

**MINUTES  
BUDGET AND PERSONNEL  
REGULAR MEETING  
TUESDAY, FEBRUARY 14<sup>TH</sup>, 2023  
5:30 P.M.**

**THE BUDGET AND PERSONNEL COMMITTEE MET IN REGULAR SESSION IN THE COUNCIL CHAMBER AT 12 NORTH ROWE STREET, PRYOR, OKLAHOMA AT THE ABOVE DATE AND TIME.**

**Committee Members: \*\*Choya Shropshire, Lori Siever, Evett Barham, Randy Chitwood (alt.)**

**1. CALL MEETING TO ORDER.**

The meeting was called to order at 5:41 p.m. by Choya Shropshire. Members present: Choya Shropshire, Lori Siever and Evett Barham. Members absent: none.

Others present: Mayor Lees, Dennis Nichols, Dustin VanHorn, Kevin Tramel, Kemmie Shropshire and Terry Aylward.

**2. PETITIONS FROM THE AUDIENCE.**

There were no petitions.

**3. DISCUSS, POSSIBLY APPROVE THE MINUTES OF THE JANUARY 10<sup>TH</sup>, 2023, REGULAR MEETING.**

Motion was made by Siever, second by Barham to approve the minutes of the January 10<sup>th</sup>, 2023, regular meeting. Voting yes: Shropshire, Barham, Siever. Voting no: none.

**4. MAYOR'S REPORT.**

**a. Tax Reports.**

Mayor reported on Sales, Use and Tobacco Tax numbers. He stated that all taxes annualized total \$11,557,000.00. It remains flat, but it is still good for this economy.

**b. Review of Financial Status.**

Mayor reported on the Combined Cash Investment Report. He pointed out that the insurance figures are incorrect on page 5. He pointed out that there are costs that will need to be adjusted from Street, Recreation and Golf funds and put back into the General Fund.

**c. General Fund Budget Review.**

Mayor reported that we are 59% through the fiscal year, and very few departments have spent 59% of their budget yet.

**5. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING HOTEL / MOTEL TAX ALLOCATION BOARD GRANT APPLICATION FROM PRYOR AREA CHAMBER OF COMMERCE IN THE AMOUNT OF \$5,000.00 FOR THE OKLAHOMA TACKLE, HUNTING & BOAT SHOW 2023, FEBRUARY 10<sup>TH</sup> - 13<sup>TH</sup>, 2023 FROM HOTEL / MOTEL CHAMBER ACCOUNT #75-755-5090.**

Motion was made by Siever, second by Barham to recommend Council action regarding Hotel / Motel Tax Allocation Board Grant Application from Pryor Area Chamber of Commerce in the amount of \$5,000.00 for the Oklahoma Tackle, Hunting & Boat Show 2023, February 10<sup>th</sup> - 13<sup>th</sup>, 2023 from Hotel / Motel Chamber Account #75-755-5090. Voting yes: Siever and Shropshire. Abstaining, counting as a no vote: Barham. Voting no: none.

**6. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING THE HOTEL / MOTEL TAX ALLOCATION BOARD FINAL EXPENSE REPORT FROM LAKE AREA SOFTBALL IN THE AMOUNT OF \$7,499.15 FOR THE 2021-2022 GRANT FROM HOTEL / MOTEL ACCOUNT #75-755-5096.**

Motion was made by Siever, second by Barham to recommend Council action regarding the Hotel / Motel Tax Allocation Board Final Expense Report from Lake Area Softball in the amount of \$7,499.15 for the 2021-2022 grant from Hotel / Motel Account #75-755-5096. Voting yes: Siever, Shropshire, Barham. Voting no: none.

**7. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING THE HOTEL / MOTEL TAX ALLOCATION BOARD FINAL EXPENSE REPORT FROM PRYOR MAIN STREET IN THE AMOUNT OF \$6,771.00 FOR THE LIGHTS-ON DOWNTOWN COMMUNITY TREE FROM HOTEL / MOTEL MAIN STREET ACCOUNT #75-755-5110.**

Motion was made by Barham, second by Siever to recommend Council action regarding the Hotel / Motel Tax Allocation Board Final Expense Report from Pryor Main Street in the amount of \$6,771.00 for the Lights-On Downtown Community Tree from Hotel / Motel Main Street Account #75-755-5110. Voting yes: Shropshire, Barham, Siever. Voting no: none.

**8. UNFORESEEABLE BUSINESS.** (Any matter not reasonably foreseen prior to posting agenda.)  
**DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING THE PURCHASE OF TWO DUMP TRUCKS AT STATE CONTRACT PRICING FOR THE STREET DEPARTMENT IN THE AMOUNT OF \$271,960.40, FROM STREET CAPITAL OUTLAY ACCOUNT #14-145-5411.**

Motion was made by Siever, second by Barham to recommend Council action regarding the purchase of two dump trucks at State contract pricing for the Street Department in the amount of \$271,960.40, from Street Capital Outlay Account #14-145-5411.

Mayor explained that Buddy Glenn was notified today that the trucks will be coming in March. Glenn was told some months earlier that the trucks likely would not come until our new fiscal year. In order to secure receipt and payment of these trucks, we must act now.

Voting yes: Barham, Siever, Shropshire. Voting no: none.

**9. ADJOURN.**

Motion was made by Siever, second by Barham to adjourn at 5:59 p.m. Voting yes: Siever, Shropshire, Barham. Voting no: none.

**MINUTES  
BUDGET AND PERSONNEL  
SPECIAL MEETING  
THURSDAY, MARCH 2<sup>ND</sup>, 2023  
5:30 P.M.**

**THE BUDGET AND PERSONNEL COMMITTEE MET IN SPECIAL SESSION IN THE COUNCIL CHAMBER AT 12 NORTH ROWE STREET, PRYOR, OKLAHOMA AT THE ABOVE DATE AND TIME.**

**Committee Members: \*\*Choya Shropshire, Lori Siever, Evett Barham, Randy Chitwood (alt.)**

**1. CALL MEETING TO ORDER.**

The meeting was called to order at 5:30 p.m. by Choya Shropshire. Members present: Choya Shropshire, Lori Siever and Evett Barham. Members absent: none.

Others present: Mayor Lees, Jackie Moyers, Kemmie Shropshire.

**2. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING AN EXPENDITURE IN THE AMOUNT OF \$38,175.90 TO BOYLE SERVICES, INC. AS IN THE BEST INTEREST OF THE CITY TO REPLACE THE POOL HEATER AT THE PRYOR CREEK RECREATION CENTER FROM AQUATIC REPAIR & MAINTENANCE ACCOUNT #84-846-5091. OTHER BIDS RECEIVED: RECREONICS.COM IN THE AMOUNT OF \$32,020.77 FOR RAYPAK UNIT (DOES NOT INCLUDE INSTALLATION); RECREONICS.COM IN THE AMOUNT OF \$32,771.83 FOR LOCHINVAR UNIT (DOES NOT INCLUDE INSTALLATION); K & M SHILLINGFORD, INC. - NO BID RECEIVED IN TIME; JAYCO HEAT & AIR-CHOSE NOT TO BID. THIS IS PENDING RECREATION BOARD APPROVAL ON MARCH 1<sup>ST</sup>, 2023.**

Motion was made by Siever, second by Barham to recommend Council action regarding an expenditure in the amount of \$38,175.90 to Boyle Services, Inc. as in the best interest of the city to replace the pool heater at the Pryor Creek Recreation Center from Aquatic Repair & Maintenance Account #84-846-5091. Other bids received: Recreonics.com in the amount of \$32,020.77 for RayPak unit (does not include installation); Recreonics.com in the amount of \$32,771.83 for Lochinvar unit (does not include installation); K & M Shillingford, Inc. - no bid received in time; JayCo Heat & Air-chose not to bid. This is pending Recreation Board approval on March 1<sup>st</sup>, 2023.

Mayor stated that this was approved at the Recreation Board meeting on March 1<sup>st</sup>. He also reported that monies will be moved from the 845 account to cover the overage of this line item. He will bring this action to the committee at the regular meeting on March 9<sup>th</sup>.

It was reported that there is a one-year, across-the-board warranty, and possibly up to three years, with a five-year warranty on the heat exchanger.

Voting yes: Shropshire, Barham, Siever. Voting no: none.

**3. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING THE EMERGENCY EXPENDITURE IN THE AMOUNT OF \$3,000 TO BOYLE SERVICES, INC. AS IN THE BEST INTEREST OF THE CITY FOR RENTAL OF A TEMPORARY POOL HEATER, PENDING THE REPAIR EFFORTS TO KEEP THE OLD HEATER WORKING EFFICIENTLY UNTIL THE NEW HEATER IS INSTALLED. THIS IS PENDING RECREATION BOARD APPROVAL ON MARCH 1<sup>ST</sup>, 2023.**

Motion was made by Barham, second by Siever to recommend Council action regarding the emergency expenditure in the amount of \$3,000 to Boyle Services, Inc. as in the best interest of the city for rental of a temporary pool heater, pending the repair efforts to keep the old heater working efficiently until the new heater is installed. This is pending Recreation Board approval on March 1<sup>st</sup>, 2023.

Mayor reported that this was approved at the Recreation Board meeting on March 1<sup>st</sup>. He reported that this action will only occur if it is needed and is not needed yet. If they act on this, the monies will be moved from 845.

Voting yes: Barham, Siever, Shropshire. Voting no: none.

**4. ADJOURN.**

Motion was made by Siever, second by Barham to adjourn at 5:49 p.m. Voting yes: Siever, Shropshire, Barham. Voting no: none.

**MINUTES  
BUDGET AND PERSONNEL  
REGULAR MEETING  
THURSDAY, MARCH 9<sup>TH</sup>, 2023  
5:30 P.M.**

**THE BUDGET AND PERSONNEL COMMITTEE MET IN REGULAR SESSION IN THE COUNCIL CHAMBER AT 12 NORTH ROWE STREET, PRYOR, OKLAHOMA AT THE ABOVE DATE AND TIME.**

**Committee Members: \*\*Choya Shropshire, Lori Siever, Evett Barham, Randy Chitwood (alt.)**

**1. CALL MEETING TO ORDER.**

The meeting was called to order at 5:45 p.m. by Choya Shropshire. Members present: Choya Shropshire and Randy Chitwood. Members absent: Lori Siever and Evett Barham.

Others present: Mayor Lees, Dennis Nichols, Kevin Tramel, Lisa Malone, Courtney Davis, Houston Brittain, Dennis Bowman, Bill Kannegiesser, Jeff Kolker, Jessica Tiger and Kemmie Shropshire.

**2. PETITIONS FROM THE AUDIENCE.**

There were no petitions.

**3. DISCUSS, POSSIBLY APPROVE THE MINUTES OF THE FEBRUARY 14<sup>TH</sup>, 2023, REGULAR MEETING.**

No action. Item was tabled until the April 11<sup>th</sup>, 2023 meeting.

**4. MAYOR'S REPORT.**

**a. Tax Reports.**

Mayor reported on Sales and Use Tax numbers. He reported that Sales Tax is remaining flat, and Use Tax is down a little bit. Annualized Sales and Use Tax is approximately \$11,319,000.00.

**b. Review of Financial Status.**

Mayor stated this would be covered in the Mid-Year Budget Review.

**c. General Fund Budget Review.**

Mayor stated this would be covered in the Mid-Year Budget Review.

**5. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING HIRING RETIREMENT, LLC AS THE THIRD-PARTY ADMINISTRATOR FOR THE CITY'S MONEY PURCHASE PLAN AND THE 457 PLAN. THIS ACTION IS PENDING ORDINANCE & INSURANCE COMMITTEE APPROVAL.**

Motion was made by Chitwood, second by Shropshire to recommend Council action regarding hiring Retirement, LLC as the Third-Party Administrator for the city's Money Purchase Plan and the 457 Plan. This action is pending Ordinance & Insurance Committee approval. Lisa Malone spoke to the need for change of Third-Party Administrator, for better customer service and communication. Voting yes: Shropshire and Chitwood. Voting no: none.

**6. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING UPDATING TO A MORE EFFICIENT TIMEKEEPING SYSTEM AND AUTHORIZING MAYOR TO SIGN AN AGREEMENT WITH TIMECLOCKS PLUS FOR NEW TIME CLOCKS FOR CITY EMPLOYEES, FOR 2023-2024 FISCAL YEAR. THE SUBSCRIPTION EXPENSE IS PROPOSED TO PAY FROM GENERAL SOFTWARE ACCOUNT #02-201-5260. THE INDIVIDUAL TIME CLOCK**

**EQUIPMENT IS PROPOSED TO PAY FROM THE VARIOUS DEPARTMENTS' CAPITAL OUTLAY - EQUIPMENT ACCOUNTS. THIS ACTION CHANGES OUR TIMEKEEPING VENDOR FROM ISOLVED TIME TO TIMECLOCKS PLUS.**

Motion was made by Chitwood, second by Shropshire to recommend Council action regarding updating to a more efficient timekeeping system and authorizing Mayor to sign an agreement with TimeClocks Plus for new time clocks for city employees, for 2023-2024 fiscal year. The subscription expense is proposed to pay from General Software Account #02-201-5260. The individual time clock equipment is proposed to pay from the various departments' Capital Outlay - Equipment accounts. This action changes our timekeeping vendor from iSolved Time to TimeClocks Plus. Malone spoke to the need for this change. Voting yes: Chitwood and Shropshire. Voting no: none.

**7. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING HIRING MICHAEL K. MOORE FOR THE DIRECTOR POSITION AT PRYOR CREEK RECREATION CENTER RANGE G, STEP 4 (ANNUAL WAGE - \$65,643.00), EFFECTIVE MARCH 22<sup>ND</sup>, 2023.**

Motion was made by Chitwood, second by Shropshire to recommend Council action regarding hiring Michael K. Moore for the Director position at Pryor Creek Recreation Center Range G, Step 4 (annual wage - \$65,643.00), effective March 22<sup>nd</sup>, 2023.

Brittain spoke to the Recreation Board's choice of candidate for this position and his excellent qualifications. Due to his background and qualifications, Moore has requested to be hired at Step 4. Tiger is currently at Step 2. Shropshire stated that this is the top of the pay scale. Brittain stated that Mr. Moore is aware of this and is content to remain at this salary for at least 10 – 12 years, if not longer. Voting yes: Shropshire and Chitwood. Voting no: none.

**8. MID-YEAR BUDGET REVIEW – JEFF KOLKER.**

Mayor Lees spoke regarding a handout that he provided that was not in the packet. He spoke to the accounts, expenditures and overages. He reminded the committee that the review is only regarding the General Fund Budget. Mayor reported that at the (\*\*), there was a question of an expenditure in the amount of \$10,700.00. This was determined to be a plan review fee for some work at the District, and this amount was paid back to the city.

Kolker reported that the general fund revenues are flat. The budget is currently approximately \$600,000.00 in the red. It was explained that more than \$100,000.00 of this is due to insurance costs for all departments being paid from the general fund. The correct amounts will be posted to each account and the funds will be put back into the general fund. It was also noted that the Police Department has had a great deal of vehicle maintenance this fiscal year, and fuel costs are up city-wide.

Mayor stated that all departments are working to cut their expenses between now and the fiscal year-end. He stated that there is a possibility of transferring the remainder of the ARPA funds back to general at year-end, if needed.

Mayor reported that Fund 14 will be expending funds for street projects. With 67% of the year past, Fund 44 has spent 41% of their budget, Fund 41 has \$139,000 in fund equity and Fund 84 has expended 48%. Recreation Center budget has almost \$600,000.00 in profit for the year.

Kolker reported that overall, the city is in good financial health.

**9. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING APPROVAL OF A JOURNAL ENTRY MOVING AN EXPENDITURE IN THE AMOUNT OF \$18,810.63 FROM GOLF REPAIR & MAINTENANCE ACCOUNT #41-415-5092 TO GOLF CAPITAL OUTLAY**

**ACCOUNT #41-415-5411. THIS EXPENDITURE WAS FOR PUMP EQUIPMENT. THE ORIGINAL COUNCIL ACTION WAS FROM JULY 19<sup>TH</sup>, 2022.**

Motion was made by Chitwood, second by Shropshire to recommend Council action regarding approval of a journal entry moving an expenditure in the amount of \$18,810.63 from Golf Repair & Maintenance Account #41-415-5092 to Golf Capital Outlay Account #41-415-5411. This expenditure was for pump equipment. The original Council action was from July 19<sup>th</sup>, 2022. Voting yes: Chitwood and Shropshire. Voting no: none.

**10. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING APPROVAL OF A JOURNAL ENTRY MOVING AN EXPENDITURE IN THE AMOUNT OF \$14,000.00 FROM RECREATION REPAIR & MAINTENANCE ACCOUNT #84-845-5091 TO AQUATICS REPAIR & MAINTENANCE ACCOUNT #84-846-5091, DUE TO SUBSTANTIAL UNFORESEEN REPAIR AND MAINTENANCE IN #846 AQUATICS. THE #845 RECREATION ACCOUNT HAS SURPLUS.**

Motion was made by Chitwood, second by Shropshire to recommend Council action regarding approval of a journal entry moving an expenditure in the amount of \$14,000.00 from Recreation Repair & Maintenance Account #84-845-5091 to Aquatics Repair & Maintenance Account #84-846-5091, due to substantial unforeseen repair and maintenance in #846 Aquatics. The #845 Recreation account has surplus. Voting yes: Shropshire and Chitwood. Voting no: none.

**11. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION, PENDING ORDINANCE & INSURANCE COMMITTEE APPROVAL, TO PAY OMAG FOR TWO PROPERTY INSURANCE INVOICES TOTALING \$6,195.00 FOR ADDITIONAL PREMIUM REGARDING THE EMERGENCY CENTER / LIBRARY EXPANSION BUILDING PROJECT AND CONTENTS, AND EXPENSING THE TRANSACTION FROM GENERAL INSURANCE - PROPERTY ACCOUNT #02-201-5045.**

Motion was made by Chitwood, second by Shropshire to recommend Council action, pending Ordinance & Insurance Committee approval, to pay OMAG for two property insurance invoices totaling \$6,195.00 for additional premium regarding the Emergency Center / Library Expansion building project and contents, and expensing the transaction from General Insurance - Property Account #02-201-5045. Voting yes: Chitwood and Shropshire. Voting no: none.

**12. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING THE HOTEL / MOTEL FINAL EXPENSE REPORT FROM PRYOR AREA CHAMBER OF COMMERCE IN THE AMOUNT OF \$2,300.00 FOR THE 2022 NATIVITY MUSEUM CHRISTMAS POP-UP, FROM HOTEL / MOTEL CHAMBER ACCOUNT #75-755-5090.**

Motion was made by Chitwood, second by Shropshire to recommend Council action regarding the Hotel / Motel Final Expense Report from Pryor Area Chamber of Commerce in the amount of \$2,300.00 for the 2022 Nativity Museum Christmas Pop-Up, from Hotel / Motel Chamber Account #75-755-5090. Voting yes: Shropshire and Chitwood. Voting no: none.

**13. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING THE HOTEL / MOTEL FINAL EXPENSE REPORT FROM PRYOR AREA CHAMBER OF COMMERCE IN THE AMOUNT OF \$2,900.00 FOR THE 2022 CHRISTMAS PARADE OF LIGHTS, FROM HOTEL / MOTEL CHAMBER ACCOUNT #75-755-5090.**

Motion was made by Chitwood, second by Shropshire to recommend Council action regarding the Hotel / Motel Final Expense Report from Pryor Area Chamber of Commerce in the amount of \$2,900.00 for the 2022 Christmas Parade of Lights, from Hotel / Motel Chamber Account #75-755-5090. Voting yes: Chitwood and Shropshire. Voting no: none.

**14. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING THE HOTEL / MOTEL FINAL EXPENSE REPORT FROM PRYOR AREA CHAMBER OF COMMERCE IN THE AMOUNT OF \$5,000.00 FOR THE 2023 OK TACKLE, HUNTING & BOAT SHOW, FROM HOTEL / MOTEL CHAMBER ACCOUNT #75-755-5090.**

Motion was made by Chitwood, second by Shropshire to recommend Council action regarding the Hotel / Motel Final Expense Report from Pryor Area Chamber of Commerce in the amount of \$5,000.00 for the 2023 OK Tackle, Hunting & Boat Show, from Hotel / Motel Chamber Account #75-755-5090. Voting yes: Shropshire and Chitwood. Voting no: none.

**15. UNFORESEEABLE BUSINESS.**

There was no unforeseeable business.

**16. ADJOURN.**

Motion was made by Chitwood, second by Shropshire to adjourn at 6:44 p.m. Voting yes: Chitwood and Shropshire. Voting no: none.



# Sales Tax Totals

City of Pryor Creek, OK

	2019	2020	2021	2022	2023	2024	2025
January	\$ 751,820.11	\$ 750,055.85	\$ 763,166.19	\$ 858,330.73	\$ 878,922.33		
February	\$ 705,422.56	\$ 747,343.85	\$ 784,577.85	\$ 965,223.87	\$ 870,243.28		
March	\$ 692,054.30	\$ 673,114.50	\$ 758,530.01	\$ 739,268.97	\$ 761,804.55		
April	\$ 707,734.29	\$ 769,552.84	\$ 805,283.96	\$ 888,320.02	\$ 860,505.22		
May	\$ 716,194.09	\$ 830,287.14	\$ 888,357.25	\$ 961,420.02			
June	\$ 778,619.10	\$ 931,868.08	\$ 871,739.01	\$ 844,161.50			
July	\$ 762,210.98	\$ 883,069.62	\$ 858,434.01	\$ 829,117.54			
August	\$ 772,969.72	\$ 874,325.09	\$ 815,988.59	\$ 864,954.15			
September	\$ 797,162.40	\$ 778,537.41	\$ 846,481.64	\$ 892,231.76			
October	\$ 791,341.32	\$ 743,529.37	\$ 836,959.44	\$ 871,433.02			
November	\$ 729,869.64	\$ 761,329.87	\$ 857,087.62	\$ 880,402.84			
December	\$ 752,605.85	\$ 793,356.56	\$ 828,875.55	\$ 838,559.55			
<b>Total</b>	<b>\$8,958,004.36</b>	<b>\$ 9,536,370.18</b>	<b>\$ 9,915,481.12</b>	<b>\$10,433,423.97</b>	<b>\$ 3,371,475.38</b>	<b>\$ -</b>	<b>\$ -</b>

## FISCAL YEAR

	FY 2019-2020	FY 2020-2021	FY 2021-2022	FY 2022-2023	FY 2023-2024	FY 2024-2025	FY 2025-2026
July	\$ 762,210.98	\$ 883,069.62	\$ 858,434.01	\$ 829,117.54			
August	\$ 772,969.72	\$ 874,325.09	\$ 815,988.59	\$ 864,954.15			
September	\$ 797,162.40	\$ 778,537.41	\$ 846,481.64	\$ 892,231.76			
October	\$ 791,341.32	\$ 743,529.37	\$ 836,959.44	\$ 871,433.02			
November	\$ 729,869.64	\$ 761,329.87	\$ 857,087.62	\$ 880,402.84			
December	\$ 752,605.85	\$ 793,356.56	\$ 828,875.55	\$ 838,559.55			
January	\$ 750,055.85	\$ 763,166.19	\$ 858,330.73	\$ 878,922.33			
February	\$ 747,343.85	\$ 784,577.85	\$ 965,223.87	\$ 870,243.28			
March	\$ 673,114.50	\$ 758,530.01	\$ 739,268.97	\$ 761,804.55			
April	\$ 769,552.84	\$ 805,283.96	\$ 888,320.02	\$ 860,505.22			
May	\$ 830,287.14	\$ 888,357.25	\$ 961,420.02				
June	\$ 931,868.08	\$ 871,739.01	\$ 844,161.50				
<b>Total</b>	<b>\$ 9,308,382.17</b>	<b>\$ 9,705,802.19</b>	<b>\$10,300,551.96</b>	<b>\$ 8,548,174.14</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>



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### City Sales Tax Deposit Letter

- Choose a year and month, and click 'Search'.
- Results include all counties. To display a single county, enter the county.
- The past 3 years of data is available for searching, For data older than 3 years view [Archived Data](#).

**For Treasurers:**

Funds have been electronically transferred to your bank account, effective the date shown, for your city's tax collections received by the Oklahoma Tax Commission during the previous month.

This payment represents taxes collected during the previous month and may include interest, penalty, and delinquent remittances due from an earlier month.

If there are any questions concerning this payment, please call or write Dave Francis, (405) 522-6600, Account Maintenance Division, Oklahoma Tax Commission.

Year  ▼

Month  ▼

Entity  ▼

Export ☰

Effective Date	Tax, Penalty & Interest	Refunded	Suspended	Retention	Interest	Total
10-Apr-2023	863,962.37	0.00	0.00	4,319.81	862.66	860,505.22
	863,962.37	0.00	0.00	4,319.81	862.66	860,505.22

Data is updated each business day



Tax Commission

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# Use Tax Totals

City of Pryor Creek, OK

	2019	2020	2021	2022	2023	2024	2025
January	\$ 68,525.36	\$ 128,366.65	\$ 47,239.19	\$ 163,297.12	\$ 87,984.16		
February	\$ 75,691.84	\$ 116,848.79	\$ 101,872.56	\$ 159,740.83	\$ 92,908.68		
March	\$ 82,273.50	\$ 93,213.07	\$ 70,027.53	\$ 112,038.64	\$ 71,504.18		
April	\$ 149,970.94	\$ 101,408.96	\$ 51,642.76	\$ 70,017.53	\$ 77,257.33		
May	\$ 102,655.42	\$ 81,120.35	\$ 95,247.85	\$ 76,112.48			
June	\$ 97,779.29	\$ 85,146.64	\$ 173,325.88	\$ 101,915.75			
July	\$ 139,814.46	\$ 72,780.21	\$ 68,145.11	\$ 110,868.18			
August	\$ 139,921.75	\$ 20,686.72	\$ 69,921.89	\$ 58,688.91			
September	\$ 46,037.38	\$ 61,303.56	\$ 68,791.50	\$ 87,511.99			
October	\$ 73,880.30	\$ 87,415.09	\$ 116,979.12	\$ 67,324.75			
November	\$ 109,959.30	\$ 85,479.26	\$ 76,090.86	\$ 84,759.18			
December	\$ 73,391.80	\$ 115,292.71	\$ 78,048.71	\$ 140,512.94			
<b>Total</b>	<b>\$ 1,159,901.34</b>	<b>\$ 1,049,062.01</b>	<b>\$ 1,017,332.96</b>	<b>\$ 1,232,788.30</b>	<b>\$ 329,654.35</b>	<b>\$ -</b>	<b>\$ -</b>

## FISCAL YEAR

	FY 2019-2020	FY 2020-2021	FY 2021-2022	FY 2022-2023	FY 2023-2024	FY 2024-2025	FY 2025-2026
July	\$ 139,814.46	\$ 72,780.21	\$ 68,145.11	\$ 110,868.18			
August	\$ 139,921.75	\$ 20,686.72	\$ 69,921.89	\$ 58,688.91			
September	\$ 46,037.38	\$ 61,303.56	\$ 68,791.50	\$ 87,511.99			
October	\$ 73,880.30	\$ 87,415.09	\$ 116,979.12	\$ 67,324.75			
November	\$ 109,959.30	\$ 85,479.26	\$ 76,090.86	\$ 84,759.18			
December	\$ 73,391.80	\$ 115,292.71	\$ 78,048.71	\$ 140,512.94			
January	\$ 128,366.65	\$ 47,239.19	\$ 163,297.12	\$ 87,984.16			
February	\$ 116,848.79	\$ 101,872.56	\$ 159,740.83	\$ 92,908.68			
March	\$ 93,213.07	\$ 70,027.53	\$ 112,038.64	\$ 71,504.18			
April	\$ 101,408.96	\$ 51,642.76	\$ 70,017.53	\$ 77,257.33			
May	\$ 81,120.35	\$ 95,247.85	\$ 76,112.48				
June	\$ 85,146.64	\$ 173,325.88	\$ 101,915.75				
<b>Total</b>	<b>\$ 1,189,109.45</b>	<b>\$ 982,313.32</b>	<b>\$ 1,161,099.54</b>	<b>\$ 879,320.30</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>



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### City Use Tax Deposit Letter

- Choose a year and month, and click 'Search'.
- Results include all cities. To display a single city, enter the city COPO.
- The past 3 years of data is available for searching. For data older than 3 years, view Archived Data

**For Treasurers:**

Funds have been electronically transferred to your bank account, effective the date shown, for your city's tax collections received by the Oklahoma Tax Commission during the previous month.

This payment represents taxes collected during the previous month and may include interest, penalty, and delinquent remittances due from an earlier month.

If there are any questions concerning this payment, please call or write Dave Francis, (405) 522-6600, Account Maintenance Division, Oklahoma Tax Commission.

Year

Month

Entity

Export

Effective Date	Tax, Penalty & Interest	Refunded	Suspended	Retention	Interest	Total
10-Apr-2023	77,567.94	0.00	0.00	387.84	77.23	77,257.33
	77,567.94	0.00	0.00	387.84	77.23	77,257.33

Data is updated each business day



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# TOBACCO Tax Totals

City of Pryor Creek, OK

	2019	2020	2021	2022	2023	2024	2025
January	\$ 7,183.48	\$ 6,797.30	\$ 8,038.11	\$ 7,739.58	\$ 6,737.06		
February	\$ 4,392.65	\$ 6,340.63	\$ 5,785.89	\$ 4,945.37	\$ 5,047.67		
March	\$ 5,212.38	\$ 5,556.34	\$ 5,509.70	\$ 6,260.76	\$ 4,853.51		
April	\$ 7,092.57	\$ 9,111.80	\$ 7,684.27	\$ 5,753.23	\$ 5,083.05		
May	\$ 6,997.49	\$ 6,594.97	\$ 8,952.43	\$ 7,694.95			
June	\$ 7,394.72	\$ 8,343.59	\$ 7,525.81	\$ 7,196.86			
July	\$ 7,651.74	\$ 9,952.29	\$ 7,053.48	\$ 6,551.62			
August	\$ 7,002.62	\$ 8,432.39	\$ 7,836.26	\$ 4,491.53			
September	\$ 7,626.68	\$ 8,131.46	\$ 7,353.37	\$ 6,321.36			
October	\$ 6,979.41	\$ 7,502.43	\$ 6,453.01	\$ 6,779.97			
November	\$ 7,031.16	\$ 7,192.36	\$ 7,400.29	\$ 5,466.42			
December	\$ 6,403.07	\$ 7,910.53	\$ 6,894.86	\$ 7,068.45			
<b>Total</b>	<b>\$ 80,967.97</b>	<b>\$ 91,866.09</b>	<b>\$ 86,487.48</b>	<b>\$ 76,270.10</b>	<b>\$ 21,721.29</b>	<b>\$ -</b>	<b>\$ -</b>

## FISCAL YEAR

	FY 2019-2020	FY 2020-2021	FY 2021-2022	FY 2022-2023	FY 2023-2024	FY 2024-2025	FY 2025-2026
July	\$ 7,651.74	\$ 9,952.29	\$ 7,053.48	\$ 6,551.62			
August	\$ 7,002.62	\$ 8,432.39	\$ 7,836.26	\$ 4,491.53			
September	\$ 7,626.68	\$ 8,131.46	\$ 7,353.37	\$ 6,321.36			
October	\$ 6,979.41	\$ 7,502.43	\$ 6,453.01	\$ 6,779.97			
November	\$ 7,031.16	\$ 7,192.36	\$ 7,400.29	\$ 5,466.42			
December	\$ 6,403.07	\$ 7,910.53	\$ 6,894.86	\$ 7,068.45			
January	\$ 6,797.30	\$ 8,038.11	\$ 7,739.58	\$ 6,737.06			
February	\$ 6,340.63	\$ 5,785.89	\$ 4,945.37	\$ 5,047.67			
March	\$ 5,556.34	\$ 5,507.90	\$ 6,260.76	\$ 4,853.51			
April	\$ 9,111.80	\$ 7,684.27	\$ 5,753.23	\$ 5,083.05			
May	\$ 6,594.97	\$ 8,952.43	\$ 7,694.95				
June	\$ 8,343.59	\$ 7,525.81	\$ 7,196.86				
<b>Total</b>	<b>\$ 85,439.31</b>	<b>\$ 92,615.87</b>	<b>\$ 82,582.02</b>	<b>\$ 58,400.64</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>



< Home

## Year-To-Date Tobacco/Cig Tax

- Choose a year, and click 'Search'.
- Results include all COPOs. To display a single COPO, enter the COPO.
- The past 3 years of data is available for searching, For data older than 3 years view [Archived Data](#).

Fiscal Year 2023 ▼

Entity 4909 - Pryc ▼

Search

Export ☰ 12-apr-2023 ✕

Co: Description	Distribution Date	Amount
4909		
Pryor	12-Apr-2023	5,083.05
		5,083.05

Data is updated each business day



Tax Commission

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**CITY OF PRYOR CREEK  
DEPUTY CLERK**

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**Employment Status:** Full Time

**FLSA Status:** Non-Exempt

**Reports to:** City Clerk

**Pay Range:** D; Non-Exempt Status

**Job Summary:**

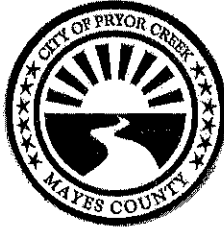
This position's primary responsibility is to establish and maintain official City records and files, and to provide assistance to the public, City staff, and others, as needed. Deputy Clerk duties also include general administrative support and backup to designated staff as needed.

**Essential Duties and Responsibilities:**

1. Employees will perform a full range of clerical duties as assigned by the City Clerk. Employees will be cross trained in all functions of the department.
2. Answer phones and direct calls to the proper department, greet citizens and direct them to the proper department.
3. Respond to public inquiries in a courteous manner and provide information within the area of assignment in person or by telephone.
4. Maintain the office filing systems and ensure City records are kept up to date.
5. Accept and post all payments taken at the walk up counter or via telephone.
6. Maintain record of funds taken as assigned by City Clerk.
7. Maintain the City's record retention and disposition schedules; preserve and protect the City's historical records and information.
8. Proof read of Council agendas and minutes.
9. Assist with accounts payable and receivable.
10. Distribute incoming mail and process outgoing mail.
11. Perform other related duties as assigned by City Clerk.

**Minimum Qualifications:**

1. Must be eighteen years of age or older
2. Must have a high school diploma or equivalent.
3. Must be able to lift up to 25lbs above head and chest high on an occasional basis.
4. Must be able to bend, twist, stoop and lift on an as needed basis.
5. Knowledge of and remain current in emerging office practices, procedures and equipment.



**CITY OF PRYOR CREEK  
DEPUTY CLERK**

- 
6. Perform a variety of specialized clerical, office support work involving the use of independent judgment and personal initiative.
  7. Ability to maintain an effective working relationship with those contacted in the course of work.
  8. Ability to type, enter and retrieve information from a computer system.
  9. Ability to receive, relay and transfer information accurately.
  10. Ability to research, analyze, interpret and prepare a variety of documents and reports.
  11. Ability to solve problems and deal with a variety of known variables in situations where only limited standardization exists.
  12. Ability to interpret a variety of instructions furnished in written, oral, or diagram formats.

Reasonable accommodations may be given to enable qualified individuals with disabilities to perform the essential functions of this position.

*Check the appropriate box and fill in the appropriate accommodations, if required, then sign and date.*

- I have read and understand this job description and acknowledge that I am able to complete the essential functions of my position without accommodations.
- I have read and understand this job description and I would require the following reasonable accommodations to fulfill the essential functions of this position:

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Employee Signature

---

Date

---

Department Head Signature

---

Date





## PRYOR CREEK POLICE DEPARTMENT

Pryor Creek Remote INSTALLATION

03/06/2023

Billing Address:  
 PRYOR CREEK POLICE  
 DEPARTMENT  
 214 S MILL ST  
 PRYOR, OK 74361  
 US

Quote Date:03/06/2023  
 Expiration Date:06/01/2023  
 Quote Created By:  
 Timothy Culberson  
 Tim.Culberson@  
 motorolasolutions.com

End Customer:  
 PRYOR CREEK POLICE DEPARTMENT  
 Captain Trame  
 tramelk@pryorcreek.org

Payment Terms:30 NET

Line #	Item Number	APC	Description	Qty	Term	List Price	Sale Price	Ext. Sale Price
	VideoManager EL: Video Evidence Management							
1	WGW00122-410	0840	REMOTE DEPLOYMENT, TRAINING, CONFIGURATION AND PROJECT MANAGEMENT	1		\$1,875.00	\$1,500.00	\$1,500.00
2	WGP02400-500	0853	LICENSE,VIDEOMANAGER EL ON-PREM SITE LICENSE KEY	1		\$1,250.00	\$1,000.00	\$1,000.00
3	WGP02400-520	0853	VIDEOMANAGER EL, VISTA/V300 ANNUAL DEVICE LICENSE & SUPPORT FEE	34	1 YEAR	\$243.75	\$195.00	\$6,630.00
4	WGP02400-510	0853	VIDEOMANAGER EL, 4RE/M500 ANNUAL DEVICE LICENSE & SUPPORT FEE	25	1 YEAR	\$243.75	\$195.00	\$4,875.00
<b>Grand Total</b>						<b>\$14,005.00(USD)</b>		



## Pricing Summary

	List Price	Sale Price
Upfront Costs for Hardware, Accessories and Implementation (if applicable), plus Subscription Fee	\$17,506.25	\$14,005.00
<b>Grand Total System Price</b>	<b>\$17,506.25</b>	<b>\$14,005.00</b>

## Notes:

- Unless otherwise noted, this quote excludes sales tax or other applicable taxes (such as Goods and Services Tax, sales tax, Value Added Tax and other taxes of a similar nature). Any tax the customer is subject to will be added to invoices.
- Unless otherwise noted in this quote / order, installation of equipment is not included.



## VIDEOMANAGER EL SOLUTION DESCRIPTION

VideoManager EL simplifies evidence management, automates data maintenance, and facilitates management of your department's devices.

It is compatible with V300 and VISTA body-worn cameras, as well as M500 and 4RE in-car video systems, enabling you to upload video evidence quickly and securely.

The optional SmartControl and SmartConnect smart device applications support live video streaming from body-worn cameras, allowing personnel to view footage captured by the cameras in the app.

### VIDEO EVIDENCE MANAGEMENT

VideoManager EL delivers benefits to all aspects of video evidence management. From streamlining the evidence review process to automatically maintaining your stored data, VideoManager EL makes evidence management as efficient as possible. With VideoManager EL, you minimize the amount of time spent manually managing evidence, allowing your team to spend more time in the field.

#### **Simplified Evidence Review**

VideoManager EL makes evidence review easier by allowing you to upload captured video and audio from your in-field devices, sharing important information that groups relevant evidence together. This information includes a recording's date and time, device used to capture, event ID, officer name, and event type. Incidents recorded from several devices can be found easily and viewed at the same time, eliminating the task of reviewing irrelevant footage.

Its built-in media player includes a visual display of incident data, allowing you to view moments of interest, such as when lights, sirens, or brakes were activated during the event timeline, status of cameras and microphones, and patrol speed graph.

Other relevant files, such as PDFs, spreadsheets, reports, third-party videos, audio recordings, pictures, drawings, and applicable external files can also be grouped together and stored under a specific case entry, allowing all pertinent information to be stored together in VideoManager EL.

#### **Easy Evidence Sharing**

VideoManager EL empowers you to easily share information in the evidence review or judiciary sharing process by exporting evidence data. It is capable of searching for data using various criteria, including import, export, playback, download, share, and modification dates, allowing users to quickly find relevant evidence.

#### **Automatic Data Maintenance**

VideoManager EL lets you automatically organize the evidence data you store, allowing you to save time that would be spent manually managing it. It can schedule the automatic movement or purging of events on any basis, based on how you want to configure the system.



Security groups and permissions are easily set up in VideoManager EL, allowing you to grant individuals access to evidence on an as-needed basis.

### **Integration with In-Car and Body-Worn Cameras**

Officers on the road are able to automatically upload encrypted video from in-car systems and body cameras. This eliminates the need for trips to and from the station solely for uploading data into the system.

Video and audio captured by M500, V300, 4RE and VISTA camera systems are automatically linked in VideoManager EL based on time and location. You can then utilize synchronized playback and export of video and audio from multiple devices in the same recording group, where video and audio streams can be matched together.

### **Optional Live Video Streaming**

VideoManager EL integrates with SmartControl, an optional mobile application for Android and iOS that allows officers to review video evidence from their smartphone or tablet while they're still in the field.

SmartControl also allows officers to categorize recordings using event tags, stream live video from, and change camera settings, such as adjusting field of view, brightness, and audio levels.

SmartConnect, an optional smartphone application, provides VISTA body-worn camera users with immediate in-field access to their body cameras. SmartConnect includes the ability to pair with VISTA cameras, adjust officer preferences, categorize recordings with incident IDs and case numbers, and play back recordings.

## **DEVICE MANAGEMENT**

Agencies using VideoManager EL can assign users to devices, track them, and streamline shift changes. You can easily manage, configure, update firmware, and deploy in-car and body-worn cameras. Individual preference settings can be configured based on user profiles, allowing quick device transactions within a pooled or assigned device system. VideoManager EL also enables devices to be quickly exchanged between officers during shift changes. This minimizes the number of devices needed for your fleet.

### **Device Tracking**

You can easily manage, configure, and deploy your in-car and body-worn cameras in VideoManager EL. Devices can be assigned to personnel within VideoManager EL and tracked, helping agencies keep track of which users have specific devices.

### **Faster Shift Changes**

VideoManager EL's Rapid Checkout Kiosk feature allows agencies using a pooled camera system to use fewer cameras. Cameras can be checked out at the start of a shift using an easy-to-use interface. At the end of the shift, the camera can be returned to its dock, where the video is automatically uploaded and the camera is made ready to be checked out and used for the next shift.



Devices can also be configured to remember individual preference settings for each user, including haptic and audible alert volume level, screen brightness and camera aim. These settings are applied whenever a device is assigned to a specific officer. A variety of settings within VideoManager EL also enable you to configure devices to operate in alignment



## VIDEO EVIDENCE STATEMENT OF WORK

### Overview

In accordance with the terms and conditions of the Agreement, this Statement of Work (“SOW”) defines the principal activities and responsibilities of all parties for the delivery of the Motorola Solutions, Inc. (“Motorola”) system as presented in this offer to the Customer (hereinafter referred to as “Customer”). For the purposes of this SOW, Motorola may include our affiliates, subcontractors, and third-party partners, as the case may be.

Deviations and changes to this SOW are subject to mutual agreement between Motorola and the Customer and will be addressed in accordance with the change provisions of the Agreement.

Unless specifically stated, Motorola work will be performed remotely. Customer will provide Motorola resources with direct network access sufficient to enable Motorola to fulfill its delivery obligations.

The number and type of software or subscription licenses, products, or services provided by or on behalf of Motorola are specifically listed in the Agreement and any reference within this SOW, as well as subcontractors’ SOWs (if applicable), does not imply or convey a software or subscription license or service that is not explicitly listed in the Agreement.

### AWARD, ADMINISTRATION, AND PROJECT INITIATION

Project Initiation and Planning will begin following execution of the Agreement.

Following the conclusion of the Welcome/IT Call, Motorola project personnel will communicate additional project information via email, phone call, or additional ad- hoc meetings.

Motorola utilizes Google Meet as its teleconference tool. If Customer desires a different teleconference tool, Customer may provide a mutually agreeable alternate tool at Customer expense.

### PROJECT MANAGEMENT TERMS

The following project management terms are used in this SOW. Since these terms may be used differently in other settings, these definitions are provided for clarity.

**Deployment Date(s)** refers to any date or range of dates when implementation, configuration, and training will occur. The deployment date(s) is subject to change based on equipment or resource availability and Customer readiness.

### COMPLETION CRITERIA

Motorola Integration Services are complete upon Motorola performing the last task listed in a series of responsibilities or as specifically stated in the deployment checklist. Certain Customer tasks, such as hardware installation activities identified in Section 1.9 of this SOW, must be completed prior to Motorola commencing with its delivery obligations. Customer will provide Motorola written notification that it does not accept the completion of Motorola responsibilities or rejects a Motorola service deliverable within five business days of task completion or receipt of a deliverable, whichever may be applicable.



Service completion will be acknowledged in accordance with the terms of the Agreement and the Service Completion Date will be memorialized by Motorola and Customer in a writing signed by both parties.

## PROJECT ROLES AND RESPONSIBILITIES OVERVIEW

### MOTOROLA PROJECT ROLES AND RESPONSIBILITIES

A Motorola team, made up of specialized personnel, will be assigned to the project under the direction of the Motorola Project Manager. Team members will be multi-disciplinary and may fill more than one role. Team members will be engaged in different phases of the project as necessary.

In order to maximize efficiencies, Motorola's project team will provide services remotely via teleconference, web-conference, or other remote method in fulfilling its commitments as outlined in this SOW.

The personnel role descriptions noted below provide an overview of typical project team members. One or more resources of the same type may be engaged as needed throughout the project. There may be other personnel engaged in the project at the discretion of and under the direction of the Project Manager.

Motorola's project management approach has been developed and refined based on lessons learned in the execution of hundreds of system implementations. Using experienced and dedicated people, industry-leading processes, and integrated software tools for effective project execution and control, we have developed and refined practices that support the design, production, and testing required to deliver a high-quality, feature-rich system.

#### Project Manager

A Motorola Project Manager will be assigned as the principal business representative and point of contact for Motorola. The Project Manager's responsibilities include the following:

- Host the Welcome/IT Call.
- Manage the Motorola responsibilities related to the delivery of the project.
- Coordinate schedules of the assigned Motorola personnel and applicable subcontractors/supplier resources.
- Manage the Change Order process per the Agreement.
- Maintain project communications with the Customer.
- Identify and manage project risks.
- Collaborative coordination of Customer resources to minimize and avoid project delays.
- Conduct remote status meetings on mutually agreed dates to discuss project status.
- Provide timely responses to issues related to project progress.

#### System Technologists

The Motorola System Technologists (ST) will work with the Customer project team on system provisioning. ST responsibilities include the following:

- Provide consultation services to the Customer regarding the provisioning and operation of the Motorola system.
- Provide provisioning and training to the Customer to set up and maintain the system.
- Complete the provisioning ownership handoff to the Customer.





- Complete the project-defined tasks as defined in this SOW.
- Confirmation that the delivered technical elements meet contracted requirements.
- Engagement throughout the duration of the delivery.

### Technical Trainer / Instructor

The Motorola Technical Trainer / Instructor provides training either on-site or remote (virtual) depending on the training topic and deployment type purchased. Responsibilities include:

- Review the role of the Learning eXperience Portal (“LXP”) in the delivery and provide Customer Username and Access Information.

### CUSTOMER PROJECT ROLES AND RESPONSIBILITIES OVERVIEW

The success of the project is dependent on early assignment of key Customer resources. In many cases, the Customer will provide project roles that correspond with Motorola’s project roles. It is critical that these resources are empowered to make decisions based on the Customer’s operational and administration needs. The Customer’s project team should be engaged from project initiation through beneficial use of the system. The continued involvement in the project and use of the system will convey the required knowledge to maintain the system post-completion of the project. In some cases, one person may fill multiple project roles. The project team must be committed to participate in activities for a successful implementation. In the event the Customer is unable to provide the roles identified in this section, Motorola may be able to supplement Customer resources at an additional price.

### Project Manager

The Project Manager will act as the primary Customer point of contact for the duration of the project. The Project Manager is responsible for management of any third-party vendors that are the Customer’s subcontractors. In the event the project involves multiple locations, Motorola will work exclusively with a single Customer-assigned Project Manager (the primary Project Manager). The Project Manager’s responsibilities include the following:

- Communicate and coordinate with other project participants.
- Manage the Customer project team, including timely facilitation of efforts, tasks, and activities.
- Maintain project communications with the Motorola Project Manager.
- Identify the efforts required of Customer staff to meet the task requirements in this SOW and identified in the Welcome/IT Call.
- Consolidate all project-related questions and queries from Customer staff to present to the Motorola Project Manager.
- Approve a deployment date offered by Motorola.
- Monitor the project to ensure resources are available as required.
- Attend status meetings.
- Provide timely responses to issues related to project progress.
- Liaise and coordinate with other agencies, Customer vendors, contractors, and common carriers.
- Review and administer change control procedures, hardware and software certification, and all related project tasks required to meet the deployment date.
- Ensure Customer vendors’ readiness ahead of the deployment date.
- Assign one or more personnel who will work with Motorola staff as needed for the duration of the project, including at least one Application Administrator for the system and one or more representative(s) from the IT department.



- Identify the resource with authority to formally acknowledge and approve change orders, completion of work, and payments in a timely manner.
- Provide building access to Motorola personnel to all Customer facilities where system equipment is to be installed during the project. Temporary identification cards are to be issued to Motorola personnel, if required for access to facilities.
- Ensure remote network connectivity and access to Motorola resources.
- Provide reasonable care to prevent equipment exposure to contaminants that cause damage to the equipment or interruption of service.
- Ensure a safe work environment for Motorola personnel.
- Identify and manage project risks.
- Point of contact to work with the Motorola System Technologists to facilitate the training plan.

### **IT Support Team**

The IT Support Team (or Customer designee) manages the technical efforts and ongoing tasks and activities of their system. Manage the Customer-owned provisioning maintenance and provide required information related to LAN, WAN, wireless networks, server, and client infrastructure. They must also be familiar with connectivity to internal, external, and third-party systems to which the Motorola system will interface.

The IT Support Team responsibilities include the following:

- Participate in overall delivery and training activities to understand the software, interfaces, and functionality of the system.
- Participate with the Customer subject matter experts during the provisioning process and training.
- Authorize global provisioning choices and decisions, and be the point(s) of contact for reporting and verifying problems and maintaining provisioning.
- Obtain inputs from other user agency stakeholders related to business processes and provisioning.
- Implement changes to Customer owned and maintained infrastructure in support of the Evidence Management System installation.

### **Subject Matter Experts**

The Subject Matter Experts (SME or Super Users) are the core group of users involved with delivery analysis, training, and the provisioning process, including making global provisioning choices and decisions. These members should be experienced users in the working area(s) they represent (dispatch, patrol, etc.), and should be empowered to make decisions related to provisioning elements, workflows, and department policies related to the Evidence Management System.

### **General Customer Responsibilities**

In addition to the Customer Responsibilities stated elsewhere in this SOW, the Customer is responsible for the following:

- All Customer-provided equipment, including hardware and third-party software, necessary for delivery of the System not specifically listed as a Motorola deliverable. This will include end user workstations, network equipment, camera equipment and the like.
- Configuration, maintenance, testing, and supporting the third-party systems the Customer operates which will be interfaced to as part of this project.
- Communication between Motorola and Customer's third-party vendors, as required, to enable Motorola to perform its duties.



- Active participation of Customer SMEs in project delivery meetings and working sessions during the course of the project. Customer SMEs will possess requisite knowledge of Customer operations and legacy system(s) and possess skills and abilities to operate and manage the system.
- Electronic versions of any documentation associated with the business processes identified.
- Providing a facility with the required computer and audio-visual equipment for training and work sessions.
- Ability to participate in remote project meeting sessions using Google Meet or a mutually agreeable, Customer-provided, alternate remote conferencing solution.

## PROJECT PLANNING

A clear understanding of the needs and expectations of both Motorola and the Customer are critical to fostering a collaborative environment of trust and mutual respect. Project Planning requires the gathering of project-specific information in order to set clear project expectations and guidelines, and set the foundation for a successful implementation.

### WELCOME/IT CALL - TELECONFERENCE/WEB MEETING

A Project Planning Session teleconference will be scheduled after the Agreement has been executed. The agenda will include the following:

- Review the Agreement documents.
- Review project delivery requirements as described in this SOW.
- Provide shipping information for all purchased equipment.
- Discuss deployment date activities.
- Provide assigned technician information.
- Review IT questionnaire and customer infrastructure.
- Discuss which tasks will be conducted by Motorola resources.
- Discuss Customer involvement in provisioning and data gathering to confirm understanding of the scope and required time commitments.
- Review the initial project tasks and incorporate Customer feedback.
- Confirm CJIS background investigations and fingerprint requirements for Motorola employees and/or contractors. Required fingerprints will be submitted on Motorola provided FBI FD-258 Fingerprint cards.
- Review the On-line Training system role in project delivery and provide Customer User Name and Access Information.
- Discuss Motorola remote access requirements (24-hour access to a secured two-way Internet connection to the Motorola system firewalls for the purposes of deployment, maintenance, and monitoring).
- Discuss Customer obligation to manage change among the stakeholder and user communities.
- Review deployment completion criteria and the process for transitioning to support.

### Motorola Responsibilities

- Host Welcome/IT Call.
- Request the attendance of any additional Customer resources that are instrumental in the project's success, as needed.
- Review Motorola's delivery approach and its reliance on Customer-provided remote access.
- Provide Customers with steps to follow to register for Online Training.
- Request user information required to establish the Customer in the LXP.



### Customer Responsibilities

Complete the Online Training registration form and provide it to Motorola within ten business days of the Project Planning Session.

- Review the received (as part of order) and completed IT questionnaire.
- Provide a customer point of contact for the project.
- Provide data for completing the policy validation form.
- Provide LXP user information as requested by Motorola.
- Verify Customer Administrator(s) have access to the LXP.

### Motorola Deliverables

- Welcome Call presentation and key meeting notes
- Send an email confirming deployment date and ST assigned email
- Communicate with the Customer via email confirming shipment and tracking information.
- Instruct the Customer on How to Register for Training email.
- Provide and review the Training Plan.

## SOLUTION PROVISIONING

Solution provisioning includes the configuration of user configurable parameters (unit names, personnel, and status codes). The system will be provisioned using Motorola standard provisioning parameters and will incorporate Customer-specific provisioning.

### IN-CAR VIDEO PROVISIONING SCENARIO

If in-car video is a part of the system, the Motorola Application Specialist will complete the following provisioning tasks.

#### Motorola Responsibilities

- Conduct a remote review of the standard provisioning database with the Customer prior to the start of provisioning.
- Provide and review the Provisioning Export Worksheets with the Customer.
- Conduct a conference call with the Customer to review the completeness of the Provisioning Export Worksheets prior to the start of provisioning.

### BODY WORN CAMERA PROVISIONING SCENARIO

If body worn cameras are a part of the system, the provisioning of the in-car system will generally follow the completion of the base in-car video provisioning.

#### Motorola Responsibilities

Configure transfer stations for connectivity to the evidence management server.

- Configure devices within the evidence management system.
- Check out devices and create a test recording.



- Verify successful upload from devices after docking back into the transfer station or USB dock.

## SOFTWARE INSTALLATION

### REMOTE SOFTWARE INSTALLATION

Client software will be installed on workstations and up to 5 mobile devices to facilitate provisioning training to Customer personnel. Customer will complete software installation on the remaining workstations and cameras.

#### Motorola Responsibilities

- Verify system readiness.
- Request client software.
- Deliver the pre-installation preparation checklist.
- Provide instruction on client software installation and install client software on one workstation and up to five mobile devices.
- Provide instruction on client software deployment utility.

#### Customer Responsibilities

- Provide and install workstation/mobile device hardware in accordance with specifications.
- Assign personnel to observe software installation training.
- Complete installation of client software on remaining workstations and mobile devices.
- Access online training resources identified in the Welcome/IT Call.

#### Motorola Deliverables

- Provide a pre-installation preparation checklist.
- Installation Guide.
- Provide training overviews on hardware/software and system administration for customers during deployment dates.

## INFRASTRUCTURE VALIDATION

Hardware will be installed on the network to facilitate provisioning, testing, and will be used to provide instruction to Customer personnel after the complete software installation.

#### Motorola Responsibilities

- Verify that the server is properly racked and connected to the network.
- Verify that access points are properly installed and connected to the network.
- Verify that transfer stations are connected to the network and configured.

#### Customer Responsibilities



- Verify that the server network has access to the internet for software installation and updates.
- Verify that the network routing is correct for the transfer stations and access points to communicate with the server.
- Verify that the client computers can access the server on the required ports.

## HARDWARE INSTALLATION

Physical installation of hardware (i.e. servers, cameras, Access Points, WiFi docs, etc.) is not included in the standard scope of the solution. If a custom quote for installations is included in this purchase, Motorola will manage the subcontractor and their deliverables as part of this SOW. Customers who perform or procure their own installations assume all installation responsibilities including cost, oversight and risk.

## SYSTEM TRAINING

Motorola training consists of both computer-based (online) and instructor-led (on-site or remote). Training delivery methods vary depending on course content. Self-paced online training courses, additional live training, documentation, and resources can be accessed and registered for on the Motorola's LXP.

### ONLINE TRAINING

Online training is made available to the Customer via Motorola's LXP. This subscription service provides the Customer with continual access to our library of online learning content and allows users the benefit of learning at times convenient to them. Content is added and updated on a regular basis to keep information current. This training modality allows the Customer to engage in training when convenient.

A list of available online training courses can be found in the Training Plan.

### Motorola Responsibilities

- Designate a LXP Administrator to work with the Customer.
- Establish an accessible instance of the LXP for the Customer.
- Organize content to align with the Customer's selected technologies.
- Create initial Customer user accounts and a single Primary Administrator account.
- During on-boarding, assist the Customer with LXP usage by providing training and job aids as needed.
- Create and maintain user role Learning Paths defined by the Customer.
- Install security patches when available.
- Provide technical support for user account and access issues, base system functionality, and Motorola Solutions-managed content.
- Monitor the Learning Subscription server. Provide support for server incidents.

### Customer Responsibilities

- Provide user information for the initial creation of accounts.
- Provide network and internet connectivity for the Customer's users to access the LXP.
- The customer's primary LXP administrator should complete the following self-paced training: LXP Introduction online course (LXP0001), LXP Primary Site Administrator Overview online course (LXP0002), and LXP Group Administrator Overview (LXP0003)
- Advise agency learners of the availability of training via the LXP.
- Ensure users complete LXP training in accordance with the Project Schedule.
- Order and maintain subscriptions to access Motorola's LXP.



- Contact Motorola Solutions to engage Technical Support when needed.

#### **Motorola Deliverables**

- LXP Enable

#### **INSTRUCTOR-LED TRAINING (ONSITE AND REMOTE)**

A list of Instructor-Led and Virtual Instructor-Led courses can be found in the Training Plan.

#### **Motorola Responsibilities**

- Deliver User Guides and training materials in electronic .PDF format.
- Perform training in accordance with the Training Plan.
- Provide Customer with training Attendance Rosters and summarize any pertinent observations that may impact end user training.

#### **Customer Responsibilities**

- Supply classrooms with a workstation for the instructor (if Onsite) and at least one workstation for every student based on the requirements listed in the Training Plan.
- Designate training representatives who will work with the Motorola trainers in the delivery of training.
- Conduct end user training in accordance with the Project Schedule.

#### **Motorola Deliverables**

- Electronic versions of User Guides and training materials.
- Attendance Rosters.
- Technical Training Catalog.

## **FUNCTIONAL VALIDATION AND PROJECT CLOSURE**

The objective of Functional Validation is to demonstrate the features and functions of the system in the Customer's provisioned environment. The functional demonstration may not exercise all functions of the system, if identified as not being applicable to the Customer's operations or for which the system has not been provisioned. The functional demonstration is a critical activity that must occur following the completion of provisioning.

#### **Motorola Responsibilities**

- Conduct a power on functional demonstration of the installed system per the deployment checklist
- Manage to resolution any documented punch list items noted on the deployment checklist.
- Provide trip report outlining all activities completed during the installation as well as outstanding follow up items
- Provide an overview of the support process and how to request support.
- Walk through support resources, web ticket entry and escalation procedures.
- Provide a customer survey upon closure of the project.

#### **Customer Responsibilities**



- Witness the functional demonstration and acknowledge its completion via signature on the deployment checklist.
- Participate in prioritizing the punch list.
- Coordinate and manage Customer action as noted in the punch list.
- Provide signatory approval on the deployment checklist providing Motorola with final acceptance.
- Complete Customer Survey.

