

AGENDA
JENKS PUBLIC WORKS AUTHORITY
TUESDAY, APRIL 21, 2026, 6:00 PM
JENKS CITY HALL, 211 NORTH ELM

If you require special accommodations pursuant to the Americans with Disabilities Act, please notify the City Clerk's Office at (918) 299-5883 or email agendas@jenksok.org.

CALL TO ORDER

ROLL CALL

BUSINESS

Official action can only be taken on items which appear on the agenda. The Public Works Authority may adopt, approve, ratify, deny, defer, recommend, amend, strike, or continue any agenda item (except for Item 1).

1. Consideration and appropriate action relating to a request for approval of the Consent Agenda. (All matters listed under "Consent" are considered by the Authority to be routine and will be enacted by one motion. Any Trustee may, however, remove an item from the Consent Agenda by request. A motion to adopt the Consent Agenda is non-debatable.)
 - A. Approve minutes of the regular meeting held on April 07, 2026
 - B. Monthly Reports
 - C. Approve contract with GovWell for Development Services Software in an amount not to exceed \$50,000 per year.
 - D. Approve Resolution 2026-02, a supplemental appropriation in the amount of \$50,000 in JPWA Operating Fund (Fund 50) for the fiscal year ending on June 30, 2026.
2. Consideration and appropriate action relating to items removed from the Consent Agenda

OTHER BUSINESS

ADJOURNMENT

MINUTES
JENKS PUBLIC WORKS AUTHORITY
TUESDAY, APRIL 7, 2026, 6:00 PM
JENKS CITY HALL, 211 NORTH ELM

CALL TO ORDER

The Agenda for the Jenks Public Works Authority was posted on the City’s website at 4:43 PM on April 02, 2026. The meeting was called to order at 07:08 PM on the above date with Chair Cory Box presiding at Jenks City Hall.

ROLL CALL

Present

John Brown
Kevin Short
Donna Ogez
Adam Abel
Craig Murray
Chair Cory Box

Absent

Matthew Emmons

BUSINESS

1. Consideration and appropriate action relating to a request for approval of the Consent Agenda. (All matters listed under “Consent” are considered by the Authority to be routine and will be enacted by one motion. Any Trustee may, however, remove an item from the Consent Agenda by request. A motion to adopt the Consent Agenda is non-debatable.)
 - A. Approve minutes of the special meeting held on March 11, 2026.
 - B. Approve minutes of the regular meeting held on March 17, 2026.
 - C. Monthly Reports
 - D. Approve action plan relating to the design of Pedestrian Bridge repairs, construction, and other related work items.
 - E. Award a contract for construction of Phase 2 Widening of Elm Street (121st to 131st Streets) in the total amount of \$6,625,048.80 to Paragon Contractors, LLC (Tulsa, OK); funding in the amount of \$4,149,313,84 to be paid from 2020 G.O. Bond funds (Account No. 27-840-5393) and \$2,475,734.96 to be appropriated from the One-Cent Capital Fund fund balance to be budgeted to Account No. 27-840-5393. Final form of contract subject to approval from the City Attorney.
 - F. Resolution 2026-01, a supplemental appropriation in the amount of \$6,625,048.80 in account number 27-840-5393 (2020 G.O. Bond Fund - Roads and Bridges).

Kevin Short made a motion to approve Item 1. Donna Ogez seconded the motion. A roll call vote of members was taken as follows:
Yes: Donna Ogez, Cory Box, Adam Abel, John Brown, Craig Murray, Kevin Short
No: None
Motion Carried.
2. Consideration and appropriate action relating to items removed from the Consent

Agenda
Withdrawn.

OTHER BUSINESS

1. General Manager's Report
None.
2. Chamber Report
Chamber President Angie Atkins gave the Chamber report.

ADJOURNMENT

Jenks Public Works Authority adjourned at 07:17 PM.

JPWA
Fund 50
Financial Position
As of 03/31/2026

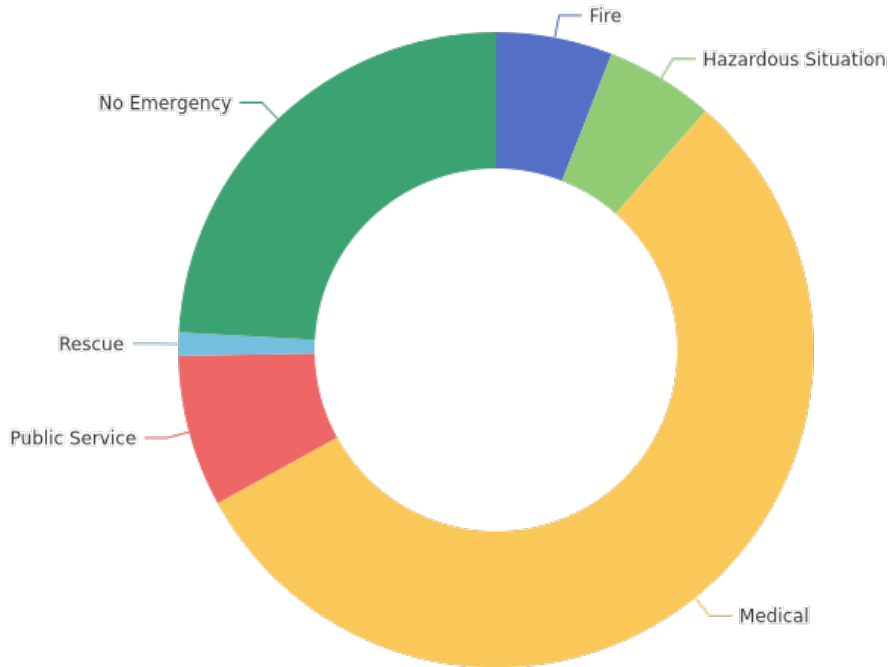
| | Actual FY 25-26 Jul 1 - Mar 31 | Budget Year 2 FY 25-26 | Budget % Earned/Used FY 25-26 | Actual FY 24-25 Jul 1 - Mar 31 |
|------------------------------|--------------------------------------|------------------------------|-------------------------------------|--------------------------------------|
| Gross Revenues: | | | | |
| Water Sales | \$ 7,061,739.46 | \$ 9,784,723.00 | 72% | \$ 7,407,051.95 |
| Water Taps | 47,730.00 | 61,900.00 | 77% | 49,195.00 |
| Sewer | 2,249,514.54 | 3,020,857.00 | 74% | 2,100,315.72 |
| Sewer Taps | 18,200.00 | 20,000.00 | 91% | 17,000.00 |
| Field Charges | 51,290.00 | 51,000.00 | 101% | 40,705.00 |
| Penalties | 172,159.24 | 125,000.00 | 138% | 163,475.45 |
| Bulk Water | 265.28 | 500.00 | 53% | 407.81 |
| Return Check Fee | 3,535.00 | 2,000.00 | 177% | 3,640.00 |
| Solid Waste Revenue | 1,165,667.01 | 1,535,000.00 | 76% | 1,149,054.38 |
| Recycling Fee | 270,280.97 | 357,000.00 | 76% | 267,203.52 |
| Water Sales - Industrial | 3,559,273.64 | 4,400,000.00 | 81% | 3,883,677.03 |
| Stormwater Sewer | 619,578.00 | 846,000.00 | 73% | 585,162.00 |
| EMSA Fees | 342,485.50 | 440,000.00 | 78% | 338,775.50 |
| Online Convenience Fee | - | - | - | - |
| Miscellaneous Fees | - | - | - | - |
| Miscellaneous | 494.19 | - | - | 2,851.42 |
| Auction Sales | 1,369.00 | - | - | - |
| Interest | 65,267.31 | 30,000.00 | 218% | 95,806.88 |
| Interest On Investments | 298,412.33 | 160,000.00 | 187% | 322,637.65 |
| Total Gross Revenues: | \$ 15,927,261.47 | \$ 20,833,980.00 | 76% | \$ 16,426,959.31 |

| | | | | |
|---|-------------------------|--------------------------|------------|--------------------------|
| Operating Expenditures: | | | | |
| City Manager | \$ 260,654.83 | \$ 365,000.00 | 71% | \$ 243,376.26 |
| City Clerk | 139,993.23 | 246,300.00 | 57% | 140,216.10 |
| City Treasurer | 115,545.11 | 161,250.00 | 72% | 46,891.32 |
| City Attorney | 176,846.45 | 248,450.00 | 71% | 161,975.23 |
| Revenue Collections | 429,746.12 | 511,400.00 | 84% | 381,763.69 |
| Personnel | 2,935.41 | 7,400.00 | 40% | 1,838.60 |
| Admin Support/Records | 39,793.82 | 55,500.00 | 72% | 22,491.88 |
| General Government | 316,672.31 | 293,750.00 | 108% | 1,838.60 |
| City Planner | 122,246.98 | 282,800.00 | 43% | 184,908.49 |
| Economic Development | 530,942.03 | 745,200.00 | 71% | 389,819.69 |
| City Facilities | 324,692.06 | 429,900.00 | 76% | 380,291.54 |
| City Engineer | 365,070.46 | 594,200.00 | 61% | 241,157.09 |
| Protective Inspections | 94,089.67 | 138,900.00 | 68% | 92,984.95 |
| Technology & Communications | 125,770.54 | 191,600.00 | 66% | 113,347.12 |
| General Maintenance | 458,481.75 | 499,700.00 | 92% | 244,683.96 |
| Drainage Maintenance | 381,304.43 | 506,450.00 | 75% | 335,641.90 |
| Water Supply | 5,931,340.01 | 8,343,000.00 | 71% | 6,570,615.44 |
| Water Maintenance | 735,679.84 | 945,946.00 | 78% | 666,505.70 |
| Sewer Plant | 1,399,278.88 | 1,893,437.00 | 74% | 1,257,198.63 |
| Sewer Maintenance | 582,436.02 | 895,725.00 | 65% | 598,008.43 |
| Community Activities | 97,075.02 | 125,000.00 | 78% | 85,671.22 |
| Maintenance Facility | 187,074.11 | 225,700.00 | 83% | 152,631.12 |
| Solid Waste | 1,386,675.01 | 1,850,000.00 | 75% | 1,365,737.61 |
| Total Operating Expenditures: | \$ 14,204,344.09 | \$ 19,556,608.00 | 73% | \$ 13,679,594.57 |
| Capital Expenditures: | | | | |
| City Engineer | \$ - | \$ - | - | \$ - |
| Technology & Communications | - | - | - | - |
| General Maintenance | 97,179.78 | 195,000.00 | 50% | 148,129.90 |
| Drainage Maintenance | 100,773.33 | 255,000.00 | 40% | 106,788.79 |
| Water Maintenance | 126,187.94 | 450,000.00 | 28% | 184,670.49 |
| Sewer Plant | 852.32 | 150,000.00 | 1% | - |
| Sewer Maintenance | 28,873.36 | 247,000.00 | 12% | 18,631.48 |
| Maintenance Facility | 35,646.00 | 40,000.00 | 89% | - |
| Total Capital Expenditures: | \$ 353,866.73 | \$ 1,337,000.00 | 26% | \$ 458,220.66 |
| Excess (deficiency) of Revenues over Expenditures: | | | | |
| | \$ 1,369,050.65 | \$ (59,628.00) | | \$ 2,289,144.08 |
| Other Financing Sources (Uses) | | | | |
| Sales Tax Transfer from General Fund | \$ 9,493,008.02 | \$ 11,929,687.00 | 80% | \$ 8,090,740.00 |
| Use Tax Transfer from General Fund | 2,357,079.04 | 3,047,914.00 | 77% | 2,372,244.90 |
| Transfers from Sinking Fund | - | - | - | - |
| Transfers from Other Funds | - | - | - | - |
| Transfers Out | (12,679,749.72) | (16,252,601.00) | 78% | (11,793,858.10) |
| Total Other Financing Sources (Uses): | \$ (829,662.66) | \$ (1,275,000.00) | 65% | \$ (1,330,873.20) |
| Net Change in Fund Balance: | | | | |
| | \$ 539,387.99 | \$ (1,334,628.00) | | \$ 958,270.88 |

Prepared by Rich Gerow 04/15/2026



FDR-IR: Incident Count by Primary Incident Type



| PRIMARY INCIDENT GROUP / PRIMARY INCIDENT TYPE | COUNT | PERCENT OF TOTAL |
|---|-----------|------------------|
| Fire | 30 | 5.93% |
| Fire - Outside Fire - Construction Waste | 1 | 0.20% |
| Fire - Outside Fire - Other Outside Fire | 6 | 1.19% |
| Fire - Outside Fire - Trash / Rubbish Fire | 2 | 0.40% |
| Fire - Outside Fire - Vegetation / Grass Fire | 6 | 1.19% |
| Fire - Outside Fire - Utility Infrastructure Fire | 1 | 0.20% |

FDR-IR: Incident Count by Primary Incident Type

Jenks FD OK
Address: 1115 W 121st St S, Jenks, OK, 74037



| PRIMARY INCIDENT GROUP / PRIMARY INCIDENT TYPE | COUNT | PERCENT OF TOTAL |
|--|------------|------------------|
| Fire - Structure Fire - Structural Involvement | 5 | 0.99% |
| Fire - Structure Fire - Room and Contents Fire | 3 | 0.59% |
| Fire - Structure Fire - Confined Cooking / Appliance Fire | 2 | 0.40% |
| Fire - Structure Fire - Chimney Fire | 1 | 0.20% |
| Fire - Transportation Fire - Vehicle Fire - Passenger | 3 | 0.59% |
| Hazardous Situation | 28 | 5.53% |
| Hazardous Situation - Hazard Non-Chemical - Electrical Power Line Down / Arching / Malfunction | 4 | 0.79% |
| Hazardous Situation - Hazard Non-Chemical - Electrical Hazard / Short Circuit | 1 | 0.20% |
| Hazardous Situation - Hazard Non-Chemical - Motor Vehicle Collision | 5 | 0.99% |
| Hazardous Situation - Hazardous Materials - Fuel Spill / Fuel Odor | 1 | 0.20% |
| Hazardous Situation - Hazardous Materials - Gas Leak / Gas Odor | 4 | 0.79% |
| Hazardous Situation - Hazardous Materials - Carbon Monoxide Release | 1 | 0.20% |
| Hazardous Situation - Investigation - Odor | 8 | 1.58% |
| Hazardous Situation - Investigation - Smoke Investigation | 4 | 0.79% |
| Medical | 281 | 55.53% |
| Medical - Illness | 3 | 0.59% |

FDR-IR: Incident Count by Primary Incident Type

Jenks FD OK
Address: 1115 W 121st St S, Jenks, OK 74037



| PRIMARY INCIDENT GROUP / PRIMARY INCIDENT TYPE | COUNT | PERCENT OF TOTAL |
|---|-------|------------------|
| Medical - Illness - Abdominal Pain / Problems | 8 | 1.58% |
| Medical - Illness - Allergic Reaction / Stings | 4 | 0.79% |
| Medical - Illness - Breathing Problems | 34 | 6.72% |
| Medical - Illness - Cardiac Arrest | 7 | 1.38% |
| Medical - Illness - Chest Pain (Non-Trauma) | 21 | 4.15% |
| Medical - Illness - Convulsions / Seizures | 16 | 3.16% |
| Medical - Illness - Diabetic Problems | 1 | 0.20% |
| Medical - Illness - Headache | 2 | 0.40% |
| Medical - Illness - Heart Problems | 6 | 1.19% |
| Medical - Illness - Overdose / Poisoning | 2 | 0.40% |
| Medical - Illness - Psychological Behavior Issues | 4 | 0.79% |
| Medical - Illness - Sick Case | 5 | 0.99% |
| Medical - Illness - Stroke / CVA | 10 | 1.98% |
| Medical - Illness - Unconscious Victim | 8 | 1.58% |
| Medical - Illness - Altered Mental Status | 27 | 5.34% |
| Medical - Illness - Nausea / Vomiting | 6 | 1.19% |
| Medical - Illness - Unknown Problem | 7 | 1.38% |
| Medical - Illness - No Appropriate Choice | 19 | 3.75% |
| Medical - Injury | 2 | 0.40% |

FDR-IR: Incident Count by Primary Incident Type

Jenks FD OK
Address: 1115 W 121st St S, Jenks, OK, 74037



| PRIMARY INCIDENT GROUP / PRIMARY INCIDENT TYPE | COUNT | PERCENT OF TOTAL |
|---|-----------|------------------|
| Medical - Injury / Trauma - Assault | 2 | 0.40% |
| Medical - Injury / Trauma - Eye Trauma | 1 | 0.20% |
| Medical - Injury / Trauma - Fall | 23 | 4.55% |
| Medical - Injury / Trauma - Heat / Cold Exposure | 2 | 0.40% |
| Medical - Injury / Trauma - Motor Vehicle Collision | 46 | 9.09% |
| Medical - Injury / Trauma - Poisoning | 1 | 0.20% |
| Medical - Injury / Trauma - Gunshot Wound | 3 | 0.59% |
| Medical - Injury / Trauma - Hemorrhage / Laceration | 2 | 0.40% |
| Medical - Injury / Trauma - Stab / Penetrating Trauma | 1 | 0.20% |
| Medical - Injury / Trauma - Other Traumatic Injury | 5 | 0.99% |
| Medical - Other - Medical Alarm | 2 | 0.40% |
| Medical - Other - Community Public Health | 1 | 0.20% |
| Public Service | 39 | 7.71% |
| Public Service - Citizen Assist - Citizen Assist / Service Call | 2 | 0.40% |
| Public Service - Citizen Assist - Lift Assist | 9 | 1.78% |
| Public Service - Alarms (Non Medical) - Fire / Smoke Alarm | 22 | 4.35% |
| Public Service - Alarms (Non Medical) - CO Alarm | 2 | 0.40% |
| Public Service - Alarms (Non Medical) - Other Alarm | 4 | 0.79% |
| Rescue | 6 | 1.19% |

FDR-IR: Incident Count by Primary Incident Type

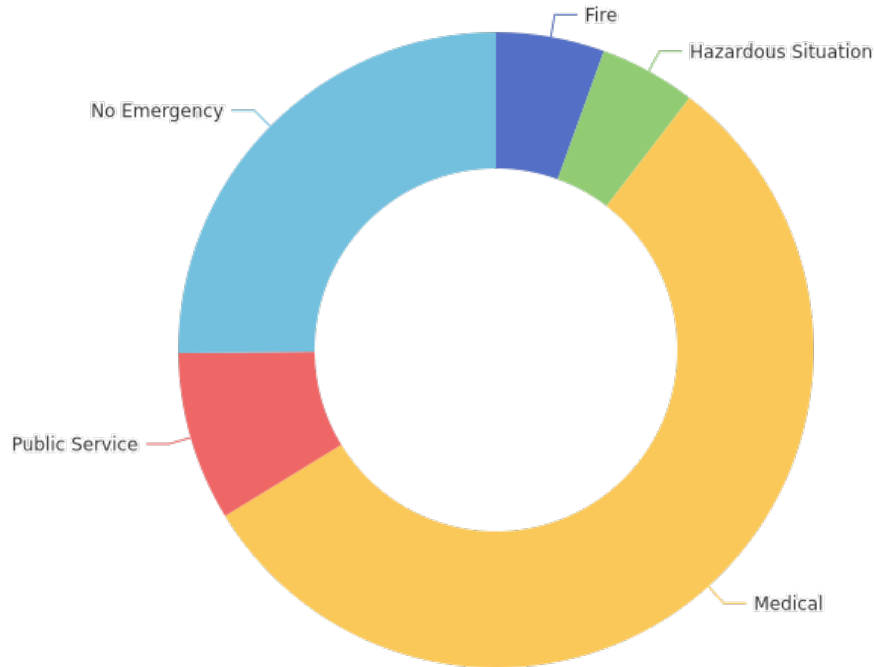
Jenks FD OK
Address: 1115 W 121st St S, Jenks, OK, 74037



| PRIMARY INCIDENT GROUP / PRIMARY INCIDENT TYPE | COUNT | PERCENT OF TOTAL |
|--|------------|------------------|
| Rescue - Outside - Extrication / Entrapped | 1 | 0.20% |
| Rescue - Structure - Elevator / Escalator Rescue | 1 | 0.20% |
| Rescue - Structure - Extrication / Entrapped | 1 | 0.20% |
| Rescue - Transportation (Land) - Aviation Collision / Crash | 1 | 0.20% |
| Rescue - Transportation (Land) - Aviation Standby | 2 | 0.40% |
| No Emergency | 122 | 24.11% |
| No Emergency - False Alarm - Malfunctioning Alarm | 27 | 5.34% |
| No Emergency - False Alarm - Accidental Alarm | 16 | 3.16% |
| No Emergency - False Alarm - Other False Call | 4 | 0.79% |
| No Emergency - Good Intent - No Incident Found Upon Arrival / Location Error | 8 | 1.58% |
| No Emergency - Good Intent - Smoke From Nonhostile Source (Smoke Scare) | 1 | 0.20% |
| No Emergency - Good Intent - Investigate Hazardous Release (Nothing Found) | 5 | 0.99% |
| No Emergency - Cancelled | 61 | 12.06% |
| Total | 506 | 100.00% |



FDR-IR: Incident Count by Primary Incident Type



| PRIMARY INCIDENT GROUP / PRIMARY INCIDENT TYPE | COUNT | PERCENT OF TOTAL |
|--|----------|------------------|
| Fire | 9 | 5.52% |
| Fire - Outside Fire - Construction Waste | 1 | 0.61% |
| Fire - Outside Fire - Other Outside Fire | 2 | 1.23% |
| Fire - Outside Fire - Trash / Rubbish Fire | 1 | 0.61% |
| Fire - Outside Fire - Vegetation / Grass Fire | 1 | 0.61% |
| Fire - Structure Fire - Room and Contents Fire | 1 | 0.61% |

FDR-IR: Incident Count by Primary Incident Type

Jenks FD OK
Address: 1115 W 121st St S, Jenks, OK, 74037



| PRIMARY INCIDENT GROUP / PRIMARY INCIDENT TYPE | COUNT | PERCENT OF TOTAL |
|--|-----------|------------------|
| Fire - Structure Fire - Confined Cooking / Appliance Fire | 1 | 0.61% |
| Fire - Transportation Fire - Vehicle Fire - Passenger | 2 | 1.23% |
| Hazardous Situation | 8 | 4.91% |
| Hazardous Situation - Hazard Non-Chemical - Electrical Power Line Down / Arching / Malfunction | 3 | 1.84% |
| Hazardous Situation - Hazard Non-Chemical - Motor Vehicle Collision | 2 | 1.23% |
| Hazardous Situation - Hazardous Materials - Fuel Spill / Fuel Odor | 1 | 0.61% |
| Hazardous Situation - Investigation - Smoke Investigation | 2 | 1.23% |
| Medical | 91 | 55.83% |
| Medical - Illness | 3 | 1.84% |
| Medical - Illness - Abdominal Pain / Problems | 4 | 2.45% |
| Medical - Illness - Allergic Reaction / Stings | 1 | 0.61% |
| Medical - Illness - Breathing Problems | 6 | 3.68% |
| Medical - Illness - Chest Pain (Non-Trauma) | 3 | 1.84% |
| Medical - Illness - Convulsions / Seizures | 7 | 4.29% |
| Medical - Illness - Heart Problems | 2 | 1.23% |
| Medical - Illness - Overdose / Poisoning | 1 | 0.61% |
| Medical - Illness - Psychological Behavior Issues | 2 | 1.23% |
| Medical - Illness - Stroke / CVA | 3 | 1.84% |

FDR-IR: Incident Count by Primary Incident Type

Jenks FD OK
Address: 1115 W 121st St S, Jenks, OK, 74037



| PRIMARY INCIDENT GROUP / PRIMARY INCIDENT TYPE | COUNT | PERCENT OF TOTAL |
|---|-----------|------------------|
| Medical - Illness - Altered Mental Status | 13 | 7.98% |
| Medical - Illness - Nausea / Vomiting | 2 | 1.23% |
| Medical - Illness - Unknown Problem | 2 | 1.23% |
| Medical - Illness - No Appropriate Choice | 5 | 3.07% |
| Medical - Injury | 2 | 1.23% |
| Medical - Injury / Trauma - Assault | 2 | 1.23% |
| Medical - Injury / Trauma - Eye Trauma | 1 | 0.61% |
| Medical - Injury / Trauma - Fall | 10 | 6.13% |
| Medical - Injury / Trauma - Heat / Cold Exposure | 1 | 0.61% |
| Medical - Injury / Trauma - Motor Vehicle Collision | 17 | 10.43% |
| Medical - Injury / Trauma - Stab / Penetrating Trauma | 1 | 0.61% |
| Medical - Injury / Trauma - Other Traumatic Injury | 2 | 1.23% |
| Medical - Other - Medical Alarm | 1 | 0.61% |
| Public Service | 14 | 8.59% |
| Public Service - Citizen Assist - Citizen Assist / Service Call | 1 | 0.61% |
| Public Service - Citizen Assist - Lift Assist | 3 | 1.84% |
| Public Service - Alarms (Non Medical) - Fire / Smoke Alarm | 9 | 5.52% |
| Public Service - Alarms (Non Medical) - Other Alarm | 1 | 0.61% |
| No Emergency | 41 | 25.15% |

FDR-IR: Incident Count by Primary Incident Type

Jenks FD OK
 Address: 1115 W 121st St S, Jenks, OK, 74037



| PRIMARY INCIDENT GROUP / PRIMARY INCIDENT TYPE | COUNT | PERCENT OF TOTAL |
|--|------------|------------------|
| No Emergency - False Alarm - Malfunctioning Alarm | 6 | 3.68% |
| No Emergency - False Alarm - Accidental Alarm | 7 | 4.29% |
| No Emergency - False Alarm - Other False Call | 2 | 1.23% |
| No Emergency - Good Intent - No Incident Found Upon Arrival / Location Error | 6 | 3.68% |
| No Emergency - Good Intent - Smoke From Nonhostile Source (Smoke Scare) | 1 | 0.61% |
| No Emergency - Good Intent - Investigate Hazardous Release (Nothing Found) | 3 | 1.84% |
| No Emergency - Cancelled | 16 | 9.82% |
| Total | 163 | 100.00% |



CITY OF JENKS

211 NORTH ELM STREET • P.O. BOX 2007
JENKS, OKLAHOMA 74037-2007
PHONE (918) 299-5883 • FAX (918) 299-4489

MEMORANDUM

To: **Mayor and Council**
From: **Tanner Rush, Development Coordinator**
Date: **April 15, 2026**

Subject: **Development Services Software Contract – GovWell Operating System**

Staff requests authorization for the City Manager to enter into a contract with GovWell to implement a unified permitting, licensing, and project tracking system, in an amount not to exceed \$50,000 annually.

This recommendation follows Council direction to identify a platform that provides comprehensive tracking of development and infrastructure projects and permits, plan review workflows, and ongoing communications.

Staff have researched, reviewed, and received demonstrations of dozens of software solutions over the past year and engaged deeply with a handful of promising companies to make this recommendation and secure the best value for the City of Jenks. Directors and Staff in Protective Inspections, Engineering, and Planning performed the reviews and provided valuable input. All departments are in agreement to purchase and implement GovWell.

Basis of GovWell Recommendation:

- **Improves Efficiency and Review Timelines:**
Standardized workflows and integrated plan review reduce delays, duplication, and manual coordination
- **Replaces Fragmented Processes:**
Consolidates current use of SmartGov (building permitting only), spreadsheets, MS Office, email, and CivicPlus forms into a single system of record for multiple departments.
- **Provides Online Access and Transparency:**
Public portal supports applications, payments, and real-time status tracking, reducing counter traffic and staff inquiries.
- **Enhances Data and Accountability:**
GIS integration and centralized records provide accurate, location-based project history and reporting.
- **Enhances Licensing and Revenue Collection:**
Supports contractor and occupational tax licensing and renewals with improved tracking and fee collection.
- **Meets Council Direction:**
Provides centralized tracking of project submittals, reviews, and communication with shared visibility for staff, Council, applicants, and external stakeholders.

GovWell Order Form

This Order Form, dated as of the Effective Date, is entered into by and between GovWell Technologies Inc. (“GovWell”) and the customer identified below (“Customer”), and is subject to the Terms of Service (as defined below), which are incorporated by reference herein.

| | |
|--------------------------------------|--|
| Customer: City of Jenks, OK | Effective Date: |
| Customer Contact: Tanner Rush | Contact Email: trush@jenksok.org |
| Contact Phone: (918) 556.7442 | Billing Contact: |
| Billing Email: | Billing Phone: |

1. SOFTWARE MODULES AND SERVICES.

The table below outlines the GovWell software modules and services included in Customer’s purchase:

| Software Module | Description | Annual Subscription Fee | Deployment Services Fees | Data Migration Services | Data Migration Fees |
|--|--|-------------------------|--------------------------|-------------------------|---------------------|
| Building Permits | Manage building permits, inspections, and plan review. Includes online portal for improving access and transparency to the public. | \$27,000 | \$16,200 | Data Only | \$5,050 |
| Planning & Zoning | Online planning & zoning applications, workflow management, and plan review. Includes Special Event permits. | \$12,000 | \$4,800 | None | N/A |
| Business Licenses | Manage business license applications and renewals. Includes contractor registrations. | \$5,000 | \$2,000 | Data Only | \$1,750 |
| Engineering Permits & Grease Inspections | Manage engineering permits, inspections, and plan review. Includes online portal for improving access and transparency to the public. Also includes recurring inspections related to grease in applicable businesses. | \$5,000 | \$2,000 | None | N/A |
| Resident Requests | Online portal and management of resident requests/issues. | \$5,000 | \$1,000 | None | N/A |
| TOTALS | | \$54,000 | \$26,000 | | \$6,800 |

2. SCOPE OF WORK.

By signing this Order Form, the Customer agrees to the Scope of Work (“SOW”) attached as Exhibit A. The SOW outlines the specific services GovWell will provide, as well as the responsibilities of the Customer with respect to Deployment Services, Data Migration Services, Continuous Deployment Services, and Product Support. The Customer acknowledges that GovWell’s obligations are limited to the hours and scope defined in the table below. Any services requested beyond these limits may incur additional fees, as described in the SOW.

| Item | Quantity / Scope |
|--------------------------------|---|
| Deployment Services | 76 hours |
| Data Migration Services | 27 hours |
| Staff Training | Eleven (11) 60-minute sessions conducted via Zoom |
| Continuous Deployment Services | 20 hours / year |
| Product Support | Included for free. |

3. INITIAL TERM

Three (3) years, beginning on the Effective Date.

4. SUMMARY OF FEES AND TERMS

| Item | Description |
|--|--|
| Deployment & Data Migration Services Fees (one-time) | \$32,800 |
| Annual Subscription Fees | \$54,000 |
| Total Year 1 Cost | \$86,800 |
| Annual Uplift | 5% (not applicable during initial term) |
| Initial Term Invoice Schedule | Annual, invoiced on signing. Invoice schedule: <ul style="list-style-type: none">• \$86,800, invoiced on Effective Date• \$54,000, due on July 1, 2026• \$54,000, due on July 1, 2027 |
| Renewal Procedure | Automatic 1 year renewal term, unless 60 days notice provided prior to renewal date |

5. TERMS OF SERVICE.

The parties expressly acknowledge and agree that this Order Form, any appendices attached, and any amendments

hereto signed by the parties, is subject to and conditioned upon Customer's agreement to the Terms of Service located at <http://www.govwell.com/terms> (as amended from time to time, the "**Terms of Service**"). By signing below, Customer expressly acknowledges and agrees that it has reviewed the Terms of Service and agrees to be bound thereby. In the event of any inconsistency or conflict between the terms of this Order Form and the Terms of Service, the terms of this Order Form shall take precedence and govern solely with respect to the specific services, fees, and terms outlined herein, unless otherwise stated in the Terms of Service. All other provisions of the Terms of Service shall remain in full force and effect. Customer further acknowledges and agrees that by signing below, the person signing this Order Form has the authority to execute this Order Form on behalf of Customer. This Order Form may not be amended or modified, except in a writing signed by both Customer and GovWell.

AGREED AND ACCEPTED on behalf of the parties by their duly authorized representatives as of the Order Form Effective Date.

CUSTOMER: City of Jenks, OK

GOVWELL TECHNOLOGIES INC.:

By (Signature):

By (Signature):

Name (Printed):

Name (Printed):

Title:

Title:

Date signed:

Date signed:

Exhibit A: Scope of Work

Deployment Services, Data Migration Services, & Ongoing Support

This Scope of Work (“SOW”) outlines the services to be provided by GovWell in connection with the implementation of its software platform for the Customer, as well as the ongoing support and maintenance services that follow. It also defines the responsibilities of both the Customer and GovWell to ensure a smooth and effective onboarding experience and continued successful use of the platform. This SOW is incorporated into and governed by the terms of the applicable Order Form.

1. Deployment Services

GovWell and the Customer will collaborate to deploy the GovWell software platform for the Customer’s use. A dedicated GovWell Deployment Strategist will be assigned to the Customer to coordinate the deployment process and manage the activities necessary to ensure successful go-live of the platform (the “Deployment Services”).

1.1 Scope

The following outlines the services and responsibilities included within the scope of this engagement. These items define the core activities that GovWell and the Customer will undertake to successfully deploy the GovWell platform.

- **Regular meetings with GovWell Deployment Strategist.** Mutual consultations between Customer and the GovWell Deployment Strategist will be conducted via Zoom to define and document Customer’s goals, timelines, and workflows; demonstrate deployment progress; and gather and incorporate Customer feedback throughout the deployment process.
- **System configuration.** GovWell will configure the software to reasonably align with the Customer’s expressed needs, including setup of the online portal, relevant modules, workflows, forms, document templates, fee structures, inspection settings, user roles and permissions, and other applicable system components. While every effort will be made to reflect the Customer’s requirements, configurations will be based on a commercially reasonable interpretation of those needs within the capabilities of the platform.
- **Staff training.** GovWell to conduct virtual training sessions for Customer staff via Zoom. Training sessions are limited to the quantity and duration specified in the Order Form. GovWell will also provide a library of digital training materials and guides, including video demonstrations of key functionality.
- **Integration with Geographic Information System (GIS).** GovWell will reach out to the Customer’s designated GIS contact to initiate integration efforts. The Customer is responsible for providing accurate contact information, facilitating introductions, and ensuring their GIS team provides all necessary data in a timely manner. GovWell’s ability to integrate is directly dependent on the completeness and responsiveness of the information shared by the Customer’s GIS team. Timely access and communication are essential to ensure a smooth integration.
- **Configuration of online payment processing through GovWell.** The Customer is responsible for completing all onboarding forms required by GovWell’s integrated payment processor, Finix. GovWell does not support the use of alternative payment processors.

1.2 Timeline

GovWell is committed to bringing the Customer live as quickly as possible and will make commercially reasonable efforts to do so. While the deployment timeline will be discussed and generally targeted during the deployment kickoff meeting, the inherently variable nature of deployment processes means that no specific timeline is guaranteed. GovWell is not responsible for delays resulting from incomplete or inaccurate inputs, delayed responses, or changes in the availability of key Customer personnel, including due to vacations, leave, or other time off.

1.3 Customer Responsibilities

Customer acknowledges that active, timely participation from Customer is necessary to achieve a smooth and effective deployment. Customer responsibilities include, but are not limited to:

- Assign a primary point of contact for each software module to coordinate deployment activities.
- Participate in scheduled virtual meetings with the GovWell Deployment Strategist.
- Submit all requested information and materials in the required formats and within specified timeframes.
- Review and test configurations, provide feedback and approvals to GovWell promptly.
- Complete all onboarding forms required by GovWell's integrated payment processor, Finix (GovWell does not support alternative payment processors).
- Facilitate an introduction to a point of contact responsible for GIS.

1.4 Exclusions & Terms

- Deployment Services do not include custom application development or third-party integrations (other than the ones specified in Section 1.1 (Scope)).
 - Additional Deployment Services beyond the initial scope may be subject to additional fees specified in section 4 of this SOW.
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2. Data Migration Services

GovWell and the Customer will collaborate to migrate the Customer's data into the GovWell software platform for the modules specified in the Order Form. A dedicated GovWell Data Expert will be assigned to coordinate the data migration process and manage the activities necessary to prepare the Customer's data for use within the platform (the "Data Migration Services").

2.1 Scope

The following outlines the services and responsibilities included within the scope of this engagement. These items define the core activities that GovWell and the Customer will undertake to successfully migrate data into GovWell.

- Review and consultation with a GovWell Data Expert to determine project goals, which legacy data is relevant for migration, and appropriate mappings from into GovWell database model.
- Preparation of a written data migration plan for Customer approval.

- One-time import of structured tabular data into GovWell.

2.2 Customer Responsibilities

Customer acknowledges that active, timely participation from Customer is required to achieve a smooth and effective data migration. Customer responsibilities include, but are not limited to:

- **Primary point of contact.** Assign a primary point of contact to coordinate data migration activities in collaboration with GovWell representatives.
- **Data extraction and transfer.** Customer will extract or export source data from legacy systems and transfer to GovWell in structured file formats (e.g., CSV, Excel). GovWell requires two main exports: one export for analysis and planning, and a final export immediately prior to migration. If files are included in the Order Form, Customer will extract and transfer files and attachments to GovWell via SSH File Transfer Protocol or Secure File Transfer Protocol (SFTP). If Customer cannot export source data independently, Customer will be solely responsible for coordinating with their current software vendor to obtain the necessary data.
- **Meeting participation.** Participate in scheduled virtual meetings with a GovWell Data Expert to consult on project goals, answer questions, and facilitate the mapping of source data to the GovWell data model.
- **Migration Plan Approval.** The Customer is responsible for carefully reviewing the written data migration plan and must digitally approve it prior to execution. By approving the plan, the Customer acknowledges that the accuracy, completeness, and alignment of the migration with their expectations are their sole responsibility. GovWell is not liable for any errors, omissions, or outcomes resulting from decisions made or information provided by the Customer. In the event of adverse consequences arising from the approved plan, GovWell will make commercially reasonable efforts to remediate the issue; however, additional costs may apply.
- **Complete migration tasks.** GovWell will make reasonable efforts to place migrated records in the appropriate steps within workflows and minimize the work required by Customer. However, limitations in the source data—such as missing or incompatible information—may prevent certain records from being automatically mapped into the current workflows. In these cases, Customers may be responsible for manually moving records to the correct workflow steps, validating data accuracy, and relocating attachments as needed.

2.3 Exclusions & Terms

In connection with GovWell's standard data migration services, the following are not in scope:

- Verification of source data accuracy, completeness, or quality.
- Data cleaning or validation of source data (e.g., spelling corrections, field splitting, schema mismatch resolution).
- Digitization of physical documents.
- Transforming scanned or handwritten documents into structured data.
- Imports of data that lack sufficient detail to generate a complete and usable entity in GovWell, such as a permit without a permit number or an inspection without a date of completion.

- Training sessions for Customer residents or the public.
- Additional Deployment Services beyond the scope may be subject to additional fees specified in section 4 of this SOW.

2.4 Timelines

GovWell is committed to making the data migration process as smooth and efficient as possible and will make commercially reasonable efforts to support Customer throughout. While timelines will be established and generally targeted during the deployment kickoff meeting, the complexity and variability of data migration means that no specific timeline or outcome can be guaranteed. GovWell is not responsible for delays or limitations resulting from incomplete, inconsistent, or improperly formatted source data, lack of access to required systems, or delays in Customer responses or availability—including due to vacations, leave, or other time off taken by key Customer personnel. This also includes situations where third-party vendors fail to provide data in a timely manner or where the Customer provides critical data, such as large files or datasets, at the last minute (e.g., under 5 days before the scheduled migration). Such circumstances can impact the migration timeline and overall project success, and any resulting delays or additional costs will not be the responsibility of GovWell.

To maintain the integrity and accuracy of the data migration, all configuration changes must be completed prior to the migration process. Because many configuration changes commonly occur after go-live as the platform is fine-tuned to meet the Customer's needs (e.g. modifying the process for a Solar Panel permit or adding required inspections for an Electrical permit), GovWell schedules data migration to take place only after the platform has gone live with the finalized configuration. Performing data migration before finalizing these changes risks data inconsistencies and errors, which can lead to significant additional work and may result in additional fees. This approach helps ensure a clean, reliable migration and a stable platform for ongoing use.

There will be a minimum of five (5) business days between GovWell's receipt of final data and the point at which that data will be accessible and usable within the GovWell system.

Longer timeframes may result from:

- Incomplete or incorrect file formatting.
- Customer-requested changes to migration plan or platform configuration.
- Transfer issues or SFTP protocol delays.

2.5 Limitations

Customer acknowledges that GovWell is not responsible for the quality, completeness, or accuracy of the source data provided for migration. The quality of the source data can directly impact the quality of the data as it appears and functions within the GovWell platform. Data migrations are inherently imperfect, and not all data or structures from legacy systems can be mapped precisely to the new environment. While GovWell will make commercially reasonable efforts to ensure a successful and functional migration, some migrated records may not process as expected. This may include data appearing differently than in the original system, missing or partially mapped fields, or workflows and automations not functioning as intended.

2.6 Post-Migration Support and Customer Responsibilities

Customer is responsible for carefully reviewing the migration plan to ensure it aligns with their expectations and digitally signing prior to execution. Any data not listed in the migration plan will not be migrated by GovWell. Following the completion of the data migration, GovWell is committed to supporting Customer in addressing issues that may arise, including assisting with reasonable data adjustments if certain records did not migrate as intended.

GovWell will make good faith efforts to resolve issues resulting from errors or discrepancies within the scope of the approved plan. Any post-migration adjustments must be scheduled in advance and are subject to GovWell's availability. Significant or time-intensive requests may incur additional charges, as outlined in section 4 of the SOW.

2.7 Service Hours

Data migration service hours are limited to the number of hours specified in the applicable Order Form. These hours cover all activities related to the data migration process, including planning, execution, validation, issue resolution, and consultations. Any services requested beyond the allotted hours may be subject to additional fees, as outlined in section 4 of this SOW.

2.8 Data Security

- If data that Customer intends to migrate contains Sensitive Personally Identifiable Information (SPII), Customer must notify GovWell in advance of sharing the data. SPII includes, but is not limited to, Social Security Numbers, Federal Tax Identification Numbers, Employer Identification Numbers, and other sensitive personal or organizational identifiers,
- All SPII must be transferred via GovWell's secure SFTP channel.
- GovWell is not responsible for data exposure resulting from insecure transmission methods (e.g., email).

3. Continuous Deployment & Product Support Services

GovWell will collaborate with the Customer to provide ongoing support and ensure the GovWell software platform continues to meet Customer's needs following deployment. A new GovWell Deployment Strategist will be assigned after go-live to coordinate support activities and manage the services necessary to ensure the continued successful use and optimization of the platform. In addition to this service, GovWell also offers regular product support channels to address general inquiries, technical issues, and troubleshooting needs.

3.1 Overview

Following the initial deployment, GovWell will provide ongoing support to help the Customer maintain effective use of the platform. This includes two types of services: (1) Continuous Deployment Services: for configuration changes, training, and strategic guidance, and (2) Product Support: for general inquiries, technical support and issue resolution. GovWell may adjust the nature and frequency of these support activities over time based on the Customer's usage of the platform and evolving needs.

3.2 Scope

Requests involving configuration changes, consultations, or training sessions may count against the Customer's allotted Continuous Deployment Services hours as outlined in the Order Form. Technical support inquiries—such as those related to login issues, bug reports, or basic troubleshooting—are not counted against service hours and are addressed through GovWell's regular support channels.

All major service requests submitted through any channel—regardless of whether routed through Deployment Strategists or general support—will be assessed for inclusion in Deployment Services hours. Any services requested beyond the allotted hours may be subject to additional fees, as outlined in Section 4 of this SOW. GovWell will notify Customer in advance of reaching their service hour limit.

The following activities are included in Continuous Deployment Services:

- Configuration changes: Any updates to settings, record types, workflows, fields, templates, etc.
- Consultations: Strategic guidance, best practices, and process mapping.
- Training sessions: Live or recorded training for new staff, refresher sessions, or training on specific modules or features.
- Other service-related tasks: Any request that requires a GovWell team member to perform work beyond a basic fix or answer—for example, correcting misentered data, adjusting a process flow, or preparing a custom report.

The following are not included in Continuous Deployment Services, and are covered by Product Support:

- Bug reports and resolution.
- Login/access issues.
- Basic troubleshooting and how-to questions (e.g., "How do I export a report?").

4. Out-of-Scope Services & Hourly Rates

GovWell is committed to delivering successful Deployment, Data Migration, Continuous Deployment, and Product Support services within the scope and hours outlined in the Order Form. GovWell understands that needs may evolve and additional work may sometimes be necessary to ensure a smooth experience. If the required effort exceeds the included hours or scope, GovWell will communicate with the Customer before proceeding. Any work beyond the agreed scope will only move forward with mutual consent and may be billed at GovWell's standard rates as a last resort.

- Deployment Services: \$150 per hour
- Data Migration Services: \$200 per hour
- Continuous Deployment Services: \$150 per hour

Resolution No. 2026-02

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF JENKS, OKLAHOMA ADOPTING AMENDMENTS TO THE ANNUAL REVENUES AND APPROPRIATIONS FOR THE BUDGET OF THE CITY OF JENKS, OKLAHOMA, FOR FISCAL YEAR ENDING JUNE 30, 2026.

WHEREAS, the City of Jenks has unexpected expenditures which have not been appropriated in the budget for fiscal year 2025-2026; and

WHEREAS, the City of Jenks has unexpended unencumbered cash balances on hand for the fiscal year 2025-2026; and

WHEREAS, the City of Jenks is required to make supplemental appropriations for revenue sources and expenditures not appropriated in the budget;

NOW THEREFORE BE IT RESOLVED by the City of Jenks that the following supplemental appropriations be made:

JPWA – Operating Fund (Fund 50)

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|---|----------|
| Revenue: Fund Balance | \$50,000 |
| Expenditure: 50-512-5254 – Protective Inspections – Subscriptions | \$25,000 |
| Expenditure: 50-241-5254 – City Planner – Subscriptions | \$15,800 |
| Expenditure: 50-511-5254 – City Engineer – Subscriptions | \$4,600 |
| Expenditure: 50-215-5254 – Revenue Collections – Subscriptions | \$4,600 |

PASSED BY THE CITY COUNCIL OF THE CITY OF JENKS, Oklahoma, and signed by the Chairman this 21st day of April 2026.

Mayor

Attest:

Brandon Macy, City Clerk

Approved as to form:

Teresa Nowlin, City Attorney