

# Donation

Version 1.9 released on 8/3/21

Updated RFA for donations including travel donations (use employee reimbursement process for travel approvals)



## CITY COUNCIL USE ONLY

Date Received: \_\_\_\_\_  
Committee Date: \_\_\_\_\_  
1<sup>st</sup> Agenda Date: \_\_\_\_\_

Tracking #: \_\_\_\_\_  
Committee: \_\_\_\_\_  
Hearing Date: \_\_\_\_\_  
2<sup>nd</sup> Agenda Date: \_\_\_\_\_

☐ Scanned

☐ Posted

## CITY CLERK USE ONLY

Date: 09.11.2024  
Item #: 2409.02392

**All department items requiring Council approval must be submitted through the Mayor's Office.**

## Primary Details

### Board Approval

Zz Not Listed

### Other Board Name

### City Council Approval

☒ Yes ☐ No

### Department

Police

### Contact Name

Richard Alexander

### Email

ralexander@cityoftulsa.org

### Phone

918-857-1016

### Bid/Project Number

### Project Title

### Donator

Simon Properties

### Type of Donation

Travel

### Travel Event Title

Operational Intelligence  
Center/ Law Enforcement  
Summit

### Traveler's Name

Richard Alexander

### Event Date

10/9/24

### Donation Amount/Value

\$875.95

*City Council requires a dollar value*

## Budget

### Funding Source(s)

### TOTAL:

Enter the funding source(s) using the appropriate Munis funding format: Org (Allocation Code)-Object-Amount (1001211-531401-\$10.00) or Project String-Amount (144104.AbstTitle5413102.6001-4043122-541102-\$30,000.01)

## Approvals

Department: Dennis H. Larsen  
Legal: \_\_\_\_\_  
Board: \_\_\_\_\_  
Mayor: [Signature]  
Other: \_\_\_\_\_

Date: 9-5-24  
Date: \_\_\_\_\_  
Date: \_\_\_\_\_  
Date: SEP 11 2024  
Date: \_\_\_\_\_

## Policy Statement

### Background Information

This is a gathering of public/private collaborators that will feature industry updates, presentations and scenarios related to Simon Mall security operations. Presentations will be made by various local and federal agencies. This will include scenarios highlighting their Operational Intelligence Center (OIC) and its role within our overall collaborative security strategy.

With Scheels moving in, Woodland Hills Mall is getting a new camera system that will be integrated with their OIC system. This expansion is why they're now involved with these summits. We have a great working relationship with Woodland Hills Mall security and managers. Attending this summit will continue to build on that relationship, increase familiarity with their security operations and provide insight for TPD on their security concerns given the importance of the mall to the City of Tulsa's economy.

Hotel and airfare are covered by Simon Properties and will be paid directly.

*Provide background information on the requested action.*

### Summation of the Requested Action

Need approval for travel to Operational Intelligence Center/ Law Enforcement Summit hosted and paid for by Simon Properties.

*Summarize the pertinent details of the requested action*

### Other Pertinent Details

*Provide any additional information that should be considered when considering approval of this contract document*

## Processing Information for City Clerk's Office

### Post Execution Processing

- ☐ Mail vendor copy (addtl signature copies attached)
- ☐ Must be filed with other governmental entity
- ☐ Addtl governmental entity approval(s) required

### Additional Routing and Processing Details

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## INTEROFFICE CORRESPONDENCE TRAVEL REQUEST

DATE SUBMITTED: 08/30/2024

MSS CLAIM NUMBER (ENTER AFTER TRAVEL APPROVED): \_\_\_\_\_

TO: CHIEF LARSEN

FROM:

PRINT EMPLOYEE NAME/PAYROLL ID #: Richard Alexander/ 103926

EMPLOYEE SIGNATURE: *Richard Alexander*

DIVISION: MVD

DESTINATION: Indianapolis, IN

DATES OF TRAVEL: START: 10/09/2024 END: 10/10/2024

EVENT: Operational Intelligence Center/ Law Enforcement Summit

IS IT MANDATORY IN ORDER TO MAINTAIN A CERTIFICATION? NO

IF SO, WHAT CERTIFICATION? \_\_\_\_\_

IS THIS TRAVEL RELATED TO LAW ENFORCEMENT TRAINING FUNCTIONS?

SELECT

TRIP JUSTIFICATION:

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ESTIMATED EXPENSES:

FUNDING SOURCE:

ORGANIZATION: 1002111

OBJECT: 532101

PROJECT: \_\_\_\_\_

IS AN OUTSIDE ENTITY PAYING FOR ANY PORTION OF THIS TRIP? YES

IF YES, NAME OF ORGANIZATION: Simon Properties

IS THIS A GOVERNMENT AGENCY? NO

IF NOT, COMPLETE RFA DONATION FORM HERE

<u>EXPENSES</u>	<u>ESTIMATED COST</u>	<u>PAYMENT SOURCE</u>
PER DIEM (DAYS + RATE):	\$ 138.00	OTHER
EVENT REGISTRATION:	\$ 0.00	SELECT
AIRFARE:	\$ 475.95	OTHER
HOTEL/LODGING:	\$ 400.00	PERSONAL CARD
TRANSPORTATION:	\$ 50.00	PERSONAL CARD
OTHER:		SELECT
OTHER:		SELECT
OTHER:		SELECT
TOTAL TRIP COST:	\$ 1,063.95	
OUTSIDE ENTITY COST:	\$ 875.95	
TOTAL CITY COST:	\$ 188.00	


APPROVAL:

LIEUTENANT: \_\_\_\_\_

CAPTAIN: \_\_\_\_\_

MAJOR: \_\_\_\_\_

DEPUTY CHIEF: 

CHIEF: 

EMPLOYEE MUST FILL OUT ALL FIELDS, PRINT THIS DOCUMENT, OBTAIN ALL DIVISIONAL SIGNATURES, ATTACH TRAVEL FLYER AND PROOF OF ESTIMATED EXPENSES BEFORE SCANNING AND EMAILING THIS DOCUMENT TO [TPDCHIEF@CITYOFTULSA.ORG](mailto:TPDCHIEF@CITYOFTULSA.ORG).



# 2024 OIC/LAW ENFORCEMENT SUMMIT

Join us for our bi-annual conference bringing together law enforcement executives, mall management teams, and security directors from 50 premier properties throughout the Simon Malls, The Mills, and Simon Premium Outlets portfolio.

## Wednesday - Thursday

October 9 - 10

Sheraton Hotel

The Fashion Mall at Keystone

Indianapolis, Indiana

Please RSVP with name, title, and organization by Monday, July 1.  
Registration details provided via email.

Operational  
**intelligence**  
Center

IDENTIFY  
ANALYZE  
ACT

If you need help,  
please call 24/7/365  
**888-363-9539**  
**920-236-8024**  
or try our [Live Chat](#)

**RICHARD ANTHONY ALEXANDER** (1234.CF)

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✓ [Customer Support](#)  
✓ [Indianapolis IN, US Travel Guide](#)

## Flight Information

Beginning May 7, 2025, every air traveler 18 years of age and older will be asked by a TSA agent at the airport to produce a "REAL ID"-compliant driver's license or another acceptable form of ID to fly within the United States. For questions regarding the "REAL ID" Act, please see <https://www.tsa.gov/real-id>

This reservation may be non-refundable/non-transferable.  
Change fees may apply.  
You must cancel this reservation prior to departure to retain any ticket value.



TRAVELER NOTICE - Baggage fee charges vary by airline and are subject to change. Please visit the operating carrier website of your ticketed itinerary for applicable fees  
[www.foxworldtravel.com/baggage-fees/](http://www.foxworldtravel.com/baggage-fees/).

Please visit <https://www.dhs.gov/how-do-i/check-wait-times> for the most up to date wait time information.

**Wednesday, October 9th** **American Airlines**

  
**AA 2340**  
 01 hrs 19 mins  
 237 Miles (est)  
 Boeing 737-800

**TUL**  
 Tulsa OK  
**7:03am**



**DFW**  
 Dallas TX  
**8:22am**

**Economy**  
  
**AA Confirmation**  
 CEKDED

[Check In Now](#)

Are you missing out on frequent traveler benefits?  
Sign up for [American Airlines AAdvantage](#).

Seat	Status	Passenger
24C	Confirmed	ALEXANDER/RICHARD ANTHONY

**Wednesday, October 9th** **American Airlines**

  
**AA 2456**  
 02 hrs 07 mins  
 762 Miles (est)  
 Airbus A321

**DFW**  
 Dallas TX  
**11:05am**



**IND**  
 Indianapolis IN  
**2:12pm**

**Economy**  
  
**AA Confirmation**  
 CEKDED

Are you missing out on frequent traveler benefits?  
Sign up for [American Airlines AAdvantage](#).

Seat	Status	Passenger
33C	Confirmed	ALEXANDER/RICHARD ANTHONY



Thursday, October 10th

American Airlines

IND  
Indianapolis  
IN  
7:54pmDFW  
Dallas TX  
9:24pm

Economy

02 hrs 30 mins  
762 Miles (est)  
Boeing 737-800[Check In Now](#)AA Confirmation  
CEKDED

Are you missing out on frequent traveler benefits?  
Sign up for [American Airlines AAdvantage](#).

Seat	Status	Passenger
29D	Confirmed	ALEXANDER/RICHARD ANTHONY

Thursday, October 10th

American Airlines

DFW  
Dallas TX  
10:49pmTUL  
Tulsa OK  
11:57pm

Economy

01 hrs 08 mins  
237 Miles (est)  
Boeing 737-800AA Confirmation  
CEKDED

Are you missing out on frequent traveler benefits?  
Sign up for [American Airlines AAdvantage](#).

Seat	Status	Passenger
21D	Confirmed	ALEXANDER/RICHARD ANTHONY

### Expense Summary

ALEXANDER/RICHARD ANTHONY	Ticket No. 0017139558956	\$475.95
	Invoice No. 408292448	USD
	American Airlines	
	Visa *****7269	

Total Invoiced - Aug 29, 2024

\$475.95  
USD

### Traveler's Toolbox



Instant Invoice

View your trips in one place



TSA Wait Times

Security check-in wait times

READY, SET, TRAVEL

NEWS AND INFORMATION

[CLICK HERE](#)

### Important Notices

Please review your invoice for accuracy within 24 hours of receipt to ensure that all components are correct. Please contact us immediately for any corrections. Changes or cancellations after 24 hours of receiving this email may result in fare increases or cancellation charges and will be the responsibility of the traveler. Ticket exchanges are subject to different airline rules and penalties; consult with your travel counselor for specifics.

Please review the Fox World Travel [Privacy Policy \(www.foxworldtravel.com/privacy-policy\)](http://www.foxworldtravel.com/privacy-policy)

The Airline cancellation, refund, and expiration policies of American Airlines apply to this itinerary and may be accessed by visiting <https://www.transportation.gov/airconsumer/airline-cancellation-delay-dashboard>

Some countries require insecticide spraying of aircraft prior to a flight while you are on the aircraft. Please visit the [DOT's website](#) for more information.

Federal law forbids the carriage of certain hazardous materials, such as aerosols, fireworks, and flammable liquids and/or powders, aboard the aircraft. If you do not understand these restrictions, contact your airline or go to [www.faa.gov/about/office\\_org/headquarters\\_offices/ash/ash\\_programs/hazmat/](http://www.faa.gov/about/office_org/headquarters_offices/ash/ash_programs/hazmat/)

IMPORTANT INFORMATION FOR DOMESTIC AIR TRAVELERS: The Federal Real ID Act mandates stricter security standards for state-issued driver's licenses and other forms of identification and prohibits Federal agencies from accepting for official purposes identification that does not meet these standards. Beginning on May 7, 2025, every air traveler will need to present Real ID-compliant identification to be permitted to board a domestic flight; therefore, those holding a non-compliant driver's license will need to present an acceptable alternate form of identification, such as a valid U.S. passport. To avoid disruption to their travel plans, air travelers are strongly encouraged to consult with the Department of Homeland Security ([www.dhs.gov/real-id](http://www.dhs.gov/real-id)) to determine whether their state-issued identification is Real ID-compliant and, if not, what alternate forms of identification will be accepted at the airport.

Aircraft disinsection requirements can be viewed at <https://www.transportation.gov/airconsumer/spray>

Visit the [Centers for Disease Control and Prevention website](#) for traveler health resources, information and advice