

# 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: \_\_\_\_\_

### CITY CLERK USE ONLY

Scanned  
 Posted

Date: 10.30.2024  
Item #: 2410.02864

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

## Primary Details

### Board Approval

### Other Board Name

### City Council Approval

Yes  No

Department Fire	Contact Name Matt Phippen	Email MattPhippen@cityoftulsa.org	Phone 918-596-1810
Bid/Project Number	Project Title	Donator INCOG	Type of Donation Cash
Travel Event Title	Traveler's Name	Event Date 11/19-21/2024	Donation Amount/Value \$17,850.00

*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.AbstrTitle5413102.6001-4043122-541102-\$30,000.01)

## Approvals

Department: MP/8  
Legal: \_\_\_\_\_  
Board: \_\_\_\_\_  
Mayor: [Signature]  
Other: \_\_\_\_\_

Date: 10/21/24  
Date: \_\_\_\_\_  
Date: \_\_\_\_\_  
Date: OCT 30 2024  
Date: \_\_\_\_\_

## Policy Statement

### Background Information

Captain Phippen will be hosting a Compressed Natural Gas (CNG) class from November 19 through 21, 2024 at TFD Training Center. INCOG will cover costs associated with this training class.

Provide background information on the requested action.

### Summation of the Requested Action

Requesting approval to accept donation

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 (add'l signature copies attached)
- Must be filed with other governmental entity
- Add'l governmental entity approval(s) required

### Additional Routing and Processing Details

\_\_\_\_\_



October 21, 2024

Chief Michael Baker  
City of Tulsa Fire Department  
1760 Newblock Park Drive  
Tulsa, OK 74127-8427

RE: Funds for CNG Safety Training

Chief Baker,

INCOG is pleased to cover costs associated with an upcoming series of safety trainings on compressed natural gas (CNG) vehicle systems, totaling \$17,850. Since 1997, INCOG has hosted Tulsa Area Clean Cities, a coalition supported by the U.S. Department of Energy to advance affordable, domestic transportation fuels, energy efficient mobility systems, and other fuel-saving technologies and practices across Eastern Oklahoma. In order to ensure that the fuels and technologies that Tulsa Area Clean Cities promotes are deployed safely, the program regularly collaborates with local first responders to provide safety training.

The \$17,850 being provided for this upcoming series of CNG trainings is sourced from a State Energy Program (SEP) Grant awarded to Tulsa Area Clean Cities by the Oklahoma Department of Commerce for the purpose of conducting training on alternative fuel topics. INCOG intends to pay the training company (Safeware, Inc.) directly. A Purchase Order was issued from INCOG to Safeware, Inc. on July 24, 2024.

Please let us know if you require any further explanation or documentation associated with the training funds.

Best regards,

A handwritten signature in black ink, appearing to read "Michelle Merchant".

Michelle Merchant  
Senior Sustainability Planner & Clean Cities Director  
INCOG

