u>

BUDGETARY FUND BALANCE:	BUDGET FUND BAL.	REVENUES	EXPENSES	FUND BALANCE	
6/30/2013	1,244,075	285,860	134,261	1,395,674	6/30/14
6/30/2014	1,395,674	710,235	698,061	1,407,848	6/30/15
6/30/2015	1,407,848	175,433	453,024	1,130,257	6/30/16 - EST
6/30/2016	1,130,257	265,143	289,504	1,105,896	6/30/17 - EST

(CONTINUED)

FUND: DISASTER RELIEF & NBHD SVCS CLEANUP (310)
 DEPARTMENT: DISASTER RELIEF (88) & NBHD SVCS CLEANUP (15)
 DEPARTMENT HEAD: GUY HENSON
 PAGE TWO

<u>8890 - DISASTER</u>	
OTHER SERVICES & CHARGES	
30-40 CONTRACTUAL	50,000
TOTAL OTHER SERVICES & CHARGES	<u>50,000</u>
<hr/>	
TOTAL DIVISION REQUEST	50,000
<hr/>	
TOTAL DEPARTMENT REQUEST	<u><u>289,504</u></u>

ESTIMATED FUND BALANCE 06/30/16:

Cash	1,123,033
Accounts Receivable	197,898
Allowance for Doubtful Accounts	(38,442)
Miscellaneous Liabilities	(5,286)
Deferred revenue = A/R - 60 days collections per governmental	(146,946)
TOTAL	<u>1,130,257</u>

<u>PERMANENT STAFFING</u>	<u>FY 16-17</u>	<u>FY 15-16</u>
Neighborhood Services Director	1	1

PERSONNEL
 POSITIONS
 SUMMARY:

2014-15 - 1
 2015-16 - 1
 2016-17 - 1

PROPOSED 06/14/2016

FUND: SALES TAX CAPITAL IMPROVEMENTS (340)
DEPARTMENT HEAD: GUY HENSON

EXPENDITURES	ACTUAL 2014-2015	AMENDED BUDGET 2015-2016	ESTIMATED ACTUAL 2015-2016	BUDGET 2016-2017
TRANSFER OUT	5,512,228	5,607,325	5,569,744	5,569,744
OTHER SERVICES	-	5,077	5,077	5,077
TOTAL	5,512,228	5,612,402	5,574,821	5,574,821

REVENUES	ACTUAL 2014-2015	AMENDED BUDGET 2015-2016	ESTIMATED ACTUAL 2015-2016	BUDGET 2016-2017
TAXES	5,509,583	5,609,422	5,572,188	5,572,188
INTEREST (Sewer Only)	2,644	2,980	2,633	2,633
TOTAL	5,512,228	5,612,402	5,574,821	5,574,821

BUDGETARY FUND BALANCE:	BUDGET FUND BAL.	REVENUES	EXPENSES	FUND BALANCE
6/30/2013	-	5,667,345	5,667,345	- 6/30/2014
6/30/2014	-	5,512,228	5,512,228	- 6/30/2015
6/30/2015	-	5,574,821	5,574,821	- 6/30/2016 - EST
6/30/2016	-	5,574,821	5,574,821	- 6/30/2017 - EST

FY 15-16 TAXES	HOTEL 2011	SEWER 2011-A	TOTAL
Sales	2,072,587	3,328,575	5,401,162
Use	-	171,026	171,026
Interest	-	2,633	2,633
	2,072,587	3,502,234	5,574,821

FY 16-17 TAXES	HOTEL 2011	SEWER 2011-A	TOTAL
Sales	2,072,587	3,328,575	5,401,162
Use	-	171,026	171,026
Interest	-	2,633	2,633
	2,072,587	3,502,234	5,574,821

FINAL BUDGET 2016-2017

TRANSFERS OUT	
80-50 TRANSFERS OUT (250) - SEWER	3,499,105
80-50 TRANSFERS OUT (250) - HOTEL	1,812,904
80-57 TRANSFERS OUT (157)	257,735
TOTAL TRANSFERS OUT	5,569,744

OTHER SERVICES & CHARGES	
30-86 AUDIT - SEWER	3,129
30-86 AUDIT - HOTEL	1,948
TOTAL OTHER SERVICES & CHARGES	5,077

TOTAL DEPARTMENT REQUEST **5,574,821**

FUTURE DEBT REQUIREMENT

Hotel / Conference Center	
2011 Bond Series Deposit Requirements	
Jul - Aug @ 150,742	301,484
Sep - Jun @ 150,892	1,508,920
Trustee Fee	2,500
	<u>1,812,904</u>
<i>Revenue Bonds O/S \$23,115,000 as of 6/30/16</i>	
<i>Debt Service Matures Sept. 1, 2033</i>	
Sewer Plant	
2011A Bond Series Deposit Requirements	
Jul - Feb @ 392,414	3,139,312
Mar - Jun @ 392,281	1,569,124
Trustee Fee	3,500
	<u>4,711,936</u>
<i>Revenue Bonds O/S \$34,745,000 as of 6/30/16</i>	
<i>Debt Service Matures March 1, 2025</i>	
Amount to be paid with sewer fee (186)	(1,212,831)
TOTAL	<u>5,312,009</u>

FUND: G. O. DEBT SERVICE (350)
DEPARTMENT: DEBT SERVICE (GENERAL OBLIGATION BONDS)
DEPARTMENT HEAD: JUDY SIEMENS

EXPENDITURES	ACTUAL 2014-2015	AMENDED BUDGET 2015-2016	ESTIMATED ACTUAL 2015-2016	BUDGET 2016-2017
DEBT SERVICE	1,659,975	1,590,700	1,590,700	1,521,426
TRANSFER OUT (009)	42,539	42,283	32,063	15,000
TOTAL	1,702,514	1,632,983	1,622,763	1,536,426

REVENUES	ACTUAL 2014-2015	AMENDED BUDGET 2015-2016	ESTIMATED ACTUAL 2015-2016	BUDGET 2016-2017
TAXES	1,586,879	1,605,834	1,525,978	553,313
INTEREST	42,539	42,283	32,063	15,000
TOTAL	1,629,419	1,648,117	1,558,041	568,313

BUDGETARY FUND BALANCE:	BUDGET FUND BAL.	REVENUES	EXPENSES	FUND BALANCE	
6/30/2013	1,548,991	1,726,937	1,771,486	1,504,442	6/30/2014
6/30/2014	1,504,442	1,629,419	1,702,514	1,431,347	6/30/2015
6/30/2015	1,431,347	1,558,041	1,622,763	1,366,625	6/30/2016 - EST
6/30/2016	1,366,625	568,313	1,536,426	398,512	6/30/2017 - EST

FINAL BUDGET 2016-2017

DEBT SERVICE	
70-01 PRINCIPAL STREET (FEB 1)	1,075,000
70-01 PRINCIPAL FIRE/POLICE (MAY 1)	325,000
71-01 INTEREST STREET (FEB 1 & AUG 1)	56,438
71-01 INTEREST FIRE/POLICE (MAY 1 & NOV 1)	64,188
72-02 FISCAL AGENT FEES - STREET	400
72-02 FISCAL AGENT FEES - FIRE/POLICE	400
TOTAL DEBT SERVICE	1,521,426

TRANSFERS	
80-26 CAPITALIZATION (009)	15,000
TOTAL TRANSFERS OUT	15,000

TOTAL DEPARTMENT REQUEST 1,536,426

OUTSTANDING BONDS AS OF 6-30-16

2006 Public Safety (Maturity 5-1-2021)	1,625,000
2002 Street (Maturity 2-1-2017)	1,075,000

FUND: TAX INCREMENT FINANCING (351)
 DEPARTMENT: 29TH STREET (92)
 DEPARTMENT HEAD: GUY HENSON

EXPENDITURES	ACTUAL 2014-2015	AMENDED BUDGET 2015-2016	ESTIMATED ACTUAL 2015-2016	BUDGET 2016-2017
OTHER SERVICES & CHARGES	363	450	174	174
DEBT SERVICE	1,113,373	1,149,550	1,134,272	82,488
TOTAL	1,113,736	1,150,000	1,134,446	82,662

REVENUES	ACTUAL 2014-2015	AMENDED BUDGET 2015-2016	ESTIMATED ACTUAL 2015-2016	BUDGET 2016-2017
TAXES	1,113,644	1,149,600	1,134,246	82,462
INTEREST	93	400	200	200
TOTAL	1,113,736	1,150,000	1,134,446	82,662

FINAL BUDGET 2016-2017

29TH STREET (9210)	
OTHER SERVICES & CHARGES	
30-75 LEGAL PUBLICATIONS	174
TOTAL OTHER SERVICES & CHARGES	174
DEBT SERVICE	
71-01 INTEREST ON NOTE	3,098
73-02 PRINCIPAL	79,390
TOTAL DEBT SERVICE	82,488
TOTAL DIVISION REQUEST	82,662
TOTAL DEPARTMENT REQUEST	82,662
OUTSTANDING PRINCIPAL	
6-30-2014 Actual	2,202,695
6-30-2015 Actual	1,181,139
6-30-2016 Estimated	79,390

PROPOSED 06/17/2016

FUND: HOSPITAL AUTHORITY (425)
DEPARTMENT: COMPOUNDED PRINCIPAL 9010
DEPARTMENT HEAD: GUY HENSON

EXPENDITURES	ACTUAL 2014-2015	AMENDED BUDGET 2015-2016	ESTIMATED ACTUAL 2015-2016	BUDGET 2016-2017
OTHER SERVICES & CHARGES	302,638	905,965	529,762	360,000
TRANSFER OUT-INTRA	1,484,573	1,520,665	1,520,665	1,465,126
TOTAL	1,787,211	2,426,630	2,050,427	1,825,126

REVENUES	ACTUAL 2014-2015	AMENDED BUDGET 2015-2016	ESTIMATED ACTUAL 2015-2016	BUDGET 2016-2017
INVEST. INT. & DIVIDEND	1,645,342	943,583	2,093,138	534,204
UNREALIZED GAINS / LOSSES	1,624,270	-	(3,114,410)	-
MISCELLANEOUS	47,186	-	7,995	-
DEFERRED RENT REVENUE	1,822,557	-	-	-
TRANSFERS IN (194) ROI	275,000	300,000	300,000	325,000
TOTAL	5,414,355	1,243,583	(713,277)	859,204

BUDGETARY FUND BALANCE:	BUDGET FUND BAL.	REVENUES	EXPENSES	FUND BALANCE	
6/30/2013	52,535,152	11,931,334	1,823,240	62,643,246	6/30/2014
6/30/2014	62,643,246	5,414,355	1,787,211	66,270,390	6/30/2015
6/30/2015	66,270,390	(713,277)	2,050,427	63,506,686	6/30/2016 - EST
6/30/2016	63,506,686	859,204	1,825,126	62,540,764	6/30/2017 - EST

FINAL BUDGET 2016-2017

COMPOUNDED PRINCIPAL (90-10)	
OTHER SERVICES AND CHARGES	
29-02 TRUSTEE FEES	110,000
30-40 CONTRACTUAL -P901304	250,000
TOTAL OTHER SERVICES AND CHARGES	360,000
TRANSFERS OUT	
80-01 2% TO DISCRETIONARY	1,465,126
TOTAL TRANSFERS- OUT	1,465,126
TOTAL DEPARTMENT REQUEST	1,825,126

COMPOUNDED 06/30/2016 ESTIMATED	
CASH & INVESTMENT	64,179,406
LOANS RECEIVABLE	3,116,626
REAL ESTATE	911,994
HELD BY OTHERS	4,193,251
LIABILITIES-DEFFERRED REVENUES HMA	(8,894,591)
FUND BALANCE	63,506,686

COMPOUNDED 06/30/2017 ESTIMATED	
CASH & INVESTMENT	62,511,774
LOANS RECEIVABLE	2,921,402
REAL ESTATE	911,994
HELD BY OTHERS	4,193,251
LIABILITIES-DEFFERRED REVENUES HMA	(7,997,657)
FUND BALANCE	62,540,764

FUND: HOSPITAL AUTHORITY (425)
 DEPARTMENT: LOAN RESERVE - 9020
 DEPARTMENT HEAD: GUY HENSON

EXPENDITURES	ACTUAL 2014-2015	AMENDED BUDGET 2015-2016	ESTIMATED ACTUAL 2015-2016	BUDGET 2016-2017
TRANSFER INTRA-OUT	52,645	54,510	55,106	56,382
TOTAL	52,645	54,510	55,106	56,382

REVENUES	ACTUAL 2014-2015	AMENDED BUDGET 2015-2016	ESTIMATED ACTUAL 2015-2016	BUDGET 2016-2017
INVEST. INT. & DIVIDEND	52,645	54,510	55,106	56,382
TOTAL	52,645	54,510	55,106	56,382

BUDGETARY FUND BALANCE:	BUDGET FUND BAL.	REVENUES	EXPENSES	FUND BALANCE	
6/30/2013	2,500,000	50,856	50,856	2,500,000	6/30/2014
6/30/2014	2,500,000	52,645	52,645	2,500,000	6/30/2015
6/30/2015	2,500,000	55,106	55,106	2,500,000	6/30/2016 - EST
6/30/2016	2,500,000	56,382	56,382	2,500,000	6/30/2017 - EST

FINAL BUDGET 2016-2017

HOSPITAL EXPANSION LOAN RESERVE (90-20)	
TRANSFERS OUT	
80-94 INTRA TO 9060	56,382
TOTAL TRANSFERS OUT	56,382
TOTAL DEPARTMENT REQUEST	56,382

LOAN RESERVE 06/30/2016 ESTIMATED

Bancfirst	3,213,356
Deferred Revenue	(356,678)
Due To 9060 In Lieu Of/ ROR/ MISC.	(356,678)
FUND BALANCE	2,500,000

LOAN RESERVE 06/30/2017 ESTIMATED

Bancfirst	3,326,120
Deferred Revenue	(413,060)
Due To 9060 In Lieu Of/ ROR/ MISC.	(413,060)
FUND BALANCE	2,500,000

FUND: HOSPITAL AUTHORITY (425)
DEPARTMENT: DISCRETIONARY 9050
DEPARTMENT HEAD: GUY HENSON

EXPENDITURES	ACTUAL 2014-2015	AMENDED BUDGET 2015-2016	ESTIMATED ACTUAL 2015-2016	BUDGET 2016-2017
PERSONAL SERVICES	61,701	66,321	64,512	68,278
BENEFITS	18,942	21,303	19,214	21,357
MATERIALS & SUPPLIES	-	1,044	374	900
OTHER SERVICES	456,841	4,602,660	4,602,660	496,148
CAPITAL OUTLAY	58,725	869,990	100,000	5,000,000
TOTAL	596,209	5,561,318	4,786,760	5,586,683

REVENUES	ACTUAL 2014-2015	AMENDED BUDGET 2015-2016	ESTIMATED ACTUAL 2015-2016	BUDGET 2016-2017
INTEREST	256,798	90,435	393,783	104,986
UNREALIZED GAINS / LOSSES	254,284	-	(574,035)	-
MISCELLANEOUS	985,493	78,916	77,352	75,116
TRANSFER INTRA-IN (2% MARKET VAL)	1,484,573	1,481,791	1,520,665	1,465,126
TOTAL	2,981,147	1,651,142	1,417,765	1,645,228

BUDGETARY FUND BALANCE:	BUDGET FUND BAL.	REVENUES	EXPENSES	FUND BALANCE
6/30/2013	5,838,877	2,710,658	1,710,897	6,838,638
6/30/2014	6,838,638	2,981,147	596,209	9,223,576
6/30/2015	9,223,576	1,417,765	4,786,760	5,854,581
6/30/2016	5,854,581	1,645,228	5,586,683	1,913,126

FINAL BUDGET 2016-2017

DISCRETIONARY FUNDS (90-50)	
PERSONAL SERVICES	
10-01 SALARIES	55,014
10-02 WAGES	7,800
10-03 OVERTIME	100
10-07 ALLOWANCES	1,762
10-10 LONGEVITY	1,011
10-11 SL BUYBACK	901
10-12 VL BUYBACK	700
10-13 PDO BUYBACK	354
10-14 SL INCENTIVE	518
10-95 1X SALARY ADJUSTMENT	118
TOTAL PERSONAL SERVICES	68,278
BENEFITS	
15-01 SOCIAL SECURITY	5,223
15-02 RETIREMENT	8,467
15-03 HEALTH INSURANCE	4,693
15-04 WORKERS COMP INSURANCE	528
15-06 TRAVEL & SCHOOL	1,400
15-13 LIFE	55
15-14 DENTAL	507
15-20 OVERHEAD HEALTH CARE COST	484
TOTAL BENEFITS	21,357
MATERIALS & SUPPLIES	
20-41 SUPPLIES	900
TOTAL MATERIALS & SUPPLIES	900
OTHER SERVICES & CHARGES	
30-01 UTILITIES	450
30-02 TRUSTEE FEES	14,000
30-11 GRANTS	450,000
30-12 OTHER EXPENDITURES	4,500
30-23 UPKEEP OF OTHER PROPERTY	20,000
30-85 INSURANCE	2,405
30-86 AUDIT	4,793
TOTAL OTHER SERVICES & CHARGES	496,148

(CONTINUED)

FUND: HOSPITAL AUTHORITY (425)
 DEPARTMENT: DISCRETIONARY 9050
 DEPARTMENT HEAD: GUY HENSON
 PAGE TWO

PERMANENT STAFFING	FY 16-17	FY 15-16
Grants Manager	0.10	0.10
City Attorney	0.20	0.20
Executive Secretary	0.20	0.20
Trust General Manager	0.075	0.075
TOTAL	0.575	0.575

PART TIME	FY 16-17	FY 15-16
Accountant	0.18	0.18

PERSONNEL
 POSITIONS
 SUMMARY:

2006-07 - 0
 2007-08 - .20
 2008-09 - .20
 2009-10 - .30
 2010-11 - .30
 2011-12 - .30
 2012-13 - .30
 2013-14 - .58
 2014-15 - .58
 2015-16 - .575
 2016-17 - .575

CAPITAL OUTLAY	
40-08 CONTINGENCIES	5,000,000
TOTAL CAPITAL OUTLAY	5,000,000

TOTAL DEPARTMENT REQUEST 5,586,683

DISCRETIONARY 06/30/2016 ESTIMATED

CASH & INV -JP MORGAN	5,673,522
MOBILE HOME PARK NOTE RECEIVABLE	181,059
FUND BALANCE	5,854,581

DISCRETIONARY 06/30/2017 ESTIMATED

CASH & INV -JP MORGAN	1,848,063
MOBILE HOME PARK NOTE RECEIVABLE	65,063
FUND BALANCE	1,913,126

PROPOSED 06/14/2016

FUND: HOSPITAL AUTHORITY (425)
 DEPARTMENT: IN LIEU /ROR/MISC. 9060
 DEPARTMENT HEAD: GUY HENSON

FINAL BUDGET 2016-2017

EXPENDITURES	ACTUAL 2014-2015	AMENDED BUDGET 2015-2016	ESTIMATED ACTUAL 2015-2016	BUDGET 2016-2017
BENEFITS	4,758	6,500	5,099	4,500
HOS. AUTHO. EXP-RETAINER	131,667	148,333	148,333	148,333
OTHER SERVICES & CHARGES	30,253	398,500	398,500	10,000
CAPITAL OUTLAY	-	3,464,677	3,464,527	1,000,000
DEBT SERVICE	1,856,529	1,856,529	1,856,529	1,856,529
TRANSFER OUT	800,000	300,000	300,000	175,000
TOTAL	2,823,206	6,174,539	6,172,988	3,194,362

REVENUES	ACTUAL 2014-2015	AMENDED BUDGET 2015-2016	ESTIMATED ACTUAL 2015-2016	BUDGET 2016-2017
IN LIEU OF TAXES	880,377	850,000	935,362	850,000
LEASE INCOME	2,238,940	2,238,985	2,238,985	2,238,265
TRANSFER INTRA-IN	52,645	54,510	55,106	56,382
TOTAL	3,171,962	3,143,495	3,229,453	3,144,647

BUDGETARY FUND BALANCE:	BUDGET FUND BAL.	REVENUES	EXPENSES	FUND BALANCE
6/30/2013	1,746,950	3,068,836	2,006,663	2,809,123
6/30/2014	2,809,123	3,171,962	2,823,206	3,157,879
6/30/2015	3,157,879	3,229,453	6,172,988	214,344
6/30/2016	214,344	3,144,647	3,194,362	164,629

IN LIEU OF TAX / ROR / MISC (90-60)

BENEFITS	
15-06 TRAVEL	4,500
TOTAL BENEFITS	4,500

HOSPITAL AUTHORITY EXPENSE	
29-13 RETAINER	148,333
TOTAL HOSPITAL AUTHORITY EXPENSE	148,333

OTHER SERVICES AND CHARGES	
30-40 CONTACTUAL	10,000
TOTAL OTHER SERVICES AND CHARGES	10,000

CAPITAL OUTLAY	
40-06 INFRASTRUCTURES	550,000
40-08 CONTINGENCIES	450,000
TOTAL CAPITAL OUTLAY	1,000,000

DEBT SERVICE	
71-01 INTEREST	1,209,573
73-02 PRINCIPAL	646,956
TOTAL DEBT SERVICE	1,856,529

TRANSFERS OUT	
80-24 L & H (240) RETIREES	175,000
TOTAL TRANSFERS OUT	175,000

TOTAL DEPARTMENT REQUEST **3,194,362**

IN LIEU OF TAXES / ROR / MISC 06/30/2016 ESTIMATED	
Cash & Investment	369,055
Loan Reserve Prepayment	(154,711)
FUND BALANCE	214,344

IN LIEU OF TAXES / ROR / MISC 06/30/2017 ESTIMATED	
Cash & Investment	319,340
Loan Reserve Prepayment	(154,711)
FUND BALANCE	164,629

**CAPITAL OUTLAY - ALL FUNDS
Request for Fiscal Year 2016-2017**

Department	Project Description	FY 16-17 Request	ACCOUNT
(009) City Manager	75th Anniversary Projects	37,500	40-06
		37,500	
(009) Human Resources	Computer	1,200	40-49
(009) Human Resources	Laserfiche Software	25,000	40-50
		26,200	
(009) Community Development	Mapviewer Software	1,800	40-50
(009) Community Development	3 Desktop Scanners	3,800	40-02
(009) Community Development	2.5 Million BTU Boiler - Ph 1	55,000	40-14
(009) Community Development	PC Replacement	4,000	40-49
(009) Community Development	3 I-Pads	2,250	40-49
(009) Community Development	100 Ton Air Cooled Chiller - Ph 1	52,500	40-14
		119,350	
(009) Park & Recreation	Computer for Credit Card Machine	1,500	40-49
		1,500	
(009) Finance	(4) Desktop Computers	4,800	40-49
(009) Finance	Printer & Software Upgrade - City Badges	3,500	40-02
		8,300	
(009) Street Department	Weedeaters/Edgers, etc	2,000	40-02
(009) Street Department	100' x 25' Metal Cover on Back of PWA Complex Bldg G	20,500	40-14
(009) Street Department	Top Dresser/Compost Spreader (1st Year Funding)	15,000	40-02
(009) Street Department	Asphalt Truck/Hot Box (1st Year Funding)	45,000	40-01
(009) Street Department	2 Computers/Monitors	2,400	40-49
(009) Street Department	Zero Turn Mower	8,500	40-02
		93,400	
(009) Municipal Court	Receipt Printers (4)	4,000	40-02
(009) Municipal Court	Metal Plating	2,000	40-14
(009) Municipal Court	Card Reader for Court Office Door	1,600	40-14
		7,600	
(009) Neighborhood Services	1/2 Ton Ext Cab Truck	31,000	40-01
(009) Neighborhood Services	(3) Door Cameras	3,000	40-02
(009) Neighborhood Services	(3) Exterior, (2) Interior Door Access Points	15,000	40-14
(009) Neighborhood Services	Tile for Rig Room	16,700	40-14
(009) Neighborhood Services	NIA - Wifi	2,000	40-02
(009) Neighborhood Services	NIA - Copier/Printer/Scanner	1,900	40-02
(009) Neighborhood Services	(2) Computers	2,000	40-49
		71,600	

**CAPITAL OUTLAY - ALL FUNDS
Request for Fiscal Year 2016-2017**

Department	Project Description	FY 16-17 Request	ACCOUNT
(009) Information Technology	Office Furniture	5,500	40-02
(009) Information Technology	LAN and Server Upgrades	50,000	40-02
(009) Information Technology	Allworx Connect Phone Server Upgrades	17,500	40-02
(009) Information Technology	Active Directory and File Server Monitoring	10,000	40-02
(009) Information Technology	Environmental Equipment Cabinet at Clock Tower	6,500	40-02
(009) Information Technology	Natural Gas Generator Conversion/Propane Tank/Transfer Switch	8,000	40-02
(009) Information Technology	Monopole Refurbish	10,000	40-15
		107,500	
(009) Swimming Pool	Laptop Computer	1,500	40-49
		1,500	
(009) Senior Center	3 Ton A/C Units	14,000	40-14
(009) Senior Center	Computer for Parlor	1,500	40-49
		15,500	
SUBTOTAL (009) CAPITAL OUTLAY		489,950	

PROPOSED 06/14/2016

**CAPITAL OUTLAY - ALL FUNDS
Request for Fiscal Year 2016-2017**

Department	Project Description	FY 16-17 Request	ACCOUNT
(013) Street & Alley	Misc City Wide Thermo Stripe Projects	50,000	40-06
(013) Street & Alley	Water Line Break Repairs	50,000	40-06
(013) Street & Alley	Residential Street Repair	200,000	40-06
(013) Street & Alley	Roto mill/Overlay - SE 15th St from Midwest Blvd to Oelke (Local Match)	376,076	40-06
(013) Street & Alley	Roto mill/Overlay - Reno from Midwest to Douglas (50%)	100,000	40-06
(013) Street & Alley	Pedestrian Crossing - Engineering Only	88,000	40-06
(013) Street & Alley	Re-construction of SE 29th St. - Midwest to Douglas - Ph 1	180,000	40-06
		1,044,076	
(021) Police	Vehicles: 7 Patrol, 1 SIU	211,000	40-01
(021) Police	Equipment for Vehicles: 7 Patrol	189,000	40-01
(021) Police	SCBA Masks	3,550	40-02
(021) Police	Upgrade Lineup	5,000	40-02
(021) Police	Cellbright Machine	3,100	40-02
		411,650	
(030) Police State Seizures	EQUIPMENT	5,000	40-02
		5,000	
(031) Special Police Projects	Equipment	5,000	40-02
		5,000	
(033) Police Federal	Equipment	5,000	40-02
		5,000	
(034) Police Lab Fee	Stereo Microscope	1,334	40-02
		1,334	
(041) Fire Department	5 Year Fire Truck Replacement	100,000	40-01
(041) Fire Department	Rescue Squad	200,000	40-01
(041) Fire Department	Command Equipment for Truck	10,000	40-01
(041) Fire Department	(5) Sets Bunker Gear	11,000	40-02
(041) Fire Department	(5) Pair Boots	2,000	40-02
(041) Fire Department	5 Year SCBA Equipment Capitalization Program	25,000	40-02
(041) Fire Department	Radios	12,000	40-02
(041) Fire Department	Fire Helmets	25,420	40-02
(041) Fire Department	(2) Dishwashers	2,000	40-02
(041) Fire Department	Icemaker	1,000	40-02
(041) Fire Department	(3) Ipads	2,100	40-49
(041) Fire Department	Refrigerator	2,000	40-02
(041) Fire Department	Computer Replacement	6,000	40-49
		398,520	
(045) Welcome Center	(3) Chairs	1,200	40-02
(045) Welcome Center	Doggie Rest Stop	11,850	40-15
(045) Welcome Center	Security System	5,500	40-02
		18,550	

**CAPITAL OUTLAY - ALL FUNDS
Request for Fiscal Year 2016-2017**

Department	Project Description	FY 16-17 Request	ACCOUNT
(046) CVB/Economic Development	Chairs	800	40-02
(046) CVB/Economic Development	Inkjet Printer	500	40-02
		1,300	
(050) Drainage Tax	Travellers Inn Drainage Construction Box Re-construction	45,000	40-05
(050) Drainage Tax	SE 21st / Avery Drainage Project	50,000	40-05
(050) Drainage Tax	Reno Storm sewer extension East of Woodside	50,000	40-05
(050) Drainage Tax	Other Projects to be approved by Council	41,057	40-05
		186,057	
(060) Capital Drainage Improvements	Trackhoe (1st of 5 yr funding)	20,000	40-02
(060) Capital Drainage Improvements	SKID STEER TRACK LOADER (2nd year funding)	32,000	40-02
		52,000	
(061) Storm Water Quality	Street Sweeper (1st Year Funding)	125,000	40-01
(061) Storm Water Quality	(2) Outdoor Cameras	2,000	40-02
(061) Storm Water Quality	(2) Exterior Door Cameras	2,000	40-02
(061) Storm Water Quality	(2) Scanners	2,000	40-02
(061) Storm Water Quality	Access Points	9,000	40-14
(061) Storm Water Quality	City Works Database Module	10,000	40-50
		150,000	
(065) Dedicated Tax 2012	Joe Barnes Trail 2nd Year Funding	65,000	40-06
(065) Dedicated Tax 2012	Joe Barnes Trail Asphalt Repaving	50,384	40-06
(065) Dedicated Tax 2012	Mid America Park Trail	115,000	40-06
(065) Dedicated Tax 2012	Roto Mill and Overlay Reno from Midwest to Douglas (50%)	100,000	40-06
(065) Dedicated Tax 2012	Mid America Park Trail	20,000	40-06
		350,384	
(070) Emergency Operations	(10) Mobile Radios	16,000	40-02
		16,000	
(080) Fleet Services	Shop Equipment/Software/Scanners	5,500	40-02
(080) Fleet Services	(3) Office Computers	1,500	40-49
(080) Fleet Services	INDIRECT HEAT HEATERS,	30,000	40-14
		37,000	
(081) Surplus	Security Cameras	2,750	40-02
		2,750	
(123) Parks & Recreation	2 Outdoor Heaters	5,000	40-02
(123) Parks & Recreation	Festival Mgmt Software	3,000	40-50
(123) Parks & Recreation	(10) 6' Tables	4,000	40-02
(123) Parks & Recreation	Optimist Park - Phase 2	50,000	40-04
(123) Parks & Recreation	(2) Lifeguard Chairs	6,800	40-02
(123) Parks & Recreation	(4) Security Cameras	3,000	40-02
		71,800	

**CAPITAL OUTLAY - ALL FUNDS
Request for Fiscal Year 2016-2017**

Department	Project Description	FY 16-17 Request	ACCOUNT
(141) CDBG	Computer	1,000	40-49
		1,000	
(157) Capital Improvements	Sidewalks -- To Be Determined by Sidewalk Committee	25,000	40-06
(157) Capital Improvements	Projects Approved by Council	500,000	40-08
(157) Capital Improvements	Re-construction of SE 29th St - Midwest to Douglas -Phase I	180,000	40-06
(157) Capital Improvements	Douglas Roto Mill and Overlay - Phase 1	125,000	40-06
		830,000	
(172) Capital Water Improvements	Engineering for Eastside Water	250,000	40-05
		250,000	
(178) Construction Loan Payment	Interior Painting of Titan Water Tower	150,000	40-05
(178) Construction Loan Payment	BLUERIDGE WATER LINE REPLACEMENT	100,000	40-05
(178) Construction Loan Payment	SE 29TH LOOP BETWEEN DOUGLAS AND POST	250,000	40-05
(178) Construction Loan Payment	MEAD DR LOOP BETWEEN 15TH AND POST	100,000	40-05
(178) Construction Loan Payment	PROJECTS APPROVED BY COUNCIL	100,000	40-05
		700,000	
(187) Utility Services	(2) Office Chairs	926	40-02
(187) Utility Services	Scanner	900	40-02
(187) Utility Services	Printer	150	40-02
(187) Utility Services	Printer for Billing Reports	2,500	40-02
		4,476	
(188) Capital Sewer	Replace Roof on Chlorine Building	32,000	40-14
(188) Capital Sewer	Replace Roof on Sulfur Dioxide Building	26,000	40-14
(188) Capital Sewer	(16) Security Cameras w/Inst. Equipment	35,000	40-02
(188) Capital Sewer	Projects to be Approved by Council	100,000	40-08
(188) Capital Sewer	15TH & ANDERSON LIFT STATION PUMP	9,500	40-02
		202,500	
(190) Sanitation	Automated Side Loader w/CNG	335,000	40-01
(190) Sanitation	Front Loading Truck w/CNG	340,000	40-01
(190) Sanitation	Half-ton Pickup Truck	32,000	40-01
(190) Sanitation	AVL Interface	9,500	40-02
(190) Sanitation	(25) 8 Yard Dumpsters	28,700	40-02
(190) Sanitation	(20) 6 Yard Dumpsters	19,600	40-02
(190) Sanitation	(15) 4 Yard Dumpsters	10,170	40-02
(190) Sanitation	(250) Polycarts	12,135	40-02
(190) Sanitation	(200) Sharp Containers	11,348	40-02
(190) Sanitation	Rebuild Dumpsters	70,000	40-02
(190) Sanitation	HD Video Camera	2,000	40-02
(190) Sanitation	Remodel Sanitation Area of PWA	15,000	40-14
(190) Sanitation	ESRI GeoEvent	3,000	40-50
		888,453	
(191) Water	Fire Hydrants	30,000	40-05
(191) Water	Water Meters & Hardware	50,000	40-05
(191) Water	Fluoride Meter	3,000	40-02

**CAPITAL OUTLAY - ALL FUNDS
Request for Fiscal Year 2016-2017**

Department	Project Description	FY 16-17 Request	ACCOUNT
(191) Water	Turbidity Meter	6,500	40-02
(191) Water	Computers	4,000	40-49
		93,500	
(192) Sewer	1/2 Ton Pickup w/Light Bar, Side Tool Boxes	27,500	40-01
(192) Sewer	(2) Desktop Computers	2,000	40-49
(192) Sewer	Lab Dishwasher	14,200	40-02
(192) Sewer	PH/ISE Meter	4,000	40-02
(192) Sewer	Bobcat Broom	4,100	40-02
(192) Sewer	Wastewater Line Plugs	3,880	40-02
(192) Sewer	Ice Machine	1,500	40-02
(192) Sewer	Golf Cart	3,000	40-02
(192) Sewer	Tandem Utility Trailer	2,500	40-02
(192) Sewer	Alarm Agents	7,500	40-02
		70,180	
(194) Downtown Redevelopment	Original Square Mile Implementation	200,000	40-02
(194) Downtown Redevelopment	North Oaks Phase III & IV	100,000	40-06
(194) Downtown Redevelopment	ADA Transition Plan Implementation (Multiple Year Funding)	25,000	40-15
		325,000	
(196) FF & E Reserve	Reed Center Meeting Rooms/Prefunction Space Carpet	210,000	40-14
(196) FF & E Reserve	PTAC Heat/Air Units	10,000	40-14
(196) FF & E Reserve	Guest Room Bathroom Walls	35,000	40-14
(196) FF & E Reserve	Fitness Equipment Replacement	37,500	40-02
(196) FF & E Reserve	Vanity Replacement	20,000	40-14
(196) FF & E Reserve	Computers and Printers	2,000	40-49
(196) FF & E Reserve	Emerald Room Kitchen Replacement - Stainless Steel	10,000	40-14
(196) FF & E Reserve	West Elevator Upgrade	40,000	40-14
(196) FF & E Reserve	Housekeeping Carts	7,500	40-02
(196) FF & E Reserve	Landscaping	5,000	40-15
(196) FF & E Reserve	To Be Determined	75,000	40-08
		452,000	
(197) Golf Courses	(2) Zero Turn Mowers	16,000	40-02
(197) Golf Courses	5 Gang Rotary Pull Behind Mower	20,000	40-02
(197) Golf Courses	Toro Greens Roller	12,000	40-02
(197) Golf Courses	(2) Toro Greens Mowers (Lease Return)	48,000	40-02
		96,000	
(220) Animal Welfare	Transport Truck	36,000	40-01
(220) Animal Welfare	Equipment for Truck	12,000	40-01
		48,000	
(240) L&H	Computer	1,000	40-49
		1,000	
(269) GO Bond	SE 15th & Midwest Blvd Intersection	146,193	40-06
		146,193	

CAPITAL OUTLAY - ALL FUNDS
Request for Fiscal Year 2016-2017

Department	Project Description	FY 16-17 Request	ACCOUNT
(425) Hospital Authority - 9050	Discretionary - Special Projects to be Approved by Trustees	5,000,000	40-08
(425) Hospital Authority - 9060	In Lieu of Taxes/ROR/Misc - Special Projects to be Approved by Trustees	450,000	40-08
(425) Hospital Authority - 9060	In Lieu of Taxes/ROR/Misc - INFRASTRUCTURE	550,000	40-06
		6,000,000	
GRAND TOTAL CAPITAL OUTLAY		13,354,673	

PROPOSED 06/14/2016

MEMO

To: Honorable Mayor and City Council

From: Bert Norton, Fire Chief

Date: June 14, 2016

Subject: Discussion and consideration of passing and approving an ordinance amending the Midwest City Municipal Code, Chapter 15, Fire Protection and Prevention, by amending Article II, In General, Division 1, Generally, Section 15-13, Compliance with orders, Section 15-15, Fire lanes, Section 15-15, Blocking fire hydrants and fire department connections, Section 15-22, Location of fire hydrants, Section 15-24, Smoke detectors, and Section 15-26, Access and operational standards for controlled access gates and gated subdivisions; by amending Article II, In General, Division 2, Fireworks, Section 15-33, Permits; insurance required; by amending Article II, In General, Division 3, Hazardous Materials, Section 15-41, Hazardous materials cleanup; recovery of costs; by amending Article III, Fire Prevention Codes and Standards, Division 2, Fire Prevention Codes, Section 15-56, Amendments; by amending Article III, Fire Prevention Codes and Standards, Division 3, NFPA National Fire Codes, Section 15-61, Adopted; by amending Article III, Fire Prevention Codes and Standards, Division 4, Fire Suppression and Detection Systems, Section 15-72, Alarm and detection systems plan review; fee, and Section 15-73, Sprinkler systems; by amending Article IV, Open Burning, Section 15-100, Open burning prohibited; exceptions, and Section 15-101, Permit required; fees, and by amending Article IV, Open Burning, by repealing Section 15-104, Burn pit defined; inspection; revocation of permit; establishing an effective date; and providing for repealer and severability. (This item was published under the Further Information portion of the May 24, 2016 Council agenda.)

Staff respectfully requests that the Council accept and approve the amendments and clarifications made to Midwest City Code of Ordinances Chapter 15 Fire Protection and Prevention. The edits and clarifications have no financial impact, but are necessary to provide better definition. There are however, financial changes being recommended to the following: *Article IV. – Open Burning Sec. 15-104 Burn pit defined; inspection; revocation of permit* will be removed entirely. This section allows for residents to construct a burn pit for the purposes of burning trees, branches, and shrubs if built to certain specifications. This section provided for a 5 year permit (if built and passed fire code official inspection, and payment of \$10 was submitted). Less than 10 permits have been issued over the last several years and staff feels this causes confusion with

commercially available burn pits from retailers. *Article III.- Fire Prevention Codes and Standards Division 4.-Fire Suppression and Detection Systems Sec. 15-72(d) Alarm and detection systems plan review; fee.* Staff recommends increasing the permit fee from \$50 to \$54.00 to reflect the mandated State of Oklahoma fee of \$4.00 and increasing the per square foot fee from one cent (\$0.01) to two cents (\$0.02) when reviewing fire alarm plans. And to add a provision where by the fire code official reserves the right to charge a \$50 fire alarm site re-inspection fee at his/her discretion. *Article III.- Fire Prevention Codes and Standards Division 4.-Fire Suppression and Detection Systems Sec. 15-73(h) Sprinkler systems.* Staff recommends increasing the permit fee from \$50 to \$54.00 to reflect the mandated State of Oklahoma fee of \$4.00 and increasing the price per square foot fee from one cent (\$0.01) to two cents (\$0.02) when reviewing fire sprinkler plans. And to add a provision where by the fire code official reserves the right to charge a \$50 fire sprinkler site re-inspection fee at his/her discretion. These price per square foot increases are still less than the State of Oklahoma Fire Marshal office charges for similar services.

Staff recommends approval.



Bert Norton, Fire Chief

AN ORDINANCE AMENDING THE MIDWEST CITY MUNICIPAL CODE, CHAPTER 15, FIRE PROTECTION AND PREVENTION, BY AMENDING ARTICLE II, IN GENERAL, DIVISION 1, GENERALLY, SECTION 15-13, COMPLIANCE WITH ORDERS, SECTION 15-15, FIRE LANES, SECTION 15-15, BLOCKING FIRE HYDRANTS AND FIRE DEPARTMENT CONNECTIONS, SECTION 15-22, LOCATION OF FIRE HYDRANTS, SECTION 15-24, SMOKE DETECTORS, AND SECTION 15-26, ACCESS AND OPERATIONAL STANDARDS FOR CONTROLLED ACCESS GATES AND GATED SUBDIVISIONS; BY AMENDING ARTICLE II, IN GENERAL, DIVISION 2, FIREWORKS, SECTION 15-33, PERMITS; INSURANCE REQUIRED; BY AMENDING ARTICLE II, IN GENERAL, DIVISION 3, HAZARDOUS MATERIALS, SECTION 15-41, HAZARDOUS MATERIALS CLEANUP; RECOVERY OF COSTS; BY AMENDING ARTICLE III, FIRE PREVENTION CODES AND STANDARDS, DIVISION 2, FIRE PREVENTION CODES, SECTION 15-56, AMENDMENTS; BY AMENDING ARTICLE III, FIRE PREVENTION CODES AND STANDARDS, DIVISION 3, NFPA NATIONAL FIRE CODES, SECTION 15-61, ADOPTED; BY AMENDING ARTICLE III, FIRE PREVENTION CODES AND STANDARDS, DIVISION 4, FIRE SUPPRESSION AND DETECTION SYSTEMS, SECTION 15-72, ALARM AND DETECTION SYSTEMS PLAN REVIEW; FEE, AND SECTION 15-73, SPRINKLER SYSTEMS; BY AMENDING ARTICLE IV, OPEN BURNING, SECTION 15-100, OPEN BURNING PROHIBITED; EXCEPTIONS, AND SECTION 15-101, PERMIT REQUIRED; FEES, AND BY AMENDING ARTICLE IV, OPEN BURNING, BY REPEALING SECTION 15-104, BURN PIT DEFINED; INSPECTION; REVOCATION OF PERMIT; ESTABLISHING AN EFFECTIVE DATE; AND PROVIDING FOR REPEALER AND SEVERABILITY.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF MIDWEST CITY:

ORDINANCE

SECTION 1. The Midwest City Municipal Code, Chapter 15, Fire Protection and Prevention, Article II, In General, Division 1, Generally, Section 15-13, Compliance with orders, is hereby amended to read as follows:

It shall be unlawful for any person to shall not willfully fail or refuse to comply with any lawful order or direction given by the fire official of the fire chief in charge at the scene of a fire or other emergency involving the protection of life and property or to interfere with the compliance attempts of another individual.

SECTION 2. The Midwest City Municipal Code, Chapter 15, Fire Protection and Prevention, Article II, In General, Division 1, Generally, Section 15-15, Fire lanes, is hereby amended to read as follows:

(a) It shall be unlawful for any person to park a vehicle, whether attended or unattended, in a fire lane or otherwise obstruct fire lanes in the city.

(b) ~~For the purposes of this section, a~~ A fire lane shall mean any thoroughfare ~~eighteen (18) twenty (20)~~ eighteen (18) twenty (20) feet or more in width and approved and accepted by the appropriate fire official as a fire lane. Fire lanes shall be interchangeable with the term "street" for the purpose of this Code, provided, the entire width of a fire lane on the same site may be used to determine horizontal separation between two (2) or more structures.

(c) Fire lanes shall be designed, adequately marked and maintained by the property owner or its occupant to ensure proper utility and drainage at all times. Fire lanes shall be kept clear at all times of vehicles or obstructions and marked with signs, measuring at least twelve inches by eighteen inches (12" x 18"), reading "FIRE LANE—DO NOT BLOCK" or "FIRE LANE—NO PARKING." The signs shall have a reflective background and shall contain red lettering at least two (2) inches in height. The signs shall be spaced at intervals not to exceed sixty (60) feet in distance. Where authorized by the appropriate fire official, in lieu of the required signs, curbs may be painted red with the words "FIRE LANE—DO NOT BLOCK" or "FIRE LANE—NO PARKING" lettered in white four (4) inch letters and spaced at intervals over a total distance not to exceed sixty (60) feet.

1
2 **SECTION 3.** The Midwest City Municipal Code, Chapter 15, Fire Protection and Prevention, Article II, In General, Division 1, Generally, Section 15-15, Blocking fire hydrants and fire department connections, is hereby amended to read as follows:
3

4 (a) It shall be unlawful to obscure from view, damage, deface, obstruct or restrict
5 the access to any fire hydrant or any fire department connection for the pressurization of fire
6 suppression systems, including fire hydrants and fire department connections, located on
7 public or private streets and access lanes or on private property. Examples of such prohibited
8 obscuration include, but are not limited to, the following: shrubs, hedges, flowers, fences,
9 rubbish, building material or other obscuration of any character that is placed within a radius
10 of five (5) feet from any fire hydrant and/or fire department connection.

11 (b) If, after notice of violation is provided, all obscurations are not removed, the
12 city shall proceed to remove them. All costs incurred in the performance of work necessary
13 for the removal shall be charged to the owner or occupant of the property on which the viola-
14 tion is occurring.

15 (c) All hydrants on public property within the city shall be painted ~~chrome yellow~~
16 red. Private hydrants located on or near a public street shall be painted ~~red~~ yellow. All hy-
17 drants installed for the sole purpose of serving as a "blow-off" for the utilities department
18 shall be painted ~~dark blue~~ the same color as public hydrants.

19 (d) Any person violating this section shall be punished, upon conviction, by a fine
20 of not more than one hundred dollars (\$100.00), plus costs, or by imprisonment for not more
21 than fifteen (15) days or by both such fine and imprisonment.

22 **SECTION 4.** The Midwest City Municipal Code, Chapter 15, Fire Protection and Prevention, Article II, In General, Division 1, Generally, Section 15-22, Location of fire hydrants, is hereby amended to read as follows:
23

24 (a) The placement of all new fire hydrants shall be made only with the ap-
25 proval of the appropriate fire official.

26 (ba) Fire hydrants shall be located and so spaced that no hose lay from a fire appa-
27 ratus exceeds five hundred (500) feet within areas containing one- and two-family detached
28 dwellings. Such dwellings located in areas not served by city water may qualify for the fol-
29 lowing exceptions:

30 (1) Those having installed an approved residential sprinkler system per
31 NFPA 13D;

32 (2) Those having installed an approved fire detection and alarm system
33 per NFPA 72 that is continuously monitored by a central station.

34 (bc) In all areas except those containing only one- and two-family detached dwell-
35 ings, fire hydrants shall be located in such a manner that no hose line will exceed four hun-
dred (400) feet in length to reach any accessible portion of the exterior of any building and is
dependent on the ability to place an apparatus in such a manner necessary to utilize said hy-
drant. Distance shall be measured by the lay of the hose, not by line of sight.

(de) Within all other areas, including but not limited to, mercantile, business, edu-
cational, assembly, detention and correctional, health care, storage, industrial and multi-
family dwellings, the maximum spacing shall be no more than four hundred (400) feet.
Buildings of noncombustible or limited combustible construction, protected by a complete
automatic sprinkler system and classified by NFPA 13 as "Light or Ordinary Hazard" may be
protected by fire hydrants located with a maximum spacing of five hundred (500) feet. Dis-
tance shall be measured by the lay of the hose, not by line of sight.

1 (ed) In areas of commercial development, fire hydrants shall be located in a suffi-
2 cient number and manner to supply the required flow, per the adopted edition of International
3 Fire Code requirements, for a structure and its exposures or supply adequate water for the fire
4 sprinkler system.

5 (ef) Structures that exceed the fire department's minimum ~~minimum~~ fire flow capa-
6 bility shall be protected throughout by an automatic fire sprinkler system.

7 (gf) A fire hydrant shall be located within fifty (50) feet of all fire department
8 standpipe or sprinkler connections.

9 (hg) No more than one (1) fire hydrant may be located on any dead-end water main
10 (except when serving only as a utility blow-off). A fire hydrant located on a dead-end water
11 main may not be positioned further than three hundred (300) feet from a looped water supply
12 source. However, up to two (2) additional hydrants may be added to a dead-end main if the
13 main size is eight (8) inches or greater, and the arrangement is approved by the appropriate
14 fire official and the additional hydrants are proven to be hydraulically acceptable for fire de-
15 partment use.

16 **SECTION 5.** The Midwest City Municipal Code, Chapter 15, Fire Protection and Prevention, Arti-
17 cle II, In General, Division 1, Generally, Section 15-24, Smoke detectors, is hereby amended to read
18 as follows:

19 (a) The owner of each single-family dwelling, including mobile homes, shall in-
20 stall and the occupant shall maintain a smoke detector or detectors in accordance with the na-
21 tionally recognized codes, standards or practices adopted by the city to safeguard life and
22 property from the hazards of smoke and fire.

23 (b) Any entity owning a building or structure used as a one-or two-family dwell-
24 ing, hospital, church, theater, hotel, motel, rooming house, dormitory, rest home or nursing
25 home, day care center, day nursery, convalescent auditorium or child care institution, existing
26 or constructed in the city, including "manufactured home" as that term is defined in ~~Section~~
27 ~~1102 of Title 47 of the Oklahoma Statutes~~, shall install and maintain in such building or
28 structure or individual units therein a smoke detector or heat detectors in accordance with the
29 nationally recognized codes, standards or practices adopted by the city to safeguard life and
30 property from the hazards of smoke and fire.

31 (c) Any entity that leases or rents any residential property shall explain to the les-
32 see or tenant the method of testing the smoke detector to ensure that it is working properly.
33 Thereafter, the responsibility for checking a smoke detector to determine whether such detec-
34 tor is working properly is the occupant ~~tenants or lessees~~.

35 (d) For the purpose of this section, the term "smoke detector" means a device that
is:

- 36 (1) Designed to detect visible or invisible products of combustion; and
- 37 (2) Designed to sound an alarm audible to the room or area it serves; and
- 38 (3) Powered by either battery, alternating current or other power source;
39 and
- 40 (4) Tested and listed for use as a smoke detector by a recognized testing
41 laboratory such as Underwriters Laboratories, Factory Mutual Re-
42 search Corporation or United States Testing Co., Inc.

43 (e) It shall be unlawful for an occupant of a dwelling or building to intentionally
44 or negligently interfere with or damage a smoke detector or its proper functioning.

45 (f) The provisions of this section shall supersede any less restrictive provisions of
the city's building code.

1
2 (g) ~~In~~Where a dwelling ~~that is not occupied by its owner and~~ is occupied by an individual who is deaf or hearing impaired the owner shall, upon written request by or on behalf of such individual, provide and install a smoke detector with a light signal sufficient to warn the deaf or hearing-impaired individual of the danger of fire.

3
4
5 (h) ~~All~~Any newly constructed residential properties shall have a smoke detector that is continuously powered by the property's electrical service with battery back-up.

6
7 (i) Any person who violates any provision of this section, including any person who tampers with, removes, destroys, disconnects or removes power from any installed smoke detector, except in the course of inspection, maintenance or replacement of the detector, upon conviction, is guilty of a misdemeanor and may be fined not less than fifty dollars (\$50.00) nor more than one hundred dollars (\$100.00), plus costs.

8
9
10 **SECTION 6.** The Midwest City Municipal Code, Chapter 15, Fire Protection and Prevention, Article II, In General, Division 1, Generally, Section 15-26, Access and operational standards for controlled access gates and gated subdivisions, is hereby amended to read as follows:

11
12 (a) Definitions.

13 (1) Gated communities shall be defined as all housing developments, apartment complexes, townhouse complexes and other areas where one (1) or more controlled access devices affects the health, safety and welfare of the ~~community's residents~~public and their property. A single-family residence with a gated driveway shall not be subject to the standards and regulations pertaining to gated communities.

14
15
16 (2) Emergency rapid access devices shall be defined as rapid access key boxes, keyed switches and keyed padlocks and other UL listed devices approved by the appropriate fire official designed to gain access to a gated community in an emergency.

17
18 (3) Controlled access device shall be defined as a UL listed and approved device that restricts access to a gated community.

19
20 (b) All new and existing gated communities shall install and maintain emergency rapid ~~access~~entry devices.

21
22 (c) All newly gated communities shall install an emergency rapid access device prior to the operation of any controlled access device. Such emergency rapid access device and location thereof must be approved by the appropriate fire official prior to installation or use.

23
24 (d) No public street shall be obstructed. Use of a controlled access device will only be allowed for private streets and private parking lots.

25
26 (e) The controlled access device shall be located a sufficient distance from a public street to allow three (3) cars to line up at the controlled access device without interfering with vehicles utilizing the public street; however, in no case shall the controlled access device be located closer than fifty (50) feet from the curb or edge of pavement of a public street.

27
28 (f) A turnaround lane, a minimum of fourteen (14) feet in clear width, shall be provided for vehicles unable to enter the gated area.

29
30 (g) Road spikes, barbs or other tire damaging devices shall not be allowed.

31
32 (h) All circulation plans for this type of development shall be subject to approval by the city council which may require multiple entrances if circumstances dictate.

1
2 (i) Standards adopted by the city for streets, sidewalks, fire lanes, fire hydrants
3 and other engineering and development requirements shall apply to all gated communities.
4 Any required hydrant(s) for any gated community shall be installed inside the controlled ac-
5 cess device unless otherwise directed by the appropriate fire official.

6 (j) A homeowners association shall be established for all gated communities. The
7 homeowners association shall be responsible for:

8 (1) Providing the names, addresses and emergency contact numbers of all
9 homeowners association officers to the city's emergency operations
10 center (911 Center). If no homeowners association is established or it
11 refuses to act, the gated community shall be the responsibility of the
12 developer;

13 (2) Maintenance and repairs of the private streets and/or fire lanes in a
14 manner that is acceptable to the city;

15 (3) Maintenance, testing and repairs of all functions of the controlled ac-
16 cess device;

17 (4) Establishing the access code to the controlled access device and en-
18 suring that the city's emergency operations center has the proper code
19 number. The code shall not be changed without prior notification to
20 the city's emergency operations center;

21 (5) Accompanying an appropriate fire official during annual inspection
22 and any testing of the operating systems; and

23 (6) Ensuring year round maintenance of the controlled access device.

24 (k) An emergency release hitch pin shall be installed on the control arm. This
25 hitch pin, when removed, will detach the control arm from the controlled access device and
26 allow the controlled access device to swing open freely manually.

27 (l) A battery backup system shall be provided for each controlled access device.
28 The batteries shall be trickle charged to maintain electrical energy and, in the event of loss of
29 normal electrical current, cause the controlled access device to open and stay open until reset.

30 (m) The location of all entrance pedestals, key pads, hitch pins, operation of gate
31 signage, opening design, swinging or sliding operation of the controlled access device, relat-
32 ed equipment or other design specifications shall be constructed and installed in accordance
33 with the plans approved by the city.

34 (n) Should any problem occur in the operation of the controlled access device or
35 any violation of this section occur, the controlled access device shall remain open until the
problem or violation is resolved and/or the controlled access device is repaired and tested by
the appropriate fire official.

(o) When a covered entry is requested, the minimum height shall be no less the
sixteen (16) feet.

(p) The contractor's name, current address, twenty-four-hour telephone numbers,
and the developer, homeowner's representative, or responsible property owners' name, ad-
dress and emergency telephone numbers shall be kept on file at the city's emergency opera-
tions center. The appropriate fire official shall conduct an annual inspection.

(q) The minimum clear width of all gates subject to this section shall be 15 feet.

1 (r) All new commercial construction and gated communities and business in the
2 city shall provide an approved emergency rapid access device or key box.

3 **SECTION 7.** The Midwest City Municipal Code, Chapter 15, Fire Protection and Prevention, Arti-
4 cle II, In General, Division 2, Fireworks, Section 15-33, Permits; insurance required, is hereby
5 amended to read as follows:

6 (a) The appropriate fire official may adopt reasonable rules and regulations for
7 the granting of permits for supervised public displays of fireworks by associations, amuse-
8 ment parks and other organizations or group of individuals. Such permits may be granted up-
9 on application to the appropriate fire official and ~~the filing of a bond by the applicant as pro-~~
10 ~~vided herein.~~ proof of general liability insurance in the amount of at least \$1,000,000. Every
such display shall be accomplished by a competent operator approved by the appropriate fire
official and shall be of such composition and character, and so located, discharged or fired, in
the opinion of the appropriate fire official, after proper inspection, that it shall not be unduly
hazardous to property or endanger any person.

11 (b) Applications for permits must be made in writing at least thirty (30) days prior
12 to the display. After such permit has been granted, sale, possession, use and distribution of
13 fireworks for such display shall be lawful for that purpose only. No permit granted hereunder
shall be transferable.

14 (c) ~~The permittee, as a condition of the permit, shall post a bond in the sum of not~~
15 ~~less than one hundred thousand dollars (\$100,000.00) conditioned on compliance with the~~
16 ~~provisions of this section and other applicable codes.~~

17 **SECTION 8.** The Midwest City Municipal Code, Chapter 15, Fire Protection and Prevention, Arti-
18 cle II, In General, Division 3, Hazardous Materials, Section 15-41, Hazardous materials cleanup; re-
19 covery of costs, is hereby amended to read as follows:

20 (a) The fire chief is authorized to clean up or abate the affects of any hazardous
21 substance unlawfully, accidentally or negligently released, discharged or deposited upon or
22 into any property or facilities within the city. The following described persons shall be jointly
23 and severally liable to the city for the payment of all costs incurred by the city as a result of
24 such cleanup or abatement activity:

- 25 (1) The entity whose accidental, negligent or willful act or omission
26 proximately caused such release, discharge or deposit;
- 27 (2) The entity that owned or had custody or control of the hazardous sub-
28 stance at the time of such release, discharge or deposit without regard
to fault or proximate cause; and
- 29 (3) The entity that owned or had custody or control of the container that
30 held such hazardous substance at the time of or immediately prior to
31 such release, discharge or deposit without regard to fault or proximate
32 cause.

33 (b) In the event that any entity undertakes, either voluntarily or upon order of the
34 fire chief or other city official, to clean up or abate the effects of any hazardous substance
35 negligently, unlawfully or accidentally released, discharged or deposited upon or into any
property or facilities within the city, the fire chief may take such action as is necessary to su-
pervise or verify the adequacy of the cleanup or abatement. The entities described in subsec-
tion (a) of this section shall be liable to the city for all costs incurred.

(c) "Hazardous substance" means any substance that, because of its quantity, con-
centration or physical or chemical characteristics, poses a significant present or potential
hazard, according to federal, state and/or local standards and regulations, to human health
and safety or to the environment if released into ~~the workplace or the environment.~~

1 (d) Costs incurred by the city to clean up or abate the effects of any hazardous
2 substance shall include, but not necessarily be limited to, the following: Actual labor costs of
3 city personnel, including benefits and administrative overhead; cost of equipment operation;
4 cost of any contract labor and materials.

5 (e) The cost of recovery provided by this section shall be in addition to any other
6 remedies provided by law.

7 (f) The authority to recover costs under this section shall not include actual fire
8 suppression services that are normally or usually provided by the fire department.

9 **SECTION 9.** The Midwest City Municipal Code, Chapter 15, Fire Protection and Prevention, Article III, Fire Prevention Codes and Standards, Division 2, Fire Prevention Codes, Section 15-56, Amendments, is hereby amended to read as follows:

10 The 2009 International Fire Code is hereby amended by repealing:

11 Section 105.6 "Required operational permits", except for the following provisions
12 which are adopted by and made part of this code:

13 (a) ~~Section 105.6.306.32~~, "Open Burning";

14 (b) ~~Section 105.6.326.34~~, "Open Flames and Candles";

15 (c) ~~Section 105.6.366.38~~, "Pyrotechnic Special Effects Material";

16 (d) ~~Section 105.6.436.45~~, "Temporary Membrane Structures, Tents and Canopies";

17 (e) Section 105.6.5, "Carnivals and Fairs"; and

18 (f) Section 105.6.15, "Explosives."

19 **SECTION 10.** The Midwest City Municipal Code, Chapter 15, Fire Protection and Prevention, Article III, Fire Prevention Codes and Standards, Division 3, NFPA National Fire Codes, Section 15-61, Adopted, is hereby amended to read as follows:

20 The editions of the NFPA National Fire Codes referenced by the 2015 International Fire Code~~most current editions of the NFPA National Fire Codes~~ are hereby adopted as if set out at length in this Code, save and except any portions which may hereinafter be deleted, modified or amended.

21 **SECTION 11.** The Midwest City Municipal Code, Chapter 15, Fire Protection and Prevention, Article III, Fire Prevention Codes and Standards, Division 4, Fire Suppression and Detection Systems, Section 15-72, Alarm and detection systems plan review; fee, is hereby amended to read as follows:

22 (a) This section shall apply to all new multifamily and commercial construction and existing multifamily and commercial structures where the use group changes, the hazard level increases or an outdated or noncompliant alarm and/or detection system exists. Only licensed contractors may install alarm and/or detection systems in the city.

23 (b) Any contractor who intends to install an alarm and/or detection system must first obtain a permit from the city. To obtain such a permit, the contractor must submit two (2) sets of plans to the city that meet the requirements of Sections 907.1.1 and 907.1.2 of the International Fire Code prior to the installation of any component of the proposed system. The city shall issue a permit to the contractor upon the city's approval of the plans.

24 (c) Final testing of the system shall be witnessed by the fire code official. The contractor who installs the system shall post the fire code official's acceptance documentation and the operating instructions at the alarm panel. The owner, manager, tenant or other re-

1 responsible party shall be responsible for ensuring that the ~~fire chiefs~~ fire code official's ac-
2 ceptance documentation and the operating instructions remain at the alarm panel at all times.

3 (d) A permit fee of fifty dollars (\$50.00) plus four dollar (\$4.00) state fee plus
4 two cents (\$0.02) ~~one cent (\$0.01)~~ per square foot of the structure shall be charged for all new
5 construction and for existing structures where more than fifty (50) percent of the alarm
6 and/or detection system is being modified. The permit fee for modification of less than fifty
7 (50) percent of an existing system shall be only the fifty dollars (\$50.00) and the four dollar
8 (\$4.00) state fee.

9 (e) A document box shall be provided for all new fire alarm systems.

10 (f) Re-inspection fees may be accessed in the event the 50% and acceptance test
11 require additional inspections. This fee shall be in the amount of \$50.00.

12 **SECTION 12.** The Midwest City Municipal Code, Chapter 15, Fire Protection and Prevention, Ar-
13 ticle III, Fire Prevention Codes and Standards, Division 4, Fire Suppression and Detection Systems,
14 Section 15-73, Sprinkler systems, is hereby amended to read as follows:

15 (a) The purpose of this section is to provide a consistent, reasonable degree of
16 protection for the life and property from fire through standardization of design, installation
17 and testing requirements for sprinkler systems based upon sound engineering principles, test
18 data and field experience. This section shall be applicable to all new installations, modifica-
19 tions and/or relocations of more than seven (7) sprinkler heads in any structure. All equip-
20 ment and materials shall be listed as defined in NFPA 13, Chapter 3 (National Fire Protection
21 Association Code for Sprinkler Systems Installation) and acceptable to the appropriate fire
22 official. All services or labor shall be performed only by companies and their employees who
23 are licensed by the Occupational Licensing Division of the Oklahoma State Department of
24 Health.

25 (b) Engineered plans and hydraulic calculations shall be provided to the appropri-
26 ate fire official prior to any work being performed as specified in subsection (a) of this sec-
27 tion.

28 (c) The Midwest City Emergency Operations Center and the appropriate fire offi-
29 cial's office must be notified prior to each yearly maintenance of any service being performed
30 on any sprinkler system. The licensed company or contractor shall fully explain the nature of
31 the work to be performed, estimated time of work and whether any portion(s) of any fire pro-
32 tection system will be inoperable during that time.

33 (d) A minimum safety factor of five (5) psi will be required on all new sprinkler
34 system installations. This will be demonstrated in the required hydraulic calculations. Under
35 extreme conditions, the appropriate fire official may increase the safety factor as needed in
remote locations or high hazard occupancies.

(e) A pressure relief valve shall be installed on all gridded sprinkler systems and
so displayed on the submitted engineering plans.

(f) All remodel construction projects that involve moving, relocating and/or add-
ing sprinkler heads as specified in subsection (a) of this section shall demonstrate on the
submitted plans all existing pipes (by dashed lines), existing outlets, existing heads to re-
main, heads to be relocated from existing outlets, new heads and plugged outlets.

(g) All sprinkler plans submitted shall clearly display fire rated walls and sleeves
shall be shown where sprinkler piping penetrates through walls. All rooms shall be labeled
accordingly. All construction/sprinkler submittals will be required to display existing city
main(s) and size; point of connection into existing city water supplies; flow test information
consisting of static pressure, residual pressure, flow in gallons per minute, flow location, day
and time; water hydrant(s); underground piping with size(s), length, locations and type of
material used in pipe manufacturing.

1
2 (h) A permit fee of fifty dollars (\$50.00) plus the four dollar (\$4.00) state fee
3 shall be charged for all newly installed sprinkler systems, ~~plus one cent (\$0.01) two cents~~
4 (\$0.02) per square foot of new building construction area. If the project is an interior remodel
5 only and no additional square footage is being added to the structure, only the fifty dollar
6 (\$50.00) permit fee and the four dollar (\$4.00) state fee will be applicable. All construction
7 documents and fees shall be submitted to the appropriate fire official prior to the inception of
8 any work on-site.

9 (i) Any new or existing structure that, as an option or part of the building re-
10 quirements, contains a sprinkler system shall not be occupied by customers or employees,
11 stocked or furnished until the sprinkler system has been fully tested, inspected, tagged and a
12 copy of the acceptance test has been received by the appropriate fire official.

13 (j) Any sprinkler system installed as specified in this section shall be monitored
14 off-site, twenty-four (24) hours a day by a monitoring company so designed to receive such
15 signals.

16 (k) A document box shall be provided for all new automatic fire sprinkler sys-
17 tems.

18 (l) All newly constructed building or modifications to existing buildings where
19 an automatic fire sprinkler system is required shall have an exterior access to the control or
20 riser room. ~~(l) All newly constructed building or modifications to existing buildings where~~
21 ~~an automatic fire sprinkler system is required shall have an exterior access to the control or~~
22 ~~riser room.~~

23 (m) Re-inspection fees may be assessed in the event the 50% and acceptance test
24 require additional inspections. This fee shall be in the amount of fifty dollars (\$50.00). ~~(m)~~
25 ~~Re-inspection fees may be assessed in the event where the 50% and acceptance test require~~
26 ~~additional inspections. This fee shall be in the amount of not more than \$50.00 and charged~~
27 ~~at the discretion of the fire code official.~~

28 **SECTION 13.** The Midwest City Municipal Code, Chapter 15, Fire Protection and Prevention, Ar-
29 ticle IV, Open Burning, Section 15-100, Open burning prohibited; exceptions, is hereby amended to
30 read as follows:

31 (a) No person shall cause or allow ~~for an for~~ open burning in any public or pri-
32 vate place outside any building except:

33 (1) The burning of trees, brush, grass and other vegetable matter for the
34 purpose of clearing land, and agricultural crop burning when:

35 a. The burning is not within ~~one hundred (100) one hundred fifty~~
~~(150) one hundred (100)~~ feet of an occupied residence or
structure other than those located on property where the burn-
ing is conducted.

b. Care is used to minimize the amount of dirt on the material
being burned.

c. Oils, rubber and other similar materials that produce unrea-
sonable amounts of air contaminants and smoke are not
burned.

d. The burning occurs between 8:00 a.m. ~~sunrise~~ and sunset.

e. No traffic hazard is created.

- (2) Fires purposely set for the instruction and training of firefighting personnel when authorized by the fire chief.
 - (3) Fires set for the elimination of fire hazards or hazardous material where there is no other practical or lawful method of disposal and such burning is authorized by the fire chief.
 - (4) Campfires and other fires used solely for recreational or ceremonial purposes, or for outdoor noncommercial preparation of food.
 - (5) Fires purposely set for the management of forest or game in accordance with practices recommended by the Oklahoma Department of Agriculture or the United States Forest Service and that are authorized by the fire chief.
 - (6) The burning of combustible material in an open pit incinerator that is designed and operated for the control of smoke and particulate matter.
 - (7) The burning of hydrocarbons by atmospheric flares when no other means of disposal is practical.
- (b) Neither petroleum-based products nor flammable liquids can be used to start the fire.
- (c) The area in which the burn will be conducted must be inspected by the city prior to a permit being issued.

SECTION 14. The Midwest City Municipal Code, Chapter 15, Fire Protection and Prevention, Article IV, Open Burning, Section 15-101, Permit required; fees, is hereby amended to read as follows:

- (a) A permit shall be obtained from the city prior to any person causing or permitting an open burning in any public or private place outside any building. Application for such permit shall only be presented by and the permit issued only to the owner of the land upon which the fire is to be kindled or his designee.
- (b) Open burning shall only be permitted with prior approval from the city, provided that all conditions specified in the permit are followed.
- (c) Open burning that will be offensive or objectionable because of smoke or odor emissions when atmospheric conditions or local circumstances make such fires hazardous shall be prohibited. The fire chief is authorized to order the extinguishment by the permit holder or the fire department of open burning that creates or adds to a hazardous or objectionable situation.
- (d) The location for open burning, which shall not include burning in an approved container, shall not be less than fifty (50) feet from any structure other than a neighbor's residence, overhanging wires or trees upon the premises and not less than one hundred (100) feet from a neighbor's residence. and provisions Precautions shall be made to prevent the fire from spreading to within fifty (50) feet of any structure, overhanging wires or trees. If unless the fire is in an approved container, in which case it may be conducted not less than fifteen (15) feet from any structure.
- (e) A bonfire shall not be conducted less than fifty (50) feet from any structure or combustible material unless the fire is contained in a barbecue pit. Conditions that could cause a fire to spread to within fifty (50) feet of a structure shall be eliminated prior to ignition.
- (f) Recreational fires shall not be conducted within twenty-five (25) feet of a structure or combustible material. Conditions that could cause a fire to spread to within twenty-

1 ty-five (25) feet of a structure shall be eliminated prior to ignition. Recreational fires are to
2 be small fires not greater than three (3) feet square by two (2) feet in height.

3 (g6) Upon issuance of a permit, the permit holder must still obtain clearance on the
4 day the permitted burn is to occur prior to ignition to confirm proper weather conditions.
5 Clearance may be obtained any day of the week only between the hours of 8:00 a.m. and 4:00
6 p.m. by contacting (405) 739-1340, Monday through Friday, and (405) 739-13889-739-1388
7 on weekends and holidays.

8 (h7) Fees for a burn permit shall be:

Special use—One day only	no charge
90-day permit	\$25.00
One-year permit	\$75.00
Five-year burn pit permit	\$10.00

11 (i8) Once clearance is obtained, burning shall occur no earlier than 8:00 a.m. and
12 all burning activity shall be fully extinguished prior to ~~thirty (30) minutes prior to~~ sundown
13 that day.

14 **SECTION 15.** The Midwest City Municipal Code, Chapter 15, Fire Protection and Prevention, Ar-
15 ticle IV, Open Burning, Section 15-104, Burn pit defined; inspection; revocation of permit, is hereby
16 repealed and that section shall be placed into reserve for future use.

17 ~~(a) — A burn pit shall be allowed on a property in a location upon property no closer~~
18 ~~than fifty (50) feet from any structure, and shall be used in the same manner and under the~~
19 ~~same requirements in force and effect with regard to any other burning permit and its re-~~
20 ~~quirements.~~

21 ~~(b) — The area where the burn pit is to be constructed must be inspected and ap-~~
22 ~~proved by the fire inspector or his designee prior to a permit being issued and prior to any au-~~
23 ~~thorized use.~~

24 ~~(c) — The burn pit shall be no greater than ten (10) feet in diameter and no greater~~
25 ~~than thirty-two (32) square feet. A contiguous wall shall be erected around the burn pit of a~~
26 ~~height of no less than two (2) feet and no greater than three (3) feet, and shall be constructed~~
27 ~~of block, stone, brick and mortar, or of an uninterrupted metal ring that will not become de-~~
28 ~~formed or consumed by the intensity of the fire contained therein.~~

29 ~~(d) — Approved combustible materials burned within a burn pit shall not exceed~~
30 ~~four (4) feet in height prior to or during the burning of such materials.~~

31 ~~(e) — The burn pit permit shall be effective for a period of five (5) years from the~~
32 ~~date of issue. Any permitted burn pit shall be subject to reinspection by a fire official at any~~
33 ~~time there is any reasonable cause to conduct a reinspection. Upon termination or expiration~~
34 ~~of the burn pit permit, the burn pit must be reinspected and brought into compliance prior to~~
35 ~~the issuance of any new permit. The burn pit may not be operated without a current burn pit~~
36 ~~permit even if a permit had been issued during a prior period of time.~~

37 ~~(f) — A burn pit permit may be revoked by a fire official upon a determination that~~
38 ~~the burn pit is being operated in violation of this section, that such burn pit is no longer com-~~
39 ~~pliant with the requirements under this section, or subsequent to any conviction for any of-~~
40 ~~fense under this section.~~

41 ~~(g) — Burn pit permits shall be nonassignable and nontransferable. Upon the change~~
42 ~~of ownership of a property where a burn pit exists, all existing permits shall be immediately~~
43 ~~revoked and any new owner or occupant of such property shall be required to obtain a new~~
44 ~~burn pit permit subject to a new inspection of the existing burn pit by a fire inspector.~~

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SECTION 16. EFFECTIVE DATE. This ordinance shall be in force and effect on and after August 1, 2016.

SECTION 17. REPEALER. All ordinances or parts of ordinances in conflict herewith are hereby repealed.

SECTION 18. SEVERABILITY. If any section, sentence, clause or portion of this ordinance is for any reason held to be invalid, such decision shall not affect the validity of the remaining portions of the ordinance.

PASSED AND APPROVED by the Mayor and Council of the City of Midwest City, Oklahoma, on the _____ day of June, 2016.

THE CITY OF MIDWEST CITY, OKLAHOMA

MATTHEW D. DUKES, II, Mayor

ATTEST:

SARA HANCOCK, City Clerk

APPROVED as to form and legality this _____ day of June, 2016.

KATHERINE BOLLES, City Attorney

AN ORDINANCE AMENDING THE MIDWEST CITY MUNICIPAL CODE, CHAPTER 15, FIRE PROTECTION AND PREVENTION, BY AMENDING ARTICLE II, IN GENERAL, DIVISION 1, GENERALLY, SECTION 15-13, COMPLIANCE WITH ORDERS, SECTION 15-15, FIRE LANES, SECTION 15-15, BLOCKING FIRE HYDRANTS AND FIRE DEPARTMENT CONNECTIONS, SECTION 15-22, LOCATION OF FIRE HYDRANTS, SECTION 15-24, SMOKE DETECTORS, AND SECTION 15-26, ACCESS AND OPERATIONAL STANDARDS FOR CONTROLLED ACCESS GATES AND GATED SUBDIVISIONS; BY AMENDING ARTICLE II, IN GENERAL, DIVISION 2, FIREWORKS, SECTION 15-33, PERMITS; INSURANCE REQUIRED; BY AMENDING ARTICLE II, IN GENERAL, DIVISION 3, HAZARDOUS MATERIALS, SECTION 15-41, HAZARDOUS MATERIALS CLEANUP; RECOVERY OF COSTS; BY AMENDING ARTICLE III, FIRE PREVENTION CODES AND STANDARDS, DIVISION 2, FIRE PREVENTION CODES, SECTION 15-56, AMENDMENTS; BY AMENDING ARTICLE III, FIRE PREVENTION CODES AND STANDARDS, DIVISION 3, NFPA NATIONAL FIRE CODES, SECTION 15-61, ADOPTED; BY AMENDING ARTICLE III, FIRE PREVENTION CODES AND STANDARDS, DIVISION 4, FIRE SUPPRESSION AND DETECTION SYSTEMS, SECTION 15-72, ALARM AND DETECTION SYSTEMS PLAN REVIEW; FEE, AND SECTION 15-73, SPRINKLER SYSTEMS; BY AMENDING ARTICLE IV, OPEN BURNING, SECTION 15-100, OPEN BURNING PROHIBITED; EXCEPTIONS, AND SECTION 15-101, PERMIT REQUIRED; FEES, AND BY AMENDING ARTICLE IV, OPEN BURNING, BY REPEALING SECTION 15-104, BURN PIT DEFINED; INSPECTION; REVOCATION OF PERMIT; ESTABLISHING AN EFFECTIVE DATE; AND PROVIDING FOR REPEALER AND SEVERABILITY.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF MIDWEST CITY:

ORDINANCE

SECTION 1. The Midwest City Municipal Code, Chapter 15, Fire Protection and Prevention, Article II, In General, Division 1, Generally, Section 15-13, Compliance with orders, is hereby amended to read as follows:

It shall be unlawful for any person to willfully fail or refuse to comply with any lawful order or direction given by the fire official in charge at the scene of a fire or other emergency involving the protection of life and property or to interfere with the compliance attempts of another individual.

SECTION 2. The Midwest City Municipal Code, Chapter 15, Fire Protection and Prevention, Article II, In General, Division 1, Generally, Section 15-15, Fire lanes, is hereby amended to read as follows:

(a) It shall be unlawful for any person to park a vehicle, whether attended or unattended, in a fire lane or otherwise obstruct fire lanes in the city.

(b) A fire lane shall mean any thoroughfare twenty (20) feet or more in width and approved and accepted by the appropriate fire official as a fire lane. Fire lanes shall be interchangeable with the term "street" for the purpose of this Code, provided, the entire width of a fire lane on the same site may be used to determine horizontal separation between two (2) or more structures.

(c) Fire lanes shall be designed, adequately marked and maintained by the property owner or its occupant to ensure proper utility and drainage at all times. Fire lanes shall be kept clear at all times of vehicles or obstructions and marked with signs, measuring at least twelve inches by eighteen inches (12" x 18"), reading "FIRE LANE—DO NOT BLOCK" or "FIRE LANE—NO PARKING." The signs shall have a reflective background and shall contain red lettering at least two (2) inches in height. The signs shall be spaced at intervals not to exceed sixty (60) feet in distance. Where authorized by the appropriate fire official, in lieu of the required signs, curbs may be painted red with the words "FIRE LANE—DO NOT

1 BLOCK" or "FIRE LANE—NO PARKING" lettered in white four (4) inch letters and spaced
2 at intervals not to exceed sixty (60) feet.

3 **SECTION 3.** The Midwest City Municipal Code, Chapter 15, Fire Protection and Prevention, Arti-
4 cle II, In General, Division 1, Generally, Section 15-15, Blocking fire hydrants and fire department
5 connections, is hereby amended to read as follows:

6 (a) It shall be unlawful to obscure from view, damage, deface, obstruct or restrict
7 the access to any fire hydrant or any fire department connection for the pressurization of fire
8 suppression systems, including fire hydrants and fire department connections, located on
9 public or private streets and access lanes or on private property. Examples of such prohibited
10 obscuration include, but are not limited to, the following: shrubs, hedges, flowers, fences,
11 rubbish, building material or other obscuration of any character that is placed within a radius
12 of five (5) feet from any fire hydrant and/or fire department connection.

13 (b) If, after notice of violation is provided, all obscurations are not removed, the
14 city shall proceed to remove them. All costs incurred in the performance of work necessary
15 for the removal shall be charged to the owner or occupant of the property on which the viola-
16 tion is occurring.

17 (c) All hydrants on public property within the city shall be painted red. Private
18 hydrants located on or near a public street shall be painted yellow. All hydrants installed for
19 the sole purpose of serving as a "blow-off" for the utilities department shall be painted the
20 same color as public hydrants.

21 (d) Any person violating this section shall be punished, upon conviction, by a fine
22 of not more than one hundred dollars (\$100.00), plus costs, or by imprisonment for not more
23 than fifteen (15) days or by both such fine and imprisonment.

24 **SECTION 4.** The Midwest City Municipal Code, Chapter 15, Fire Protection and Prevention, Arti-
25 cle II, In General, Division 1, Generally, Section 15-22, Location of fire hydrants, is hereby amended
26 to read as follows:

27 (a) The placement of all new fire hydrants shall be made only with the ap-
28 proval of the appropriate fire official.

29 (b) Fire hydrants shall be located and so spaced that no hose lay from a fire appa-
30 ratus exceeds five hundred (500) feet within areas containing one- and two-family detached
31 dwellings. Such dwellings located in areas not served by city water may qualify for the fol-
32 lowing exceptions:

33 (1) Those having installed an approved residential sprinkler system per
34 NFPA 13D;

35 (2) Those having installed an approved fire detection and alarm system
per NFPA 72 that is continuously monitored by a central station.

(c) In all areas except those containing only one- and two-family detached dwell-
ings, fire hydrants shall be located in such a manner that no hose line will exceed four hun-
dred (400) feet in length to reach any accessible portion of the exterior of any building and is
dependent on the ability to place an apparatus in such a manner necessary to utilize said hy-
drant. Distance shall be measured by the lay of the hose, not by line of sight.

(d) Within all other areas, including but not limited to, mercantile, business, edu-
cational, assembly, detention and correctional, health care, storage, industrial and multi-
family dwellings, the maximum spacing shall be no more than four hundred (400) feet.
Buildings of noncombustible or limited combustible construction, protected by a complete
automatic sprinkler system and classified by NFPA 13 as "Light or Ordinary Hazard" may be
protected by fire hydrants located with a maximum spacing of five hundred (500) feet. Dis-
tance shall be measured by the lay of the hose, not by line of sight.

1
2 (e) In areas of commercial development, fire hydrants shall be located in a suffi-
3 cient number and manner to supply the required flow, per the adopted edition of International
4 Fire Code requirements, for a structure and its exposures or supply adequate water for the fire
5 sprinkler system.

6 (f) Structures that exceed the fire department's minimum fire flow capability shall
7 be protected throughout by an automatic fire sprinkler system.

8 (g) A fire hydrant shall be located within fifty (50) feet of all fire department
9 standpipe or sprinkler connections.

10 (h) No more than one (1) fire hydrant may be located on any dead-end water main
11 (except when serving only as a utility blow-off). A fire hydrant located on a dead-end water
12 main may not be positioned further than three hundred (300) feet from a looped water supply
13 source. However, up to two (2) additional hydrants may be added to a dead-end main if the
14 main size is eight (8) inches or greater, and the arrangement is approved by the appropriate
15 fire official and the additional hydrants are proven to be hydraulically acceptable for fire de-
16 partment use.

17 **SECTION 5.** The Midwest City Municipal Code, Chapter 15, Fire Protection and Prevention, Arti-
18 cle II, In General, Division 1, Generally, Section 15-24, Smoke detectors, is hereby amended to read
19 as follows:

20 (a) The owner of each single-family dwelling, including mobile homes, shall in-
21 stall and the occupant shall maintain a smoke detector or detectors in accordance with the na-
22 tionally recognized codes, standards or practices adopted by the city to safeguard life and
23 property from the hazards of smoke and fire.

24 (b) Any entity owning a building or structure used as a one-or two-family dwell-
25 ing, hospital, church, theater, hotel, motel, rooming house, dormitory, rest home or nursing
26 home, day care center, day nursery, convalescent auditorium or child care institution, existing
27 or constructed in the city, including "manufactured home" as that term is defined in the Ok-
28 lahoma Statutes, shall install and maintain in such building or structure or individual units
29 therein a smoke detector or heat detectors in accordance with the nationally recognized
30 codes, standards or practices adopted by the city to safeguard life and property from the haz-
31 ards of smoke and fire.

32 (c) Any entity that leases or rents any residential property shall explain to the les-
33 see or tenant the method of testing the smoke detector to ensure that it is working properly.
34 Thereafter, the responsibility for checking a smoke detector to determine whether such detec-
35 tor is working properly is the occupant's.

(d) For the purpose of this section, the term "smoke detector" means a device that
is:

- 36 (1) Designed to detect visible or invisible products of combustion; and
- 37 (2) Designed to sound an alarm audible to the room or area it serves; and
- 38 (3) Powered by either battery, alternating current or other power source;
39 and
- 40 (4) Tested and listed for use as a smoke detector by a recognized testing
41 laboratory such as Underwriters Laboratories, Factory Mutual Re-
42 search Corporation or United States Testing Co., Inc.

43 (e) It shall be unlawful for an occupant of a dwelling or building to intentionally
44 or negligently interfere with or damage a smoke detector or its proper functioning.
45

1 (f) The provisions of this section shall supersede any less restrictive provisions of
2 the city's building code.

3 (g) In a dwelling that is occupied by an individual who is deaf or hearing im-
4 paired the owner shall, upon written request by or on behalf of such individual, provide and
5 install a smoke detector with a light signal sufficient to warn the deaf or hearing-impaired in-
6 dividual of the danger of fire.

7 (h) All newly constructed residential properties shall have a smoke detector that is
8 continuously powered by the property's electrical service with battery back-up.

9 (i) Any person who violates any provision of this section, including any person
10 who tampers with, removes, destroys, disconnects or removes power from any installed
11 smoke detector, except in the course of inspection, maintenance or replacement of the detec-
12 tor, upon conviction, is guilty of a misdemeanor and may be fined not less than fifty dollars
13 (\$50.00) nor more than one hundred dollars (\$100.00), plus costs.

14 **SECTION 6.** The Midwest City Municipal Code, Chapter 15, Fire Protection and Prevention, Arti-
15 cle II, In General, Division 1, Generally, Section 15-26, Access and operational standards for con-
16 trolled access gates and gated subdivisions, is hereby amended to read as follows:

17 (a) Definitions.

18 (1) Gated communities shall be defined as all housing developments,
19 apartment complexes, townhouse complexes and other areas where
20 one (1) or more controlled access devices affects the health, safety
21 and welfare of the community's residents and their property. A sin-
22 gle-family residence with a gated driveway shall not be subject to the
23 standards and regulations pertaining to gated communities.

24 (2) Emergency rapid access devices shall be defined as rapid access key
25 boxes, keyed switches and keyed padlocks and other UL listed devic-
26 es approved by the appropriate fire official designed to gain access to
27 a gated community in an emergency.

28 (3) Controlled access device shall be defined as a UL listed and approved
29 device that restricts access to a gated community.

30 (b) All new and existing gated communities shall install and maintain emergency
31 rapid access devices.

32 (c) All newly gated communities shall install an emergency rapid access device
33 prior to the operation of any controlled access device. Such emergency rapid access device
34 and location thereof must be approved by the appropriate fire official prior to installation or
35 use.

(d) No public street shall be obstructed. Use of a controlled access device will on-
ly be allowed for private streets and private parking lots.

(e) The controlled access device shall be located a sufficient distance from a pub-
lic street to allow three (3) cars to line up at the controlled access device without interfering
with vehicles utilizing the public street; however, in no case shall the controlled access de-
vice be located closer than fifty (50) feet from the curb or edge of pavement of a public
street.

(f) A turnaround lane, a minimum of fourteen (14) feet in clear width, shall be
provided for vehicles unable to enter the gated area.

(g) Road spikes, barbs or other tire damaging devices shall not be allowed.

1 (h) All circulation plans for this type of development shall be subject to approval
2 by the city council which may require multiple entrances if circumstances dictate.

3 (i) Standards adopted by the city for streets, sidewalks, fire lanes, fire hydrants
4 and other engineering and development requirements shall apply to all gated communities.
5 Any required hydrant(s) for any gated community shall be installed inside the controlled ac-
6 cess device unless otherwise directed by the appropriate fire official.

7 (j) A homeowners association shall be established for all gated communities. The
8 homeowners association shall be responsible for:

9 (1) Providing the names, addresses and emergency contact numbers of all
10 homeowners association officers to the city's emergency operations
11 center (911 Center). If no homeowners association is established or it
12 refuses to act, the gated community shall be the responsibility of the
13 developer;

14 (2) Maintenance and repairs of the private streets and/or fire lanes in a
15 manner that is acceptable to the city;

16 (3) Maintenance, testing and repairs of all functions of the controlled ac-
17 cess device;

18 (4) Establishing the access code to the controlled access device and en-
19 suring that the city's emergency operations center has the proper code
20 number. The code shall not be changed without prior notification to
21 the city's emergency operations center;

22 (5) Accompanying an appropriate fire official during annual inspection
23 and any testing of the operating systems; and

24 (6) Ensuring year round maintenance of the controlled access device.

25 (k) An emergency release hitch pin shall be installed on the control arm. This
26 hitch pin, when removed, will detach the control arm from the controlled access device and
27 allow the controlled access device to swing open freely manually.

28 (l) A battery backup system shall be provided for each controlled access device.
29 The batteries shall be trickle charged to maintain electrical energy and, in the event of loss of
30 normal electrical current, cause the controlled access device to open and stay open until reset.

31 (m) The location of all entrance pedestals, key pads, hitch pins, operation of gate
32 signage, opening design, swinging or sliding operation of the controlled access device, relat-
33 ed equipment or other design specifications shall be constructed and installed in accordance
34 with the plans approved by the city.

35 (n) Should any problem occur in the operation of the controlled access device or
any violation of this section occur, the controlled access device shall remain open until the
problem or violation is resolved and/or the controlled access device is repaired and tested by
the appropriate fire official.

(o) When a covered entry is requested, the minimum height shall be no less the
sixteen (16) feet.

(p) The contractor's name, current address, twenty-four-hour telephone numbers,
and the developer, homeowner's representative, or responsible property owners' name, ad-
dress and emergency telephone numbers shall be kept on file at the city's emergency opera-
tions center. The appropriate fire official shall conduct an annual inspection.

(q) The minimum clear width of all gates subject to this section shall be 15 feet.

1
2 (r) All new commercial construction and gated communities and business in the
3 city shall provide an approved emergency rapid access device or key box.

4 **SECTION 7.** The Midwest City Municipal Code, Chapter 15, Fire Protection and Prevention, Arti-
5 cle II, In General, Division 2, Fireworks, Section 15-33, Permits; insurance required, is hereby
6 amended to read as follows:

7 (a) The appropriate fire official may adopt reasonable rules and regulations for
8 the granting of permits for supervised public displays of fireworks by associations, amuse-
9 ment parks and other organizations or group of individuals. Such permits may be granted up-
10 on application to the appropriate fire official and proof of general liability insurance in the
11 amount of at least \$1,000,000. Every such display shall be accomplished by a competent op-
12 erator approved by the appropriate fire official and shall be of such composition and charac-
13 ter, and so located, discharged or fired, in the opinion of the appropriate fire official, after
14 proper inspection, that it shall not be unduly hazardous to property or endanger any person.

15 (b) Applications for permits must be made in writing at least thirty (30) days prior
16 to the display. After such permit has been granted, sale, possession, use and distribution of
17 fireworks for such display shall be lawful for that purpose only. No permit granted hereunder
18 shall be transferable.

19 **SECTION 8.** The Midwest City Municipal Code, Chapter 15, Fire Protection and Prevention, Arti-
20 cle II, In General, Division 3, Hazardous Materials, Section 15-41, Hazardous materials cleanup; re-
21 covery of costs, is hereby amended to read as follows:

22 (a) The fire chief is authorized to clean up or abate the affects of any hazardous
23 substance unlawfully, accidentally or negligently released, discharged or deposited upon or
24 into any property or facilities within the city. The following described persons shall be jointly
25 and severally liable to the city for the payment of all costs incurred by the city as a result of
26 such cleanup or abatement activity:

- 27 (1) The entity whose accidental, negligent or willful act or omission
28 proximately caused such release, discharge or deposit;
- 29 (2) The entity that owned or had custody or control of the hazardous sub-
30 stance at the time of such release, discharge or deposit without regard
31 to fault or proximate cause; and
- 32 (3) The entity that owned or had custody or control of the container that
33 held such hazardous substance at the time of or immediately prior to
34 such release, discharge or deposit without regard to fault or proximate
35 cause.

36 (b) In the event that any entity undertakes, either voluntarily or upon order of the
37 fire chief or other city official, to clean up or abate the effects of any hazardous substance
38 negligently, unlawfully or accidentally released, discharged or deposited upon or into any
39 property or facilities within the city, the fire chief may take such action as is necessary to su-
40 pervise or verify the adequacy of the cleanup or abatement. The entities described in subsec-
41 tion (a) of this section shall be liable to the city for all costs incurred.

42 (c) "Hazardous substance" means any substance that, because of its quantity, con-
43 centration or physical or chemical characteristics, poses a significant present or potential
44 hazard, according to federal, state and/or local standards and regulations, to human health
45 and safety or to the environment if released into the environment.

46 (d) Costs incurred by the city to clean up or abate the effects of any hazardous
47 substance shall include, but not necessarily be limited to, the following: Actual labor costs of
48 city personnel, including benefits and administrative overhead; cost of equipment operation;
49 cost of any contract labor and materials.

1
2 (e) The cost of recovery provided by this section shall be in addition to any other
remedies provided by law.

3
4 (f) The authority to recover costs under this section shall not include actual fire
suppression services that are normally or usually provided by the fire department.

5 **SECTION 9.** The Midwest City Municipal Code, Chapter 15, Fire Protection and Prevention, Arti-
6 cle III, Fire Prevention Codes and Standards, Division 2, Fire Prevention Codes, Section 15-56,
Amendments, is hereby amended to read as follows:

7
8 The 2009 International Fire Code is hereby amended by repealing:

9 Section 105.6 "Required operational permits", except for the following provisions
which are adopted by and made part of this code:

- 10 (a) Section 105.6.32, "Open Burning";
11 (b) Section 105.6.34, "Open Flames and Candles";
12 (c) Section 105.6.38, "Pyrotechnic Special Effects Material";
13 (d) Section 105.6.45, "Temporary Membrane Structures, Tents and Canopies";
14 (e) Section 105.6.5, "Carnivals and Fairs"; and
15 (f) Section 105.6.15, "Explosives."

16
17 **SECTION 10.** The Midwest City Municipal Code, Chapter 15, Fire Protection and Prevention, Ar-
18 ticle III, Fire Prevention Codes and Standards, Division 3, NFPA National Fire Codes, Section 15-
19 61, Adopted, is hereby amended to read as follows:

20 The editions of the NFPA National Fire Codes referenced by the 2015 Interna-
21 tional Fire Code are hereby adopted as if set out at length in this Code, save and except
any portions which may hereinafter be deleted, modified or amended.

22 **SECTION 11.** The Midwest City Municipal Code, Chapter 15, Fire Protection and Prevention, Ar-
23 ticle III, Fire Prevention Codes and Standards, Division 4, Fire Suppression and Detection Systems,
24 Section 15-72, Alarm and detection systems plan review; fee, is hereby amended to read as follows:

25 (a) This section shall apply to all new multifamily and commercial construction
26 and existing multifamily and commercial structures where the use group changes, the hazard
level increases or an outdated or noncompliant alarm and/or detection system exists. Only li-
censed contractors may install alarm and/or detections systems in the city.

27 (b) Any contractor who intends to install an alarm and/or detection system must
28 first obtain a permit from the city. To obtain such a permit, the contractor must submit two
29 (2) sets of plans to the city that meet the requirements of Sections 907.1.1 and 907.1.2 of the
International Fire Code prior to the installation of any component of the proposed system.
30 The city shall issue a permit to the contractor upon the city's approval of the plans.

31 (c) Final testing of the system shall be witnessed by the fire code official. The
32 contractor who installs the system shall post the fire code official's acceptance documentation
and the operating instructions at the alarm panel. The owner, manager, tenant or other re-
33 sponsible party shall be responsible for ensuring that the fire code official's acceptance doc-
umentation and the operating instructions remain at the alarm panel at all times.

34 (d) A permit fee of fifty dollars (\$50.00) plus four dollar (\$4.00) state fee plus
35 two cents (\$0.02) per square foot of the structure shall be charged for all new construction
and for existing structures where more than fifty (50) percent of the alarm and/or detection

1 system is being modified. The permit fee for modification of less than fifty (50) percent of an
2 existing system shall be only the fifty dollars (\$50.00) and the four dollar (\$4.00) state fee.

3 (e) A document box shall be provided for all new fire alarm systems.

4 (f) Re-inspection fees may be assessed in the event the 50% and acceptance test
5 require additional inspections. This fee shall be in the amount of \$50.00.

6 **SECTION 12.** The Midwest City Municipal Code, Chapter 15, Fire Protection and Prevention, Ar-
7 ticle III, Fire Prevention Codes and Standards, Division 4, Fire Suppression and Detection Systems,
8 Section 15-73, Sprinkler systems, is hereby amended to read as follows:

9 (a) The purpose of this section is to provide a consistent, reasonable degree of
10 protection for the life and property from fire through standardization of design, installation
11 and testing requirements for sprinkler systems based upon sound engineering principles, test
12 data and field experience. This section shall be applicable to all new installations, modifica-
13 tions and/or relocations of more than seven (7) sprinkler heads in any structure. All equip-
14 ment and materials shall be listed as defined in NFPA 13, Chapter 3 (National Fire Protection
15 Association Code for Sprinkler Systems Installation) and acceptable to the appropriate fire
16 official. All services or labor shall be performed only by companies and their employees who
17 are licensed by the Occupational Licensing Division of the Oklahoma State Department of
18 Health.

19 (b) Engineered plans and hydraulic calculations shall be provided to the appropri-
20 ate fire official prior to any work being performed as specified in subsection (a) of this sec-
21 tion.

22 (c) The Midwest City Emergency Operations Center and the appropriate fire offi-
23 cial's office must be notified prior to each yearly maintenance of any service being performed
24 on any sprinkler system. The licensed company or contractor shall fully explain the nature of
25 the work to be performed, estimated time of work and whether any portion(s) of any fire pro-
26 tection system will be inoperable during that time.

27 (d) A minimum safety factor of five (5) psi will be required on all new sprinkler
28 system installations. This will be demonstrated in the required hydraulic calculations. Under
29 extreme conditions, the appropriate fire official may increase the safety factor as needed in
30 remote locations or high hazard occupancies.

31 (e) A pressure relief valve shall be installed on all gridded sprinkler systems and
32 so displayed on the submitted engineering plans.

33 (f) All remodel construction projects that involve moving, relocating and/or add-
34 ing sprinkler heads as specified in subsection (a) of this section shall demonstrate on the
35 submitted plans all existing pipes (by dashed lines), existing outlets, existing heads to re-
main, heads to be relocated from existing outlets, new heads and plugged outlets.

(g) All sprinkler plans submitted shall clearly display fire rated walls and sleeves
shall be shown where sprinkler piping penetrates through walls. All rooms shall be labeled
accordingly. All construction/sprinkler submittals will be required to display existing city
main(s) and size; point of connection into existing city water supplies; flow test information
consisting of static pressure, residual pressure, flow in gallons per minute, flow location, day
and time; water hydrant(s); underground piping with size(s), length, locations and type of
material used in pipe manufacturing.

(h) A permit fee of fifty dollars (\$50.00) plus the four dollar (\$4.00) state fee
shall be charged for all newly installed sprinkler systems, plus two cents (\$0.02) per square
foot of new building construction area. If the project is an interior remodel only and no addi-
tional square footage is being added to the structure, only the fifty dollar (\$50.00) permit fee
and the four dollar (\$4.00) state fee will be applicable. All construction documents and fees
shall be submitted to the appropriate fire official prior to the inception of any work on-site.

1
2 (i) Any new or existing structure that, as an option or part of the building re-
3 quirements, contains a sprinkler system shall not be occupied by customers or employees,
4 stocked or furnished until the sprinkler system has been fully tested, inspected, tagged and a
5 copy of the acceptance test has been received by the appropriate fire official.

6 (j) Any sprinkler system installed as specified in this section shall be monitored
7 off-site, twenty-four (24) hours a day by a monitoring company so designed to receive such
8 signals.

9 (k) A document box shall be provided for all new automatic fire sprinkler sys-
10 tems.

11 (l) All newly constructed building or modifications to existing buildings where
12 an automatic fire sprinkler system is required shall have an exterior access to the control or
13 riser room.

14 (m) Re-inspection fees may be assessed in the event the 50% and acceptance test
15 require additional inspections. This fee shall be in the amount of fifty dollars (\$50.00).

16 **SECTION 13.** The Midwest City Municipal Code, Chapter 15, Fire Protection and Prevention, Ar-
17 ticle IV, Open Burning, Section 15-100, Open burning prohibited; exceptions, is hereby amended to
18 read as follows:

19 (a) No person shall cause or allow for open burning in any public or private
20 place outside any building except:

21 (1) The burning of trees, brush, grass and other vegetable matter for the
22 purpose of clearing land, and agricultural crop burning when:

23 a. The burning is not within one hundred (100) feet of an occu-
24 pied residence or structure other than those located on proper-
25 ty where the burning is conducted.

26 b. Care is used to minimize the amount of dirt on the material
27 being burned.

28 c. Oils, rubber and other similar materials that produce unrea-
29 sonable amounts of air contaminants and smoke are not
30 burned.

31 d. The burning occurs between 8:00 a.m. and sunset.

32 e. No traffic hazard is created.

33 (2) Fires purposely set for the instruction and training of firefighting per-
34 sonnel when authorized by the fire chief.

35 (3) Fires set for the elimination of fire hazards or hazardous material
where there is no other practical or lawful method of disposal and
such burning is authorized by the fire chief.

(4) Campfires and other fires used solely for recreational or ceremonial
purposes, or for outdoor noncommercial preparation of food.

(5) Fires purposely set for the management of forest or game in accord-
ance with practices recommended by the Oklahoma Department of
Agriculture or the United States Forest Service and that are author-
ized by the fire chief.

1 (6) The burning of combustible material in an open pit incinerator that is
2 designed and operated for the control of smoke and particulate matter.

3 (7) The burning of hydrocarbons by atmospheric flares when no other
4 means of disposal is practical.

5 (b) Neither petroleum-based products nor flammable liquids can be used to start
6 the fire.

7 (c) The area in which the burn will be conducted must be inspected by the city
8 prior to a permit being issued.

9 **SECTION 14.** The Midwest City Municipal Code, Chapter 15, Fire Protection and Prevention, Ar-
10 ticle IV, Open Burning, Section 15-101, Permit required; fees, is hereby amended to read as follows:

11 (a) A permit shall be obtained from the city prior to any person causing or
12 permitting an open burning in any public or private place outside any building. Applica-
13 tion for such permit shall only be presented by and the permit issued only to the owner of
14 the land upon which the fire is to be kindled or his designee.

15 (b) Open burning shall only be permitted with prior approval from the city, pro-
16 vided that all conditions specified in the permit are followed.

17 (c) Open burning that will be offensive or objectionable because of smoke or
18 odor emissions when atmospheric conditions or local circumstances make such fires hazard-
19 ous shall be prohibited. The fire chief is authorized to order the extinguishment by the permit
20 holder or the fire department of open burning that creates or adds to a hazardous or objec-
21 tionable situation.

22 (d) The location for open burning, which shall not include burning in an approved
23 container, shall not be less than fifty (50) feet from any structure other than a neighbor's resi-
24 dence, overhanging wires or trees and not less than one hundred (100) feet from a neighbor's
25 residence. Precautions shall be made to prevent the fire from spreading to within fifty (50)
26 feet of any structure, overhanging wires or trees. If the fire is in an approved container, it may
27 be conducted not less than fifteen (15) feet from any structure.

28 (e) A bonfire shall not be conducted less than fifty (50) feet from any structure or
29 combustible material. Conditions that could cause a fire to spread to within fifty (50) feet of a
30 structure shall be eliminated prior to ignition.

31 (f) Recreational fires shall not be conducted within twenty-five (25) feet of a
32 structure or combustible material. Conditions that could cause a fire to spread to within twen-
33 ty-five (25) feet of a structure shall be eliminated prior to ignition. Recreational fires are to
34 be small fires not greater than three (3) feet square by two (2) feet in height.

35 (g) Upon issuance of a permit, the permit holder must still obtain clearance on the
day the permitted burn is to occur prior to ignition to confirm proper weather conditions.
Clearance may be obtained any day of the week only between the hours of 8:00 a.m. and 4:00
p.m. by contacting (405) 739-1340, Monday through Friday, and (405) 739-1388 on week-
ends and holidays.

(h) Fees for a burn permit shall be:

Special use—One day only	no charge
90-day permit	\$25.00
One-year permit	\$75.00

1 (i) Once clearance is obtained, burning shall occur no earlier than 8:00 a.m. and
2 all burning activity shall be fully extinguished prior to sundown that day.

3 **SECTION 15.** The Midwest City Municipal Code, Chapter 15, Fire Protection and Prevention, Ar-
4 ticle IV, Open Burning, Section 15-104, Burn pit defined; inspection; revocation of permit, is hereby
5 repealed and that section shall be placed into reserve for future use.

6 **SECTION 16. EFFECTIVE DATE.** This ordinance shall be in force and effect on and after August
7 1, 2016.

8 **SECTION 17. REPEALER.** All ordinances or parts of ordinances in conflict herewith are hereby
9 repealed.

10 **SECTION 18. SEVERABILITY.** If any section, sentence, clause or portion of this ordinance is for
11 any reason held to be invalid, such decision shall not affect the validity of the remaining portions of
12 the ordinance.

13 PASSED AND APPROVED by the Mayor and Council of the City of Midwest City, Oklahoma, on
14 the _____ day of June, 2016.

15 THE CITY OF MIDWEST CITY, OKLAHOMA

16 _____
17 MATTHEW D. DUKES, II, Mayor

18 ATTEST:

19 _____
20 SARA HANCOCK, City Clerk

21 APPROVED as to form and legality this _____ day of June, 2016.

22 _____
23 KATHERINE BOLLES, City Attorney

MEMO

To: Honorable Mayor and City Council

From: Bert Norton, Fire Chief

Date: June 14, 2016

Subject: Discussion and consideration of approving and entering into a Personal Services Contract with Emergency Services Consulting International to conduct a fire department master plan study for the amount of \$46,296.

The Midwest City Fire Department respectfully requests that Council approve a personal services contract with Emergency Services Consulting International in the amount of \$46,296 to conduct a fire department master plan study.

Staff recommends approval.



Bert Norton
Fire Chief

Attachment: Personal Services Contract



PERSONAL SERVICES CONTRACT

This agreement made this _____ day of _____ 2016, by and between **City of Midwest City**, hereinafter called **Client** and **Emergency Services Consulting International** doing business as an Oregon corporation in Wilsonville, Oregon, hereinafter called **ESCI**.

WITNESSETH:

1. For and in consideration of the payment, agreements, and scope of work herein attached as **Attachment A** to be made and performed, Client and *ESCI* hereby agree to commence and complete the consultation, to provide the work described, and comply with the terms of the contract to conduct a **Fire Master Plan (Project)**.
2. *ESCI* will furnish labor, materials, and other services necessary to complete the **Project** for Client, and Client shall provide to *ESCI* the information, data, and assistance required as specified in the attached scope of work.
3. Fees: The Client shall pay *ESCI* a sum not to exceed **Forty-Six Thousand Two Hundred Ninety-Six Dollars (\$46,296) including expenses**. Client shall pay *ESCI* according to the following schedule:
 - A. 10% due at contract signing
 - B. Monthly payments as work progresses
 - C. Payment shall be made within 30 days of receipt of invoice
4. This agreement shall be binding upon all parties hereto and their respective heirs, executors, administrators, successors, and assigns.
5. The laws of Oklahoma shall govern this agreement.
6. *ESCI* shall comply with all federal, state, and local laws applicable to the work under this agreement.
7. Termination. Client may terminate this agreement for any reason upon thirty (30) days written notice to *ESCI*. Payment for all work completed and expenses incurred up to the time of termination shall be due immediately upon termination by Client.
8. Amendment. This agreement may be amended by mutual written agreement of all parties.
9. Independent Contractor. *ESCI* is engaged as an independent contractor and will be responsible for any federal or state taxes applicable to the payments under this agreement. *ESCI* is not currently employed by Client and will not be under the direct control of Client. Because *ESCI* is an independent contractor, Client will not be liable for any tax withholding, social security payments, state workers' compensation insurance, unemployment insurance, retirement system payments, or other similar expenses normally payable on behalf of employees of Client.

10. Indemnification. *ESCI* agrees to indemnify, defend, and hold harmless Client and its officers, agents and employees from and against any and all claims, losses, actions, or judgments for damages or injury to persons or property arising out of or in connection with the acts and/or any performances or activities of *ESCI*, *ESCI's* agents, employees, or representatives under this Agreement.
11. Attorney Fees. If suit, action, or arbitration is brought either directly or indirectly to enforce the terms of this agreement, the prevailing party shall recover, and the losing party hereby agrees to pay, reasonable attorney's fees incurred in such proceeding, in the trial and appellate courts, as well as costs and disbursements as ordered by a court of competent jurisdiction.
12. This agreement is an integrated writing, executed by the parties after negotiation and discussions of all material provisions. None of the parties to this agreement have relied upon inducements, concessions, or representations of fact, except as set forth in this agreement.

IN WITNESS WHEREOF, the parties hereto have executed, or caused to be executed by their duly authorized officials, the agreement in two (2) copies, each of which shall be deemed an original, on the first date written above.

Midwest City

By: _____ Title: _____ Date: _____
Signature

Emergency Services Consulting International

By: _____ Title: _____ Date: _____
Signature

Scope of Work – Fire Department Master Plan Study

Phase I: Project Initiation

Task 1-A: Project Initiation & Development of Work Plan

ESCI will develop a project work plan based on the scope of work and converse with the community's project team to gain a comprehensive understanding of the organization's background, goals, and expectations for the project. This work plan will be developed identifying:

- Primary tasks to be performed
- Person(s) responsible for each task
- Time table for each task to be completed
- Method of evaluating results
- Resources to be utilized
- Possible obstacles or problem areas associated with the accomplishment of each task

This meeting will also help to establish working relationships, make logistical arrangements, determine an appropriate line of communications, and finalize contractual arrangements.

Task 1-B: Acquisition & Review of Background Information

ESCI will request pertinent information and data from the organization's assigned project manager. This data will be used extensively in the analysis and development of the master plan document. The documents and information relevant to this project will include, but not be limited to, the following:

- Past or current fire department studies or research
- Community Comprehensive Plan documents, including current and future land use information
- Local census and demographics data
- Zoning maps and zoning code
- Financial data, including debt information, long-range financial plans and projections
- Department administrative policies and procedures
- Standard Operating Guidelines (SOGs) and service delivery practices
- Current service delivery objectives and targets
- Facilities and apparatus inventories
- Local collective bargaining agreement(s), if applicable
- Automatic and mutual aid agreements
- Records management data, including National Fire Incident Reporting System (NFIRS) incident data
- Computer-Aided Dispatch (CAD) incident records
- Local Geographic Information Systems (GIS) data, where available

Task 1-C: Stakeholder Input

The ESCI project team will conduct interviews with and gather information from key personnel including:

- Elected or appointed officials
- Fire department managers and other key staff
- Finance function manager
- Community planning staff
- Human resource function coordinator
- External Fire and EMS agencies within the region
- Medical facilities, medical director for regional or community EMS, if necessary
- Employee and volunteer groups
- Others as they may contribute to this project

The project team will interview key stakeholders of any organization associated with this study. At a minimum, members of the project team will interview appropriate community officials, fire department officials, volunteer association leaders, labor organization representatives and others that the project team deems necessary.

From these interviews, ESCI will obtain additional perspective on operational, economic, and policy issues facing the agency. In addition, the project team will learn more about availability of data necessary to meet projected goals.

Phase II: Evaluation of Current Conditions

The initial phases of the study focus on a baseline assessment of the current conditions and current service performance. ESCI will conduct an organizational analysis of the department based on the elements included in the following tasks. The purpose of this evaluation is to assess the agency's operations in comparison to industry standards and best practices utilizing NFPA 1710, as well as to create a benchmark against which the options for future service delivery can be measured.

Task 2-A: Organization Overview

An overview of the organization and community will be developed discussing:

- Service area population and demographics
- History, formation, and general description of the fire agency
- Description of the current service delivery infrastructure
- Governance and lines of authority
- Foundational policy documents
- Organizational design
- Operating budget, funding, fees, taxation, and financial resources

Task 2-B: Management Components

The organization's basic management processes will be reviewed, including:

- Mission, vision, strategic planning, goals, and objectives
- Internal assessment of critical issues
- Internal assessment of future challenges
- Internal and external communications processes
- Document control and security
- Reporting and recordkeeping
- Information technology systems

Task 2-C: Capital Assets and Capital Improvement Programs

ESCI will review status of current major capital assets (facilities and apparatus) and analyze needs relative to the existing condition of capital assets and their viability for continued use in future service delivery, including:

Facilities – Tour and make observations in areas related to station efficiency and functionality. Items to be contained in the report include:

- Design
- Construction
- Safety
- Environmental issues
- Code compliance
- Staff facilities
- Efficiency
- Future viability

Apparatus/Vehicles – Review and make recommendations regarding inventory of apparatus and equipment. Items to be reviewed include:

- Age, condition, and serviceability
- Distribution and deployment
- Maintenance
- Regulations compliance
- Future needs

Task 2-D: Staffing

ESCI will review the department's staffing levels. Tasks to be completed include:

- Review and evaluate administration and support staffing levels
- Review and evaluate operational staffing levels
- Review staff allocation to various functions and divisions
- Review staff scheduling methodology
- Analyze current deployment methods and staffing performance for incidents
- Review utilization of career and volunteer companies, if applicable
- Review responsibilities and activity levels of personnel

Task 2-E: Service Delivery and Performance

ESCI will review and make observations in areas specifically involved in, or affecting, service levels and performance. Areas to be reviewed shall include, but not necessarily be limited to:

- Demand Study –
 - Analysis and geographic display of current service demand by incident type and temporal variation
- Distribution Study –
 - Overview of the current facility and apparatus deployment strategy, analyzed through Geographical Information Systems software, with identification of service gaps and redundancies
- Concentration Study –
 - Analysis of response time to achieve full effective response force
 - Analysis of company and staff distribution as related to effective response force assembly
- Reliability Study –
 - Analysis of current workload, including unit hour utilization of individual companies (to the extent data is complete)
 - Review of actual or estimated failure rates of individual companies (to the extent data is complete)
 - Analysis of call concurrency and impact on effective response force assembly
- Performance Summary –
 - Analysis of actual system reflex time performance, analyzed by individual companies (to the extent data is available)
 - Provide a staffing modeling tool for the MFD to conduct future staffing analysis and modeling utilizing varying assumptions and scenarios

Task 2-F: Support Programs

ESCI will review and make overall observations involving support programs for the critical areas of training, life safety services, and Emergency Medical Services. Items to be reviewed include:

Training

- General training competencies
- Training administration
- Training schedules
- Training facilities
- Training procedures, manuals, and protocols
- Training record keeping

Life Safety Services (Fire Prevention)

- Code enforcement activities
- New construction inspection and involvement
- General inspection program
- Fire and Life-Safety public education programs
- Fire investigation programs
- Pre-incident planning
- Statistical collection and analysis
- Health and wellness programs

Evaluate the current Emergency Medical Services support and oversight mechanisms to include, but not limited to, the following:

- Review of logistical support services
- Review of current medical control and oversight
- Review of quality assurance/quality improvement mechanisms in place
- Review of system integrity in regards to required credentialing
- Review and make recommendations regarding First Responder Advanced Life Support system
- Review and recommend mobile integrated health care services and options

Phase III: Future System Demand Projections

The project moves forward with an assessment of the future community conditions, service demand, and fire protection risks that the organization can be expected to serve. ESCI will conduct an analysis of community growth projections and interpret their impact on emergency service planning and delivery.

Task 3-A: Population Growth Projections

An interpretation of available census and community development data will be provided indicating:

- Population history
- Census-based population growth projections
- Community planning-based population growth projections

Task 3-B: Service Demand Projections

Population growth projections, along with historical and forecast incident rates, will be utilized to develop projections for future service demand.

Task 3-C: Community Risk Analysis

Land use and zoning classifications will be used, along with specific target hazard information, to analyze and classify community fire protection risk by geography. This process will be completed with GIS software and will consider:

- Population and population density
- Demographics
- Community land use regulations
- Occupancy types by land use designation
- Hazardous substances and processes

Phase IV: Future Delivery System Models

The project concludes with strategies intended to place the organization in a position to successfully serve its future demand and risk. ESCI will develop and analyze various operational models for providing emergency services with the specific intent of identifying those options that can deliver the desired levels of service identified in the previous task at the most efficient cost. Recommendations will be provided identifying the best long-range strategy for service delivery and the impact of initiating such a strategy. In addition, short and mid-term strategies will be recommended for service delivery improvement or increased efficiency.

Task 4-A: Recommended Long-Term Strategy

ESCI will develop a recommended long-term option for resource deployment that will improve the department's level of service towards the identified performance objectives and targets.

This may include, but is not necessarily limited to, specific recommendations regarding:

- Any relocations of existing facilities.
- General locations of future necessary fire stations.
- Selection and deployment of apparatus by type.
- Deployment of operations personnel.
- Future administrative and support personnel.
- Deployment special units or resources
- Additional infrastructure or facilities for administration and support programs
- Potential impacts on ISO rating

ESCI will evaluate and present in graphical and descriptive format for each of the deployment option(s):

- Degree of benefit to be gained through its implementation
- Extent to which it achieves established performance targets
- Potential negative consequences

Task 4-B: Short and Mid-Term Strategies

Recommendations for improving service delivery and system efficiency prior to any full implementation of the long-term strategy will be provided in areas such as:

- Agency management and organization
- Staffing and personnel deployment
- Service delivery methods
- Enhanced cooperative service agreements with other communities or agencies
- System funding and cost recovery
- Others as appropriate and necessary

Task 4-C: Cost Projections

ESCI will provide general projections of the cost of recommended long-term strategies, specifically related to:

- Cost benefit analysis of each alternative – impact of solution against cost of implementation and operation
- Facility changes or additions

- Staff changes or additions
- Primary apparatus changes or additions

Cost projections will be provided for both capital expenditures and on-going operational costs. Operational costs will be provided as one-year projections of additional or reduced expenditures resulting from full implementation of the strategy. Additional findings and recommendations will be made, where appropriate, regarding:

- Options for long-term funding strategies
- Options for cost avoidance
- Options for cost recovery

Phase V: Development, Review, and Delivery of Master Plan Report

Task 5-A: Development and Review of Draft Project Report

ESCI will develop and produce an electronic draft version of the written report for review by the client and client representatives. Client feedback is a critical part of this project and adequate opportunity will be provided for review and discussion of the draft report prior to finalization.

The report will include:

- Detailed narrative analysis of each report component structured in easy-to-read sections and accompanied by explanatory support to encourage understanding by both staff and civilian readers
- Clearly designated recommendations highlighted for easy reference and cataloged as necessary in a report appendix
- Supportive charts, graphs, and diagrams, where appropriate
- Supportive maps, utilizing GIS analysis as necessary

Task 5-B: Delivery and Presentation of Final Master Plan

ESCI will complete any necessary revisions of the draft and produce five publication-quality bound, final versions of the written report along with an electronic version in PDF file format. A formal presentation of the project report will be made by ESCI project team member(s) to staff, elected officials, and/or the general public as necessary and will include the following:

- A summary of the nature of the report, the methods of analysis, the primary findings, and critical recommendations
- Supportive audio-visual presentation
- Review and explanation of primary supportive charts, graphs, diagrams, and maps, where appropriate
- Opportunity for questions and answers, as needed
- All presentation materials, files, graphics, and written material will be provided to the client at the conclusion of the presentation(s)

Optional Sections

Task 2-D: Personnel Management

Personnel management systems will also be reviewed, focusing on:

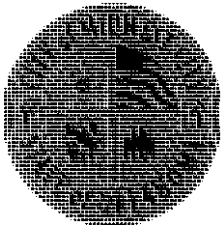
- Human resources policies and handbooks
- Quality and status of job descriptions
- Personnel reports and recordkeeping
- Compensation systems
- Disciplinary processes
- Counseling services
- Application and recruitment processes
- Testing, measuring, and promotion processes

Task 3-D: Public Input Meetings

As desired by the client, ESCI staff will facilitate a community public input meeting intended to provide information and gather input from members of the general public, community organizations, and neighborhood associations. In order to assess public sentiment toward potential future system changes, discussions will center on the following issues:

- Customer perception of emergency services
- Desired level of service
- Support for adoption of an emergency services master plan
- General input

The project team will prepare survey instruments, questionnaires and forms to be used during the community input meeting. Professional graphics and a presentation of study objectives will be used to increase customers' understanding of their role in the process. The results of the assessment of current resources, projections of future demand and risk, and the fire service costs and existing funding sources will be summarized, presented and discussed in the public input meeting. Data and input gathered from the meeting will be summarized within the study, as well as during meetings with internal stakeholders. ESCI will provide facilitation staff for the public meeting, but will expect the client to assist with logistics, scheduling, meeting locations, and public advertising.



The City of
Midwest City
Police Department

Brandon Clabes
Chief of Police

MEMORANDUM

TO: Honorable Mayor and Council

FROM: Brandon Clabes, Chief of Police

DATE: June 14, 2016

SUBJECT: Discussion and consideration of approving and entering into an Agreement to Provide Professional Consulting Services in an amount not to exceed \$68,000 with Matrix Consulting Group to conduct a Police Department Study.

This agreement will allow Matrix Consulting Group to conduct a Police Department Study. All services to be performed under the agreement shall be completed within 120 days of the project start date, unless the agreement is terminated earlier as provided for in the agreement. The City agrees to pay Matrix a sum not to exceed \$68,000. Matrix agrees to complete the project and all services provided for in the agreement for said sum.

Staff recommends approval.

Brandon Clabes
Chief of Police

Attachment: Proposed Agreement

AGREEMENT TO PROVIDE PROFESSIONAL CONSULTING SERVICES TO THE CITY OF MIDWEST CITY, OKLAHOMA

Matrix Consulting Group

THIS AGREEMENT, entered into this _____ day of June, 2016 and effective immediately by and between Matrix Consulting Group (hereinafter called the "CONSULTANT") and the City of Midwest City, Oklahoma (hereinafter called "CITY"), WITNESSETH THAT,

WHEREAS, CITY desires to engage the CONSULTANT to conduct a Police Department Study.

NOW, THEREFORE, the parties hereto mutually agree as follows:

- (1) **Employment of Consultant.** CITY agrees to engage the CONSULTANT and the CONSULTANT hereby agrees to perform the services described in CITY'S Request for Proposals dated February 24, 2016 and incorporated into this Agreement as Attachment A; and CONSULTANT'S revised Proposal dated March 31, 2016 and incorporated into this Agreement as Attachment B.
- (2) **Time of Performance.** All services to be performed hereunder by the CONSULTANT shall be completed within 120 days of the project start date, unless this Agreement is terminated earlier as provided for herein.
- (3) **Compensation.** The CITY agrees to pay the CONSULTANT a sum not to exceed **\$68,000**. CONSULTANT agrees to complete the project and all services provided herein for said sum.
- (4) **Method of Payment.** The CONSULTANT shall bill monthly for hours completed to date as described in CONSULTANT'S Price Proposal. Total payments shall not exceed the amount shown in (3), above. CITY shall pay invoices within thirty (30) days of receipt.
- (5) **Changes.** CITY may, from time to time, require changes in the scope of services of the CONSULTANT to be performed hereunder. Such changes, which are mutually agreed upon by and between CITY and the CONSULTANT shall be incorporated in a written amendment to this Agreement.
- (6) **Services and Materials to be Furnished by CITY.** CITY shall furnish the CONSULTANT with all available necessary information, data, and material pertinent to the project. CITY shall cooperate with the CONSULTANT in carrying out the work herein and shall provide adequate staff for liaison with the CONSULTANT.

- (7) **Termination of Agreement.** If, for any cause, the CONSULTANT shall fail to fulfill in timely and proper manner his obligation under this Agreement, CITY shall thereupon have the right to terminate this Agreement by giving written notice to the CONSULTANT of such termination and specifying the effective date thereof at least five (5) days before the effective date of such termination.
- (8) **Information of Reports.** The CONSULTANT shall, at such time and in form as CITY may require, furnish such periodic reports concerning the status of the project, such statements, and copies of proposed and executed plans and other information relative to the project as may be requested by CITY. The CONSULTANT shall furnish CITY, upon request, with copies of all documents and other material prepared or developed in relation with or as part of the project.
- (9) **Records and Inspections.** CONSULTANT shall maintain full and accurate records with respect to all matters covered under this Agreement for a period of one year after the completion of the project. CITY shall have free access at all proper times to such records, and the right to examine and audit the same and to make transcripts therefrom, and to inspect all program data, documents, proceedings, and activities.
- (10) **Completeness of Contract.** This Agreement and any additional or supplementary document or documents incorporated herein by specific reference contain all the terms and conditions agreed upon by the parties hereto, and no other agreements, oral or otherwise, regarding the subject matter of this contract or any part thereof shall have any validity or bind any of the parties hereto.
- (11) **CITY Not Obligated to Third Parties.** CITY shall not be obligated or liable hereunder to any party other than the CONSULTANT.
- (12) **When Rights and Remedies Not Waived.** In no event shall the making by CITY of any payment to the CONSULTANT constitute or be construed as a waiver by CITY of any breach of covenant, or any default which may exist on the part of the CONSULTANT and the making of any such payment by CITY while any such breach or default shall exist in no way impairs or prejudices any right or remedy available to CITY in respect to such breach or default.
- (13) **Hold Harmless.** Each party shall be responsible for its own acts and will be responsible for all damages, costs, fees and expenses which arise out of the performance of this Agreement and which are due to that party's own negligence, tortious acts and other unlawful conduct and the negligence, tortious action and other unlawful conduct of its respective agents, officers and employees.
- (14) **Insurance.** Consultant agrees to maintain insurance during the term of this Agreement: for comprehensive general liability in the amount of \$2,000,000 per occurrence and \$4,000,000 in aggregate; automobile liability insurance in the

amount of \$1,000,000; workers' compensation insurance in the amount of \$1,000,000 and professional liability in the amount of \$1,000,000 per occurrence and \$3,000,000 in aggregate. CONSULTANT shall provide CITY with an insurance certificate which names the CITY as an additionally insured.

- (15) **Personnel.** The CONSULTANT has all personnel required in performing the services under this Agreement. All of the services required hereunder will be performed by the CONSULTANT or under the CONSULTANT'S supervision, and all personnel engaged in the work shall be qualified to perform such services.
- (16) **Assignability.** The parties hereby agree that the Consultant may not assign, convey or transfer its interest, rights and duties in this Agreement without the prior written consent of CITY.
- (17) **Notices.** Any notices, bills, invoices, or reports required by this Agreement shall be sufficient if sent by the parties in the United States mail, postage paid, to the addresses noted below:

Guy Henson
City Manager
City of Midwest City
100 N. Midwest Blvd.
Midwest City, OK 73110

Richard P. Brady, President
Matrix Consulting Group
201 San Antonio Circle, Suite 148
Mountain View, California 94040

IN WITNESS WHEREOF, CITY and the CONSULTANT have executed this agreement as of the date first written above.

CITY OF MIDWEST CITY, OKLAHOMA

By: _____
Matthew D. Dukes, II, Mayor
Date:

MATRIX CONSULTING GROUP

By: _____
Richard P. Brady, President
Date:

Request Proposal from

Matrix Consulting Group

Proposal to Conduct a Police Department Study

MIDWEST CITY, OKLAHOMA



TABLE OF CONTENTS

February 25, 2016

	<i>Page</i>
LETTER OF TRANSMITTAL	i
1. FIRM QUALIFICATIONS	1
2. SIMILAR STUDIES	3
3. PREVIOUS CONTRACT WORK	5
4. SCOPE OF WORK	6
5. PROJECT REPORT EXAMPLE	23
6. KEY PERSONNEL	24
7. PROJECT COST	28
ATTACHMENT – RESUMES	29

LETTER OF TRANSMITTAL

February 25, 2016

Ms. Sara Hancock
City Clerk
City of Midwest City
100 North Midwest Boulevard
Midwest City, OK 73110

Dear Ms. Hancock:

The Matrix Consulting Group is pleased to submit our proposal to conduct a Police Department Study for the City of Midwest City. Our proposal is based on our review of the City's Request for Proposals and our research on the Police Department's organization and services, as well as our experience conducting hundreds of staffing studies for similar police departments in the Southwest and across the United States. Our experience and capabilities can be summarized as follows:

- **Extensive experience having completed similar assessments for over 250 police departments in the Southwest and across the country** (as well as in Canada). Our firm has assisted hundreds of police chiefs, policymakers and municipal and police managers with improving department management, organizational structure, staffing and operations. Our recent experience includes many agencies similar in size to the Midwest City Police Department. The following table provides a partial list of recent examples:

Arlington, WA	Fort Morgan, CO	Portland, OR
Asheville, NC	Franklin Township, NJ	Raleigh, NC
Aurora, CO	Goleta, CA	Redding, CA
Aztec, NM	Goodyear, AZ	Seaside, CA
Birmingham, AL	Hayward, CA	Spokane, WA
Berkeley, CA	Hennepin County, MN	St. Petersburg, FL
Beverly Hills, CA	Kenmore, WA	Suffolk, VA
Carlisle, PA	Lawrence Township, NJ	Sunnyvale, CA
Clearwater, FL	Milwaukee, WI	Tacoma, WA
Columbia, MO	Montville, NJ	Vancouver, WA
Coral Gables, FL	Napa, CA	Vernon, CA
Corvallis, OR	Newburgh, NY	Winnipeg, MB (Canada)
Elko, NV	Phoenix, AZ	York, PA

In addition, we are currently completing other law enforcement studies Roseville and Dublin (CA), Mahwah and Mendham (NJ) and Sherwood (OR).

- **A proposed project team with demonstrated success as law enforcement practitioners and management consultants.** As President of the firm, with 35+ years of experience encompassing over 300 police department assessments, I have managed and quality controlled all of our projects. I will be the project manager of this engagement and will be assisted by the following senior staff:
 - Robert Finn, a Senior Manager with over 6 years of consulting experience, who served the Chief of the Southlake (TX) Department of Public Safety. He is based in the Dallas Metroplex.
 - Byron Pipkin, a Senior Manager, who has been a law enforcement consultant for 10 years. Before joining the firm, he served as Deputy Chief in Sunnyvale, CA.
 - Ian Brady, a Senior Consultant, specializes in law enforcement consulting and develops our deployment and beat models.

While we are a national firm we have a regional office in the Dallas Metroplex.

- **An approach to assessing police departments which is data-driven to identify opportunities for improvement.** We utilize a comprehensive approach to assessing police department staffing and how operations management affects these needs. Our approach to conducting this study is summarized as follows:
 - Extensive interviews with key stakeholders including policy-makers, managers and staff of the City and the Police Department. We have also provided opportunities for public participation.
 - Detailed analysis based on intensive data collection that lead to comprehensive reviews of all aspects of the Department's operations.
 - An interactive process designed to maximize organization-wide support for implementation of study recommendations.
 - Transferring our analytical capacity to the Police Department by training staff on our models and benchmarks.

Please note that all of the submission forms follow this page. As President of the firm, I am authorized to negotiate, bind the firm, and execute the contract for the study.

If you have any questions, please do not hesitate to contact me – either at the letterhead address, by phone at 650-858-0507, or by email at rbrady@matrixcg.net.


Matrix Consulting Group

Richard Brady
President
matrix #
consulting group

Contractor Certification

Contractor certifies and warrants that it will comply with the Immigration Laws of the United States, including but not limited to 8 USC 1324(a), which makes it unlawful for an employer to hire or continue to employ an illegal or undocumented alien knowing the alien is or has become unauthorized with respect to such employment, or to fail to comply with the I-9 requirements. Contractor further agrees to comply with the Oklahoma Taxpayer and Citizen Protection Act of 2007. Contractor will not knowingly employ or knowingly allow any of its Subcontractors to employ any illegal or undocumented aliens to perform any work in connection with services performed for the City of Midwest City. After July 1, 2008, Contractor and its Subcontractors will verify information on all new employees on the Status Verification System operated by the U.S. Government.

Contractor will retain and make available for inspection by the City, upon reasonable notice, a completed I-9 Employment Eligibility Verification Form for each person that contractor directly employs to perform services for the City. If Contractor, or any of its Subcontractors, receives *actual knowledge* of the unauthorized status of one of its employees engaged in providing services to the City, then Contractor or Subcontractor will remove that employee from the project, and shall require each Sub-contractor to act in a similar fashion with respect to such Sub-contractor's employees. Contractor agrees to have a provision in its subcontracts stating that each Sub-contractor will have the same duties and responsibilities with regard to its employees that the Contractor has certified in this paragraph.

Signed under penalty of perjury on February 24, 2016.

Matrix Consulting Group, Ltd.
Contractor

By: 
Owner or Authorized Officer

AGREEMENT BY PROPOSER

These terms apply to and become part of the terms and conditions of each proposal. Any exception must be in writing.

1. Each proposal must be placed in a separate envelope. Each envelope must be completely and properly identified and sealed, showing the date of proposal opening and the subject advertised.
2. The City of Midwest City (the "City") reserves the right to reject any and all proposals, to waive any technicalities in the proposal process, and to award each item to a different proposal or all items to a single proposer.
3. No proposer may withdraw his proposal within a period of thirty (30) days after the date and hour set for the opening of proposals. A proposer may withdraw his proposal at any time prior to the time fixed for the opening of proposals.
4. Any exceptions to these items or conditions or deviations from written specifications shall be shown in writing in the proposal.
5. Information pertaining to the RFP is filed in the office of the City Clerk and copies may be obtained from the Municipal Building, Midwest City, Oklahoma.
6. Proposers may present proposals on one or both items but proposals may not be tied together unless specifically stated in specifications.
7. The specifications are complete as written. No oral representation made by any agent or employee of the City, or its affiliate agencies, neither shall they be of any force or effect unless reduced to writing and submitted to all prospective proposers at least 24 hours in advance of the proposal openings.
8. Any protest of the award of the proposal by a proposer shall be in writing, shall specify the grounds for the protest in specific terms and shall be received by the City within three (3) business days after the award of the proposal by the governing body. All other provisions of these specifications shall also apply.
9. No proposer shall divulge the information in s/he sealed proposal to any person whomsoever, except those having a partnership or other financial interest with him/her in said proposal, until after the sealed proposals are opened.
10. EXCEPTIONS. Any exceptions [variances] to these instructions or request for proposals must be submitted in writing with the proposer's proposal. Failure to indicate any exceptions [variance] will be regarded as full compliance with these requirements, request for proposals and instructions and will be construed to mean that the proposer proposes to furnish the exact commodity as described in the request for proposals/requirements.

A violation of any one of the foregoing provisions on the part of a proposer shall be sufficient reason for the rejection of his/her proposal or making void any contract made by him/her with the City based upon such proposal.

NON-DISCRIMINATION STATEMENT

The contractor agrees, in connection with the performance of work under this contract:

- a. That the contractor will not discriminate against any employee or applicant for employment, because of race, creed, color, sex, age, national origin, ancestry or disability. The contractor shall take affirmative action to insure that employees are treated without regard to their race, creed, color, age, national origin, sex, ancestry or disability. Such actions shall include, but not be limited to, the following: employment, promotion, demotion or transfer, recruitment, advertising, lay-off, termination, rates of pay or other forms of compensation and selection for training, including apprenticeship; and
- b. That the contractor agrees to include this non-discrimination clause in any subcontracts connected with the performance of this contract.
- c. In the event of the contractor's non-compliance with the above non-discrimination clause, this contract may be canceled or terminated by the Contract Entity. The contractor may be declared by the Contract Entity ineligible for further contract[s] with the Contract Entity until satisfactory proof of intent to comply is made by the contractor.

*Signature of Individual

President

*Title

Richard Brady

*Printed Name of Individual

Matrix Consulting Group, Ltd. 201 San Antonio Circle, Suite 148, Mountain View, CA 94040

*Company Name and Address [Please Print]

*Zip Code

650-858-0507

*Telephone Number

650-917-2310

Fax Number if any

rbrady@matrixcg.net

*Email Address

www.matrixcg.net

Company Website and/or Other Active Social Media Outlets

* Required information

NON COLLUSION AFFIDAVIT

STATE OF California)

SS.

COUNTY OF Santa Clara)

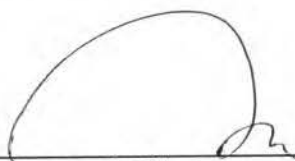
A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

The undersigned Richard Brady, of lawful age, being first
(Architect/contractor/supplier/engineer - printed name)

duly sworn, on oath says that s/he is the agent authorized by the proposer to submit the attached RFP. Affiant further states that the work, services, or materials will be completed or supplied in accordance with the plans, specifications, orders or requests furnished the affiant for the project described as:

REQUEST FOR PROPOSAL (RFP)
FOR MIDWEST CITY POLICE ANALYSIS PROJECT

Affiant further states that s/he has made no payment of money or any other thing of value directly or indirectly to any elected official, officer or employee of the City of Midwest City or any of its affiliated entities to obtain or procure the contract or purchase order.



Signature of Affiant

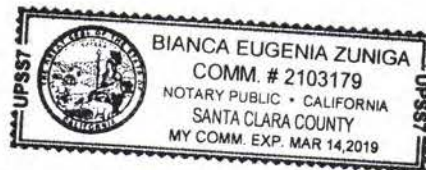
Subscribed and sworn to before me this 24th day of February, 20 16



Notary Public

My Commission Expires: March 14, 2019

My Commission Number: 2103179



1. FIRM QUALIFICATIONS

1. FIRM QUALIFICATIONS

In this section of the proposal we provide a summary of the firm and the services it provides to governments around the country, especially to law enforcement agencies.

1. HISTORY OF THE FIRM

The Matrix Consulting Group specializes in providing analytical services to local governments, to assist them in providing highly responsive, efficient, and effective services to their residents. Our market and service focus is financial, management, staffing and operations analysis of local government. Our firm's history and composition are summarized below:

- We were founded in 2002. However, the principals and senior staff of our firm have worked together in this and other consulting organizations *as one team* for between 10 and 30 years.
- Our *only* market and service focus is management, staffing and operations analysis of local government.
- Since our founding, we have worked with over 800 municipalities and counties, conducting management studies of their operations and recommending improvements.
- Our firm maintains offices in Mountain View, California; Texas (Dallas Metro); Worcester, Massachusetts; Illinois (St. Louis Metro area); and Washington (Spokane area).

We are proud of our service philosophy based on detailed analysis, as well as our customized strategy and partnership with our clients. This has resulted in high levels of implementation of our project recommendations – exceeding 85%.

While we provide a wide variety of services to local government, the analysis of law enforcement services is our largest service area. Our extensive experience in this field is described in greater detail later in this proposal.

The following table provides some additional general demographic and contact information on our firm.

Form of Incorporation	Matrix Consulting Group, Ltd. Incorporated domestically in California (January 2003) as a C-Corp.
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CITY OF MIDWEST CITY, OKLAHOMA

Proposal to Conduct a Police Department Staffing Study

Location / Mailing Address for Corporate Headquarters	201 San Antonio Circle, Suite 148 Mountain View, CA 94040 650.858.0507 (voice) 650.917.2310 (fax)
Corporate Contact	Richard P. Brady, President 650.858-0507 rbrady@matrixcg.net
Current Staff	We currently have 15 full-time and 5 part-time staff.
Services Provided	Management, organizational, shared-services, staffing and operational (efficiency and effectiveness) analysis for public sector entities across the various functions, including: Administration (HR, Finance, IT, etc.) Business Process Documentation Community Development Finance studies, including user fee analysis Fire and Emergency Medical Services Law Enforcement (police, corrections, courts) Organizational Structure Analysis Parks, Recreation and Community Services Public Works Utilities / Infrastructure Maintenance

2. PRIOR POLICE ORGANIZATIONAL AND STAFFING STUDIES.

Our firm has assisted hundreds of police chiefs, policy-makers and municipal and police managers with improving department management, organizational structure, staffing and operations. We have worked with many law enforcement agencies in recent years that are similar in size to the Midwest City Police Department. A partial list of recent clients include the following examples (those in the past three years **bolded**):

Arlington, WA	Fort Morgan, CO	Portland, OR
Asheville, NC	Franklin Township, NJ	Raleigh, NC
Aurora, CO	Goleta, CA	Redding, CA
Aztec, NM	Goodyear, AZ	Seaside, CA
Birmingham, AL	Hayward, CA	Spokane, WA
Berkeley, CA	Hennepin County, MN	St. Petersburg, FL
Beverly Hills, CA	Kenmore, WA	Suffolk, VA
Carlisle, PA	Lawrence Township, NJ	Sunnyvale, CA
Clearwater, FL	Milwaukee, WI	Tacoma, WA
Columbia, MO	Montville, NJ	Vancouver, WA
Coral Gables, FL	Napa, CA	Vernon, CA
Corvallis, OR	Newburgh, NY	Winnipeg, MB (Canada)
Elko, NV	Phoenix, AZ	York, PA

In addition, we are currently completing other law enforcement studies Roseville and Dublin (CA), Mahwah and Mendham (NJ) and Sherwood (OR).

2. SIMILAR STUDIES

2. SIMILAR STUDIES

The Matrix Consulting Group has conducted over 300 law enforcement services studies. The following table summarizes recently completed police analytical projects, which are similar to the one sought by Midwest City for communities with populations between 5,000 and 55,000. We have also taken the liberty to provide additional references for key work for larger departments completed within the past year. These also serve as contact references for our work:

Client	Project Summary
Peachtree City, Georgia Police Department Organizational and Operational Efficiency Study James Pennington City Manager (770) 487-7657	Key recommendations included maintaining existing staffing to provide the high level of service desired by the City, refining dispatch procedures to provide additional data for response times, revisions to the complaint investigation process and assigning a dedicated IT position to improve technology utilization in the agency. This project was completed within the project budget. The schedule for this project was extended, as significant issues existed with the dispatch center's ability to provide call for service and response time data.
Berkeley, California Police Department Beat Structure Project Lt. David Frankel Project Coordinator (510) 981-5792	<p>The Matrix Consulting Group completed a patrol redistricting and deployment project for the Berkeley Department. The study developed extensive analytics to evaluate issues with the existing beat structure, including analysis of calls for service, major crimes, and patrol unit workloads. Input was gained from management and line patrol staff, as well as from the Berkeley community through a citizen survey and seven open town hall meetings.</p> <p>The project accomplished the Department's goal of transitioning the department from an 18-beat structure to a more workable 14-beat configuration that enabled the creation of a proactively deployed "flex team." The recommendations made by the project team, including the redesigned patrol beat structure, have now been fully implemented.</p>
Coral Gables, Florida Police Department Efficiency and Effectiveness Study Edward Hudak Police Chief (305) 460-5413	In this study, the project team assessed the efficiency and effectiveness of this Department. Key recommendations included the conversion of an inefficient 10 hour shift schedule to a more efficient and innovative variation of the 12 hour shift; creation of a proactive Strategic Initiatives Team in field services; improvements in case management, creation of a proactive Strategic Investigations Unit; and a Department reorganization while eliminated two divisions and replaced a top sworn manager with a civilian over administrative services.

Client	Project Summary
<p>Carlisle, Pennsylvania</p> <p>Police Department Organizational Review</p> <p>Matthew Candland Borough Manager (717) 240-6921</p>	<p>In this just completed study the project the Matrix Consulting Group developed a management and staffing plan for the Police Department. Coming a time of significant change in home rule the study laid out a management plan for the Chief, Borough Manager and Borough Council to better provide oversight and performance expectations. The study also reviewed operations to include improvements in community service, patrol and case management and crime analysis.</p>
<p>Elko, Nevada</p> <p>Management Study of the Police Department</p> <p>Curtis Calder City Manager (775) 777-7126</p>	<p>In this study the project team evaluated the Police Department at a time of concern evidenced by high employee turnover and dissatisfaction. Key recommendations to improve management systems and internal communications were critical. Recommendations were also made to improve regionalization, to improve records and especially property and evidence functions.</p>
<p>Raleigh, North Carolina</p> <p>Police Department Workload and Personnel Resources Allocation Analysis</p> <p>Sergeant Eric Goodwin Research and Planning (919) 996-1062</p>	<p>The Matrix Consulting Group developed a plan to redesign an outdated patrol beat structure in a rapidly growing city that was expected to double in size over the next 20 years. Inequalities in the levels of workload handled by each beat were extensive within the existing beat structure, where a number of beats featured calls for service totals that were 75% above or below the average.</p> <p>Our project team completely redesigned the beat structure in a manner that equalized workloads and facilitated community policing by drawing beat boundaries around neighborhoods and commercial districts. The project team also made recommendations regarding shift management, clarifying the roles of watch commanders, district captains, shift lieutenants, and sergeants. The structure and roles of community policing units was also addressed. These recommendations are now being implemented by the Department.</p>
<p>Portland, Oregon</p> <p>Staffing Study of the Police Department</p> <p>Captain John Scruggs Project Coordinator (503) 793-8995</p>	<p>In this project Matrix worked with the outgoing and new Chief of Police and command staff to develop a plan for the Police Department which addressed the needs of an effective community policing organization in an environment in which organizational culture transformation needed to be supported. The study resulted in redeployment of patrol staff, additional school resources officers, the reorganization of organized crime investigations and the development of a performance management system which supported managers while better informing the Mayor and Commission as well as the public.</p>

3. PREVIOUS CONTRACT WORK

3. PREVIOUS CONTRACT WORK

We completed projects for the following law enforcement agencies within the previous three years:

Asheville, North Carolina
Paul Featherston, Assistant City Manager
(828) 424-5169

Huntington Beach, California
Fred Wilson, City Manager
(714) 536-5202

Arlington, Washington
Allen Johnson, City Administrator
(360) 403-3441

Laguna Hills, California
Don White, Assistant City Manager
(949) 707-2610

Berkeley, California
Lt. David Frankel, Project Coordinator
(510) 981-5792

La Quinta, California
Chris Escobedo, Asst. to the City Manager
760-777-7010

Carlisle, Pennsylvania
Matthew Candland, Borough Manager
(717) 240-6921

Peachtree City, Georgia
James Pennington, City Manager
(770) 487-7657

Chula Vista, California
Ed Chew, ITS Manager
(619) 691-5013

Phoenix, Arizona
Ed Zurcher, City Manager
(602) 262-6941

Columbia, Missouri
John Gordon, Assistant Chief
(573) 874-7607

Portland, Oregon
Captain John Scruggs, Project Coordinator
(503) 793-8995

Coral Gables, Florida
Edward Hudak, Police Chief
(305) 460-5413

Raleigh, North Carolina
Sergeant Eric Goodwin, Research & Planning
(919) 996-1062

DeKalb County, GA
Zach Williams, Chief Operating Officer
(404) 371-3694

Redding, California
Kurt Starman
(530) 225-4060

Elko, Nevada
Curtis Calder, City Manager
(775) 777-7126

Suffolk, Virginia
Jeff Gray, Assistant to City Manager
(757) 514-4037

Hayward, California
Diane Urban, Police Chief
(510) 293-7272

Vernon, California
Daniel Calleros
(323) 587-7171

Hennepin County, Minnesota
Mark Thompson, Deputy County Administrator
(612) 596-6752

Winnipeg, Manitoba (Canada)
Devon Clunis, Police Chief
(204) 986-6037

4. SCOPE OF WORK

4. SCOPE OF WORK

In this section of the proposal we provide a discussion of the scope of work and how the ties between the issues to be evaluated and the work approaches to conduct the evaluation.

1. PROJECT BACKGROUND AND SCOPE OF WORK

The City of Midwest City is seeking a professional consulting study to evaluate its Police and Fire staffing needs. While the City has not grown rapidly in recent years (by 3.4% since 2010) the Oklahoma City metropolitan area is one of the fastest growing in the country. As a result, there is not only the potential for future growth to accelerate but the City's public safety needs will be impacted by the growth elsewhere.

The Midwest City Police Department serves the City's approximate 54,000 citizens with 95 sworn officers and 23 civilian personnel. It is full service police department inclusive not just of traditional field, investigative functions but also specialty operational support functions and units, animal services, a jai, crime scene unit and lab. The Department is accredited through the State Police Chief's accreditation demonstrating its commitment to sound policies and procedures.

The City and Police Department desires a full assessment of the current, short range and long term staffing and other resource needs. The scope of work included in the City's Request for Proposals also targets operational management issues, organizational issues. In meeting the required scope of work, this study needs to:

- Understand, document and analyze all workloads and service levels as well as the resources needed to handle these workloads in every Police Department function.
- Compare current approaches to staffing, deployment and utilization to 'best practices' in law enforcement and to comparable communities.
- Ensure that community expectations are addressed and met by obtaining their input during this process.
- Evaluate staff needed now and in the next 10 years in each Department function.
- Evaluate other resources (facilities and equipment) needed in the next 10 years.
- Assess the Department's organization and management systems.

While projections can assist greatly in providing a long-term plan for addressing these needs – an important component of this study – it is critical that the study provide and train the decision-makers within the Police Department and City with the analytical tools needed to make the same assessments in the future in order to effectively identify service needs and allocate resources.

2. PROJECT PLAN

The tasks below describe the general activities in which the project team will engage in and complete in order to conduct the study.

Task 1 Identify Attitudes Towards Existing Law Enforcement Services, Service Levels and Trends in Midwest City.

To fully evaluate the noted issues facing the Midwest City Police Department, as well as to identify the needs related to the response of law enforcement services in the City, the project team will need to develop an initial but in-depth understanding of attitudes toward existing service levels and the unique characteristics of policing programs and community protection needs. To provide this level of understanding, the project team will accomplish the following:

- Interview the Mayor, other elected officials, the City Manager, the Police Chief and command staff, to obtain their views on police service issues and improvement opportunities, as well confirming the goals and objectives of this study.
- Conduct a kick-off meeting with the project review committee, including reviewing the project objectives, project approach and deliverables, and providing an overall project schedule.
- Interview representatives from the Midwest City Police Officers' Association to explain the study and obtain their views on key staffing and management issues.

These initial interviews will focus on determining individual attitudes toward current law enforcement service levels, programs, and community protection needs, including the following:

- Adequacy of existing service levels.
- Responsiveness to community public protection needs.
- The plans for accommodating new and changing law enforcement demands.
- Perceived gaps in existing service levels.

The project team will also begin to collect those basic documents which define a department, including goals, vision and objectives statements; organizational materials and budgets.

One of the initial outputs of the study developed in Task 1 is a detailed data collection list. Once developed, we will review it with key Department personnel and work with staff to collect it.

Task Result:

Based on the results of these interviews and initial data collection, the project team will prepare an issues list that will provide the basis for subsequent analytical steps. The project team will also finalize the project work plan, including the project deliverable schedule.

Task 2 Document Employee Attitudes Toward Department Strengths and Improvement Opportunities

To fully evaluate the organization, it is important that the project team understand the range of employee perceptions in the MCPD. To be credible, this input needs to be accomplished at the outset of the analysis. We have found in our previous work that use of a survey instrument is an ideal way to maximize input and increase the perception of the study as an objective effort. While the project team will interview many employees in the Department, a survey will provide an opportunity for every employee to be involved directly in the study.

Documentation and analysis of employee attitudes will consist of the following work steps:

- Preparation of a confidential employee questionnaire to be distributed to all sworn and civilian employees. The project team will structure a questionnaire that is tailored to the unique characteristics of the MCPD based on the initial interviews conducted in Task 1. Respondents are able to complete the survey through the online survey tool SurveyMonkey, allowing for respondent anonymity to be preserved, as well as assuring that only one survey can be completed per individual.
- The employee survey will elicit responses to such issues as:
 - Workload and service management.
 - Staffing levels.
 - Operations management and improvement opportunities.
 - Proactive Police Department community relations.

- Analysis of employee questionnaire results, differentiating among responses by employee type (sworn versus non-sworn); as well as managers and supervisors versus line employees.
- Preparation of an issues paper which summarizes questionnaire results from both surveys, identifying the specific areas that will require more extensive exploration in subsequent study work tasks.

Task Result:

The results of the employee survey will be reviewed with the project steering committee. Upon completion of the project, the summarized results will be made available to all employees in the Department.

Task 3 Profile the Organization, Staffing and Operations of the Midwest City Police Department.

A key to the analysis of the staffing requirements of the Midwest City Police Department is the development of a detailed understanding of the Department, its organization and staffing, its workloads and service levels. To develop this understanding, we will document the organizational and operational characteristics of the Department as described in the subsections, which follow. It should be noted that not all MCPD functions are described in these subsections.

(1) Patrol

The staff of the Matrix Consulting Group has extensive experience working with our clients to obtain the information we need from a variety of sources, including CAD / RMS, personnel and GIS systems. We will profile and analyze field patrol services in terms of the following:

- Employing data extracted from dispatch information and available reports, field patrol workloads and service levels will be profiled and analyzed in terms of:
 - Community-generated call for service demand by time of day and day of week for the last twelve months. This will include:
 - Call frequency.
 - Time required to handle calls for service.
 - Availability of back-up and time required for back-up.
 - Area Command and beat area.
 - Response times by priority of call for service handled. This will include:
 - Average response times for all priorities of calls for service.
 - Distribution of response times by priority of calls.

- Number and type of calls handled by other means (differential responses).
- Levels of officer-initiated activity by type of activity, time, location and result.
- Document actual field patrol deployment practices with existing staffing levels in field patrol. Through analysis of rosters and other appropriate documents, the project team will document actual field patrol deployment in terms of:
 - Scheduled deployment by time of day and day of week and Area Command.
 - Shift relief factors such as:
 - On-shift court appearance requirements.
 - Sick leave, vacation and other time-off requirements.
 - Special assignments.
 - Training.
 - Other factors impacting deployment and availability.
- Concurrently, the project team will interview staff at all levels in Patrol to develop a detailed understanding of how the patrol program works from a number of perspectives including:
 - Preferred level of uncommitted time.
 - The extent to which field staff are involved in follow-up investigations.
 - The level and content of patrol plans based.
 - Problems associated with maintaining targeted patrol levels.
 - How proactive enforcement units' activities are prioritized.
 - Efforts at utilizing predictive tools to focus field efforts.
- Document the deployment of command and supervisory personnel by time and day and develop an understanding of command and supervisory responsibilities.

(2) Traffic Enforcement

Traffic Enforcement operations in the City and service levels will be documented in terms of:

- Scope of responsibility for traffic enforcement.
- Dedication to traffic enforcement in general patrol versus specialized traffic unit.
- Scheduled and actual deployment of traffic personnel by time and day.

- Use of Data-Driven Approaches to Crime and Traffic Safety in workload prioritization and deployment decision-making.
- Current workload including accident investigations and whether traffic personnel being assigned calls for service?
- How traffic enforcement and accident investigation workloads are planned, prioritized and handled.
- Level of patrol officer-initiated activity related to traffic enforcement, including citation production on a per officer basis.
- How special events are planned and handled in the City.

(3) Investigations

Investigative workloads and service levels will be analyzed in terms of:

- Current investigative policies including case screening approaches; types of cases "worked" by case type; and other policies which impact time utilization and workload of investigative personnel.
- Based on interviews, document current caseloads and case status by case type.
- Based on the above, evaluate existing investigative service levels:
 - Current caseloads compared to standards.
 - The extent to which cases with "leads" can be worked.
 - Elapsed time between initial report, assignment and working of the case.
 - Coordination of cases with patrol.
- Mission, workload, and results achieved by pro-active investigative units, including narcotics and special operations.
- How criminal intelligence is planned, targeted and evaluated.

(4) Specialty Units and Functions

Specialty functions will be documented in terms of:

- Scope of responsibility for each functions – canine, SWAT and hostage negotiations and emergency management.
- Staffing levels, both fixed and contributory / collateral duty based assignments.

- Scheduled and actual deployment of personnel by time and day, for full time and collateral units.
- Use of each unit and policies for use.
- Training received upon assignment and in service.

(5) Training and Career Development.

Through interviews and a review of relevant documents, this sub-task will document the scope and content of the Police Department's recruitment and training programs, including:

- Scope and content of in-service training provided to non-sworn staff, including existence of master training program(s) and objectives; and types and amounts of training provided to sworn and non-sworn staff.
- Existence and content of career development plans and paths for sworn and non-sworn staff.
- Approaches employed to recruit new non-sworn and sworn staff, including promotional, outreach, and selection approaches and materials.
- Review in-service training, including existence of master training program(s) and objectives; types and amount of training provided to sworn and non-sworn staff over the last 24 months; and training program costs and expenditures.

(6) Emergency Communications

The project team will analyze workloads and service levels associated with dispatch by applying such approaches as the following:

- Document deployment of staff by shift and day of week.
- Document personnel availability factors such as leaves and attrition.
- Document the allocation of call for service and other workload indicators by time of day and day of week.
- Develop an understanding of communications support functions, including training, technical support and administration.

(7) Jail

The project team will analyze workloads and service levels associated with the jail in the MCPD by applying such approaches as the following:

- Review and analysis of jail operations management practices.
- Review of jail bookings by type over recent years.

(8) Other Administrative and Support Services

The project team will analyze workloads and service levels associated with the support units in the MCPD by applying such approaches as the following:

- Document Records processing flows by document type and volume. Identify and quantify processing turnaround times and processing backlogs that might impact MCPD patrol and investigative personnel.
- Evidence inventory and control functions including hours of coverage, roles relating to evidence collection and processing, evidence audits and controls.
- Finance operations, to include responsibilities and coordination with the City, timeliness and accuracy of financial processes, budget support and effectiveness in locating and securing grants.
- Review of professional standards scope of responsibilities, including involvement in proactive risk management and other areas, such as recruitment.

Task Result:

The task will result in the completion of a descriptive profile of the Police Department, detailing the staffing, organization, workload levels, and deployment schedules of the Department. This interim deliverable will provide the foundation of our analysis, as the document will be reviewed by both the project steering committee and key staff in order to ensure the accuracy of our assumptions and understanding of the Department.

Task 4 Evaluate Key Staffing and Operational Issues Through a Best Management Practices Assessment and Comparisons to 'Peer Agencies'.

The project team will compare the Midwest City Police Department in two ways – in a comparative survey against 'peer agencies' as well as to 'best management practices' in law enforcement. These two methods work well together to identify potential issues as well as to develop an improvement direction for the agency.

The project team will develop a detailed list of "best management practices" for use in a diagnostic assessment of the Police Department, using a combination of benchmarks and prevailing industry practices in order to identify issues areas in Department staffing, organization, and management practices. The standards used in this assessment represent the project team's experience working with police agencies over the past 30+ years, as well as national standards from other organizations (e.g., CALEA, IACP, etc.).

- The project team will use the data collected from earlier tasks, as well as additional research on comparative agencies, to assess the degree to which services or service levels conform to each benchmark or standard.
- Each service area diagnostic element consists of the following:
 - A definition of the service level, efficiency or deployment target.
 - A description of the current performance.
 - Identification of areas which meet or exceeded the target(s).
 - Identification of areas which represent improvement opportunities.
 - A description of the next steps which the project team should take.

Examples of the types of best patrol management targets we will utilize in this evaluation are provided within the following table:

Sample Best Management Practices Used in Assessment

Performance Target	Target Met?	Potential Improvements
Are patrol beats designed in such a way so that workload is targeted to be roughly the same across the city?		
Personnel are allocated using a methodology that accounts for workload volume, call duration and type of calls handled.		
Do field commanders have the flexibility to re-deploy resources to address changing needs in throughout the City?		
Is crime analysis information used by supervisors to guide officers' proactive time?		

Performance Target	Target Met?	Potential Improvements
Are predictive policing techniques used to provide patrol with 'real time' information on trends and emerging field issues?		
Do managers develop and maintain relationships with business, school and faith based group leaders, residents and other stakeholders?		
Is there a formal way to develop POP projects, implement plans and report results to patrol personnel, stakeholders and community groups?		
When patrol officers have available time are they conducting preventive patrol and other appropriate officer initiated activities (e.g. initiating contacts with members of the public, traffic enforcement, etc.)?		
Do shift schedules appropriately deploy staff considering calls for service?		
Do field units operate with a proper mix of supervisory to line positions (a ratio of 1:6 to 1:9)?		
Is there an established policy for prioritizing calls?		
Are civilian personnel utilized to handle low priority calls for service in the field and in telephone reporting units? Is the level of call diversion within the range of 10% to 20% of total calls handled?		
Is technology being utilized effectively in field patrol operations? How is in-car reporting used?		

The project team will conduct a comparative survey of peer cities with populations between 40,000 and 75,000, reviewing the preliminary list of selected cities with the project steering committee before proceeding. The selected cities will include those in the Southwest as well as others from around the country, with selection criteria extending beyond population to include community, departmental, and other factors.

Key focuses of the comparative survey will be to compare how best practice targets are met among other agencies, as well as the prevalence of data-driven models for resource allocation decisions.

Task Result:

The results of this analytical exercise will be documented in a comparative assessment of issues in the context of comparisons to best practices in law enforcement as well as to 'peer' police departments.

Task 5 Evaluate Current Staffing, Deployment and Service Delivery in the Midwest City Police Department.

The project team will analyze the current staffing levels necessary to achieve the service objectives associated with each sworn law enforcement operation. Basic steps in the analysis will be as follows (again, not all functions in the Department are specifically described):

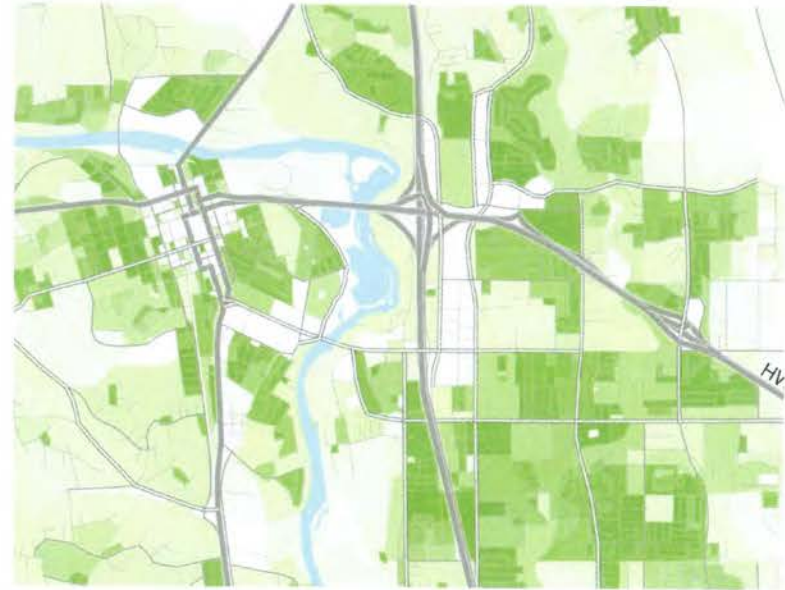
- Employ the Matrix Consulting Group's patrol staffing model to calculate the most optimal and effective deployment of existing field personnel, using both current the schedules, as well as alternative schedule configurations. The model will determine field patrol deployment requirements at a comprehensive level based on workload and targeted levels of proactive capabilities. Effective use of relief factors and adjustments for the use of overtime to achieve these objectives will be evaluated, as well as opportunities for alternative response methods.
 - The project team will develop a staffing plan for Patrol which will take into account the amount and structure for an appropriately balanced service combining reactive needs (i.e., responding to calls for service) and proactive needs.
 - The project team will evaluate alternative shift schedules in terms of their ability to better provide for coverage of field requirements.
 - The project team will evaluate call for service management techniques such as differential response (e.g., using a telephone reporting unit and/or field civilian personnel to handle low priority calls for service) and their impacts on patrol operations. The project team will also evaluate alternative methods of managing and supporting field operations, including opportunities integrate crime analysis and predictive policing into patrol tactics, and scheduling responses to lower-priority calls.
 - The project team will evaluate the beat and deployment structure in Midwest City in terms of how well beats equalize workloads and proactive capabilities, the alignment of the beat structure against neighborhood areas, geographic considerations, and issues associated with officer transportation. The Matrix Consulting Group has developed a sophisticated mapping technique for this evaluation. Examples of the types of analysis provided by these techniques are displayed on the following page.
- The project team will evaluate the interactions with services related to Patrol in Specialized Response and Traffic Enforcement units. These important interactions include coordination of response, policies and performance expectations in the areas of traffic and forensics support as well as others. This will be accomplished through the following:

- Compare best practice results with City targets for proactive enforcement and operational support functions.
- Evaluate how data-driven techniques support the coordination of field resources.
- Develop an assessment of how staffing in these functions compare to performance and in meeting appropriate and/or internal workload and service level targets.
- Compare the results of the comparative survey for staffing and the organization of these functions in similar cities.
- Evaluate investigative staffing needs based on major case totals in the context of case management approaches. This assessment takes into account:
 - The appropriate functional organization of investigative units for consistency and coordination of leads and cases.
 - The appropriate geographic organization of investigators and investigative units for community service and workload considerations.
 - The appropriate temporal assignment of detectives based on need and call out experience. The structure of detective shifts will also be evaluated.
 - The entire case management process starting with field supervisory report review, investigative unit review, assignment and follow-up of cases.
 - Opportunities to civilianize case support and enhancement.
- Analyze report volumes and other information in records and other support functions. Important elements of this analysis are the impacts of alternative technologies on staffing and operating requirements as well as the efficiency of business processes and information flows.
- Evaluate communications staffing needs based on an assessment of workloads for call taking and dispatching on a shift and day of week basis against staff availability, scheduling and deployment and, of critical importance, staff turnover.
- Then, define staffing requirements for other functions and services in the Police Department based on internal or external service level needs and workloads.

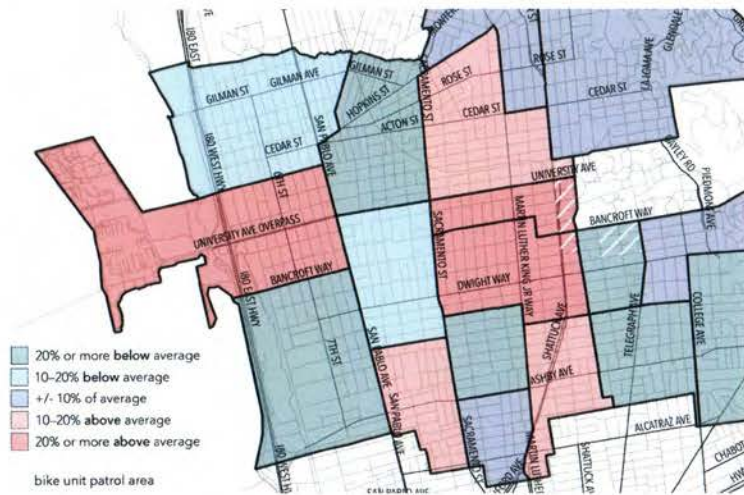
Examples of the GIS-Based Analytical Techniques Used to Evaluate Field Services



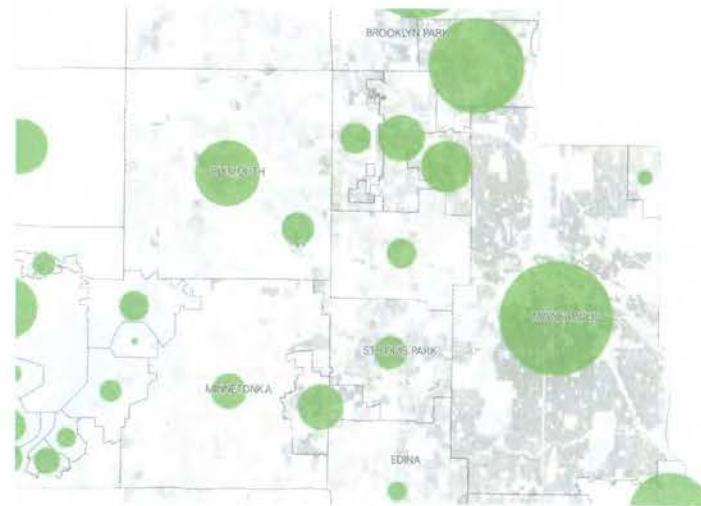
Identification of workload 'hotspots' to find emerging service needs



Analysis of population density across the jurisdiction



Assessment of inequalities in the number of calls handled by each beat
Matrix Consulting Group



Comparison of officer workloads by geographic area

- Identify any issues surrounding support from currently civilianized or potentially civilianized positions within the Midwest City Police Department.
- Identify present technology issues impacting efficiency, effectiveness and identify opportunities for improvement through enhanced usage of existing systems and/or deployment of alternative technology approaches.
- Evaluate how the current collective bargaining agreement facilitates or impedes any of the changes identified and eventually recommended.
- Evaluate opportunities for alternative service delivery including civilianization, contracting and shared services.

The staffing analysis will be shown for each functional area and staff classification. The cost impacts will also be provided together with the targeted efficiencies achieved through implementation of the identified recommendation. Finally, the tools which the project team uses in this assessment will be provided to the City together with training on how to utilize our models.

Task Result:

The analysis will result in an interim deliverable that identifies current needs in staffing, operations management systems, and opportunities for alternative service delivery in the Police Department, supporting documentation. These issues will be addressed in a progress report which will be reviewed with the project review committee, as well as key staff.

Task 6 Project Ten Year Staffing and Other Resource Needs for Law Enforcement Services in the Midwest City Police Department.

The project team will project and assess future staffing needs for the Midwest City Police Department. Staffing projections for each Department function will be based on recent and expected growth over the next ten (10) years, in addition to a number of other factors impacting predicted service needs. This will be accomplished by converting current workloads on a per capita basis to expected staffing adjusting these to reflect anticipated needs and relationships among functions. Projections will be developed in five (5) year increments. Basic steps in the analysis will be as follows:

- Develop a staffing and resource plan for a 10 year planning period, in 5 year increments, that ties projected populations and workloads to the future organization using the analysis of current staffing as a base.
- Within this 10 year plan, identify various issues that could impact the Midwest City Police Department's staffing levels including, but not limited to:
 - The impact of attrition through staff turnover, retirements, etc.

- Potential new legislation impacting law enforcement needs.
 - Revised approaches to law enforcement effort impacting staffing requirements.
 - Changes in technology impacting staffing levels.
 - Alterations in community expectations.
- Develop an assessment of the equipment and facility needs for the Police Department including the following:
 - Additions which may be required to the central police facility, including potential size and costs.
 - Briefing and/or complete substations, including potential general locations and estimated size and costs.
 - An assessment of gaps in technology now and, insofar as this is possible, the near term and longer range.

Projections will be shown for each projection increment by functional area and staff classification. The cost impacts will also be provided. Finally, the tools which the project team uses in this assessment will be provided to the City together with training I how to utilize our models in the future.

Task Result:

The analysis and issues for short-term (5 years) and long-term (10 years) staffing needs would be documented in the draft and final report and reviewed in detail with staff and the project committee.

Task 7 Evaluate Organizational Structure of the Midwest City Police Department.

The results of the previous tasks will be analyzed to identify alternatives to the current organizational structure and levels of management staffing. In conducting this important organizational analysis, a variety of criteria will be utilized, including the following:

- Is the Police Department too "tiered" or too "flat" from a command and supervisory staffing perspective?
- Are spans of control consistent with organizational complexity and manager responsibilities?
- Are functions placed too high or too low in the organization in relation to their importance toward meeting law enforcement and service objectives?

- Are lines of authority and responsibility clear to all command personnel and organizational units and are they being adhered to in day-to-day operations?
- Do program gaps exist which require organizational attention?
- How does the organizational structure impact the ability of the Police Department to meet internal and community-based expectations for service priorities?

Task Result:

The results of the analysis described above will be documented with strengths of the existing organizational structure, as well as possible improvement opportunities, identified. This will be reviewed with the project committee.

Task 8 Develop a Final Report and Present the Results of the Study.

Once the work tasks noted above have been completed, our findings, conclusions, and recommendations will be documented in the form of a police operational staffing and efficiency study for the Midwest City Police Department. This plan will consist of:

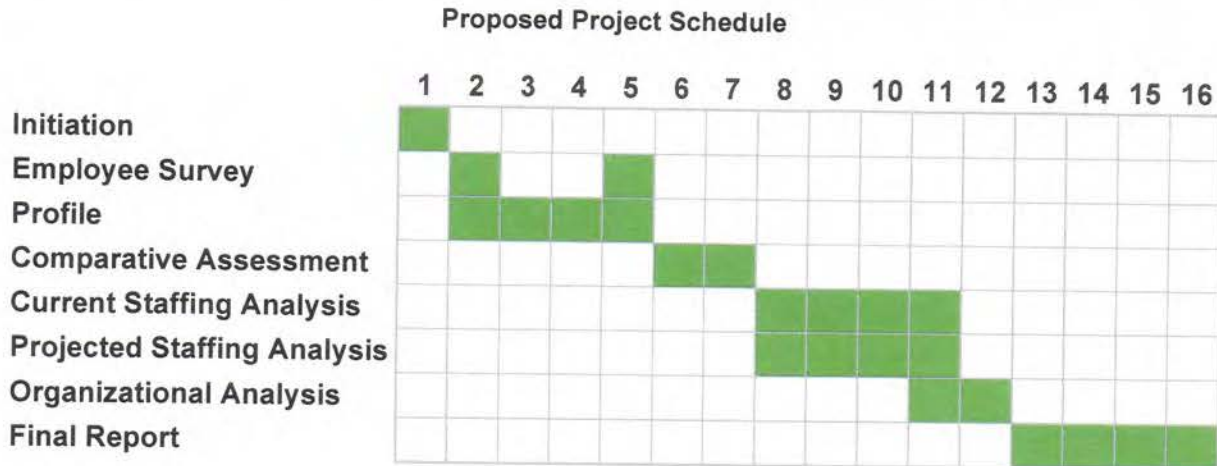
- Executive summary of all key findings and recommendations, including the method of approach and assessments of current and projected staffing needs.
- Analysis of existing operations, organization, and staffing needs based on service level targets. Costs would also be identified.
- Projections of operations, organization, and staffing needs based on future service level targets and changes in the community. Costs would be identified.
- An assessment of facility implications and alternatives for the Department, especially as that relates to field functions.
- As identified during our operational review, any civilian changes that could be employed now, as well as in the future.
- Provide all of the analytical tools and benchmarks utilized in this assessment in a training session for Department staff to utilize as situations change in the future. We will dedicate a half day to training staff in our analytical techniques.

Task Result:

Once the draft report and implementation plan has been reviewed by the project review and any modifications have been completed, we will present the final report to the City Council. Training will be provided to Department personnel on the analytical models used by the project team.

3. PROPOSED PROJECT SCHEDULE

We recognize the need for timely conduct of this important engagement. As such, the following chart presents a proposed 16-week project schedule, beginning after the notice to proceed, and concluding with the draft final report being provided:



Interim and final deliverables will be provided to the project steering committee for review at the end of each colored segment displayed in the chart. It should also be noted that the draft instruments to be used in the employee and community surveys will be provided to the committee for review and revisions prior to being issued.

5. PROJECT REPORT EXAMPLE

5. PROJECT REPORT EXAMPLE

To allow a full examination of the type of report to be expected from a Police Department study, we have included an electronic copy of a recently completed study for the Coral Gables Police Department.

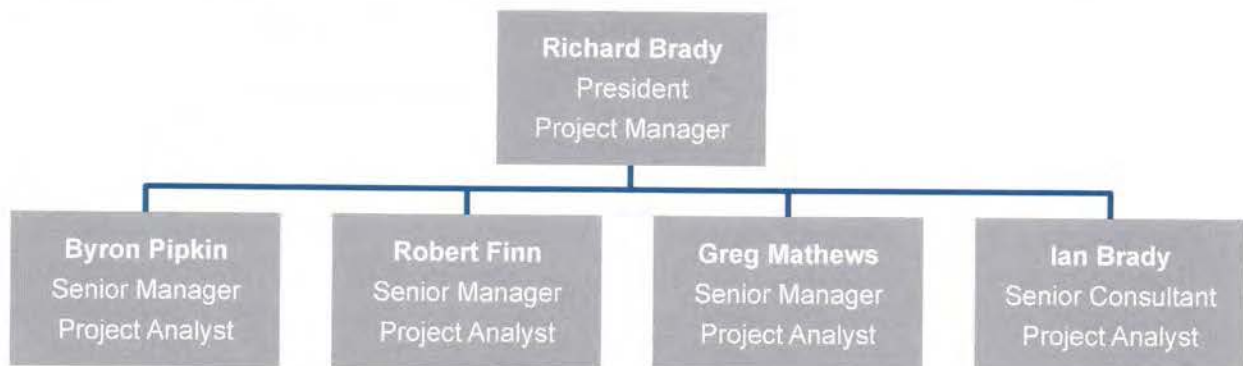
6. KEY PERSONNEL

6. KEY PERSONNEL

The Matrix Consulting Group proposes to utilize a senior project team, including our President and other personnel with significant police analytical experience. The senior professional members of the team have between 10 and 30+ years of professional experience as consultants and/or police professionals.

1. ORGANIZATION OF THE PROJECT TEAM

The following organization chart depicts the organization and reporting structure of the proposed project team:



All members of the project team are employees of the Matrix Consulting Group – no subcontractors will be used to conduct the proposed study. We believe that the excessive use of subcontractors leads to inconsistent quality and depth of analysis as well as client service.

2. SUMMARY OF PROJECT TEAM MEMBER EXPERIENCE

Summary descriptions of each senior team member are provided below, with more detailed resumes provided in the appendix section at the end of the proposal:

Name/Title	Summary of Professional Background, Experience, and Education
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Richard Brady
President

Project Manager

Mr. Brady has been providing management consulting services to municipalities for 34+ years across all governmental functions, including over 250 law enforcement department clients conducting costs and financial analysis, organizational and operational assessments, organizational structure reviews, feasibility studies, technology and equipment reviews, and performance audits.

This includes recent police department assessments for San Antonio (TX), Elko (NV), Pacifica, Hayward and Chula Vista (CA), Portland (OR), Omaha (NE), Aurora (CO), Lawrence Township (NJ), Arlington (WA), and Montpelier (VT), Lansing (IL), and Birmingham (AL).

He has a Doctoral Degree from Oxford University and a BA from Cal State, Hayward.

Mr. Brady will lead the assignment, be responsible for overall work products and quality and doing so will be involved in each area of the project. He will also lead the analysis of investigations.

Byron Pipkin
Senior Manager

Project Analyst

Byron Pipkin is a Senior Manager with the Matrix Consulting Group and has over 32 years of experience as a consultant and a public safety officer (trained as both a police officer and firefighter) through the rank of Deputy Chief in the Sunnyvale Department of Public Safety.

His recent public safety analytical experience includes studies for Portland (OR), Birmingham (AL), Newburgh (NY), Arlington (WA), Berkeley (CA), Peachtree City (GA), Springdale (AR), Perrysburg (OH), and Rio Rancho (NM).

He is a graduate of the FBI National Academy; BA from San Jose State University in Justice Administration.

Byron Pipkin will lead our analysis of patrol operations.

Name/Title	Summary of Professional Background, Experience, and Education
Robert Finn Senior Manager Project Analyst	<p>Chief Finn has been a public safety practitioner for 20+ years, having served recently as the Chief of Police for the Southlake (TX) Department of Public Safety, which included roles as the Lieutenant of Professional Standards and Lieutenant of Training. He is based in our Texas office in Keller (Metroplex area).</p> <p>He recently led or worked on the assessments of Police Departments in Suffolk (VA), Greenbelt (MD), Portland (OR), Birmingham (AL) and DeKalb County (GA).</p> <p>He has a Master of Business Administration and a BS in Public Safety Management from Grand Canyon University.</p> <p><i>Robert Finn will lead our analysis of support services.</i></p>
Greg Mathews Senior Manager Project Analyst	<p>Mr. Mathews, a Senior Manager, has over 27 years of private sector and government experience, performing as both a senior management consultant and executive manager. He is based in our Washington State office. He concluded his public sector career in 2005 as Deputy Director of Auditing for the Los Angeles City Controller's Office. He began his career with the Pasadena Police Department, supervising the Crime Analysis Unit and became a POST-certified Level 1 Reserve Officer.</p> <p>For fourteen years he has provided government consulting services to states, cities, counties, and special districts throughout the U.S., emphasizing public safety engagements that include, most recently, Goleta and Chula Vista (CA), Springfield (MO), Albuquerque (NM), Birmingham (AL), Suffolk (VA) and Hayward (CA).</p> <p>He holds a BA degree from UC Davis and M.P.A. from the University of Southern California.</p> <p><i>Mr. Mathews will lead our assessment of communications and the jail.</i></p>

Name/Title	Summary of Professional Background, Experience, and Education
Ian Brady Senior Consultant Project Analyst	<p>Ian Brady is a Senior Consultant with the Matrix Consulting Group as part of our Management Services Division, and is based out of our Mountain View office. Mr. Brady has recently worked on police management studies for Winnipeg (Canada), Berkeley (CA), Raleigh (NC), Birmingham (AL), Portland (OR), and Hayward (CA). His experience also includes studies of the Rockingham County (NH) Department of Corrections and the Orange County (FL) Sheriff's Office.</p> <p>Before joining the Matrix Consulting Group as a full-time consultant in 2013 (he was an intern prior to that).</p> <p>He received his BA in Political Science from Willamette University.</p> <p><i>Ian will provide analytical assistance to all of the team but will be the lead person in all field operations deployment and scheduling issues.</i></p>

More detailed resumes are provided in the attachment to this proposal.

7. PROJECT COST

7. PROJECT COST

The Matrix Consulting Group is pleased to submit our cost proposal to conduct a Police Department Study for Midwest City. Our price to conduct this study at the level of detail described in this proposal is estimated at **\$74,000**, including the cost of professional time and reimbursable expenses (travel). Hourly rates, and the level of effort for each task for each of our proposed staff members, are noted below.

Task	Project Manager	Senior Manager	Senior Consultant	Total
1. Initiation	8	0	4	12
2. Employee Survey	4	0	8	12
3. Profile	4	56	32	92
4. Comparative Assessment	8	16	24	48
5. Current Staffing Analysis	8	56	40	104
6. Projected Staffing	4	16	32	52
7. Organizational Analysis	8	16	0	24
8. Final Report	16	32	32	80
Total Hours	60	192	172	424
Hourly Rate	\$225	\$175	\$110	
Total Professional Fees	\$13,500	\$33,600	\$18,920	\$66,020
Project Expenses				\$7,980
Total Project Cost				\$74,000

Our usual practice is to invoice on a monthly basis up to the project / contract amount, but we certainly are amenable to a 'not to exceed' basis as described in the RFP.

Please note – we have submitted proposals on both the Police Department and the Fire Department studies for Midwest City. If awarded both studies we will reduce the price for both studies by 5%.

RICHARD P. BRADY
President, Matrix Consulting Group
Project Manager

BACKGROUND

Richard Brady is the Matrix Consulting Group's President. Mr. Brady has been a management consultant to local government for more than 33 years. Prior to joining the Matrix Consulting Group, he was the MAXIMUS national Vice President in charge of its local government consulting practice, and before that the managing partner of the California-based management consulting firm of Hughes, Heiss & Associates. Mr. Brady has conducted numerous studies of every local government function. However, the vast majority of his work is in the law enforcement, criminal justice and public safety areas.

EXPERIENCE IN LAW ENFORCEMENT

The following points summarize Mr. Brady's project experience.

- **Law enforcement management and operations studies** covering workload, staffing, service levels, and internal procedures and policies. Clients served include:

State	Law Enforcement Management and Staffing Studies
Alabama	Birmingham
Alaska	Anchorage
Arizona	Goodyear, Phoenix, Prescott Valley
California	Alameda County, Anaheim, Berkeley, Butte County, Chula Vista, Citrus Heights, Contra Costa County, Galt, Gilroy, Goleta, Glendale, Hayward, Kern County, Laguna Hills, Los Angeles, Los Angeles County, Los Gatos, Lynwood, Monrovia, Napa, Ontario, Orange County, Palmdale, Palo Alto, Pittsburg, Poway, Roseville, San Jose, Pasadena, Patterson, San Bernardino, San Bernardino County, San Mateo County, San Rafael, Santa Ana, Santa Barbara County, Santa Monica, Sonoma County, Sunnyvale and Vernon
Colorado	Aurora
Connecticut	Stamford
Florida	Alachua County, Coral Gables, Jacksonville, Jupiter, North Miami Beach, Orange County, Pasco County, Pinellas County, Port Richey and Venice
Georgia	Americus, Augusta-Richmond County, DeKalb County, Fulton County, Hall County, Chatham County and Americus
Illinois	Lansing

CITY OF MIDWEST CITY, OKLAHOMA

Proposal to Conduct a Police Department Staffing Study

State	Law Enforcement Management and Staffing Studies
Louisiana	Alexandria
Massachusetts	Beverly, Boston, Lawrence, Milford, Mansfield, Burlington, Pelham, Watertown, Wayland, Westwood, Whitman
Minnesota	Hennepin County, Anoka County
Missouri	Columbia, Des Peres and Raymore
Nebraska	Omaha
Nevada	Las Vegas Metropolitan Police Department, Elko, Sparks and Reno
New Hampshire	Portsmouth
New Mexico	Albuquerque
New Jersey	Lawrence Township, Franklin Township, Montvale, Woodcliff Lake and Park Ridge
New York	Albany, Carthage, Endicott, Newburgh, Vestal and Briarcliff Manor
North Carolina	Raleigh, Durham and Burke County
Michigan	Alpena and Detroit
Ohio	Fairborn
Oregon	Portland, Clackamas County and Grants Pass
Pennsylvania	Carlisle and York
South Carolina	Beaufort County, Charleston County, Hilton Head Island, Spartanburg County
Tennessee	Nashville-Davidson County and Knox County
Texas	Arlington, San Antonio, Terrell, El Paso, Grand Prairie and Southlake
Utah	Salt Lake City
Vermont	Brattleboro and Montpelier
Virginia	Richmond, Leesburg and Loudoun County
Washington	Arlington, Spokane, Kirkland and Snohomish County
Wisconsin	Sun Prairie, Milwaukee, Dane County
Canada	Winnipeg

Law Enforcement Program Studies: Mr. Brady has performed a wide variety of studies of law enforcement programs and services. Selected studies have included the following:

- **Emergency Communications** – over 75 studies of existing communications centers (e.g., Monterey County, CA) as well as consolidation alternatives (e.g., San Mateo County, CA).
- **Personnel policies and procedures** studies for Escondido (CA), Danville (VA) and Fluvanna County (VA). Secondary employment policy development for all San Mateo County (CA) police agencies and the Sheriff's Office.
- **Support staffing needs** for Beverly Hills and Santa Ana (CA).
- **Regional Law Enforcement Feasibility Studies:** Mr. Brady has been involved or managed several law enforcement regionalization studies. These have included the following:
 - **Regionalization Opportunities in Training and Communications for the Boston Metropolitan Area.** The Regionalization Commission chose members of this project team to work with over 110 agencies on public safety regional issues.
 - **Law Enforcement Consolidation Feasibility Study for Broome County, New York:** all police Services have begun to consolidate all support functions (communications, records, information systems, training) as well as shift supervision as a first step to consolidation.
 - **Regional Law Enforcement Feasibility Study for San Bernardino County, California Contract Cities:** Nine cities receive contracted law enforcement services from the San Bernardino County Sheriff's Office.
 - **Three Community Police Consolidation Feasibility Study** – for Montvale, Woodcliff Lake and Park Ridge (NJ).

EDUCATION

BA, California State University, Hayward
Ph.D., Oxford University, United Kingdom

BYRON K. PIPKIN
Senior Manager, Matrix Consulting Group

BACKGROUND

Byron Pipkin brings a public safety manager's perspective to the project team. He has thirty-two years experience in law enforcement and fire service, including fourteen years in management positions in the Sunnyvale Department of Public Safety (CA) – a fully integrated police and fire agency. During his career he managed every major law enforcement and administrative function, including patrol operations, investigations, narcotics/vice operations, internal affairs, records, recruiting and hiring, training, administration, school resource officers, traffic operations, crime prevention, emergency preparedness, the mobile field force, and the SWAT team. He has also instructed for the California Peace Officer Standards and Training Executive Development Course, teaching a course on effective management of law enforcement organizations. Mr. Pipkin is a Senior Manager with the Matrix Consulting Group.

PROJECT EXPERIENCE

Mr. Pipkin has experience as a lead with the following Police and public safety projects.

- | | |
|-------------------------------------|---|
| Arlington (TX) | La Quinta (CA) |
| Arlington (WA) | Newburgh (NY) |
| Asheville (NC) | Omaha (NE) |
| Aurora (CO) | Onondaga County (NY) |
| Berkeley (CA) | Pacifica (CA) |
| Beverly Hills (CA) | Park Ridge/Montvale/Woodcliff Lake (NJ) |
| Birmingham (AL) | Peachtree City (GA) |
| California Office of Traffic Safety | Phoenix (AZ) |
| Campbell (CA) | Placer County (CA) |
| Cotati (CA) | Portland (OR) |
| Danville/Lafayette/Orinda (CA) | Red Bluff (CA) |
| DeKalb County (GA) | Rio Rancho (NM) |
| Galt, (CA) | Sacramento (CA) |
| Gilroy (CA) | San Mateo County (CA) |
| Goodyear (AZ) | Spokane (WA) |
| Gresham (OR) | Springdale (AR) |
| Grants Pass (OR) | University of Missouri (KS) |
| Huntington Beach (CA) | Vancouver (WA) |
| Laguna Hills (CA) | Winnipeg (Canada) |

MANAGEMENT ASSIGNMENTS

- Command of Sunnyvale DPS Special Operations Bureau, 2001-2005
- Liaison with the FBI and the Joint Terrorism Task Force 2004-2005
- Command of Police Field Operations Bureau, 2000-2001
- Special Assistant to the Chief, 1999-2000
- Fire Marshal, managed the Fire Prevention Bureau, 1997-1999
- Command of Police Field Operations Bureau, 1994-1997

ATTACHMENT – RESUMES

Community Services Bureau, Recruitment and Hiring, Training and Records, 1991-1994

EDUCATION

Graduate of the FBI National Academy, Quantico, Virginia

B.S. in Administration of Justice, California State University, San Jose

PROFESSIONAL CERTIFICATES

P.O.S.T. Management Certificate, 1993

P.O.S.T. Supervisory Certificate, 1986

California Community College Lifetime Teaching Credential, 1983

P.O.S.T. Advanced Certificate, 1980

ROBERT FINN
Senior Manager, Matrix Consulting Group

BACKGROUND

Robert Finn is a Senior Manager with the Matrix Consulting Group and previously served as the Chief of the Southlake (TX) Department of Public Safety. Mr. Finn has a strong educational background coupled with a successful track record that includes strategic planning, budgeting, change management, community relations, and building collaborative partnerships allows this candidate to bring a unique vision geared toward guiding organizations through periods of accelerated growth and economic downturn.

EXPERIENCE IN POLICE STUDIES

Mr. Finn has experience conducting law enforcement management, staffing and operations studies, including recently for the following clients:

- Albuquerque, New Mexico
- Coral Gables, Florida
- Elko, Nevada
- Hanford, California
- Montville, New Jersey
- Orland Park, Illinois
- Patterson, California
- Peachtree City, Georgia
- Perrysburg, Ohio
- Phoenix, Arizona
- Shenandoah County, Virginia
- Springdale, Arkansas
- Stamford, Connecticut
- Suffolk, Virginia
- University of Oklahoma, Norman
- Watertown, Massachusetts
- Winnipeg (Manitoba)

Mr. Finn is currently completing a Public Safety Study for Redding (CA).

Mr. Finn has served at many levels in public safety, including as the following:

- Chief of Police (2008 to 2011)
- Chief of Fire Services (2004 to 2008)
- Lieutenant of Professional Standards (1999 to 2004)
- Lieutenant of Training (1995 to 1999)
- Coordinator of Emergency Medical Services (1993 to 1995)

PUBLIC SAFETY ASSOCIATION AFFILIATIONS

Mr. Finn has served on various public safety related associations, including:

- Center for Public Safety Excellence as a Peer Assessor (2006 to Present)
- FBI National Academy Alumni Association, Quantico, Virginia (2002 to Present)
- CALEA Peer Assessor (2000 to 2005)
- Texas Association of Law Enforcement Planners as President (2000 to 2001)

EDUCATION AND TRAINING

Robert Finn has a Master of Business Administration in Executive Leadership and a Bachelor of Science in Public Safety Administration from the Grand Canyon University, Phoenix (AZ), as well as training at the FBI National Academy and Basic Peace Officer and Firefighter Academy.

GREG MATHEWS

Senior Manager, Matrix Consulting Group

BACKGROUND: Greg Mathews has over 27 years of private and public sector experience, performing as both a senior management consultant and executive manager. As Deputy Director of Auditing for the Los Angeles City Controller's Office, he managed the day-to-day functions of the Performance Auditing, Follow-up, and Management Assessment sections in the Performance Audit Division for this elected official. This work was preceded by seven years at the Orange County Sanitation District—the third largest wastewater organization west of the Mississippi— as Administrative Services Manager and part of the Executive Leadership Team. He began his public sector career at the Pasadena Police Department later moving to the Public Works' Parks Division. For nearly fourteen years he has provided public sector consulting services to states, cities, counties, and special districts throughout the U.S., and has completed comprehensive management studies encompassing over 120 operating departments. He has participated as project manager or lead consultant in over 80 consulting engagements, with emphasis in various public safety, public works, parks/recreation, public utilities and administrative fields.

Agency-Wide Studies: Conducted studies of entire city and county organizations. Scopes of work included organizational structure and allocation of functions, management spans of control, service and staffing levels, operational requirements, information technology assessment, as well as policies and procedures review.

Albuquerque (NM)
Barstow (CA)
Carlsbad (CA)
Douglas (AZ)
Goodyear (AZ)
Hanford (CA)

Matanuska-Susitna Borough (AK)
Monroe County (MI)
Rancho Mirage (CA)
Roseville (CA)
San Rafael (CA)
Spokane (WA)

Public Safety Studies: Conducted studies of dispatch, law enforcement, fire, and emergency medical response throughout the country to include feasibility studies, organizational and operational reviews, policy and procedure audit, staffing/scheduling practices, implementation of key performance metrics and use of information technology.

Alameda County (CA)
Aurora (CO)
Beverly Hills (CA)
Burbank (CA)
Corvallis (OR)
Chula Vista (CA)
Dane County (WI)
Eastpointe (MI)

Milwaukee (WI)
Mission Viejo (CA)
Monterey County (CA)
Montville (NJ)
Omaha (NE)
Orange County (CA)
Orange County (FL)
Placer County (CA)

CITY OF MIDWEST CITY, OKLAHOMA

Proposal to Conduct a Police Department Staffing Study

Glendale (CA)	Reno, Sparks and Washoe Co. (NV)
Goleta (CA)	Republic (MO)
Glenn County (CA)	San Clemente (CA)
Greene County (MO)	San Juan Capistrano (CA)
Inglewood (CA)	San Mateo County (CA)
Jackson County (OR)	San Rafael (CA)
Kenmore (WA)	Santa Monica (CA)
Laguna Beach (CA)	Simi Valley (CA)
Laguna Niguel (CA)	South Pasadena (CA)
Lake Forest (CA)	Stamford (CT)
Long Beach (CA)	Tacoma (WA)
Los Angeles (CA)	
Medford (OR)	

EDUCATION:

Mr. Mathews received his B.A. from UC Davis and M.P.A. degree from the University of Southern California.

IAN BRADY
Senior Consultant, Matrix Consulting Group

BACKGROUND

Ian Brady is a Senior Consultant with the Matrix Consulting Group as part of our Management Services Division, and is based out of our Mountain View (CA) office. He began with the firm as an intern before joining full-time, and has over 4 years of consulting experience. He specializes in public safety and is dedicated to providing analytical support for all of our police, fire, emergency communications and criminal justice system studies. Mr. Brady also developed the firm's GIS-based analytical tools for analyzing field service workloads and service levels, beat design and efficiency, and alternatives to resource deployment and scheduling.

EXPERIENCE IN LAW ENFORCEMENT AND CORRECTIONS STUDIES

Mr. Brady has experience conducting law enforcement management, staffing and operations studies, including recently for the following clients:

Adams County, Colorado (corrections)	Lansing, Illinois
Arlington, Washington	Laguna Hills, California
Berkeley, California	Orange County, Florida (corrections)
Birmingham, Alabama	Portland, Oregon
Carlisle, Pennsylvania	Patterson, California
Chula Vista, California	Raleigh, North Carolina
Columbia, Missouri	Redding, California
DeKalb County, Georgia	Rio Rancho, New Mexico
Hanford, California	Rockingham County, New Hampshire (corr.)
Hayward, California	Roseville, California
Huntington Beach, California	Suffolk, Virginia
La Quinta, California	Winnipeg, Manitoba

EDUCATION

Mr. Brady received his BA in Political Science from Willamette University.

Police Department Efficiency and Effectiveness Study

CORAL GABLES, FLORIDA



201 San Antonio Circle, Suite 148
Mountain View, California 94040
v. 650.858.0507 f.650.917.2310

November 2012

TABLE OF CONTENTS

1. INTRODUCTION AND EXECUTIVE SUMMARY	1
2. PROFILE OF THE POLICE DEPARTMENT	13
3. ANALYSIS OF THE UNIFORM PATROL DIVISION	51
4. ANALYSIS OF THE CRIMINAL INVESTIGATIONS DIVISION	89
5. ANALYSIS OF THE SPECIALIZED ENFORCEMENT DIVISION	107
6. ANALYSIS OF THE OFFICE OF THE CHIEF OF POLICE	121
7. ANALYSIS OF TECHNICAL SERVICES DIVISION	127
8. ANALYSIS OF PROFESSIONAL STANDARDS DIVISION	140
9. ANALYSIS OF ORGANIZATIONAL STRUCTURE	141
ATTACHMENT – SAMPLE PERFORMANCE MEASURES	147

1. INTRODUCTION AND EXECUTIVE SUMMARY

Matrix Consulting Group was retained by the City of Coral Gables to conduct a Police Department Efficiency and Effectiveness Study. The report, which follows, presents the results of the study. This study, which began in the fall of 2011, was designed to provide an assessment of the efficiency and effectiveness of Police Department operations, identifying strengths and improvement opportunities relating to service delivery, organization and staffing, as well as management.

In reaching the concluding point of the study, the project team has assembled this final report which summarizes our findings, conclusions and recommendations where appropriate.

1. STUDY METHODOLOGY

In this Police Department Efficiency and Effectiveness Study, the Matrix Consulting Group project team utilized a wide variety of data collection and analytical techniques. The project team conducted the following analytical activities:

- At the outset of the project, the study team interviewed the Police Chief and his management team. The project team also interviewed the City Manager. The purpose of these interviews was to develop an initial understanding of the issues and background which led to this study.
- The project team conducted an intensive process of interviewing staff in every function within the Police Department. Members of the project team interviewed over 50 staff in individual interviews. These interviews included staff at every level in the organization – managers, supervisors and line staff.
- While on site, the project team collected a wide variety of data designed to document workloads, costs, service levels and operating practices. The project team developed descriptive summaries, or profiles, of each function within the Police Department – reflecting organizational structure, staffing, workloads, service levels and programmatic objectives.

- In order to make the assessments of operational strengths and improvement opportunities, the project team developed a set of performance measures, called “best management practices” against which to evaluate current services, workloads and service levels in the CGPD. These service and performance measures comprise the main thrust of the ‘issues phase’ of the project. The measures utilized were derived from the project team's collective experience in working with hundreds of law enforcement agencies in Florida and throughout the country. The performance measures utilized represent:
 - Statements of "effective practices" based on the study team's experience in evaluating operations in other law enforcement operations. These measures are both qualitative and quantitative.
 - Where they exist, statements reflecting "industry standards" were used to incorporate commonly utilized service delivery approaches in addition to targets developed by national research organizations.
 - In both instances, these measures of efficiency and effectiveness were selected and adjusted to reflect the unique operating and service conditions in Coral Gables.

This study was comprehensive in method, to meet a comprehensive scope of work. The next section discusses what the project team was asked to accomplish in this study as well as the unusual fiscal environment in which the study was conducted.

2. INTRODUCTION TO THE CORAL GABLES POLICE DEPARTMENT.

The City of Coral Gables poses unique challenges in nearly all aspects of a management study. While several cities of comparable size can be identified, few match the demographic composition or climatic conditions of this City. Coral Gables is not only a business center, but also a tourist destination due to its close proximity to the City of Miami and numerous shopping, dining and recreational opportunities. Consider the following unique factors:

- Few cities must deal with a population that increases dramatically on a daily basis simply because of the influx of commuters, workers and sightseers coming into the city.

- Few cities of Coral Gable's size must deal with the law enforcement issues normally found in much larger cities.
- Few cities must deal with the number and size of special events that routinely occur in Coral Gables.
- Few cities must deal with the daily issues created by the number of cars passing through the jurisdiction on a limited number of roadways which lead to the City of Miami and other business centers.
- Few cities must deal with having a major university within the city limits and issues created by students attending school as well as visitors attending college sporting events and other offerings of the university.

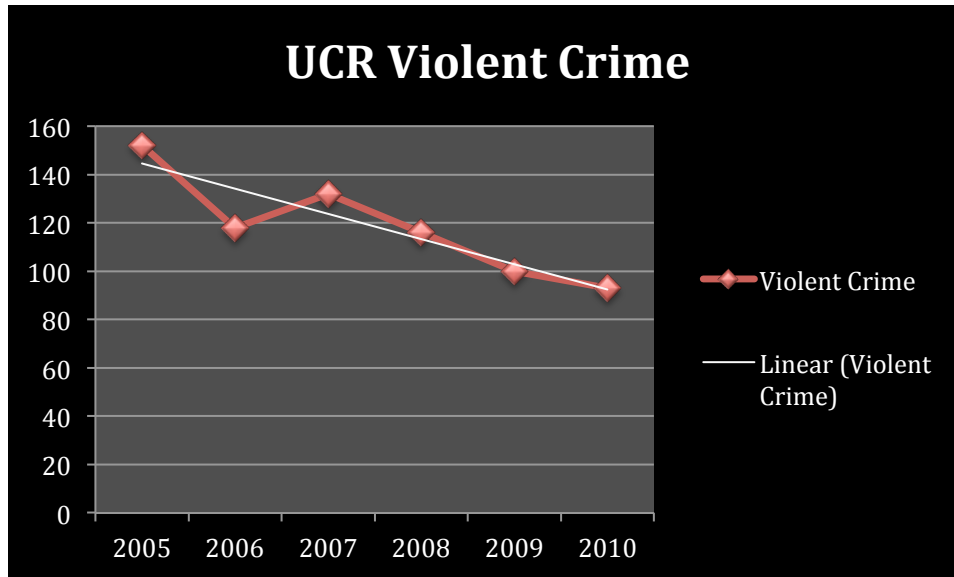
The philosophy of service in Coral Gables is rooted historically in the evolution of the City. Developed as "The City Beautiful", Coral Gables enjoys being a cohesive community built on a grand scale. The northern portions of the City include the business district – which includes "Miracle Mile" shopping and dining, historic residential areas, hotels, and three golf courses; while the southern portions of the City include large custom homes and master planned waterfront residential areas with easy access to numerous water channels and Biscayne Bay. There is also a large county park, botanical garden, private golf club and State preservation area in the southern portions of the City. The police department has and continues to play a vital role in establishing Coral Gables as one of America's unique cities.

The traditional measure for police department effectiveness has been the year-to-year comparison of crime data. The Coral Gables Police Department participates in the Uniform Crime Reporting (UCR) program. The UCR program focuses on reporting statistics for "Violent Crime" and "Property Crime." Violent Crime includes:

- Murder
- Aggravated Assault

- Sexual Assault
- Robbery

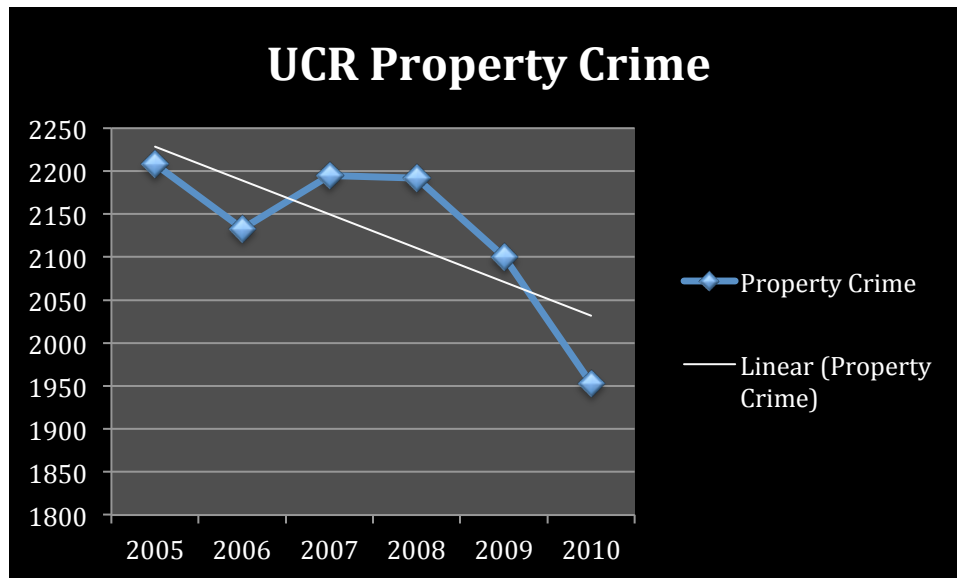
The following graph depicts the violent crime trend statistics for the City of Coral Gables as reported to the FBI. The data demonstrates that incidents of violent crime are trending downward.



Property Crime Includes:

- Burglary
- Larceny
- Motor Vehicle Theft

The following graph depicts the property crime trend statistics for the City of Coral Gables as reported to the FBI. Over the past 20 years, the data demonstrates that incidents of property crimes are also trending downward.



Overall, these crime trends indicate the Coral Gables Police Department has been effective in its crime fighting efforts.

The Coral Gables Police Department prides itself on initiating and maintaining partnerships with the community and other law enforcement agencies. This is evident from the numerous full and part-time task forces in which the agency currently participates, including: South Florida Money Laundering Strike Force, DEA task force, HIDTA, US Postal, Secret Service, South American Theft Group and US Marshal Fugitive task force.

3. SCOPE OF WORK.

From the beginning, the scope of this project was comprehensive and included the following:

- **Determining appropriate service levels** in each law enforcement function in the Coral Gables Police Department.
- **Determining appropriate staffing levels** for each law enforcement function at the appropriate level of service.

- **Determining if resources are managed effectively** in terms of planning and scheduling work, ensuring that service delivery targets are met and cost effectiveness is encouraged.
- **Determining if the Coral Gables Police Department is organized effectively** and if there are minimal gaps and overlaps in reporting relationships as well as operations.
- **Determining if the financial management contributes** to municipal goals of maximizing service within available resource allocations.

Clearly, the scope of work for this assignment was comprehensive. However, because of the budget situation in the State and the Country, this study's focus was also to provide both the City and the Police Department with analysis and guidance regarding law enforcement needs in the context of ensuring that existing resources were utilized efficiently and cost effectively.

4. STRENGTHS OF THE CORAL GABLES POLICE DEPARTMENT.

A study such as this one necessarily focuses much of its attention on improvement opportunities, which need to be addressed in a client agency. However, this study process has also identified a number of positive characteristics in the Coral Gables Police Department. This conclusion was established from:

- Our extensive input and interaction with a large number of the personnel in the organization which highlighted staffs' dedication to service.
- The 'best practices' assessment process utilized in this study was also key to understanding the Police Department.

The project team feels that it is important in this Introduction to highlight some of the positive features of the Police Department. The table, below, summarizes just a few of these positive attributes:

Office of the Chief of Police
The Coral Gables Police Department received “Accreditation with Excellence” recognition from CALEA related to the 2010 peer assessor site visit.
Uniform Patrol Division
Supervisory spans of control are within recommended benchmarks.
Response times to in progress and high priority calls for service are below 5 minutes. The CGPD provides a response within an average of 3 minutes 7 seconds to in progress calls and 4 minutes 43 seconds for priority one calls.
Patrol Units are making good use of their uncommitted time, averaging 110 self-initiated activity incidents each day.
Criminal Investigations Division
The Criminal Investigations Division dedicates significant detective resources to the investigation of felony, misdemeanor and incident-related events.
The CID dedicates resources to locally specific crimes such as economic crimes.
The Investigative Bureau dedicates special enforcement resources toward both local and regional issues to impact Coral Gables crime.
The Youth Resource Unit has School Resource Officers assigned to public schools and have developed a cooperative and close working relationship with school staff and students.
Specialized Enforcement Division
The Specialized Enforcement Division allocates personnel to address specialized police functions including traffic enforcement, crash investigation, bike patrol and marine patrol.
Officers in the SED are making appropriate use of the proactive time and responding effectively to community requests for service.

There are positive attributes of the Police Department in every functional area.

5. SUMMARY OF RECOMMENDATIONS

The following exhibit provides a list of the recommendations in this report. The appropriate chapters of this report should be reviewed for detailed analysis of each issue summarized here.

Office of the Chief of Police
The Department should continue having the Internal Affairs Unit report directly to the Chief of Police.
The Accreditation Lieutenant should work closely with the Lieutenant developing and reviewing policy and procedures.
Reassign the Community Affairs Unit to become part of the newly recommended Administrative Services Office.
The FOP President, a Sergeant, should not be a detached position. Allocate a reasonable number of hours to union business. The Sergeant position should be redeployed to the new / recommended Strategic Initiatives Team.
Uniform Patrol Division
Patrol Units have high levels of proactive time at 85% overall. Even with the inclusion of proactive activities, overall Patrol Unit utilization is low at 56%.
Change Uniform Patrol Operations from the current 4/10 shift schedule to a 12-hour shift schedule.
If a 12-hour shift schedule is adopted increase Lieutenant staffing by one (1), reallocate MPO staffing by one (1) and reallocate Patrol Officer staffing by nine (9). All reallocated positions should be assigned to a new "Strategic Initiatives Team"
K-9 Officer utilization is low. The CGPD should ensure that K-9 Officers are utilized for additional duties including: providing back-up for emergency calls for service, crime prevention programming, participation in SWAT exercises and training, and participation in tactical and operational plans developed by SED.
Reallocate K-9 staffing to three (3) police officers serving as K-9 officers. One K-9 officers should be redeployed to the Strategic Initiatives Team.
Criminal Investigations Division
The number of cases assigned and active cases assigned to investigators is below best practices numbers indicating that the agency can perform investigative services with fewer investigators.
There are few proactive investigative efforts occurring in the agency as the majority of Vice detectives have been deployed to regional task force efforts.
Case assignments are slow, typically 4-5 days, due to the current report review process in place in Uniform Patrol. The report review process should be streamlined to allow more timely assignment.
Require Patrol Sergeants to review cases and officers make required corrections prior to the end of each shift on reports being forwarded for case assignment.
Create a Strategic Investigations Unit and reallocate the three sworn personnel from the Criminal Investigations Division to proactive investigative activities (e.g., vice, narcotics, organized crime, other crimes). Also reclassify the Major to a detective position and reassign to this Unit. These staff would augment the efforts of the four detectives and Sergeant already assigned to proactive investigations.

Specialized Enforcement Division
Continue to target traffic enforcement efforts relating to the TEI calculation in the 1:35 – 1:40 range.
Reschedule one Crash Investigator to begin the tour of duty at 1300 to maximize personnel coverage during peak service demand times.
Assign Crash Investigation Officers to selective traffic enforcement efforts when not engaged in conducting crash investigations.
As staffing permits, deploy the Bicycle Patrol Unit back to the Specialized Enforcement Division to focus their efforts on the Downtown Business District.
Create a “Strategic Initiatives Team” to address a wide variety of emerging and special issues in the community on a flexible basis. The staff for this unit should come from positions redeployed from the Uniform Patrol Division.
Eliminate the Specialized Enforcement Division and assigning the Units of this Division under the Command of the Uniform Patrol Division Major.
With the Specialized Enforcement Division merger with Uniform Patrol, eliminate the Major position assigned to this Division.
Reassign the Secretary position in this Division to the Criminal Investigations Division.
Technical Services Division
Call priority in CAD is not reflective of critical nature of the call. The agency should develop a priority classification based on critical call types and low priority events.
The City should reduce the dispatch center staffing allocation by 3 operator positions, one per shift. This should be accomplished through attrition.
Reduce the Dispatch Center Supervisor staffing by one (1) position (from 5 to 4), and re-allocate existing non-training activities to other supervisors and consolidate the training activities with the centralized unit.
The City should increase the number of Police Department Records Clerks by a total of two (2) positions.
The City should continue the dedicated Property and Evidence Sergeant position and approaches to staffing property and evidence.
The City should reassign the technology Sergeant position to the Strategic Initiatives Team and create an additional civilian staff person to the Information Technology Department.
The City should assign police information technology design, development, and implementation projects under the responsibility of the Information Technology Department. The staff, however, would continue to be located in the Police Department.
The City should re-organize administrative and support functions in the Department. This change is described in the final chapter of the report.

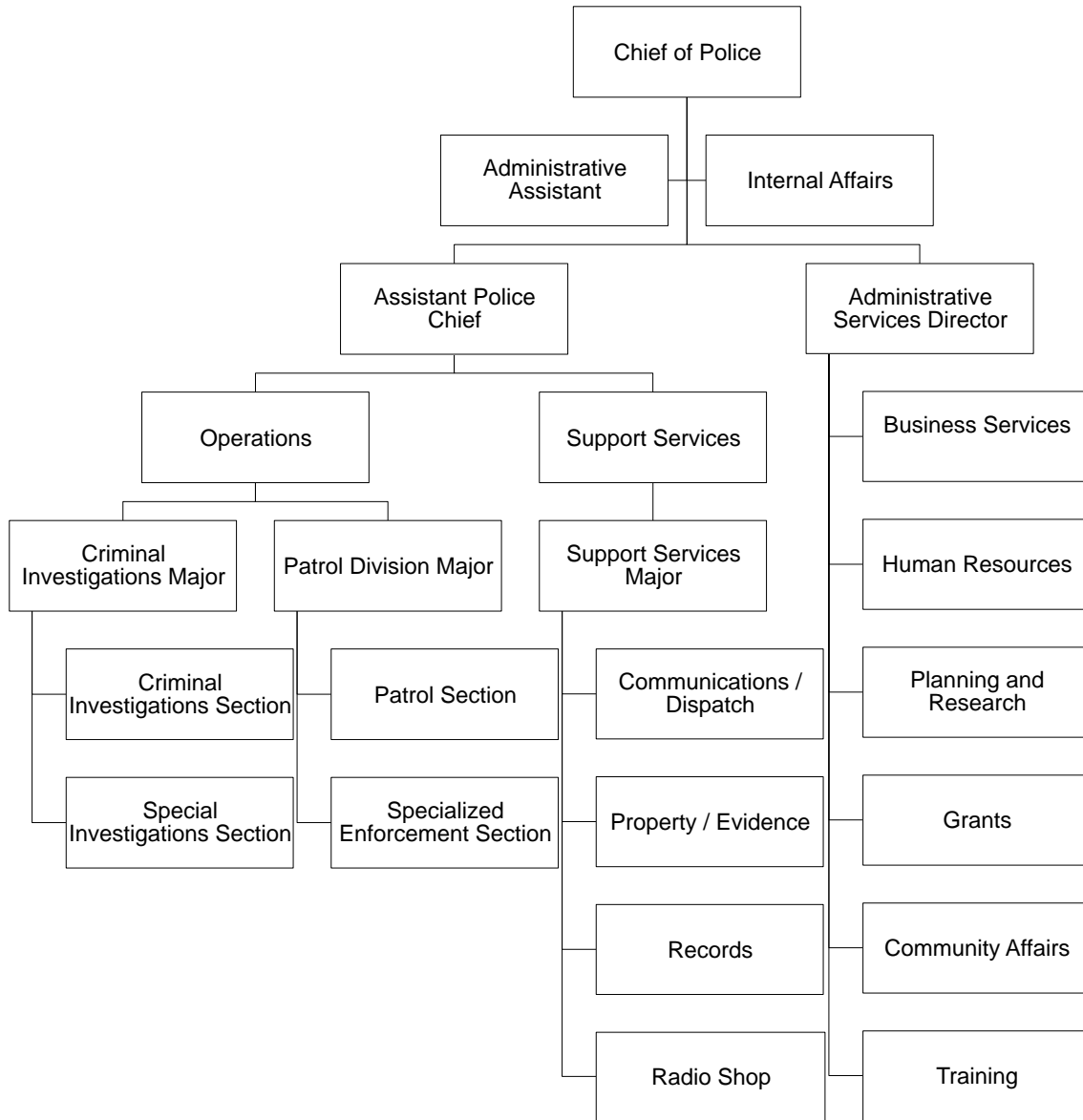
Professional Standards Division
The City should convert the Administrative Assistant position to an Administrative Analyst to be consistent with the rest of the City. The staff person should be experienced in finance and budget.
The City should re-organize administrative and support functions in the Department. This change is described in the final chapter of the report.
Organizational Structure
Reorganize the Department, merging the Uniform Patrol Division with the Specialized Enforcement Division.
Create an Administrative Services Office for administrative functions in the Department.
Create an Administrative Services Director position to manage all of the Department's internal administrative functions.
Reclassify and redeploy one Major position to a Detective in the newly created Strategic Investigations Unit.

There are several recommendations which are linked in this analysis with a common objective or re-organizing the Department's core philosophies. These include:

- The reorganization of administrative and support functions under experienced and professional civilian management to improve the efficiency and effectiveness of these internal services.
- The recommendations in this report do not reduce the allocation of sworn personnel in the Department. Rather, many staff are recommended to be reassigned to areas of greater need.
- Changing the basic service approach in the Department from one of reactivity to proactivity. The creation of a Strategic Initiatives Team and a Strategic Investigations Unit will fundamentally change the Department's service delivery philosophy and capabilities.

The following chart is the recommended organizational structure of the Coral Gables Police Department with a table depicting before and after positions by function¹:

¹ In addition to the functions shown in the chart the Department currently has a dedicated Fraternal Order of the Police representative which this report recommends converting to a collateral duty position.



The table, below, shows the net changes recommended in this report by function and position. It should be noted that all recommended changes are not reflected in this table, only the recommendations resulting in reductions in staff required in one part of the organization and redeployed to another function or eliminated through attrition. The notes after the table describes how this information should be interpreted.

Net Positions Changes Recommended in the Report

Division	Function	Position	#	Action
Office of the Chief	FOP Rep.	Sergeant	1	Transfer to the new Strategic Initiatives Team.
Uniform Patrol Division	Patrol	Master Police Officer	1	Transfers to the new Strategic Initiatives Team.
		Police Officer	9	
		Police Officer (K-9)	1	
		Lieutenant	+1	Position created to manage a new team in the 12 hour shift.
Specialized Enforcement Division	Command	Major	(1)	Position eliminated.
Criminal Investigations	Investigations	Detectives	3	Transfer and enhance proactive investigations.
Technical Services Division	Info. Tech.	Sergeant	1	Transfer to the new Strategic Initiatives Team. Civilianized IT position.
		IT Staff (civilian)	+1	
	Dispatch	Comm. Supervisor Comm. Operator	(1) (3)	Position eliminated. Positions eliminated.
	Records	Police Records Clerk	+2	Additional / new positions.
Professional Standards Division	Management	Major	(1)	Position eliminated.
Administrative Services	Management	Admin. Services Dir.	+1	New management position created to manage new Administrative Services Office.

- Positions with a “+” sign before the change number are newly recommended positions.
- Positions with a “()” sign before the change number are positions recommended to be eliminated through attrition.
- Positions with neither a “+” nor a “()” sign before the change number are positions transferred to and from the functions described in the “Action” column.

The project team believes that these recommendations better position the Coral Gables Police Department to be proactive and internally support itself.

2. PROFILE OF THE POLICE DEPARTMENT

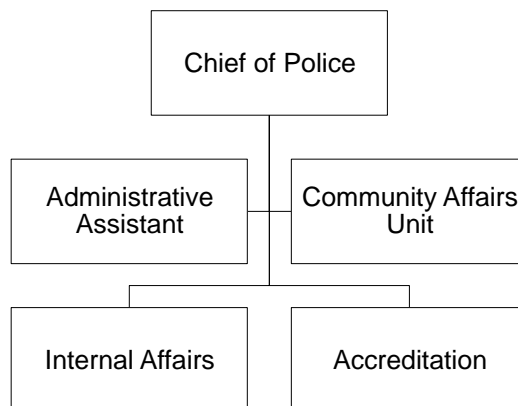
This chapter provides a descriptive profile of the Coral Gables Police Department (CGPD), prepared by the project team from the Matrix Consulting Group. This profile is intended to serve as a comprehensive summary of staffing, organization, workload and other factors that describe the operations and services provided by the Coral Gables Police Department. This profile is organized into subsequent sections that describe the Office of the Chief, Uniform Patrol Division, Criminal Investigations Division, Specialized Enforcement Division, Technical Services Division and Professional Standards Division. The staffing numbers used in the profile are the authorized positions as of October 2011.

OFFICE OF THE CHIEF OF POLICE

The Office of the Chief of Police is responsible for the administrative functions of the police department. This includes the Chief of Police, Accreditation, Community Affairs, Internal Affairs, FOP, and an Administrative Assistant.

1. ORGANIZATIONAL STRUCTURE

The following illustrates the Office of the Chief organizational structure:



- Note: in addition, the FOP President is a detached position not shown in any other organization chart.

2. STAFF KEY ROLES AND RESPONSIBILITIES

The following table summarizes the key roles and responsibilities of the authorized positions (per the FY 2011 / 2012 Budget) allocated to the Administrative Division.

Position	Authorized #	Key Roles and Responsibilities
Chief	1	<ul style="list-style-type: none"> • Provides overall leadership, direction, and management of the Coral Gables Police Department. • Direct Reports are and Administrative Assistant, Internal Affairs Lieutenant, Accreditation Lieutenant, Community Affairs Sergeant, Criminal Investigation Major, Uniform Patrol Major, Specialized Enforcement Major, Professional Standards Major and Technical Services Major.
Assistant Police Chief	1	<ul style="list-style-type: none"> • Provides day-to-day oversight of department operations. • Budget preparation and monitoring. • Oversight of expenditures. • Coordination of special assignments. • Departmental planning. • Serves in the capacity of Chief in his absence.
Administrative Assistant	1	<ul style="list-style-type: none"> • Provides the daily administrative support to the Chief of Police and command staff members.
Internal Affairs Section		
Internal Affairs Lieutenant	1	<ul style="list-style-type: none"> • IA Lieutenant reports to the Chief of Police • Liaison between Human Resources Department and the law firm that represents the City regarding disciplinary matters/issues. • Liaison for all Divisions regarding Disciplinary Action Reports/issues. • Writes analysis reports – for IA cases, use of force reports and grievances. • IA serves as repository for use of force reports, counseling reports, disciplinary action reports – IA Lieutenant reviews all documents. • Monitors Early Identification/Intervention Program as well as documentation and follow-up. • Conducts internal affairs investigations based on internally and externally generated complaints, including review of factual information, witness interviews, etc. • Reviews and assigns internal affairs investigations to the Sergeant position, as appropriate.

CITY OF CORAL GABLES, FLORIDA
Police Department Efficiency and Effectiveness Study

Position	Authorized #	Key Roles and Responsibilities
Internal Affairs Sergeant	1	<ul style="list-style-type: none"> • Conducts internal affairs investigations based on the cases and complaints assigned by the Lt. (official cases, contact reports, or information cases). • Supports other divisional disciplinary processes and corrective actions. • Liaison for all Divisions regarding Disciplinary Action Reports/Issues. • Supports Human Resources Department and attorneys on cases/issues.
Investigative Assistant	1	<ul style="list-style-type: none"> • Manages and provides data entry for the information management system (IA PRO), (entry of IA Contact reports, written counseling, DARs, grievance, VAB etc.), including the updating of information, running reports, etc. • Maintains and manages the disciplinary matrix. • Addresses the public records requests processing and coordinating these requests with other Divisions. • Other administrative support, such as answering phone calls, filing, and data analysis and reporting. • Serves as the back-up administrative assistant for the Chief of Police

CITY OF CORAL GABLES, FLORIDA
Police Department Efficiency and Effectiveness Study

Position	Authorized #	Key Roles and Responsibilities
Community Affairs Unit		
Community Affairs Sergeant	1	<ul style="list-style-type: none"> • Develops, delivers, and implements various crime prevention programs, including the processing of crime prevention service requests, conducting security surveys of businesses and homes and delivering presentations. • Serves as the departmental Public Information Officer, including news releases, answering media inquiries, etc. • Prepares bids for purchases over \$1,000 and handles purchase from requisition through delivery. • Monitors purchases and expense for Unit in Eden. • Ensures Unit compliance with CALEA Accreditation Standards. • Prepares and submits monthly reports for Unit. • Maintains Department picture library of officers and civilians. • Manages and supervises personnel assigned to Unit. • Serves as the Webmaster for Department. • Serves as the Crime Prevention Service Request Coordinator. • Produces and publishes annual Department report. • Maintains crime prevention supplies and crime prevention surveys. • Prepares weekly crime analysis for problem area deployment. • Vet Crime Stopper tips in a timely manner. • Gathers relevant information on all personnel when hired and separated from Department. Coordinates with Human Resources regarding applications. • Ensures EOC is maintained in a state of readiness. • Coordinates Crime Watch program for CGPD. • Conducts initial interview of all applicants and volunteers for internships and coordinates Department volunteer program. • Coordinates a number of projects for CGPD, including: red light project, Child Safe, Direct Connect, Data Dots, We Care, child fingerprinting, RAD, SAFE, CPTED, and animal services. • Coordinates Department and community events. • Serves as instructor for Department.
Community Affairs Officer	1	<ul style="list-style-type: none"> • Assists in the development of crime prevention programs. • Serves as the back-up Public Information Officer in the absence of the Community Affairs Sergeant. • Serves as the primary recruiter for the agency. • Coordinated maintenance of Emergency Response Vehicle. • Conducts station tours. • Serves as instructor for Department.

CITY OF CORAL GABLES, FLORIDA
Police Department Efficiency and Effectiveness Study

Position	Authorized #	Key Roles and Responsibilities
Accreditation & Inspection Section		
Lieutenant	1	<ul style="list-style-type: none"> • Manages the CALEA accreditation process for the Department. • Manages State Accreditation process for the Department. • Manages the Staff Inspection process for the Department. • Manages computerized Accreditation software. • Manages and updates Accreditation related policies. • Reviews CALEA analyses. • Reports directly to Chief of Police. • Collects and validates proofs of compliance related to Accreditation. • Conducts required accreditation training to personnel. • Represents agency at Florida Accreditation PAC meetings.
Fraternal Order of Police		
Sergeant	1	<ul style="list-style-type: none"> • Administers the affairs of the Coral Gables Police Union on a full time basis. This position does not provide law enforcement services as part of assigned duties.
Total	10	

3. KEY SERVICES AND WORKLOAD INDICATORS

Function	Key Services / Processes	Key Workload Indicator
Internal Affairs	Conducts follow-up to official cases, contact reports, or information cases with the following dispositions: exonerated, sustained, unfounded, not sustained, and policy failure.	<p>Workload for 2010 included:</p> <ul style="list-style-type: none"> • 50 contact reports (30 initiated by IA, 17 initiated by Uniform Patrol, 2 initiated by Specialized Enforcement, 1 initiated by Technical Services) • 15 Counseling Received • 4 Disciplinary Action Reports Received • 15 Formal IA Investigations • 17 Grievances Received • 52 Inquiries Received (No Action) • 3 Interventions (Early Warning System) • 15 Use of Force Received • 33 Vehicle Accidents Received <p><i>This data was obtained from the Internal Affairs Lieutenant and the Investigative Assistant via annual workload summary.</i></p>

CITY OF CORAL GABLES, FLORIDA
Police Department Efficiency and Effectiveness Study

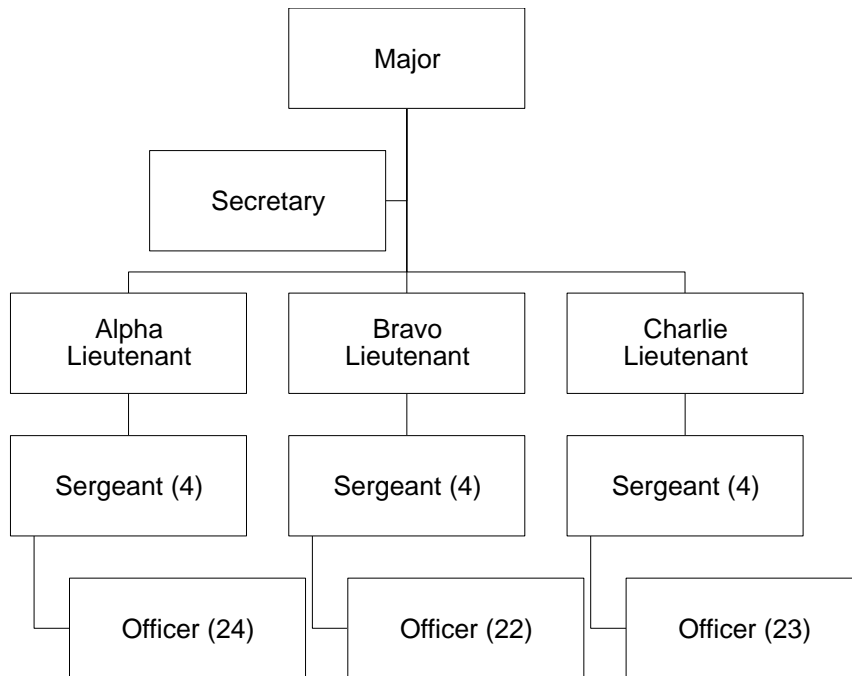
Function	Key Services / Processes	Key Workload Indicator
<p>Accreditation</p>	<p>Ensures continual compliance with CALEA accreditation standards.</p>	<p>Workload for 2010 included:</p> <ul style="list-style-type: none"> • Successful onsite review by CALEA Assessors related to management of 480 standards. Department received 6th reaccreditation “Accreditation with Excellence Recognition”. • Review of all documents required by CALEA to ensure compliance with standards. • Conducted unannounced inspections of property room. • Developed an electronic performance evaluation system. • Prepared annual biased based profiling report. <p><i>This information was provided during the interview with the Accreditation Lieutenant.</i></p>

UNIFORM PATROL DIVISION

The Uniform Patrol Division is responsible for providing police response to emergency calls and routine patrol services for the Coral Gables Police Department. This Division includes Patrol, K-9, FTO Program (field training), Public Operations Desk, Fleet Management and a Part-Time SWAT and Crisis Negotiation Team. The Bike Patrol Team is currently deployed as part of the Uniform Patrol Division, but is organizationally assigned to the Specialized Enforcement Division.

1. ORGANIZATIONAL STRUCTURE

The following illustrates the organization structure of the Uniform Patrol Division:



2. STAFF KEY ROLES AND RESPONSIBILITIES

The following summarizes the key roles and responsibilities of the positions allocated to the Uniform Patrol Division.

Position	Authorized #	Key Roles and Responsibilities
Major	1	<ul style="list-style-type: none"> • Provides overall management and leadership to the Uniform Patrol Division • Functional areas of oversight are Patrol, K-9 & POD • Conducts annual performance appraisals on direct reports • Prepares budget recommendations for Division. • Administers the budget for the Division. • Four Lieutenants and a Secretary are direct reports • Approves overtime in Division • Approves Uniform Patrol Supervisor leave requests • Attends Monday & Thursday Command Staff meetings • Finalizes payroll for Division • Ensures required policy updates are completed. • Responds to critical incidents that occur in the City. • Applies Strategic Management to the Division. • Adjusts the staffing of resources based on intelligence reports. • Reviews and approves all operational plans for Division and CMT. • Reviews all after action reports for the Division.
Secretary	1	<ul style="list-style-type: none"> • Prepares monthly unit reports. • Prepares daily patrol rosters • Conducts analysis of pursuits • Prepares budget proposals and assists in ensuring line items are not overspent. • Assists in emergency activation staffing • Processes and distributes time sensitive orders • Prepares reports required for CALE Accreditation. • Serves as the Court liaison to ensure officers appear for court hearings. • Serves as receptionist for the Uniform Patrol Division. • Maintains inventory and orders supplies for UPD. • Handles a variety of administrative and clerical functions for UPD.

CITY OF CORAL GABLES, FLORIDA
Police Department Efficiency and Effectiveness Study

Position	Authorized #	Key Roles and Responsibilities
Lieutenant	4	<ul style="list-style-type: none"> • Each Lieutenant supervises four (4) Patrol Sergeants and POD officer. • Ensures Sergeants actively coach and mentor patrol officers • Performs QA checks on occasional reports • Conducts roll-call briefing with assistance from Sgt • Assigns officer to one of four patrol areas • Reviews crime trends and BOLO's for roll call briefing • Reviews leave requests and ensure entry into e-notify • Prepares payroll and enters into EDEN • Responds to high priority calls when requested • Prepares weekly analysis of crime trends and develop action plans to address • Prepares after action reports on critical incidents • Represents Department at community meetings • Develops action plans for crime trends in Coral Gables • Prepares pre-sick rosters for upcoming shift • Conducts annual performance appraisals on Sgt's and POD officer and review those prepared by Sgt's • Ensures off duty officers have reported to assignments • Bravo LT serves as SWAT Commander
Sergeant	12	<ul style="list-style-type: none"> • Supervises patrol officers on shift • Conducts annual performance appraisals on assigned officers • Responds to calls requiring supervisor • Trains, mentors, and coaches officers assigned to shift • Works primarily in field with LT handling office work • Conducts shift briefings in absence of LT • Approves leave requests and forward to LT for processing • Conducts line and vehicle inspections of staff and patrol units • Bike Sgt prepares monthly activity report for bike patrol activities
Officer	69	<ul style="list-style-type: none"> • Patrols assigned area and respond to community generated calls for service • Works action plans developed to address crime trends • Reports to Sgt on duty or MPO if Sgt is scheduled off
POD Officer	3	<ul style="list-style-type: none"> • Works front counter of PD lobby • Assists walk-in customers • Takes walk-in reports from citizens • Reports to Uniform Patrol Lieutenant on duty
Total	91	

3. KEY SERVICES AND WORKLOAD INDICATORS

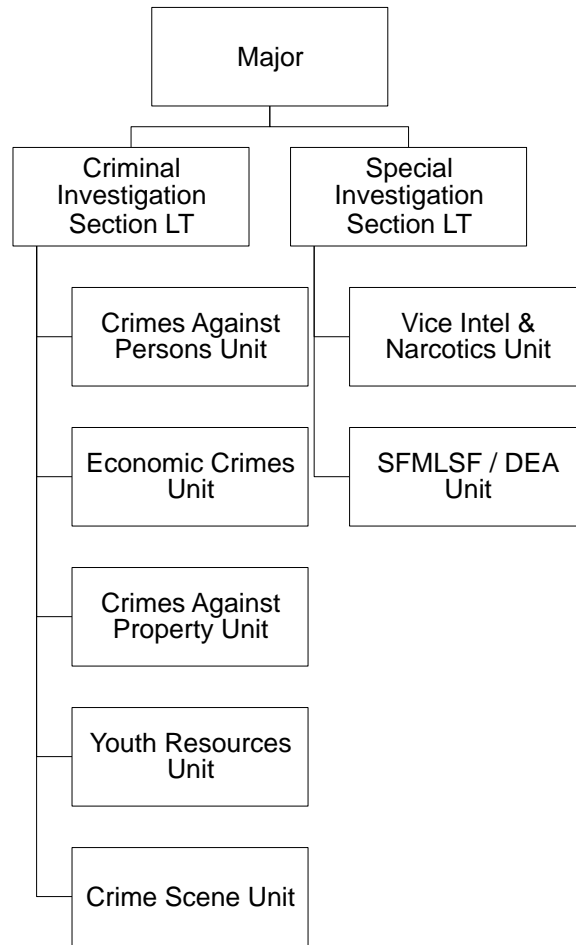
Function	Key Services / Processes	Key Workload Indicator
Uniform Patrol	Responds to emergency calls for services in Coral Gables and provide preventative patrol in assigned areas.	Workload for 2010 included: <ul style="list-style-type: none"> • Responded to 80,106 incidents/events. • Resolution of incidents and events totaled 49,026 hours. • Wrote in excess of 5,500 reports. • Made over 550 arrests. <i>Data obtained from 2010 UPD Personnel Allocation Memorandum</i>

CRIMINAL INVESTIGATIONS DIVISION

The Criminal Investigations Division is responsible for conducting all investigations with the exception of homicide and natural death investigations. This is accomplished by two (2) sections with seven (7) units: Crimes Against Persons, Economic Crimes, Crimes Against Property, Youth Services, Vice, Task Force, and Crime Scene Unit.

1. ORGANIZATIONAL STRUCTURE

The following illustrates the Criminal Investigations Division organizational structure:



2. STAFF KEY ROLES AND RESPONSIBILITIES

The following table summarizes the key roles and responsibilities of the authorized positions (per the FY 2011 / 2012 Budget) allocated to the Criminal Investigations Unit.

Position	Authorized #	Key Roles and Responsibilities
Major	1	<ul style="list-style-type: none"> • Provides overall management and direction to the Criminal Investigation Division • Responsible for the strategic operation of the Criminal Investigation Division. • Carry's out the Chiefs direction by ensuring that the Lieutenants and Sergeants are informed of operational plans. • Reviews the payroll of the Division. • Responsible for the administration of the Division's budget. • Criminal Investigation Section Lieutenant and Special Investigation Section Lieutenant are Direct Reports

CITY OF CORAL GABLES, FLORIDA
Police Department Efficiency and Effectiveness Study

Position	Authorized #	Key Roles and Responsibilities
Criminal Investigations Section		
Lieutenant	1	<ul style="list-style-type: none"> • Manages the daily operations of the Criminal Investigations Section • Direct reports are 4 CIS Sergeants, Crime Scene Supervisor, and Crime Analyst • Prepares payroll, leave requests, and roster for Section • Assists with ensuring CALEA compliance for Section • Reviews incoming cases and assignments submitted by Crime Analyst. • Contacts victims and answers any questions. • Conducts research and provides input into Departmental policies • Holds meetings twice monthly with 4 Sergeants, Crime Scene Unit Supervisor and Crime Analyst in Section • Conducts annual performance evaluations on six direct reports. • Assists with preparation of budget, purchasing requests and capital improvement requests for Section. • Prepares budget recommendations for Section. • Serves as Department Liaison for Dignitary Protection. • Approves leave and training requests for Section.

Position	Authorized #	Key Roles and Responsibilities
Sergeant	4	<ul style="list-style-type: none"> • Each Sergeant is the supervisor of a Unit in the Criminal Investigations Section: <ul style="list-style-type: none"> – Crimes Against Persons – Crimes Against Property – Economic Crimes – Youth Resources • Sergeants supervise personnel assigned to their unit and have the following responsibilities: <ul style="list-style-type: none"> – Supervise personnel assigned to unit – Conduct annual performance evaluations for personnel in unit. – Review and Assign Cases submitted by Crime Analyst. – Ensure Payroll for Unit is properly documented. – Approve leave requests for officers in Unit. – Conduct call-outs for after hour responses when Unit is requested. – Review cases and supplemental reports submitted by Detectives – Conduct formal monthly meetings with assigned staff. – Six Detectives and Victim Advocate Report to Crimes Against Persons Sergeant. – Crimes Against Persons Sergeant supervises polygraph unit. – Crimes Against Property Sergeant Supervises six (6) detectives. One is currently full-time at SFMLSF. Four (4) detectives are assigned burglaries, thefts and general property crimes, two (2) work auto theft and auto burglaries. – Crimes Against Property Sergeant assigns property crimes to University of Miami CID. – Crimes Against Property Sergeant is also in charge of video forensic unit and arson investigations. – Youth Resource Sergeant supervises three (3) Youth Detectives. – Youth Resource Sergeant completes required reports for graffiti, DARE, Sexual Predator notifications, and SCRC. – Economic Sergeant supervises three (3) detectives assigned to unit (current staffing is 2).

CITY OF CORAL GABLES, FLORIDA
Police Department Efficiency and Effectiveness Study

Position	Authorized #	Key Roles and Responsibilities
Detective	19	<ul style="list-style-type: none"> • Investigates cases assigned by Unit Sergeant to solve criminal occurrences in Coral Gables. • Prepares supplemental case reports for assigned cases. • Participates in task and strike forces as assigned on either a full-time or part-time basis. • Works afternoon rotation from 3-11 serving as a generalist for crime requiring an immediate detective response. • One detective prepares composite sketches for agency. • Attends weekly meeting with Unit Sergeant regarding active case status. • Attends formal monthly review meeting of all active cases. • Conducts surveillance on locations and subjects.
Crime Scene Unit Supervisor	1	<ul style="list-style-type: none"> • Supervises personnel assigned to the Crime Scene Unit • Reports to the Section Lieutenant • Conduct annual performance evaluations • Prepares payroll and approves leave requests • Responds to crime scenes with unit as required
Crime Scene Technicians	2	<ul style="list-style-type: none"> • Responds to active crime scenes • Processes and fully documents crime scenes • Processes and prepares evidence at crime scenes for lab submittal • Transports evidence to appropriate labs for processing
Crime Analyst	1	<ul style="list-style-type: none"> • Reviews all reports submitted by patrol to determine appropriate unit to investigate case. • Reports to the Section Lieutenant • Conducts analysis on crime trends in Coral Gables
Victim/Witness Coordinator	1	<ul style="list-style-type: none"> • Reports to the Crimes Against Persons Sergeant • Works with victims to obtain Crime Victims Compensation Funds • Reviews patrol reports to identify victims in need of assistance • Assists victims with relocation, restraining orders and through trial • Develops public awareness for victims of crime • Works with churches, shelters, and camps to educate the public and improve perception of police

Position	Authorized #	Key Roles and Responsibilities
Special Investigations Section		
Lieutenant	1	<ul style="list-style-type: none"> • Reports to the Division Major • Manages South Florida Money Laundering Strike Force • Manages \$4 million budget • Monitors overtime reimbursements to 20 agencies • Prepares budget, payments and expenses • Controls buy money for drug deals • Oversees quarterly audits of funds by with the assistance of the Professional Standards Division and Strike Force Auditors. • Conducts annual performance appraisals on 4 employees • Reviews payroll after secretary prepares • Oversees the VIN Unit when serving Warrants and conducting seizures. • Serves as field commander on major incidents • Prepares CALEA reports for Section • Oversees cash counts for all seizures; including counting and packaging • Transports money to bank for secondary count • Prepares asset checks for disbursement at Steering Committee Meeting • Coordinates all aspects regarding out-of-state money pickups with State and Federal Agencies • Maintains asset database for issued equipment • ACISS system administrator

CITY OF CORAL GABLES, FLORIDA
Police Department Efficiency and Effectiveness Study

Position	Authorized #	Key Roles and Responsibilities
Sergeant	2	<ul style="list-style-type: none"> • The VIN Sergeant • Coordinates efforts with local agencies on joint investigations • Creates intelligence bulletins for agency from FBI info and distribute in agency • Maintains inventory of assigned vehicles • Approves leave and prepare payroll for units • Conducts annual performance appraisals on assigned personnel • Prepares monthly reports and statistics • Supervises four (4) detectives; currently one (1) detective is in unit full-time, others serve at least part-time on task forces. • Conducts weekly case status review with detectives • Maintains inventory of surveillance equipment, impound lot of seized vehicles, surveillance platform and undercover office. • Approves all OCIDEF reimbursements. • Strike Force / TFO Sergeant • Supervises four (4) detectives assigned to the SFMLSF and DEA Task Force. • Monitors the monthly expenses of assigned TF/SF. • Serves as the operator of the “Sting Ray” cell phone system. • Prepares monthly Reports and Statistics. • Coordinates all aspects regarding out of state money pickups with State and Federal Agencies. • Maintains asset database for issued equipment. • ACISS system administrator.
Detectives	8	<ul style="list-style-type: none"> • One detective is assigned full-time at the CGPD • Remaining detectives are part of Task Forces and Strike Forces either full or part-time • Investigates assigned cases and work undercover operations • Conducts activities related to TF and SF assignments • Develops and uses confidential informants. • Investigates intelligence reports assigned by immediate supervisor.
Secretary	1	<ul style="list-style-type: none"> • Reports to Lieutenant of Section • Handles administrative support functions of SIS and Task Force and Strike Forces section participates with • Works with Financial Analyst (Monroe County Employee) to prepare financial reports required for Federal Agencies • Prepares payroll for Section. • Assists with administrative duties for the Criminal Investigation Division, including facilitates the required paperwork to process asset forfeitures. • Liaison with the City Attorney Office.
Total	42	

3. KEY SERVICES AND WORKLOAD INDICATORS

Function	Key Services / Processes	Key Workload Indicator
Persons Crimes	Conducts follow-up investigations on assigned cases related to crimes against persons.	<p>2010 workload indicators</p> <ul style="list-style-type: none"> • 7 Personnel assigned cases • 319 assigned cases • 4.5 cases per month per detective. • Clearance rate 39.5% <p><i>Data obtained from 2010 Case Management Statistical Report</i></p>
Property Crimes	Conducts follow-up investigations on assigned cases related to crimes against property.	<ul style="list-style-type: none"> • 8 Personnel assigned cases • 816 assigned cases • 11.2 cases per month per detective. • Clearance rate 19.6% <p><i>Data obtained from the 2010 Case Management Statistical Report</i></p>
Economic Crimes	Conducts follow-up investigations on assigned cases related to economic and financial crimes.	<ul style="list-style-type: none"> • 5 Personnel assigned cases • 118 assigned cases • 4.7 cases per month per detective. • Clearance rate 49.2% <p><i>Data obtained from the 2010 Case Management Statistical Report</i></p>
Youth Resources	<p>Conducts follow-up investigations on assigned cases related to youth involved crime.</p> <p>Conducts Police Athletic League Activities</p>	<ul style="list-style-type: none"> • 4 Personnel assigned cases • 13 assigned cases • 3 cases per month per officer • Clearance rate 23.1% • 304 Kids participated in 2010 <p><i>Data obtained from the 2010 Case Management Statistical Report and 2010 PAL Camp Demographics Report</i></p>
Vice & Narcotics	Works undercover operations	<ul style="list-style-type: none"> • 1 Full-time Detective in Unit, all others work in Strike Forces and Task Forces part or full-time. • Typically handles 80 or more narcotics related arrests annually. <p><i>Information obtained from interview with Unit Sergeant</i></p>

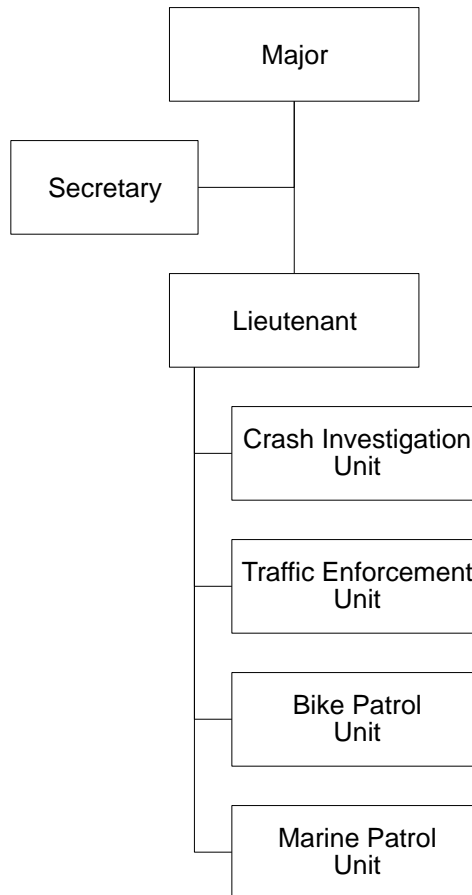
Function	Key Services / Processes	Key Workload Indicator
SFMLSF / DEA	One of 20 full-time agencies working in South Florida Money Laundering Strike Force.	<ul style="list-style-type: none"> YTD Seizures in 2011 \$19 million <i>Data obtained from 2011 Out-of-State Seizure Report</i>

SPECIALIZED ENFORCEMENT DIVISION

The Specialized Enforcement Division is responsible for the delivery of specialized law enforcement services by the Coral Gables Police Department. These services include the Crash Investigation Unit, Traffic Enforcement Unit, Bike Patrol Unit and Marine Patrol Unit. The Bike Patrol Unit has been temporarily assigned to Uniform Patrol since June 2010.

1. ORGANIZATIONAL STRUCTURE

The following illustrates the organizational structure of the Specialized Enforcement Division:



2. STAFF KEY ROLES AND RESPONSIBILITIES

The following summarizes the key roles and responsibilities of the authorized positions (per the FY 2011 / 2012 Budget) allocated to the Specialized Enforcement Division:

Position	Authorized #	Key Roles and Responsibilities
Major	1	<ul style="list-style-type: none"> • Provides overall management and leadership to the Specialized Enforcement Division, which includes the Crash Investigation Unit, Traffic Enforcement Unit, Bike Patrol Unit, and Marine Patrol Unit. • Responsible for special event planning and coordination • Approves Special Event permits • Represents Department on Citywide Fleet accidents • Coordinates with Uniform Patrol Major on Traffic Enforcement requests • Direct supervision of SED Lieutenant • Responsible for carrying out Chief's direction. • Responsible for strategic operation of Division. • Prepares and administers divisional budget. • Responds to and oversees major cases. • Represents Department at various community meetings.
Lieutenant	1	<ul style="list-style-type: none"> • Manages all specialized units within the division. • Completes payroll for Division • Represents division at a variety meetings including development review, landscaping encroachment, and construction staging. • Red light camera program administrator. • Supervises Sergeants assigned to SED. • Works with Traffic Sergeant to determine proactive enforcement strategies and DUI saturations. • Coordinates Junior Orange Bowl Parade, 4th of July, and Carnival on the Mile. • Manages the Honor Guard Unit. • Conducts annual performance appraisals of Sgt's. in Division. • Manages personnel staffing, leave and makes adjustments to adequately maintain consistent staffing levels. • Represents division at a variety of meetings: Development Review, Construction Staging, Public Works etc. • Receives and returns public phone calls.

CITY OF CORAL GABLES, FLORIDA
Police Department Efficiency and Effectiveness Study

Position	Authorized #	Key Roles and Responsibilities
Crash Investigation Unit		
Sergeant	1	<ul style="list-style-type: none"> • Supervises five officers assigned to the Crash Unit • Conducts annual performance appraisals on assigned officers • Reviews crash reports completed by Unit • Approves leave requests from officers in Unit • Responds to serious accidents and manages scene • Responds to complaints regarding findings of accident investigations • Ensures calibration of radar and laser units is current • Conducts line inspections of officers/units/equipment • Coordinates Maintenance of Traffic (MOT) off duty requests • Prepares State report for Liaison program regarding meeting training requirements • Serves as team leader on SWAT team • Coordinates impaired driver enforcement programs. • Serves as Agency DUI & DRE coordinator, also liaison with State programs.
Officer	5	<ul style="list-style-type: none"> • Responds to motor vehicle accidents in Coral Gables • Investigates traffic accidents • Prepares crash reports • Investigates serious and fatality accidents after hours • Officers scheduled 7a-midnight on overlapping 8 hour shifts M-F and 10a-6p on Sat. • Facilitates on call needs during off hours.
Traffic Enforcement Unit		
Sergeant	1	<ul style="list-style-type: none"> • Addresses all traffic complaints received by phone, email or other City departments • Develops enforcement plans for specialized traffic enforcement • Develops plans to mitigate traffic hazards • Supervises ten traffic officers (motors) • Supervises school crossing guards • Attends monthly traffic advisory board meeting • Serves as special events coordinator for agency • Completes annual performance evaluations on traffic officers • Approves leave requests and enters information into EDEN and e-notify • Attends monthly Community Traffic Safety Program (CTSP) meeting • Coordinates special events. • Oversees maintenance of specialized equipment assigned to the division.

CITY OF CORAL GABLES, FLORIDA
Police Department Efficiency and Effectiveness Study

Position	Authorized #	Key Roles and Responsibilities
Motor Officer	10	<ul style="list-style-type: none"> • Enforces traffic laws in Coral Gables. • Serves as backup for crash unit • Conducts directed assignments as issued by Sgt. related to traffic concerns in Coral Gables • Participates in scheduled Selective Traffic Enforcement Program (STEP) details to reduce incidents of accidents. • Participates in escorts for various events occurring in the county.
School Crossing Guard	3	<ul style="list-style-type: none"> • Current staffing is one (1) crossing guard • Ensures school aged children can safely cross streets while walking or riding bikes to school
Bike Patrol Unit (Temporarily Assigned to Uniform Patrol)		
Sergeant	1	<ul style="list-style-type: none"> • Sergeant is currently working full-time with one other bike unit member as bike unit • Prepares payroll for SED Friday – Wednesday • Conducts performance evaluations on bike officers. • Reviews crime analysis reports and assigns officers accordingly. • Coordinates security for City Hall activities, Commission meetings and public hearings. • Coordinates events such as career days, memorial day weekend, etc.
Bike Patrol Officer	6	<ul style="list-style-type: none"> • Bike Patrol Officers are currently assigned as part of the Uniform Patrol Division • Conducts dedicated bike patrol functions as staffing permits; typically on Wednesdays • Bike officers work 10a-6p and 3p-11p.
Marine Patrol		
Sergeant	1	<ul style="list-style-type: none"> • Supervises four (4) officers assigned to Marine Patrol Unit; one (1) officer is currently deployed to State Guard. • Sgt. is a working supervisor and works boat patrol • Serves as underwater recovery team supervisor • Conducts annual performance appraisals on assigned officers • Approves leave requests for officers in Unit • Attends Marine Area Service Team (MAST) meetings with surrounding marine agencies

CITY OF CORAL GABLES, FLORIDA
Police Department Efficiency and Effectiveness Study

Position	Authorized #	Key Roles and Responsibilities
Marine Patrol Officer	4	<ul style="list-style-type: none"> • Conducts area checks of houses fronting waterways in 11 marine patrol areas • Conducts routine patrol of 40 miles of interior waterway and 30 square miles of Biscayne Bay which includes 7 miles of bay front ensuring high visibility is maintained • Responds to community generated calls for service requiring a marine response • Enforces laws related to manatee protection zone • Inspects vessels for maintenance concerns • Conducts pre-hurricane inspections of boats in waterways • Attends crime watch meetings at waterfront neighborhoods.
Secretary	1	<ul style="list-style-type: none"> • Maintains divisional budget, develops requisitions and purchase orders in EDEN. • Assists citizens and general callers. • Coordinates Accident Review Board. • Agency e-Notify Master Administrator. • Division Court Liaison. • Develops and maintains divisional accreditation reports. • Provides Notary services. • Provides all administrative services for Major and all units within the Division.
Total	35	

3. KEY SERVICES AND WORKLOAD INDICATORS

Function	Key Services / Processes	Key Workload Indicator
Crash Investigation	Investigates motor vehicle accidents reported in Coral Gables. Investigate all serious injury and fatality accidents.	<ul style="list-style-type: none"> • 2,447 accidents investigated in 2010 • 6 fatality Investigations • 53 Hit and Run investigations
Traffic	Enforces traffic laws in Coral Gables and serve as backup officers to the Crash Investigation Unit.	<ul style="list-style-type: none"> • 53 Specialized Traffic Enforcement Plans • 13,631 Citations issued in 2010 • 3 DUI Saturations • Provided 25-30 Escorts
Bike Patrol	Bike Patrol is flexibly assigned to the Uniform Patrol Division at present and is functioning as part of that Division.	

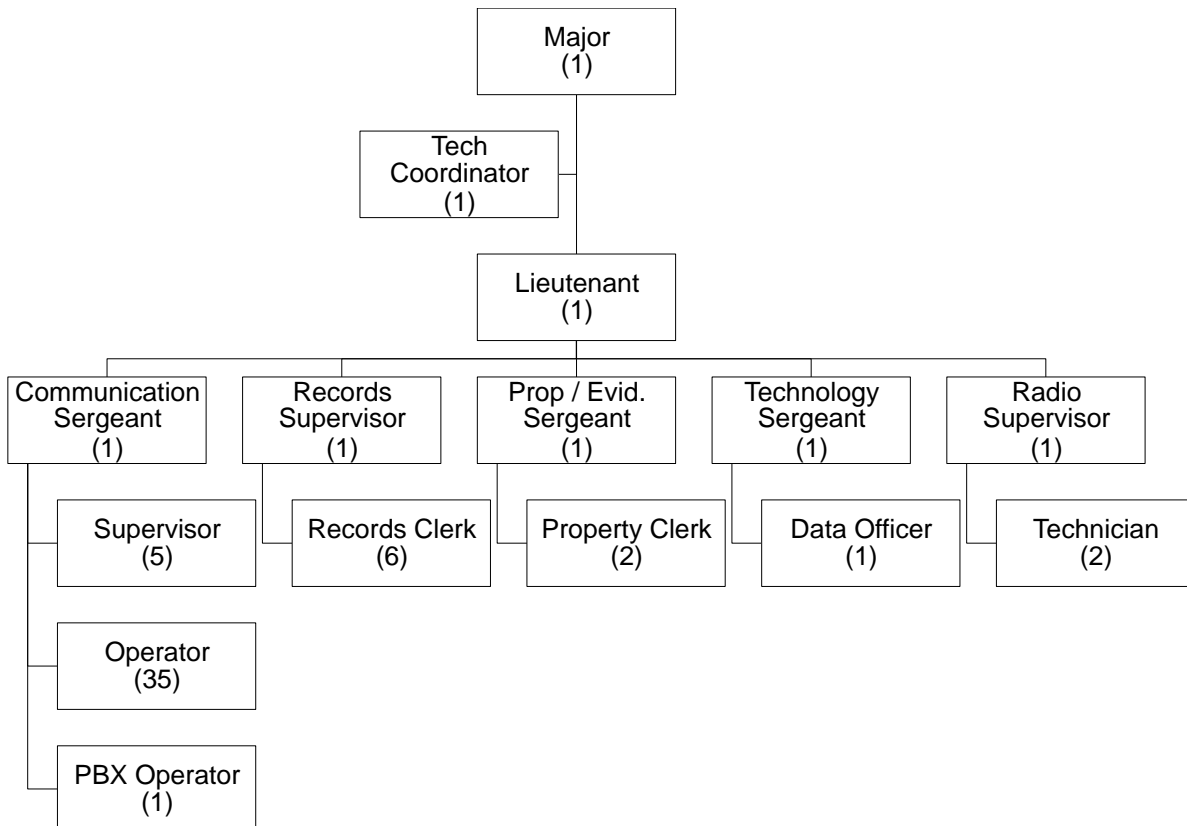
Function	Key Services / Processes	Key Workload Indicator
Marine Patrol	Conducts routine patrol of waterways in Coral Gables	<ul style="list-style-type: none"> • Area Checks of homes fronting waterways • Patrols 40 miles of interior waterway and 30 sq miles of Biscayne Bay • Provides preventative patrol for 1,300+ homes fronting waterway • Patrol area includes 1,750 boats anchored at residences.

TECHNICAL SERVICES DIVISION

The Technical Services Division (TSD) is responsible for the delivery of emergency communications, records processing, and property and evidence services for the Coral Gables Police Department, including the design, development, implementation, and maintenance/repair of information technology and communications systems and equipment.

1. ORGANIZATIONAL STRUCTURE

The following illustrates the Technical Services Division organizational structure, including the number of authorized staffing:



2. STAFF KEY ROLES AND RESPONSIBILITIES

The following table summarizes the key roles and responsibilities of the authorized positions (per the FY 2011 / 2012 Budget) allocated to the Technical Services Division:

Position	Authorized #	Key Roles and Responsibilities
Major	1	<ul style="list-style-type: none"> • Manages the overall staffing and budget resources allocated to the Technical Services Division, including evaluating operations, performance evaluations, etc. • Functional areas of oversight are Records, Communications, Data Management, Radio Shop and Property & Evidence.
Lieutenant	1	<ul style="list-style-type: none"> • Provides the daily administrative oversight of the resources assigned to TSD, including addressing personnel issues, reviewing performance evaluations, etc. • Acts as the key liaison to surrounding law enforcement agencies regarding interoperability issues and special projects. • Acts as the key liaison to primary technology software and support vendors, including ATT&T and OSSI (for CAD / RMS), to address problems and enhancements. • Manages four (4) sections staffed by employees working in multiple sites and on different floors throughout the police station.
Technology Services Coordinator	1	<ul style="list-style-type: none"> • Administers and supports various technology systems and projects throughout the Department, including the card-reading system, the direct-connect system for business alarms, building video camera systems, etc. • Facilitates business functions within the ISD, including accounts payable, processing requisitions, making purchases, and placing uniform orders • Serves as a back-up communications supervisor when necessary. • 9-1-1 Coordinator and primary liaison with AT&T, Positron and Miami-Dade PD. • Agency administrator for 800 CCURE Security System. • Liaison for Public Works and City contracted security company. • Handles maintenance and programming of the Direct Connect Alarm system. Ensures accounts, passwords, are current and resolves problems related to alarm incidents. • Serves as the Department CAD administrator. • Serves as the Administrative Assistant to the Technical Services Major, Lieutenant and Division. • Administers users in the AVOX Recorder System and works with IT and AT&T for maintenance and repairs to system.

CITY OF CORAL GABLES, FLORIDA
Police Department Efficiency and Effectiveness Study

Position	Authorized #	Key Roles and Responsibilities
Communications		
Sergeant	1	<ul style="list-style-type: none"> • Manages the daily operations of the police and fire dispatch center. • Addresses personnel issues relating to performance and discipline. • Administers the quality assurance / quality control program (both reactive and proactive), including updating policies and procedures, identifying training issues, and personnel improvement. • Manages the quality assurance program. • Processes media requests for communication transmissions. • Provides knowledge of police tactics to communications personnel and directs operational training. • Oversees the day-to-day operations of the Communications Center. • Manages assigned personnel, administer discipline. • Provides technical expertise for policy recommendations. • Manages the CCTV system in the police facility.
Supervisor	5	<ul style="list-style-type: none"> • 4 of the positions are assigned as shift supervisors, which includes monitoring the phone call and radio activities of the dispatch center, addressing issues if / when they arise, backing-up the phones or radio when necessary, and collaborating with the field police and fire supervisors, as well as general administrative tasks, including: <ul style="list-style-type: none"> - Conducts personnel evaluations - Develops the daily rosters and staff schedules - Enters payroll information - Reviews policies and procedures • Training Supervisor <ul style="list-style-type: none"> - CAD System Administrator - Terminal Agency Coordinator - CRS Administrator for Miami-Dade County Local Computer. - Manages the CTO Program. - Manages in-service training for Communications Operators and Supervisors.

CITY OF CORAL GABLES, FLORIDA
Police Department Efficiency and Effectiveness Study

Position	Authorized #	Key Roles and Responsibilities
Operator	35	<ul style="list-style-type: none"> • Answers and addresses emergency and non-emergency phone calls from the public. • Dispatches police and fire units to incidents as necessary based on the emergency and non-emergency phone calls, and provides radio support throughout the incidents. • Creates, updates, and maintains CAD incident data based on community-generated calls for service and officer-initiated activities. • Provides records support via the "Teletype" desk for police officers in the field, including warrant checks, vehicle checks, driver's license checks, etc.
PBX Operator (Receptionist)	1	<ul style="list-style-type: none"> • Addresses and/or routes any phone calls at the front-reception lobby area of the 4th floor.
Records Management		
Supervisor	1	<ul style="list-style-type: none"> • Supervises six (6) Records Clerks. • Assigns, reviews and coordinates the daily operations of the Records Management and Technology section. • Processes statistical research requests from the Chief of Police, Senior Staff, City Hall and the public. • Reviews and processes arrest affidavits and supplemental reports. • Submits citations for traffic, boating, DUI, parking and warnings. • Processes court orders for sealing and expunging records. • Validates information entered in FCIC and NCIC. • Reviews and processes crash reports. • Manages annual disposition of records to ensure compliance with records retention schedules. • Prepares, reviews and approves a variety of research and statistical reports, including: Monthly and YTD UCR comparison, Monthly operational activities, Monthly revenue activity reports, Monthly citation verification, Monthly Hate Crime report, Monthly Archive Report, Bi-monthly Alarm report, Quarterly revenue reports, Quarterly seat belt violation data, etc. • Processes supporting documentation related to CALEA Accreditation Standards. • Submission of annual and bi-annual UCR. • Reviews Juvenile Safeguard Program letters for Chief signature. • Processes all subpoenas and public records requests. • Administers payroll duties for the division. • Trains staff on uses of assigned records management systems. • Conducts audit of all reports, transactions, and citations processed. • Prepares and presents required staff reports. • Submits budget recommendations and monitors expenditures.

CITY OF CORAL GABLES, FLORIDA
Police Department Efficiency and Effectiveness Study

Position	Authorized #	Key Roles and Responsibilities
Clerk	6	<ul style="list-style-type: none"> Processes the incident case reports generated by field and other personnel via the OSSi records management system, including reviewing for quality assurance purposes, making minor corrections, and / or submitting back to the sworn supervisor for corrections. Maintains the Pending Report List to ensure all reports are accounted for in the system. Processes traffic citations, parking citations, arrest affidavits, records sealing activities, public records requests, fingerprinting, and other customer related activities handled at the front-counter, telephone, and electronically.
Property and Evidence		
Sergeant	1	<ul style="list-style-type: none"> Manages the daily operations of the property and evidence booking and disposition processes Develops and submits various reports, including for accreditation. Acts as the key liaison between the CGPD and the County for laboratory services.
Property Clerk	2	<ul style="list-style-type: none"> Processes the intake of property and evidence submitted by police officers and other personnel, as necessary Disposes of property and evidence based on case dispositions, State of Florida retention rules, statutes of limitations, etc. Supports the auditing and accreditation activities conducted by the City internal auditor and CALEA.
Technology		
Sergeant	1	<ul style="list-style-type: none"> Serves as the system administrator for the RMS / mobile data terminals, maintains user rights, updates, log-inc, and addresses problems and enhancements. Researches and develops new law enforcement technologies that may enhance the CGPD Manages various information technology projects throughout the CGPD Updates standard operating procedures based on newly implemented technologies, as well as providing training on any new systems
Data Management Officer	1	<ul style="list-style-type: none"> Serves as one of the key liaisons between the CGPD and the City IT Department, including assisting with any RMS updates Assists the records function, including the review of police reports, facilitating fingerprinting activities, etc. Fulfills RMS-related ad-hoc research and data requests which originate internally or externally

CITY OF CORAL GABLES, FLORIDA
Police Department Efficiency and Effectiveness Study

Position	Authorized #	Key Roles and Responsibilities
Radio		
Supervisor	1	<ul style="list-style-type: none"> • Schedules the radio and other technology equipment repair and maintenance requests made by police and fire personnel (relating to radios, wiring, etc.), and provides other administrative tasks such as payroll, procuring supplies and equipment, maintaining accreditation reports, maintaining inventory, etc. • Provides the installation and maintenance of any mobile and portable radio communications equipment, for both police and fire. • Provides the maintenance and repair of the City's communications infrastructure. • Installs and maintains light bars and sirens on police vehicles.
Technician	2	<ul style="list-style-type: none"> • Installs, maintains and repairs mobile and portable radios, as well as light bars and sirens on police vehicles. • Strips out usable communications and technology equipment from decommissioned vehicles. • Maintains the back-up power system • Supports special events
TOTAL	60	Note: 2011 / 2012 Budget shows 59 positions for TSD, however, 1 position is allocated here from PSD.

3. KEY SERVICES AND WORKLOAD INDICATORS

Function	Key Services / Processes	Key Workload Indicator
<p>Communications</p>	<p>Handles the emergency and non-emergency phone calls from the public which may result in the dispatching of Coral Gables law enforcement and / or fire units.</p> <p>Typical minimum communication staffing includes the following:</p> <ul style="list-style-type: none"> • 1 supervisor • 2 call-takers • 1 police dispatcher • 1 fire dispatcher • 1 teletype / records position <p>Staff work an 8-hour shift and include the Days (0700-1500), Afternoon (1500-2300), Midnight (2300-0700), and a Relief shift.</p>	<p>During the 12-month period between October 2010 and October 2011, the dispatch center created over 89,000 law enforcement CAD incidents, with approximately 56,000 CAD incidents being self-initiated by officers, 23,000 CAD incidents generated from a phone call, and 9,000 CAD incidents generated from a 9-1-1 call.</p> <p>During the 12-month period between October 2010 and October 2011, the dispatch center created over 7,000 fire and EMS CAD incidents, generated from approximately 4,000 9-1-1 calls and 3,000 phone calls.</p> <p>2010 Comm Center Statistics:</p> <ul style="list-style-type: none"> • 207,784 Calls Handled • 308,134 Teletype Transactions • 107,620 CFS Created <p>See Exhibits below for detailed calls for service distribution data.</p> <p><i>This data was obtained from the raw CAD Data from the Data Management Officer in the form of excel spreadsheets and Lt. Frevola</i></p>
<p>Records</p>	<p>Provides records support and processing for employees (including the University of Miami PD) and the public (via the SunGard OSSI Records Management System). The hours of operation include:</p> <ul style="list-style-type: none"> • Front-counter: Mon thru Fri. 8 – 3:30 PM • Phone inquiry: Mon. thru Fri. 8 – 4:00 PM 	<p>Processed over 10,200 case reports between October 2010 and October 2011.</p> <p>2010 Workload Statistics</p> <ul style="list-style-type: none"> • Accident Reports 3,586 • Citations 20,758 • Arrests 931 • Incident Reports 9,945 • Research and Receipts 4,376 • Document Scans 26,000 <p><i>This data was obtained from the raw CAD Data from the Data Management Officer in the form of excel spreadsheets and from Lt. Frevola.</i></p>

Function	Key Services / Processes	Key Workload Indicator
Property and Evidence	<p>Handles the impounding (and dispositions) of property and evidence from CGPD personnel, University of Miami Police, and the South Florida Money Laundering Strike Force, using the SunGard OSSI (property module).</p> <p>Clerks utilize three separate storage areas, including the A-Room (general property and evidence and the safe), B-room (narcotics, guns, etc.), and the Bicycle Large Object Storage Area.</p>	<p>2010 Workload Data:</p> <ul style="list-style-type: none"> • 3,538 Property Intakes • 1,032 Property Disposals • 515 Property Transfers • 765 Property Returns • 212 Property sent to Lab • 180 Property received from Lab • 1,600 Dispositions Generated • 950 Disposition packets sent out • 208 Officer Corrections • 1,573 Vouchers prepared <p><i>This data was obtained from the TSD Workload Report.</i></p>
Technology	<p>Provides system administration to the police department management systems (user rights, security, etc.), as well as the design, development, and implementation of technology projects and initiatives.</p>	<p>Current project list has approximately 19 separate initiatives (e.g., CID Interview Room DVR, Rapid ID Fingerprint Reader, etc.)</p> <p><i>This data was obtained from the respective Technology Sergeant via PowerPoint presentation.</i></p>
Radio	<p>Provides the installation, maintenance, and repairs of the portable and mobile radios, base stations, and the radio sites owned and operated by the Police Department, Fire Department, and other respective departments, as necessary.</p> <p>Staff provide services Monday through Friday (8:00 AM to 5:00 PM), in addition to being available on-call 24-hours per day.</p>	<p>Technology assets include (as of March 2011)</p> <ul style="list-style-type: none"> • 3 site 10-channel digital simulcast radio network • 8 E-9-1-1 dispatch radio consoles • 3 hop digital microwave network • Radios including: <ul style="list-style-type: none"> - 521 portable radios - 286 mobile radios - 36 base stations • 6 uninterruptable power supplies: <ul style="list-style-type: none"> - at 4 Radio sites - at Primary PSAP and - at Secondary PSAP • Install radio equipment, light bars and sirens on all new police vehicles. • Remove all equipment from decommissioned City vehicles. • Provide Communication Equipment for special events. <p><i>This data was from the respective Radio Supervisor.</i></p>

Exhibit A
Law Enforcement CAD Incident Distribution

The table below represents the total number of law enforcement CAD incidents created by the dispatch personnel of the CGPD and include incidents resulting from community-generated calls for services, as well as officer-initiated activities (e.g., area checks, traffic stops, etc.) Note: This data is from October 2010 to October 2011.

Total Number of Law Enforcement CAD Incidents Created

Hour	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Total	Avg. / Hour
0000	706	559	552	568	707	609	796	4,497	12.3
0100	680	504	550	568	638	686	800	4,426	12.1
0200	568	398	471	503	530	567	642	3,679	10.1
0300	491	330	380	436	474	528	552	3,191	8.7
0400	414	300	295	333	366	423	384	2,515	6.9
0500	292	202	180	216	331	313	307	1,841	5.0
0600	229	278	266	277	338	346	275	2,009	5.5
0700	214	464	555	550	544	495	267	3,089	8.5
0800	257	537	653	620	739	561	346	3,713	10.2
0900	335	656	676	777	728	677	462	4,311	11.8
1000	429	602	611	818	667	669	504	4,300	11.8
1100	451	525	548	767	651	642	475	4,059	11.1
1200	421	542	640	856	725	682	509	4,375	12.0
1300	400	695	692	764	705	713	496	4,465	12.2
1400	389	621	702	768	755	724	444	4,403	12.1
1500	397	605	713	791	724	732	452	4,414	12.1
1600	439	738	807	867	863	781	441	4,936	13.5
1700	423	677	744	797	723	702	402	4,468	12.2
1800	457	617	627	733	597	574	473	4,078	11.2
1900	397	548	489	621	418	479	413	3,365	9.2
2000	398	483	473	570	427	550	387	3,288	9.0
2100	346	430	448	529	500	582	402	3,237	8.9
2200	362	417	378	545	524	517	460	3,203	8.8
2300	443	471	481	620	660	709	552	3,936	10.8
Total	9,938	12,199	12,931	14,894	14,334	14,261	11,241	89,798	10.3

As this data shows, the CGPD experiences approximately ten (10) CAD incidents created per hour, ranging from a high of between thirteen (13) and fourteen (14) during the 1600 hour, and a low of between five (5) and six (6) during the 0500 and 0600 hour. This data has also been further examined during the course of the study to determine patrol workloads and staffing requirements.

Exhibit B
Fire CAD Incident Distribution

The table below represents the total number of fire and EMS CAD incidents created by the dispatch personnel of the CGPD:

Total Number of Fire and EMS CAD Incidents Created

Hour	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Total	Avg. / Hour
0000	28	29	20	17	23	24	35	176	0.5
0100	24	21	11	12	17	23	26	134	0.4
0200	23	15	28	12	14	18	21	131	0.4
0300	24	17	13	16	10	21	27	128	0.4
0400	22	22	13	12	16	17	20	122	0.3
0500	10	5	11	24	20	18	17	105	0.3
0600	19	19	14	29	20	17	19	137	0.4
0700	34	41	34	37	36	41	29	252	0.7
0800	38	46	45	42	45	49	33	298	0.8
0900	44	70	64	76	86	71	38	449	1.2
1000	34	69	72	66	75	84	58	458	1.3
1100	38	70	79	75	63	68	52	445	1.2
1200	41	57	58	64	83	76	49	428	1.2
1300	56	63	87	75	67	82	57	487	1.3
1400	59	86	79	76	72	78	47	497	1.4
1500	46	67	65	65	64	68	55	430	1.2
1600	53	64	74	68	61	44	51	415	1.1
1700	49	56	63	46	64	69	41	388	1.1
1800	45	51	59	57	58	58	61	389	1.1
1900	50	61	52	46	51	57	51	368	1.0
2000	38	34	50	47	43	54	45	311	0.9
2100	30	31	32	29	43	38	34	237	0.6
2200	32	32	33	40	35	35	34	241	0.7
2300	32	31	36	27	25	43	33	227	0.6
Total	869	1,057	1,092	1,058	1,091	1,153	933	7,253	0.8

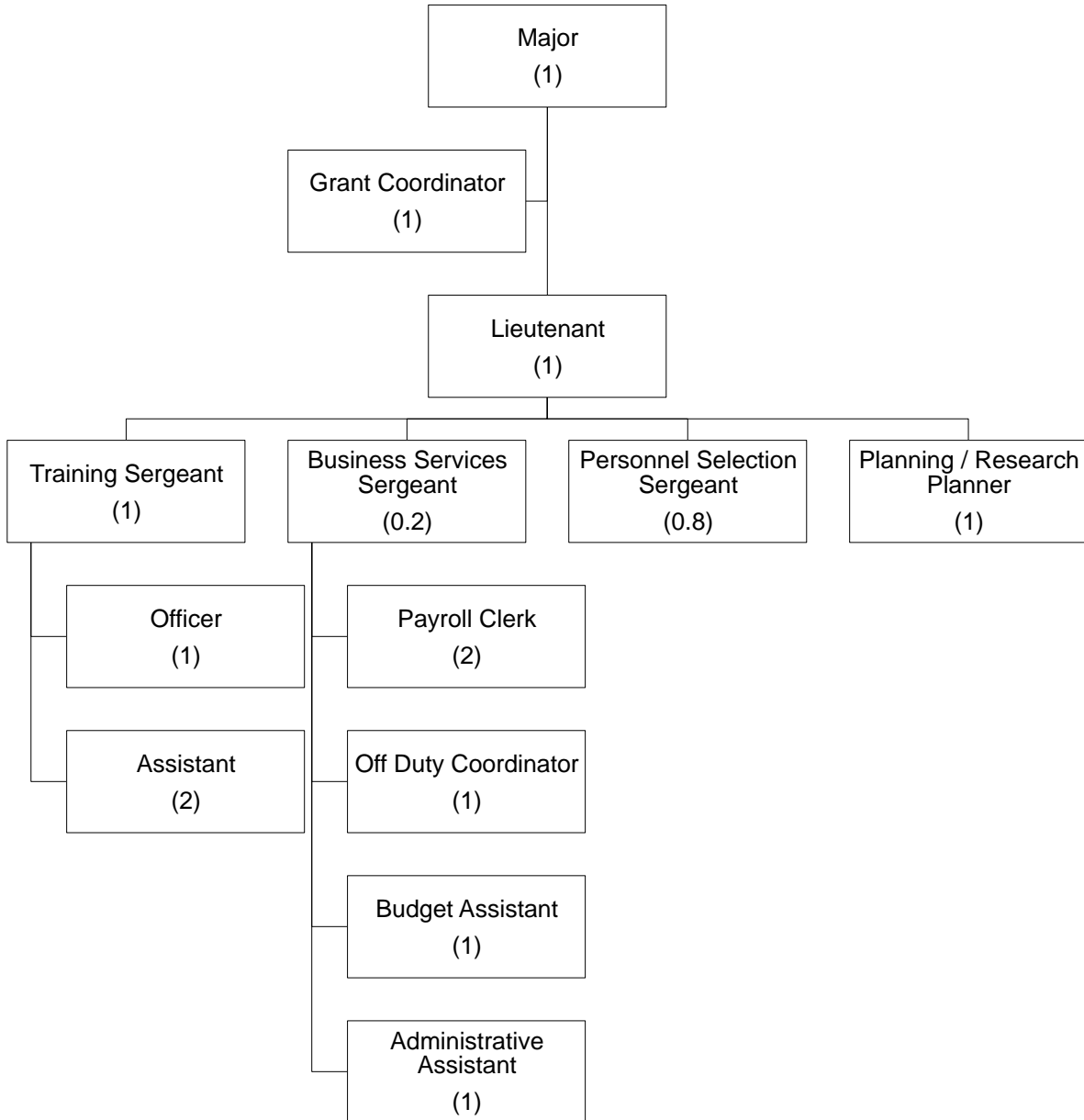
As this data shows, the CGPD experiences approximately one (1) fire and EMS CAD incident created per hour, ranging from a high of between one (1) and two (2) between 0900 to 1900, and less than one (1) during the remaining hours of the day. Combined with the law enforcement CAD data, the CGPD dispatch personnel create an average of between eleven (11) and twelve (12) incidents per working hour.

PROFESSIONAL STANDARDS DIVISION

The Professional Standards Division (PSD) is responsible for managing the training requirements of sworn and non-sworn personnel, personnel hiring and selection, as well as internal administrative functions such as facility maintenance, payroll processing, and budget development and management.

1. ORGANIZATIONAL STRUCTURE

The following illustrates the PSD organizational structure, including the number of authorized staffing:



2. STAFF KEY ROLES AND RESPONSIBILITIES

The following table summarizes the key roles and responsibilities of the positions allocated to the PSD:

Position	Authorized #	Key Roles and Responsibilities
Major	1	<ul style="list-style-type: none"> • Provides the overall management of the staffing and budgetary resources assigned to the Professional Services Division. • Serves as the liaison between the Division and the Police Chief, and carrying out any departmental initiatives.
Lieutenant	1	<ul style="list-style-type: none"> • Handles the update of departmental policies and standard operating procedures. • Supports the accreditation process to ensure department is meeting standards, including the documentation of new standards. • Supports information technology projects • Assists with preparation of budget, purchasing requests and capital improvement requests for section. • Reviews leave requests and ensures entry into e-Notify. • Conducts annual performance appraisals of Sgt.'s in Division. • Supervises Sergeants assigned to PSD. • Supervises Police Planner
Grant Coordinator	1	<ul style="list-style-type: none"> • Identifies and applies for available public safety grants from local, state, and federal agencies, including the UASI grants, justice assistance grants, COPS grants, etc. • Manages current grant programs and current pending grant applications, including grant expenditures and meeting any reporting requirements. • Researches and identifies corporate, private foundation and government grant funding sources. • Writes all grant applications, proposals and manage and track ongoing compliance. • Conducts other writing and research projects related to grant activities. • Ensures quality and timeliness of all aspects of grant processing and management. • Coordinates and directs all components of grant processing including, structure, regulatory compliance and communication of grant information with program, finance, communication, and technology staff. • Provides data entry and general office and administrative support for grant processing. • Conducts evaluation, research and development of administrative and operational procedures. • Supports other special projects, including data analysis and intelligence support, etc.

CITY OF CORAL GABLES, FLORIDA
Police Department Efficiency and Effectiveness Study

Position	Authorized #	Key Roles and Responsibilities
Training		
Sergeant	1	<ul style="list-style-type: none"> • Manages the delivery of training programs (in-house and outside training) to ensure staff are meeting the minimum certification requirements. • Oversees the training delivery for new recruits • Tracks and revises the Master Departmental Training Schedule, as needed. • Sets up department wide training instructor meetings and qualification sessions. • Evaluates traffic crash reports involving PD personnel in the Accident Review Board as a voting member. • Reviews and advises on budget recommendations for the divisional training budget. • Makes equipment and training recommendations to command staff. • Reviews and evaluates use of force reports submitted to Internal Affairs. • Conducts AED downloads and calibrate (date/time) on the AED inventory annually. • Follows case law and training trends regionally/nationally and make recommendations. • Creates and reviews required training lesson plans for all training sessions conducted by Department instructors. • Assigns and tracks equipment issued to sworn and non-sworn personnel. • Maintains and updates the departmental training requirements for sworn officers.
Training Officer	1	<ul style="list-style-type: none"> • Supports the management and delivery of training programs to departmental staff. • Provides new officer orientation and coordination with Community Affairs, Union ceremony for Oath of Office • Coordinates with other Divisions for various new hire orientations. • Serves as the firearms range / Armory • Maintains department instructor certificates for specific weapon systems. • Maintains inventory of CGPD issued equipment.
Training Assistant	2	<ul style="list-style-type: none"> • Supports the training instructors and programs attended by agency personnel internally and externally. • Serves as the liaison with the State Standards and Training Commission on certification status of each sworn member of the agency, including maintenance of the personnel files. • Enters the required training data in the respective information management systems. • Provides other administrative support, including developing of training reports, coordinating and scheduling training classes, and answering staff questions.

CITY OF CORAL GABLES, FLORIDA
Police Department Efficiency and Effectiveness Study

Position	Authorized #	Key Roles and Responsibilities
Business / Facility Services		
Sergeant	0.2	<ul style="list-style-type: none"> • Supervises payroll clerks, off duty coordinator and support services assistant. • Liaison with Public Works Department regarding ongoing maintenance of the police headquarters facility. • Prepares and submits annual divisional budget recommendations.
Payroll Clerk	2	<ul style="list-style-type: none"> • Processes the bi-weekly payroll for the full-time and part-time department employees. • Reviews time entries made into the system and ensures correct hours are entered for employees based on overtime, leaves, etc. • Reviews and generates various reports, including training reports, classification reports, etc.
Off-Duty Coordinator	1	<ul style="list-style-type: none"> • Receives and processes applications made to the department requesting to hire off-duty officer services, including for photo/film shoots, special private events, parties, etc. • Manages and enters the required information into the administrative software, including notifying the officers of assignments. • Recording secretary for the City's School and Community Relations Committee.
Administrative Assistant	1	<ul style="list-style-type: none"> • Manages the budget development and tracking processes of the department, including daily/weekly liaison with the City's Finance Department. • Works with the various Divisions in order to compile the budget for approval. • Tracks and accounts for departmental overtime and other expenditures.
Support Services Assistant	1	<ul style="list-style-type: none"> • Handles the departmental purchasing, including making and tracking purchase orders, data entry and processing invoices, including liaison with the City's Procurement and Finance Departments and established departmental vendors concerning billing and invoice payment. • Primary responsibility for issuance of citywide security access cards for all current and new city employees. • Liaison with City's contract security system provider on maintenance of the access control software system. • Reports daily divisional payroll status • Supports the division for all personnel, maintaining inventory of office supplies and maintenance of office equipment.

CITY OF CORAL GABLES, FLORIDA
Police Department Efficiency and Effectiveness Study

Position	Authorized #	Key Roles and Responsibilities
Personnel and Selection		
Sergeant	0.8	<ul style="list-style-type: none"> • Supports the recruitment, hiring, and selection processes for potential departmental new hires, including conducting background investigations and providing oversight for contract background investigator. • Maintains applicant files, coordinating applicant testing (polygraph), conducting credit history checks, etc. • Prepares annual divisional budget recommendations associated with the selection process responsibility.
Planning and Research		
Planner	1	<ul style="list-style-type: none"> • This position is vacant, respective duties have been re-allocated as appropriate. • Provides overall departmental administrative support, legal updates research and analysis. • Creates, monitors, controls and develops departmental forms. • Maintains Power DMS for storage of Departmental documents, policies and procedures, contracts, etc. • Prepares and submits all documentation for accreditation relating to the Planning and Research function. • Completes and/or participates in departmental projects to include law enforcement surveys, programs and plans. • Evaluates and presents statistical data in written and verbal form. • Coordinates and facilitates the development of agency-wide multi-year strategic plans. Researches and compiles information. Presents results and monitors implementation. Draws conclusions, makes and presents recommendations.
TOTAL	14	Note: 2011 / 2012 Budget shows 15 positions for PSD, however, 1 additional position is allocated to TSD.

3. KEY SERVICES AND WORKLOAD INDICATORS

Function	Key Services / Processes	Key Workload Indicator
Training	Manages and delivers training to meet internal and external requirements.	<p>For the CY 2010, the departmental personnel received 5,331 hours of internal training and 5,271 hours of external training – total of 10,602 training hours.</p> <p><i>This data was obtained from the Training Assistants in the form of monthly compilations of training hours via excel spreadsheets.</i></p>
Personnel and Selection	Conducts interviews and background checks on potential new hires, including checks for driver's license, local, state, national, and international criminal history check, credit bureau check, previous employers, character references, and others.	<p>Since 1999, the department has hired a total of 233 employees (or an average of nearly 20 per year).</p> <p><i>This data was obtained from the respective Sergeant.</i></p>
PSD Lieutenant	Policy updates, process including initial research, review with expert and review with senior staff.	51 Policy update projects complete in Calendar year 2010.
Police Planner	Manages Power DMS	707 departmental forms and 101 documents were replaced in Power DMS in Calendar year 2010.

3. UNIFORM PATROL DIVISION

This chapter of the report provides the project team's analysis of the management and operations of the Uniform Patrol Division of the CGPD. This chapter is organized as follows:

- Current organization of Uniform Patrol
- Uniform Patrol Workloads
- Response Times
- Overview of Field Services Analytical Model
- Analysis of Patrol Staffing and Deployment
- Analysis of Patrol Unit Utilization
- Analysis of Uniform Patrol Management Issues

The first section, which follows, provides a brief overview of the organization and operations of the Uniform Patrol Division.

1. THE UNIFORM PATROL DIVISION IS ORGANIZED INTO THREE SHIFTS: ALPHA, BRAVO AND CHARLIE.

The Uniform Patrol Division is responsible for primary response to emergency and non-emergency calls for service as well as proactive enforcement of local, state and federal laws. The Division is organized into three shifts: Alpha, Bravo and Charlie; each is lead by a patrol lieutenant. The table, which follows, shows the number of positions authorized (including vacancies) to the Uniform Patrol Division by assignment:

**Coral Gables Police Department
Uniform Patrol Division
Budgeted and Actual Positions**

Function	Position	Budget	Actual
Division Management	Major	1	1
	Secretary	1	1
POD	POD Officer	3	3
Patrol	Lieutenant	4	3
	Sergeant	12	12
	MPO's	6	5
	K-9	4	4
	Patrol Officer	60	57
	Total	91	86

As shown above, the Uniform Patrol Division has 91 authorized positions. This includes three patrol officer vacancies and one lieutenant vacancy.

(1) Patrol Personnel Deployment.

Patrol personnel work four 10-hour shifts each week, followed by three days off. Wednesday is an overlap day for Bravo and Charlie shifts and is typically used for training. Minimum staffing for each shift is nine officers and two supervisors. The scheduled number of officers on each shift equals 22, which will allow two officers off before overtime is required. Shift overlap occurs several times each day, as each shift has a staggered start and end time. The project team collected rosters from each shift for the first week of each quarter of calendar year 2010 to determine the number of officers actually working each shift. The table, below, shows the average and median number of patrol officers available per hour each day over this period:

Coral Gables Police Department
Average Patrol Units Available by Day of Week and Hour of Day

Hour	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Average	Median
0000	15.75	14.5	17.25	14.25	18.75	18.5	18.25	16.75	17.25
0100	12	10.5	12	9.25	14.25	13	14.5	12.21	12
0200	8.75	9	8.75	8.5	9.75	9.75	10	9.21	9
0300	8.75	9	8.75	8.5	9.75	9.75	10	9.21	9
0400	8.75	8.75	8.75	8.5	9.75	9.75	10	9.18	8.75
0500	8.25	7.75	8.75	8.5	9.5	9.75	10	8.93	8.75
0600	8.25	7.75	8.75	8.25	9.5	9.75	9.75	8.86	8.75
0700	13.25	13	13.75	12	15.25	15	14.75	13.86	13.75
0800	11.5	13.25	13.75	13.25	14.25	14.5	12.75	13.32	13.25
0900	8.5	10	9.5	11	10.75	11	8.75	9.93	10
1000	8.5	10.25	9.75	11	10.75	11	8.75	10.00	10.25
1100	8.5	10.25	9.75	11	10.75	11	8.75	10.00	10.25
1200	8.5	10.25	9.75	10.75	11	10.75	8.5	9.93	10.25
1300	9	10.25	11.25	11	11	11	8.5	10.29	11
1400	8.75	10.25	11.75	10.5	11	11	9	10.32	10.5
1500	12	14.25	15.75	14.5	16.5	15	11.75	14.25	14.5
1600	13.75	16.75	17.25	18.25	20.5	19	14.75	17.18	17.25
1700	9.5	11.75	12	13.25	14.25	13.5	10	12.04	12
1800	8.5	8.5	9	9.5	10.25	10	8.25	9.14	9
1900	8.5	8.5	9	9	9.5	9.25	8.25	8.86	9
2000	8.5	8.25	9	9	9.5	9.25	8.25	8.82	9
2100	8.5	8.25	9	9	9.5	9.25	8.25	8.82	9
2200	12.5	11.25	12.75	11.75	14.5	14	13.75	12.93	12.75
2300	15.75	14.25	16.75	12.75	17.75	17.25	17	15.93	16.75
Average	10.19	10.69	11.36	10.97	12.43	12.17	10.94	11.25	
Median	8.75	10.25	9.75	10.875	10.875	11	10		10.25

As shown above, the median hourly number of patrol units on duty over the one-year period was 10.25 while the average number was 11.25.

(2) K-9 Personnel Deployment

There are four K-9 units assigned to the Uniform Patrol Division. K-9 personnel provide several services including search and tracking of suspects, narcotics detection, and explosives detection. K-9 personnel work the same shifting as patrol officers and function as patrol officers while on duty. Currently there is one (1) K-9 officer assigned to Alpha shift, one (1) to Bravo shift and two (2) to Charlie shift.

K-9 units are not reflected in the officer counts above as their workload indicators will be analyzed separately from patrol units due to the specialized functions they perform.

The following table shows the scheduled deployment of K-9 units.

**Coral Gables Police Department
 K-9 Unit Deployment by Day of Week and Hour of Day**

Hour	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Average	Median
0000	1	1	1	1	0	0	0	0.57	1
0100	1	1	1	1	0	0	0	0.57	1
0200	1	1	1	1	0	0	0	0.57	1
0300	1	1	1	1	0	0	0	0.57	1
0400	1	1	1	1	0	0	0	0.57	1
0500	1	1	1	1	0	0	0	0.57	1
0600	1	1	1	1	0	0	0	0.57	1
0700	2	2	2	2	0	0	0	1.14	2
0800	1	1	1	1	0	0	0	0.57	1
0900	1	1	1	1	0	0	0	0.57	1
1000	1	1	1	1	0	0	0	0.57	1
1100	1	1	1	1	0	0	0	0.57	1
1200	1	1	1	1	0	0	0	0.57	1
1300	1	1	1	1	0	0	0	0.57	1
1400	1	1	1	1	0	0	0	0.57	1
1500	2	2	2	3	1	1	1	1.71	2
1600	2	2	2	3	1	1	1	1.71	2
1700	1	1	1	2	1	1	1	1.14	1
1800	1	1	1	2	1	1	1	1.14	1
1900	1	1	1	2	1	1	1	1.14	1
2000	1	1	1	2	1	1	1	1.14	1
2100	1	1	1	2	1	1	1	1.14	1
2200	1	1	1	2	1	1	1	1.14	1
2300	2	2	2	3	1	1	1	1.71	2
Average	1.17	1.17	1.17	1.54	0.38	0.38	0.38	0.88	
Median	1	1	1	1	0	0	0		1

As shown above, there are, on average, 0.57 to 1.71 K-9 Units scheduled for duty in Coral Gables on a daily basis.

2. UNIFORM PATROL UNITS RESPOND TO COMMUNITY GENERATED CALLS FOR SERVICE AS WELL AS SELF INITIATED ACTIVITIES.

This section provides information on key workloads handled by the Uniform Patrol division units, including call for service response and self initiated activities. The first section, which follows, discusses patrol officer workloads.

(1) Uniform Patrol Workloads

The primary responsibility of personnel assigned to patrol is response to community-generated calls for service as well as proactive enforcement of the law. The project team obtained the most current CAD data available for a one-year period at the time of their site visit. Technical Services personnel provided call for service (CFS) data from October 14, 2010 to October 13, 2011 to be analyzed.

(1.1) From October 14, 2010 to October 13, 2011 Patrol Units Responded to 18,967 Community Generated Calls for Service.

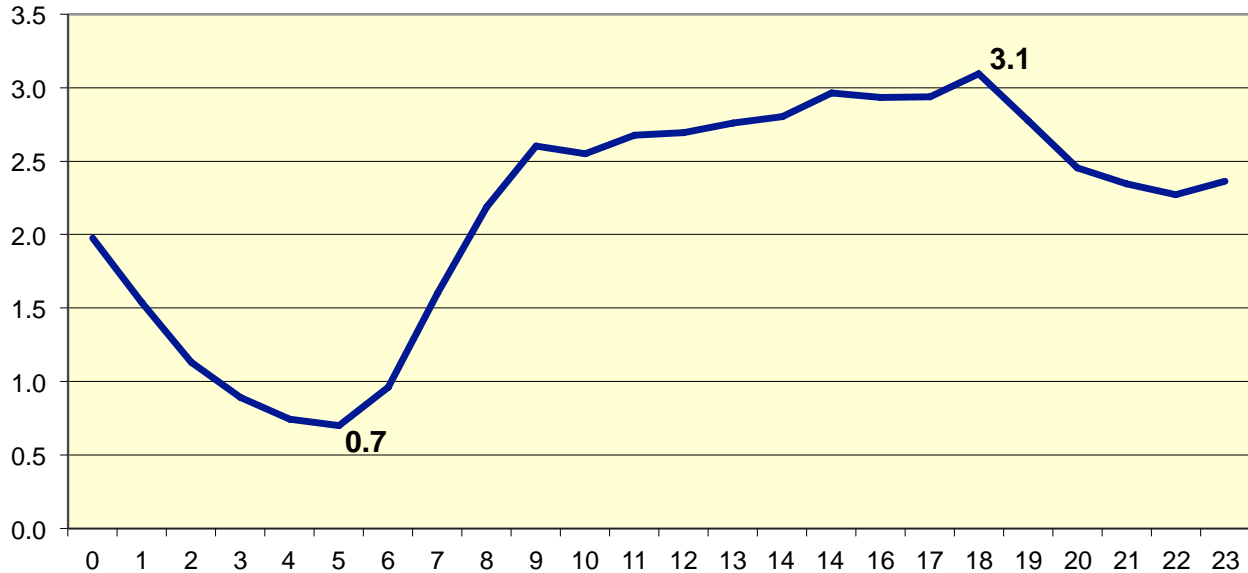
The table, which follows, shows the total number of community generated (excluding self-initiated) calls for service handled by patrol over the one-year time period.

CITY OF CORAL GABLES, FLORIDA
Police Department Efficiency and Effectiveness Study

Coral Gables Police Department
Community Generated Calls for Service Handled by Patrol Units
October 14, 2010 – October 13, 2011

Hour	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	Average
0000	206	72	64	70	74	96	140	722	1.98
0100	128	54	52	62	60	79	125	560	1.53
0200	107	50	50	44	31	46	85	413	1.13
0300	66	29	41	30	36	42	81	325	0.89
0400	48	42	20	30	39	47	45	271	0.74
0500	45	37	29	33	29	37	45	255	0.70
0600	41	40	55	61	58	48	48	351	0.96
0700	68	90	73	78	83	110	82	584	1.60
0800	68	95	131	138	120	123	124	799	2.19
0900	97	151	138	140	144	141	139	950	2.60
1000	106	122	138	153	148	137	127	931	2.55
1100	129	142	128	152	152	147	127	977	2.68
1200	138	107	144	145	166	128	155	983	2.69
1300	129	147	135	131	147	158	161	1008	2.76
1400	132	120	131	171	159	166	144	1023	2.80
1500	121	165	146	181	165	159	145	1082	2.96
1600	144	152	151	163	168	155	138	1071	2.93
1700	160	140	164	145	147	161	156	1073	2.94
1800	156	158	158	149	162	173	174	1130	3.10
1900	123	131	121	163	137	168	171	1014	2.78
2000	109	133	115	155	117	139	128	896	2.45
2100	104	122	119	113	127	149	123	857	2.35
2200	88	104	115	107	118	135	162	829	2.27
2300	99	94	101	93	127	168	181	863	2.36
Total	2612	2497	2519	2707	2714	2912	3006	18967	
Average	50.23	48.02	48.44	52.06	52.19	56.00	57.81	52.11	2.17

Average Calls for Service per Hour/Day (2010/11)



As shown above, Uniform Patrol handles approximately 52 community-generated calls for service, on average, each day. The number of calls handled each hour ranges from a low of approximately 0.70 calls between 0500-0559 to a high of approximately 3.1 calls between 1800-1859. The busiest block of time in terms of calls for service per hour is 1500-1959 and the slowest block of time in terms of calls for service per hour is 0300-0659.

Monday is typically the slowest day of the week for community generated calls, averaging approximately 48 calls per day or two (2) per hour; while Friday is the busiest day, averaging approximately 58 calls per day or 2.4 community generated calls per hour.

(1.2) From October 14, 2010 to October 13, 2011 Patrol Units Performed 37,805 Self-Initiated Activities.

In addition to responding to community generated calls for service, patrol units also perform self-initiated activities including traffic stops, suspect stops, business and area checks, and other activities. The table, which follows, shows the number of these activities performed over the same time period.

**Coral Gables Police Department
Self-Initiated Activities by Patrol Units
October 14, 2010 – October 13, 2011**

Hour	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	Average
0000	404	403	416	416	548	436	548	3171	8.69
0100	472	378	417	419	531	531	578	3326	9.11
0200	398	298	351	400	463	448	494	2852	7.81
0300	368	284	300	344	392	409	401	2498	6.84
0400	323	209	238	265	300	333	282	1950	5.34
0500	231	145	137	167	287	256	243	1466	4.02
0600	163	184	152	153	242	246	197	1337	3.66
0700	96	83	108	108	177	133	143	848	2.32
0800	92	132	142	155	263	160	158	1102	3.02
0900	113	227	186	301	310	282	217	1636	4.48
1000	116	213	198	352	308	305	228	1720	4.71
1100	112	130	147	291	238	241	176	1335	3.66
1200	85	139	115	292	213	228	157	1229	3.37
1300	72	131	133	287	206	209	162	1200	3.29
1400	78	115	127	225	198	213	140	1096	3.00
1500	95	82	142	236	206	176	146	1083	2.97
1600	162	204	201	296	260	207	128	1458	3.99
1700	151	243	212	346	191	183	111	1437	3.94
1800	196	216	202	349	213	200	180	1556	4.26
1900	168	236	191	304	144	160	145	1348	3.69
2000	183	207	171	267	178	218	136	1360	3.73
2100	159	173	186	288	193	250	154	1403	3.84
2200	174	194	131	312	241	223	175	1450	3.97
2300	260	255	276	434	419	392	279	2315	6.34
Total	4671	4881	4879	7007	6721	6439	5578	40176	
Average	89.83	93.87	93.83	134.75	129.25	123.83	107.27	110.37	4.59

Patrol units handled a total of 40,176 self-initiated incidents over the one-year period, for an average of approximately 110 incidents each day or 4.6 each hour. This level of self-initiated activity shows that patrol officers are making good use of their uncommitted time. The busiest day for self-initiated activity was Wednesday, with an

average of approximately 135 self initiated incidents occurring; while the slowest was Sunday, with an average of approximately 90 self-initiated incidents occurring.

(1.3) During the Same Period, Patrol Units Made Arrests, Issued Citations, and Performed A Number of Other Duties.

The table, which follows, shows the number of incidents (community generated and self-initiated) handled by patrol units, by major disposition.

**Coral Gables Police Department
 Incident Disposition by Patrol Units
 October 14, 2010 – October 13, 2011**

Disposition	CGCFS	Self-Initiated
ALARM CAD REPORT	4736	71
ARREST MADE	232	218
ASSIST OTHER AGENCY	55	34
BACK UP	734	207
CANCELLED BY COMPLAINANT	16	27
CANCELLED BY SUPERVISOR	2	5
CASE NUMBER ISSUED IN ERROR	63	24
CITATION ISSUED	43	1669
CRASH REPORT WRITTEN	445	55
CRASH REPORT WRITTEN AT INTERSECTION	205	29
DUPLICATE	8	12
FIELD INTERROGATION	51	90
NO CRASH REPORT	127	22
NO CRASH REPORT AT INTERSECTION	40	9
NO REPORT	7684	34954
OTHER JURISDICTION	169	48
OTHER SERVICE PROVIDER	8	3
PROMISE TO APPEAR ARREST	2	0
REPORT WRITTEN	3105	427
SUPPLEMENT WRITTEN	95	29
TEST ENTRY	1	2
TOW ONLY	0	7
UNFOUNDED	1111	48
VERBAL WARNING	24	2072
WRITTEN WARNING	10	113

As shown above, patrol units made 450 arrests, issued 1,712 citations, wrote 734 crash reports, 3,532 incident reports, gave 2,967 verbal warnings and 123 written warnings.

3. RESPONSE TIME DATA INDICATE THAT THE DEPARTMENT PROVIDES RAPID RESPONSE TO EMERGENCY CALLS FOR SERVICE.

An important measure of law enforcement service levels is the ability to provide rapid response to emergency calls for service. This section provides information on response times achieved by the CGPD Uniform Patrol Division as well as time spent handling community generated workloads and self initiated activities.

(1) Response Times to Emergency and High Priority Calls for Service From October 14, 2010 to October 13, 2011 Averaged Approximately 5 Minutes 20 seconds.

The table, which follows on the next page, shows the average and median response times achieved by the Police Department to community generated calls for service by call priority. Priorities "P" and 1 are the highest priority calls and represent in-progress emergencies and high priority calls. Coral Gables also classifies calls as Priority 2, 3, 4, 7 and 9. Higher numbers indicate lower priorities. As there were only three priority 4 and one each of priority 7 and 9 calls, these are not typical call priorities for the CGPD.

Typically, Community Generated Calls for Service (CGCFS) will have an associated response time as units are dispatched and respond to these calls. Self-initiated calls are typically radioed into dispatch by the officer at the time an incident is initiated and do not typically involve a response time. In reviewing the CAD data supplied by the Coral Gables Police Department, there are over 12,000 calls noted as self-initiated in the phone source, which appear to not be self-initiated, as they have an associated response time. There are also over 14,000 calls entered as being received by E911, W911 and phone sources, that have no associated response time and the call type is listed as traffic stop, area check, special assignment, etc., which are typically

self-initiated calls for service. For this reason all calls showing a 0:00:00 response time have been omitted from the response time calculation of CGCFS and all calls with associated response times shown as self-initiated have been added to the response time data. There were also four (4) calls with no priority indicated that had a response time associated with the call.

It is critical that CGPD train dispatch personnel on the importance of accurate call entry into the CAD system, as the analysis of this initial point of data entry can greatly effect the perception of workload of police personnel.

Coral Gables Police Department
Average Response Times, October 14,2010 – October 13, 2011

Priority	Average	Median	Min	Max	# of Events
P	0:03:07	0:02:37	0:00:01	0:43:25	1,400
1	0:04:43	0:04:04	0:00:01	1:10:06	1,434
2	0:05:32	0:04:38	0:00:01	2:59:53	14,357
3	0:06:04	0:04:42	0:00:02	2:17:00	1,678
4	0:02:01	0:2:11	0:00:55	0:02:56	3
7	0:05:55	N/A	0:05:55	0:05:55	1
9	0:06:53	N/A	0:06:53	0:06:53	1
Blank	0:02:29	0:01:33	0:00:17	0:06:31	4
Overall:	0:05:20	0:04:24	0:00:01	2:59:53	18,967

Median Service Time	0:19:28
Average Service Time	0:38:00

As shown above, the CGPD achieved an average response time of 5 minutes 20 seconds to emergency calls for service and a median (which measures the 50th percentile) response time of approximately 4 minutes 24 seconds. The reporting of median response and service times is important as it removes the unusually fast or long response times from analysis. This is especially important for jurisdictions such as CGPD where severe weather events may leave calls holding, which is not typical of the agencies ability to respond. High priority calls, Priority P, were responded to within an average of 3 minutes 7 seconds and a median response time of 2 minutes 37 seconds,

with Priority 1 responded to in 4 minutes 43 seconds and 4 minutes 4 seconds respectfully. This is a very rapid response to emergency and high priority calls for service. Overall, the average response time to all incidents averaged just over 5 minutes. The median response time was just over 4 minutes, which indicates that large response times to some calls influenced the average. The table also shows that the primary unit dispatched to calls for service spent an average of 38 minutes handling each call. The median scene time was 19 minutes 28 seconds, also indicating that unusually long scene times impacted the average scene time.

(2) Patrol Units Spent an Average Total of Approximately 82 Minutes Each Hour Handling Community Generated Calls for Service. The Median Time Spent Each Hour Was Approximately 88 Minutes.

The project team utilized the Department CAD (computer aided dispatch) data to document actual time spent by on-duty patrol units handling community-generated calls for service. This information is taken from the same 18,967 calls used to evaluate response and scene times. The table, below, shows the total amount of time spent handling calls for service. The total time allocated to the call for each of the 18,967 calls was converted to minutes for the purposes of determining time spent on these calls.

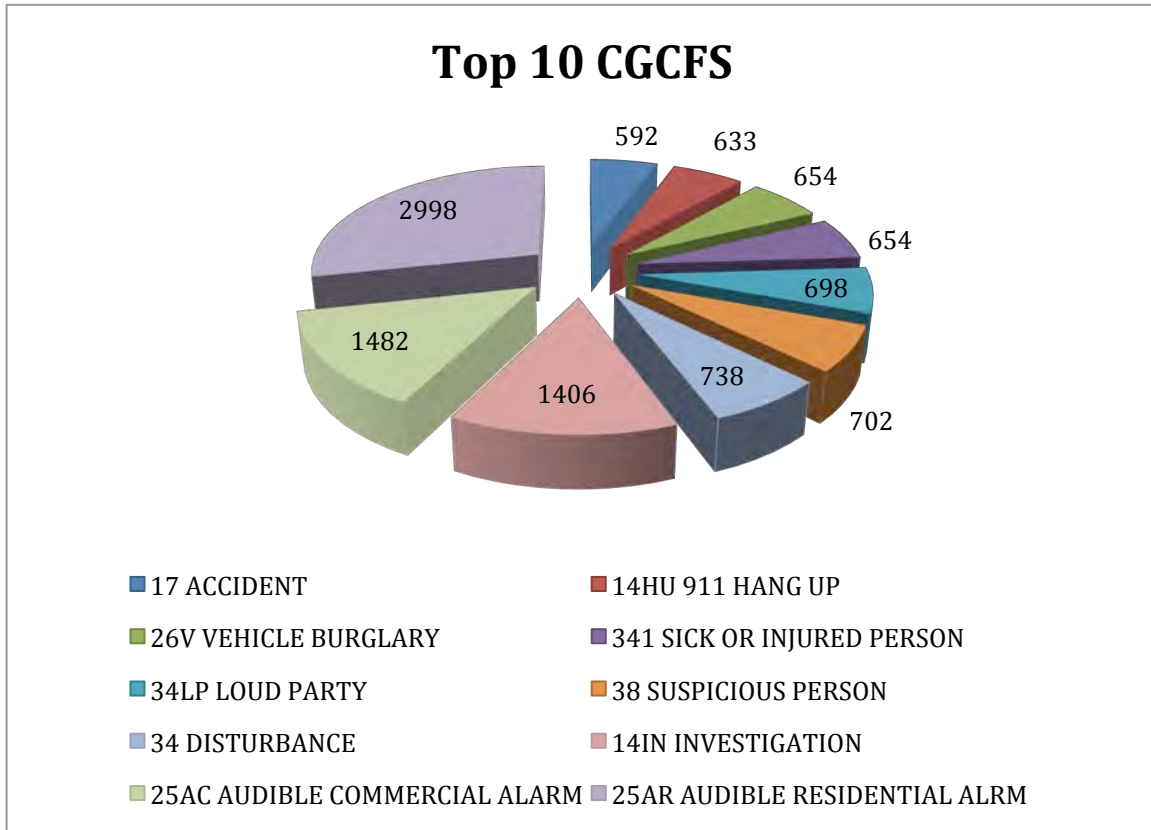
Coral Gables Police Department
Average Time Spent on Community Generated CFS, Patrol Units
October 14, 2010 – October 13, 2011

Hour	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Average	Median
0000	102.65	36.97	51.03	35.77	41.00	45.62	72.77	55.12	45.62
0100	74.42	34.23	29.29	44.26	64.03	43.95	72.70	51.84	44.26
0200	54.16	30.35	33.36	15.13	16.22	59.06	74.95	40.46	33.36
0300	44.44	22.27	23.63	13.67	51.65	25.10	63.39	34.88	25.10
0400	36.51	31.96	7.15	21.17	47.77	63.23	75.07	40.41	36.51
0500	43.21	28.77	13.07	21.18	32.00	33.25	29.92	28.77	29.92
0600	22.99	32.04	36.78	50.63	55.72	30.41	31.06	37.09	32.04
0700	46.70	74.99	52.11	60.13	35.71	102.47	47.49	59.94	52.11
0800	49.67	76.81	98.32	93.19	98.91	73.67	78.47	81.29	78.47
0900	70.05	111.90	95.39	89.12	283.55	85.34	89.07	117.77	89.12
1000	64.88	98.16	101.77	119.32	82.18	86.71	77.11	90.02	86.71
1100	88.68	102.36	99.16	123.93	93.39	105.42	85.03	99.71	99.16
1200	122.75	85.08	103.48	98.25	95.81	88.87	117.02	101.61	98.25
1300	95.12	87.27	106.33	91.04	89.66	115.75	118.78	100.56	95.12
1400	96.60	87.13	99.72	132.04	109.37	116.21	103.43	106.36	103.43
1500	90.27	115.50	121.38	134.84	110.54	271.42	120.19	137.74	120.19
1600	100.84	106.88	170.80	112.44	137.00	107.24	107.76	120.42	107.76
1700	123.61	97.37	125.35	107.88	101.65	131.02	104.44	113.05	107.88
1800	84.38	108.98	119.10	89.98	97.76	141.89	130.96	110.43	108.98
1900	77.29	97.87	80.08	128.64	114.90	116.15	112.58	103.93	112.58
2000	80.20	86.67	61.40	111.49	91.50	93.30	101.01	89.37	91.50
2100	78.63	60.64	98.53	67.90	92.96	105.05	103.64	86.76	92.96
2200	66.91	87.00	71.87	72.85	80.68	75.36	124.05	82.67	75.36
2300	62.84	63.04	74.69	48.01	80.93	130.08	104.72	80.61	74.69
Average	74.07	73.51	78.07	78.45	87.70	93.61	89.40	82.12	
Median	75.85	85.87	87.74	89.55	90.58	91.08	95.04		87.91

As shown above, patrol units spent an approximate average of 82 minutes each hour handling community generated workloads. Units were busiest during the hours of 1500 to 1700, while the slowest hours were from 0300 to 0600.

(3) Patrol Units Responded to a Wide Variety of Community Generated Calls For Service.

The following graph shows the top ten community generated calls for service over the one-year period.



As shown above, the largest call-type resulting from a community-generated call for service was audible residential alarms, which accounted for 15.9% of CGCFS. The next two highest call types generated by the community were audible commercial alarms and investigations, which accounted for 7.9% and 7.5% of call respectfully. The fact that audible alarm calls account for approximately 24% of the community generated calls for service indicates that an educational opportunity exists related to the impact of false alarms on the CGPD.

(4) Patrol Units Spent An Average of 149 Minutes Each Hour Performing Self-Initiated Activities.

The next table shows the average amount of time spent by patrol units on self-initiated activities. As indicated earlier, the call source information in CAD may not be an accurate reflection of community generated vs. self-initiated calls for service. To compile

this data, the calls with 0:00:00 in total response time were used to calculate self-initiated time spent on calls.

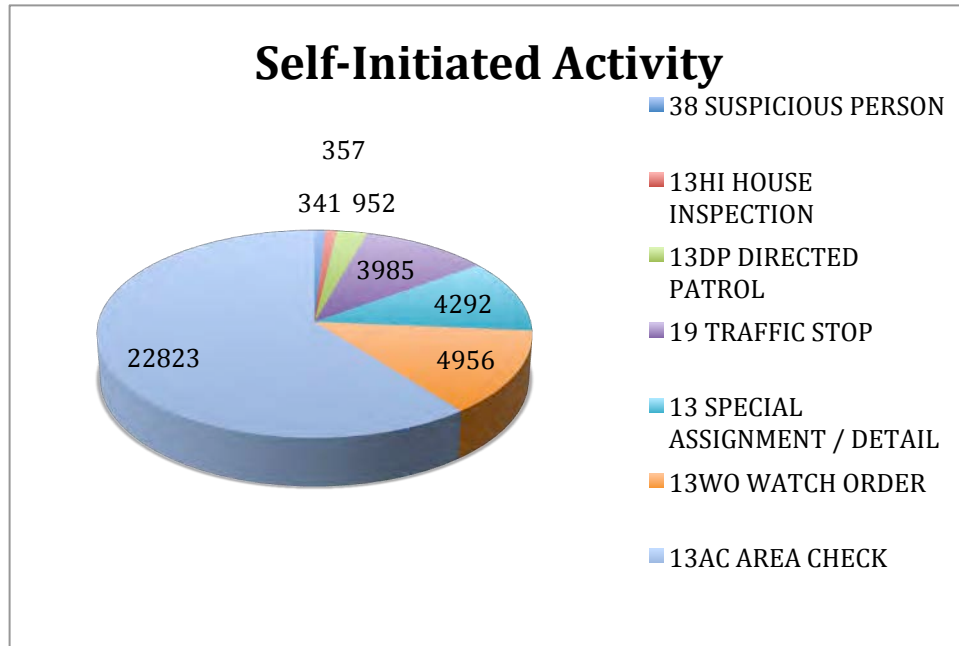
Coral Gables Police Department
Time Spent on Officer Initiated Activities, Patrol Units
October 14, 2010 – October 13, 2011

Hour	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Average
0000	199.20	198.49	217.81	224.05	275.04	237.12	291.96	234.81
0100	416.91	357.54	259.66	238.37	286.15	270.75	354.44	311.98
0200	231.85	267.96	227.23	239.23	300.93	320.53	338.62	275.19
0300	240.50	276.09	223.35	245.87	374.20	233.85	292.32	269.45
0400	227.65	179.83	202.84	206.97	206.77	210.99	218.36	207.63
0500	190.40	109.51	111.93	136.51	241.97	154.79	189.01	162.02
0600	121.23	237.10	214.96	286.49	283.90	256.85	162.65	223.31
0700	75.72	76.31	76.18	87.85	115.42	117.91	79.56	89.85
0800	41.47	59.51	80.78	127.87	180.82	89.16	80.49	94.30
0900	46.29	87.11	76.23	218.34	162.76	157.41	109.51	122.52
1000	45.22	96.00	97.59	202.22	188.44	144.61	118.37	127.49
1100	47.81	65.77	72.35	193.02	156.45	127.14	102.75	109.32
1200	48.15	64.49	64.67	223.22	151.09	122.08	163.53	119.60
1300	57.33	90.09	83.20	221.75	178.04	148.30	111.42	127.16
1400	65.65	77.33	83.32	213.76	134.74	156.82	67.40	114.14
1500	61.65	48.91	89.88	199.63	123.88	95.49	84.98	100.63
1600	85.22	84.54	81.59	173.35	124.74	124.55	57.88	104.55
1700	54.04	94.07	80.13	199.18	78.29	73.87	53.73	90.47
1800	69.69	85.55	77.00	195.99	87.62	63.36	64.42	91.95
1900	87.74	75.20	83.96	170.60	76.33	56.68	66.56	88.15
2000	74.41	62.78	53.48	142.02	99.55	93.72	73.26	85.60
2100	125.27	107.29	124.73	176.15	134.72	132.70	154.69	136.51
2200	78.95	115.53	71.96	167.97	137.98	150.74	97.40	117.22
2300	153.09	134.17	161.18	244.03	218.36	234.39	161.65	186.69
Average	118.56	127.13	121.50	197.27	179.92	157.24	145.62	149.61

The table, above, shows that self initiated activity varies significantly throughout the day, with highs during the hours of 0100, 0200 and 0300. These are typically slower hours for call for service workload. The least amount of time spent on average on self-initiated activity occurred during the hours of 1900, 2000 and 0700.

4. AREA CHECKS ARE THE MOST FREQUENTLY CONDUCTED SELF-INITIATED ACTIVITY.

The following graph shows the most frequent self-initiated activities conducted by patrol units over the one-year period.



As shown, area checks are the most frequently conducted self-initiated activity by patrol officers in Coral Gables, with 22,823 being documented in the one year period. It is typical for a patrol unit to perform an area check while conducting routine patrol to provide documentation of areas patrolled during the shift.

5. OVERVIEW OF THE MATRIX CONSULTING GROUP'S APPROACH TO EVALUATING FIELD SERVICES.

The project team developed its analysis of officer staffing needs and deployment based on the principle that both reactive (call handling) and proactive abilities need to be factored into the assessment. The concept of proactivity is very important in law enforcement – if field personnel are committed to calls a large portion of the time, they have little capability to impact the root causes of crime, to anticipate crime in selected situations, or to work with citizens. Further, field personnel with little uncommitted time find it difficult to produce the response times at community expected levels.

Law enforcement agencies that have a community policing philosophy should generally be utilizing proactive time targets within the 40% to 50% range. Proactive time below 40% does not provide time in sufficient blocks to be useable, while being above the 50% level is typically not affordable or efficient, especially for larger organizations. The following table provides a brief discussion of the various proactive time targets in our patrol officer-staffing model:

40% Proactive Time	45% Proactive Time	50% Proactive Time
<ul style="list-style-type: none"> • Below this level, proactive time begins to come in blocks that are too small to be useful for problem-oriented policing, and the ability to quickly respond to calls for service diminishes. • Officers are providing the minimum level of effective service and should be able to engage in a wide range of preventive activities, including directed patrol, responding to non-criminal quality of life complaints, engaging in traffic and other activities. • Ability to engage in community meetings and other time consuming efforts. • This level requires active involvement of supervisors. More of the officer's time is dictated by the necessity of handling calls for service than in higher target situations. 	<ul style="list-style-type: none"> • Proactive time at this level provides a high level of service for the community, and provides an effective and efficient balance of reactive and proactive workload. • At this level, officers are providing a high level of service and should be able to address the proactive needs of the community, without having to deal with having too high or too low of proactive time available. • At this level as well, supervisors are to be held accountable for their officers' utilization, and for the results in the community. 	<ul style="list-style-type: none"> • Above this level, proactive time comes in blocks that are difficult to utilize in routine shift circumstances. • Proactive time of more than 50% is an inefficient and ineffective use of time, and it is difficult to manage personnel whose time is so heavily weighted in this way. • At this level, officers provide a very high level of service and should be able to engage in a full range of proactive activities (e.g., traffic, special enforcement and directed patrol). • This level of proactivity requires a commitment to actively manage the use of this time, for supervisors to be held accountable for their utilization and for the results in the community.

The following points are noted with respect to Proactive or Uncommitted time:

- Proactive enforcement addresses all other workloads that are not in response to a community-generated call for service. These include such important services as officer self-initiated activity, proactive or preventive patrol, investigative follow-up, directed traffic enforcement, etc. It is critical to recognize that all self-initiated activity falls within the uncommitted time category.
- A Department should have clearly defined uses for uncommitted time. Officers should know what they are expected to do with time between calls for service.

- The ‘proactive’ element of field patrol in many law enforcement agencies generally makes up between 40% and 60% of each officer’s shift, on average. Typically, less than 30% net proactive time available to patrol staff results in inefficient bundling of available time – i.e., uncommitted time comes in intervals too short to be effectively used by field personnel. Proactive time of more than 50% generally results in less than efficient use of community resources, as it is difficult to effectively manage field patrol personnel with this level of uncommitted time. There are important exceptions, however, to these ratios that can be impacted by such issues as officer safety, response times, etc. For example, very small agencies with an extremely small contingent of field staff must have high levels of proactive time, often in the 60% range, to address response time, potential officer safety, and other performance-related issues. Larger agencies do not require such large increments of proactive time unless there are particular unique and extenuating circumstances within the community.

The calculation of proactive time is fundamental to staffing level findings, conclusions and recommendations. These elements are further discussed in the following sections.

(1) The Analysis of Field Patrol Resource Requirements Should Be Based on Actual Workloads Handled and Appropriate Targets for Proactive Time.

The Matrix Consulting Group utilizes a method in which the number of field personnel required is based on an analysis of the unique workloads and service level expectations of a community. In order to evaluate these resources and staffing issues, the project team conducted a data collection and analytical effort focusing on the following:

- Determining community generated workloads in the detail necessary to understand the work volume and the time required to handle it.
- Targeting an amount of time beyond community generated, or “reactive” workload, which can be utilized to be proactive in a directed kind of way (i.e., special enforcement of high-crime areas, etc.).
- Determining the field resources used to handle calls for service and proactive workloads based on actual officer availability levels.

Field law enforcement services represent one of the areas of law enforcement operations in which staffing and service levels can be clearly quantified. Several factors determine the level of patrol staffing required in a community, including:

- Community generated call for service demand, by time of day and day of week.
- How units are utilized and deployed. As shown in the preceding section, the project team utilized CAD data to document the actual number of patrol units on duty each day over a one-year period.
- How calls for service are managed by a law enforcement agency. Many departments throughout the United States “manage” calls for service in a number of ways. This may include the use of telephone or internet reporting, or the use of civilian responders. What these methods of handling calls for service have in common is that they free up time of trained professional officers from handling lower priority calls (i.e., routine calls) so that more of their available time can be spent on calls requiring a higher level of expertise and training.
- The level of service desired by communities varies, for example, in the amount of “proactive” time, or “uncommitted” time a community desires. This is another factor impacting required patrol staffing levels. This involves time not spent handling community-generated calls for service and “proactive” time for which an officer is available for preventive patrol, self-initiated activity (i.e., observations including suspicious pedestrians or vehicles, etc.), special or directive patrol, and other approaches for addressing crime problems, quality of life issues, etc.

The project team employed a model based on these decision points in evaluating officer field staffing for the Coral Gables Police Department, in terms of workload, service levels, and overall operations. The following section identifies and discusses the various characteristics and elements of the field staffing model, and how proactive time is calculated.

(2) Workload and Data Elements Utilized in Patrol Staffing Model

Officers dedicate time to responding and handling community-generated calls for service, as well as related activities, including reports (particularly the more serious reports not completed during the initial handling of the call for service), arrests / bookings, back-up assistance, etc., and the associated times for these elements, as

identified in the following table. These elements are all utilized to calculate total field commitments (i.e., proactive time) in our model, as follows:

Reactive Factor in Calculation of Proactive Time	Summary Discussion
Calls for Service	As shown in the preceding sections, patrol units handled a total of 18,967 calls from October 14, 2010 to October 13, 2011.
Call Handling Time	As shown in the preceding sections, handling time for the primary unit (1 st unit) is approximately on average 38 minutes.
Back-Up Frequency / Number of Units per Call	Based on interviews and the number of two unit calls responded to, the average number of units sent to community generated calls for service was 1.5. This means that approximately 50% of calls for service received a back-up unit.
Duration of Time on Scene by Back-Up	The time spent at the scene of an incident by a back-up unit is captured in the project team's calculation of actual committed time. Based on the back-up rate and the average committed time for all units, the time spent by back-up units on scene is 19 minutes.
Number of Reports	During October 14, 2010 to October 13, 2011, patrol units prepared 3,105 Incident reports and 5,386 other reports.
Time to Complete a Report	Based on discussions with the Police Department, actual availability of patrol units, and call for service workload, the project team assumed the average time needed to complete reports is 45 minutes.
Number of Arrests / Bookings	As shown in a previous section, patrol units made 450 arrests from October 14, 2010 to October 13, 2011.
Time to Complete an Arrest / Booking	Based on discussion with patrol personnel, the project team allowed an average of 1.5 hours to process an arrest.
Proactivity Target	The project team utilized a range of 45% to 50% proactive time to evaluate patrol staffing.

Reactive Factor in Calculation of Proactive Time	Summary Discussion
<p>Available Time of Patrol Officers on Duty</p>	<p>The project team used duty rosters to document the number of patrol units on duty each day for a one-year period. In addition, the project team estimated the amount of time spent on administrative and other activities which impact officer availability. We used the following estimates for administrative, breaks, maintenance, and other activities:</p> <ul style="list-style-type: none"> - Briefings: 15 minutes - Maintenance: 15 Minutes - Meals: 60 minutes - Breaks: 15 minutes - Court: 30 minutes - Training 60 minutes <p>Total Admin Time per shift: 195 minutes</p> <p>It is important to note that Wednesdays are typically training days, where overlap officers are not available for calls, which is why there is a high number of average training hours per shift.</p>

The next section discusses the project team’s findings based on our patrol staffing and deployment model.

5. ANALYSIS OF WORKLOADS AND PROACTIVE TIME LEVELS SHOWS THAT THE CITY FACES A TRADE OFF BETWEEN OFFICER UTILIZATION AND RESPONSE TIME.

This section provides the project team’s analysis of the minimum patrol staffing needed to achieve recommended service level targets as well as opportunities to redeploy personnel to improve service levels.

(1) Analysis Shows That the CGPD Has a Very High Level of Proactive Time.

The project team used the data from the previous sections, including officer availability, call for service workload, and estimates for time not available due to briefings, meals, preventive maintenance, etc. These data were then used to determine the amount of uncommitted or proactive time available within patrol. The table, that follows, shows the percentage of time spent by on-duty patrol units handling community-generated workloads or on administrative time, over the one-year period:

Coral Gables Police Department
Percentage of Time Spent By On-Duty Units on Community Generated Workload

Hour	Sun	Mon	Tues	Wed	Thu	Fri	Sat	Avg.
00-01	13%	5%	6%	5%	4%	5%	8%	7%
01-02	12%	6%	5%	10%	9%	7%	10%	8%
02-03	13%	7%	8%	4%	3%	12%	15%	9%
03-04	10%	5%	5%	3%	10%	5%	13%	7%
04-05	8%	7%	2%	5%	10%	13%	15%	9%
05-06	10%	7%	3%	5%	7%	7%	6%	6%
06-07	6%	8%	8%	12%	12%	6%	6%	8%
07-08	7%	11%	7%	10%	5%	14%	6%	9%
08-09	9%	11%	15%	14%	14%	10%	12%	12%
09-10	16%	22%	20%	16%	52%	15%	20%	23%
10-11	15%	19%	21%	22%	15%	16%	18%	18%
11-12	21%	20%	20%	22%	17%	19%	19%	20%
12-13	29%	16%	21%	18%	17%	16%	27%	21%
13-14	21%	17%	19%	16%	16%	21%	28%	20%
14-15	22%	17%	17%	25%	20%	22%	23%	21%
15-16	15%	16%	15%	19%	13%	36%	20%	19%
16-17	15%	13%	20%	12%	13%	11%	14%	14%
17-18	26%	16%	21%	17%	14%	19%	21%	19%
18-19	20%	25%	26%	19%	19%	28%	31%	24%
19-20	18%	23%	18%	28%	24%	25%	27%	23%
20-21	19%	21%	13%	25%	19%	20%	24%	20%
21-22	18%	15%	22%	15%	19%	23%	25%	20%
22-23	11%	15%	11%	12%	11%	11%	18%	13%
23-00	8%	9%	9%	7%	9%	15%	12%	10%
Avg.	15%	14%	14%	14%	15%	16%	17%	15%

The following points highlight the information presented in the table, above:

- As shown in the table, on average, approximately 15% of available time within patrol is spent handling community generated calls for service after considering administrative time and other duties. This means that approximately 85% of patrol time is available for proactive activities. This is a very high level of available time, well above the 40% to 50% typically recommended range.
- Proactive time is relatively evenly distributed by time of day and day of week. Proactive time is highest during the hour of 0400 to 0500, which is common amongst law enforcement agencies across the country. However, most hours of the day fall between 78 and 87% proactive time.

The preceding analysis shows that there is a large amount of proactive time available within patrol.

(2) After Considering Proactive Activities, Total Patrol Utilization Is Approximately 56%.

The following table shows the percentage of available time spent on community-generated workloads, administrative time, and self-initiated activities.

**Coral Gables Police Department
 Percentage of Time Spent By On-Duty Units on Community Generated Workload
 and Proactive Activities**

Hour	Sun	Mon	Tues	Wed	Thu	Fri	Sat	Avg.
00-01	61%	66%	67%	62%	62%	66%	56%	63%
01-02	15%	23%	50%	38%	45%	46%	34%	36%
02-03	34%	33%	40%	39%	26%	13%	8%	28%
03-04	35%	33%	43%	38%	2%	40%	21%	30%
04-05	39%	51%	51%	46%	42%	38%	35%	43%
05-06	44%	65%	71%	63%	35%	57%	51%	55%
06-07	65%	31%	42%	18%	20%	34%	56%	38%
07-08	83%	78%	82%	77%	78%	69%	81%	78%
08-09	85%	80%	74%	67%	57%	76%	73%	73%
09-10	74%	62%	65%	44%	13%	52%	51%	52%
10-11	76%	63%	60%	42%	45%	54%	51%	56%
11-12	70%	68%	66%	43%	49%	55%	54%	58%
12-13	63%	72%	67%	40%	51%	58%	29%	54%
13-14	68%	66%	67%	43%	47%	48%	42%	55%
14-15	65%	69%	69%	35%	52%	46%	60%	57%
15-16	77%	79%	75%	58%	71%	53%	66%	69%
16-17	75%	78%	73%	71%	74%	75%	78%	75%
17-18	65%	68%	67%	56%	75%	70%	70%	67%
18-19	65%	57%	59%	46%	65%	61%	56%	58%
19-20	63%	62%	65%	41%	62%	65%	59%	59%
20-21	65%	66%	76%	50%	61%	61%	60%	63%
21-22	53%	61%	52%	51%	53%	50%	40%	51%
22-23	77%	64%	78%	62%	69%	67%	68%	69%
23-00	73%	73%	72%	59%	67%	59%	70%	68%
Avg.	62%	61%	64%	49%	51%	55%	53%	56%

As shown above, approximately 56% of available patrol time is spent on community-generated workloads as well as proactive activities. As with proactive time, total utilization is fairly consistently distributed by time of day and day of week. The period with the highest utilization time is between the hours of 0700 and 0900 with an

average utilization rate of 76%. The lowest utilization rate is between 0200 and 0400, with an average utilization rate of 29%.

(3) Analysis of Service Level Targets Shows That Patrol Could Provide High Quality Service With Fewer Staff Than Are Currently Authorized.

As illustrated in the preceding section, proactive time levels within patrol are higher than typically recommended by the project team. We typically recommend a proactive time level of 40% to 50%. Proactive time levels above these targets make accountability for available patrol time difficult to manage. However, the current level of proactive time available within patrol is a consequence of several decisions about patrol deployment. This includes:

- An administrative decision to staff a minimum of 9 patrol officers at all times.
- The geography of the southern portion of the City results in higher proactive time levels in order to ensure that officers are deployed for a five-minute response to emergency calls.

As shown in the preceding section, the CGPD is currently available to provide a rapid response to emergency calls for service given the number of patrol officers on duty. As a result of the current staffing however, proactive time levels are higher than typically recommended by the project team. The preceding sections also show that overall utilization is fairly low – approximately 56%.

As an illustration of the trade off between the number of patrol officers needed under the current approach and alternative service levels, the project team calculated the number of officers needed under several different service levels. The starting point for this analysis is to identify the number of units needed per hour to provide targeted service levels.

The project team next calculated the number of hours available for each officer, after deducting for leaves and lost shift time. This calculation is shown below:

Leave Taken by Police Officers by Type	Hours
Comp Time	7,117
Military	740
Annual Leave	9,455
Sick Leave	5,473
Total Leaves	22,785
PO's in dataset	82
Average Leave per PO	278
<hr/>	
Scheduled Hours	2,080
Average Leave	278
Court Time	82
Training Time	102
Arrest Processing	6
Subtotal	1,612
<hr/>	
Shifts (Schedule Time less leaves, training, and court / 10)	161.2
Meal time per shift (hours)	1.0
Breaks	0.25
Briefing	0.25
Total Admin Time per Shift	1.25
Total Admin Time per Year	201.5
Net Available Time	1,169

As shown above, the project team determined that officers are available 1,169 hours each year for patrol duties. Based on this, the project team calculated the number of officers needed under the current approach to shift staffing and under alternative service level targets.

Patrol Officers Needed Under Different Scenarios

Officer Hours Needed under Current Approach (9 per shift)	78,840
Officer Hours Needed to Meet 50% Proactive Time Target	37,327
Officer Hours Needed to Meet 45% Proactive Time Target	33,934
Total Officers Needed under Current Approach with turnover (approx. 7%)	70
Officers Needed to Meet 50% Proactive Time Target (w/ 7% turnover)	46
Officers Needed to Meet 45% Proactive Time Target (w/ 7% turnover)	42
Current Patrol Officers	66
Bike Officer	5
POD Officers	3
Total	74

The following points highlight the information in the table, above:

- Based on the current staffing plan, which calls for a minimum of 9 officers on duty at all times, the CGPD needs 70 patrol officers. Please note this does not include the 3 officers assigned to the POD or the bike officers, who typically work in Specialized Enforcement.
- As shown previously, based on current staffing levels and workloads, patrol personnel have an average of 85% of their time available for proactive activities. At a 50% proactive time level, approximately 46 Officers would be needed. At 45%, approximately 42 Officers would be needed.
- By comparison, based on the current approach to patrol staffing and scheduling, the Department needs 70 Patrol Officers assigned to Patrol.

As shown above, the City and the CGPD can meet recommended service level targets with fewer resources. It should be noted that the total number of officers needed under the current approach (9 per shift), with turnover, is 70. There are currently 62 Patrol Officers, 4 K-9 Officers and 5 Bicycle Officers from Specialized Enforcement providing Uniform Patrol services for a total of 71 officers. It is important to note that the number of officers required above to meet the proactive targets does not take into account the unique service area of Coral Gables, particularly the southern portion of the City which has many areas not quickly accessible. The Uniform Patrol Division staffing recommendations, with those situations figured, are shown later in the report.

The current staffing plan may also satisfy other desired services, including:

- The ability to handle two incidents requiring backup (e.g., domestic disputes, robbery or burglary in progress, etc.) simultaneously, while still maintaining a patrol presence.
- The ability to provide regular specialized training to officers (e.g., SWAT, K-9).
- The ability to utilize officers for special assignments – bike patrol, walking beats, directed patrol etc.

Given the current level of resources available within patrol, the City and the Department should ensure that personnel are effectively utilized. This includes focusing on targeted enforcement and additional traffic enforcement activities.

6. THERE ARE OPPORTUNITIES TO IMPROVE THE UTILIZATION OF UNIFORM PATROL UNITS.

This section provides the project team’s analysis of overall utilization of Uniform Patrol units.

(1) Uniform Patrol Units Are Impacted by the Service Level Demands of Coral Gables.

It is important to place any analysis of police officer utilization in the context of local community service level demands and expectations. The City of Coral Gables places a number of unique service demands upon the Police Department, including traffic control, dignitary visits, and a number of special events. The City is a destination spot for many travelers and has a high profile image due to its close proximity and access as a major travel route to the City of Miami. As a result, the Police Department faces several demands that most cities do not. In addition, the Department has not historically tracked the amount of time spent handling these special assignments. Consequently, it is difficult to get a comprehensive picture of overall utilization of field services units.

The City of Coral Gables is also unusual in how different the north and south portions of the City are in terms of ease of travel and service demands. The northern portion of the community is more urban in nature, while the southern portion is occupied by high-end residential neighborhoods and estate homes. Making emergency response more problematic in the southern portions of the City, are the number of canals for the waterfront homes, gated communities, and Dixie Highway—which is a major travel route through Coral Gables for commuters traveling to and from the City of Miami. Congestion on Dixie Highway impacts adjacent roadways as commuters seek alternative routes through the City.

At minimum staffing levels, three officers are deployed North of Bird, two officers South of Bird, two officers North of Kendall and two officers South of Kendall. The justification for the deployment is based on call volume and the ability to meet 05:00 minute average response time goals to high priority calls.

The following table illustrates the response times in the four response zones in the City.

Response Area	Number of Calls for Service	Average Response Time
North of Bird	11,107	05:13
South of Bird	3,539	05:11
North of Kendall	3,174	05:18
South of Kendall	889	07:27

As shown above, the area North of Bird receives the highest number of calls requiring an officer response at 11,107 calls annually. The area with the least number of calls is South of Kendall, which receives 889 calls annually. While three of the areas are fairly close to meeting the five-minute response time goal, the area South of Kendall has an average response time of 7 minutes 27 seconds. Given the difficulty of rapid response, the area South of Kendall should continue to have no less than two officers

assigned despite the low call volume. The higher call volume North of Bird also indicates that the current deployment of three officers is appropriate.

Recommendation: Staffing reallocations should begin with a reduction in minimum staffing of one officer.

Recommendation: The CGPD should begin tracking the amount of time spent by officers handling special assignments such as special details, special events, and other activities.

(2) The Utilization of Uniform Patrol Units Can Be Improved.

As shown in the preceding sections, the overall utilization rate for patrol units is approximately 50%. This means that 50% of available officer time is spent handling calls for service, working on administrative matters, or conducting proactive activities. The other 50% of time is available for other activities, or is currently underutilized. Given the amount of time available within patrol, the CGPD should target additional activities for personnel or consider reducing the staffing levels to a minimum required staffing of eight (8) patrol officers per shift.

(3) The Impact of Shift Schedules on Staff Utilization in Uniform Patrol.

Various patrol shift schedules can be implemented in a Department, from a five-day / 8-hour work week, to the four-day / 10-hour work week currently in place for patrol at the CGPD, to a 12-hour deployment schedule. There are several advantages associated with the Department's current 10-hour shift schedule:

- A 4/10 work schedule's primary benefits are the additional days off provided to staff compared to an 8-hour schedule.
- The ability to have overlap coverage during peak workloads as well as to better accommodate shift briefing.
- The ability to have an additional staff contingent available during overlap days for training or other activity.

There are several disadvantages associated with a 10-hour shift schedule, including the following:

- All shift schedules which are not divisible into 24 hours in a day suffer from cost inefficiencies. A 4/10 plan requires three shift deployments totaling 30 hours of paid time to cover a 24-hour day.
- The daily overlaps often do not coincide with peak call loads and, as a result, excessive numbers of officers are deployed compared to the work requirements.
- The weekly overlap does not always get utilized for training or other priority activity and, as a result, excessive numbers of officers are deployed compared to the work requirements.

The cost and service disadvantages of the 10-hour schedule outweigh the advantages for the City of Coral Gables and the Department should move to a 12-hour shift schedule.

For comparative purposes, the table below takes a targeted staffing level of eight (8) officers, 24 hours a day, and shows the number of staff required for each of the common patrol work schedules.

Shift Schedule Comparison

Shift Schedule	8-Hour	10-Hour	12-Hour
Staffing Target	7	7	7
Teams / Day	3	3	2
Staff Hours / Day (Shift Schedule x Teams)	24	30	24
Shift Efficiency	100.0%	125.0%	100.0%
Staff Hours / Year (Actual x Staff Hours x 365 Days per Year)	61,320	76,650	61,320
FTE Required @ 1,169 Net Hours per Position	52.5	65.6	52.5
Current Regular Patrol FTE Authorization	62	62	62
Variance	9	(4)	9

While an 8-hour schedule would result in the loss of one day off per week compared to the 10 plan, a 12-hour shift would keep that day in one week of a two week cycle and increase it by another day in the second week of a two week cycle. This shift schedule has been implemented in many places in Florida and around the country. Among the departments in Florida which utilize a 12 hour shift for patrol are the following:

- Boca Raton
- Daytona Beach
- Marco Island
- Naples
- Orlando
- Plantation

As the table above illustrates, it would require the CGPD to have a total allocation of 53 field patrol personnel in order to achieve a minimum staffing level of seven (7) regular Patrol Officers per hour. As a result, since 2008, the City would have been better served with a different schedule than the 10-hour shift.

With respect to 12-hour shift programs, there are a wide variety of potential schedules that can be implemented, ranging from alternating time blocks off (3 days-on, 3 days-off), to “flipped” schedules – 3 days on, 4 days off then 4 days on, 3 days off – to what is known as the Pitman schedule (2-on, 2-off, 3-on, 2-off, 2-on 3-off), to frequently rotating shifts (regular movement between Day and Night shift). Additionally, there are alternative shift schedules that combine 12-hour patrol operations with other schedules.

(4) The 12-Hour Shift Schedules Have Some Perceived Health Advantages

The 12-hour deployment schedule that is receiving increasing popularity with many law enforcement agencies is a scheduling option worth considering. There has also been much interest relating to the potential impact of extended work schedules on the physical and mental well-being of those employees subject to lengthier shifts.

A recent study performed by Lincoln, Nebraska, included an officer survey of the Police patrol regarding potential issues associated with its implementation of a 3/12 schedule, focused on many health related questions. The survey noted:

- 100% of the respondents felt they were able to perform all police functions on the 3/12 schedule.
- 87% disagreed that they had become so tired during a shift that they were unable to function normally or safely.
- When asked about how rested they felt after returning from days off, 82% of officers said they were “very rested,” 9% percent felt “somewhat rested,” and an additional 9% found no difference from previous scheduling alternatives.

- When queried about their ability to work additional hours beyond a 12-hour shift, 42% felt there was no difference, 40% said they were “somewhat less able” to work, and 18% were “significantly less able” to work overtime.
- Positive mood and disposition changes had been noticed by the families of 77% of the respondents.²

In effect, a very recent survey of a large metropolitan police department found overall positive physical as well as mental health benefits associated with implementing a 12-hour shift program. It should be noted, however, that the survey respondents were pre-disposed to a 12-hour schedule, as they were voluntarily participating in a pilot study. Nevertheless, the results are statistically favorable with regard to this program.

(5) The Department Should Implement a 12-Hour Shift Program.

Because of the variety of 12-hour shift options, the project team has developed a 12-hour shift program within the following conceptual framework:

- Similar to present 4/10 shift schedules, the same number of patrol officers are scheduled throughout the week, regardless of day of week.
- Patrol personnel would work a 3 day / 4 day rotation of shifts in a two week period.
- Such a two week cycle would still result in 4 hours of overtime each cycle assuming that the Department schedules one day in the 48 hour week to an 8 hour shift rather than a 12 hour shift. This approach is becoming increasingly common to reduce the payment of overtime.
- If the City implemented a fourteen day work cycle, it could eliminate the payment of overtime for scheduled deployments.

It should be noted that from a purely operational standpoint, 12-hour schedules that have rotating days off – whether 3/3 programs, 4/4 programs, the Pitman Schedule, etc. – will always have the same field deployment profiles, as one-half of the field resources are always scheduled for duty and one-half are off. Given that the present

² All results found in the August, 2008 article from *The Police Chief* magazine.

culture at the CGPD has the same level of patrol resources scheduled for deployment regardless of day (except barrel day), this concept will be carried forward in the development of optional 12-hour schedule.

The project team recommends the following 12-hour shift schedule to ensure employees are equally distributed and have equal numbers of days off. For illustrative purposes a two-week schedule is depicted.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Day / Night 2	Day / Night 1	Day / Night 1	Day / Night 2	Day / Night 2	Day / Night 1	Day / Night 1
Day / Night 1	Day / Night 2	Day / Night 2	Day / Night 1	Day / Night 1	Day / Night 2	Day / Night 2

As shown over the two-week period, each officer will work the same days and have the same days off on a rotating basis. The twelve-hour shifting schedule would result in the following staffing levels by position to maintain the current high service levels by the Coral Gables Police Department to the Community.

Proposed 12-hour Shift Staffing Levels

Position	Total	Total / Shift	Minimum / Shift	Change
Lieutenant	4	1	0	1
Sergeant	12	3	2	0
MPO	4	1	0	-1
Police Officer	48	12	8	-9

The Uniform Patrol Division would continue to be under the direction of a Major. There would be an additional Lieutenant assigned to ensure a Lieutenant manages each shift. This would improve operations, as a Watch Commander would be available on a 24-hour basis. Each shift would have three (3) Sergeants assigned for field supervision with minimum staffing levels of two (2) field supervisors on each shift. The shifts would also continue to have an MPO on each shift as well as 12 officers, with

minimum staffing levels of eight (8) officers per shift to ensure continuation of high service levels, while officer time is more fully utilized.

It should be noted that the efficiencies gained by changing the shift schedule from the current 10 hour shift to the 12 hour shift could be achieved through adoption of an 8-hour schedule.

Recommendation: Change Uniform Patrol operations from the current 4-10 shift schedule to a 12-hour shift schedule.

Recommendation: If a 12-hour shift schedule is adopted, increase Lieutenant staffing by one (1), reallocate MPO staffing by one (1) and reallocate Patrol Officer staffing by nine (9).

Recommendation: All reallocated positions should be assigned to a new “Strategic Initiatives Team” as described in a later chapter of the report.

(6) The Utilization of K-9 Units Can Be Improved.

The project team utilized data, which showed K-9 units on duty, calls for service, and self initiated activity, to evaluate the utilization of K-9 personnel within the CGPD. K-9 personnel work on designated patrol shifts, but work one less hour per shift to compensate for caring for the canine. The following tables show the time in minutes spent on self-initiated and community generated calls and the percentage of on duty hours spent handling community generated or self initiated workload from October 14, 2010 to October 13, 2011. Please note that the project team excluded hours where K-9 Units were not typically scheduled.

CITY OF CORAL GABLES, FLORIDA
Police Department Efficiency and Effectiveness Study

Coral Gables Police Department
Time in Minutes Spent by K-9 Units on CFS and Self Initiated Activities

Hour	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Avg.
00-01	152	47	40					79.67
01-02	115		181					148.00
02-03	131	13	112	9				66.25
03-04	118		143					130.50
04-05	101	10	181					97.33
05-06	66		84					75.00
06-07	29		107					68.00
07-08	87	75	210					124.00
08-09	146	330	264					246.67
09-10	143	493	531				6	293.25
10-11	256	377	395			16		261.00
11-12	188	249	353				14	201.00
12-13	181	376	249	28	38		58	155.00
13-14	147	265	290	120			44	173.20
14-15	309	138	114	51		30		128.40
15-16	354	185	178		87	173	281	209.67
16-17	73	263	225	27	1559	796	834	539.57
17-18	303	422	191	16	1727	1317	861	691.00
18-19	386	355	350		466	555	498	435.00
19-20	358	333	241	0	101	202	52	183.86
20-21	338	559	345		176	1045	438	483.50
21-22	163	303	206	2	1283	917	929	543.29
22-23	228	206	191		900	729	795	508.17
23-00	131	214	115		235	170	228	182.17
Avg.	187.63	260.65	220.67	31.63	657.20	540.91	387.54	250.98

Coral Gables Police Department
Percentage of Time Spent by K-9 Units on CFS and Self Initiated Activities

Hour	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Avg.
00-01	4.87%	1.51%	1.28%	0.00%				1.92%
01-02	3.69%	0.00%	5.80%	0.00%				2.37%
02-03	4.20%	0.42%	3.59%	0.29%				2.12%
03-04	3.78%	0.00%	4.58%	0.00%				2.09%
04-05	3.24%	0.32%	5.80%	0.00%				2.34%
05-06	2.12%	0.00%	2.69%	0.00%				1.20%
06-07	0.93%	0.00%	3.43%	0.00%				1.09%
07-08	1.39%	1.20%	3.37%	0.00%				1.49%
08-09	4.68%	10.58%	8.46%	0.00%				5.93%
09-10	4.58%	15.80%	17.02%	0.00%				9.35%
10-11	8.21%	12.08%	12.66%	0.00%				8.24%
11-12	6.03%	7.98%	11.31%	0.00%				6.33%
12-13	5.80%	12.05%	7.98%	0.90%				6.68%
13-14	4.71%	8.49%	9.29%	3.85%				6.59%
14-15	9.90%	4.42%	3.65%	1.63%				4.90%
15-16	5.67%	2.96%	2.85%	0.00%	2.79%	5.54%	9.01%	4.12%
16-17	1.17%	4.21%	3.61%	0.29%	49.97%	25.51%	26.73%	15.93%
17-18	9.71%	13.53%	6.12%	0.26%	55.35%	42.21%	27.60%	22.11%
18-19	12.37%	11.38%	11.22%	0.00%	14.94%	17.79%	15.96%	11.95%
19-20	11.47%	10.67%	7.72%	0.00%	3.24%	6.47%	1.67%	5.89%
20-21	10.83%	17.92%	11.06%	0.00%	5.64%	33.49%	14.04%	13.28%
21-22	5.22%	9.71%	6.60%	0.03%	41.12%	29.39%	29.78%	17.41%
22-23	7.31%	6.60%	6.12%	0.00%	28.85%	23.37%	25.48%	13.96%
23-00	2.10%	3.43%	1.84%	0.00%	7.53%	5.45%	7.31%	3.95%
Avg.	5.58%	6.47%	6.59%	0.30%	23.27%	21.03%	17.51%	7.14%

As shown above, approximately 7% of available K-9 officer time was spent handling community-generated calls for service or self initiated activity during the one-year period. The table shows that K-9 units are most productive during the hours of 1600 to 2300. Overall, however, K-9 officer utilization levels are relatively low.

The current approach to K-9 officer deployment is based on several considerations. Currently, four dogs are deployed, to provide one K-9 officer on Alpha shift (Squad 2), one K-9 officer on Bravo shift (Squad 2) and two K-9 officers on Charlie

shift (one per Squad). This explains the higher activity during the 1500-0000 hours. This also allows K-9 personnel time to attend and conduct training exercises.

K-9 units, like patrol, conducted a large number of area checks over the one-year period. Of the 1,676 CAD entries for K-9 units, 788 or 48% were area checks. K-9 personnel should be involved in crime prevention presentations, continue to participate in SWAT exercises, and be part of tactical and operational plans developed by the Specialized Enforcement Division.

As an alternative, the Department could interchange K-9 and Uniform Patrol positions and retain K-9 staff recommended to be reallocated here.

Recommendation: K-9 Officer utilization is low. The CGPD should ensure that K-9 Officers are utilized for additional duties including: crime prevention programming, participation in SWAT exercises and training, and participation in tactical and operational plans developed by SED.

Recommendation: Reduce K-9 staffing to three (3) police officers serving as K-9 officers.

4. ANALYSIS OF THE CRIMINAL INVESTIGATIONS DIVISION

This chapter provides an analysis of the staffing, operations and workload of the Criminal Investigations Division. The workload information used in this section was obtained from interviews with Division supervisory and line personnel, and a review of documents and information from the Department's case management system. This Division is responsible for various investigative and special enforcement services including criminal investigations, vice and narcotics enforcement, gang tracking and suppression efforts, covert investigations and various other supportive investigative efforts to serve a demanding community. The Division also provides victim and witness services, provides school resources officers to public schools in the City, and provides officers to various task and strike forces supported by the Department. The analysis in this chapter begins with the Criminal Investigation Section.

1. VARIOUS CASES ARE ASSIGNED TO DIFFERENT UNITS WITHIN THE CRIMINAL INVESTIGATIONS SECTION.

The Criminal Investigations Section is managed by a Lieutenant who reports directly to the Division Major. This Section is responsible for various investigative and special services.

The following sections of the study pertain to the organizational and staffing analysis of the Details (Units) with an investigative operations focus, as described in the CGPD Profile. These include the following:

- Crimes Against Persons
- Crimes Against Property
- Economic Crimes

- Youth Resource
- Crime Scene Unit
- Victim//Witness Coordinator

These investigative units comprise the Criminal Investigations Section. The following table summarizes the major activities performed by each Unit.

Cases Assigned to Various Investigative Units

Unit	Case Types Assigned	Notes
Economic Crimes Unit	Typically assigned various financial cases for investigative follow-up that include check and credit card fraud, extortion, forgery, embezzlement, non-sufficient fund checks, internet fraud, identity theft, and suspicious circumstances.	Two detectives currently staff the Economic Crimes Unit. Authorized staffing is three.
Crimes Against Property Unit	Typically assigned various property cases for investigative follow-up that include residential and commercial burglary, grand and petty theft, lost and found property, trespass, vandalism and suspicious circumstances.	Six detectives currently staff the Crimes Against Property Unit.
Crimes Against Persons Unit	Assigned various cases for investigative follow-up that generally include person crimes to include assaults, suicides, suspicious deaths, homicides, robberies, sex crimes, harassing phone calls, criminal terrorist threats, domestic violence, disputes, elder abuse, hate crimes, missing persons, and suspicious circumstances.	Six detectives currently staff the Crimes Against Persons Unit. The Victim Advocate also reports to the Crimes Against Persons Sergeant.
Youth Resource Unit	Investigates all felonious crimes committed against or by children up to 18 years of age with the following exceptions: 1) Homicides, and 2) Generally person crimes perpetrated by youth against adults. Investigative follow-up includes the following Child abuse, sex crimes runaways, found/stolen bicycles, graffiti (Vandalism), and other property crimes performed by youth.	Three detectives currently staff the Youth Services Unit.

Unit	Case Types Assigned	Notes
Crime Scene Unit	Responds to active crime scenes to fully process and document the crime scene and process and prepare evidence for lab submittal.	Two Technicians and one Supervisor are assigned to the Unit.

In calendar year 2010 the Criminal Investigations Section was assigned the following:

- A total of 1,266 Part I, Part II and miscellaneous cases.
- 319 Crimes Against Persons.
- 816 Crimes Against Property.
- 118 Economic & Commercial Crimes.

This workload will be examined in much further detail in the following sections. Additionally, the project team will evaluate the organization, staffing and case assignment philosophy related to the above investigative Units throughout this chapter.

2. CRIMINAL INVESTIGATIONS WORKLOAD, STAFFING, AND EFFECTIVENESS ARE EVALUATED DIFFERENTLY THAN FIELD OPERATIONS.

It is more difficult to evaluate the staffing levels required by criminal investigations because, unlike patrol operations, more subjective and qualitative determinants of workload and work practices need to be considered. Patrol services have the benefit of several quantitative measures, such as calls for service and proactive time, to assist in the evaluation of staffing requirements, whereas investigative services have fewer such reliable measures. Comparisons with other agencies are often made, but given differences in the way investigations are conducted, as well as the type of crime in a community, such comparisons are not very useful. Factors making comparative analyses difficult include:

- What is actually investigated varies by agency. The extent to which agencies assign misdemeanor level property crime cases to Detectives varies. Also, the extent to which patrol performs preliminary investigations varies widely and thereby impacts Detective caseloads. The Coral Gables Police Department assigns all misdemeanors, various informational, and all felony cases to the Detectives, thereby maximizing Detective caseload compared to many other agencies where caseloads are screened, through various methods, prior to assignment to a follow-up Detective.
- Approaches used to screen, assign, and monitor cases are different among law enforcement agencies. For example, Coral Gables largely relies on a Crime Analyst to screen cases and determine the appropriate unit sergeant to whom cases should be sent for assignment, whereas other departments may use detectives to self-screen or dedicated Detective Sergeants to read and initially screen cases based on various solvability factors.
- Work practices vary tremendously among agencies, relating to interviewing techniques, mix of telephone and in-person interviews, use of computer technologies, time devoted to administrative tasks, etc.
- Complexity of caseloads is also a factor to consider when examining quantitative factors relating to investigative activity. Each case is different in terms of workable leads, suspect description, evidence availability, victim/witness cooperation, quality of information provided by the original report taker, and numerous other factors. The way information in a single case may combine with information on other cases (e.g., serial crime) also impacts investigative actions.
- Additional duties and responsibilities performed by detectives beyond their caseload work. Such activities may include being a specialized trainer, assisting on warrant arrests or various other administrative duties that may detract from casework.
- Finally, the nature of the community itself is a factor in evaluating investigative workload and staffing needs. Citizen expectations translate into service levels impacting detectives in terms of what is investigated and how investigations are conducted. An agency such as the CGPD, may provide follow-up on all crimes, whether there are available leads or not, whereas another agency may rely on the victim to take the initiative as to case progress for “unsolvable” crimes.

As it relates specifically to the Coral Gables Police Department, there are certain expectations placed upon Detective staff that could be considered somewhat atypical in a variety of other law enforcement agencies. These expectations are largely two-fold:

- Cases assigned to Detectives exceed those of many other agencies which have implemented a case-screening process to minimize the number of “unsolvable” or “minor” cases forwarded to investigative staff. Many cases are suspended at this case screening stage in other law enforcement agencies.
- Personnel within the Section, such as Sergeants, perform a number of administrative duties outside of investigative workload as detailed in the Profile section of this report. Such work detracts from managing investigative case work.

As noted in prior pages, investigative workloads have numerous qualitative considerations when compared to that which depicts typically quantitative-driven patrol workload. In patrol, workload can be characterized broadly by the following factors:

- High volume/fast turnaround work and deployment practices designed to result in a rapid response of personnel. These can be linked to such metrics as response time and on-scene time.
- Work is typically oriented not toward a solution of a complex case, but toward documenting available evidence at the crime scene and initiating contacts with victims and witnesses.
- Appropriate availability and use of non-call-for-service time characterized as proactive time.

Unlike patrol, investigative workload does not have a wealth of specific measures that can be converted into quantitative methodologies to arrive at required staffing levels. There are some important metrics available, yet qualitative issues must also be considered. Investigative staffing requirements need to be examined from a variety of perspectives in order to obtain an overall portrait of staffing issues, case handling issues, and operational philosophies that have an impact on overall staffing needs. The project team performed the following steps in the analysis of the Criminal Investigations Section:

- Reviewed case management practices through interviews with unit supervisory and other line staff and obtained available caseload data for each of the Units.

- Compared the CGPD's Detective staffing and workload with investigative benchmarks from other law enforcement agencies.
- Examined other qualitative measures of workload, as appropriate, to determine the effectiveness of Section services.
- Examined organizational and supervisory spans of control.

The sections, which follow, provide a description of how the project team conducted its analysis relative to the aforementioned approaches.

As stated above, investigative workload and staffing requirements can employ a series of indicators to determine the extent to which core investigative staffing and general workload in the Section compare to ranges observed in other police agencies. This information is used to determine if the Coral Gables PD is within the ranges measured by those indicators. Investigative workloads vary depending on the number and types of cases a Detective is assigned, their complexity, and also the level of service desired by an agency. Generally speaking, however, the comparative measures that can be used to determine staffing, efficiency and effectiveness are displayed in the following table:

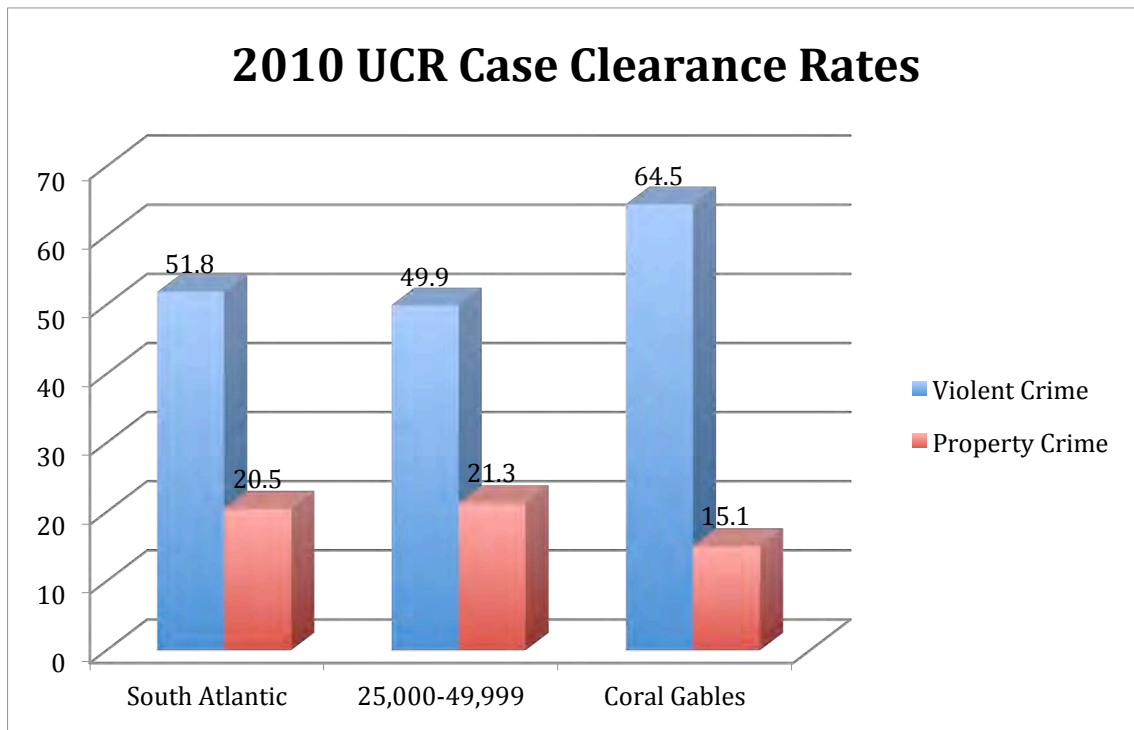
CITY OF CORAL GABLES, FLORIDA
Police Department Efficiency and Effectiveness Study

Comparative Measures	Comparative Industry Patterns
Part I Offenses per “line” Detective in core investigative functions such as persons and property crimes Detectives. This does not include those assigned to “pro-active” units such as narcotics or vice.	The Average distribution of Part I Offenses per “line” Detective developed in recent police services studies in the U.S. generally ranges from 400-500 Part I Offenses per investigator.
Case Clearance for Part I Crimes.	The Uniform Crime Report provides data on average case clearance by major crime type for various sized jurisdictions.
Active cases assigned to “property” crimes Detectives (e.g., burglary/theft).	15 to 20 active cases per month based on a survey of dozens of law enforcement agencies performed by the Matrix Consulting Group over the last several years.
Active cases assigned to white collar crimes Detectives (e.g., fraud).	These have a broader range due to their varied complexity, from 10 to 20 active cases per month each.
Active cases assigned to “person” crimes Detectives.	8 to 12 active cases per month based on the same survey. 3 to 5 active cases for complex person crimes such as felony assaults (shootings) to include homicides.
Active cases assigned to “generalist” crimes Detectives.	12 to 15 active cases per month based on the same survey.

There is no caseload standard for specialized detective units (e.g., vice and narcotics), because these types of cases are more proactive in nature. They can consume many weeks of staff time generating leads, contacts and suspect information, and they may often require surveillance and related activities. Furthermore, caseload standards have yet to be developed for computer forensic work, given the extreme variance in the potential complexity of a case and the tools available to the computer forensics investigator(s).

3. A COMPARISON WITH NATIONAL CRIME CLEARANCE DATA SHOWS THE CGPD IS BELOW THE AVERAGE CLEARANCE FOR CITIES OF SIMILAR SIZE AND THOSE IN THE SOUTH ATLANTIC REGION FOR PROPERTY CRIMES, BUT HAS HIGHER CLEARANCE RATES FOR VIOLENT CRIMES.

One approach to evaluating investigative effectiveness is to benchmark case clearances³ versus other law enforcement agencies in similar sized communities. Information available from the Uniform Crime Reports (UCR) provides case clearance statistics for Part I crimes. The following graph shows the CGPD's case clearance performance as compared to other law enforcement agencies in the United States. The graph depicts overall case clearance for violent and property crime, comparing Coral Gables to other communities in the South Atlantic Region and Nationally in the 25,000 – 49,999 population range.



³ Cases are cleared through an arrest or exceptional circumstances.

It should be noted that UCR data should be viewed with some caution; that is why it is only one method by which the project team evaluates investigative services.

The following is abstracted directly from the FBI's website:

“Each year when *Crime in the United States* is published, many entities – news media, tourism agencies, and other groups with an interest in crime in our Nation—use reported figures to compile rankings of cities and counties. These rankings, however, are merely a quick choice made by the data user; they provide no insight into the many variables that mold the crime in a particular town, city, county, state, region, or other jurisdiction. Consequently, these rankings lead to simplistic and/or incomplete analyses that often create misleading perceptions adversely affecting cities and counties, along with their residents.”

The following points regarding the above graphs are noted:

- Based on the UCR data provided in 2010 by the Federal Bureau of Investigation, the CGPD clears a higher percentage of violent crimes, but lower percentage of property crimes when compared to the national average (calendar year 2010) for other jurisdictions in the 25,000 – 49,999 population range.
- Similarly, based on the UCR, the CGPD clears a higher percentage of violent crimes, but a lower percentage property crimes when compared to the average for reporting communities in the South Atlantic region of the United States.

Clearance rates can be impacted by a number of factors, and should not be considered an exclusive measure of investigative productivity. It is, however, one measure that can allude to several operational characteristics. For example, these UCR data can provide a broad indicator of investigative staffing and workload balance. Case clearance rates dramatically below or above national averages could be indicative of staffing issues in the respective investigative areas. The project team does not believe lower clearance rates reflect a staffing issue but reflect the methods in which investigative services are conducted. Beyond the reasons for lower clearance rates, achieving national averages for cities of similar size should be strived for as a

noteworthy goal, as it reflects an important law enforcement agency core business function – the investigation and ultimate clearance of criminal cases.

4. USING UNIFORM CRIME REPORTING PART I CRIME DATA, THE RATIO OF PART I CRIMES PER DETECTIVE IS SIGNIFICANTLY LOWER THAN OTHER BENCHMARK AGENCIES.

The number of Part I crimes per Detective in many other law enforcement agencies in the United States averages between 400 and 500 crimes per Detective. Part I Crimes are taken from the annual Uniform Crime Report and compared to actual detective staffing levels in an agency. The following reflects information gathered by the project team over the last several years related to this staffing pattern:

Range of Part I Offenses per Investigative Staff

Range of Part I Offenses Per Core Investigator	Percent of Departments Surveyed with Part I Offenses Ratios in the Range
Less than 300	5.3%
300 to 400	31.6%
400 to 500	42.1%
More Than 500	21.0%
TOTAL:	100%

Based on Detective staffing levels of 12 detectives in Persons and Property Crimes, and based on 2010 UCR data of 93 violent crimes and 1,953 property crimes, the ratio of Part I Offenses per Detective is 171:1. This is well below the agencies surveyed for this study.

This metric is telling, as it relates to the number of Detectives fielded in comparison to Part I crimes, particular since the ratio is well below the low end of the noted 400 – 500 range as well as recently compared agencies. As any standalone metric, this performance measurement is inconclusive in and of itself; however, it does point to a potential operational issue deserving further analysis.

5. THE DETECTIVE UNITS WERE EVALUATED BASED ON CASELOAD INFORMATION FROM A VARIETY OF SOURCES.

In brief, caseload and staffing data are provided for each work Unit in the following format:

Case Workload and Performance

Measurement Type	Description
Assigned Staffing Level	The actual staffing level in the Unit as of this study.
FTE Staffing Level, 2011	Based on investigative logs, the actual number of detectives assigned cases to that Unit either temporarily, a portion of the year prior to transfer, etc. Detectives assigned only a very minor number of cases to the Detail were not counted.
Annual Cases <i>Assigned</i> to Unit	Total cases assigned to the Unit in calendar 2010.
Average Monthly Cases <i>Assigned</i> to Each Detective	The average number of monthly cases assigned to each Detective in the Unit. If a Detective worked the Detail less than one year, the monthly average reflects this based on the number of Detective FTE's assigned as reflected in the FTE Staffing Level, 2010 column above.
Average Monthly "Minor" or "Minimal Work" Cases <i>Assigned</i> to Each Detective	The average number of monthly minor/minimal work cases assigned to each Detective in the Unit. See FTE comment above.
Average Monthly <i>Active</i> Cases for Each Detective	The total monthly cases worked in September 2011 based on the Desk Audits conducted.
Benchmark Targets for <i>Active</i> Monthly Caseload per Detective	A range showing the number of monthly cases that should be actively worked based on Matrix Consulting Group methodologies.
Does Unit Meet the Benchmark?	Comments regarding if the Unit meets benchmark targets.

Utilizing the approaches noted, the project team analyzed each unit as presented below.

(1) Crimes Against Property Unit.

The Crimes Against Property Unit is currently staffed with four full-time Detectives, but is authorized six detectives. Workload metrics as defined above are shown as follows:

Crimes Against Property Unit Caseload Performance Metrics – Calendar 2010

Assigned Staffing Level	Full-time Equivalents (FTEs)
FTE Staffing Level, 2011	4, 6 Authorized
Annual Cases <i>Assigned</i> to Unit	324
Average Monthly Cases <i>Assigned</i> to Each Detective	11.2
Average Monthly <i>Active</i> Cases (September 2011) for Each Detective	7
Benchmark Targets for <i>Active</i> Monthly Caseload per Detective	15-20 (property crimes)
Does Unit Meet the Benchmark?	Active cases are below Benchmark

(2) Economic Crimes Unit.

The Economic Crimes Unit is currently staffed with two full-time Detectives, but is authorized three detectives. Based on vacation schedules for all three staff, the self-reporting exercise performed in September 2011 is not applicable to this Unit. Workload metrics are shown as follows:

Economic Crimes Unit Caseload Performance Metrics – Calendar 2010

Staffing Level	Full-time Equivalents (FTEs)
FTE Staffing Level, 2011	2, 3 Authorized
Annual Cases <i>Assigned</i> to Unit	94
Average Monthly Cases <i>Assigned</i> to Each Detective	3.9
Average Monthly <i>Active</i> Cases (September 2011) for Each Detective	3
Benchmark Targets for <i>Active</i> Monthly Caseload per Detective	10 (white collar crimes)
Does Unit Meet the Benchmark?	Active cases are below Benchmark

Recommended staffing levels for the Economic Crimes Unit and the entire Division will be placed in further context later in this chapter.

(3) The Crimes Against Persons (CAP) Unit.

The CAP is currently staffed with three full-time Detectives, but authorized six Detectives. Workload metrics are noted as follows:

Crimes Against Persons Caseload Performance Metrics – Calendar 2010

Staffing Level	Full-time Equivalents (FTEs)
FTE Staffing Level, 2011	3, 6 authorized
Annual Cases <i>Assigned</i> to Unit	131
Average Monthly Cases <i>Assigned</i> to Each Detective	4.5
Average Monthly <i>Active</i> Cases (September 2011) for Each Detective	28.7
Benchmark Targets for <i>Active</i> Monthly Caseload per Detective	8-12 (person crimes)
Does Unit Meet the Benchmark?	Active cases are above Benchmark

The following points summarize relevant data regarding the CGPD Crimes Against Persons Unit.

With the current staffing of three detectives, the unit is above benchmark levels. If staffing is brought back up to five (5) authorized and staffed positions, active cases would be brought in line with benchmarks once case clearance practices are improved. The Detectives should improve processes for closing cases where it is obvious no leads exist to continue to consider a case “open/active”.

Recommended staffing levels for the CAP and the entire Division will be placed in further context later in this chapter.

(5) The Youth Resource Unit.

The Youth Resource Unit is currently staffed with three full-time Detectives. Workload metrics are noted as follows:

Youth Services Caseload Performance Metrics – Calendar 2010

Staffing Level	Full-time Equivalent (FTEs)
FTE Staffing Level, 2011	3, 4 authorized
Annual Cases <i>Assigned</i> to Unit	140
Average Monthly Cases <i>Assigned</i> to Each Detective	3
Average Monthly <i>Active</i> Cases (September 2011) for Each Detective	3
Benchmark Targets for <i>Active</i> Monthly Caseload per Detective	No Benchmark
Does Unit Meet the Benchmark?	No Benchmark due to ancillary duties and programs

The following points summarize relevant data regarding the CGPD Youth Resources Unit.

The Youth Resources Unit handles the cases involving youth in Coral Gables and provides a number of youth related programs, including Police Athletic League activities as well as SRO services, which makes benchmarking difficult.

(6) Vice and Intelligence Unit.

The Vice and Intelligence Unit is staffed with two (2) Sergeant and eight (8) detectives – one (1) Sergeant and four (4) detectives are assigned to regional strike and task forces; one (1) Sergeant and four (4) detectives work within the City on vice, narcotics and other proactive investigations. These are highly proactive investigative efforts and do not adhere to the traditional method for determining staffing, but should be evaluated on outcomes associated with its undercover and investigative efforts.

6. CERTAIN WORK PRACTICES RESULT IN CASELOADS THAT ARE DIFFICULT TO EFFECTIVELY MANAGE.

Data in the prior section showing caseloads assigned to various Detective Units is particularly telling as it relates to the way in which Coral Gables PD performs investigations and the level of service provided to the community. The following subsections discuss our recommended operational changes.

(1) The Criminal Investigation Bureau Should Improve the Case Screening Process to Ensure Detectives Receive Cases in a Timely Fashion.

The current practice in the Coral Gables Police Department is to have the cases reviewed by the Crime Analyst using an established solvability index. Based on the solvability and case prioritization the recommendation to assign cases is forwarded to the Sergeant of the appropriate Unit who determines final assignment and which detective will be assigned the case. The Sergeant makes the final decision to assign or not assign cases if assignment is questionable.

Based on the project team's review of various case screening processes in use in varied law enforcement settings, we believe that the system employed by the CGPD is an effective system for determining case assignments.

Based on interviews, there appears to be a delay in cases being assigned, as CGPD Patrol Sergeants review reports after they are submitted by officers, but corrections are not made immediately to reports—and this delays the case screening process, often resulting in victims calling detectives before cases are assigned. The delays also result in the loss of DVR evidence, as it will be several working days before follow-up occurs.

The agency would benefit from developing a system to ensure there is a timely review and immediate correction of field reports. In several agencies these reviews are conducted and corrections made prior to the end of the shift, resulting in little delay for case assignment.

Recommendation: Require Patrol Sergeants to review cases and officers make required corrections prior to the end of each shift on reports being forwarded for case assignment.

(4) Existing Detective Staffing Levels in the Core Investigative Units.

Based on the entirety of information and data analyses performed, in concert with the previous recommendations, the project team believes that detective staffing should be adjusted to reflect a more proactive stance in the community. This should result in the vast majority of Detectives having more reasonable caseloads and improved investigative time available to focus Detective efforts on major crimes in an effort to improve case clearance rates, while meeting community expectations of service. It should be re-emphasized that the current expectation of the City and the CGPD as it

relates to focusing on customer service, such as all burglary victims receiving a personal phone call upon case assignment, is a primary driver to staffing recommendations noted in this chapter.

- Reduce staffing in the Crimes Against Persons Unit to five (5) Detectives (from six Detectives, at present).
- Reduce staffing in the Economic Crimes Unit to two (2) Detectives (from three Detectives, at present). Alternatively, the Department could flexibly staff these labor intensive, highly varying caseloads.
- Reduce staffing in the Crimes Against Property Unit to five (5) Detectives (from six Detectives, at present).
- Maintain existing staffing in the Youth Resource Unit of four Detectives.

Investigators not required because of caseloads should be reassigned to proactive investigative functions. The Department should expand and enhance Coral Gables' proactive investigative efforts. Mirroring the emphasis in Uniform Patrol, a Strategic Investigations Unit could be flexibly used for a variety of special investigative needs. As described here and elsewhere, this Unit would be comprised of the following staff:

- The existing four (4) investigators and Sergeant not currently assigned to regional task forces.
- The three (3) investigators in case handling units recommended for reassignment in this Chapter (with the caveat that Economic Crimes could be handled and staffed more flexibly).
- The reclassified Major in the reorganization recommended in the final Chapter of this report.
- The City would continue its commitment to assigning the four (4) existing investigators and Sergeant assigned to regional task forces.

The Strategic Investigations Unit, then, would be staffed with a Sergeant and eight (8) investigators.

Finally, the Department should annually evaluate participation in the various Strike Forces / Task Forces to determine if they focused on reducing the types of crimes affecting Coral Gables or if the personnel resources would be better deployed elsewhere.

Recommendation: Reallocate sworn authorized staffing levels in the Criminal Investigations Division by three Detectives. These three positions should be assigned to proactive investigative activities.

Recommendation: Monitor economic crime trends and workloads and flexibly staff this function.

Recommendation: Reallocate three Detectives from case handling investigative units to a renamed and refocused Strategic Investigations Unit. Also, reclassify and assign a Major position, as described in a later Chapter of this report.

Recommendation: Annually evaluate the results of Detectives assigned to regional Strike Forces and Task Forces.

5. ANALYSIS OF THE SPECIALIZED ENFORCEMENT DIVISION

This Chapter of the report focuses on the analysis and recommendations related to the Specialized Enforcement Division (SED). The creation of this Division in 2007 was intended to provide better management and accountability of the specialized services of the Coral Gables Police Department. The Division is comprised of the Traffic Enforcement Unit, the Crash Unit, the Bike Patrol Unit and the Marine Unit.

The following section contains the analysis of the Traffic Enforcement Unit.

1. ANALYSIS OF THE TRAFFIC ENFORCEMENT UNIT

The Traffic Enforcement Unit is responsible for the maintenance of traffic through enforcement of traffic laws within the City of Coral Gables. The unit is especially concerned with the preservation of life and property through the prevention of vehicular accidents and enforcement of all state, county and municipal traffic laws. The location of Coral Gables as a major connector to the greater Miami metropolitan area causes traffic issues to be a concern and focus of the agency.

(1) The Coral Gables Police Department Assigns Ten (10) Motorcycle Officers Who Report to a Sergeant to the Principal Duty of Traffic Enforcement.

The traffic officers are assigned on staggered shifts with five officers working from 7:00 am to 3:00 pm and five officers from 12:00 pm to 8:00 pm. While the primary responsibility of the traffic officer is to enforce traffic related laws, the unit also serves as the back-up officers for the Crash Unit.

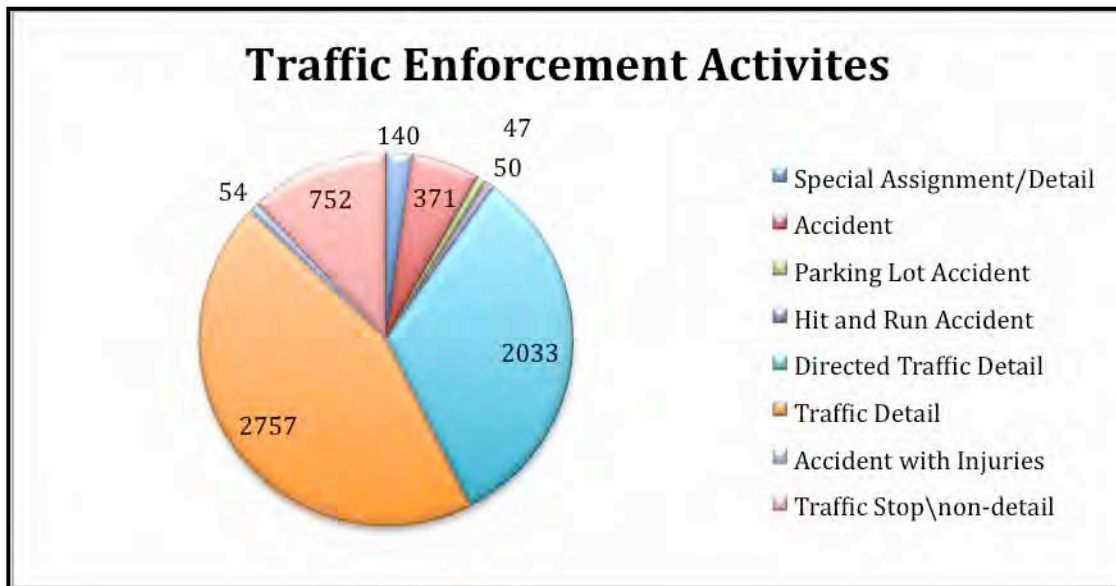
The Sergeant assigns officers to conduct directed enforcement in areas where there have been citizen complaints related to traffic issues or where the agency has noticed an increase in traffic incidents.

During 2011 the following information is noted about the activity in the Traffic Enforcement Unit:

2011 Traffic Enforcement Activity

Activity	Count
Citations	15,521
Traffic Enforcement Plans	53
DUI Saturations	3
Escorts	28
DUI Arrests	96

The following chart depicts the activities most frequently engaged in by Traffic Unit Officers between October 2010 and October 2011:



As shown, the two primary activities are self initiated traffic details and traffic details assigned by the Unit Sergeant. The next service level indicator is traffic stops while not on a detail. This indicates that traffic officers are very proactive in their enforcement efforts, as self initiated activity is occurring at very high levels compared to community-generated calls.

(2) The Effectiveness of Traffic Enforcement is Determined Using the Traffic Enforcement Index.

In terms of overall effectiveness, the Matrix Consulting Group turns to the studies conducted by the Northwestern University Center for Public Safety. From this research comes the Traffic Enforcement Index (TEI). The index is a ratio that compares enforcement activities related to the issuance of citations for violations that create road hazards combined with DUI enforcement and relates those productivity levels to the number of injury accidents (to include fatalities) each year. The ratio is an “indicator” of the effectiveness of traffic operations in impacting overall traffic conditions in a specific area.

Traffic Enforcement Index =	$\frac{\text{Traffic Citations + DUI Arrests}}{\text{Injury + Fatal Accident}}$
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The ideal range for the TEI is between 35 and 40. The National Highway Traffic Safety Administration acknowledges that a relationship exists between proactive traffic enforcement and the reduction in motor vehicle collisions. More and more studies are being conducted drawing a nexus between strategic traffic enforcement and an overall reduction in traffic hazards as well as crime. The International Association of Chiefs (IACP) research group asserts that as the TEI increases, not only do traffic accidents decrease, but there is also a reduction in criminal activity. The latest model in traffic enforcement, Strategic and Tactical Approach to Traffic Safety (STATS), endorsed by IACP and the National Sheriffs Association (NSA), sees direct benefits in coordinated traffic enforcement efforts designed specifically to disrupt criminal patterns of behavior. As a result, the TEI does present a valid indicator of overall effectiveness.

In examining the Coral Gables statistics, there were 96 DUI arrests in 2011. Accident figures showed 500 injury accidents and 5 fatalities. Officers issued 15,521 citations during the period. Inserting these figures into the TEI equations produces a ratio of 30.92.

TEI = 30.92	$\frac{15,521 + 96}{500 + 5}$
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The calculated TEI for Coral Gables indicates the traffic enforcement efforts are currently within 1:35 – 1:40 ratio considered an effective level (though it has been higher in the past). It is clear from the data analysis that the individual officer efforts and supervisory efforts toward targeting specific locations for directed traffic enforcement have produced a positive TEI impact score.

Recommendation: Continue to target traffic enforcement efforts relating to the TEI calculation in the 1:35 – 1:40 range.

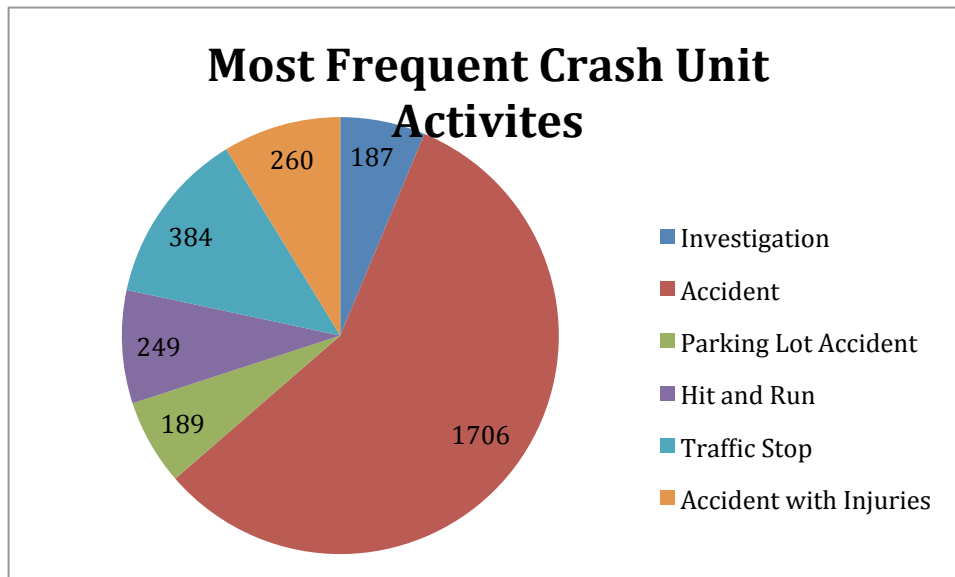
2. ANALYSIS OF THE CRASH UNIT

The Crash Investigation/Traffic Homicide Unit investigates all types of crashes, from minor property damage to those involving fatalities. The Unit also conducts traffic enforcement public education in an effort to educate the public, reduce crashes and ultimately save lives. An additional focus of the Crash Investigation Unit is the participation in DUI saturation, DUI checkpoint and the County DUI Task Force.

(1) The Coral Gables Police Department Assigns Five (5) Officers, Who Report to One (1) Sergeant, to the Crash Investigation/Traffic Homicide Unit.

The traffic officers are assigned to overlapping shifts Monday – Friday from 7:00am to Midnight and 10:00am to 6:00pm on Saturday. Similar to the Traffic Enforcement Division, officers are not typically assigned to work on Sunday. Officers of the Crash Unit rotate an on-call schedule and are subject to call-out for serious injury accidents when no Crash Investigator is on duty.

While the primary responsibility of the Crash Investigation Unit is to investigate traffic crashes, the unit also handles other functions for the agency. The following chart depicts the most frequent activities engaged in by Crash Investigation Unit Officers between October 2010 and October 2011:



As shown, the primary activity is the investigation of accidents in various forms, but officers in the unit also conducted traffic enforcement activities in the form of traffic stops, 384 times during the one year period. This indicates that the officers assigned to this Unit are mostly reactive in their activities, as they respond to accidents when dispatched.

(2) Crash Unit Investigators Were Dispatched to 3,494 Community-Generated Calls for Service between October 2010 and October 2011.

The following table shows the community-generated calls for service to which the Crash Investigation Unit was dispatched between October 2010 and October 2011.

Community Generated Calls – Crash Investigation Unit

Hour	Weekday							Total
	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
0	1	0	0	0	0	2	2	5
100	1	0	0	0	0	0	0	1
200	1	0	0	0	0	0	1	2
300	0	0	0	0	0	0	0	0
400	1	1	1	0	1	0	1	5
500	0	0	0	0	0	2	0	2
600	0	6	2	1	3	2	2	16
700	0	25	31	25	35	34	0	150
800	0	38	39	32	47	36	0	192
900	0	31	49	54	44	45	4	227
1000	1	31	33	59	35	50	19	228
1100	0	31	44	55	50	44	21	245
1200	0	33	43	51	64	63	24	278
1300	0	49	42	45	63	51	14	264
1400	0	42	62	54	57	61	18	294
1500	0	37	54	53	42	55	21	262
1600	0	43	67	64	64	73	19	330
1700	1	41	75	68	55	53	5	298
1800	0	31	47	48	44	30	1	201
1900	0	24	33	22	29	30	1	139
2000	0	17	32	28	17	28	0	122
2100	0	15	18	24	16	21	0	94
2200	0	13	12	15	16	20	0	76
2300	0	12	13	12	14	11	1	63
Total	6	520	697	710	696	711	154	3494

As shown, the Crash Investigation Unit officer responded to 3,494 incidents during the one-year period, with the majority of calls to which the Crash Unit responded occurring during normally scheduled hours. There were 33 serious accidents or 0.01% of the total calls requiring call-out of a Crash Investigator during non-scheduled hours.

(3) Crash Investigation Unit Officers Spent an Average of 32% of Available Time on Community-Generated Calls for Service.

Similar to patrol officers, the Crash Investigation Unit officers are typically dispatched to calls for service when an accident occurs. As discussed earlier, they also conduct proactive activities, such as conducting traffic stops and preparing and giving public education presentations related to lowering the incidence of traffic crashes in Coral Gables, when not assigned to investigate an accident.

Available Time on Community-Generated Calls

Hour	Mon	Tue	Wed	Thu	Fri	Sat	Average
0700	21%	34%	17%	43%	44%	-	32%
0800	41%	57%	33%	59%	34%	-	45%
0900	20%	44%	65%	32%	54%	-	43%
1000	24%	20%	44%	28%	33%	23%	29%
1100	27%	30%	35%	26%	25%	31%	29%
1200	25%	30%	34%	35%	35%	32%	32%
1300	54%	27%	23%	35%	32%	24%	32%
1400	32%	29%	42%	38%	24%	22%	31%
1500	67%	56%	52%	38%	50%	35%	50%
1600	35%	42%	51%	35%	53%	64%	46%
1700	42%	49%	36%	35%	44%	3%	35%
1800	30%	43%	39%	46%	27%	-	37%
1900	18%	31%	21%	33%	28%	-	26%
2000	16%	38%	20%	23%	17%	-	23%
2100	9%	21%	16%	22%	14%	-	17%
2200	34%	15%	11%	21%	10%	-	18%
2300	10%	19%	24%	16%	15%	-	17%
Average	30%	34%	33%	33%	32%	29%	32%

As shown, the Crash Investigation Unit officers average 32% of their available time on community-generated calls for service. There are also several time blocks where they exceed 50% uncommitted time, which for this unit is not as critical an issue as it would be for patrol officers, since Crash Investigators are not traditionally expected to be actively conducting proactive activities, but should instead be more reactive in nature.

The table also indicates that the majority of high utilization times are between the hours of 0800 and 1700 and the lowest utilization between 2100 and 2300. The agency may wish to consider adjusting the schedule of one of the afternoon officers to an earlier start time to provide more overlapping coverage between 1300 and 1500.

Recommendation: Consider rescheduling one Crash Investigator to begin the tour of duty at 1300 to maximize personnel coverage during peak service demand times.

Recommendation: Assign Crash Investigation Officers to selective traffic enforcement efforts when not engaged in conducting crash investigations.

3. ANALYSIS OF THE BICYCLE PATROL UNIT

The Bicycle Patrol Unit is designated as a specialty unit for the purposes of focusing patrol efforts on the downtown business district in Coral Gables. During its shifts, the unit patrols the parking garages, alleyways and other areas not easily accessible by officers in patrol vehicles. The Bicycle Patrol Unit also serves as a community relations arm of the agency, as officers spend time building relationships with downtown merchants, the public and community organizations, as they conduct their duties on both bicycles and Segways.

The Unit participates in numerous public events which are held in Coral Gables annually, including:

- Holiday Bike Patrol
- Junior Orange Bowl Parade
- Ponce Peace Parade
- Farmers Market
- School Demonstrations
- Orange Bowl Game

The Bicycle Patrol Unit is staffed with six officers, who are supervised by one Sergeant. During the time of this study, the Bicycle Patrol Unit has been re-deployed to the Uniform Patrol Division due to the impact of the current 10-hour shift schedule on officer availability. Therefore, these Officers were counted as part of the Uniform Patrol Division and were unable to be evaluated as a separate, stand alone work group.

Recommendation: As staffing permits, deploy the Bicycle Patrol Unit back to the Specialized Enforcement Division to focus its efforts on the Downtown Business District.

4. ANALYSIS OF THE MARINE PATROL UNIT

The Marine Patrol Unit has the primary focus of ensuring boater safety and providing education to boaters in the waterways around Coral Gables. During its patrols of the waterway interface the Unit provides crime prevention, environmental protection and hurricane preparedness while conducting their routine patrol activities. The Unit also assists other local, State and Federal agencies with port security, narcotics interdiction and illegal immigrations.

(1) The Marine Patrol Unit is Staffed with Four Officers, Who Are Supervised by a Sergeant.

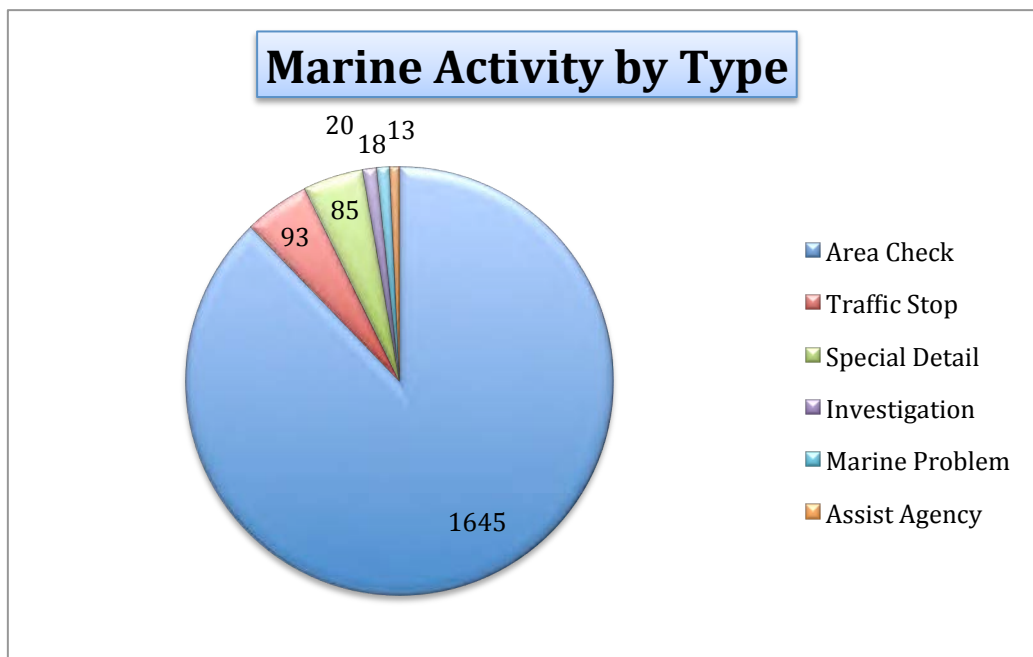
The Marine Patrol Unit provides ten (10) hours of coverage per day to the eleven (11) marine patrol areas in the City. The Unit operates from 12:00pm to 10:00pm Monday – Friday and 8:00am to 6:00pm on Saturday and Sunday. These hours are consistent with the most boat activity in the area.

The patrol area consists of 40 miles of internal waterway canals and 30 square miles of Biscayne Bay, include 7 miles of bay front. In this area there are approximately 1,300 homes with waterfront access with values as high as \$40 million. In these homes the Department estimates there are approximately 1,750 boats anchored at residences.

(2) The Marine Patrol Unit is Largely Proactive in Terms of its Activity.

During the patrol of the Waterways in Coral Gables the Marine Unit conducts area checks of houses fronting the waterways. This area is a “no wake” zone and patrol speeds are slow, with each of the eleven areas taking between 20 minutes and 1.5 hours to patrol. During these patrols, officers enforce the manatee protection zones and educate the boating public about protected species such as the manatees and saltwater crocodiles. The officers also inspect vessels for maintenance concerns and inspect the waterways prior to hurricanes to ensure all boats are properly secured.

During the one-year period reviewed by the project team (October 2010 – October 2011), the Marine Unit showed 1,953 activities documented in the CAD system. This CAD data reviewed by the project team showed the following activities as the most commonly performed by the Marine Patrol Unit:



As shown in the chart, 1,646 or 84.3% of activities in CAD are related to conducting area checks, which are the routine patrols for the marine unit. The average

time spent on activities for the Marine Unit is 50 minutes, 37 seconds over the one-year period.

(3) Marine Patrol Units Conducted 1,953 Activities During the Review Period.

The Officers assigned to the Marine Patrol Unit conducted 1,953 recorded activities during the one-year period reviewed by the project team. The following table shows the call breakdown by unit:

Calls By Unit

Unit	Total
D400	298
D401	254
D402	420
D403	537
D404	444
Total	1,953

As shown, unit D403 showed the most activity during the one-year period with 537 recorded events in CAD. The unit with the lowest activity was unit D401 with 254 recorded events.

3. THE CITY SHOULD CREATE A “STRATEGIC INITIATIVES TEAM” TO FLEXIBLY DEAL WITH A WIDE VARIETY OF COMMUNITY ISSUES.

Recommendations made elsewhere in this report have resulted in a number of positions which can be reallocated to other functions. These positions include:

- One (1) Master Police Officer currently assigned to Uniform Patrol.
- Nine (9) Police Officers currently assigned to Uniform Patrol.
- One (1) Police Officer currently assigned to K-9 or another from Patrol.
- One (1) Sergeant currently serving as the FOP President on a full time basis.
- One (1) Sergeant currently serving as the Department’s IT Officer.

The City has an operational choice with respect to these positions – either to allow the force to be reduced over time through attrition to the levels recommended in

this report or to flexibly use these staff to address special issues in the community. The Team would be comprised of two (2) Sergeants, one (1) Master Police Officer and ten (10) Police Officers. The issues they would handle would range from:

- Emerging criminal issues in areas which cannot adequately be addressed by other resources in the Department.
- “Quality of life” issues in the community which cannot adequately be addressed by other resources in the Department. These issues could include traffic and other nuisance problems.
- Availability for multi-jurisdictional activities which potentially or actually impact Coral Gables.
- Assisting in the handling of peak activities either in Uniform Patrol or Criminal Investigations which cannot adequately be addressed by those other resources.

The creation, then, of a “Strategic Initiatives Team” could be used to flexibly address a wide variety of crime and non-crime community issues. This team could be assigned as needed, by day and shift, and could work in uniform or in plain clothes. It is an established approach in law enforcement and would allow the Department to address a wide range of issues in Coral Gables. It would also be a way to increase the level of service in the community without adding resources. Operationally, these staff could be assigned as one team or two to maximize the flexibility of assignment.

These staff would come under the direct supervision of the former Specialized Enforcement Division Lieutenant, a currently authorized position. Unit supervision would come from Sergeant positions recommended for transfer from other functions – a Sergeant overseeing the Department’s information technology effort and the Sergeant’s position (or its equivalent in Uniform Patrol) currently allocated to being the FOP representative.

Recommendation: Create a “Strategic Initiatives Team” to address a variety of special issues in the community on a flexible basis.

4. SPECIALIZED ENFORCEMENT WOULD FUNCTION EFFECTIVELY AS PART OF THE UNIFORM PATROL DIVISION

The purpose of the Specialized Enforcement Division is to provide services of a specialized nature and allow Uniform Patrol Officers to remain available for emergency calls. As shown earlier in the report, Uniform Patrol Officers currently have high levels of proactive time available.

To be fully effective, the units in the Specialized Enforcement Division should be working with Uniform Patrol, based on crime analysis, to determine areas where issues exist that require a higher level of police presence. Currently there are few planning efforts ongoing in the CGPD related to how the Uniform Patrol Division and members of the Specialized Enforcement Division are deployed. This cooperation is critical, as Bike Patrol, Traffic and Marine officers can play a vital role in assisting in the prevention and detection of crime in Coral Gables.

In a May, 2011 article in *Governing Magazine*, analysis showed that a growing number of communities are finding that by merging crime and traffic data, they can take steps to dramatically lower traffic violations, and reduce crime with little or no additional funding. The findings showed that when “hot spots” were determined where both criminal activity and traffic incidents occur, the deployment of highly visible traffic enforcement to targeted areas resulted in reductions in robberies, vandalism, theft and many other criminal categories. Increases in vehicle stops, warnings, traffic citations and DUI/DWI arrests were also noted. One principal that the National Highway Traffic Safety Association says is critical to the success of “Data Driven Policing” is information

sharing and outreach (Kerrigan, Heather, May 2011, “Data-Driven Policing” GOVERNING).

This clearly illustrates the importance of information sharing and cooperative efforts between patrol officers and traffic officers, which could greatly improve through reporting to a single commander. Bike Patrol can also play a vital role in this type of effort by providing a highly visible and interactive presence in “hot spots” and the central business district.

Recommendation: Eliminate the Specialized Enforcement Division and assign the Units of this Division under the Command of the Uniform Patrol Division Major. Eliminate the current Major position assigned to this Division.

Recommendation: Reassign the Secretary position in this Division to the Criminal Investigations Division.

6. ANALYSIS OF THE OFFICE OF THE CHIEF OF POLICE

In this chapter of the report is presented the project team's assessment of the Office of the Chief of Police, which includes the Internal Affairs Section, Accreditation and Inspections Section, FOP President and the Community Affairs Unit.

It is important to note that during the course of this study the position of Assistant Police Chief has remained vacant. It is the opinion of the project team that this vital position should be filled, with duties focused on management and service level performance of the three Bureaus as depicted in the executive summary. This will allow the Chief of Police to keep focused on the long-term strategic focus of the agency and ensuring there is adequate time to engage with community leaders, city administration and key external stakeholder groups.

1. THE INTERNAL AFFAIRS SECTION.

The Internal Affairs Section is responsible for conducting follow-up investigations related to complaints filed against employees of the police department. These complaints can be generated both internally and externally.

This is an important function for a law enforcement agency as it ensures professional conduct is maintained in the organization. A well run Internal Affairs Unit will respond to allegations of misconduct in a fair and impartial manner, which builds trust internally and ensures the public image of the agency remains positive.

This Unit handles a variety of activities for the CGPD, including:

- Formal Internal Affairs Investigations
- Grievances

- Use of Force
- Vehicle Accidents
- Contact Reports
- Interventions

In 2010 the Unit conducted the following types of activities:

Internal Affairs Activity – 2010

Activity	Count
Contact Reports	50
Counseling Reports Reviewed	15
Disciplinary Action Reports Reviewed	4
Formal IA Investigations	15
Inquiries	52
Early Warning Interventions	3
Use of Force Review	15
Vehicle Accidents Reviewed	33
Total	187

(1) The Internal Affairs Unit Utilizes a Number of Best Practices.

Three (3) personnel staff the Internal Affairs Unit. A Sergeant and an Investigative Assistant report to a Lieutenant who manages the Unit. The organizational structure of the Coral Gables Police Department is such that the Lieutenant has a direct reporting relationship to the Chief of Police. This is important due to the sensitivity of information related to internal investigations, to ensure the Chief of Police receives all pertinent information in a timely fashion.

The agency has also implemented an early warning / early intervention system to proactively identify potential problem employees when certain pre-determined behavior thresholds occur. These thresholds include use of sick time, complaints, use of force incidents etc., and when they trigger an alert it allows the agency to ensure an employee in need of assistance is provided the appropriate assistance before issues are allowed to escalate.

Agency policies involving the internal affairs function are well developed and include a requirement related to the maintenance of complaints, which protects the confidentiality of these records and ensures they are maintained separately from other personnel records.

Recommendation: The Department should continue the practice of having the Internal Affairs Unit report directly to the Chief of Police.

2. THE ACCREDITATION SECTION.

The Coral Gables Police Department is an accredited agency by The Commission on Accreditation of Law Enforcement Agencies, Inc. (CALEA). The accreditation process is voluntary for law enforcement agencies and includes a review every three years by a team of assessors to ensure the agency continues to have the written policies in place of a modern law enforcement agency and that it is following these policies consistent with this effort.

The CGPD has a Lieutenant assigned to manage the accreditation process for both the State of Florida Accreditation and CALEA Accreditation programs. While currently this Lieutenant does not have any direct reporting subordinates, the rank is commensurate with the responsibilities associated with managing the accreditation process for the agency. Critical job tasks for the Department include:

- Managing the accreditation process, including on-site assessments.
- Managing the Staff Inspection process to ensure all Units are operating according to established policies and procedures.
- Ensuring policies and procedures remain current and adhere to requirements to retain the agency's accredited status.
- Conducting training sessions to departmental personnel.
- Representing the Department at national and regional accreditation meetings.

- Collecting and validating proofs of compliance with the hundreds of standard associated with being an accredited agency.
- Development of annual biased-based policing report.
- Conducting 'spot audits' of the property and evidence functions.

Recommendation: The Accreditation Lieutenant should work closely with the Lieutenant developing and reviewing policy and procedures.

3. THE COMMUNITY AFFAIRS UNIT

The Community Affairs Unit serves as the primary public information, crime prevention and recruiting arm of the Coral Gables Police Department. This Unit is staffed with two (2) personnel and reports directly to the Chief of Police. A Sergeant supervises the Community Affairs Officer.

There are a number of activities performed by the members of this Unit, including:

- Preparing news releases and answering media inquiries.
- Developing, delivering and implementing crime prevention programs.
- Maintaining a current photo library of agency personnel.
- Producing and publishing the Annual Report.
- Preparing weekly crime analysis for problem area deployment.
- Coordinating recruiting and applications with Human Resources.
- Maintaining the Emergency Operations Center in a state of readiness.
- Coordinating Crime Watch Programs.
- Coordinating Community Events.
- Attend recruiting functions to attract qualified candidates.
- Maintaining the Department website.

Personnel assigned to the Community Affairs Unit work an eight-hour workday from 7:00 am to 3:00 pm Monday – Friday. After hours and weekend media needs are handled on a rotating on-call schedule for emergencies and significant breaking news events. The Communications Center supervisor on duty makes the determination for call-out of the on call PIO.

Based on interviews and discussion with Unit personnel, it appears to the project team that the workload and responsibilities are appropriate for the staff assigned to this Unit. This is another Unit where the span of control for the supervisor is limited at 1:1. Efficiencies may be gained by having personnel in the Community Affairs Unit reassigned to become a function of the recommended Administrative Services Office. This would ensure the Human Resource functions performed by Community Affairs are managed consistently with the other HR functions.

Recommendation: Reassign the Community Affairs Unit to become part of the recommended Administrative Services Office.

3. FRATERNAL ORDER OF POLICE (FOP) PRESIDENT

The Coral Gables Police Department currently has the President of the FOP detached from the day-to-day operations of the police department and focusing solely on the business of the Police Union. Based on the experience of the project team, it is unusual for an agency the size of the CGPD to have a position solely dedicated to the business of the Union. Detached positions are typically only seen in large metropolitan police agencies where the duties of an association President would require a full-time equivalent position.

The City of Coral Gables and the CGPD should provide a “reasonable” number of hours for the President to be allowed to focus on Union business, allowing this position to fulfill law enforcement functions.

Recommendation: The FOP President should not be a detached position. A reasonable number of hours should be allocated for union business.

7. ANALYSIS OF THE TECHNICAL SERVICES DIVISION

This chapter provides the assessment of the Technical Services Division, whose personnel are allocated within communications, records, property and evidence, technology, and radio repair and maintenance.

1. THE DISPATCH CENTER HANDLES EMERGENCY AND NON-EMERGENCY CALLS FOR SERVICE REGARDING LAW ENFORCEMENT AND FIRE / EMERGENCY MEDICAL SERVICE INCIDENTS.

The dispatch staff are allocated among four separate shifts to provide coverage 24-hours per day / 7-days per week, as follows:

- Day Shift (0700 to 1500) – 7 dispatchers
- Afternoon Shift (1500 to 2300) – 10 dispatchers
- Midnight Shift (2300 to 0700) – 8 dispatchers
- Relief Shift (1100 to 1500 / 15 to 2300 and 0700 to 1500) – 7 dispatchers

The total number of filled dispatcher positions is 32, with a Communications Supervisor assigned to each shift. The minimum staffing requirements are six to seven dispatchers per hour / per day, with typical staff deployment as follows: One Communications Supervisor, two Call-Takers, one Police Dispatcher, one Fire Dispatcher, and one Teletype / Records position.

Based on the current schedule (effective August 29, 2011 to January 1, 2012), the table below shows the number of dispatchers scheduled per hour / per day:

Coral Gables Dispatch Center – Deployment Schedule

Hour	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Avg.
0000	6	6	5	5	6	6	6	5.7
0100	6	6	5	5	6	6	6	5.7
0200	6	6	5	5	6	6	6	5.7
0300	6	6	5	5	6	6	6	5.7
0400	6	6	5	5	6	6	6	5.7
0500	6	6	5	5	6	6	6	5.7
0600	6	6	5	5	6	6	6	5.7
0700	7	7	7	7	7	7	7	7.0
0800	7	7	7	7	7	7	7	7.0
0900	7	7	7	7	7	7	7	7.0
1000	7	7	7	7	7	7	7	7.0
1100	7	9	9	7	7	7	7	7.6
1200	7	9	9	7	7	7	7	7.6
1300	7	9	9	7	7	7	7	7.6
1400	7	9	9	7	7	7	7	7.6
1500	10	7	7	10	10	10	10	9.1
1600	10	7	7	10	10	10	10	9.1
1700	10	7	7	10	10	10	10	9.1
1800	10	7	7	10	10	10	10	9.1
1900	10	7	7	10	10	10	10	9.1
2000	10	7	7	10	10	10	10	9.1
2100	10	7	7	10	10	10	10	9.1
2200	10	7	7	10	10	10	10	9.1
2300	6	6	5	5	6	6	6	5.7
Avg.	7.7	7.0	6.7	7.3	7.7	7.7	7.7	7.4

As this shows, the dispatch center typically schedules five (5) to ten (10) dispatchers per hour, with the highest number of dispatchers being scheduled between 1500 and 2300 Wednesday through Sunday, and the lowest number being scheduled between 2300 and 0600 on Tuesday and Wednesday. Overall, the average number of scheduled dispatchers is seven (7) to eight (8) dispatchers per hour. However, with an availability per dispatcher of 83% (or 1,728 hours worked out of 2,080 – based on a contractual 100 annual leave hours, 100 sick leave hours, and 152 holiday hours), the table below shows the actual number of dispatchers on duty per hour / per day (excluding the use of overtime):

Coral Gables Dispatch Center – Distribution of Actual Staff

Hour	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Avg.
0000	5	5	4	4	5	5	5	4.7
0100	5	5	4	4	5	5	5	4.7
0200	5	5	4	4	5	5	5	4.7
0300	5	5	4	4	5	5	5	4.7
0400	5	5	4	4	5	5	5	4.7
0500	5	5	4	4	5	5	5	4.7
0600	5	5	4	4	5	5	5	4.7
0700	6	6	6	6	6	6	6	5.8
0800	6	6	6	6	6	6	6	5.8
0900	6	6	6	6	6	6	6	5.8
1000	6	6	6	6	6	6	6	5.8
1100	6	7	7	6	6	6	6	6.3
1200	6	7	7	6	6	6	6	6.3
1300	6	7	7	6	6	6	6	6.3
1400	6	7	7	6	6	6	6	6.3
1500	8	6	6	8	8	8	8	7.6
1600	8	6	6	8	8	8	8	7.6
1700	8	6	6	8	8	8	8	7.6
1800	8	6	6	8	8	8	8	7.6
1900	8	6	6	8	8	8	8	7.6
2000	8	6	6	8	8	8	8	7.6
2100	8	6	6	8	8	8	8	7.6
2200	8	6	6	8	8	8	8	7.6
2300	5	5	4	4	5	5	5	4.7
Avg.	6.4	5.8	5.5	6.1	6.4	6.4	6.4	6.1

As this shows, the dispatch center typically has between 5 to 8 dispatchers on duty during any given hour.

(1) Workload Data and Time Standards Indicate the Coral Gables Dispatch Center has Opportunities to Reduce Staffing Levels.

The project team obtained workloads for a 12-month period between 2010 and 2011 and determined that the dispatch center created over 97,000 data incidents in the computer-aided dispatch (CAD) system resulting from emergency and non-emergency phone calls, including community-generated and officer-initiated activities that were captured in the system. The table below illustrates the total number of CAD incidents created for a 12-month period:

Coral Gables Dispatch Center – CAD Incidents

Hour	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Total	Avg.
0000	734	588	572	585	730	633	831	4,673	12.8
0100	704	525	561	580	655	709	826	4,560	12.5
0200	591	413	499	515	544	585	663	3,810	10.4
0300	515	347	393	452	484	549	579	3,319	9.1
0400	436	322	308	345	382	440	404	2,637	7.2
0500	302	207	191	240	351	331	324	1,946	5.3
0600	248	297	280	306	358	363	294	2,146	5.9
0700	248	505	589	587	580	536	296	3,341	9.2
0800	295	583	698	662	784	610	379	4,011	11.0
0900	379	726	740	853	814	748	500	4,760	13.0
1000	463	671	683	884	742	753	562	4,758	13.0
1100	489	595	627	842	714	710	527	4,504	12.3
1200	462	599	698	920	808	758	558	4,803	13.2
1300	456	758	779	839	772	795	553	4,952	13.6
1400	448	707	781	844	827	802	491	4,900	13.4
1500	443	672	778	856	788	800	507	4,844	13.3
1600	492	802	881	935	924	825	492	5,351	14.7
1700	472	733	807	843	787	771	443	4,856	13.3
1800	502	668	686	790	655	632	534	4,467	12.2
1900	447	609	541	667	469	536	464	3,733	10.2
2000	436	517	523	617	470	604	432	3,599	9.9
2100	376	461	480	558	543	620	436	3,474	9.5
2200	394	449	411	585	559	552	494	3,444	9.4
2300	475	502	517	647	685	752	585	4,163	11.4
Total	10,807	13,256	14,023	15,952	15,425	15,414	12,174	97,051	11.1

As this shows, Coral Gables dispatchers can expect to create between 11 and 12 CAD incidents per hour, ranging from a high of nearly 15 to a low of approximately 5 incidents per hour. In addition to the 97,000 CAD incidents, the dispatch center also handled 36,849 emergency / 9-1-1 calls (based on 2010 data), as well as processed 168,509 non-emergency / administrative phone calls (based on Positron data between October 2010 and October 2011). Based on these key workload indicators, the project team calculated the number of required call-taking and dispatching staff based on time standards and expected dispatcher availability. This staffing analysis is summarized in the table below:

Call-Taking and Dispatcher Staffing Requirements

Key Workload Indicator	Time Standard	Total Annual Time Required
Law Enforcement CAD Activity: 89,795	7.6 minutes for processing service requests, handling radio transmission, data entry, etc.	11,374 Hours
Fire and EMS CAD Activity: 7,253	6.2 minutes allocated to processing service requests, handling radio transmission, data entry, etc.	7,253 Hours
9-1-1 Calls: 36,849	2 minutes for call processing	1,228 Hours
Non-Emergency / Administrative Calls: 168,509	1.5 minutes for call processing	4,213 Hours
Total Workload Time		17,565 Hours
Total Staff Availability (@50% Utilization)	Communications staff should be utilized at 50% in order to allow for "free-time" that allows availability to answer calls in a timely manner, handle administrative tasks, etc.	864 Hours
Total Staff Required (Call-Taking and Dispatch)	This equates to total workload time divided by staff availability (or 50% of the available 1,728 hours per FTE)	20.3 Full-Time Equivalents
Total Teletype / Records Position	This provides for 1 dedicated position for the teletype and records station on a 24-hour / 7-day per week basis	5.1 Full-Time Equivalents
TOTAL DISPATCH CENTER STAFFING		25.4 Full-Time Equivalents

As this shows, based on actual workload data, time and performance standards, as well as dispatcher availability, the CGPD requires between 25 and 26 dispatching staff to adequately handle its workloads. Given a turnover rate of 10% and an availability rate of 83%, the project team recommends the allocation of 30 authorized

positions to address workloads and vacancy (versus the current 35 authorized positions). As such, the City should reduce dispatch center staffing to more optimum levels.

Recommendation: The City should reduce the dispatch center staffing allocation by three (3) operator positions, one per shift. This should be accomplished through attrition.

(2) There Is an Opportunity to Enhance the Utilization of Dispatch Center Supervisor Staff

Currently, the dispatch center has a total of five (5) supervisor positions, including four of the positions being assigned as shift supervisors, which includes monitoring the phone call and radio activities of the dispatch center, addressing issues if/when they arise, backing up the phones or radio when necessary, and collaborating with the field police and fire supervisors, as well as general administrative tasks, including:

- Conducting personnel evaluations
- Developing the daily rosters and staff schedules
- Entering payroll information
- Reviewing policies and procedures

Additionally, the dispatch center has a dedicated Training Supervisor, with other types of responsibilities, including the following:

- CAD system Administrator
- Terminal Agency Coordinator
- CRS Administrator for Miami-Dade County Local Computer

Given that the police department has a dedicated training unit under the Professional Standards Division, the roles and responsibilities for training should be

centralized to maximize economies of scale, training coordination, schedule development, tracking and reporting, etc. Additionally, based on our experience working with dozens of dispatch centers across the country, it is a best practice that dispatch supervisors have ancillary duties. Based on interviews and document review, the current dispatch supervisors do not have significant ancillary duties assigned. As such, the non-training roles and responsibilities of the current dispatch “training coordinator” should be re-allocated to existing dispatch supervisors, and the number of dispatch center Supervisors should be reduced by one (1) position (from 5 to 4). This will enhance the utilization of existing staff while better centralizing training coordination under one unit of the police department.

Recommendation: Reduce the Dispatch Center Supervisor staffing by one (1) position (from 5 to 4), and re-allocate existing responsibilities to other supervisors.

2. THE RECORDS FUNCTION PROVIDES RECORDS SUPPORT AND PROCESSING FOR EMPLOYEES AND THE PUBLIC.

The records management function is staffed with one (1) Supervisor and six (6)

Clerk positions responsible for the following:

- Processing incident case reports generated by field and other personnel via the OSSi records management system, including reviewing for quality assurance purposes, making minor corrections, and / or submitting back to the sworn supervisor for corrections.
- Maintaining the Pending Report List to ensure all reports are accounted for in the system.
- Processing traffic citations, parking citations, arrest affidavits, records sealing activities, public records requests, fingerprinting, and other customer related activities handled at the front-counter, telephone, and electronically.

Based on records management workload indicators, the following table summarizes activity between 2005 and 2010:

Annual Records Activity (2005 to 2010)

Core Duties	Annual Quantity of Units Processed					
	2005	2006	2007	2008	2009	2010
Accidents	4,142	4,081	4,250	3,709	3,640	3,586
Citations	23,965	27,445	31,166	28,069	26,402	20,758
Arrests	983	999	1,084	1,028	1,145	931
Incidents	11,557	11,642	11,759	10,971	10,456	9,945
Research & Receipts	5,544	4,629	5,521	4,281	3,954	4,376
Scans ¹	n/a	n/a	n/a	n/a	n/a	26,000
Total Units	46,191	48,796	53,780	48,058	45,597	39,596

In order to assess general staffing levels, the project team utilizes the number of incident reports processed, as this is a consistent workload indicator among police departments. Based on our work with hundreds of police departments, in particular small to medium-sized agencies, the total number of incident reports processed may range from 1,100 to 1,400 incidents per records clerk. Given 9,945 incident reports processed during 2010 and six records clerks, this ratio equates to approximately 1,685 per clerk (above the average). The staffing variance is summarized in the following table:

Range	Staffing Required
1,100 incident reports per clerk	9 full-time equivalents required (9,945 / 1,100)
1,400 incident reports per clerk	7 full-time equivalents required (9,945 / 1,400)
Average (1,250 incident reports per clerk)	8 full-time equivalents

As this shows, the Coral Gables Police Department should increase records staffing by two (2) full-time positions (for a total of 8 records clerk positions).

Recommendation: The City should increase the number of Police Department Records Clerks by a total of two (2) positions.

3. PROPERTY AND EVIDENCE

The property and evidence function is allocated a total of three (3) positions, including one (1) Sergeant and two (2) non-sworn Property Clerk positions. In general, the Sergeant is responsible for the following:

- Managing the daily operations of the property and evidence booking and disposition processes.
- Developing and submitting various reports, including for accreditation.
- Acting as the key liaison between the CGPD and the County for laboratory services.

The Property Clerk positions are responsible for the following:

- Processing the intake of property and evidence submitted by police officers and other personnel, as necessary
- Disposing of property and evidence based on case dispositions, State of Florida retention rules, statutes of limitations, etc.
- Supporting the auditing and accreditation activities conducted by the City internal auditor and CALEA.

The table below summarizes the workload data for this unit between 2008 and 2010:

WORKLOAD ACTIVITY (Units Processed)	2008	2009	2010
VOUCHERS	1593*	1815	1573
PIECES OF PROPERTY//INTAKE	2160	4575	3538
PROPERTY DISPOSED	2030	1088	1032
PROPERTY TRANSFERRED	561	926	515
PROPERTY RETURNED TO OWNER	787	541	674
PROPERTY RETURNED TO OTHER	3	53	91
PROPERTY SENT TO MDPD LAB	147	178	212
PROPERTY RECEIVED FROM MDPD LAB	128	152	180
DISPOSITIONS GENERATED	1610	1860	1600
DISPOSITIONS SENT OUT (PACKETS)	2285	628	950
OFFICER CORRECTIONS	239	189	208
Total Units Processed	5,635	7,430	10,573

The project team found the property and evidence room to be well organized and functioning. For example, the property and evidence room is guided by well documented and updated Standard Operating Procedure (#050) for Property and Evidence Management, and includes the appropriate sections pertaining to facilitates, security, functions, lost or abandoned property, impounding, special handling and packaging, receipting, releasing, purging, etc. Additionally, the property and evidence room is regularly audited by the Internal Audit Division of the City Manager's Office, and based on the most recent audit:

"Upon observation, and testing performed during this audit, the Property and Evidence Room appears to be orderly and well maintained. A proper chain of custody has been established and followed to ensure the integrity of property and evidence."

Compared to other jurisdictions, including the Beverly Hills (CA) Police Department (which shares many attributes with that of Coral Gables), the staffing levels for property and evidence positions are more than adequate in Coral Gables.

Recommendation: The City should continue the dedicated Property and Evidence Sergeant position and maintain the contingent of two civilian staff.

4. THERE IS AN OPPORTUNITY TO RE-ALLOCATE AND CENTRALIZE THE INFORMATION TECHNOLOGY RESOURCES AND SERVICES.

The technology function provides system administration to the police department management systems (user rights, security, etc.), as well as the design, development, and implementation of technology projects and initiatives. This function is primarily staffed with a Sergeant position responsible for the following:

- Serving as the system administrator for the RMS / mobile data terminals and maintaining user rights, updates, log-inc, as well as addressing problems and enhancements.
- Researching and developing new law enforcement technologies that may enhance the CGPD.

- Managing various information technology projects throughout the CGPD.
- Updating standard operating procedures based on newly implemented technologies, as well as providing training on any new systems.

As of late 2011, there were nearly 20 active information technology projects being planned or carried out, relating to active files, digital media storage, outlook forms, form automation, business project automation, fingerprint readers, etc. While it is important for information technology projects to be designed, developed, and implemented by professionals with law enforcement knowledge, it is rare for a police agency to have a dedicated sworn Sergeant position focused on information technology projects. The issue is further compounded by the best practice of information technology services being centralized or consolidated within a jurisdiction. This centralization allows municipalities to leverage economies of scale, ensure property information technology standards and enable planning / lessening of maintenance and operational costs, etc. As such, the project team recommends re-allocating / reducing the Sergeant position that is currently dedicated to information technology, as well as re-allocating the responsibilities of information technology design, development, and implementation projects to the City Information Technology Department. The City IT Department should allocate a member of its staff to be focused on police technology requirements and develop a service level agreement (SLA) with the police department to establish timelines for completion of critical projects and service needs.

Recommendation: The City should reassign the technology Sergeant position to the new Strategic Initiatives Team. The City should add a civilian staff person to the Information Technology Department.

Recommendation: The City should assign police information technology design, development, and implementation projects as a responsibility of the Information

Technology Department. The staff, however, would continue to be located in the Police Department.

5. RADIO REPAIR AND MAINTENANCE IS FUNCTIONING AT AN ACCEPTABLE LEVEL.

The resources allocated to the radio shop provide the installation, maintenance, and repairs of the portable and mobile radios, base stations, and the radio sites owned and operated by the Police Department, Fire Department, and other respective departments, as necessary. Staff provide services Monday through Friday (8:00am to 5:00pm), in addition to being available on-call 24-hours per day.

The staffing includes one (1) Supervisor position responsible for the following:

- Scheduling the radio and other technology equipment repair and maintenance requests made by police and fire personnel (relating to radios, wiring, etc.), and other administrative tasks such as payroll, procuring supplies and equipment, maintaining accreditation reports, maintaining inventory, etc.
- Providing the installation and maintenance of any mobile and portable radio communications equipment, for both police and fire.
- Providing the maintenance and repair of the City's communications infrastructure.
- Installing and maintaining light bars and sirens on police vehicles.

The staffing also includes two (2) authorized Technician positions responsible for the following:

- Installing, maintaining and repairing mobile and portable radios, as well as light bars and sirens on police vehicles.
- Stripping out usable communications and technology equipment from decommissioned vehicles.
- Maintaining the back-up power system.
- Supporting special events.

The workload indicators for these resources include the following:

CITY OF CORAL GABLES, FLORIDA
Police Department Efficiency and Effectiveness Study

Maintaining a 3 Site 10 channel Digital Simulcast Radio Network
Maintaining 8 E-911 Dispatch Radio Consoles
Maintaining Fire Dispatch/Alerting System
Maintaining a 3 hop digital microwave network
Maintaining the City's 521 Portable Radios
Maintaining the City's 286 Mobile Radios:
Maintaining the City's 36 Base Radio Stations
Maintaining 6 Uninterruptable Power Supplies (UPS) at the City's four Radio Sites
Maintaining 6 Uninterruptable Power Supplies (UPS) at the City's Back-up PSAP
Maintaining 6 Uninterruptable Power Supplies (UPS) in the Public Safety Building (E911 Center, EOC, IT Servers)
Installing Radio Equipment in all City Vehicles (newly added responsibility of Fire Apparatus) This requires on average 2 staff hours per vehicle
Installing light bars and sirens on new Police vehicles. This requires on average 16 staff hours per vehicle
Repairing light bars and sirens
Removing equipment from decommissioned City Vehicles. This requires on average 8 staff hours per vehicle.
Providing communications equipment for special events
Conducting various repairs, to various electronic devices, such as direct connect alarm systems or, Public Address systems.

Recommendation: The CGPD should continue with its current radio shop staffing plan.

8. ANALYSIS OF THE PROFESSIONAL STANDARDS DIVISION

The Professional Standards Division (PSD) is responsible for managing the training requirements of sworn and non-sworn personnel, personnel hiring and selection, as well as internal administrative functions such as facility maintenance, payroll processing, and budget development and management. Besides a Departmental reorganization which affects this Division, there was a single issue which needed to be reviewed in this report – Finance and Planning.

The activities performed by Finance and Planning include:

- Provide overall administrative support, legal updates research and analysis.
- Create, monitor, control and develop departmental forms.
- Maintain Power DMS for storage of Departmental documents, policies and procedures, contracts, etc.
- Prepare and submit all documentation for accreditation relating to the Planning and Research function.
- Complete and/or participate in departmental projects to include law enforcement surveys, programs and plans.
- Evaluates and presents statistical data in written and verbal form.
- Coordinate and facilitate the development of a multi-year strategic plans.
- Research and compile information.
- Present results and monitor implementation.
- Draws conclusions, makes and presents recommendations.

Recommendation: The City should convert the Administrative Assistant position to an Administrative Analyst to be consistent with the rest of the City. The staff person should be experienced in finance/budget and other administrative tasks.

9. ANALYSIS OF ORGANIZATIONAL STRUCTURE

The final chapter in this report focuses on the organization and management staffing of the Coral Gables Police Department. The first section identifies the criteria that the project team believes should be utilized for evaluating organizational structures.

1. KEY TO EVALUATING ANY ORGANIZATIONAL STRUCTURE IS THE NEED TO IDENTIFY CRITERIA FOR ASSESSMENT.

In order to evaluate the organizational structure of the Coral Gables Police Department, the project team first had to identify the criteria by which the organizational structure would be judged. The paragraphs, that follow, describe those criteria as well as describe what is meant by each of them:

- **Accountability and responsibility are clearly identified:** The organizational structure must be consistent with the concept that clear lines of authority and decision making are essential for any organization to achieve excellence. Areas of responsibility are clearly delineated and points of accountability are readily identifiable.
- **Span of control or communication is optimal:** Effective organizations are structured so that lines of communication are identifiable and where there are multiple reporting relationships, responsibility for communication and control are clearly identified and understood.
- **Structure is based on task requirements and work flow as opposed to specialized skills of individual members:** There is a tendency in some organizations to organize work patterns around the specific passions or skills of individual members. This results in high friction levels for most work processes and the relationships between group members and groups.
- **Similarly titled positions have similar responsibilities and levels of accountability:** The organization should be structured such that decision making authority and the ability of decisions to impact the organization in a strategic way are all found at similar levels of the hierarchy.
- **Support functions are logically grouped and do not create additional layers of oversight:** Organizational structures should group support functions together, separated from operations, only when the scale and scope of the operation requires it.

The section, that follows, provides our analysis of the current organizational structure and opportunities for improvement.

2. THE CURRENT ORGANIZATIONAL STRUCTURE IN THE CORAL GABLES POLICE DEPARTMENT HAS SIGNNIFICANT ISSUES IN MEETING THE CRITERIA FOR AN EFFECTIVE ORGANIZATION.

The current organization of the Police Department is along fairly typical lines, as shown on the following page. The table, below, provides a graphical assessment of the current organizational structure. Note the “√” mark in a box indicates that the organizational unit meets that criteria described in the preceding section of the report.

Organizational Unit	Authority	Span of Control	Based on Work Flow	Similar Titles / Similar Duties	Support Integrated into Ops
Office of the Police Chief	√			√	
Uniform Patrol Division				√	√
Investigative Division	√		√	√	√
Specialized Enforcement				√	√
Technical Services	√		√		√
Professional Standards				√	√

The paragraphs that follow provide a summary of the project team’s findings and conclusions regarding the current organizational structure of the Coral Gables Police Department:

- The Department has a very management intensive organization structure with a Chief an Assistant Chief and five (5) Majors.
- There are several instances of one-over-one reporting relationships in which a Lieutenant is the only direct report to a Major.

- As noted elsewhere, there are vastly different spans of control at mid-management levels.
- Also as noted elsewhere in this report, there are critical service functions which are fragmented in their management – this is most notable in the areas of field operations and in administrative and support functions.

The following section describes an organizational alternative which addresses these issues.

3. THE CITY SHOULD REORGANIZE FIELD AND ADMINISTRATIVE FUNCTIONS AND CIVILIANIZE THE MANAGEMENT OF ADMINISTRATION.

The organization chart, which is provided at the conclusion of this Chapter of the report, depicts a reorganization for the Coral Gables Police Department which better meets the organizational principles listed at the beginning of this chapter – particularly the grouping of like or complementary functions, the spans of control for top management staff and placing the responsibility for administrative functions in an appropriately civilianized position. Principle characteristics of this reorganization are:

- Merger of the Uniform Patrol and Specialized Enforcement Divisions.
- Creation of a new Administrative Services Office – headed by a civilian Director – which is responsible for internal Department administrative functions.

The civilianization of the management of administrative functions in the Department is critical for its effective functioning. Reasons to support this change include the following:

- Financial and business functions require dedicated and professional management as is the case with other Department functions.
- Law enforcement personnel typically do not receive training in administrative functions in their careers.
- If law enforcement trained managers gain administrative experience during their tour managing these functions they are often transferred out and the cycle is renewed.

- The staff in these functions are mostly civilian.

As shown in the organization chart at the end of this Chapter and as reflected in earlier sections of the report, the project recommends the following specific details:

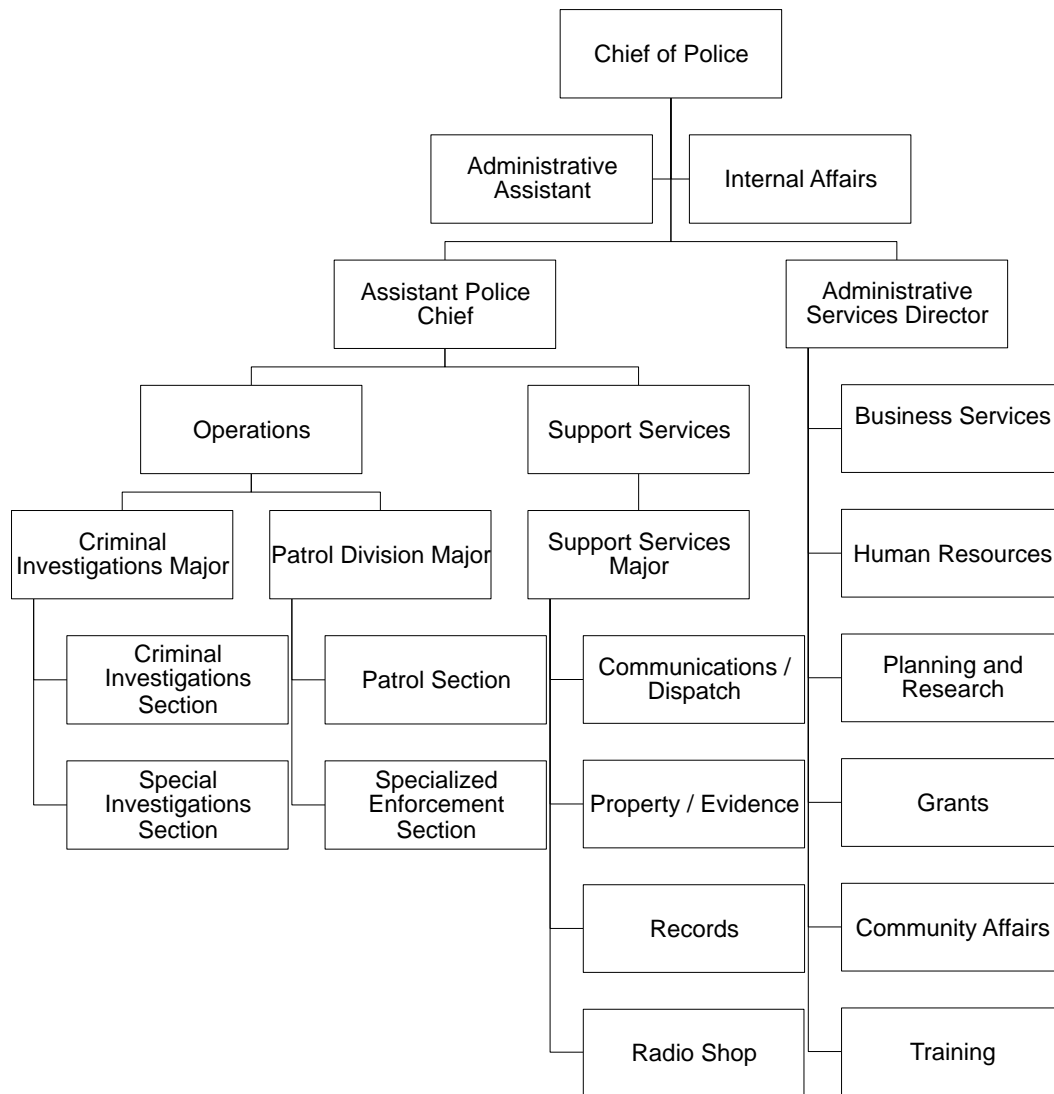
- All field oriented functions should fall under a unified command in order for these functions to coordinate their activities more effectively. The newly reorganized Uniform Patrol Division would contain:
 - Patrol teams
 - The recommended Strategic Initiative Team(s)
 - Traffic Enforcement
 - Bike Patrol
 - Marine Patrol
- Administrative and internal support functions would be reorganized as follows:
 - A Support Services Division would contain functions that largely and directly support core field and investigative functions, including:
 - Communications
 - Property and Evidence
 - Records
 - Radio Shop
 - A new Administrative Services Office, under the management of a civilian Administrative Services Director, would contain functions that are largely financial and administrative in nature, including:
 - Business Services
 - Human Resources
 - Planning and Research
 - Grants
 - Community Affairs
 - Training
 - Coordination with Information Technology

The net effect of this reorganization is to better group complementary functions and to reduce the number of top managers in the organization (a Major) by one position.

Recommendation: Reorganize the Department, merging the Uniform Patrol Division with the Specialized Enforcement Division.

Recommendation: Reorganize administrative and support functions in a new Support Services Division and Administrative Services Office.

Recommendation: Create an Administrative Services Director position to manage all of the Department's internal administrative functions. The Major's position not required in the reorganization should be reclassified as a detective and the position deployed to the newly created Strategic Investigations Unit.



ATTACHMENT – SAMPLE PERFORMANCE MEASURES

The following performance measures are illustrative of the metrics which the Coral Gables Police Department should implement to manage operations and services.

1. EFFICIENCY INDICATORS

(1) All Divisions

- Average hours available annually per position for regular duty assignments after “fixed” time losses considered such as vacations, holidays not worked and mandatory breaks.
- Average hours expended annually per position for “variable” time loss factors:
 - Sick Leave
 - Disability Leave
 - Mandated In-Service Training
- Average overtime hours (paid/compensatory/donated) per position annually by reason for use (e.g.. extension of duty, special event, shift/call back).
- Average hours expended annually by position for court appearances.
- Ratio of “working” personnel to supervisors at various organizational levels.
- Percent of sick leave days taken on at the end or the beginning of a work week or immediately preceding or following a holiday.
- Annual attrition rates by position classification and in total.
- Vehicle downtime (for repairs/maintenance as a percentage of hours they should be available).
- Number of hours of “useful” work performed by activity by volunteers.

(2) Field Service Division

- Average hours/minutes required by position to handle various work tasks:

- CFS Handling	- Arrest/booking
- Report Writing	- Vehicle Servicing
- Traffic Citations	- Case Investigation
- Reports	- Field Interrogations

- Volume of work activities performed per position per year (possibly weighted to reflect their importance), such as:
 - CFS Per Officer
 - Arrests per Officer
 - Traffic Citations per Officer
- Percent of CFS for which a report is written.
- Percent of CFS where two or more patrol units respond (i.e., the back-up rate).
- CFS per Officer among various duty shifts and days of the week.
- Percent of no-injury traffic accident activity investigated.
- Number of false alarms responded to annually, compared to trends or targets.
- False alarms as a percent of total alarms received.
- Percent of CFS (or other workload indicator) by time of day or day of the week, compared to available staff scheduled for work.

(3) Investigative Service Division

- Percent of reported crimes actively receiving follow-up investigation by type of offense.
- Volume of work activities performed per position such as:
 - Total cases assigned by type.
 - Total cases prepared for court

2. SERVICE LEVEL INDICATORS

(1) All Divisions

Average elapsed time required (in working days) to resolve a citizen complaint.

(2) Field Service Division

- Percent of duty time that Patrol Officers or other field personnel are free for proactive problem-solving/self initiated activity.
- Mean and median elapsed time required to respond to service requests by priority of call (e.g., in-progress, important and as available)
- Percent of calls, by priority, responded to in X-minutes or less.

(3) Detective Division

- Percent of reported crimes where detectives make a follow-up contact in person, by phone and by letter.
- Percent of stolen property recovered (non-vehicle) and the total value of property taken which was returned to rightful owners.
- Percent of stolen vehicles recovered that were returned to rightful owners.
- Percent of cases, by type, cleared within X hours/days.
- Elapsed time from incident to assignment; elapsed time to contact the victim; elapsed time from assignment to initial supervisory review.

3. WORK QUALITY INDICATORS

(1) All Divisions

- Percent of complaints lodged against Coral Gables Police Department personnel, by nature of complaint, (e.g., not courteous or excessive use of force), found to be invalid.
- Average score obtained in firearms qualification drills.
- Percent of employee complaints/grievances found to be invalid.
- Ratio of written complaints/commendations which are positive in nature.
- Percent of citizens/users surveyed who are satisfied with various operational aspects of police services (e.g., courtesy, professionalism, thoroughness of police action taken, fairness of Officer).
- Percent of Department employees surveyed who are satisfied with various aspects of Department operations (e.g., training provided, availability and accuracy of records, thoroughness of preliminary investigations, incident reports, clarity and accuracy of dispatches).

(2) Field Service Division

- Percent of traffic citations issued for the major causes of traffic accidents (e.g., excessive speed and failure to yield the right of way).
- Percent of reports taken that are referred back to the investigating Officer for correction of errors or additional information.

(3) Investigative Service Division

- Percent of arrests, by type of crime, where the DA agrees to file a complaint.
- Percent of cases by type of offense, where investigation is possible, which are cleared by arrest and exception.

4. PROGRAM IMPACT INDICATORS

(1) All Divisions

- Number of reported (total crimes), by type, per 1,000 population where police action can have an impact (e.g., burglary compared to other similar jurisdictions).
- Percent of citizens/users surveyed who are satisfied with various aspects Coral Gables Police services (e.g., safety while at home, safety while out, police control over crime, response time, traffic enforcement, neighborhood blight).

(2) Field Service Division

- Percent of traffic citations issued resulting in a judicial penalty.
- Number of reported traffic accidents (injury and property damage only) compared to trends and/or other similar agencies.
- Percent of dwelling units and businesses victimized by type of crime, where police can have an impact.
- Dollar value of property stolen per X residents or Y business sales, by type of crime, where police can have an impact.
- Number of children injured going to/from school at school crossing sites.
- Percent of juveniles apprehended, by type of offense, who have no further contact with the police.
- Victimization rates of dwelling units and businesses participating in a specific crime prevention program, compared to those which have not.
- Crime rate, in total, and for various types of offenses per 100,000 population compared to trends and other similar jurisdictions.

(3) Investigative Service Division

- Percent of stolen property (as measured by total \$ value) and vehicles (as measured by number) recovered.
- Percent of arrests made resulting in a conviction.

Proposal to Conduct a Police Department Study
MIDWEST CITY, OKLAHOMA



TABLE OF CONTENTS

March 31, 2016

	Page
LETTER OF TRANSMITTAL	i
1. FIRM QUALIFICATIONS	1
2. SIMILAR STUDIES	3
3. PREVIOUS CONTRACT WORK	5
4. SCOPE OF WORK	6
5. PROJECT REPORT EXAMPLE	23
6. KEY PERSONNEL	24
7. PROJECT COST	28
ATTACHMENT – RESUMES	29



March 31, 2016

Mr. Guy Henson
City Manager
City of Midwest City
100 North Midwest Boulevard
Midwest City, OK 73110

Dear Mr. Henson:

The Matrix Consulting Group is pleased to submit our revised proposal to conduct a Police Department Study for the City of Midwest City. Our proposal is based on our review of the City’s Request for Proposals and our research on the Police Department’s organization and services, as well as our experience conducting hundreds of staffing studies for similar police departments in the Southwest and across the United States. Our experience and capabilities can be summarized as follows:

- **Extensive experience having completed similar assessments for over 250 police departments in the Southwest and across the country** (as well as in Canada). Our firm has assisted hundreds of police chiefs, policymakers and municipal and police managers with improving department management, organizational structure, staffing and operations. Our recent experience includes many agencies similar in size to the Midwest City Police Department. The following table provides a partial list of recent examples:

Arlington, WA	Fort Morgan, CO	Portland, OR
Asheville, NC	Franklin Township, NJ	Raleigh, NC
Aurora, CO	Goleta, CA	Redding, CA
Aztec, NM	Goodyear, AZ	Seaside, CA
Birmingham, AL	Hayward, CA	Spokane, WA
Berkeley, CA	Hennepin County, MN	St. Petersburg, FL
Beverly Hills, CA	Kenmore, WA	Suffolk, VA
Carlisle, PA	Lawrence Township, NJ	Sunnyvale, CA
Clearwater, FL	Milwaukee, WI	Tacoma, WA
Columbia, MO	Montville, NJ	Vancouver, WA
Coral Gables, FL	Napa, CA	Vernon, CA
Corvallis, OR	Newburgh, NY	Winnipeg, MB (Canada)
Elko, NV	Phoenix, AZ	York, PA

In addition, we are currently completing other law enforcement studies Roseville and Dublin (CA), Mahwah and Mendham (NJ) and Sherwood (OR).

- **A proposed project team with demonstrated success as law enforcement practitioners and management consultants.** As President of the firm, with 35+ years of experience encompassing over 300 police department assessments, I have managed and quality controlled all of our projects. I will be the project manager of this engagement and will be assisted by the following senior staff:
 - Robert Finn, a Senior Manager with over 6 years of consulting experience, who served the Chief of the Southlake (TX) Department of Public Safety. He is based in the Dallas Metroplex.
 - Byron Pipkin, a Senior Manager, who has been a law enforcement consultant for 10 years. Before joining the firm, he served as Deputy Chief in Sunnyvale, CA.
 - Ian Brady, a Senior Consultant, specializes in law enforcement consulting and develops our deployment and beat models.

While we are a national firm we have a regional office in the Dallas Metroplex.

- **An approach to assessing police departments which is data-driven to identify opportunities for improvement.** We utilize a comprehensive approach to assessing police department staffing and how operations management affects these needs. Our approach to conducting this study is summarized as follows:
 - Extensive interviews with key stakeholders including policy-makers, managers and staff of the City and the Police Department. We have also provided opportunities for public participation.
 - Detailed analysis based on intensive data collection that lead to comprehensive reviews of all aspects of the Department's operations.
 - An interactive process designed to maximize organization-wide support for implementation of study recommendations.
 - Transferring our analytical capacity to the Police Department by training staff on our models and benchmarks.

As President of the firm, I am authorized to negotiate, bind the firm, and execute the contract for the study.

If you have any questions, please do not hesitate to contact me – either at the letterhead address, by phone at 650-858-0507, or by email at rbrady@matrixcg.net.

Richard Brady
President

Matrix Consulting Group

1. FIRM QUALIFICATIONS

In this section of the proposal we provide a summary of the firm and the services it provides to governments around the country, especially to law enforcement agencies.

1. HISTORY OF THE FIRM

The Matrix Consulting Group specializes in providing analytical services to local governments, to assist them in providing highly responsive, efficient, and effective services to their residents. Our market and service focus is financial, management, staffing and operations analysis of local government. Our firm's history and composition are summarized below:

- We were founded in 2002. However, the principals and senior staff of our firm have worked together in this and other consulting organizations *as one team* for between 10 and 30 years.
- Our *only* market and service focus is management, staffing and operations analysis of local government.
- Since our founding, we have worked with over 800 municipalities and counties, conducting management studies of their operations and recommending improvements.
- Our firm maintains offices in Mountain View, California; Texas (Dallas Metro); Worcester, Massachusetts; Illinois (St. Louis Metro area); and Washington (Spokane area).

We are proud of our service philosophy based on detailed analysis, as well as our customized strategy and partnership with our clients. This has resulted in high levels of implementation of our project recommendations – exceeding 85%.

While we provide a wide variety of services to local government, the analysis of law enforcement services is our largest service area. Our extensive experience in this field is described in greater detail later in this proposal.

The following table provides some additional general demographic and contact information on our firm.

Form of Incorporation	Matrix Consulting Group, Ltd. Incorporated domestically in California (January 2003) as a C-Corp.
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Location / Mailing Address for Corporate Headquarters	201 San Antonio Circle, Suite 148 Mountain View, CA 94040 650.858.0507 (voice) 650.917.2310 (fax)
Corporate Contact	Richard P. Brady, President 650.858-0507 rbrady@matrixcg.net
Current Staff	We currently have 15 full-time and 5 part-time staff.
Services Provided	Management, organizational, shared-services, staffing and operational (efficiency and effectiveness) analysis for public sector entities across the various functions, including: Administration (HR, Finance, IT, etc.) Business Process Documentation Community Development Finance studies, including user fee analysis Fire and Emergency Medical Services Law Enforcement (police, corrections, courts) Organizational Structure Analysis Parks, Recreation and Community Services Public Works Utilities / Infrastructure Maintenance

2. PRIOR POLICE ORGANIZATIONAL AND STAFFING STUDIES.

Our firm has assisted hundreds of police chiefs, policy-makers and municipal and police managers with improving department management, organizational structure, staffing and operations. We have worked with many law enforcement agencies in recent years that are similar in size to the Midwest City Police Department. A partial list of recent clients include the following examples (those in the past three years **bolded**):

Arlington, WA	Fort Morgan, CO	Portland, OR
Asheville, NC	Franklin Township, NJ	Raleigh, NC
Aurora, CO	Goleta, CA	Redding, CA
Aztec, NM	Goodyear, AZ	Seaside, CA
Birmingham, AL	Hayward, CA	Spokane, WA
Berkeley, CA	Hennepin County, MN	St. Petersburg, FL
Beverly Hills, CA	Kenmore, WA	Suffolk, VA
Carlisle, PA	Lawrence Township, NJ	Sunnyvale, CA
Clearwater, FL	Milwaukee, WI	Tacoma, WA
Columbia, MO	Montville, NJ	Vancouver, WA
Coral Gables, FL	Napa, CA	Vernon, CA
Corvallis, OR	Newburgh, NY	Winnipeg, MB (Canada)
Elko, NV	Phoenix, AZ	York, PA

In addition, we are currently completing other law enforcement studies Roseville and Dublin (CA), Mahwah and Mendham (NJ) and Sherwood (OR).

2. SIMILAR STUDIES

The Matrix Consulting Group has conducted over 300 law enforcement services studies. The following table summarizes recently completed police analytical projects, which are similar to the one sought by Midwest City for communities with populations between 5,000 and 55,000. We have also taken the liberty to provide additional references for key work for larger departments completed within the past year. These also serve as contact references for our work:

Client	Project Summary
Peachtree City, Georgia Police Department Organizational and Operational Efficiency Study James Pennington City Manager (770) 487-7657	Key recommendations included maintaining existing staffing to provide the high level of service desired by the City, refining dispatch procedures to provide additional data for response times, revisions to the complaint investigation process and assigning a dedicated IT position to improve technology utilization in the agency. This project was completed within the project budget. The schedule for this project was extended, as significant issues existed with the dispatch center's ability to provide call for service and response time data.
Berkeley, California Police Department Beat Structure Project Lt. David Frankel Project Coordinator (510) 981-5792	<p>The Matrix Consulting Group completed a patrol redistricting and deployment project for the Berkeley Department. The study developed extensive analytics to evaluate issues with the existing beat structure, including analysis of calls for service, major crimes, and patrol unit workloads. Input was gained from management and line patrol staff, as well as from the Berkeley community through a citizen survey and seven open town hall meetings.</p> <p>The project accomplished the Department's goal of transitioning the department from an 18-beat structure to a more workable 14-beat configuration that enabled the creation of a proactively deployed "flex team." The recommendations made by the project team, including the redesigned patrol beat structure, have now been fully implemented.</p>
Coral Gables, Florida Police Department Efficiency and Effectiveness Study Edward Hudak Police Chief (305) 460-5413	In this study, the project team assessed the efficiency and effectiveness of this Department. Key recommendations included the conversion of an inefficient 10 hour shift schedule to a more efficient and innovative variation of the 12 hour shift; creation of a proactive Strategic Initiatives Team in field services; improvements in case management, creation of a proactive Strategic Investigations Unit; and a Department reorganization while eliminated two divisions and replaced a top sworn manager with a civilian over administrative services.

Client	Project Summary
<p>Carlisle, Pennsylvania</p> <p>Police Department Organizational Review</p> <p>Matthew Candland Borough Manager (717) 240-6921</p>	<p>In this just completed study the project the Matrix Consulting Group developed a management and staffing plan for the Police Department. Coming a time of significant change in home rule the study laid out a management plan for the Chief, Borough Manager and Borough Council to better provide oversight and performance expectations. The study also reviewed operations to include improvements in community service, patrol and case management and crime analysis.</p>
<p>Elko, Nevada</p> <p>Management Study of the Police Department</p> <p>Curtis Calder City Manager (775) 777-7126</p>	<p>In this study the project team evaluated the Police Department at a time of concern evidenced by high employee turnover and dissatisfaction. Key recommendations to improve management systems and internal communications were critical. Recommendations were also made to improve regionalization, to improve records and especially property and evidence functions.</p>
<p>Raleigh, North Carolina</p> <p>Police Department Workload and Personnel Resources Allocation Analysis</p> <p>Sergeant Eric Goodwin Research and Planning (919) 996-1062</p>	<p>The Matrix Consulting Group developed a plan to redesign an outdated patrol beat structure in a rapidly growing city that was expected to double in size over the next 20 years. Inequalities in the levels of workload handled by each beat were extensive within the existing beat structure, where a number of beats featured calls for service totals that were 75% above or below the average.</p> <p>Our project team completely redesigned the beat structure in a manner that equalized workloads and facilitated community policing by drawing beat boundaries around neighborhoods and commercial districts. The project team also made recommendations regarding shift management, clarifying the roles of watch commanders, district captains, shift lieutenants, and sergeants. The structure and roles of community policing units was also addressed. These recommendations are now being implemented by the Department.</p>
<p>Portland, Oregon</p> <p>Staffing Study of the Police Department</p> <p>Captain John Scruggs Project Coordinator (503) 793-8995</p>	<p>In this project Matrix worked with the outgoing and new Chief of Police and command staff to develop a plan for the Police Department which addressed the needs of an effective community policing organization in an environment in which organizational culture transformation needed to be supported. The study resulted in redeployment of patrol staff, additional school resources officers, the reorganization of organized crime investigations and the development of a performance management system which supported managers while better informing the Mayor and Commission as well as the public.</p>

3. PREVIOUS CONTRACT WORK

We completed projects for the following law enforcement agencies within the previous three years:

Asheville, North Carolina

Paul Featherston, Assistant City Manager
(828) 424-5169

Huntington Beach, California

Fred Wilson, City Manager
(714) 536-5202

Arlington, Washington

Allen Johnson, City Administrator
(360) 403-3441

Laguna Hills, California

Don White, Assistant City Manager
(949) 707-2610

Berkeley, California

Lt. David Frankel, Project Coordinator
(510) 981-5792

La Quinta, California

Chris Escobedo, Asst. to the City Manager
760-777-7010

Carlisle, Pennsylvania

Matthew Candland, Borough Manager
(717) 240-6921

Peachtree City, Georgia

James Pennington, City Manager
(770) 487-7657

Chula Vista, California

Ed Chew, ITS Manager
(619) 691-5013

Phoenix, Arizona

Ed Zurcher, City Manager
(602) 262-6941

Columbia, Missouri

John Gordon, Assistant Chief
(573) 874-7607

Portland, Oregon

Captain John Scruggs, Project Coordinator
(503) 793-8995

Coral Gables, Florida

Edward Hudak, Police Chief
(305) 460-5413

Raleigh, North Carolina

Sergeant Eric Goodwin, Research & Planning
(919) 996-1062

DeKalb County, GA

Zach Williams, Chief Operating Officer
(404) 371-3694

Redding, California

Kurt Starman
(530) 225-4060

Elko, Nevada

Curtis Calder, City Manager
(775) 777-7126

Suffolk, Virginia

Jeff Gray, Assistant to City Manager
(757) 514-4037

Hayward, California

Diane Urban, Police Chief
(510) 293-7272

Vernon, California

Daniel Calleros
(323) 587-7171

Hennepin County, Minnesota

Mark Thompson, Deputy County Administrator
(612) 596-6752

Winnipeg, Manitoba (Canada)

Devon Clunis, Police Chief
(204) 986-6037

4. SCOPE OF WORK

In this section of the proposal we provide a discussion of the scope of work and how the ties between the issues to be evaluated and the work approaches to conduct the evaluation.

1. PROJECT BACKGROUND AND SCOPE OF WORK

The City of Midwest City is seeking a professional consulting study to evaluate its Police and Fire staffing needs. While the City has not grown rapidly in recent years (by 3.4% since 2010) the Oklahoma City metropolitan area is one of the fastest growing in the country. As a result, there is not only the potential for future growth to accelerate but the City's public safety needs will be impacted by the growth elsewhere.

The Midwest City Police Department serves the City's approximate 54,000 citizens with 95 sworn officers and 23 civilian personnel. It is full service police department inclusive not just of traditional field, investigative functions but also specialty operational support functions and units, animal services, a jail, crime scene unit and lab. The Department is accredited through the State Police Chief's accreditation demonstrating its commitment to sound policies and procedures.

The City and Police Department desires a full assessment of the current, short range and long term staffing and other resource needs. The scope of work included in the City's Request for Proposals also targets operational management issues, organizational issues. In meeting the required scope of work, this study needs to:

- Understand, document and analyze all workloads and service levels as well as the resources needed to handle these workloads in every Police Department function.
- Compare current approaches to staffing, deployment and utilization to 'best practices' in law enforcement and to comparable communities.
- Ensure that community expectations are addressed and met by obtaining their input during this process.
- Evaluate staff needed now and in the next 10 years in each Department function.
- Assess the Department's organization and management systems.

While projections can assist greatly in providing a long-term plan for addressing these needs – an important component of this study – it is critical that the study provide and train the decision-makers within the Police Department and City with the analytical tools needed to make the same assessments in the future in order to effectively identify service needs and allocate resources.

2. PROJECT PLAN

The tasks below describe the general activities in which the project team will engage in and complete in order to conduct the study.

Task 1 Identify Attitudes Towards Existing Law Enforcement Services, Service Levels and Trends in Midwest City.

To fully evaluate the noted issues facing the Midwest City Police Department, as well as to identify the needs related to the response of law enforcement services in the City, the project team will need to develop an initial but in-depth understanding of attitudes toward existing service levels and the unique characteristics of policing programs and community protection needs. To provide this level of understanding, the project team will accomplish the following:

- Interview the Mayor, other elected officials, the City Manager, the Police Chief and command staff, to obtain their views on police service issues and improvement opportunities, as well confirming the goals and objectives of this study.
- Conduct a kick-off meeting with the project review committee, including reviewing the project objectives, project approach and deliverables, and providing an overall project schedule.
- Interview representatives from the Midwest City Police Officers' Association to explain the study and obtain their views on key staffing and management issues.

These initial interviews will focus on determining individual attitudes toward current law enforcement service levels, programs, and community protection needs, including the following:

- Adequacy of existing service levels.
- Responsiveness to community public protection needs.
- The plans for accommodating new and changing law enforcement demands.
- Perceived gaps in existing service levels.

The project team will also begin to collect those basic documents which define a department, including goals, vision and objectives statements; organizational materials and budgets.

One of the initial outputs of the study developed in Task 1 is a detailed data collection list. Once developed, we will review it with key Department personnel and work with staff to collect it.

Task Result:

Based on the results of these interviews and initial data collection, the project team will prepare an issues list that will provide the basis for subsequent analytical steps. The project team will also finalize the project work plan, including the project deliverable schedule.

Task 2 Document Employee Attitudes Toward Department Strengths and Improvement Opportunities

To fully evaluate the organization, it is important that the project team understand the range of employee perceptions in the MCPD. To be credible, this input needs to be accomplished at the outset of the analysis. We have found in our previous work that use of a survey instrument is an ideal way to maximize input and increase the perception of the study as an objective effort. While the project team will interview many employees in the Department, a survey will provide an opportunity for every employee to be involved directly in the study.

Documentation and analysis of employee attitudes will consist of the following work steps:

- Preparation of a confidential employee questionnaire to be distributed to all sworn and civilian employees. The project team will structure a questionnaire that is tailored to the unique characteristics of the MCPD based on the initial interviews conducted in Task 1. Respondents are able to complete the survey through the online survey tool SurveyMonkey, allowing for respondent anonymity to be preserved, as well as assuring that only one survey can be completed per individual.
- The employee survey will elicit responses to such issues as:
 - Workload and service management.
 - Staffing levels.
 - Operations management and improvement opportunities.
 - Proactive Police Department community relations.

- Analysis of employee questionnaire results, differentiating among responses by employee type (sworn versus non-sworn); as well as managers and supervisors versus line employees.
- Preparation of an issues paper which summarizes questionnaire results from both surveys, identifying the specific areas that will require more extensive exploration in subsequent study work tasks.

Task Result:

The results of the employee survey will be reviewed with the project steering committee. Upon completion of the project, the summarized results will be made available to all employees in the Department.

Task 3 Profile the Organization, Staffing and Operations of the Midwest City Police Department.

A key to the analysis of the staffing requirements of the Midwest City Police Department is the development of a detailed understanding of the Department, its organization and staffing, its workloads and service levels. To develop this understanding, we will document the organizational and operational characteristics of the Department as described in the subsections, which follow. It should be noted that not all MCPD functions are described in these subsections.

(1) Patrol

The staff of the Matrix Consulting Group has extensive experience working with our clients to obtain the information we need from a variety of sources, including CAD / RMS, personnel and GIS systems. We will profile and analyze field patrol services in terms of the following:

- Employing data extracted from dispatch information and available reports, field patrol workloads and service levels will be profiled and analyzed in terms of:
 - Community-generated call for service demand by time of day and day of week for the last twelve months. This will include:
 - Call frequency.
 - Time required to handle calls for service.
 - Availability of back-up and time required for back-up.
 - Area Command and beat area.
 - Response times by priority of call for service handled. This will include:
 - Average response times for all priorities of calls for service.
 - Distribution of response times by priority of calls.

- Number and type of calls handled by other means (differential responses).
- Levels of officer-initiated activity by type of activity, time, location and result.
- Document actual field patrol deployment practices with existing staffing levels in field patrol. Through analysis of rosters and other appropriate documents, the project team will document actual field patrol deployment in terms of:
 - Scheduled deployment by time of day and day of week and Area Command.
 - Shift relief factors such as:
 - On-shift court appearance requirements.
 - Sick leave, vacation and other time-off requirements.
 - Special assignments.
 - Training.
 - Other factors impacting deployment and availability.
- Concurrently, the project team will interview staff at all levels in Patrol to develop a detailed understanding of how the patrol program works from a number of perspectives including:
 - Preferred level of uncommitted time.
 - The extent to which field staff are involved in follow-up investigations.
 - The level and content of patrol plans based.
 - Problems associated with maintaining targeted patrol levels.
 - How proactive enforcement units' activities are prioritized.
 - Efforts at utilizing predictive tools to focus field efforts.
- Document the deployment of command and supervisory personnel by time and day and develop an understanding of command and supervisory responsibilities.

(2) Traffic Enforcement

Traffic Enforcement operations in the City and service levels will be documented in terms of:

- Scope of responsibility for traffic enforcement.
- Scheduled and actual deployment of traffic personnel by time and day.
- Current workload including accident investigations and whether traffic personnel being assigned calls for service?

- Level of patrol officer-initiated activity related to traffic enforcement, including citation production on a per officer basis.
- How special events are planned and handled in the City.

(3) Investigations

Investigative workloads and service levels will be analyzed in terms of:

- Current investigative policies including case screening approaches; types of cases "worked" by case type; and other policies which impact time utilization and workload of investigative personnel.
- Based on interviews, document current caseloads and case status by case type.
- Based on the above, evaluate existing investigative service levels:
 - Current caseloads compared to standards.
 - The extent to which cases with "leads" can be worked.
 - Elapsed time between initial report, assignment and working of the case.
 - Coordination of cases with patrol.
- Mission, workload, and results achieved by pro-active investigative units, including narcotics and special operations.
- How criminal intelligence is planned, targeted and evaluated.

(4) Specialty Units and Functions

Specialty functions will be documented in terms of:

- Scope of responsibility for each functions – canine, SWAT and hostage negotiations and emergency management.
- Staffing levels, both fixed and contributory / collateral duty based assignments.
- Scheduled and actual deployment of personnel by time and day, for full time and collateral units.
- Use of each unit and policies for use.
- Training received upon assignment and in service.

(5) Training and Career Development.

Through interviews and a review of relevant documents, this sub-task will document the scope and content of the Police Department's recruitment and training programs, including:

- Scope and content of in-service training provided to non-sworn staff, including existence of master training program(s) and objectives; and types and amounts of training provided to sworn and non-sworn staff.
- Existence and content of career development plans and paths for sworn and non-sworn staff.
- Approaches employed to recruit new non-sworn and sworn staff, including promotional, outreach, and selection approaches and materials.
- Review in-service training, including existence of master training program(s) and objectives; types and amount of training provided to sworn and non-sworn staff over the last 24 months; and training program costs and expenditures.

(6) Jail

The project team will analyze workloads and service levels associated with the jail in the MCPD by applying such approaches as the following:

- Review and analysis of jail operations management practices.
- Review of jail bookings by type over recent years.

(7) Other Administrative and Support Services

The project team will analyze workloads and service levels associated with the support units in the MCPD by applying such approaches as the following:

- Document Records workloads and internal service levels.
- Evidence inventory and control functions including hours of coverage, roles relating to evidence collection and processing, evidence audits and controls.
- Coordination of financial functions with the City.
- Review of professional standards scope of responsibilities.

Task Result:

The task will result in the completion of a descriptive profile of the Police Department, detailing the staffing, organization, workload levels, and deployment schedules of the Department. This interim deliverable will provide the foundation of our analysis, as the document will be reviewed by both the project steering committee and key staff in order to ensure the accuracy of our assumptions and understanding of the Department.

Task 4 Evaluate Key Staffing and Operational Issues Through a Best Management Practices Assessment and Comparisons to ‘Peer Agencies’.

The project team will compare the Midwest City Police Department in two ways – in a comparative survey against ‘peer agencies’ as well as to ‘best management practices’ in law enforcement. These two methods work well together to identify potential issues as well as to develop an improvement direction for the agency.

The project team will develop a detailed list of "best management practices" for use in a diagnostic assessment of the Police Department, using a combination of benchmarks and prevailing industry practices in order to identify issues areas in Department staffing, organization, and management practices. The standards used in this assessment represent the project team’s experience working with police agencies over the past 30+ years, as well as national standards from other organizations (e.g., CALEA, IACP, etc.).

- The project team will use the data collected from earlier tasks, as well as additional research on comparative agencies, to assess the degree to which services or service levels conform to each benchmark or standard.
- Each service area diagnostic element consists of the following:
 - A definition of the service level, efficiency or deployment target.
 - A description of the current performance.
 - Identification of areas which meet or exceeded the target(s).
 - Identification of areas which represent improvement opportunities.
 - A description of the next steps which the project team should take.

Examples of the types of best patrol management targets we will utilize in this evaluation are provided within the following table:

Sample Best Management Practices Used in Assessment

Performance Target	Target Met?	Potential Improvements
Are patrol beats designed in such a way so that workload is targeted to be roughly the same across the city?		
Personnel are allocated using a methodology that accounts for workload volume, call duration and type of calls handled.		
Do field commanders have the flexibility to re-deploy resources to address changing needs in throughout the City?		
Is crime analysis information used by supervisors to guide officers' proactive time?		
Are predictive policing techniques used to provide patrol with 'real time' information on trends and emerging field issues?		
Do managers develop and maintain relationships with business, school and faith based group leaders, residents and other stakeholders?		
Is there a formal way to develop POP projects, implement plans and report results to patrol personnel, stakeholders and community groups?		
When patrol officers have available time are they conducting preventive patrol and other appropriate officer initiated activities (e.g. initiating contacts with members of the public, traffic enforcement, etc.)?		
Do shift schedules appropriately deploy staff considering calls for service?		
Do field units operate with a proper mix of supervisory to line positions (a ratio of 1:6 to 1:9)?		
Is there an established policy for prioritizing calls?		
Are civilian personnel utilized to handle low priority calls for service in the field and in telephone reporting units? Is the level of call diversion within the range of 10% to 20% of total calls handled?		
Is technology being utilized effectively in field patrol operations? How is in-car reporting used?		

The project team will conduct a comparative survey of peer cities with populations between 40,000 and 75,000, reviewing the preliminary list of selected cities with the project steering committee before proceeding. The selected cities will include those in the Southwest as well as others from around the country, with selection criteria extending beyond population to include community, departmental, and other factors.

Key focuses of the comparative survey will be to compare how best practice targets are met among other agencies, as well as the prevalence of data-driven models for resource allocation decisions.

Task Result:

The results of this analytical exercise will be documented in a comparative assessment of issues in the context of comparisons to best practices in law enforcement as well as to 'peer' police departments.

Task 5 Evaluate Current Staffing, Deployment and Service Delivery in the Midwest City Police Department.

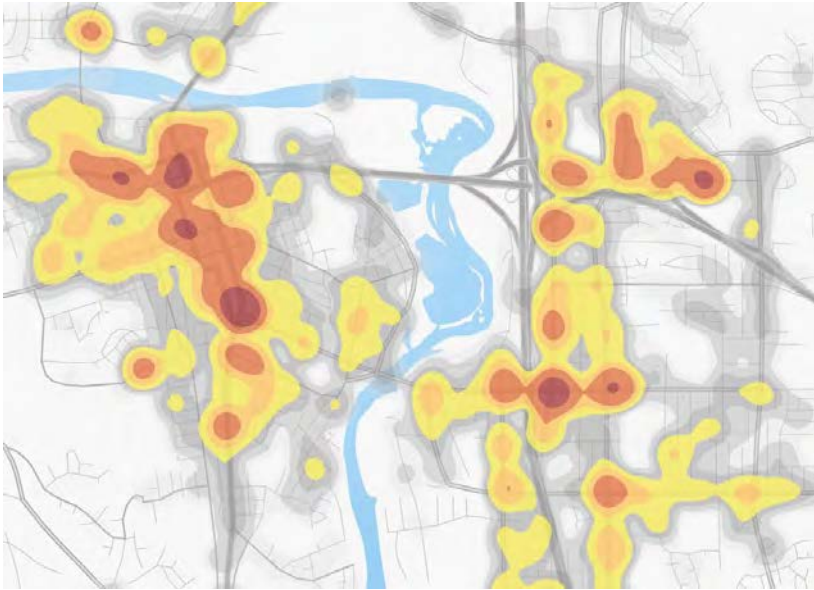
The project team will analyze the current staffing levels necessary to achieve the service objectives associated with each sworn law enforcement operation. Basic steps in the analysis will be as follows (again, not all functions in the Department are specifically described):

- Employ the Matrix Consulting Group's patrol staffing model to calculate the most optimal and effective deployment of existing field personnel, using both current the schedules, as well as alternative schedule configurations. The model will determine field patrol deployment requirements at a comprehensive level based on workload and targeted levels of proactive capabilities. Effective use of relief factors and adjustments for the use of overtime to achieve these objectives will be evaluated, as well as opportunities for alternative response methods.
 - The project team will develop a staffing plan for Patrol which will take into account the amount and structure for an appropriately balanced service combining reactive needs (i.e., responding to calls for service) and proactive needs.
 - The project team will evaluate alternative shift schedules in terms of their ability to better provide for coverage of field requirements.

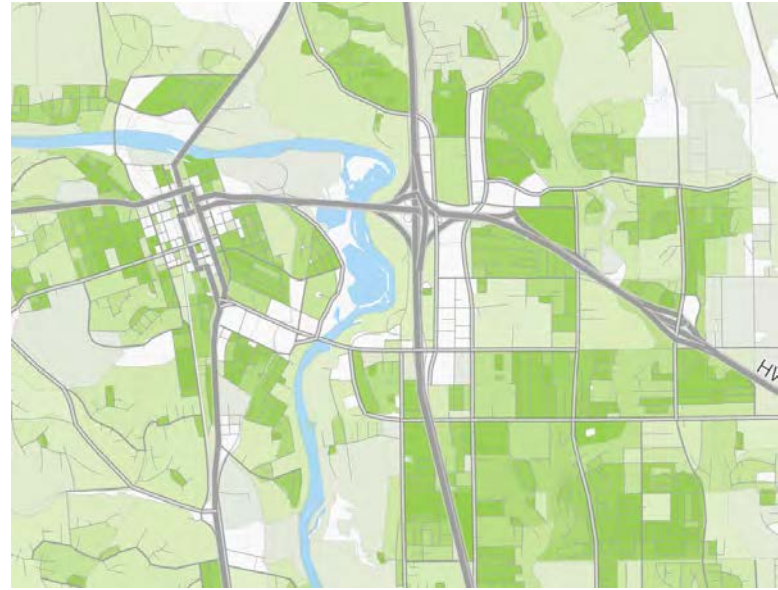
- The project team will evaluate call for service management techniques such as differential response (e.g., using a telephone reporting unit and/or field civilian personnel to handle low priority calls for service) and their impacts on patrol operations. The project team will also evaluate alternative methods of managing and supporting field operations, including opportunities integrate crime analysis and predictive policing into patrol tactics, and scheduling responses to lower-priority calls.
- The project team will evaluate the beat and deployment structure in Midwest City in terms of how well beats equalize workloads and proactive capabilities, the alignment of the beat structure against neighborhood areas, geographic considerations, and issues associated with officer transportation. The Matrix Consulting Group has developed a sophisticated mapping technique for this evaluation. Examples of the types of analysis provided by these techniques are displayed on the following page.
- The project team will evaluate the interactions with services related to Patrol in Specialized Response and Traffic Enforcement units. These important interactions include coordination of response, policies and performance expectations in the areas of traffic and forensics support as well as others. This will be accomplished through the following:
 - Compare best practice results with City targets for proactive enforcement and operational support functions.
 - Evaluate how data-driven techniques support the coordination of field resources.
 - Develop an assessment of how staffing in these functions compare to performance and in meeting appropriate and/or internal workload and service level targets.
 - Compare the results of the comparative survey for staffing and the organization of these functions in similar cities.
- Evaluate investigative staffing needs based on major case totals in the context of case management approaches. This assessment takes into account:
 - The appropriate functional organization of investigative units for consistency and coordination of leads and cases.
 - The appropriate geographic organization of investigators and investigative units for community service and workload considerations.

- The appropriate temporal assignment of detectives based on need and call out experience. The structure of detective shifts will also be evaluated.
- The entire case management process starting with field supervisory report review, investigative unit review, assignment and follow-up of cases.
- Opportunities to civilianize case support and enhancement.
- Analyze report volumes and other information in records and other support functions. Important elements of this analysis are the impacts of alternative technologies on staffing and operating requirements as well as the efficiency of business processes and information flows.
- Evaluate communications staffing needs based on an assessment of workloads for call taking and dispatching on a shift and day of week basis against staff availability, scheduling and deployment and, of critical importance, staff turnover.
- Then, define staffing requirements for other functions and services in the Police Department based on internal or external service level needs and workloads.

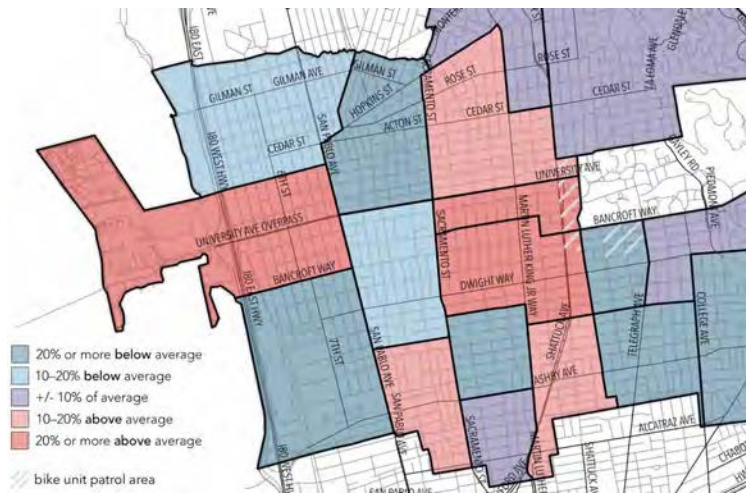
Examples of the GIS-Based Analytical Techniques Used to Evaluate Field Services



Identification of workload 'hotspots' to find emerging service needs



Analysis of population density across the jurisdiction



Assessment of inequalities in the number of calls handled by each beat



Comparison of officer workloads by geographic area

- Identify any issues surrounding support from currently civilianized or potentially civilianized positions within the Midwest City Police Department.
- Identify present technology issues impacting efficiency, effectiveness and identify opportunities for improvement through enhanced usage of existing systems and/or deployment of alternative technology approaches.
- Evaluate how the current collective bargaining agreement facilitates or impedes any of the changes identified and eventually recommended.
- Evaluate opportunities for alternative service delivery including civilianization, contracting and shared services.

The staffing analysis will be shown for each functional area and staff classification. The cost impacts will also be provided together with the targeted efficiencies achieved through implementation of the identified recommendation. Finally, the tools which the project team uses in this assessment will be provided to the City together with training on how to utilize our models.

Task Result:

The analysis will result in an interim deliverable that identifies current needs in staffing, operations management systems, and opportunities for alternative service delivery in the Police Department. supporting documentation. These issues will be addressed in a progress report which will be reviewed with the project review committee, as well as key staff.

Task 6 Project Ten Year Staffing and Other Resource Needs for Law Enforcement Services in the Midwest City Police Department.

The project team will project and assess future staffing needs for the Midwest City Police Department. Staffing projections for each Department function will be based on recent and expected growth over the next ten (10) years, in addition to a number of other factors impacting predicted service needs. This will be accomplished by converting current workloads on a per capita basis to expected staffing adjusting these to reflect anticipated needs and relationships among functions. Projections will be developed in five (5) year increments. Basic steps in the analysis will be as follows:

- Develop a staffing and resource plan for a 10 year planning period, in 5 year increments, that ties projected populations and workloads to the future organization using the analysis of current staffing as a base.
- Within this 10 year plan, identify various issues that could impact the Midwest City Police Department's staffing levels including, but not limited to:
 - The impact of attrition through staff turnover, retirements, etc.

- Potential new legislation impacting law enforcement needs.
- Revised approaches to law enforcement effort impacting staffing requirements.
- Changes in technology impacting staffing levels.
- Alterations in community expectations.

Projections will be shown for each projection increment by functional area and staff classification. The cost impacts will also be provided. Finally, the tools which the project team uses in this assessment will be provided to the City together with training on how to utilize our models in the future.

Task Result:

The analysis and issues for short-term (5 years) and long-term (10 years) staffing needs would be documented in the draft and final report and reviewed in detail with staff and the project committee.

Task 7 Evaluate Organizational Structure of the Midwest City Police Department.

The results of the previous tasks will be analyzed to identify alternatives to the current organizational structure and levels of management staffing. In conducting this important organizational analysis, a variety of criteria will be utilized, including:

- Is the Police Department too "tiered" or too "flat" from a command and supervisory staffing perspective?
- Are spans of control consistent with organizational complexity and manager responsibilities?
- Are functions placed too high or too low in the organization in relation to their importance toward meeting law enforcement and service objectives?
- Are lines of authority and responsibility clear to all command personnel and organizational units and are they being adhered to in day-to-day operations?
- Do program gaps exist which require organizational attention?
- How does the organizational structure impact the ability of the Police Department to meet internal and community-based expectations for service priorities?

Task Result:

The results of the analysis described above will be documented with strengths of the existing organizational structure, as well as possible improvement opportunities, identified. This will be reviewed with the project committee.

Task 8 Develop a Final Report and Present the Results of the Study.

Once the work tasks noted above have been completed, our findings, conclusions, and recommendations will be documented in the form of a police operational staffing and efficiency study for the Midwest City Police Department. This plan will consist of:

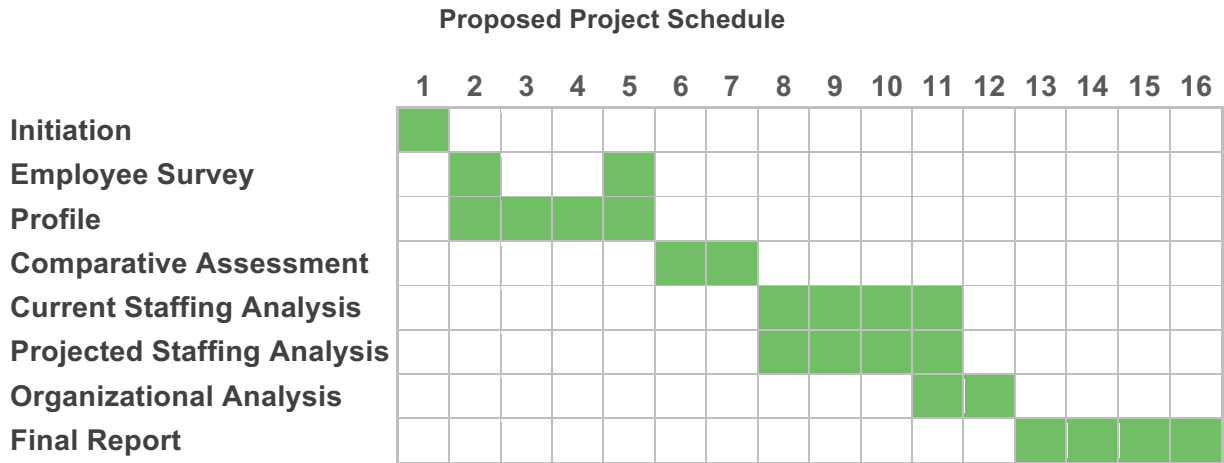
- Executive summary of all key findings and recommendations, including the method of approach and assessments of current and projected staffing needs.
- Analysis of existing operations, organization, and staffing needs based on service level targets. Costs would also be identified.
- Projections of operations, organization, and staffing needs based on future service level targets and changes in the community. Costs would be identified.
- An assessment of facility implications and alternatives for the Department, especially as that relates to field functions.
- As identified during our operational review, any civilian changes that could be employed now, as well as in the future.
- Provide all of the analytical tools and benchmarks utilized in this assessment in a training session for Department staff to utilize as situations change in the future. We will dedicate a half day to training staff in our analytical techniques.

Task Result:

Once the draft report and implementation plan has been reviewed by the project review and any modifications have been completed, we will present the final report to the City Council. Training will be provided to Department personnel on the analytical models used by the project team.

3. PROPOSED PROJECT SCHEDULE

We recognize the need for timely conduct of this important engagement. As such, the following chart presents a proposed 16-week project schedule, beginning after the notice to proceed, and concluding with the draft final report being provided:



Interim and final deliverables will be provided to the project steering committee for review at the end of each colored segment displayed in the chart. It should also be noted that the draft instruments to be used in the employee and community surveys will be provided to the committee for review and revisions prior to being issued.

5. PROJECT REPORT EXAMPLE

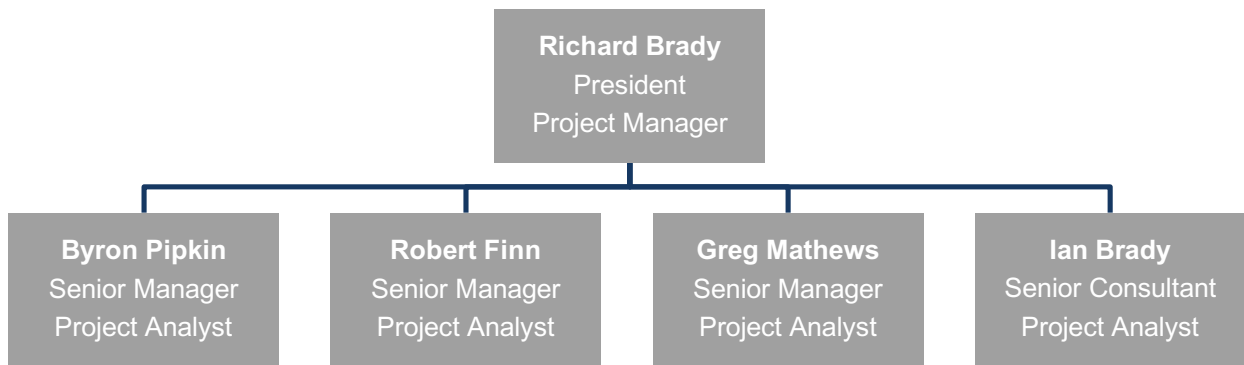
To allow a full examination of the type of report to be expected from a Police Department study, we have included an electronic copy of a recently completed study for the Coral Gables Police Department.

6. KEY PERSONNEL

The Matrix Consulting Group proposes to utilize a senior project team, including our President and other personnel with significant police analytical experience. The senior professional members of the team have between 10 and 30+ years of professional experience as consultants and/or police professionals.

1. ORGANIZATION OF THE PROJECT TEAM

The following organization chart depicts the organization and reporting structure of the proposed project team:



All members of the project team are employees of the Matrix Consulting Group – no subcontractors will be used to conduct the proposed study. We believe that the excessive use of subcontractors leads to inconsistent quality and depth of analysis as well as client service.

2. SUMMARY OF PROJECT TEAM MEMBER EXPERIENCE

Summary descriptions of each senior team member are provided below, with more detailed resumes provided in the appendix section at the end of the proposal:

Name/Title	Summary of Professional Background, Experience, and Education
Richard Brady President Project Manager	<p>Mr. Brady has been providing management consulting services to municipalities for 34+ years across all governmental functions, including over 250 law enforcement department clients conducting costs and financial analysis, organizational and operational assessments, organizational structure reviews, feasibility studies, technology and equipment reviews, and performance audits.</p> <p>This includes recent police department assessments for San Antonio (TX), Elko (NV), Pacifica, Hayward and Chula Vista (CA), Portland (OR), Omaha (NE), Aurora (CO), Lawrence Township (NJ), Arlington (WA), and Montpelier (VT), Lansing (IL), and Birmingham (AL).</p> <p>He has a Doctoral Degree from Oxford University and a BA from Cal State, Hayward.</p> <p><i>Mr. Brady will lead the assignment, be responsible for overall work products and quality and doing so will be involved in each area of the project. He will also lead the analysis of investigations.</i></p>
Byron Pipkin Senior Manager Project Analyst	<p>Byron Pipkin is a Senior Manager with the Matrix Consulting Group and has over 32 years of experience as a consultant and a public safety officer (trained as both a police officer and firefighter) through the rank of Deputy Chief in the Sunnyvale Department of Public Safety.</p> <p>His recent public safety analytical experience includes studies for Portland (OR), Birmingham (AL), Newburgh (NY), Arlington (WA), Berkeley (CA), Peachtree City (GA), Springdale (AR), Perrysburg (OH), and Rio Rancho (NM).</p> <p>He is a graduate of the FBI National Academy; BA from San Jose State University in Justice Administration.</p> <p><i>Byron Pipkin will lead our analysis of patrol operations.</i></p>

Name/Title	Summary of Professional Background, Experience, and Education
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Robert Finn
Senior Manager

Project Analyst

Chief Finn has been a public safety practitioner for 20+ years, having served recently as the Chief of Police for the Southlake (TX) Department of Public Safety, which included roles as the Lieutenant of Professional Standards and Lieutenant of Training. He is based in our Texas office in Keller (Metroplex area).

He recently led or worked on the assessments of Police Departments in Suffolk (VA), Greenbelt (MD), Portland (OR), Birmingham (AL) and DeKalb County (GA).

He has a Master of Business Administration and a BS in Public Safety Management from Grand Canyon University.

Robert Finn will lead our analysis of support services.

Greg Mathews
Senior Manager

Project Analyst

Mr. Mathews, a Senior Manager, has over 27 years of private sector and government experience, performing as both a senior management consultant and executive manager. He is based in our Washington State office. He concluded his public sector career in 2005 as Deputy Director of Auditing for the Los Angeles City Controller's Office. He began his career with the Pasadena Police Department, supervising the Crime Analysis Unit and became a POST-certified Level 1 Reserve Officer.

For fourteen years he has provided government consulting services to states, cities, counties, and special districts throughout the U.S., emphasizing public safety engagements that include, most recently, Goleta and Chula Vista (CA), Springfield (MO), Albuquerque (NM), Birmingham (AL), Suffolk (VA) and Hayward (CA).

He holds a BA degree from UC Davis and M.P.A. from the University of Southern California.

Mr. Mathews will lead our assessment of communications and the jail.

Name/Title	Summary of Professional Background, Experience, and Education
Ian Brady Senior Consultant Project Analyst	<p>Ian Brady is a Senior Consultant with the Matrix Consulting Group as part of our Management Services Division, and is based out of our Mountain View office. Mr. Brady has recently worked on police management studies for Winnipeg (Canada), Berkeley (CA), Raleigh (NC), Birmingham (AL), Portland (OR), and Hayward (CA). His experience also includes studies of the Rockingham County (NH) Department of Corrections and the Orange County (FL) Sheriff's Office.</p> <p>Before joining the Matrix Consulting Group as a full-time consultant in 2013 (he was an intern prior to that).</p> <p>He received his BA in Political Science from Willamette University.</p> <p><i>Ian will provide analytical assistance to all of the team but will be the lead person in all field operations deployment and scheduling issues.</i></p>

More detailed resumes are provided in the attachment to this proposal.

7. PROJECT COST

The Matrix Consulting Group is pleased to submit our revised cost proposal to conduct a Police Department Study for Midwest City. Our price to conduct this study at the level of detail described in this proposal is estimated at **\$68,000**, including the cost of professional time and reimbursable expenses (travel). Hourly rates, and the level of effort for each task for each of our proposed staff members, are noted below.

Task	Project Manager	Senior Manager	Senior Consultant	Total
1. Initiation	8	0	0	8
2. Employee Survey	4	0	8	12
3. Profile	4	56	20	80
4. Comparative Assessment	8	16	24	48
5. Current Staffing Analysis	8	56	32	96
6. Projected Staffing	4	16	24	44
7. Organizational Analysis	8	16	0	24
8. Final Report	16	32	24	72
Total Hours	60	192	132	384
Hourly Rate	\$225	\$175	\$110	
Total Professional Fees	\$13,500	\$33,600	\$14,520	\$61,620
Project Expenses				\$6,380
Total Project Cost				\$68,000

Our usual practice is to invoice on a monthly basis up to the project / contract amount, but we certainly are amenable to a 'not to exceed' basis as described in the RFP.

Please note – we have submitted proposals on both the Police Department and the Fire Department studies for Midwest City. If awarded both studies we will reduce the price for both studies by 5%.

RICHARD P. BRADY
President, Matrix Consulting Group
Project Manager

BACKGROUND

Richard Brady is the Matrix Consulting Group's President. Mr. Brady has been a management consultant to local government for more than 33 years. Prior to joining the Matrix Consulting Group, he was the MAXIMUS national Vice President in charge of its local government consulting practice, and before that the managing partner of the California-based management consulting firm of Hughes, Heiss & Associates. Mr. Brady has conducted numerous studies of every local government function. However, the vast majority of his work is in the law enforcement, criminal justice and public safety areas.

EXPERIENCE IN LAW ENFORCEMENT

The following points summarize Mr. Brady's project experience.

- **Law enforcement management and operations studies** covering workload, staffing, service levels, and internal procedures and policies. Clients served include:

State	Law Enforcement Management and Staffing Studies
Alabama	Birmingham
Alaska	Anchorage
Arizona	Goodyear, Phoenix, Prescott Valley
California	Alameda County, Anaheim, Berkeley, Butte County, Chula Vista, Citrus Heights, Contra Costa County, Galt, Gilroy, Goleta, Glendale, Hayward, Kern County, Laguna Hills, Los Angeles, Los Angeles County, Los Gatos, Lynwood, Monrovia, Napa, Ontario, Orange County, Palmdale, Palo Alto, Pittsburg, Poway, Roseville, San Jose, Pasadena, Patterson, San Bernardino, San Bernardino County, San Mateo County, San Rafael, Santa Ana, Santa Barbara County, Santa Monica, Sonoma County, Sunnyvale and Vernon
Colorado	Aurora
Connecticut	Stamford
Florida	Alachua County, Coral Gables, Jacksonville, Jupiter, North Miami Beach, Orange County, Pasco County, Pinellas County, Port Richey and Venice
Georgia	Americus, Augusta-Richmond County, DeKalb County, Fulton County, Hall County, Chatham County and Americus
Illinois	Lansing

State	Law Enforcement Management and Staffing Studies
Louisiana	Alexandria
Massachusetts	Beverly, Boston, Lawrence, Milford, Mansfield, Burlington, Pelham, Watertown, Wayland, Westwood, Whitman
Minnesota	Hennepin County, Anoka County
Missouri	Columbia, Des Peres and Raymore
Nebraska	Omaha
Nevada	Las Vegas Metropolitan Police Department, Elko, Sparks and Reno
New Hampshire	Portsmouth
New Mexico	Albuquerque
New Jersey	Lawrence Township, Franklin Township, Montvale, Woodcliff Lake and Park Ridge
New York	Albany, Carthage, Endicott, Newburgh, Vestal and Briarcliff Manor
North Carolina	Raleigh, Durham and Burke County
Michigan	Alpena and Detroit
Ohio	Fairborn
Oregon	Portland, Clackamas County and Grants Pass
Pennsylvania	Carlisle and York
South Carolina	Beaufort County, Charleston County, Hilton Head Island, Spartanburg County
Tennessee	Nashville-Davidson County and Knox County
Texas	Arlington, San Antonio, Terrell, El Paso, Grand Prairie and Southlake
Utah	Salt Lake City
Vermont	Brattleboro and Montpelier
Virginia	Richmond, Leesburg and Loudoun County
Washington	Arlington, Spokane, Kirkland and Snohomish County
Wisconsin	Sun Prairie, Milwaukee, Dane County
Canada	Winnipeg

Law Enforcement Program Studies: Mr. Brady has performed a wide variety of studies of law enforcement programs and services. Selected studies have included the following:

- **Emergency Communications** – over 75 studies of existing communications centers (e.g., Monterey County, CA) as well as consolidation alternatives (e.g., San Mateo County, CA).
- **Personnel policies and procedures** studies for Escondido (CA), Danville (VA) and Fluvanna County (VA). Secondary employment policy development for all San Mateo County (CA) police agencies and the Sheriff's Office.
- **Support staffing needs** for Beverly Hills and Santa Ana (CA).
- **Regional Law Enforcement Feasibility Studies:** Mr. Brady has been involved or managed several law enforcement regionalization studies. These have included the following:
 - **Regionalization Opportunities in Training and Communications for the Boston Metropolitan Area.** The Regionalization Commission chose members of this project team to work with over 110 agencies on public safety regional issues.
 - **Law Enforcement Consolidation Feasibility Study for Broome County, New York:** all police Services have begun to consolidate all support functions (communications, records, information systems, training) as well as shift supervision as a first step to consolidation.
 - **Regional Law Enforcement Feasibility Study for San Bernardino County, California Contract Cities:** Nine cities receive contracted law enforcement services from the San Bernardino County Sheriff's Office.
 - **Three Community Police Consolidation Feasibility Study** – for Montvale, Woodcliff Lake and Park Ridge (NJ).

EDUCATION

BA, California State University, Hayward
Ph.D., Oxford University, United Kingdom

BYRON K. PIPKIN
Senior Manager, Matrix Consulting Group

BACKGROUND

Byron Pipkin brings a public safety manager's perspective to the project team. He has thirty-two years experience in law enforcement and fire service, including fourteen years in management positions in the Sunnyvale Department of Public Safety (CA) – a fully integrated police and fire agency. During his career he managed every major law enforcement and administrative function, including patrol operations, investigations, narcotics/vice operations, internal affairs, records, recruiting and hiring, training, administration, school resource officers, traffic operations, crime prevention, emergency preparedness, the mobile field force, and the SWAT team. He has also instructed for the California Peace Officer Standards and Training Executive Development Course, teaching a course on effective management of law enforcement organizations. Mr. Pipkin is a Senior Manager with the Matrix Consulting Group.

PROJECT EXPERIENCE

Mr. Pipkin has experience as a lead with the following Police and public safety projects.

Arlington (TX)	La Quinta (CA)
Arlington (WA)	Newburgh (NY)
Asheville (NC)	Omaha (NE)
Aurora (CO)	Onondaga County (NY)
Berkeley (CA)	Pacifica (CA)
Beverly Hills (CA)	Park Ridge/Montvale/Woodcliff Lake (NJ)
Birmingham (AL)	Peachtree City (GA)
California Office of Traffic Safety	Phoenix (AZ)
Campbell (CA)	Placer County (CA)
Cotati (CA)	Portland (OR)
Danville/Lafayette/Orinda (CA)	Red Bluff (CA)
DeKalb County (GA)	Rio Rancho (NM)
Galt, (CA)	Sacramento (CA)
Gilroy (CA)	San Mateo County (CA)
Goodyear (AZ)	Spokane (WA)
Gresham (OR)	Springdale (AR)
Grants Pass (OR)	University of Missouri (KS)
Huntington Beach (CA)	Vancouver (WA)
Laguna Hills (CA)	Winnipeg (Canada)

MANAGEMENT ASSIGNMENTS

Command of Sunnyvale DPS Special Operations Bureau, 2001-2005
Liaison with the FBI and the Joint Terrorism Task Force 2004-2005
Command of Police Field Operations Bureau, 2000-2001
Special Assistant to the Chief, 1999-2000
Fire Marshal, managed the Fire Prevention Bureau, 1997-1999
Command of Police Field Operations Bureau, 1994-1997

Community Services Bureau, Recruitment and Hiring, Training and Records, 1991-1994

EDUCATION

Graduate of the FBI National Academy, Quantico, Virginia

B.S. in Administration of Justice, California State University, San Jose

PROFESSIONAL CERTIFICATES

P.O.S.T. Management Certificate, 1993

P.O.S.T. Supervisory Certificate, 1986

California Community College Lifetime Teaching Credential, 1983

P.O.S.T. Advanced Certificate, 1980

ROBERT FINN
Senior Manager, Matrix Consulting Group

BACKGROUND

Robert Finn is a Senior Manager with the Matrix Consulting Group and previously served as the Chief of the Southlake (TX) Department of Public Safety. Mr. Finn has a strong educational background coupled with a successful track record that includes strategic planning, budgeting, change management, community relations, and building collaborative partnerships allows this candidate to bring a unique vision geared toward guiding organizations through periods of accelerated growth and economic downturn.

EXPERIENCE IN POLICE STUDIES

Mr. Finn has experience conducting law enforcement management, staffing and operations studies, including recently for the following clients:

- Albuquerque, New Mexico
- Coral Gables, Florida
- Elko, Nevada
- Hanford, California
- Montville, New Jersey
- Orland Park, Illinois
- Patterson, California
- Peachtree City, Georgia
- Perrysburg, Ohio
- Phoenix, Arizona
- Shenandoah County, Virginia
- Springdale, Arkansas
- Stamford, Connecticut
- Suffolk, Virginia
- University of Oklahoma, Norman
- Watertown, Massachusetts
- Winnipeg (Manitoba)

Mr. Finn is currently completing a Public Safety Study for Redding (CA).

Mr. Finn has served at many levels in public safety, including as the following:

- Chief of Police (2008 to 2011)
- Chief of Fire Services (2004 to 2008)
- Lieutenant of Professional Standards (1999 to 2004)
- Lieutenant of Training (1995 to 1999)
- Coordinator of Emergency Medical Services (1993 to 1995)

PUBLIC SAFETY ASSOCIATION AFFILIATIONS

Mr. Finn has served on various public safety related associations, including:

- Center for Public Safety Excellence as a Peer Assessor (2006 to Present)
- FBI National Academy Alumni Association, Quantico, Virginia (2002 to Present)
- CALEA Peer Assessor (2000 to 2005)
- Texas Association of Law Enforcement Planners as President (2000 to 2001)

EDUCATION AND TRAINING

Robert Finn has a Master of Business Administration in Executive Leadership and a Bachelor of Science in Public Safety Administration from the Grand Canyon University, Phoenix (AZ), as well as training at the FBI National Academy and Basic Peace Officer and Firefighter Academy.

GREG MATHEWS
Senior Manager, Matrix Consulting Group

BACKGROUND: Greg Mathews has over 27 years of private and public sector experience, performing as both a senior management consultant and executive manager. As Deputy Director of Auditing for the Los Angeles City Controller’s Office, he managed the day-to-day functions of the Performance Auditing, Follow-up, and Management Assessment sections in the Performance Audit Division for this elected official. This work was preceded by seven years at the Orange County Sanitation District—the third largest wastewater organization west of the Mississippi— as Administrative Services Manager and part of the Executive Leadership Team. He began his public sector career at the Pasadena Police Department later moving to the Public Works’ Parks Division. For nearly fourteen years he has provided public sector consulting services to states, cities, counties, and special districts throughout the U.S., and has completed comprehensive management studies encompassing over 120 operating departments. He has participated as project manager or lead consultant in over 80 consulting engagements, with emphasis in various public safety, public works, parks/recreation, public utilities and administrative fields.

Agency-Wide Studies: Conducted studies of entire city and county organizations. Scopes of work included organizational structure and allocation of functions, management spans of control, service and staffing levels, operational requirements, information technology assessment, as well as policies and procedures review.

Albuquerque (NM)
Barstow (CA)
Carlsbad (CA)
Douglas (AZ)
Goodyear (AZ)
Hanford (CA)

Matanuska-Susitna Borough (AK)
Monroe County (MI)
Rancho Mirage (CA)
Roseville (CA)
San Rafael (CA)
Spokane (WA)

Public Safety Studies: Conducted studies of dispatch, law enforcement, fire, and emergency medical response throughout the country to include feasibility studies, organizational and operational reviews, policy and procedure audit, staffing/scheduling practices, implementation of key performance metrics and use of information technology.

Alameda County (CA)
Aurora (CO)
Beverly Hills (CA)
Burbank (CA)
Corvallis (OR)
Chula Vista (CA)
Dane County (WI)
Eastpointe (MI)

Milwaukee (WI)
Mission Viejo (CA)
Monterey County (CA)
Montville (NJ)
Omaha (NE)
Orange County (CA)
Orange County (FL)
Placer County (CA)

Glendale (CA)	Reno, Sparks and Washoe Co. (NV)
Goleta (CA)	Republic (MO)
Glenn County (CA)	San Clemente (CA)
Greene County (MO)	San Juan Capistrano (CA)
Inglewood (CA)	San Mateo County (CA)
Jackson County (OR)	San Rafael (CA)
Kenmore (WA)	Santa Monica (CA)
Laguna Beach (CA)	Simi Valley (CA)
Laguna Nigel (CA)	South Pasadena (CA)
Lake Forest (CA)	Stamford (CT)
Long Beach (CA)	Tacoma (WA)
Los Angeles (CA)	
Medford (OR)	

EDUCATION:

Mr. Mathews received his B.A. from UC Davis and M.P.A. degree from the University of Southern California.

IAN BRADY
Senior Consultant, Matrix Consulting Group

BACKGROUND

Ian Brady is a Senior Consultant with the Matrix Consulting Group as part of our Management Services Division, and is based out of our Mountain View (CA) office. He began with the firm as an intern before joining full-time, and has over 4 years of consulting experience. He specializes in public safety and is dedicated to providing analytical support for all of our police, fire, emergency communications and criminal justice system studies. Mr. Brady also developed the firm's GIS-based analytical tools for analyzing field service workloads and service levels, beat design and efficiency, and alternatives to resource deployment and scheduling.

EXPERIENCE IN LAW ENFORCEMENT AND CORRECTIONS STUDIES

Mr. Brady has experience conducting law enforcement management, staffing and operations studies, including recently for the following clients:

Adams County, Colorado (corrections)	Lansing, Illinois
Arlington, Washington	Laguna Hills, California
Berkeley, California	Orange County, Florida (corrections)
Birmingham, Alabama	Portland, Oregon
Carlisle, Pennsylvania	Patterson, California
Chula Vista, California	Raleigh, North Carolina
Columbia, Missouri	Redding, California
DeKalb County, Georgia	Rio Rancho, New Mexico
Hanford, California	Rockingham County, New Hampshire (corr.)
Hayward, California	Roseville, California
Huntington Beach, California	Suffolk, Virginia
La Quinta, California	Winnipeg, Manitoba

EDUCATION

Mr. Brady received his BA in Political Science from Willamette University.



City Manager
100 N. Midwest Boulevard
Midwest City, OK 73110
ghenson@midwestcity.org
Office: 405-739-1207
Fax: 405-739-1208
www.midwestcityok.org

To: Honorable Mayor and Councilmembers
From: J. Guy Henson, City Manager
Date: May 24, 2016
Subject: Discussion and consideration of 1) appointing a replacement to fill Pat Byrne's seat on the Economic Development Advisory Committee (EDAC) that is now vacant due to his resignation because of his election to the City Council; and 2) reappointing Ed Miller or appointing a replacement for the second Council appointee seat on the EDAC.

This item was on the Discussion Items of the May 10, 2016 agenda. No action was taken.

On January 27, 2015 the Economic Development Commission established the Economic Development Advisory Committee with the following members and terms:

Council appointee - Ed Miller	04-14-16
Council appointee - vacant	04-14-17
Mid-Del School Superintendent - Dr. Cobb	04-14-18
Rose State College President - Dr. Webb	04-14-18
Mayor – Matt Dukes	04-14-18
City Manager - Guy Henson	04-14-18
MWC Chamber appointee - Pam Hall	04-14-18
MWC Chamber Executive Director - Bonnie Cheatwood (non-voting)	

A replacement committee member will need to be named for Pat Byrne; and Ed Miller will need to be reappointed or a replacement appointed. The next EDAC meeting is scheduled for July 20, 2016.

J. GUY HENSON
City Manager



The City of
MIDWEST CITY
COMMUNITY DEVELOPMENT DEPARTMENT

Billy Harless, Community Development Director

ENGINEERING DIVISION
Patrick Menefee, City Engineer
CURRENT PLANNING DIVISION
Kellie Gilles, Manager
COMPREHENSIVE PLANNING
Julie Shannon, Comprehensive Planner
BUILDING INSPECTION DIVISION
Charles Belk, Building Official
GIS DIVISION
Kathy Spivey, GIS Coordinator

TO : Honorable Mayor and Council

FROM : Billy Harless, Community Development Director

DATE : June 14, 2016

SUBJECT : Discussion and consideration of accepting the recommendations of the Original Mile Reinvestment Committee for FY 2015-16.

At the June 2, 2016 Special Meeting of the Original Mile Reinvestment Committee, the attached recommendations were recommended for approval by the City Council. In 2011, consulting firm Ochsner, Hare & Hare prepared a revitalization plan for the Original Mile neighborhood. Over the past few years many goals of the plan have been implemented. Several suggested tasks remain to bring the plan to fruition. The Original Mile Reinvestment Committee was formed to give input and guidance on which steps to take next. The OMR Committee began meeting in January 2016.

Recommended Strategies, Activities and Approximate Cost Estimates: In order to continue to improve the neighborhood and the area surrounding the Town Center, the Original Mile Reinvestment Committee has discussed specific strategies (listed below) to encourage investment and redevelopment. The Committee recommends the activities with associated costs listed below. More detailed information can be found in the attached pages.

- RFP for design of a special urban park (\$70,000)
- Development of infill housing on city owned lots (\$120,000)
- Acquisition of appropriate properties (\$150,000)
- Creating design guidelines for infill and redevelopment (\$15,000)
- Appropriate infrastructure investments to support development and redevelopment (Sidewalks down Key and Lockheed with lighting and landscaping, etc. \$1,220,000)

Staff recommends approval – Action is at the discretion of Mayor and Council.

Billy Harless, AICP
Community Development Director

Billy Harless
Community Development Director

Original Mile Reinvestment Committee Recommendations

Background on Original Mile Reinvestment Committee: In 2011, consulting firm Ochsner, Hare & Hare prepared a revitalization plan for the Original Mile neighborhood. Over the past few years many goals of the plan have been implemented. Several suggested tasks remain to bring the plan to fruition. The Original Mile Reinvestment Committee was formed to give input and guidance on which steps to take next. The OMR Committee began meeting in January 2016.

Money Budgeted for Original Mile Reinvestment for 2015-2016

- \$70,000 for new park
- \$1.5 million for Original Mile Neighborhood Improvements

Recommended Strategies, Activities and Associated Cost Estimates: In order to continue to improve the neighborhood and the area surrounding the Town Center, the Original Mile Reinvestment Committee has discussed five specific strategies to encourage investment and redevelopment (listed numerically below). The recommended activities and associated costs are listed under each strategy.

2015 – 2016 Budget Recommendations (ROUGH ESTIMATES)

1. *Advertise for requests for proposals for the design of a special urban park* located at Mid-America Boulevard and Lockheed Drive in the clock tower area, north of the Town Center Shopping Center.
 - **Park Design** (currently advertised) **\$70,000**
2. *Develop infill housing on city owned lots.* The plan calls for demonstration housing utilizing the suggested features with modern features that will blend with existing housing.
 - **Develop infill Housing on 6 City Owned Lots** (shovel ready lots with incentive package to spur redevelopment of housing in neighborhood) **\$120,000**

3. *Acquire appropriate properties to support goals of revitalization plan* (in order to support demonstration housing, expand park space, etc.)
 - **Purchase additional properties for redevelopment** (in targeted areas) **\$150,000.**

4. *Create design guidelines for infill and redevelopment (with Overlay District) in order to support plan concepts*
 - Application process currently being prepared. No cost associated 0.00
 - Overlay District Guidelines **\$15,000.00**

5. *Determine appropriate infrastructure investments to support development and redevelopment.*
 - **Node and Linkage Study** (including public information stations and events to support and market concepts \$12,000 for study, \$8000 for events and promotion) **\$20,000.**
 - **Lockheed Corridor Development** (including sidewalk improvements and lighting) **\$600,000.**
 - **Key Boulevard Corridor Development** (including sidewalk improvements, lighting, landscaping) **\$600,000.**
 - **Additional Monuments** **\$15,000**



NEW BUSINESS/
PUBLIC DISCUSSION





MUNICIPAL AUTHORITY
AGENDA



MIDWEST CITY MUNICIPAL AUTHORITY AGENDA

Midwest City Council Chambers, 100 N. Midwest Boulevard

Special assistance requests - tcoplen@midwestcityok.org or 739-1002.

(Please provide no less than 24 hours' notice)

Special assistance request during a meeting call 739-1388.

June 14, 2016 - 7:01 PM

A. CALL TO ORDER.

B. CONSENT AGENDA. These items are placed on the Consent Agenda so that the trustees of the Midwest City Municipal Authority, by unanimous consent, can approve routine agenda items by one motion. If any item proposed on the Consent Agenda does not meet with approval of all trustees, or members of the audience wish to discuss a proposed item with the trustees, that item will be removed and heard in regular order.

1. Discussion and consideration of approving the minutes of the special meetings of May 5, 2016 and May 23, 2016; and the staff briefing and regular meeting of May 24, 2016, as submitted. (Secretary - S. Hancock)
2. Discussion and consideration of supplemental budget adjustment to the following fund for FY 2015-2016, increase: Utilities Capital Outlay Fund, revenue/Transfers in (14) \$32,438; expenses/General Gov't (14) \$32,438. Sanitation Fund, expenses/Sanitation (41) \$55,700. Utility Services Fund, expenses/Utility Services (50) \$15,000. (Finance - J. Siemens)
3. Discussion and consideration of approving and entering into a two-year Sensor X-change Agreement with DanCo Systems, Inc. in the amount of \$5,250 for air monitoring sensors used in MSA Air Monitoring Systems. (Environmental Services - W. Janacek)
4. Discussion and consideration of renewing contracts, without modification, for FY 2016-17 for liquid chlorine with Brenntag Southwest, Inc., sodium chlorite solution with Evoqua Water Technologies, LLC, and sewer grease liquefying agent with Municipal Industries Inc. (Environmental Services - W. Janacek)
5. Discussion and consideration of approving and entering into a Facility Lease Contract with the Midwest City Baseball Association for the use of Marion Reed Baseball Complex and Civic Park from July 1, 2016 through June 30, 2021. (Community Services - V. Sullivan)
6. Discussion and consideration of declaring 1005 tons of compost from the Wastewater Department surplus property and authorizing its disposal by sealed bid or auction. (Environmental Services - W. Janacek)

B. DISCUSSION ITEM.

1. Public hearing with discussion and consideration of approving and adopting a resolution of the Midwest City Municipal Authority approving and adopting its budget for the 2016-17 fiscal year in the amount of \$46,023,591. (Finance - F. Chen)

D. NEW BUSINESS/PUBLIC DISCUSSION.

E. EXECUTIVE SESSION.

1. Discussion and consideration of 1) entering into executive session, as allowed under 25 O.S. § 307(C)(10), to confer on matters pertaining to economic development, including the transfer of property, financing or the creation of a proposal to entice a business to remain or to locate within the City; and 2) in open session, authorizing the city manager to take action as appropriate based on the discussion in executive session. (City Manager - G. Henson)

F. ADJOURNMENT.



CONSENT AGENDA



Notice of this Midwest City Municipal Authority special meeting was filed with the City Clerk of Midwest City at least 48 hours prior to the meeting and copies of the agenda for this meeting were posted at City Hall and on the City of Midwest City's website, accessible to the public for at least 24 hours in advance of the meeting.

**MINUTES OF THE MIDWEST CITY
MUNICIPAL AUTHORITY SPECIAL MEETING**

May 5, 2016 – 5:30 p.m.

This meeting was held in the Midwest City Council Conference Room on the second floor of City Hall, 100 N. Midwest Boulevard, Midwest City, County of Oklahoma, and State of Oklahoma with the following members present: Chairman Dukes; Trustees Daniel McClure Jr., Pat Byrne, Rick Dawkins, and Christine Allen; and Acting Secretary Guy Henson. Absent: Sean Reed and Jeff Moore.

Chairman Dukes called the meeting to order at 5:30 p.m.

Discussion Item.

1. **Discussion and consideration of various City and Authority budgets for the 2016-17 fiscal year.** Staff briefed the Trustees on various items in the budget packet, and the trustees sought clarification and discussed individual budget items with staff.

Adjournment. There being no further business, motion was made by McClure, seconded by Byrne, to adjourn. Voting aye: McClure, Byrne, Dawkins, Allen, and Chairman Dukes. Nay: none. Absent: Reed and Moore. The meeting adjourned at 9:15 p.m.

ATTEST:

MATTHEW D. DUKES, II, Chairman

GUY HENSON, Acting Secretary

Notice of this Midwest City Municipal Authority special meeting was filed with the City Clerk of Midwest City at least 48 hours prior to the meeting and copies of the agenda for this meeting were posted at City Hall and on the City of Midwest City's website, accessible to the public for at least 24 hours in advance of the meeting.

**MINUTES OF THE MIDWEST CITY
MUNICIPAL AUTHORITY SPECIAL MEETING**

May 23, 2016 – 5:30 p.m.

This meeting was held in the Midwest City Council Conference Room on the second floor of City Hall, 100 N. Midwest Boulevard, Midwest City, County of Oklahoma, and State of Oklahoma with the following members present: Chairman Matt Dukes; Trustees Daniel McClure Jr., Pat Byrne, Rick Dawkins, Sean Reed, *Christine Allen, and Jeff Moore; and Acting Secretary Guy Henson.

Chairman Dukes called the meeting to order at 5:45 p.m.

*Trustee Allen arrived at 6:05 p.m.

Discussion Item.

- 1. Discussion and consideration of various City, Authorities, and Commission budgets for the 2016-17 fiscal year.** Staff briefed the Trustees on various items in the budget packet, and the Trustees sought clarification and discussed individual budget items with staff.

Adjournment. There being no further business, motion was made by Dawkins, seconded by Allen, to adjourn. Voting aye: McClure, Byrne, Dawkins, Reed, Allen, Moore, and Chairman Dukes. Nay: none. Absent: none. The meeting adjourned at 8:30 p.m.

ATTEST:

MATTHEW D. DUKES, II, Chairman

GUY HENSON, Acting Secretary

Notice of regular meetings for staff briefings for the Midwest City Municipal Authority was filed for the calendar year with the City Clerk of Midwest City and copies of the agenda for this meeting were posted at City Hall and on the City's website, accessible to the public for at least 24 hours in advance of the meeting.

**MINUTES OF THE REGULAR STAFF BRIEFING FOR
MIDWEST CITY MUNICIPAL AUTHORITY TRUSTEES**

May 24, 2016 – 6:00 p.m.

This regular meeting was held in the Midwest City Council Conference Room on the second floor of City Hall, 100 N. Midwest Boulevard, Midwest City, County of Oklahoma, State of Oklahoma. The following members were present: Chairman Matt Dukes; Trustees Daniel McClure Jr., Rick Dawkins, Sean Reed, Christine Allen, and Jeff Moore; and Secretary Sara Hancock. Absent: Pat Byrne.

Chairman Dukes called the meeting to order at 6:31 p.m.

Clarification of agenda items, handouts, and presentation of new or additional information for items on the Municipal Authority agenda for May 24, 2016. Staff briefed the Trustees on various items on the agenda, and the Trustees sought clarification and discussed individual agenda items with staff.

Chairman Dukes closed the meeting at 6:33 p.m.

ATTEST:

MATTHEW D. DUKES, II, Chairman

SARA HANCOCK, Secretary

Notice of regular Midwest City Municipal Authority meetings was filed for the calendar year with the City Clerk of Midwest City and copies of the agenda for this meeting were posted at City Hall and on Midwest City's website, accessible to the public for at least 24 hours in advance of the meeting.

**MINUTES OF THE REGULAR
MIDWEST CITY MUNICIPAL AUTHORITY MEETING**

May 24, 2016 - 7:01 p.m.

This regular meeting was held in the Midwest City Council Chambers, 100 North Midwest Boulevard, Midwest City, County of Oklahoma, State of Oklahoma. The following members were present: Chairman Matt Dukes; Trustees Daniel McClure Jr., Rick Dawkins, Sean Reed, and Christine Allen, ~~and~~; and Secretary Sara Hancock. Absent: Pat Byrne and Jeff Moore. Chairman Dukes called the meeting to order at 8:10 p.m.

Consent Agenda. Motion was made by Dawkins, seconded by McClure, to approve the consent agenda, as submitted.

1. Discussion and consideration of approving the minutes of the staff briefing and regular meeting of May 10, 2016, as submitted.
2. Discussion and consideration of accepting the report on the current financial condition of the Sheraton Midwest City Hotel at the Reed Center for the period ending April 30, 2016.
3. Discussion and consideration of declaring vehicle 42-02-02, a 1996 Chevrolet 1500 pickup, VIN 1GCEC14RXTZ197108, surplus and authorizing its disposal by sealed bid or auction.

Voting aye: McClure, Dawkins, Reed, Allen, and Chairman Dukes. Nay: none. Absent: Byrne and Moore. Motion carried.

New Business/Public Discussion. There was no new business or public discussion.

Adjournment. There being no further business, motion was made by McClure, seconded by Allen, to adjourn. Voting aye: McClure, Dawkins, Reed, Allen, and Chairman Dukes. Nay: none. Absent: Byrne and Moore. Motion carried. The meeting adjourned at 8:11 p.m.

ATTEST:

MATTHEW D. DUKES, II, Chairman

SARA HANCOCK, Secretary



The City of MIDWEST CITY

100 N. MIDWEST BLVD * MIDWEST CITY, OKLAHOMA 73110
(405) 739-1240 * FAX (405) 739-1247 * TDD (405) 739-1359

Memorandum

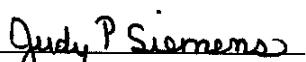
TO: Honorable Chairman and Trustees
Midwest City Municipal Authority

FROM: Judy Siemens, Treasurer/Finance Director

DATE: June 14, 2016

Subject: Discussion and consideration of supplemental budget adjustment to the following fund for FY 2015-2016, increase: Utilities Capital Outlay Fund, revenue/Transfers in (14) \$32,438; expenses/General Gov't (14) \$32,438. Sanitation Fund, expenses/Sanitation (41) \$55,700. Utility Services Fund, expenses/Utility Services (50) \$15,000.

The first supplement is needed to consolidate budget for Executime software and time clocks into Utilities Capital Outlay Fund to better account for these items for fixed asset purposes. The second supplement is needed to increase budget in Personal Services and Other Services and Charges categories to meet estimated expenses through end of fiscal year in Sanitation Fund. The third supplement is needed to increase budget in Personal Services, Benefits and Other Services and Charges categories to meet estimated expenses through end of fiscal year in Utility Services Fund.


Judy P. Siemens
Treasurer / Finance Director

SUPPLEMENTS

June 14, 2016

Fund UTILITIES CAPITAL OUTLAY (189)		BUDGET AMENDMENT FORM Fiscal Year 2015-2016			
		Estimated Revenue		Budget Appropriations	
<u>Dept Number</u>	<u>Department Name</u>	<u>Increase</u>	<u>Decrease</u>	<u>Increase</u>	<u>Decrease</u>
14	Transfers In	32,438			
14	General Government			32,438	
		32,438	0	32,438	0
		32,438	0	32,438	0

Explanation:
Consolidate budget for Executime software and time clocks into Utilities Capital Outlay Fund to better account for these items for fixed asset purposes.

Fund SANITATION (190)		BUDGET AMENDMENT FORM Fiscal Year 2015-2016			
		Estimated Revenue		Budget Appropriations	
<u>Dept Number</u>	<u>Department Name</u>	<u>Increase</u>	<u>Decrease</u>	<u>Increase</u>	<u>Decrease</u>
41	Sanitation			55,700	
		0	0	55,700	0
		0	0	55,700	0

Explanation:
Increase budget in Personal Services, Benefits and Other Services and Charges categories to meet estimated expenses through end of fiscal year. Funding to come from fund balance.

Fund UTILITY SERVICES (187)		BUDGET AMENDMENT FORM Fiscal Year 2015-2016			
		Estimated Revenue		Budget Appropriations	
<u>Dept Number</u>	<u>Department Name</u>	<u>Increase</u>	<u>Decrease</u>	<u>Increase</u>	<u>Decrease</u>
50	Utility Services			15,000	
		0	0	15,000	0
		0	0	15,000	0

Explanation:
Increase budget in Personal Services, Benefits and Other Services and Charges categories to meet estimated expenses through end of fiscal year. Funding to come from fund balance.



Environmental Services Director
8730 S.E. 15th Street
Midwest City, OK 73110
office 405.739.1062

Memo

To: Honorable Chairman and Trustees
Midwest City Municipal Authority

From: William J. Janacek, Environmental Services Director

Date: June 14, 2016

RE: Discussion and consideration of approving and entering into a two-year Sensor X-change Agreement with DanCo Systems, Inc. in the amount of \$5,250 for air monitoring sensors used in MSA Air Monitoring Systems.

During the upgrading of the Water Resources Recovery Facility, a total of 25 MSA Air Monitoring Systems were installed in strategic areas of the plant that require continuous air quality monitoring for the safety of the Facility's employees. DanCo Systems, Inc. has submitted a sensor exchange program agreement where they will exchange all 25 sensors on an annual basis for a two year period at a set amount of \$5,250 per year. The exchange agreement will be at least a 50% savings on purchasing the sensors without an agreement. If we purchase the sensors at the regular cost without the exchange agreement, the cost for the 25 sensors would be \$12,750.

Staff recommends approval.

William J. Janacek
Environmental Services Director

Sensor X-change Program



ULTIMA X SERIES
GAS MONITORS

Gas Types

Ammonia	0-50 PPM
Ammonia	0-100 PPM
Ammonia	0-1000 PPM
Arsine	0-2 PPM
Bromine	0-5 PPM
Carbon Monoxide	0-100 PPM
Carbon Monoxide	0-500 PPM
Carbon Monoxide	0-1000 PPM
Chlorine	0-5 PPM
Chlorine	0-10 PPM
Chlorine	0-20 PPM
Chlorine Dioxide	0-3 PPM
Combustible Gas	0-100% LEL
Natural Gas & Hydrogen	0-100% LEL
Petroleum Vapors	0-100% LEL
Diborane	0-50 PPM
Ethylene Oxide	0-10 PPM
Fluorine	0-5 PPM
Germane	0-3 PPM
Hydrogen Fluoride	0-10 PPM
Hydrogen	0-1000 PPM
Hydrogen Chloride	0-50 PPM
Hydrogen Cyanide	0-50 PPM
Hydrogen Sulfide	0-10 PPM
Hydrogen Sulfide	0-50 PPM
Hydrogen Sulfide	0-100 PPM
Hydrogen Sulfide	0-500 PPM
Nitric Oxide	0-100 PPM
Nitrogen Dioxide	0-10 PPM
Oxygen	0-10%
Oxygen	0-25%
Oxygen -CO ₂ Tolerant	0-25%
Oxygen -Solvent & CO ₂ Tolerant	0-25%
Phosgene	0-1%
Phosphine	0-2 PPM
Silane	0-25 PPM
Sulfur Dioxide	0-25 PPM
Sulfur Dioxide	0-100 PPM

Exchange sensors on demand

MSA is pleased to offer a new sensor-replacement service. With the Ultima X Series Sensor X-change™ Program, receive replacement calibrated sensor modules when they are needed, on demand. Sensors arrive prior to the Ultima X Gas Monitor's scheduled calibration due date for easy installation and minimal downtime. Simply change out the old sensor with the new, perform a gas check, and the gas detection system is operational.

How the program works

- ➊ Replacement sensor modules are shipped at pre-determined intervals of 3, 4, 6, and 12 months. Sign a program agreement for your choice of 1, 2, or 3 years. Some restrictions apply, contact your sales representative for more information.
- ➋ Receive a pre-calibrated sensor module plus complete calibration documentation in a returnable, pre-labeled container.
- ➌ The shipping container, which identifies the sensor type, is used for return of the old sensor module.

Program benefits

The Ultima X Series Sensor X-change Program:

- Eliminates the need to perform initial field calibrations.
- Reduces overall maintenance time and cost.
- Greatly reduces calibration cylinder requirements.
- Eliminates the need to dispose of sensor modules.
- Provides assurance that the installed sensor base has been factory-calibrated by trained MSA technicians prior to operation.
- All Ultima X Smart Sensors, using catalytic bead and electrochemical technologies, are available through the Ultima X Series Sensor X-change Program.
- MSA's patented sensor disconnect-under-power feature allows all sensors to be changed out in hazardous areas without the need for a hot-work permit or area declassification.

Talk to your MSA representative, or call 1-800-MSA-INST now to arrange for this convenient, automatic Ultima X Series Sensor X-change program.

For complete terms and conditions see bulletin #07-0063.

Note: This bulletin contains only a general description of the products shown. While uses and performance capabilities are described, under no circumstances shall the products be used by untrained or unqualified individuals and not until the product instructions including any warnings or cautions provided have been thoroughly read and understood. Only they contain the complete and detailed information concerning proper use and care of these products.



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Offices and representatives worldwide
For further information:

www.MSAsafety.com

MSA SENSOR X-CHANGE™ PROGRAM TERMS AND CONDITIONS

1. **AGREEMENT:** Upon acceptance by Customer, this document shall be the final written expression of agreement between MSA and Customer, constituting the entire contract between Customer and MSA with respect to the subject matter herein contained and superseding all previous communications, either verbal or written. This contract may be modified only by a writing signed by both parties. Customer must notify MSA immediately if these terms are unacceptable as acceptance and/or failure to object to the terms herein shall conclusively establish Customer's acceptance of the terms and conditions of this agreement. Under no circumstances shall any terms and conditions of Customer's business forms, that are in addition to or inconsistent with the terms and conditions of this agreement, become part of any contract.

2. **WARRANTY AND DISCLAIMERS:** MSA warrants that the sensors furnished under this agreement are free from mechanical defects or faulty workmanship for the period of 100 days following shipment of each sensor from MSA, or 90 days from first use, whichever occurs first; provided however that the sensor(s) have been installed and maintained in accordance with MSA's instructions and/or recommendations contained in the instruction book delivered with the gas detection equipment. MSA shall be released from all obligations under this warranty in the event repairs or modifications are made by persons other than its own or authorized service personnel unless such repairs by others are made with the written consent of MSA. No agent, employee or representative of MSA has any authority to bind MSA to any affirmation, representation or warranty concerning the goods delivered under this agreement, and unless an affirmation, representation or warranty made by an agent, employee or representative is specifically included within this written agreement it shall not be enforceable by Customer. THIS WARRANTY IS IN LIEU OF ALL OTHER WARRANTIES, EXPRESS, IMPLIED OR STATUTORY, AND IS STRICTLY LIMITED TO THE TERMS HEREOF. MSA SPECIFICALLY DISCLAIMS ANY WARRANTY OF MERCHANTABILITY OR OF FITNESS FOR A PARTICULAR PURPOSE.

3. **EXCLUSIVE REMEDY:** It is expressly agreed that Customer's sole and exclusive remedy for breach of the warranty set forth in Paragraph 2, for any tortious conduct of MSA, or for any other cause of action, shall be the repair and/or replacement (at MSA's option) of any equipment or parts thereof, which after examination by MSA is proven to be defective. Replacement equipment and/or parts will be provided at no cost to Customer, F.O.B. MSA's Plant. Failure of MSA to successfully repair any nonconforming product shall not cause the remedy established hereby to fail of its essential purpose.

4. **STATUTE OF LIMITATIONS, NOTICE OF BREACH:** All suits by Customer for breach of any resulting contract, alleged tortious conduct or any other claim shall be barred unless filed within one (1) year of the date when the claim or cause of action accrues. MSA and Customer agree that a reasonable time within which Customer must notify MSA in writing after discovery of any alleged breach by MSA is within forty-five (45) days of discovery, and that failure of Customer to provide timely notice of breach will bar Customer from any remedy for said breach.

5. **GOVERNING LAW, VENUE, & JURISDICTION:** Any resulting contract shall be governed by and construed under the Uniform Commercial Code as adopted in the Commonwealth of Pennsylvania as effective and in force on the date of said Contract of Sale. Venue for any suit by Customer shall be in and only in the Pennsylvania state court of proper jurisdiction in Allegheny County, Pennsylvania, U.S.A. Customer hereby submits to the jurisdiction of said court and appoints Secretary of the Commonwealth of Pennsylvania as its agent for the service of process in the event MSA wishes to commence any action against Customer.

6. **EXCLUSION OF CONSEQUENTIAL DAMAGES:** CUSTOMER SPECIFICALLY UNDERSTANDS AND AGREES THAT UNDER NO CIRCUMSTANCES WILL MSA BE LIABLE TO CUSTOMER FOR ECONOMIC, SPECIAL, INCIDENTAL OR CONSEQUENTIAL DAMAGES OR LOSSES OF ANY KIND WHATSOEVER, INCLUDING BUT NOT LIMITED TO, LOSS OF ANTICIPATED PROFITS, AND ANY OTHER LOSS CAUSED BY REASON OF THE NONOPERATION OF THE GOODS. THIS EXCLUSION IS APPLICABLE TO CLAIMS FOR BREACH OF WARRANTY, TORTIOUS CONDUCT OR ANY OTHER CAUSE OF ACTION AGAINST MSA.

7. **DISCLAIMER OF TORT LIABILITY:** CUSTOMER SPECIFICALLY UNDERSTANDS AND AGREES THAT MSA AND ITS OFFICERS, AGENTS AND EMPLOYEES SHALL NOT BE LIABLE IN TORT - WHETHER BASED ON NEGLIGENCE, STRICT LIABILITY OR ANY OTHER THEORY OF TORT LIABILITY - FOR ANY ACTION OR FAILURE TO ACT IN RESPECT TO THE MANUFACTURER, PREPARATION FOR SALE, SALE, DELIVERY OR SERVICING OF THE PRODUCT. IT IS THE PARTIES' INTENT TO ABSOLVE AND PROTECT MSA AND MSA'S OFFICERS, AGENTS AND EMPLOYEES FROM ANY AND ALL TORT LIABILITY.

8. **PRICES AND PAYMENT:** The actual price shall be the price in effect at the date of delivery. The amount of any and all present or future taxes or other governmental charges upon the production, shipment, installation or sale, of the equipment covered hereby, including use or occupation taxes, shall be added to the purchase price paid by Customer, or in lieu thereof, Customer shall furnish MSA with tax exemption certificate(s) acceptable to the taxing authorities, or other basis for exemption. Payment in full of the contract price, amounts due for additional work or changes, and escalation shall be due thirty (30) days net after the date of MSA's invoice. Interest at the rate of one (1) percent per month from due date shall be charged on overdue accounts. Customer shall have no right to withhold any contract amount due MSA because of any claim by Customer against MSA.

9. **PROMISES OF SHIPMENT:** MSA shall use its commercially reasonable efforts to supply replacement sensors in accordance with Customer's requested exchanges schedule. The prior sentence notwithstanding, promises of shipment do not in any way constitute a reservation as materials are at all times subject to prior orders and the availability of materials.

10. **INVOICING AND BILLING:** For purposes of invoicing and billing, each shipment hereunder shall be treated as a separate and independent contract.

11. **TIME OF SHIPMENT, FORCE MAJEURE, RISK OF LOSS, TITLE, F.O.B.:** MSA shall not be liable for any delay or failure to produce, process, ship or deliver occasioned by Force Majeure which term is hereby declared to include all circumstance and actions whatsoever (including inclement weather of the ordinary seasonal nature) beyond the direct and immediate control of MSA, among which, but not exclusive of others, are the following: Acts of God; war between the United States and any Foreign country; Civil War; riot or insurrection in the United States; preparation for war; urgency or intervention of civil, naval or military authorities or other agencies of government, including agencies concerned with the preservation of the environment; rules and restraints of rulers and people; blockades; embargoes; vandalism; sabotage; epidemics; strikes; lockouts; differences with workman and other industrial disturbances; earthquakes; landslides; accidents; floods; hurricanes and cyclonic storms; shortages of fuel, power, raw materials or component parts; delays in delivery of materials; government priorities; and delays of carriers by land, sea or air. MSA is not relieved from making shipment or Customer from accepting delivery at the agreed price when the cause interfering with delivery has been removed. Risk of loss shall pass to Customer upon delivery to the carrier on shipments made F.O.B. Place of Shipment, and upon tender on shipment made F.O.B. Point of Destination. MSA shall not be responsible for damage to property, material, or equipment belonging to Customer while the sensors are in Customer's custody. Title to the sensors shall at all times remain with MSA. Customer shall immediately provide MSA with notice at any such time that Customer reasonably believes a third party may attempt to levy or seize upon the sensors. Customer shall indemnify MSA against any all loss occasioned by the levy or attempted levy upon the sensors by any third party. Shipments made by MSA pursuant to the Sensor X-Change Program shall be F.O.B. Destination.

12. **CREDIT, NONWAIVER:** If Customer fails to fulfill the terms of payment in every respect, MSA is not obligated to make delivery and may resort to the remedies provided by law or herein. MSA reserves the right, previous to making delivery, to require from Customer satisfactory security for performance of Customer's obligations. Credit shall be provided to Customer only after approval by MSA.

13. **TERM AND TERMINATION:** The term of this agreement shall be as set forth on the cover page hereof. Either party may terminate this agreement at any time by providing 30 days prior written notice to the other. In the event that Customer commits any breach of this contract and fails to remedy such breach within seven (7) days after the giving of notice thereof by MSA to Customer in writing, then MSA may by notice to Customer in writing terminate this agreement so far as any future performance by MSA is concerned but without prejudice to the rights and remedies of either party arising out of any antecedent performance or breach.

14. **INDEMNIFICATION AND LIMITATION OF LIABILITY:** MSA and Customer shall indemnify, defend and hold the other harmless from claims, demands and causes of action asserted against the Indemnitee by any person (including, without limitation, Customer's or MSA's employees to the extent that such employees are not compensated by applicable state workmen's compensation statutes, Customer's or MSA's subcontractors and employees of such subcontractors to the extent that such employees are not compensated by applicable state workmen's compensation statutes, or any other third party) for personal injury or death resulting from the Indemnitor's negligence or willful misconduct hereunder. Where personal injury or death occurs as the result of the joint negligence or willful misconduct of MSA and Customer, the Indemnitor's duty of indemnification shall be in proportion to its allocable share of joint negligence or willful misconduct: It being the intent of this provision that MSA and Customer be liable for the proportion of liability caused by their negligence or willful misconduct.

15. **PATENTS:** MSA will defend and save harmless Customer from all costs, expense and damage as a result of any infringement, or claim of infringement, of any United States patent existing at the time of shipment on account of the equipment furnished by MSA, provided Customer notified MSA promptly in writing of any such claim and MSA is given authority to defend said claim and all information and assistance by Customer necessary in MSA's opinion to the defense of said claim, suit or proceeding. MSA, however, makes no warranty nor assumes any patent infringement liability respecting Customer's use of the equipment with other equipment, for infringement of process or product patents, nor for royalties assessed on the basis of the amount of product produced by or other utilization of the equipment

16. **INSURANCE:** Customer shall at all times keep the sensors insured against all risk of loss or damage from every cause for not less than the full replacement value thereof.

17. **FAILURE TO RETURN SENSORS.** In the event MSA does not receive returned sensors from Customer within two (2) weeks from the date of MSA's replacement shipment to Customer, then MSA shall issue to Customer an invoice for the price of the unreturned sensors. The price on such invoice shall be the MSA price in effect for such sensors as of the invoice date. Said invoice shall be due and payable on Net 30 terms. Without waiver of any other rights available to MSA, MSA also reserves the right to terminate this agreement immediately and/or suspend all future sensor X-change program shipments to Customer.

18. **RETURN MATERIALS:** All sensors to be returned by Customer must be in re-usable conditioned and be cleaned, sanitized and/or decontaminated as necessary to minimize the possibility of MSA employee exposure to health hazards in handling said sensors. All applicable laws and regulations shall apply.

DanCo Systems, Inc.

QUOTATION

11101 Johnson Drive
 Shawnee Mission, KS 66203
 913-962-0600
 fax 913-962-0622

April 14, 2016

**SENSOR EXCHANGE
 PROGRAM**

Quote # : Midwest3485
 Terms: Net 30 days
 Freight: Pre-paid & add
 F.O.B.: Shipping Point
 Lead Time: 1 week
 Valid: 30 days

Thomas West
 Midwest City OK WWTP
 Pollution Control Facility
 405-424-2722

CThomas@MidwestCityOK.org

We are pleased to offer, for your consideration, our quotation on the following:

Item	Qty	Description	Unit Price	Extended Price
1	25	Option 1 Sensor Exchange Program for 25 Sensors * 1 Exchange per Year per Sensor (min. 2 year contract) 17 x A-ULTX-SENS-31-10 - LEL Methane 0-100% 7 x A-ULTX-SENS-16-10 - H2S 0-50ppm 1 x A-ULTX-SENS-31-10 - LEL Petroleum 0-100%	\$210.00	\$5,250.00
2	50	Option 2 Sensor Exchange Program for 25 Sensors * 2 Exchanges per Year per Sensor (no min. yearly contract) 17 x A-ULTX-SENS-31-10 - LEL Methane 0-100% 7 x A-ULTX-SENS-16-10 - H2S 0-50ppm 1 x A-ULTX-SENS-31-10 - LEL Petroleum 0-100%	\$180.00	\$9,000.00
3	25	Option 3 Replacement Sensor for each x 25 Sensors *Not In Sensor Exchange Program 17 x A-ULTX-SENS-31-10 - LEL Methane 0-100% 7 x A-ULTX-SENS-16-10 - H2S 0-50ppm 1 x A-ULTX-SENS-31-10 - LEL Petroleum 0-100%	\$510.00	\$12,750.00

Grand Total:

We appreciate the opportunity to quote the above equipment, and look forward to receiving your valued order and working with you on your application. Please send us your purchase order via email, or fax it to 913-962-0622. Please do not hesitate to contact us should you have any questions.

Sincerely,

Jill Barrier

DanCo Systems, Inc.



Sensor X-change™ Agreement

MSA Order # _____

Billing Address

Shipping Address

Name	MIDWEST CITY, OK WWTP	Name *	MIDWEST CITY, OK WWTP
Address 1		Address 1	
Address 2		Address 2	
City, State Zip		City, State Zip	
Start Date		Contact Name	THOMAS WEST
End Date		Contact Phone	405-424-2722

Sensor Information

Quantity	A-ULTX-SENS Add: X-X-X	Exchange Price	X	Exchanges/Yr.	X	Term in Yrs.	Extended Total
17	31-1-0	210.00		1		2	3570.00/yr.
7	16-1-0	210.00		1		2	1470.00/yr.
1	31-1-0	210.00		1		2	210.00/yr.
						Total:	5250.00/year
						* PLEASE BILL EACH YEAR	

* Purchase Order Number _____

Signature below indicates acceptance of this agreement and the Terms & Conditions attached.

* _____
Customer Signature

_____ Accepted for MSA by

_____ Date



Public Works Administration
8730 S.E. 15th Street
Midwest City, OK 73110
Office: 405-739-1066 /Fax: 405-739-1090
www.midwestcityok.org

MEMO

TO: Honorable Chairman and Trustees
Midwest City Municipal Authority

FROM: William J. Janacek, Environmental Services Director

DATE: June 14, 2016

SUBJECT: Discussion and consideration of renewing contracts, without modification, for FY 2016-17 for liquid chlorine with Brenntag Southwest, Inc., sodium chlorite solution with Evoqua Water Technologies, LLC, and sewer grease liquefying agent with Municipal Industries Inc.

Brenntag Southwest, Inc. has agreed to renew the liquid chlorine contract without modification for FY 2016-17. In FY 2015-16 approximately \$29,912.23 was encumbered with Brenntag Southwest, Inc. by the Water Department for liquid chlorine.

Evoqua Water Technologies, LLC has agreed to renew the sodium chlorite solution contract without modification for FY 2016-17. In FY 2015-16 approximately \$21,634.20 was encumbered with Evoqua Water Technologies, LLC for sodium chlorite solution.

Municipal Industries Inc. has agreed to renew the sewer grease liquefying agent contract without modification for FY 2016-17. In FY 2015-16 approximately \$7,992.00 was encumbered with Municipal Industries Inc. for sewer grease liquefying agent.

Staff recommends approval.

William J. Janacek
Director of Environmental Services



MEMORANDUM

TO: Honorable Chairman and Trustees, Midwest City Municipal Authority

FROM: Vaughn Sullivan, Community Services Director

DATE: June 14, 2016

SUBJECT: Discussion and consideration of approving and entering into a Facility Lease Contract with the Midwest City Baseball Association for the use of Marion Reed Baseball Complex and Civic Park from July 1, 2016 through June 30, 2021.

The Midwest City Baseball Association is a nonprofit that provides youth baseball programming for ages four (4) to fourteen (14). The association has provided quality programming at Marion Reed Baseball Complex and Civic Park for over 20 years, and staff recommends approving and entering into another five (5) year lease agreement with the Midwest City Baseball Association for the use of Marion Reed Baseball Complex and Civic Park. This five (5) year contract will begin on July 1, 2016 and will expire on June 30, 2021.

Vaughn Sullivan
Community Services Director

Attachment: Facility Lease Agreement

FACILITY LEASE CONTRACT

Parks, Recreation and Tourism Division

This contract is made this _____ day of _____, 2016, by and between the Midwest City Baseball Association (hereinafter Sponsor) and the Midwest City Municipal Authority, a public trust, (hereinafter Owner). The parties hereto, for and in consideration of the benefits and payments hereinafter provided, do hereby covenant and agree as follows:

1. Owner agrees to allow Sponsor to conduct the following activities at the listed locations:

Baseball Program - Civic Park and Marion Reed Baseball Complex

Concession Operation - Civic Park and Marion Reed Baseball Complex

Gate Collection - Civic Park and Marion Reed Baseball Complex

To accomplish this, Owner agrees to furnish and permit Sponsor to utilize the following:

Concession/storage buildings and ball fields at Civic Park and Marion Reed Baseball Complex (collectively, the facilities).

2. Owner agrees to lease the facilities for a term commencing on the 1st day of July, 2016, and ending on the 30th day of June, 2021.
3. If Sponsor's organization dissolves, then Sponsor's assets will be given to Owner to be used for the benefit of a youth baseball program in Midwest City. If Sponsor decides to terminate this contract, then after all outstanding liabilities on any improvements,

maintenance or program costs have been satisfied, Sponsor and Owner will divide equally all remaining assets which Owner will then use solely for the benefit of a youth baseball program in Midwest City.

4. Sponsor agrees not to conduct any activities other than those authorized by paragraph 1 of this contract without prior written approval of Owner.
5. Sponsor agrees to furnish Owner with an annual statement of income and expenses and balance sheet. Those statements are due prior to June 30th of each calendar year (fiscal 6/1 - 5/31). Failure of Sponsor to timely comply or cooperate with such terms shall be deemed a material breach of this contract.
6. Sponsor agrees to establish a cash management system that will assure the accuracy of all monies being received, including gate, concession, etc.
7. Sponsor agrees to utilize the facilities only for their intended purposes and in accordance with provisions of this contract and the services contract between the City of Midwest City and the Midwest City Baseball Association currently in effect.
8. Sponsor agrees to indemnify and hold Owner harmless for all subcontracts and subleases entered into in furtherance of this contract and that all subcontracts or subleases entered into in furtherance of this contract shall be subject to the conditions of this contract.
9. Owner or Sponsor shall not make any improvements without prior written approval by the other party's representative. This is not intended to cover day to day maintenance and repair of the facilities. Any structure affixed by Sponsor to the facilities shall be

deemed a fixture and become a part of Owner's property.

10. Sponsor agrees that all improvements will comply with applicable Midwest City building codes.
11. If any default or breach of any covenant of this lease by Sponsor is not responded to within ten (10) days and corrected within thirty (30) days, after Owner has provided written notice of such default or breach by certified mail, Owner may at its option terminate this contract. In the event the problem is a matter involving the possibility of immediate danger to life, health or safety, the problem must be corrected immediately.
12. All notices required or options granted under the terms of this contract shall be given or exercised in writing and shall be sent by certified mail with return receipt requested.
Except as herein specifically provided to the contrary, the effective date of such notice or option shall be the date on which it is deposited in a post office of the United States Postal Department.
13. Sponsor agrees that it is wholly responsible for the conduct of Sponsor's agents, servants and employees, and Sponsor shall assume all responsibility for providing General Liability Insurance of at least the statutory amounts (\$25,000.00 Property Damage, \$100,000.00 Personal Injury per Claimant to a maximum of 10 Claimants or \$1,000,000.00) as found in Title 51, Oklahoma Statutes, Sections 151-171; Worker's Compensation Insurance; Unemployment Insurance and any other coverage of any sort required by any applicable local, state or federal law. Sponsor agrees to indemnify and hold Owner harmless for any and all acts or omissions of its agents, servants, employees or any other persons invited onto the facilities by Sponsor. Sponsor must furnish Owner with a Certificate of Insurance that covers the dates and terms of this

contract. Certificate is due prior to the effective date of this contract and subsequent renewal dates.

14. Sponsor expressly agrees that all of its agents, servants, employees, ballplayers and/or persons admitted to Sponsor's activities shall be insured against loss or injury resulting from the activities described herein. Sponsor expressly covenants to indemnify and hold Owner harmless from any claim whatsoever which may arise from Sponsor's activities of any sort which may be conducted at or on the facilities, whether or not such activity is expressly provided for in this contract.
15. Sponsor agrees not to discriminate against anyone based on race, color, creed, national origin, gender, religion or handicap; and further agrees to comply with all local, state and federal laws, rules, regulations and/or directives to indemnify and hold Owner harmless against any claims arising out of Sponsor's failure to comply.
16. Sponsor agrees to indemnify and hold Owner harmless against any claims whatsoever arising out of any claimed negligence, carelessness or intentional act of Sponsor or Sponsor's agents, servants, employees or other persons Sponsor invited to participate in Sponsor's activities.
17. If for any reason Sponsor is unable to conduct the activities at the facilities, then this lease will be voided.
18. The terms of this contract shall be binding upon all successors in interest of the parties hereto. This contract embodies all agreements between Owner and Sponsor pertaining to the lease of the facilities and supersedes any and all prior oral or written agreements between the two parties. This contract can only be altered or changed if

done so in writing and signed by both parties.

19. Sponsor will comply with all federal and state laws pertaining to payment of any taxes owed and/or employment for its operation of Marion Reed Baseball Complex.
20. This contract shall become effective on the 1st day of July, 2016, and shall continue in force and effect until midnight on the 30th day of June, 2021.

Agreed to and witnessed on this _____ day of _____, 2016

ATTEST:

ALI KHALILI, VICE PRESIDENT
MIDWEST CITY BASEBALL ASSOC.

JEREMY WOODS, PRESIDENT
MIDWEST CITY BASEBALL ASSOC

ATTEST:

SARA HANCOCK,
CITY CLERK
CITY OF MIDWEST CITY, OKLAHOMA

MATTHEW D. DUKES II
MAYOR
CITY OF MIDWEST CITY, OKLAHOMA

APPROVED as to form and legality this ____ day of _____, 2016.

KATHY BOLLES
CITY ATTORNEY
CITY OF MIDWEST CITY, OKLAHOMA



Public Works Administration
8730 S.E. 15th Street
Midwest City, OK 73110
Office: 405-739-1066 / Fax: 405-739-1090
www.midwestcityok.org

TO: Honorable Chairman and Trustees
Midwest City Municipal Authority

FROM: William J. Janacek, Environmental Services Director

DATE: June 14, 2016

SUBJECT: Discussion and consideration of declaring 5 tons and 1000 lbs. of compost from the
Wastewater Department surplus property and authorizing its disposal by sealed bid or auction.

The 5 tons and 1000 lbs. of compost will be disposed of by sealed bid or auction and has been removed from inventory.

Staff recommends approval.

William J. Janacek
Environmental Services Director



DISCUSSION ITEM





THE CITY OF MIDWEST CITY

MEMORANDUM

TO: Honorable Chairman and Trustees
Midwest City Municipal Authority

FROM: Judy P. Siemens, Finance Director/Treasurer

DATE: June 14, 2016

SUBJECT: Public hearing with discussion and consideration of approving and adopting a resolution of the Midwest City Municipal Authority approving and adopting its budget for the 2016-17 fiscal year in the amount of \$46,023,591.

The budget for fiscal year 2016-2017 is being submitted for adoption. There has been due diligence on the part of the Trustees and Administration to provide the attached resolution. Additional information by fund and department can be seen in the appendix of the city council agenda. Budget meetings were held May 5th and May 23rd with the Board. A public hearing will be held prior to adoption. Staff recommends that the budget be adopted by resolution.

Judy P Siemens

Judy P Siemens
Finance Director / Treasurer

Attachment: Proposed Resolution

RESOLUTION NO. MA2016-_____

A RESOLUTION OF THE MIDWEST CITY MUNICIPAL AUTHORITY APPROVING AND ADOPTING ITS BUDGET FOR THE 2016-17 FISCAL YEAR IN THE TOTAL AMOUNT OF \$46,023,591.

WHEREAS, a public hearing was held on June 14th, 2016, for the purpose of receiving citizens' input into the budgeting process;

NOW, THEREFORE, BE IT RESOLVED BY THE CHAIRMAN AND TRUSTEES OF THE MIDWEST CITY MUNICIPAL AUTHORITY that the following budget be adopted for Fiscal Year 2016-2017:

Sanitation (190-4110)	\$ 6,128,746
Utilities – Water (191-4210)	\$ 5,869,294
Utilities – Wastewater (192-4310)	\$ 5,662,227
Hotel/Conference Center (195-40/10-24)	\$ 5,441,848
FF&E (Hotel/Conf Cntr) (196-4010)	\$ 464,500
Golf (197-4710/4810)	\$ 1,164,144
Drainage Tax (050-6500)	\$ 186,057
Capital Drainage (060-7210)	\$ 524,596
Storm Water Quality (061-6110)	\$ 978,052
Capital Water Improvements (172-49/00-10)	\$ 602,100
Construction Payment (178-4200)	\$ 703,000
Sewer Backup (184-4310)	\$ 15,500
Sewer Construction (186-4600)	\$ 1,212,831
Utility Services (187-5011)	\$ 1,158,293
Capital Sewer Improvement (188-44/00-10)	\$ 494,000
Utilities Capitalization (189-4210)	\$ 588,218
Customer Deposits (230-0000)	\$ 30,073
Debt Service-Revenue Bond (250)	\$14,800,112

APPROVED AND ADOPTED by the Chairman and Trustees of the Midwest City Municipal Authority this 14th day of June, 2016.

MIDWEST CITY MUNICIPAL AUTHORITY

MATTHEW D. DUKES, II, Chairman

ATTEST:

SARA HANCOCK, Secretary

APPROVED as to form and legality this 14th day of June, 2016.

KATHERINE BOLLES, City Attorney



NEW BUSINESS/
PUBLIC DISCUSSION





EXECUTIVE SESSION





City Manager
100 N. Midwest Boulevard
Midwest City, OK 73110
ghenson@midwestcityok.org
Office: 405.739.1204/Fax: 405.739.1208
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MEMORANDUM

TO: Honorable Chairman and Trustees
Midwest City Municipal Authority

FROM: J. Guy Henson, City Manager

DATE: June 14, 2016

SUBJECT: Discussion and consideration of 1) entering into executive session, as allowed under 25 O.S. § 307(C)(10), to confer on matters pertaining to economic development, including the transfer of property, financing or the creation of a proposal to entice a business to remain or to locate within the City; and 2) in open session, authorizing the city manager to take action as appropriate based on the discussion in executive session.

Appropriate information will be provided in executive session.

J. Guy Henson, AICP
City Manager



HOSPITAL AUTHORITY
AGENDA



MIDWEST CITY MEMORIAL HOSPITAL AUTHORITY AGENDA

Midwest City Council Chambers, 100 N. Midwest Boulevard

Special assistance requests - tcoplen@midwestcityok.org or 739-1002.

(Please provide no less than 24 hours' notice)

Special assistance request during a meeting call 739-1388.

June 14, 2016 - 7:02 PM

- A. CALL TO ORDER.
- B. CONSENT AGENDA. These items are placed on the Consent Agenda so that the trustees of the Midwest City Memorial Hospital Authority, by unanimous consent, can approve routine agenda items by one motion. If any item proposed on the Consent Agenda does not meet with approval of all trustees, or members of the audience wish to discuss a proposed item with the trustees, that item will be removed and heard in regular order.
1. Discussion and consideration of approving the minutes of the special meetings of May 5, 2016 and May 23, 2016; and the staff briefing and regular meeting of May 24, 2016, as submitted. (Secretary - S. Hancock)
 2. Discussion and consideration of approving the management representation letter to Grant Thornton LLP and accepting the associated Combined Financial Statements and Report of Certified Public Accountants of STC II, LLC for calendar years ending December 31, 2012 and December 31, 2013. (City Manager - G. Henson)
- C. DISCUSSION ITEMS.
1. Public hearing with discussion and consideration of approving and adopting a resolution of the Midwest City Memorial Hospital Authority approving and adopting its budget for the 2016-17 fiscal year in the amount of \$5,586,683 for the Discretionary, \$1,825,126 for the Compounded Principal, \$56,382 for the Hospital Expansion-Loan Reserve and \$3,194,362 for the In Lieu of-ROR-Miscellaneous divisions. (Finance - F. Chen)
 2. Discussion and consideration of action to reallocate assets, change fund managers or make changes in the Statement of Investment Policy, Guidelines and Objectives. (City Clerk - S. Hancock)
- D. NEW BUSINESS/PUBLIC DISCUSSION.
- E. ADJOURNMENT.



CONSENT AGENDA



Notice of this special meeting was filed with the City Clerk of Midwest City at least 48 hours prior to the meeting and copies of the agenda for this meeting were posted at City Hall and on the City of Midwest City's website, accessible to the public for at least 24 hours in advance of the meeting.

MINUTES OF THE MIDWEST CITY
MEMORIAL HOSPITAL AUTHORITY SPECIAL MEETING

May 5, 2016 – 5:30 p.m.

This meeting was held in the Midwest City Council Conference Room on the second floor of City Hall, 100 N. Midwest Boulevard, Midwest City, County of Oklahoma, and State of Oklahoma with the following members present: Chairman Matthew D. Dukes, II; Trustees Daniel McClure Jr., Pat Byrne, Rick Dawkins, and Christine Allen; and Acting Secretary Guy Henson. Absent: Sean Reed and Jeff Moore.

Chairman Dukes called the meeting to order at 5:30 p.m.

Discussion Item.

1. **Discussion and consideration of various City and Authority budgets for the 2016-17 fiscal year.** Staff briefed the Trustees on various items in the budget packet, and the trustees sought clarification and discussed individual budget items with staff.

Adjournment. There being no further business, motion was made by McClure, seconded by Byrne, to adjourn. Voting aye: McClure, Byrne, Dawkins, Allen, and Chairman Dukes. Nay: none. Absent: Reed and Moore. The meeting adjourned at 9:15 p.m.

ATTEST:

MATTHEW D. DUKES, II, Chairman

GUY HENSON, Acting Secretary

Notice of this Midwest City Memorial Hospital Authority special meeting was filed with the City Clerk of Midwest City at least 48 hours prior to the meeting and copies of the agenda for this meeting were posted at City Hall and on the City of Midwest City's website, accessible to the public for at least 24 hours in advance of the meeting.

MINUTES OF THE MIDWEST CITY
MEMORIAL HOSPITAL AUTHORITY SPECIAL MEETING

May 23, 2016 – 5:30 p.m.

This meeting was held in the Midwest City Council Conference Room on the second floor of City Hall, 100 N. Midwest Boulevard, Midwest City, County of Oklahoma, and State of Oklahoma with the following members present: Chairman Matt Dukes; Trustees Daniel McClure Jr., Pat Byrne, Rick Dawkins, Sean Reed, *Christine Allen, and Jeff Moore; and Acting Secretary Guy Henson.

Chairman Dukes called the meeting to order at 5:45 p.m.

*Trustee Allen arrived at 6:05 p.m.

Discussion Item.

1. **Discussion and consideration of various City, Authorities, and Commission budgets for the 2016-17 fiscal year.** Staff briefed the Trustees on various items in the budget packet, and the Trustees sought clarification and discussed individual budget items with staff.

Adjournment. There being no further business, motion was made by Dawkins, seconded by Allen, to adjourn. Voting aye: McClure, Byrne, Dawkins, Reed, Allen, Moore, and Chairman Dukes. Nay: none. Absent: none. The meeting adjourned at 8:30 p.m.

ATTEST:

MATTHEW D. DUKES, II, Chairman

GUY HENSON, Acting Secretary

Notice of regular meetings for staff briefings for the Midwest City Memorial Hospital Authority was filed for the calendar year with the City Clerk of Midwest City and copies of the agenda for this meeting were posted at City Hall and on the City of Midwest City's website, accessible to the public for at least 24 hours in advance of the meeting.

**MINUTES OF THE REGULAR STAFF BRIEFING FOR
MIDWEST CITY MEMORIAL HOSPITAL AUTHORITY**

May 24, 2016 – 6:00 p.m.

This regular meeting was held in the Midwest City Council Conference Room on the second floor of City Hall, 100 N. Midwest Boulevard, Midwest City, County of Oklahoma, State of Oklahoma. The following members were present: Chairman Matt Dukes; Trustees Daniel McClure Jr., Rick Dawkins, Sean Reed, Christine Allen, and Jeff Moore; and Secretary Sara Hancock. Absent: Pat Byrne.

Chairman Dukes called the meeting to order at 6:33 p.m.

Clarification of agenda items, handouts, and presentation of new or additional information for items on the Hospital Authority agenda for May 24, 2016. The trustees had no questions about any of the individual agenda items.

Chairman Dukes closed the meeting at 6:34 p.m.

ATTEST:

MATTHEW D. DUKES, II, Chairman

SARA HANCOCK, Secretary

Notice of regular Midwest City Memorial Hospital Authority meetings was filed for the calendar year with the City Clerk of Midwest City and copies of the agenda for this meeting were posted at City Hall and on the City of Midwest City's website, accessible to the public for at least 24 hours in advance of the meeting.

**MINUTES OF THE REGULAR MIDWEST CITY
MEMORIAL HOSPITAL AUTHORITY MEETING**

May 24, 2016 - 7:02 p.m.

This regular meeting was held in the Midwest City Council Chambers, 100 North Midwest Boulevard, Midwest City, County of Oklahoma, State of Oklahoma. The following members were present: Chairman Matt Dukes; Trustees Daniel McClure Jr., Rick Dawkins, Sean Reed, and Christine Allen; and Secretary Sara Hancock. Absent: Pat Byrne and Jeff Moore. Chairman Dukes called the meeting to order at 8:12 p.m.

Consent Agenda. Motion was made by Dawkins, seconded by Allen, to approve the consent agenda, as submitted.

1. Discussion and consideration of approving the minutes of the staff briefing and regular meeting May 10, 2016, as submitted.
2. Discussion and consideration of renewing the Lease Agreement with Independent School District No. 52 of Oklahoma County, Oklahoma to lease the ArtzPlace building, located at 1730 Center Drive, for \$5,168 per month for fiscal year 2016-17.

Voting aye: McClure, Dawkins, Reed, Allen, and Chairman Dukes. Nay: none. Absent: Byrne and Moore. Motion carried.

Discussion Item. Discussion and consideration of action to reallocate assets, change fund managers or make changes in the Statement of Investment Policy, Guidelines and Objectives. No action was needed or taken on this item.

Executive Session. Discussion and consideration of 1) entering into executive session, as allowed under 25 O. S. § 307(B)(3), to discuss the purchase or appraisal of real property; and 2) in open session, authorizing the general manager/administrator to take action as appropriate based on the discussion in executive session. No executive session was held.

New Business/Public Discussion. There was no new business or public discussion.

Adjournment. There being no further business, motion was made by McClure, seconded by Dawkins, to adjourn. Voting aye: McClure, Dawkins, Reed, Allen and Chairman Dukes. Nay: none. Absent: Byrne and Moore. Motion carried. The meeting adjourned at 8:13 p.m.

ATTEST:

MATTHEW D. DUKES, II, Chairman

SARA HANCOCK, Secretary



Midwest City Memorial Hospital Authority

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J. Guy Henson
*General Manager/
Administrator*

Trustees

Matthew D. Dukes, II
Daniel McClure Jr.
Pat Byrne
Rick Dawkins
M. Sean Reed
Christine Price-Allen
Jeff Moore

Board of Grantors

Sherry Beard
John Cauffiel
Charles McDade
Sheila Rose
Marcia Conner
Joyce Jackson
Nancy Rice
Pam Hall
Pam Dimski

MEMORANDUM

TO: Honorable Chairman and Trustees

FROM: J. Guy Henson, General Manager/Administrator

DATE: June 14, 2016

SUBJECT: Discussion and consideration of approving the management representation letter to Grant Thornton LLP and accepting the associated Combined Financial Statements and Report of Certified Public Accountants of STC II, LLC for calendar years ending December 31, 2012 and December 31, 2013.

Attached for your review and approval is a management representation letter. Also attached for your acceptance is the audit for calendar years 2012 and 2013 for the entity leasing the property associated with the McAlister's/Office Depot/Dick's Sporting Goods development, half of which is owned by the Hospital Authority and leased to the City.

Staff recommends approval.

J. GUY HENSON
General Manager/Administrator

JGH:jd

(Entity letterhead)

Date of audit report

Grant Thornton LLP
201 South College Street
Suite 2500
Charlotte, NC 28244

Dear Sir or Madam:

We are providing this letter in connection with your audits of the financial statements of Sooner Town Center II, LLC (the "Entity"), which comprise the balance sheets as of December 31, 2013 and December 31, 2012, and the related statement of operations, changes in members' deficit, and cash flows for the year ended December 31, 2013 and the period from January 11, 2012 (Inception) to December 31, 2012, and the related notes to the financial statements. We understand that your audits were made for the purpose of expressing an opinion as to whether the financial statements are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America ("US GAAP") and whether the supplementary information is fairly presented, in all material respects, in relation to the financial statements as a whole.

We have fulfilled our responsibility, as set out in the terms of the Engagement Letter, for the preparation and fair presentation in the financial statements of financial position, results of operations, and cash flows in accordance with US GAAP. We acknowledge our responsibility for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to error or fraud, including programs and controls to prevent and detect fraud.

Certain representations in this letter are described as being limited to matters that are material. Items are considered to be material, regardless of size, if they involve an omission or misstatement of accounting information that, in light of the surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the omission or misstatement.

We confirm, to the best of our knowledge and belief, having made such inquiries as we considered necessary for the purpose of appropriately informing ourselves, as of (date of the audit report), the following representations made to you during your audits.

1. We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud. We have no knowledge of fraud or suspected fraud affecting the Entity involving:
 - a. Management

- b. Employees who have significant roles in internal control, or
 - c. Others where the fraud could have a material effect on the financial statements.
2. We have no knowledge of any allegations of fraud or suspected fraud affecting the Entity's financial statements received in communications from employees, former employees, analysts, regulators, short sellers, or others.
 3. There are no known violations or possible violations of, or no known instances of noncompliance or suspected noncompliance with, laws and regulations whose effects should be considered by management when preparing the financial statements, as a basis for recording a loss contingency or for disclosure.
 4. The Entity has complied with all aspects of contractual agreements that would have a material effect on the financial statements in the event of a noncompliance.
 5. The Entity has no plans or intentions that may materially affect the carrying value or classification of assets and liabilities.
 6. Related party relationships and transactions and related amounts receivable from or payable to related parties (including sales, purchases, loans, transfers, leasing arrangements, and guarantees) have been properly accounted for and disclosed in the financial statements in accordance with US GAAP.

We understand that "related parties" include (1) affiliates of the Entity; (2) entities for which investments in their equity securities would be required to be accounted for by the equity method by the investing entity; (3) trusts for the benefit of employees, such as pension and profit-sharing trusts that are managed by or under the trusteeship of management; (4) principal owners of the Entity and members of their immediate families; and (5) management of the Entity and members of their immediate families.

Related parties also include (1) other parties with which the Entity may deal if one party controls or can significantly influence the management or operating policies of the other to an extent that one of the transacting parties might be prevented from fully pursuing its own separate interests; and (2) other parties that can significantly influence the management or operating policies of the transacting parties or that have an ownership interest in one of the transacting parties and can significantly influence the other to an extent that one or more of the transacting parties might be prevented from fully pursuing its own separate interests.

7. We are not aware of any pending or threatened litigation, claims, or assessments or unasserted claims or assessments whose effects should be considered by management when preparing the financial statements and that should be accounted for and disclosed in accordance with US GAAP (*FASB Accounting Standards Codification*TM (ASC) 450, *Contingencies*), and we have not consulted legal counsel concerning such litigation, claims, or assessments.
8. The calculation of participation rent for the year ended December 31, 2013, and the period from January 11, 2012 (Inception) to December 31, 2012 as determined in the supplementary schedules of net operating income, debt, net cash flow, and subtenant rents are prepared in compliance with the terms as defined in the Westside General Ground Lease (the Agreement). We have read the supplementary schedules and believe the information presented is consistent with and accurately reflects the provisions contained in the Agreement.

9. We believe the information included in the Leases footnote to the financial statements, which describes the participation rent calculation, is consistent with our understanding of the Agreement.
10. We believe that the rent expense for participation rent is \$141,648 for the year ended December 31, 2013 and \$0 for the period from January 11, 2012 (Inception) to December 31, 2012.
11. We believe that amounts due for participation rent are \$0 and \$0 as of December 31, 2013 and 2012, respectively.
12. No events have occurred subsequent to the date of the financial statements through the date of this letter that would require, in accordance with US GAAP, recognition or disclosure in the financial statements.

Very truly yours,

SOONER TOWN CENTER II, LLC

Matthew D. Dukes, II, Mayor of Midwest City, Oklahoma
and Chairman of the Midwest City Memorial Hospital Authority

Robert Collett, Managing Member

John Cheek, Consultant to Collett & Associates as agent for Sooner Town Center II, LLC

Kemp Woollen, Chief Financial Officer, Collett & Associates as agent for Sooner Town Center II, LLC

Financial Statements and Report of
Independent Certified Public Accountants

Sooner Town Center II, LLC

December 31, 2013 and 2012

Table of contents

Report of Independent Certified Public Accountants	1-2
Financial statements:	
Balance sheets	3
Statements of operations	4
Statements of changes in members' deficit	5
Statements of cash flows	6
Notes to financial statements	7-12
Supplementary information:	
Schedule I – Net operating income	14
Schedule II – Debt service	15
Schedule III – Net cash flow	16
Schedule IV – Subtenant rents	17

REPORT OF INDEPENDENT CERTIFIED PUBLIC ACCOUNTANTS

To the Members of
Sooner Town Center II, LLC:

We have audited the accompanying financial statements of **Sooner Town Center II, LLC** (an Oklahoma limited liability company), which comprise the balance sheets as of December 31, 2013 and 2012, and the related statements of operations, changes in members' deficit, and cash flows as of December 31, 2013 and for the period from January 11, 2012 (Inception) to December 31, 2012, and the related notes to the financial statements.

Management's responsibility for the financial statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's responsibility

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Sooner Town Center II, LLC as of December 31, 2013 and 2012, and the results of its operations and its cash flows for the year ended December 31, 2013 and the period from January 11, 2012 (Inception) to December 31, 2012, in accordance with accounting principles generally accepted in the United States of America.

Supplementary information

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The supplementary information presented in Schedules I through IV is presented for purposes of additional analysis and is not a required part of the financial statements. Such supplementary information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures. These additional procedures included comparing and reconciling the information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the supplementary information is fairly stated, in all material respects, in relation to the financial statements as a whole.

Charlotte, North Carolina


Balance sheets

December 31	2013	2012
	\$	\$
Assets		
Real property, at cost:		
Buildings	6,021,741	6,021,741
Land improvements and signage	1,772,746	1,769,945
Construction in progress	429,616	-
	8,224,103	7,791,686
Less – Accumulated depreciation	(383,706)	(54,292)
Real property, net	7,840,397	7,737,394
Other assets:		
Cash	742,382	-
Restricted cash	70	1,000
Accounts receivable	91,534	128,964
Accounts receivable - other	-	226,768
Deferred charges and other assets, net	636,260	560,676
Total assets	9,310,643	8,654,802
Liabilities and members' deficit		
Liabilities:		
Note payable	9,092,944	8,479,267
Accounts payable and accrued expenses	527,424	183,660
Unearned revenue	63,458	-
Total liabilities	9,683,826	8,662,927
Members' deficit	(373,183)	(8,125)
Total liabilities and members' deficit	9,310,643	8,654,802

The accompanying notes are an integral part of these financial statements.

Statements of operations

	For the year ended December 31, 2013	For the period from January 11, 2012 (Inception) to December 31, 2012
	\$	\$
Rental revenues	944,379	128,964
Operating expenses:		
Common area maintenance	67,386	8,979
General and administrative expenses	260,925	13,493
Rent expense	186,648	7,621
Depreciation and amortization	404,244	65,908
Total operating expenses	919,203	96,001
Interest expense	340,234	41,088
Net loss	(315,058)	(8,125)

The accompanying notes are an integral part of these financial statements.

Statements of changes in members' deficit

	Total Members'
	Deficit
	\$
Members' deficit, December 31, 2012	(8,125)
Net loss	(315,058)
Distributions	(50,000)
Members' deficit, December 31, 2013	(373,183)

Statements of cash flows

	For the year ended December 31, 2013	For the period from January 11, 2012 (Inception) to December 31, 2012
	\$	\$
Cash flows from operating activities:		
Net loss	(315,058)	(8,125)
Adjustments to reconcile net loss to net cash provided by (used in) operating activities:		
Depreciation	329,414	54,292
Amortization	74,830	11,616
Change in operating assets and liabilities:		
Restricted cash	930	(1,000)
Accounts receivable	37,430	(128,964)
Accounts receivable - other	226,768	(226,768)
Deferred charges and other assets	(150,414)	(436,002)
Accounts payable and accrued expenses	343,764	183,660
Unearned revenues	63,458	-
Net cash provided by (used in) operating activities	611,122	(551,291)
Cash flows from investing activities:		
Additions to real property	(432,417)	(7,791,686)
Net cash used in investing activities	(432,417)	(7,791,686)
Cash flows from financing activities:		
Proceeds from issuance of interim note payable	-	2,000,000
Extinguishment of interim note payable	-	(2,000,000)
Proceeds from issuance of long-term note payable	657,703	8,479,267
Payments on long-term note payable	(44,026)	-
Deferred loan fees	-	(136,290)
Member distributions	(50,000)	-
Net cash provided by financing activities	563,677	8,342,977
Net increase in cash	742,382	-
Cash, beginning of period	-	-
Cash, end of year	742,382	-
Supplemental disclosures of cash flow information:		
Cash paid for interest, net of capitalized interest of \$0 and \$29,775	317,118	25,708

The accompanying notes are an integral part of these financial statements.

Notes to financial statements

1 Summary of Organization and Significant Accounting Policies

Organization

Sooner Town Center II, LLC (an Oklahoma limited liability company) (the Company) was organized in January 2012 for the purpose of acquiring, developing and leasing commercial properties in Oklahoma. The Company developed and operates a retail center (the Project) located in Midwest City, Oklahoma. The Project is defined by a ground lease agreement between Midwest City Memorial Hospital Authority, an affiliate of Midwest City, Oklahoma (collectively, the City) and the Company. The City is considered to be a related party for financial reporting purposes. The Company is responsible for design, construction, financing, leasing and management of the Project, all subject to City approval. Income and loss will be allocated to members in accordance with the operating agreement.

Cash and Cash Equivalents

The Company classifies highly liquid investments with original maturity dates of three months or less as cash equivalents.

Restricted Cash

Restricted cash includes \$1,000 for a deposit with a title company for a house demolition.

Concentration of Credit Risk

The Company's operating property is located in Midwest City, Oklahoma. The Company's ability to generate future revenues is dependent upon the economic conditions within this area.

As of December 31, 2013, the Company had two tenants. Accordingly, 100% of rental revenues and accounts receivable were related to these tenants. As of December 31, 2012, the Company had one tenant. Accordingly, 100% of rental revenues and accounts receivable related to this tenant.

The Company maintains its cash in a commercial bank. Regularly during the year, the Company maintained cash and cash equivalents in accounts in excess of the amount insured by the Federal Deposit Insurance Corporation. The Company's management regularly monitors the financial stability of these financial institutions.

Revenue Recognition

Rental revenue is generally recognized based on the terms of leases entered into with tenants. Rental revenue from leases with scheduled rent increases is recognized on a straight-line basis over the non-cancelable term of the respective leases. Property operating cost recoveries from tenants for common area maintenance, real estate taxes and other recoverable costs totaling \$238,409 and \$23,117 for the year ended December 31, 2013 and for the period from January 11, 2012 (Inception) to December 31, 2012, respectively, are recognized in the period in which the related expenses are incurred, and are included in rental revenues in the accompanying statements of operations. Receivables relating to these recoveries totaled \$91,534 and \$23,117 as of December 31, 2013 and 2012, respectively, and are recognized as accounts receivable on the accompanying balance sheets. Interest income is recognized as it is earned. If it becomes probable that a tenant will fail to perform according to the terms of the lease, a loss equal to the accrued rental revenue unlikely to be received from that tenant would be charged to operations.

Rental revenue received in advance from tenants is recognized as unearned rent on the accompanying balance sheets. Unearned rent revenue as of December 31, 2013, was \$63,458. There was no unearned rent revenue as of December 31, 2012.

The Project consists of 69,000 square feet of retail space and was completed in 2012. At December 31, 2013, two tenants occupying 53,600 square feet were operating non-cancelable leases providing for future minimum rents of \$6,083,283, with the latest expiration date of January 31, 2023.

Future minimum rents receivable under non-cancelable leases for all known tenants at December 31, 2013, are as follows. The lease has a renewal option, which is not included below.

	Amount
	\$
2014	722,488
2015	722,488
2016	722,488
2017	722,488
2018	641,248
Thereafter	2,552,083
	6,083,283

Rent and other receivables are reported at their estimated net realizable value. When necessary, the Company provides an allowance for doubtful accounts based upon a review of outstanding receivables, historical collection information and existing economic conditions. Past due status is based on the contractual terms of the receivables. Rent and other receivables are written off based on individual credit evaluation and specific circumstances of the customer. Management has concluded that all of the Company's accounts receivable amounts will be realizable and, accordingly, has not recorded an allowance for doubtful accounts at December 31, 2013 and 2012.

Real Property

Buildings are stated at cost and depreciated using the straight-line method over the estimated useful life of 39 years. Land improvements and signage are depreciated using an accelerated method of depreciation over the useful life of the assets, usually 15 years. Direct and indirect costs that relate to land development and building construction are capitalized. Costs are allocated to Project components by the specific identification method whenever possible. Otherwise, costs are allocated based on square footage or acreage.

Interest costs capitalized for the period from January 11, 2012 (Inception) to December 31, 2012 was \$29,775. The Company ceased capitalization of interest as of October 31, 2012, when construction of the Project was considered to be substantially complete, thus there was no capitalized interest for the year ended December 31, 2013.

Depreciation on real property charged to operations was \$329,414 and \$54,292 for the year ended December 31, 2013 and for the period from January 11, 2012 (Inception) to December 31, 2012, respectively.

Repairs are charged against operations. Renewals and betterments that materially extend the life of an asset are capitalized.

The Company reviews the real property for impairment whenever events or changes in circumstances indicate that the carrying amount of the real property may not be recoverable. Recoverability of the real property is measured by a comparison of the carrying amount of the real property to undiscounted future net cash flows expected to be generated by the real property. If the real property is considered to be impaired, the impairment to be recognized is measured by the amount by which the carrying amount of the real property exceeds its fair value. No impairment was recognized as of December 31, 2013, and for the period from January 11, 2012 (Inception) to December 31, 2012.

Deferred Charges and Other Assets

Deferred charges consist of lease commissions, lease costs and loan costs, and are stated at cost net of accumulated amortization. At December 31, 2013 and 2012, total deferred charges capitalized were \$696,744 and \$522,556, respectively, with accumulated amortization of \$86,446 and \$11,616, respectively. The lease commissions and lease costs are amortized on the straight-line method over the terms of the respective leases. Lease commission and lease costs amortization expense of \$52,115 and \$5,937 is included in depreciation and amortization in the accompanying statement of operations for the year ended December 31, 2013 and for the period from January 11, 2012 (Inception) to December 31, 2012, respectively. Loan costs consist of various debt issuance costs and are amortized on the straight-line method, which approximates the effective interest method, based on terms of the respective debt agreements. Loan cost amortization expense of \$22,715 and \$5,679 is included in depreciation and amortization in the accompanying statement of operations for the year ended December 31, 2013 and for the period from January 11, 2012 (Inception) to December 31, 2012, respectively.

Deferred charges and other assets also includes \$25,962 and \$49,736 of prepaid expenses at December 31, 2013 and 2012, respectively.

Income Taxes

The Company is a limited liability company treated as a partnership for federal and state income tax purposes. As a result, the Company's results of operations are included in the income tax returns of its individual members. Accordingly, no provision for federal or state income taxes has been recorded in the accompanying financial statements.

The Company follows applicable authoritative guidance on accounting for uncertainty in income taxes which, among other things prescribes a recognition threshold and measurement attribute for the financial statement recognition and measurement of a tax position taken or expected to be taken in a tax return, and provides guidance on derecognition, classification, interest and penalties, accounting in interim periods and disclosure.

Use of Accounting Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

2 Debt

The Company entered into an interim note payable agreement with First National Bank for \$2,000,000 on June 14, 2012, with a fixed interest rate of 5% per annum. Interest payments on this note were due monthly. The entire principal balance of this note was refinanced by the note payable referenced in the following paragraph.

The Company entered into a note payable agreement with First National Bank for borrowings in the maximum principal amount of \$9,136,970 on September 18, 2012. Total amounts drawn on this loan as of December 31, 2013 and 2012, were \$9,092,944 and \$8,479,267, respectively. The note is collateralized by a deed of trust on real property and assignment of rents. From September 18, 2012 to September 10, 2013, the interest rate is variable at a rate equal to 3% per annum in excess of the London Interbank Offered Rate (LIBOR). From September 11, 2013 to September 10, 2018, the interest rate is variable at a rate equal to 3% per annum in excess of the Treasury Rate but not less than 4½%. Interest only payments on the amounts disbursed under the note will be paid monthly until October 10, 2013, at which time principal and interest payments will begin. The entire unpaid balance of principal and accrued unpaid interest owing on the note will be due and payable on September 10, 2018.

Interest incurred related to the above loans totaled \$340,234 and \$70,863 for the year ended December 31, 2013 and for the period from January 11, 2012 (Inception) to December 31, 2012, respectively.

Scheduled principal payments on the note payable are as follows:

	Amount
	\$
2014	183,436
2015	193,616
2016	203,036
2017	212,914
2018	8,299,942
	<u>9,092,944</u>

3 Leases

The Company subleases the Project land from Sooner Town Center, LLC (STC), a related party, which leases the land from the City. The lease commenced on July 19, 2012, with rent commencement on October 31, 2012. The lease expires on October 31, 2062, with a five year renewal option. The monthly rent amount increases by 10% on the 10th anniversary of the commencement date, and every five years thereafter.

Rental expense totaled \$45,000 and \$7,621 as of December 31, 2013 and for the period from January 11, 2012 (Inception) to December 31, 2012, respectively. Rent expense incurred and unpaid totaled \$0 and \$7,621 as of December 31, 2013 and 2012, respectively, and is included in accounts payable and accrued expenses on the accompanying balance sheet.

Future minimum rent payments for the original term are as follows:

	Amount
	\$
2014	45,000
2015	45,000
2016	45,000
2017	45,000
2018	45,000
Thereafter	3,002,882
	<u>3,227,882</u>

The Company also has a ground lease with the City, an affiliated entity, with participation rent equivalent to 50% of net operating income as defined in excess of debt service measured on a cumulative basis. Rent commenced on October 31, 2012, under this lease which expires on October 31, 2062, with a five year renewal option. In addition to participation rent, starting one year after the commencement date, annual rent will be \$1. Rent expense under this lease is \$141,648 and \$0 for the year ended December 31, 2013 and for the period from January 11, 2012 (Inception) to December 31, 2012, respectively.

4 Related-party Transactions and Balances

Collett Management, LLC (Collett), an affiliated entity, provides leasing, development, and brokerage services to the Company. The Company paid \$0 and \$81,156 in leasing commissions to Collett for the year ended December 31, 2013 and for the period from January 11, 2012 (Inception) to December 31, 2012, respectively. Additionally, the Company paid Collett \$0 and \$102,000 in development fees in connection with the construction of the Project for the year ended December 31, 2013 and for the period from January 11, 2012 (Inception) to December 31, 2012, respectively. The Company also paid nominal amounts to Collett for accounting services and paid nominal amounts for various expense reimbursements to Collett for the year ended December 31, 2013 and for the period from January 11, 2012 (Inception) to December 31, 2012, respectively. Property management fees totaling \$38,283 were paid to Collett for the year ended December 31, 2013; no such fees were paid for the period from January 11, 2012 (Inception) to December 31, 2012.

Sooner Investment Realty (SIR), an affiliated entity, provides leasing and development services to the Company. The Company paid \$0 and \$76,156 in leasing commissions to SIR for the year ended December 31, 2013 and for the period from January 11, 2012 (Inception) to December 31, 2012, respectively. Additionally, the Company paid SIR \$0 and \$102,000 in development fees in connection with the construction of the Project for the year ended December 31, 2013 and for the period from January 11, 2012 (Inception) to December 31, 2012, respectively.

John S. Cheek, Inc. (Cheek), an affiliated entity, provides tax and accounting services to the Company. The Company paid \$27,450 and \$8,150 in fees to Cheek for the year ended December 31, 2013 and for the period from January 11, 2012 (Inception) to December 31, 2012, respectively. Accrued tax and accounting fees payable to Cheek were \$0 and \$21,000 at December 31, 2013 and 2012, respectively, and are included in accounts payable and accrued expenses on the accompanying balance sheets.

During the period from January 11, 2012 (Inception) to December 31, 2012, STC advanced the Company \$1,000,000 and also paid \$281,000 to various vendors on the Company's behalf. The Company repaid these amounts in full as of December 31, 2012. The Company also subleases land from STC (See Note 3). Nominal amounts of invoices were paid by STC during 2013.

The Company has a \$0 and \$100,000 receivable due from the City as of December 31, 2013 and 2012, respectively, related to a cost sharing agreement for a construction expediting fee. Also, the Company paid \$0 and \$18,046 to the City for permit fees for the year ended December 31, 2013 and for the period from January 11, 2012 (Inception) to December 31, 2012, respectively. The Company also leases land from the City (See Note 3). Utility expenses paid during 2013 from the City totaled \$31,376.

Certain members guarantee the note payable.

5 Subsequent Events

The Company has analyzed its operations subsequent to December 31, 2013, through , the date the financial statements were available to be issued.

Supplementary information

Schedule I – Net operating income

	For the year ended December 31, 2013	For the period from January 11, 2012 (Inception) to December 31, 2012
	\$	\$
Rental revenues per audited financial statements	944,379	128,964
Adjustments to cash basis:		
Rent receivable	14,313	(105,847)
Common area maintenance receivable	23,117	(23,117)
Unearned rent	63,458	-
Gross operating revenue (cash basis)	1,045,267	-
Total operating expenses	919,203	96,001
Adjustments for non-cash expenses and expenses funded with loan proceeds		
Depreciation and amortization	(404,244)	(65,908)
Expenses paid with loan proceeds	(369)	(15,340)
Non-cash insurance expense	(3,248)	-
Utility deposits	70	-
Participation rent, accrued or paid	(141,648)	-
Operating expenses	369,764	14,753
Net operating income	675,503	(14,753)

Schedule II – Debt service

	For the year ended December 31, 2013	For the period from January 11, 2012 (Inception) to December 31, 2012
	\$	\$
Debt service:		
Interest expense per audited financial statements	340,234	41,088
Interest expense paid with loan proceeds	(22,186)	(25,708)
Loan costs	-	136,290
Loan costs paid with loan proceeds	-	(136,290)
Principal payments	44,026	-
Total debt service	362,074	15,380

Schedule III – Net cash flow

	For the year ended December 31, 2013	For the period from January 11, 2012 (Inception) to December 31, 2012
	\$	\$
Net operating income	675,503	(14,753)
Less - Debt service	(362,074)	(15,380)
Net cash flow, current year	313,429	(30,133)
Net cash flow, cumulative	283,296	(30,133)
Participation rent factor	50%	50%
Participation rent (minimum of \$0)	141,648	-

Schedule IV – Subtenant rents

	For the year ended December 31, 2013	For the period from January 11, 2012 (Inception) to December 31, 2012
	\$	\$
Tenant rents	1,045,267	-
Total rents (cash basis)	1,045,267	-



DISCUSSION ITEMS





Midwest City Memorial Hospital Authority

100 North Midwest Boulevard
Midwest City, Oklahoma 73110
(405) 739-1204 FAX (405) 739-1208 TDD (405) 739-1359

J. Guy Henson
General Manager/
Administrator

Trustees

Daniel McClure Jr.
Pat Byrne
Rick Dawkins
Sean Reed
Christine Price-Allen
Jeff Moore
Matt Dukes

Board of Grantors

Sherry Beard
John Cauffiel
Charles McDade
Sheila Rose
Marcia Conner
Joyce Jackson
Nancy Rice
Pam Hall
Pam Dimski

MEMORANDUM

TO: Honorable Chairman and Trustees
Midwest City Memorial Hospital Authority

FROM: Judy P. Siemens, Finance Director / Treasurer

DATE: June 14, 2016

SUBJECT: Public hearing with discussion and consideration of approving and adopting a resolution of the Midwest City Memorial Hospital Authority approving and adopting its budget for the 2016-17 fiscal year in the amount of \$5,586,683 for the Discretionary, \$1,825,126 for the Compounded Principal, \$56,382 for the Hospital Expansion-Loan Reserve and \$3,194,362 for the In Lieu of-ROR-Miscellaneous divisions.

The budget for fiscal year 2016-2017 is being submitted for adoption. There has been due diligence on the part of the Trustees and Administration to provide the attached resolution. Additional information by fund and department can be seen in the appendix of the city council agenda. A budget meeting was held May 23rd with the Board. A public hearing will be held prior to adoption. Staff recommends that the budget be adopted by resolution.

Judy P Siemens

Judy P Siemens
Finance Director / Treasurer

Attachment: Proposed Resolution

RESOLUTION NO. HA2016-_____

A RESOLUTION OF THE MIDWEST CITY MEMORIAL HOSPITAL AUTHORITY APPROVING AND ADOPTING ITS BUDGET FOR THE 2016-17 FISCAL YEAR IN THE TOTAL AMOUNT OF \$10,662,553.

WHEREAS, a public hearing was held on June 14th, 2016 for the purpose of receiving citizens' input into the budgeting process;

NOW, THEREFORE, BE IT RESOLVED BY THE CHAIRMAN AND TRUSTEES OF THE MIDWEST CITY MEMORIAL HOSPITAL AUTHORITY that the following budget be adopted for Fiscal Year 2016-2017:

Hospital Authority Discretionary (425-9050)	\$ 5,586,683
Hospital Authority Compounded Principal (425-9010)	\$ 1,825,126
Hospital Authority Hospital Expansion–Loan Reserve (425-9020)	\$ 56,382
Hospital Authority In Lieu of-ROR-Miscellaneous (425-9060)	\$ 3,194,362

APPROVED AND ADOPTED by the Chairman and Trustees of the Midwest City Memorial Hospital Authority this 14th day of June, 2016.

MIDWEST CITY MEMORIAL HOSPITAL
AUTHORITY

MATTHEW D. DUKES, II, Chairman

ATTEST:

SARA HANCOCK, Secretary

APPROVED as to form and legality this 14th day of June, 2016.

KATHERINE BOLLES, City Attorney



Midwest City Memorial Hospital Authority

100 North Midwest Boulevard
Midwest City, Oklahoma 73110
(405) 739-1204 FAX (405) 739-1208 TDD (405) 739-1359

J. Guy Henson
*General Manager/
Administrator*

Trustees

Matt Dukes
Daniel McClure Jr.
Pat Byrne
Rick Dawkins
Sean Reed
Christine Allen
Jeff Moore

Board of Grantors

Sherry Beaird
John Cauffiel
Marcia Conner
Pam Dimski
Pam Hall
Joyce Jackson
Charles McDade
Nancy Rice
Sheila Rose

MEMORANDUM

TO: Honorable Chairman and Trustees
Midwest City Memorial Hospital Authority

FROM: Sara Hancock, Secretary

DATE: June 14, 2016

SUBJECT: Discussion and consideration of action to reallocate assets, change fund managers or make changes in the Statement of Investment Policy, Guidelines and Objectives.

Jim Garrels, President, Fiduciary Capital Advisors, asked staff to put this item on each agenda in the event the Hospital Authority's investments need to be reallocated, an investment fund manager needs to be changed or changes need to be made to the Statement of Investment Policy on short notice.

Action is at the discretion of the Authority.

Sara Hancock

Sara Hancock, Secretary



NEW BUSINESS/
PUBLIC DISCUSSION





ECONOMICAL DEVELOPMENT
COMMISSION AGENDA



MIDWEST CITY ECONOMIC DEVELOPMENT COMMISSION
SPECIAL MEETING AGENDA

Midwest City Council Chambers, 100 N. Midwest Boulevard

Special assistance requests - tcoplen@midwestcityok.org or 739-1002.

(Please provide no less than 24 hours' notice)

Special assistance request during a meeting call 739-1388.

June 14, 2016 – 7:03 PM

- A. CALL TO ORDER.
- B. CONSENT AGENDA. These items are placed on the Consent Agenda so that the commissioners of the Midwest City Economic Development Commission, by unanimous consent, can approve routine agenda items by one motion. If any item proposed on the Consent Agenda does not meet with approval of all commissioners, or members of the audience wish to discuss a proposed item with the commissioners, that item will be removed and heard in regular order.
1. Discussion and consideration of approving the minutes of the staff briefing and regular meeting of April 12, 2016; and the special meetings of May 5, 2016 and May 23, 2016, as submitted. (City Clerk - S. Hancock)
 2. Discussion and consideration of entering into a contract with the Midwest City Chamber of Commerce for Fiscal Year 2016-17 for \$3000 per month to implement economic development events in the city of Midwest City. (City Manager - G. Henson)
- C. NEW BUSINESS/PUBLIC DISCUSSION.
- D. ADJOURNMENT.



CONSENT AGENDA



Notice of this regular meeting for the staff briefing for the Midwest City Economic Development Commission was filed with the City Clerk of Midwest City and copies of the agenda for this meeting were posted at City Hall and on the Midwest City website, accessible to the public for at least 24 hours in advance of the meeting.

**MINUTES OF THE STAFF BRIEFING FOR MIDWEST CITY
ECONOMIC DEVELOPMENT COMMISSION MEETING**

April 12, 2016 - 6:00 p.m.

This meeting was held in the Midwest City Council Conference Room on the second floor of City Hall, 100 North Midwest Boulevard, Midwest City, County of Oklahoma, State of Oklahoma. The following members were present: Chairman Matt Dukes; Commissioners Daniel McClure Jr., Pat Byrne, Rick Dawkins, and Christine Allen; and City Clerk Sara Hancock. Absent: Sean Reed and Jeff Moore. Chairman Dukes called the meeting to order at 6:58 p.m.

Clarification of agenda items, handouts, and presentation of new or additional information for items on the Economic Development Commission agenda for April 12, 2016. The commissioners had no questions about any of the items on the agenda.

Chairman Dukes closed the meeting at 6:59 p.m.

ATTEST:

MATTHEW D. DUKES, II, Chairman

SARA HANCOCK, City Clerk

Notice of this regular Midwest City Economic Development Commission meeting was filed with the City Clerk of Midwest City and copies of the agenda for this meeting were posted at City Hall and on the Midwest City website, accessible to the public for at least 24 hours in advance of the meeting.

**MINUTES OF THE REGULAR MIDWEST CITY
ECONOMIC DEVELOPMENT COMMISSION MEETING**

April 12, 2016 - 7:03 p.m.

This meeting was held in the Midwest City Council Chambers, 100 North Midwest Boulevard, Midwest City, County of Oklahoma, State of Oklahoma with the following members present: Chairman Matt Dukes; Commissioners Daniel McClure Jr., Pat Byrne, Rick Dawkins, Sean Reed, and Christine Allen; and City Clerk Sara Hancock. Absent: Jeff Moore.

Chairman Dukes called the meeting to order at 9:16 p.m.

Discussion Items.

1. **Discussion and consideration of approving the minutes of the staff briefing and regular meeting of January 12, 2016, as submitted.** Motion was made by Dawkins, seconded by McClure, to approve the minutes, as submitted. Voting aye: McClure, Byrne, Dawkins, Reed, Allen and Chairman Dukes. Nay: none. Absent: Moore. Motion carried.
2. **Discussion and consideration of accepting the Midwest City Chamber of Commerce Quarterly Report for the period ending March 31, 2016.** Motion was made by Dawkins, seconded by Reed, to accept the report, as submitted. Voting aye: McClure, Byrne, Dawkins, Reed, Allen and Chairman Dukes. Nay: none. Absent: Moore. Motion carried.

New Business/Public Discussion. There was no new business or public discussion.

Adjournment. There being no further business, motion was made by McClure, seconded by Allen, to adjourn. Voting aye: McClure, Byrne, Dawkins, Reed, Allen and Chairman Dukes. Nay: none. Absent: Moore. Motion carried. The meeting adjourned at 9:17 p.m.

ATTEST:

MATTHEW D. DUKES, II, Chairman

SARA HANCOCK, City Clerk

Notice of this special meeting was filed with the City Clerk of Midwest City at least 48 hours prior to the meeting and copies of the agenda for this meeting were posted at City Hall and on the City of Midwest City's website, accessible to the public for at least 24 hours in advance of the meeting.

MINUTES OF THE MIDWEST CITY
ECONOMIC DEVELOPMENT COMMISSION SPECIAL MEETING

May 5, 2016 – 5:30 p.m.

This meeting was held in the Midwest City Council Conference Room on the second floor of City Hall, 100 N. Midwest Boulevard, Midwest City, County of Oklahoma, and State of Oklahoma with the following members present: Chairman Matthew D. Dukes, II; Commissioners Daniel McClure Jr., Pat Byrne, Rick Dawkins, and Christine Allen; and Acting Secretary Guy Henson. Absent: Sean Reed and Jeff Moore.

Chairman Dukes called the meeting to order at 5:30 p.m.

Discussion Item.

1. **Discussion and consideration of various City and Authority budgets for the 2016-17 fiscal year.** Staff briefed the commissioners on various items in the budget packet, and the commissioners sought clarification and discussed individual budget items with staff.

Adjournment. There being no further business, motion was made by McClure, seconded by Byrne, to adjourn. Voting aye: McClure, Byrne, Dawkins, Allen, and Chairman Dukes. Nay: none. Absent: Reed and Moore. The meeting adjourned at 9:15 p.m.

ATTEST:

MATTHEW D. DUKES, II, Chairman

GUY HENSON, Acting Secretary

Notice of this Special Economic Development Commission meeting was filed with the City Clerk of Midwest City at least 48 hours prior to the meeting and copies of the agenda for this meeting were posted at City Hall and on the City of Midwest City's website, accessible to the public for at least 24 hours in advance of the meeting.

MINUTES OF THE MIDWEST CITY
ECONOMIC DEVELOPMENT COMMISSION SPECIAL MEETING

May 23, 2016 – 5:30 p.m.

This meeting was held in the Midwest City Council Conference Room on the second floor of City Hall, 100 N. Midwest Boulevard, Midwest City, County of Oklahoma, and State of Oklahoma with the following members present: Chairman Matthew D. Dukes, II; Commissioners Daniel McClure Jr., Pat Byrne, Rick Dawkins, Christine Allen, and Jeff Moore; and Acting Secretary Guy Henson. Absent: Secretary Sara Hancock.

Chairman Dukes called the meeting to order at 5:45 p.m.

* Councilmember Allen arrived at 6:05 p.m.

Discussion Item.

1. **Discussion and consideration of various City, Authorities, and Commission budgets for the 2016-17 fiscal year.** Staff briefed the Commissioners on various items in the budget packet, and the Commissioners sought clarification and discussed individual budget items with staff.

Adjournment. There being no further business, motion was made by Dawkins, seconded by Allen, to adjourn. Voting aye: McClure, Byrne, Dawkins, Reed, Allen, Moore, and Chairman Dukes. Nay: none. Absent: none. The meeting adjourned at 8:30 p.m.

ATTEST:

MATTHEW D. DUKES, II, Chairman

GUY HENSON, Acting Secretary



City Manager
100 N. Midwest Boulevard
Midwest City, OK 73110
office 405.739.1204

MEMORANDUM

TO: Honorable Chairman and Commissioners
Economic Development Commission

FROM: J. Guy Henson, City Manager

DATE: June 14, 2016

SUBJECT: Discussion and consideration of entering into a contract with the Midwest City Chamber of Commerce for Fiscal Year 2016-17 for \$3000 per month to implement economic development events in the city of Midwest City.

The attached contract is for services between the City and the Chamber of Commerce for \$3000 per month to implement activities such as Tinker and the Primes and the I-40 billboard campaign.

Action is at the commissioners' discretion.

A handwritten signature in cursive script, reading "J. Guy Henson", is written over a horizontal line.

J. Guy Henson, AICP
City Manager

Attachment

CONTRACT FOR SERVICES FY 2016-2017

This contract effective July 1, 2016, is entered into between the Midwest City Economic Development Commission, an agency of the City of Midwest City, Oklahoma (the “EDC”), and the Midwest City Chamber of Commerce (the “Chamber”), an Oklahoma corporation.

WHEREAS, in 1983 the citizens of Midwest City, Oklahoma approved the establishment of the EDC funded by a two percent hotel room tax to ensure the continued positive economic growth and development of commerce in the city of Midwest City, Oklahoma; and

WHEREAS, the Chamber has the professional ability and expertise to perform certain economic development services for the EDC to enhance and improve economic growth and development of commerce in the city; and

WHEREAS, economic development is a purpose of the government of the City of Midwest City and this contract outlines methods by which the Chamber is to assist the City in accomplishing this purpose; and

WHEREAS, both the City and the Chamber have a significant interest in encouraging and improving commerce and economic development in Midwest City, Oklahoma and agree that the two entities working together will have a greater, more positive impact on commerce and economic development in Midwest City, Oklahoma than each would have separately;

NOW, THEREFORE, the parties to this contract hereby agree that:

1. The EDC shall pay to the Chamber for performing the duties and responsibilities required of it under this contract \$3,000 monthly. The city manager may also approve advances or supplements as are deemed appropriate or necessary for one-time or extraordinary expenditures based on availability of funds and other appropriate considerations; and
2. The Chamber shall be responsible for events and activities that promote Tinker Air Force Base and promote a positive image of the City such as, but not limited to, Tinker and the Primes and the I-40 billboard campaign, respectively, during the contract year.
3. The Chamber shall submit quarterly reports to the EDC on work being accomplished by the Chamber pursuant to this contract.
4. It is the intent of the EDC to establish an advisory committee to provide input into economic development activities. The membership of this advisory committee shall include one appointment from the Chamber. The Chamber’s Executive Director shall also serve in a non-voting ex officio capacity.
5. The term of this contract shall be from July 1, 2016 through June 30, 2017. This contract replaces and takes precedence over all other contracts and agreements

between the parties hereto and for the purposes expressed herein. However, either party may terminate this contract at any time by giving the other party at least sixty (60) days notice of the date on which this contract shall be terminated. If this contract is terminated by either party prior to its expiration, the EDC shall pay the Chamber for its actual work performed up to the date of termination.

- 6. The Chamber shall provide such clerical, professional and technical expertise as may be deemed necessary in the Chamber’s best judgment and discretion to properly develop, plan, execute and supervise its duties and responsibilities under this contract and to fix the duties, terms of employment and compensation for the individuals possessing such expertise.

Passed and approved by the Chamber on the _____ day of _____, 2016.

MIDWEST CITY CHAMBER OF
COMMERCE, INC.

Wade Moore, President

ATTEST:

Bonnie Cheatwood, Secretary

Passed and approved by the EDC on the _____ day of _____, 2016.

MIDWEST CITY ECONOMIC
DEVELOPMENT COMMISSION, an agency
of the City of Midwest City, Oklahoma

Matthew D. Dukes, II, Chairman

ATTEST:

Sara Hancock, Secretary

APPROVED as to form and legality of this _____ day of _____, 2016.

Katherine Bolles, City Attorney



NEW BUSINESS/
PUBLIC DISCUSSION





UTILITIES AUTHORITY
AGENDA



MIDWEST CITY UTILITIES AUTHORITY SPECIAL MEETING AGENDA

Midwest City Council Chambers, 100 N. Midwest Boulevard

Special assistance requests - tcoplen@midwestcityok.org or 739-1002.

(Please provide no less than 24 hours' notice)

Special assistance request during a meeting call 739-1388.

June 14, 2016 - 7:04 PM

A. CALL TO ORDER.

B. DISCUSSION ITEMS.

1. Public hearing with discussion and consideration of approving and adopting a resolution of the Midwest City Utilities Authority approving and adopting its budget for the 2016-17 fiscal year in the amount of \$50,200. (Finance - F. Chen)

2. Discussion and consideration of approving the minutes of the special meetings of July 28, 2015, May 5, 2016, and May 23, 2016, as submitted. (Secretary - S. Hancock)

C. NEW BUSINESS/PUBLIC DISCUSSION.

D. ADJOURNMENT.



DISCUSSION ITEMS





THE CITY OF MIDWEST CITY

MEMORANDUM

TO: Honorable Chairman and Trustees
Midwest City Utilities Authority

FROM: Judy P. Siemens, Finance Director / Treasurer

DATE: June 14, 2016

SUBJECT: Public hearing with discussion and consideration of approving and adopting a resolution of the Midwest City Utilities Authority approving and adopting its budget for the 2016-17 fiscal year in the amount of \$50,200.

The budget for fiscal year 2016-2017 is being submitted for adoption. There has been due diligence on the part of the Trustees and Administration to provide the attached resolution. Additional information by fund and department can be seen in the appendix of the city council agenda. Budget meetings were held on May 5th and May 23rd with the Trustees. A public hearing will be held prior to adoption. Staff recommends that the budget be adopted by resolution.

Judy P Siemens

Judy P Siemens
Finance Director / Treasurer

Attachment: Proposed Resolution

RESOLUTION NO. UA2016-_____

A RESOLUTION OF THE MIDWEST CITY UTILITIES AUTHORITY APPROVING AND ADOPTING ITS BUDGET FOR THE 2016-2017 FISCAL YEAR IN THE TOTAL AMOUNT OF \$50,200.

WHEREAS, a public hearing was held on June 14th, 2016 for the purpose of receiving citizens' input into the budgeting process;

NOW, THEREFORE, BE IT RESOLVED BY THE CHAIRMAN AND TRUSTEES OF THE MIDWEST CITY UTILITIES AUTHORITY that the following budget be adopted for Fiscal Year 2016-2017:

Midwest City Utilities Authority (193-8710) \$50,200

APPROVED AND ADOPTED by the Chairman and Trustees of the Midwest City Utilities Authority this 14th day of June, 2016.

MIDWEST CITY UTILITIES AUTHORITY

MATTHEW D. DUKES, II, Chairman

ATTEST:

SARA HANCOCK, Secretary

APPROVED as to form and legality this 14th day of June, 2016.

KATHERINE BOLLES, City Attorney

Notice of this special Midwest City Utilities Authority meeting was filed with the City Clerk of Midwest City at least 48 hours prior to the meeting and copies of the agenda for this meeting were posted at City Hall and on the City of Midwest City's website, accessible to the public for at least 24 hours in advance of the meeting.

MINUTES OF THE SPECIAL STAFF
BRIEFING FOR MIDWEST CITY UTILITIES
AUTHORITY TRUSTEES

July 28, 2015 – 6:00 p.m.

The staff briefing on the agenda for the trustees was held in the Midwest City Council Conference Room on the second floor of the City Hall of Midwest City, 100 North Midwest Boulevard, City of Midwest City, County of Oklahoma, and State of Oklahoma with the following members present: Chairman Jay Dee Collins; Trustees Daniel McClure Jr., Richard Rice, Rick Dawkins James Ray, Christine Allen, and Jeff Moore, and Secretary Rhonda Atkins. Absent: none.

Chairman Collins called the meeting to order at 6:50 p.m.

Clarification of agenda items, handouts, and presentation of new or additional information for items on the Utilities Authority agenda for July 28, 2015. The Trustees had no questions about the items on the agenda. Chairman Collins closed the meeting at 6:50 p.m.

ATTEST:

JAY DEE COLLINS, Chairman

RHONDA ATKINS, Secretary

DANIEL MCCLURE JR., Trustee

RICHARD R. RICE, Trustee

RICK DAWKINS, Trustee

JAMES L. RAY, Trustee

CHRISTINE C. PRICE ALLEN, Trustee

JEFF MOORE, Trustee

Notice of this special Midwest City Utilities Authority meeting was filed with the City Clerk of Midwest City at least 48 hours prior to the meeting and copies of the agenda for this meeting were posted at City Hall and on the City of Midwest City's website, accessible to the public for at least 24 hours in advance of the meeting.

MINUTES OF MIDWEST CITY
UTILITIES AUTHORITY SPECIAL MEETING

July 28, 2015 – 7:03 p.m.

This meeting was held in the Midwest City Council Chambers, 100 N. Midwest Boulevard, Midwest City, County of Oklahoma, and State of Oklahoma with the following members present: Chairman Jay Dee Collins; Trustees Daniel McClure Jr., Richard Rice, Rick Dawkins, James Ray, Christine Allen, and Jeff Moore, and Secretary Rhonda Atkins. Absent: none. Chairman Collins called the meeting to order at 8:52 p.m.

Consent Agends. Motion was made by Dawkins, seconded by Rice, to approve the items on the Consent Agenda as submitted.

1. Discussion and consideration of approving the minutes of the special meetings of June 9, 2015, as submitted.
2. Discussion and consideration of supplemental budget adjustment to the following fund for FY 2015-2016, increase: Utilities Authority Fund, expenses/Economic (87) \$790,604; revenue/Transfers In (00) \$142,733.
3. Discussion and consideration of passing and approving Resolution No. 2015-02 for the Midwest City Utilities Authority, a public trust, to release unappropriated fund balance at the close of day June 30, 2015 to be made available for fiscal year 2015-2016; amending the budget for fiscal year 2015-2016 to include the released appropriations from the fiscal year 2014-2015 budget as supplemental appropriations; and, effective July 1, 2015, renewing encumbrance commitments cancelled at the close of day June 30, 2015.

Voting aye: McClure, Rice, Dawkins, Ray, Allen, Moore, and Chairman Collins. Nay: none. Absent: none. Motion carried.

New Business/Public Discussion. There was no new business or public discussion.

Adjournment. There being no further business, motion was made by Ray, seconded by Allen, to adjourn. Voting aye: McClure, Rice, Dawkins, Ray, Allen, Moore, and Chairman Collins. Nay: none. Absent: none. The meeting adjourned at 8:53 p.m.

ATTEST:

JAY DEE COLLINS, Chairman

RHONDA ATKINS, Secretary

DANIEL MCCLURE JR., Trustee

RICHARD R. RICE, Trustee

RICK DAWKINS, Trustee

JAMES L. RAY, Trustees

CHRISTINE C. PRICE ALLEN, Trustee

JEFF MOORE, Trustee

Notice of this special meeting was filed with the City Clerk of Midwest City at least 48 hours prior to the meeting and copies of the agenda for this meeting were posted at City Hall and on the City of Midwest City's website, accessible to the public for at least 24 hours in advance of the meeting.

**MINUTES OF THE MIDWEST CITY
UTILITIES AUTHORITY SPECIAL MEETING**

May 5, 2016 – 5:30 p.m.

This meeting was held in the Midwest City Council Conference Room on the second floor of City Hall, 100 N. Midwest Boulevard, Midwest City, County of Oklahoma, and State of Oklahoma with the following members present: Chairman Matthew D. Dukes, II; Trustees Daniel McClure Jr., Pat Byrne, Rick Dawkins, and Christine Allen; and Acting Secretary Guy Henson. Absent: Sean Reed and Jeff Moore.

Chairman Dukes called the meeting to order at 5:30 p.m.

Discussion Item.

1. **Discussion and consideration of various City and Authority budgets for the 2016-17 fiscal year.** No business was conducted.

Adjournment. Motion was made by McClure, seconded by Byrne, to adjourn. Voting aye: McClure, Byrne, Dawkins, Allen, and Chairman Dukes. Nay: none. Absent: Reed and Moore. The meeting adjourned at 9:15 p.m.

ATTEST:

MATTHEW D. DUKES, II, Chairman

GUY HENSON, Acting Secretary

Notice of this Special Utilities Authority meeting was filed with the City Clerk of Midwest City at least 48 hours prior to the meeting and copies of the agenda for this meeting were posted at City Hall and on the City of Midwest City's website, accessible to the public for at least 24 hours in advance of the meeting.

**MINUTES OF THE MIDWEST CITY
UTILITIES AUTHORITY SPECIAL MEETING**

May 23, 2016 – 5:30 p.m.

This meeting was held in the Midwest City Council Conference Room on the second floor of City Hall, 100 N. Midwest Boulevard, Midwest City, County of Oklahoma, and State of Oklahoma with the following members present: Chairman Matt Dukes; Trustees Daniel McClure Jr., Pat Byrne, Rick Dawkins, Sean Reed, *Christine Allen, and Jeff Moore; and Acting Secretary Guy Henson.

Chairman Dukes called the meeting to order at 5:45 p.m.

*Trustee Allen arrived at 6:05 p.m.

Discussion Item.

1. **Discussion and consideration of various City, Authorities, and Commission budgets for the 2016-17 fiscal year.** Staff briefed the Trustees on various items in the budget packet, and the Trustees sought clarification and discussed individual budget items with staff.

Adjournment. There being no further business, motion was made by Dawkins, seconded by Allen, to adjourn. Voting aye: McClure, Byrne, Dawkins, Reed, Allen, Moore, and Chairman Dukes. Nay: none. Absent: none. The meeting adjourned at 8:30 p.m.

ATTEST:

MATTHEW D. DUKES, II, Chairman

GUY HENSON, Acting Secretary



NEW BUSINESS/
PUBLIC DISCUSSION

