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Memorandum

To: Honorable Mayor, Members of the City Council

From: Greg Edwards, Fire Chief

Re: Appointment of County Officers

Date: July 12th, 2019

BACKGROUND

The City of Coweta Fire Department receives money through a Wagoner County Fire tax and the money is distributed each month to all 14 fire departments within the county. This money is held and spent through the Wagoner County Clerk's office, separate from the City of Coweta's accounting system. The County's internal control system requires that different people make requisitions for, and receive, the items that are purchased using this tax. The county requires that each department designate two (2) individuals to be purchasing agents and two (2) individuals to be receiving agents.

STAFF RECOMMENDATION

Staff recommends that Greg Edwards (Fire Chief) and Julie Casteen (Assistant City Manager) be appointed as purchasing officers. Staff further recommends that Aaron Culwell (Deputy Fire Chief) and Brian Woodward (Captain) be designated as receiving officers in the use of Wagoner County Fire Tax funds.