



62nd City Council

Mayor Mark Spradlin

Ward I –Trey Ayers, John Wood **Ward II** – Mary Coffin, Jeff Taylor

Ward III – Gaylord Z. Thomas, Sharyl Padgett

GUTHRIE PUBLIC WORKS AUTHORITY MEETING

101 North Second Street

Tuesday, June 4, 2013 at 7:00 p.m.

- 1. Call to Order
- 2. Community Announcements and Recognitions
- 3. Consent Agenda

All matters listed will be enacted by one motion unless a request is made for discussion by any Trustee or member of the audience, in which case, the item(s) will be removed from the Consent Agenda and considered separately following this portion of the agenda.

- A. Consider approval of minutes of the Regular Guthrie Public Works Authority Meeting held May 21, 2013..... 2
- B. Consider approval related to the City’s participation in the National League of Cities (NLC) Service Line Warranty Program..... 4
- C. Consider approval of a denial of Tort Claim(s) #33500-BD as recommended by the Oklahoma Municipal Assurance Group 11
- D. Consider approval of City of Guthrie’s Social Media Policy 15
- E. Consider approval of the lease-purchase of three (3) 2013 Ford Interceptor Utility Police Patrol Vehicles, one (1) 2013 Chevrolet 1500 Regular Cab Truck, and one (1) Compact Excavator to be purchased under the Oklahoma Statewide Contract and Houston-Galveston Area Council Contract and approval of Resolution No. 2013-09 to finance the lease-purchase with Branch Banking and Trust Company at an interest rate of 2.19% for five years in the amount of \$136,223.65 with a cash down payment in the amount of \$73,000 for a total purchase package of \$209,223.65 with the non-appropriation clause as required by Oklahoma State Statutes..... 19

- 4. Adjourn

MINUTES

GUTHRIE PUBLIC WORKS AUTHORITY MEETING

May 21, 2013

The regular meeting of the Guthrie Public Works Authority was posted on Friday, May 17, 2013 before 5:00 p.m. and held May 21, 2013 in the Guthrie City Hall Council Chambers.

Girl Scouts – Western Oklahoma, Inc. Community Service Team No. 608 - Girl Scouts Troop No. 516 from Guthrie, Oklahoma presented the flags and led the Pledge of Allegiance.

Invocation was given by Rev. Don Riepe, Guthrie Christian Church.

Chairman Mark Spradlin called the meeting to order at 7:03 p.m.

Members Present:	Mark Spradlin	John Wood	Gaylord Z. Thomas
	Trey Ayers	Mary Coffin	Jeff Taylor
	Sharyl Padgett		

Members Absent: None

Staff Present:	Sereniah Breland	Randel Shadid	Wanda Calvert
	Aaron Ryburn	Maxine Pruitt	Rene Spineto
	Eric Harlow	Jim Ahlgren	Damon Devereaux
	Lauri White		

Chairman Spradlin declared a quorum with all (7) Trustees in attendance.

Consent Agenda. Motion by Trustee Wood, seconded by Trustee Ayers, moved approval of the Consent Agenda as follows:

- A. Consider approval of the minutes of the Regular Guthrie Public Works Authority Meeting held on May 7, 2013 (outgoing).
- B. Consider approval of the minutes of the Regular Guthrie Public Works Authority Meeting held on May 7, 2013 (incoming).

Trustees entered their votes and the votes were displayed with the following results:

Aye: Spradlin, Ayers, Wood, Coffin, Thomas, Taylor, Padgett
Nay: None

Chairman Spradlin declared the motion carried unanimously.

Adjourn. There being no further business for the Guthrie Public Works Authority Trustees, Chairman Spradlin declared the meeting adjourned at 7:04 p.m.

Wanda Calvert, City Clerk

Mark Spradlin, Chairman



Agenda Item Cover Letter

Meeting	Date of Meeting	Contact
<input checked="" type="checkbox"/> City Council	June 4, 2013	Sereniah Breland
<input checked="" type="checkbox"/> GPWA		City Manager
<input type="checkbox"/> Other: _____		

Agenda Item

Discussion and possible action related to the City's participation in the National League of Cities (NLC) Service Line Warranty Program

Summary

The NLC Service Line Warranty Program, administered by Utility Service Partners ("USP"), provides residential customers with affordable warranty protection for both water and sewer lines. This program is offered at no cost to the City and is an initiative of the National League of Cities. Nearly 200 nationwide are participating in this program. Several of these cities include Lawton, OK, Moore, OK, Stillwater, OK, Atlanta, GA, Phoenix, AZ, Las Vegas, NV, San Diego, CA, Plano, TX, Milwaukee, WI, and Kansas City, MO.

Residents who have not set aside money to pay for an unexpected, expensive utility line repair have an opportunity to obtain a low cost warranty that will provide repairs for a low monthly fee, with no deductibles and no service fees. The work is performed by licensed, city-based plumbers who will call the customer within one hour of filing a claim. The repair is performed professionally and quickly, often within 24 hours. USP provides a personally staffed 24/7 repair hotline for residents, 365 days a year. Consumer warranty contracts are month-to-month and there is no cancellation fee for the resident should they decide they no longer wish to participate.

USP will provide coverage for the portion of the service line for which the homeowner is responsible for (unless the city would like to set it up differently). USP will cover the portion of the lateral water and sewer line that would be most helpful to the city and homeowner. Both products provide repair or replacement of broken or leaking lines including clean-outs. Specific repair coverage is as follows:

The Water Line Warranty provides for the repair or replacement of a single, buried, outside water line that runs from the point of the utility connection or responsibility to the foundation of the home. This warranty provides coverage of up to \$4,000 for each water line repair plus an additional \$500 for public sidewalk cutting if needed.

The Sewer Line Warranty provides for the repair or replacement of a single buried, outside sewer line that runs from the foundation of the home to the main line. This warranty provides coverage of up to \$4,000 for each sewer line repair and an additional \$4,000 per repair should the city make the homeowner responsible for the portion of the line that rests in the public right of way.

MONEY SPENT BY NLC SERVICE LINE PROGRAM FOR PARTICIPATING HOMEOWNERS NATIONWIDE:

Atlanta, GA- over \$800,000 in 2 ½ years
 Abilene, TX- over \$200,000 in 18 months
 Phoenix, AZ- over \$200,000 in 9 months
 Plano, TX- over \$200,000 in 9 months
 Lawton, OK- over \$175,000 in 24 months
 Prairie Village, KS: \$171,000 in 24 months (sewer lines only)
 Roeland Park, KS: \$27,000 in 24 months (sewer lines only)

The NLC Service Line Warranty Program has enjoyed very favorable results in participating cities with an average customer enrollment rate of 15% to 20% in year one. Typical residential participation rates range from 25% to 35% after several campaigns. In addition to being an NLC Partnership Program, USP is also endorsed by multiple state municipal leagues as well as the North Central Texas Council of Governments (NCTCOG). There is no cost to the City of Guthrie to participate.

Funding Expected Revenue Expenditure N/A

Budgeted Yes No N/A

Account Number _____ **Amount** _____

Legal Review N/A Required Completed Date: _____

Supporting documents attached

N/A

Recommendation

Approve participating in the National League of Cities (NLC) Service Line Warranty Program

Action Needed Public Hearing Motion Emergency Clause

Memo

Date: June 4, 2013
To: City of Guthrie City Council
From: *Sereniah Breland, City Manager*
Subject: NLC Service Line Warranty

The NLC Service Line Warranty Program, administered by Utility Service Partners ("USP"), provides residential customers with affordable warranty protection for both water and sewer lines. This program is offered at no cost to the City and is an initiative of the National League of Cities. Nearly 200 nationwide are participating in this program. Several of these cities include Lawton, OK, Moore, OK, Stillwater, OK, Atlanta, GA, Phoenix, AZ, Las Vegas, NV, San Diego, CA, Plano, TX, Milwaukee, WI, and Kansas City, MO.

Residents who have not set aside money to pay for an unexpected, expensive utility line repair have an opportunity to obtain a low cost warranty that will provide repairs for a low monthly fee, with no deductibles and no service fees. The work is performed by licensed, city-based plumbers who will call the customer within one hour of filing a claim. The repair is performed professionally and quickly, often within 24 hours. USP provides a personally staffed 24/7 repair hotline for residents, 365 days a year. Consumer warranty contracts are month-to-month and there is no cancellation fee for the resident should they decide they no longer wish to participate.

USP will provide coverage for the portion of the service line for which the homeowner is responsible for (unless the city would like to set it up differently). USP will cover the portion of the lateral water and sewer line that would be most helpful to the city and homeowner. Both products provide repair or replacement of broken or leaking lines including clean-outs. Specific repair coverage is as follows:

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CITY TESTIMONIALS:

"The program payouts out been huge for our homeowners (over \$150,000 in water and sewer line repairs in 18 months). It really illustrates the fact that the program is responsive. Please feel free to send potential participating cities to me for an outstanding reference!" Bryan Long City Manager (Interim) **City of Lawton, OK**

"The Service Line Protection Program helps Phoenix residents and the city government. Revenue from the program goes to core city services like police, fire, parks, libraries and senior centers, and the warranties give residents an option for repairs to their sewer and water lines." John Brodsky Public Information Officer **City of Phoenix, AZ**

"Passing the 10,000 participant mark is certainly a major milestone for us, but it was not entirely unexpected as we were confident that our residents would embrace the benefits of this program. Strength in participation brings benefits to our entire community. Our residents are able to avoid the high costs of unexpected repairs, our economy benefits since local contractors perform the repair work, and our city benefits from the new source of revenue." Joe Davis Alderman **City of Milwaukee, WI**

"The NLC Service Line Warrant Program is affordable for families on a tight budget. If you have ever had to pay a plumber for a service line problem, you know that a program like this basically pays for itself. This kind of coverage is important to have in these tough financial times." Robert Wooten Public Works **City of Avondale, AZ**

"After three years of program participation, we continue to receive compliments from our constituents on our sharing this opportunity with them. Many have signed up and for those who have had to

use the service, we have not received any complaints. The City places all program revenue in our "Care and Conserve Fund." This fund is used to educate our citizens about water conservation, assist Senior and Low-income residents with their water bills and help them with minor repairs. I am sure your City will be happy with your partnership with the NLC Service Line Protection Program." Felicia Moore Councilmember, **City of Atlanta, GA**

"This program is a win-win for the city. Implementation is easy because USP takes care of everything – from the marketing to the billing and customer service. It's great to be able to bring such a valuable program to our residents; they appreciate the peace of mind this coverage provides." Emmett Pugh Mayor, **City of Beckley, WV**

"This program has been available to Clarksburg's residents for nearly two years, and it's a real winner. Resident satisfaction is high and it's a lot easier to tell citizens about this great new service rather than explain why they are on the hook for costly repairs." James C. Hunt Former Councilmember, **City of Clarksburg, WV**

"We are absolutely delighted to make this warranty program available to our citizens. After careful review of this NLC program, and very prompt and satisfactory negotiations with Utility Service partners, we believe that our residents will appreciate the opportunity and peace of mind of participating in this important coverage." Jim Woodward Former Mayor, **City of Englewood, CO**

CUSTOMER TESTIMONIALS:

Don't take our word for it ☐ residents are speaking out about the many program benefits and are quickly spreading the word. The NLC Service Line Warranty Program is providing a valuable service to communities across the U.S., and your city can also be among the many to make a difference. Here's what residents and cities are saying about the program:

"Very professional. The service was faster with your company.

You have raised the bar of what to expect. Thanks!"

-- *John S., Lawton, OK*

"Thank you for the quick response to my telephone call and the professional work performed by the plumbing company."

-- *Robert H., Carrollton, TX*

"The overall service and promptness of the service is highly recommended. I am very satisfied. I'm very happy that such a service existed here in F.I. and I will continue to take advantage of all the programs available."

-- *John E., Rock Falls, IL*

"Great job all around. I'm very happy with the way this was handled. Thank you."

-- *Candi B., Northglenn, CO*

"Thank you so much for this service. It has eased our minds of worry over any sewer issues."

-- *Frank G., El Dorado, KS*

"I have lived in my house for over 20 years without any sewer issues. This service was offered to residents in May and little did I know I would benefit from the service plan."

-- *Marie P., Hanover Park, IL*

"My service was done by Amigo Plumbing who were excellent. They kept me informed through every step of what was happening."

-- *Barbara T., Avondale, AZ*

"We would recommend this program to anyone with old service lines."

-- *Tony H., Englewood, CO*

"I appreciate the opportunity to have the sewer line warranty and was thrilled to have it when my sewer was backing up and your company took care of it."

-- *Marcy K., Hutchinson, KS*

"Very happy I got the help I needed on a timely basis."

-- *Kevin M., Columbia Heights,*



Agenda Item Cover Letter

Meeting

City Council

GPWA

Other: _____

Date of Meeting

June 4, 2013

Contact

Jim Ahlgren, Administrative Services Director

Agenda Item

Consider denial of Tort Claim #33500-BD as recommended by the Oklahoma Municipal Assurance Group.

Summary

On March 25, 2013, a tort claim was submitted alleging that the City Street Sweeper hit a residents' vehicle located at 120 1/2 West Oklahoma on March 24, 2013. The claim was investigated and denied by our insurance carrier OMAG.

Funding Expected	<input type="checkbox"/> Revenue	<input type="checkbox"/> Expenditure	<input checked="" type="checkbox"/> N/A
Budgeted	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A
Account Number	<u>[00-00-00-0000]</u>	Amount	_____
Legal Review	<input checked="" type="checkbox"/> N/A	<input type="checkbox"/> Required	Completed Date: _____

Supporting documents attached

- Notice of tort claim from Robert N. Venus III
- Letter of Recommendation to City of Guthrie for this claim to be denied. (Robert N. Venus III, Tort Claim # 33500-BD)

Recommendation

Deny Tort Claim #33500-BD to begin the 180-day statute of limitations, as recommended by the Oklahoma Municipal Assurance Group.

Action Needed Public Hearing Motion Emergency Clause

NOTICE OF TORT CLAIM

OKLAHOMA MUNICIPAL ASSURANCE GROUP - MUNICIPAL LIABILITY PROTECTION PLAN

A. CLAIMANT REPORT

To the City of Guthrie
(Public entity you are filing this claim against.)

PLEASE PRINT OR TYPE AND SIGN

IMPORTANT NOTICE: The filing of this form with the City Clerk's office is only the initial step in the claim process and does not indicate in any manner the acceptance of responsibility by the City or its related entities. Written notice is required by law and shall be filed with the City Clerk within one (1) year from the date of occurrence. It will then be sent to OMAG Claims Dept. for investigation. You may expect them to contact you. Failure to file within such time frame may result in the claim being barred in its entirety. Other limitations to your claim may apply (See Oklahoma Statutes Title 51, Section 151-172).

CLAIMANT(S) ROBERT A VENUS III CLAIMANT(S) SOCIAL SECURITY NO _____
ADDRESS 125 1/2 W OKLAHOMA CLAIMANT(S) DATE OF BIRTH _____
OKLAHOMA OK 73044 PHONE: HOME (____) _____ BUS. (____) _____

- DATE AND TIME OF INCIDENT 3-24-13 11 X) a.m. () p.m. Continue on another sheet if needed for any information requested)
- LOCATION OF INCIDENT ON STREET IN FRONT OF RESIDENCE
- DESCRIBE INCIDENT MY TRUCK WAS HIT BY STREET SWEEPER TRUCK

4. LIST ALL PERSONS AND/OR PROPERTY FOR WHICH YOU ARE CLAIMING DAMAGES:

BODILY INJURY: WAS CLAIMANT INJURED? YES ___ NO X If yes, complete this section

Describe injury _____

WERE YOU ON THE JOB AT THE TIME OF INJURY? YES ___ NO X If so, please give name, address and phone number of company _____

NAME OF DOCTOR OR HOSPITAL _____

ALL MEDICAL BILLS (attach Copies) \$ _____

LIST OTHER DAMAGES CLAIMED \$ _____

TOTAL BODILY INJURY..... \$ _____

PROPERTY DAMAGE: Proof that you are the owner of the vehicle or property allegedly damaged as specified in your claim will be required.

VEHICLE NAME FORD BODY TYPE F-150 YEAR 98

NOTE: If damage is to a vehicle, a photocopy of your motor vehicle title is required.

IF NOT A VEHICLE, DESCRIBE PROPERTY AND LOSS _____

PROPERTY DAMAGE (Attach repair bills or two estimates) \$ 2,680.90

LIST OTHER DAMAGES CLAIMED \$ _____

TOTAL PROPERTY..... \$ 2,680.90

5. NAME OF YOUR INSURANCE CO.	POLICY NO.	AMOUNT CLAIMED	AMOUNT RECEIVED
_____	<u>4</u>	<u>- 0 -</u>	<u>- 0 -</u>

6. The names of any witnesses known to you.

Name	Address	Phone Number
Name	Address	Phone Number

STATE THE EXACT AMOUNT OF COMPENSATION YOU WOULD ACCEPT AS FULL SETTLEMENT ON THIS CLAIM.
TOTAL CLAIM \$ 2,680.90

SIGNATURE(S) [Signature] DATE 10-28-13

B. THIS SECTION IS FOR USE BY THE PUBLIC ENTITY WHICH RECEIVES THE CLAIM

To inquire about this claim you may write to OMAG Claims Dept. or call 1-800-234-9461, or in Edmond call 657-1400

This Notice of Tort Claim was received by Lauri White
(Title) Exec. Assist. City Man., on March 27,, 20 13
For further information on this claim contact Jim Allgren
(Title) HR Director, by telephone at (405) 282-0098

The following reports, statements or other documentation, which support our understanding of the facts relating to this claim, are attached:

Persons who have knowledge of the circumstances surrounding this claim are:

<u>Name</u>	<u>Title/Position</u>	<u>Telephone</u>
1. <u>Tenny Mcker</u>	<u>Street Super Ino</u>	<u>_____</u>
2. <u>Frank Dominguez</u>	<u>Street Sweeper Oper</u>	<u>_____</u>
3. _____	_____	_____
4. _____	_____	_____

Submitted by: [Signature] Date 3/27/13, 20 _____
Title: Administrative Services Director

AFTER THE PUBLIC ENTITY HAS RECEIVED THIS CLAIM, PLEASE PROVIDE INFORMATION REQUESTED ABOVE AND IMMEDIATELY SEND TO:

**OMAG Claims Dept.
3650 S. Boulevard
Edmond, OK 73013-5581
Fax (405) 657-1401**



Oklahoma Municipal Assurance Group

3650 S. Boulevard • Edmond, OK 73013-5581 • 405/657-1400 • 800/234-9461 • fax: 405/657-1401 • www.omag.org

May 22, 2013

Mr. Jim Ahlgren
City of Guthrie
P.O. Box 908
Guthrie, OK 73044

Re: Member : City of Guthrie
Claimant : Robert Venus III
Date of Loss : 5-22-13
Claim No. : 33500-BD

Dear Mr. Ahlgren:

We have completed our investigation regarding the above referenced claim. It is our recommendation to the City of Guthrie that this claim be denied. We find no liability on the City's part, regarding this incident.

Under the Governmental Tort Claims Act, 51 Okla. Sec 157(A), this claim will be deemed denied ninety (90) days after it was received by City of Guthrie or on 3-24-13. 51 Okla. Stat. Sec 157 (B) requires any lawsuit under the Act to be commenced within one hundred eighty (180) days after denial of the claim.

Thus to begin the 180-day statute of limitations prior to 12-4-12 we suggest you docket this claim for denial at the next meeting of your municipal governing body. **For the 180-day period to start running, the claimant must be notified in writing at the address on the claim within five (5) days of the denial.** To document compliance with the Act, we recommend that you send notice of denial of the claim by certified mail.

Please advise us as soon as possible of any official action taken by the municipal governing body on denial of this claim.

Sincerely,

Brad Doublehead
Claims Examiner

Enclosure



Agenda Item Cover Letter

Meeting

City Council

GPWA

Other: _____

Date of Meeting

June 4, 2013

Contact

Jim Ahlgren

Human Resources Director

Agenda Item

Consider approval of City of Guthrie's Social Media Policy.

Summary

The City of Guthrie participates in many media types of communication. More and more often businesses citizens and employees use social media for keeping current on personal and business communications. Currently the City of Guthrie does not have a policy on Social Media. It is prudent to have a policy that reflects the desires of the City of Guthrie and direction for employees.

Funding Expected Revenue Expenditure N/A

Budgeted Yes No N/A

Account Number _____ **Amount** _____

Legal Review N/A Required **Completed Date:** _____

Supporting documents attached

Proposed Social Media Policy

Recommendation

Approve the Social Media Policy.

Action Needed Public Hearing Motion Emergency Clause



SOCIAL MEDIA POLICY

PURPOSE

The City of Guthrie understands that social media can be a fun and rewarding way to share your life and opinions with family, friends and co-workers around the world. However, use of social media also presents certain risks and carries with it certain responsibilities. To assist employees to make responsible decisions about use of social media, we have established these guidelines for appropriate use of social media.

This policy applies to all operations of the City of Guthrie.

GUIDELINES

In the rapidly expanding world of electronic communication, social media can mean many things. Social media includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or a chat room, whether or not associated or affiliated with the City of Guthrie as well as any other form of electronic communication.

The same principles and guidelines found in the City of Guthrie policies and Ethics handbook apply to your activities online. Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any of your conduct that adversely affects your job performance, the performance of fellow employees or otherwise adversely affects our citizens, customers, suppliers, people who work on behalf of the City of Guthrie or legitimate business interests may result in disciplinary action up to and including termination.

Know and follow the rules

Carefully read these guidelines, our City of Guthrie Sexual Harassment Policy, Statement of Ethics Policy, the Email & Internet Policy and ensure your postings are consistent with these policies. Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including termination.

Be respectful

Always be fair and courteous to fellow employees, citizens, customers, suppliers or people who work on behalf of the City of Guthrie. Also, keep in mind that you are more likely to resolve work-related complaints by speaking directly with your co-workers or by utilizing our Open Door Policy than by posting complaints to a social media outlet. Nevertheless, if you decide to post complaints or criticism, avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, and threatening or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law or City policy.

Be honest and accurate

Make sure you are always honest and accurate when posting information or news, and if you make a mistake, correct it quickly. Be open about any previous posts you have altered. Remember that the Internet archives almost everything; therefore, even deleted postings can be searched. Never post any information or rumors that you know to be false about the City of Guthrie fellow employees, citizens, customers, suppliers or people working on behalf of The City of Guthrie.

Post only appropriate and respectful content

- Maintain the confidentiality of the City of Guthrie private or confidential information. Confidential information may include information regarding business development within the City or policy and procedures not widely known.
- Do not create a link from your blog, website or other social network site to a City of Guthrie website without identifying yourself as an employee.
- Express only your personal opinions. Never represent yourself as a spokesperson for the City of Guthrie. If the City is a subject of the content you are creating, be clear and open about the fact that you are an employee and make it clear that your views do not represent those of the City, fellow employees, citizens, customers, suppliers or people working on behalf of the City. If you do publish a blog or post online related to the work you do or subjects associated with the City of Guthrie make it clear that you are not speaking on behalf of the City. It is best to include a disclaimer such as "The

postings on this site are my own and do not necessarily reflect the views of the City of Guthrie.

Using social media at work

Employees should attempt to limit their use of social media during working hours or on equipment provided by the City of Guthrie unless such use is work-related or authorized by a supervisor or the City Manager. Employees should avoid using City of Guthrie provided email addresses to register on social networks, blogs or other websites for personal use.

Retaliation is prohibited

The City of Guthrie prohibits taking negative action against any employee for reporting a possible deviation from this policy or for cooperating in an investigation. Any employee who retaliates against another employee for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

Media contacts

Employees should not speak to the media on The City of Guthrie's behalf without previous approval of the City Manager.

For more information

If you have questions or need further guidance please contact your supervisor or Human Resources.

Issued June ____ 2013



Agenda Item Cover Letter

Meeting	Date of Meeting	Contact
<input checked="" type="checkbox"/> City Council	June 4, 2013	Wanda Calvert,
<input checked="" type="checkbox"/> GPWA		City Clerk/Treasurer
Other: _____		

Agenda Item

Consider approval of the lease-purchase of three (3) 2013 Ford Interceptor Utility Police Patrol Vehicles, one (1) 2013 Chevrolet 1500 Regular Cab Truck, and one (1) Compact Excavator to be purchased under the Oklahoma Statewide Contract and Houston-Galveston Area Council Contract and approval of Resolution No. 2013-09 to finance the lease-purchase with Branch Banking and Trust Company at an interest rate of 2.19% for five years in the amount of \$136,223.65 with a cash down payment in the amount of \$73,000 for a total purchase package of \$209,223.65 with the non-appropriation clause as required by Oklahoma State Statutes.

Summary

Financial quotes were received from Branch Banking and Trust Company, Government Capital Corporation, F & M Bank, Welch State Bank, BancFirst, Oklahoma State Bank, and InterBank Branch Banking and Trust Company offered the lowest interest rate of 2.19% for five years with a annual payment amount of \$28,650.93.

The three (3) 2013 Ford Police Interceptor Utility vehicles are priced at \$27,051 each per Oklahoma State Contract No. SW00035, totaling \$81,153.00. Full turnkey equipment packages for the vehicles totals at \$59,595.86 for a combined total of \$140,748.86.

The 2013 Chevrolet 1500 Truck is needed at the Water Treatment Plant as a replacement of a 1-ton truck that will be moved to the Parks Department. The Water Treatment Plant does not require a heavy duty truck for the work they perform. The Water Treatment Plant has one other truck that is driven by the Water Superintendent. It is a 1997 Chevrolet S10 and has an excess of 100,000 miles. The importance of the new truck is to run water samples to Stillwater and the pulling of water samples in all areas of the City of Guthrie. The replacement will save on fuel and will give Parks a much needed heavier duty truck for performing the hauling of dirt, trees, and moving of other heavy items. The Houston-Galveston Area Council Contract has a better price than the Oklahoma State Contract and the Guthrie City Council/Trustees approved using the Houston-Galveston Area Council in order to take advantage of group purchasing prices. The cost of the pickup is \$17,673.92. With the light bar, lift gate, headache rack and tool box installed, the price totals \$21,119.28.

A compact excavator is needed at the cemetery for the excavation of graves. The old backhoe is large and hard to maneuver between graves and monuments and will be moved to the parks division of Parks and Public Grounds where it will be better utilized. The base cost of the compact excavator is \$36,364.88. The necessary attachments bring the total cost to \$47,355.51.

Funding Expected _____ Revenue Expenditure _____ N/A

Budgeted	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A
Account Number	54-56-07-6507 Vehicle/Equipment	Amount	\$73,000 (down payment budgeted in FY13) \$28,650.93 in FY14
Legal Review	<input type="checkbox"/> N/A	<input checked="" type="checkbox"/> Required	Completed Date: _____

Supporting documents attached

List of FY13 Vehicles and Equipment
 Resolution No. 2013-09
 Financial Quotes
 Vehicle/Equipment Quotes

Recommendation

Approve Lease/Purchase Vehicles and Equipment and Financing.

Action Needed Public Hearing Motion Emergency Clause

List of FY13 Vehicles and Equipment					
Police					
3	2013	Ford Interceptor utility	Patrol Vehicle	\$ 81,153.00	State Contract
			equipment package (2)	\$ 36,871.98	
			K-9 Equip. pkg. (1)	\$ 22,723.88	
			Total	\$ 140,748.86	
Surplus 3 patrol vehicles					
GPWA					
Water Treatment Plant					
1	2013	Ford F150	1/2 Ton P-Up, 2-W Dr.	\$17,673.92	
			w/ Lift Gate	\$1,850.36	HGAC Contract
			Headache Rack	\$375.00	
			Light Bar	\$650.00	
			Tool Box	\$570.00	
			Total	\$21,119.28	
Move the Water Division's Chevrolet One Ton Truck to be moved to Parks					
Anticipate Surplus the 1997 Chevrolet S10					
Parks					
1	2013	Compact Excavator	E45 Bobcat	\$ 36,364.88	Ok State Contract #SW190
			attachments	\$ 10,990.63	
			Total	\$ 47,355.51	
NH 555E 2000 Backhoe to move from Cemetery to Parks					
			Total	\$ 209,223.65	

RESOLUTION NO. 2013-09

Resolution Approving Financing Terms

WHEREAS: The City of Guthrie, Oklahoma ("City") has previously determined to undertake a project for the financing of equipment and rolling stock, and the Finance Officer has now presented a proposal for the financing of such Project.

BE IT THEREFORE RESOLVED, as follows:

1. The City hereby determines to finance the Project through Branch Banking and Trust Company ("BB&T"), in accordance with the proposal dated May 31, 2013. The amount financed shall not exceed \$136,233.65 the annual interest rate (in the absence of default or change in tax status) shall not exceed 2.19%, and the financing term shall not exceed 5 years from closing.
2. All financing contracts and all related documents for the closing of the financing (the "Financing Documents") shall be consistent with the foregoing terms. All officers and employees of the City are hereby authorized and directed to execute and deliver any Financing Documents, and to take all such further action as they may consider necessary or desirable, to carry out the financing of the Project as contemplated by the proposal and this resolution.
3. The Finance Officer is hereby authorized and directed to hold executed copies of the Financing Documents until the conditions for the delivery of the Financing Documents have been completed to such officer's satisfaction. The Finance Officer is authorized to approve changes to any Financing Documents previously signed by City officers or employees, provided that such changes shall not substantially alter the intent of such documents or certificates from the intent expressed in the forms executed by such officers. The Financing Documents shall be in such final forms as the Finance Officer shall approve, with the Finance Officer's release of any Financing Document for delivery constituting conclusive evidence of such officer's final approval of the Document's final form.
4. The City shall not take or omit to take any action the taking or omission of which shall cause its interest payments on this financing to be includable in the gross income for federal income tax purposes of the registered owners of the interest payment obligations. The City hereby designates its obligations to make principal and interest payments under the Financing Documents as "qualified tax-exempt obligations" for the purpose of Internal Revenue Code Section 265(b)(3).
5. The City intends that the adoption of this resolution will be a declaration of the City's official intent to pay for the project that is to be financed from the proceeds of the BB&T financing described above. The City intends that funds that have been advanced, or that may be advanced, from the City's general fund, or any other City fund related to the project, for project costs.
6. All prior actions of City officers in furtherance of the purposes of this resolution are hereby ratified, approved and confirmed. All other resolutions (or parts thereof) in conflict with this resolution are hereby repealed, to the extent of the conflict. This resolution shall take effect immediately.

Approved this _____ day of _____, 2013.

By: _____
(Clerk)

By: _____
(Mayor or Municipal Administrator)

SEAL

May 31, 2013

Kim Biggs
Deputy City Clerk
City of Guthrie
P.O. Box 908
Guthrie, Oklahoma 73044

Dear Ms. Biggs,

Branch Banking and Trust Company ("BB&T") is pleased to offer this proposal for the financing requested by the City of Guthrie ("City").

- (1) **Project:** Equipment and Rolling Stock
- (2) **Amount To Be Financed:** \$136,223.65
- (3) **Interest Rates, Financing Terms and Corresponding Payments:**

<u>Term</u>	<u>Rate</u>
60 Months	2.19%

Payments may be monthly, quarterly or annually, as requested. Please see the attached amortization schedules for payment information.

The interest rate stated above is valid for a closing not later than 45 days after today. A convenient date and time shall be mutually agreed upon for closing. Closing is contingent upon completing documentation acceptable to BB&T and upon the condition of the equipment acceptable to BB&T. BB&T shall provide a list of required documentation for closing should we be the successful proposer.

All applicable taxes, permits, costs of counsel for the City and any other costs shall be the City's responsibility and separately payable by the City. The financing documents shall allow prepayment of the principal balance in whole on a scheduled payment date with a 1% prepayment premium.

The stated interest rate assumes that the City expects to borrow less than \$10,000,000 in calendar year 2013 and that the City shall comply with IRS Code Sections 141, 148, 149(e) and Section 265(b)(3). BB&T reserves the right to terminate its interest in this bid or to negotiate a mutually acceptable rate if the financing is not a qualified tax-exempt financing.

(4) **Financing Documents:**

BB&T and its counsel shall prepare all documentation for the City. We shall provide a sample of those documents to you should BB&T be the successful proposer. This financing shall be secured by a first lien security interest in all personal property acquired with proceeds.

* * * * *

BB&T appreciates the opportunity to provide this financing proposal and requests to be notified within ten days of this proposal should BB&T be the successful proposer.

BB&T shall have the right to cancel this offer by notifying the City of its election to do so (whether or not this offer has previously been accepted by the City) if at any time prior to the closing there is a material adverse change in the City 's financial condition, if we discover adverse circumstances of which we are currently unaware, if we are unable to agree on acceptable documentation with the City or if there is a change in law (or proposed change in law) that changes the economic effect of this financing to BB&T. We reserve the right to negotiate and/or terminate our interest in this transaction should we be the successful proposer.

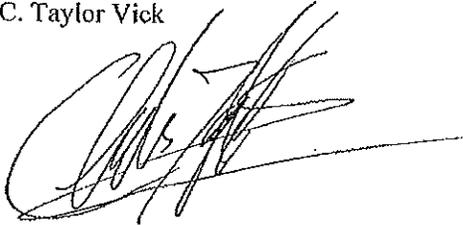
Should we become the successful proposer, we have attached the form of a resolution that your governing board can use to award the financing to BB&T. If your board adopts this resolution, then BB&T shall not require any further board action prior to closing the transaction.

Please call me at (704) 954-1707 with your questions and comments. We look forward to hearing from you.

Sincerely,

BRANCH BANKING AND TRUST COMPANY

C. Taylor Vick

A handwritten signature in black ink, appearing to be 'C. Taylor Vick', written over a horizontal line. The signature is stylized and somewhat cursive.

Guthrie - DRAFT 2

Rate Period : Annual

Nominal Annual Rate : 2.190 %

CASH FLOW DATA

Event	Date	Amount	Number	Period	End Date
1 Loan	06/15/2013	136,233.65	1		
2 Payment	10/15/2013	28,650.93	5	Annual	10/15/2017

AMORTIZATION SCHEDULE - U.S. Rule (no compounding), 360 Day Year

Date	Payment	Interest	Principal	Balance
Loan 06/15/2013				136,233.65
1 10/15/2013	28,650.93	1,011.08	27,639.85	108,593.80
2013 Totals	28,650.93	1,011.08	27,639.85	
2 10/15/2014	28,650.93	2,378.20	26,272.73	82,321.07
2014 Totals	28,650.93	2,378.20	26,272.73	
3 10/15/2015	28,650.93	1,802.83	26,848.10	55,472.97
2015 Totals	28,650.93	1,802.83	26,848.10	
4 10/15/2016	28,650.93	1,214.86	27,436.07	28,036.90
2016 Totals	28,650.93	1,214.86	27,436.07	
5 10/15/2017	28,650.93	614.03	28,036.90	0.00
2017 Totals	28,650.93	614.03	28,036.90	
Grand Totals	143,254.65	7,021.00	136,233.65	



GOVERNMENT CAPITAL
CORPORATION

May 29, 2013

Ms. Sereniah Breland
Guthrie City Hall
(405) 282-0496
sbreland@cityofguthrie.com

Dear Ms. Breland,

Thank you for the opportunity to present proposed financing for City of Guthrie. I am submitting for your review the following proposed structure:

LENDER:	Government Capital Corporation
ISSUER:	City of Guthrie, Oklahoma
FINANCING STRUCTURE:	Tax Exempt Structure w/ \$1.00 purchase
EQUIPMENT COST:	\$ 209,223.65
AT-SIGNING PAYMENT:	<u>\$ 73,000.00</u>
FINANCED AMOUNT:	\$ 136,223.65
INTEREST RATE:	2.49%
SUBSEQUENT PAYMENT AMOUNTS:	\$ 28,816.73/yr.
PAYMENTS BEGINNING:	October 1, 2013, and 5 annual payments thereafter

The above proposal is subject to audit analysis and mutually acceptable documentation. The terms outlined herein are subject to change and rates are valid for fourteen (14) days from the date of this proposal. If funding does not occur within this time period, rates will be indexed to markets at such time. The above payment amount has a \$1,100.00 fee which includes all underwriting fees, documentation fees, legal fees, issuance expenses, etc..

Our finance programs are flexible and my goal is customer delight. If you have any questions regarding other payment terms, frequencies or conditions, please do not hesitate to call.

With Best Regards,

Drew

Drew Whittington
Client Services

"YOUR PUBLIC FINANCE PARTNER"

F & M BANK
1800 E. Oklahoma
Guthrie, OK 73044

June 01, 2013

RE: QUICK QUOTE

Dear City Of Guthrie,

F & M BANK welcomes your interest in our new QUICK QUOTE information service. This QUICK QUOTE instantly provides to you the complete financial terms of the loan you have described. We hope this information helps you evaluate your own credit options.

Your QUICK QUOTE* is based upon the following estimate:

FUNDING DATE	FIRST PAYMENT DUE		MATURITY DATE
June 01, 2013	June 01, 2014		June 01, 2019
PROCEEDS	EST. NON-APR FEES	EST. APR FEES	EST. INSURANCE
\$136,223.65	\$0.00	\$0.00	\$0.00
INTEREST RATE	APR	Period Convention	FINANCE CHARGE
3.500%	3.502%	Actual Day/365	\$14,639.55
REPAYMENT SCHEDULE			
5 \$30,172.44 Annually payments beginning on June 01, 2014			
1 \$1.00 Due on or before June 01, 2019			

F & M BANK appreciates the opportunity to provide to you a personalized QUICK QUOTE based upon your credit information. We encourage you to submit a credit application to us in relation to your QUICK QUOTE if you desire. We also encourage you to submit a credit application to us whenever the need arises in the future. If you have any questions concerning the many loan products available through F & M BANK, please contact me at your convenience.

Sincerely,


F & M BANK
(405)260-8800

* Your QUICK QUOTE includes estimates based upon information provided by you. We have estimated the Interest Rate, Related Fees and Finance Charges based upon the general type of loan you described. Actual terms of credit offered by us may vary from the terms you described. We have not made a credit decision concerning your QUICK QUOTE. If you wish us to do so, you need only submit a credit application to us at your convenience.

F & M BANK
1800 E. Oklahoma
Guthrie, OK 73044

June 01, 2013

RE: QUICK QUOTE

Dear City Of Guthrie,

F & M BANK welcomes your interest in our new QUICK QUOTE information service. This QUICK QUOTE instantly provides to you the complete financial terms of the loan you have described. We hope this information helps you evaluate your own credit options.

Your QUICK QUOTE* is based upon the following estimate:

FUNDING DATE	FIRST PAYMENT DUE		MATURITY DATE
June 01, 2013	September 01, 2013		September 01, 2018
PROCEEDS	EST. NON-APR FEES	EST. APR FEES	EST. INSURANCE
\$136,223.65	\$0.00	\$0.00	\$0.00
INTEREST RATE	APR	Period Convention	FINANCE CHARGE
3.600%	3.602%	Actual Day/365	\$13,247.15
REPAYMENT SCHEDULE			
20	\$7,473.49 Quarterly payments beginning on September 01, 2013		
1	\$1.00 Due on or before September 01, 2018		

F & M BANK appreciates the opportunity to provide to you a personalized QUICK QUOTE based upon your credit information. We encourage you to submit a credit application to us in relation to your QUICK QUOTE if you desire. We also encourage you to submit a credit application to us whenever the need arises in the future. If you have any questions concerning the many loan products available through F & M BANK, please contact me at your convenience.

Sincerely,

F & M BANK
(405)260-8800

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F & M BANK
1800 E. Oklahoma
Guthrie, OK 73044

June 01, 2013

RE: QUICK QUOTE

Dear City Of Guthrie Vehicle Lease,

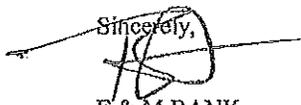
F & M BANK welcomes your interest in our new QUICK QUOTE information service. This QUICK QUOTE instantly provides to you the complete financial terms of the loan you have described. We hope this information helps you evaluate your own credit options.

Your QUICK QUOTE* is based upon the following estimate:

FUNDING DATE	FIRST PAYMENT DUE		MATURITY DATE
June 01, 2013	July 01, 2013		July 01, 2018
PROCEEDS	EST. NON-APR FEES	EST. APR FEES	EST. INSURANCE
\$136,223.65	\$0.00	\$0.00	\$0.00
INTEREST RATE	APR	Period Convention	FINANCE CHARGE
3.650%	3.653%	Actual Day/365	\$13,025.55
REPAYMENT SCHEDULE			
60	\$2,487.47 Monthly payments beginning on July 01, 2013		
1	\$1.00 Due on or before July 01, 2018		

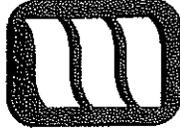
F & M BANK appreciates the opportunity to provide to you a personalized QUICK QUOTE based upon your credit information. We encourage you to submit a credit application to us in relation to your QUICK QUOTE if you desire. We also encourage you to submit a credit application to us whenever the need arises in the future. If you have any questions concerning the many loan products available through F & M BANK, please contact me at your convenience.

Sincerely,


F & M BANK
(405)260-8800

* Your QUICK QUOTE includes estimates based upon information provided by you. We have estimated the Interest Rate, Related Fees and Finance Charges based upon the general type of loan you described. Actual terms of credit offered by us may vary from the terms you described. We have not made a credit decision concerning your QUICK QUOTE. If you wish us to do so, you need only submit a credit application to us at your convenience.

WELCH STATE BANK



Member F D I C

P.O. Box 129
396 S. Commercial
Welch, Ok 74369
PH. 918-788-3373
FAX 918-788-3364

DATE: May 30, 2013
TO: Kim, City of Guthrie
FROM: Sherri, Welch State Bank
REF: Lease Purchase
EQUIP: 3 Ford Interceptors, Ford F150 with lift gate & E45 Bobcat

COST	#PMTS	PAYMENT	RATE
\$209,223.65	60 monthly	\$2,425.61	2.56%
\$209,223.65	20 quarterly	\$7,291.07	2.56%
\$209,223.65	6 annual	\$29,424.29	2.56%

(less \$73,000 down, finance amount \$136,223.65)

This quote is good for 30 days.
First monthly payment due in 30 days.
First quarterly payment due in 92 days.
First annual payment due in one year.
Quote is subject to credit approval.
\$200.00 doc fee is included in proposal.

This quote is given for a "qualified tax-exempt obligation" within the meaning of Section 265(b)(3) of the Internal Revenue Code of 1986, if this is not a "qualified tax-exempt obligation" rate(s) will be higher.

Loan Quote 5/30/2013

Lease/Purchase for Guthrie Public Works for Autos

Amount:\$136,223.65

Term: Five Years

BancFirst will loan \$136,223.65 for Five Years at 4.25%

Monthly Payment \$2,532.79

Quarterly Payment \$7,568.55

Annual Payment \$29,754.65



OKLAHOMA
STATE BANK
Making a Difference since 1909

Dear Wanda,

We are pleased to submit the following proposal for your consideration.

Lease purchase agreement in the amount of \$136,224 with a 5-year amortization. Interest rate would be 3.75% with a 0.5% origination fee. Payments would be as follows.

- Monthly payments of \$2,493
- Quarterly payments of \$7,501
- Annual payments of \$30,385

Contingent on mutually agreeable documentation of the lease. Thank you for your consideration and please feel free to contact me with any questions or revisions to the terms that you would like to explore.

Thank you,

A handwritten signature in black ink, appearing to read "Tyler Latta", is written over a horizontal line.

Tyler Latta
VP - Lending

Kim Biggs

From: Brian Sterkel [Brian.Sterkel@interbankus.com]
Sent: Wednesday, May 29, 2013 2:38 PM
To: Kim Biggs
Cc: Keith Schwandt
Subject: RE: Request updated quote - lease/purchase

Kim,

First off I want to thank you for the opportunity to assist in your financing needs. I wanted to let you know that at the present time, we do not have any type of leasing company in place to handle this request, however, this is something that the bank is aggressively exploring and would greatly appreciate any opportunities to help you in the future. Should you have any other banking needs please let me know.

Thank you,

Brian Sterkel
InterBank

From: Kim Biggs [mailto:kbiggs@cityofguthrie.com]
Sent: Wednesday, May 29, 2013 12:23 PM
To: barry.anderson@fmbankok.com; ldowding@bancfirst.com; Brian Sterkel; drew@govcap.com; dhardin@osbbank.com
Subject: Request updated quote - lease/purchase
Importance: High

Thank you for the recent quotes provided for the lease purchase of vehicles for the City of Guthrie. We've made some changes and are in need of new quotes --- today, if at all possible. ☺

Equipment Cost: \$209,223.65
Payment at signing: \$ 73,000.00

Financed Amount: 136,223.65 (please base the quote on this amount)

Thank you,

Kim Biggs

Purchasing Agent/Deputy City Clerk
City of Guthrie
P.O. Box 908
Guthrie, Oklahoma 73044
405.282.0495 (o)
405.282.6898 (f)
www.cityofguthrie.com

When emailing confidential information (Account Numbers, SSN/TIN, etc.), please do not reply directly to this e-mail message as we cannot guarantee the information will be encrypted and secure. You may use www.csiesafe.com to securely e-mail confidential information to a bank employee. Follow the "New User" link on the front page to enable your free account.

The information transmitted hereby, including attachments, is intended exclusively for the individual or entity to which it is addressed and might contain confidential or privileged information. All use of this information by anyone other than the intended recipient is prohibited. If you receive this communication in error, please contact the sender immediately



Bobcat.

Product Quotation

Quotation Number: 9089D010184

Date: 2013-02-20 14:07:29

Ship to
 City of Guthrie
 Attn: Charles Downey
 407 Commerce Blvd.
 cdowney@cityofguthrie.com
 Guthrie, OK 73044
 Phone: (405) 282-8403

Bobcat Specialist

Ray Lowery
 Phone: (405) 685-5531
 Fax: (405) 293-8020
 Cellular: (405) 919-6260
 E Mail: Ray.Lowery@bobcatofokc.com

Description	Part No	Qty.	Price Ea.	Total
E45 Bobcat Compact Excavator	M3015	1	\$36,364.88	\$36,364.88
Auto Idle	Engine/Hydraulic Monitor with Shutdown			
Auto-Shift	Fingertip Auxiliary Hydraulic Control			
Auxiliary Hydraulics, Selectable Flow with Boom Mounted	Fingertip Boom Swing Control			
Flush Face Quick Couplers	Horn			
Canopy Includes: Cup Holder, Retractable Seat Belt,	Hydraulic Joystick Controls			
Suspension Seat with High Back, Roll Over Protective	Rubber Track			
Structure (ROPS)- Meets Requirements of ISO 12117-2: 2008	Spark Arrestor Muffler			
Tip Over Protective Structure (TOPS) - Meets Requirements	Two-Speed Travel (with Auto-Shift)			
of ISO 12117: 2000	Vandalism Protection			
Control Console Locks	Warranty: 12 Months, Unlimited Hours			
Control Pattern Selector Valve (ISO/STD)	Work Lights			
Dozer Blade with Float	X-Change (Attachment Mounting System)			
Factory Installed A51 Option Package	M3015-P01-A51	1	\$4,752.66	\$4,752.66
Cab Enclosure with Heat and Air Conditioning	Hydraulic X-Change			
Deluxe Cloth Suspension Seat				
Extendable Arm	M3015-R03-C03	1	\$3,760.02	\$3,760.02
Keyless Start	M3015-R04-C02	1	\$133.98	\$133.98
Travel Motion Alarm	M3015-R11-C02	1	\$188.10	\$188.10
Dealer Installed Strobe Light Kit	7172974	1	\$355.87	\$355.87
36" Werk-Brau Grave Bucket		1	\$1,800.00	\$1,800.00
Total of Items Quoted				\$47,355.51
Quote Total - US dollars				\$47,355.51

***Prices per the Oklahoma State Contract #SW190. Contract Period: 03/15/2012 thru 3/14/2013**
***Agencies must be members of the Coop to purchase off contract.**
***Terms Net 30 Days. Credit cards accepted.**
***FOB: Destination within the 48 Contiguous States.**
***Delivery: 90 to 120 days from ARO.**
***State Sales Taxes apply.**
***TID# 38-05425350**
***Orders Must be Placed With: Clark Equipment Company dba Bobcat Company, Govt. Sales, PO Box 6000, West Fargo, ND 58078.**

Prices & Specifications are subject to change. Please call before placing an order. Applies to factory ordered units only.

Verdell Smith

From: Ray Lowery [Ray.Lowery@bobcatofokc.com]
Sent: Wednesday, February 20, 2013 2:15 PM
To: Verdell Smith
Subject: FW: State/Municipal Roll-Over Explanation E45 Quote
Attachments: Roll-Over State.pdf; City of Guthrie E45 Extend-a-hoe.docx

Verdell,

This is the updated quote with an Extendable Arm. If you need anything else please let me know.

Thank You,

Ray Lowery

From: Ray Lowery
Sent: Wednesday, January 30, 2013 10:46 AM
To: 'vsmith@cityofguthrie.com'
Subject: State/Municipal Roll-Over Explanation E45 Quote



*Bobcat of Oklahoma City
3826 Newcastle Road
Oklahoma City, OK 73119
Phone: (405) 685-5531
Fax: (405) 293-8020
Email: Ray@bobcatofokc.com*

Mr. Smith,

Thank you for your interest in Bobcat equipment. Since you are allowed to purchase equipment from the State Contract we can offer this new innovative program for State, County or Municipal Government users. You not only get the lowest possible price on new equipment you can take advantage of this new program. This program is called the Roll-Over program and this is how it works:

When a State, County or Municipal organization purchases a new Bobcat, Skid Steer Loader, Track Loader or Excavator from Bobcat of Oklahoma City we will agree to provide a new machine each year at a very minimal cost. We will allow the total amount of the original purchase price as a trade-in value. This transaction will

take place in the month prior to the anniversary date of the original purchase date. Your organization will never need to purchase another new machine as long as this program is in effect.

Considering these facts your organization can always have new updated equipment that is always under warranty at the lowest possible cost to taxpayers instead of worrying about appropriating money for new equipment every few years you can use those funds for other important projects. Please review the attached copy of the details of this program and let me know what you think.

Thank You,

Ray Lowery

John Vance Auto Group
 Fleet & Government Sales Division
 PO Box 400 Guthrie, OK 73044-0400
 405-282-3800 Fax: 405-260-3010



- * JOHN VANCE MOTORS
- * VANCE COUNTRY FORD
- * VANCE FORD-LINCOLN
- * VANCE CHEVROLET
- * NEWBY-VANCE MOBILITY
- * VANCE FLEET SERVICES

Damon R. Devereaux
 City of Guthrie Police Dept
 306 W. Oklahoma
 PO Box 908
 Guthrie, OK 73044
 Phone: (405)282-3535

Sales Quotation

Questions? Please call Cameron Collier

Quote Number: 009165 Date 4/15/2013 Quote Expires: 4/30/2013



	Part #	Description	Price	
	SW035	OKLAHOMA STATE VEHICLE CONTRACT		
1	1000009398	2013 FORD POLICE INTERCEPTOR UTILITY	\$24,790.00	\$24,790.00
1	1000009398-K8A	ALL WHEEL DRIVE	\$1,150.00	\$1,150.00
1	1000009398-99R	3.7 LITER V6 ENGINE 300 HP	\$0.00	\$0.00
1	1000009398-44C	6 SPEED AUTO TRANSMISSION	\$0.00	\$0.00
1	1000009398-17A	AUX REAR AIR CONDITIONER	\$0.00	\$0.00
1	1000009398-17T	AUX RED/WHITE DOME LIGHT	\$47.00	\$47.00
1	1000009398-16C	CARPET FLOOR	\$0.00	\$0.00
1	1000009398-43D	DARK CAR FEATURE	\$19.00	\$19.00
1	1000009398-51Y	DRIVER SIDE SPOT LIGHT	\$0.00	\$0.00
1	1000009398-549	POWER HEATED MIRRORS	\$57.00	\$57.00
1	1000009398-53M	SYNC VOICE ACTIVATED BLUETOOTH SYSTEM	\$288.00	\$288.00
1	1000009398-595	REMOTE KEYLESS ENTRY	\$227.00	\$227.00
1	1000009398-80A	GRILL LAMP SPEAKER SIREN WIRING	\$50.00	\$50.00
1	1000009398-80R	RADIO NOISE SUPPRESSION BONDS	\$95.00	\$95.00
1	1000009398-18W	REAR WINDOW SWITCH INOP	\$22.00	\$22.00
1	1000009398-88G	REAR DOOR HANDLES/LOCKS INOPERABLE	\$33.00	\$33.00
1	1000009398-76R	REVERSE SENSING	\$261.00	\$261.00
1	1000009398-KEY	ADDITIONAL KEYS (2)	\$12.00	\$12.00
1	YZ	EXT COLOR: WHITE	\$0.00	\$0.00
		Municipal Lease/Purchase		
		36 months - \$798.67 per month w/ \$1.00 buy-out		
		48 months - \$616.98 per month w/ \$1.00 buy-out		

I accept the terms and conditions of this quotation.
 Accepted By: _____
 Printed Name: _____ DATE: _____
Terms:
 1) TAG & TAXES NOT INCLUDED UNLESS ITEMIZED ON QUOTE
 2) ALL FLEET REBATES & INCENTIVES INCLUDED IN TOTAL PRICE
 3) PURCHASE ORDER REQUIRED TO ORDER VEHICLE
 4) BALANCE DUE AT TIME OF DELIVERY UNLESS PREVIOUS ARRANGEMENTS ARE MADE

Sub-Total \$27,051.00

Total \$27,051.00

Thank you for the opportunity to be of service.

Dealer Approval: _____

Item A31 listed below is not under contract at this time

A31	Caldwell Chevrolet	Prisoner Transport	CG33706	Chevrolet Express 12 Prisoner Transport Van, 3500, 155" WB, Rear wheel drive, 6.0L V8, 6-speed auto trans, Complete with all manufacturer's standard equipment	\$28,661.00
A32	Caldwell Chevrolet	Avalanche	CC10936	Chevrolet Avalanche 2wd, 4-door, 130"WB, 5.3L V8, 6-speed auto trans, Complete with all manufacturer's standard equipment	\$27,440.00
A33	Caldwell Chevrolet	Colorado	CS15403	Chevrolet Colorado 2WD, Regular cab, 2.9L DOHC 4-cyl, 5-speed manual trans, Complete with all manufacturer's standard equipment	\$13,990.00
A34	Caldwell Chevrolet	Colorado	CS15653	Chevrolet Colorado 2WD, Extended Cab, 2.9L DOHC 4-cyl, 5-speed manual trans, Complete with all manufacturer's standard equipment	\$14,575.00
A35	Caldwell Chevrolet	Colorado	CS15643	Chevrolet Colorado 2WD, Crew Cab, 2.9L DOHC 4-cyl, 4-speed auto trans, Complete with all manufacturer's standard equipment	\$18,260.00
A36	Caldwell Chevrolet	Colorado	CS15603	Chevrolet Colorado 2WD Chassis Cab 3.7L DOHC 5-Cyl, 4-Speed auto trans.. Complete with all manufacturer's standard equipment.	\$15,125.00
A37	Reliable Chevrolet	1500	CC10703	Chevrolet 1500, 2WD, Regular Cab 119" WB, 4.3L V6, 4-speed auto trans, Complete with all manufacturer's standard equipment	\$17,620.60
A38	Caldwell Chevrolet	1500	CC10753	Chevrolet 1500, 2WD, Extended Cab 143.5" WB, 4.3L V6, 4-speed auto trans, Complete with all manufacturer's standard equipment	\$19,002.00

D15	Sam Pack Five Star Ford	Sport Utility	U1F/102A	Ford Expedition SSV sport utility, 4x2, 5.4L V8 gas/E85, automatic transmission, Complete with all manufacturer's standard equipment	\$23,788.58
D16	Sam Pack Five Star Ford	Extended Sport Utility	K1F/100A	Ford Expedition Extended Length XL sport utility, 4x2, 5.4L V8 gas/E85, automatic transmission, Complete with all manufacturer's standard equipment	\$30,607.58
D17	Sam Pack Five Star Ford	Extended Sport Utility	K1F/102A	Ford Expedition Extended Length SSV sport utility, 4x2, 5.4L V8 gas/E85, automatic transmission, Complete with all manufacturer's standard equipment	\$27,938.58
D18	Sam Pack Five Star Ford	Pickup	F1C	Ford F150 XL Regular Cab pickup, 4x2, 3.7L V6 gas/E85, automatic transmission, 6.5' bed, 6450# GVWR, Complete with all manufacturer's standard equipment	\$15,232.92
D19	Sam Pack Five Star Ford	Pickup	X1C	Ford F150 XL Supercab pickup, 4x2, 3.7L V6 gas/E85, automatic transmission, 6.5' bed, 6700# GVWR, Complete with all manufacturer's standard equipment	\$17,673.92
D20	Sam Pack Five Star Ford	Pickup	W1C	Ford F150 XL Supercrew pickup, 4x2, 3.7L V6 gas/E85, automatic transmission, 5.5' bed, 6800# GVWR, Complete with all manufacturer's standard equipment	\$20,087.82
D21	Sam Pack Five Star Ford	Pickup	F2A	Ford F250 XL Regular Cab pickup, 4x2, 6.2L V8 gas/E85, automatic transmission, 8' bed, 9800# GVWR, Complete with all manufacturer's standard equipment	\$17,591.98
D22	Sam Pack Five Star Ford	Pickup	X2A	Ford F250 XL Supercab pickup, 4x2, 6.2L V8 gas/E85, automatic transmission, 6.5' bed, 9900# GVWR, Complete with all manufacturer's standard equipment	\$19,499.28
D23	Sam Pack Five Star Ford	Pickup	W2A	Ford F250 XL Crew Cab pickup, 4x2, 6.2L V8 gas/E85, automatic transmission, 6.5' bed, 10,000# GVWR, Complete with all manufacturer's standard equipment	\$20,739.38

SW30035 AWARD		SUMMARY		TRUCKS		BASE \$	BASE \$	BASE \$
DESCRIPTION	GM	FORD	FORD	BASE \$	BASE \$	BASE \$	BASE \$	BASE \$
HYBRID TRUCK	VANCE CHEVROLET			34,338.00				
HALF TON REG CAB-2WD	HUDIBURG CHEVROLET		RANDALL REED FORD	17,694.00			17,863.00	21,962.00
HALF TON REG CAB-4WD	CARTER CHEVROLET		RANDALL REED FORD	20,847.00			20,873.00	24,279.00
HALF TON EXT CAB-2WD	DAVID STANLEY CHEVROLET		BILL KNIGHT FORD	20,478.00			19,297.00	21,498.00
HALF TON EXT CAB-4WD	CARTER CHEVROLET		BILL KNIGHT FORD	23,193.00			22,330.00	22,298.00
HALF TON CREW CAB-2WD	HUDIBURG CHEVROLET		BILL KNIGHT FORD	22,251.00			22,131.00	21,520.00
HALF TON CREW CAB-4WD	HUDIBURG CHEVROLET		RANDALL REED FORD	24,085.00			25,283.00	22,996.00
3/4 TON REG CAB-2WD	CARTER CHEVROLET		BILL KNIGHT FORD	20,492.00			23,211.00	21,997.00
3/4 TON REG CAB-4WD	HUDIBURG CHEVROLET		BILL KNIGHT FORD	22,649.00			25,892.00	23,999.00
3/4 TON EXT CAB-2WD	HUDIBURG CHEVROLET		BILL KNIGHT FORD	22,213.00			21,860.00	
3/4 TON EXT CAB-4WD	HUDIBURG CHEVROLET		BILL KNIGHT FORD	24,498.00			24,361.00	
3/4 TON CREW CAB-2WD	HUDIBURG CHEVROLET		BILL KNIGHT FORD	23,724.00			19,751.00	22,196.00
3/4 TON CREW CAB-4WD	HUDIBURG CHEVROLET		BILL KNIGHT FORD	25,928.00			25,892.00	24,352.00
ONE TON REG CAB-2WD	HUDIBURG CHEVROLET		BILL KNIGHT FORD	23,548.00			20,381.00	34,093.00
ONE TON REG CAB-4WD	HUDIBURG CHEVROLET		BILL KNIGHT FORD	24,152.00			23,059.00	36,484.00
ONE TON EXT CAB-2WD	HUDIBURG CHEVROLET		BILL KNIGHT FORD	24,725.00			22,593.00	
ONE TON EXT CAB-4WD	HUDIBURG CHEVROLET		BILL KNIGHT FORD	27,077.00			25,275.00	
ONE TON CREW CAB-2WD	HUDIBURG CHEVROLET		BILL KNIGHT FORD	26,369.00			24,020.00	34,971.00
ONE TON CREW CAB-4WD	CARTER CHEVROLET		BILL KNIGHT FORD	28,969.00			26,701.00	38,831.00



CITY COUNCIL MEETING

101 N. 2nd Street

Tuesday, June 4, 2013, ~ 62nd City Council Meeting
7:00p.m.

- 1. Call to Order
- 2. Consent Agenda

All matters listed will be enacted by one motion unless a request is made for discussion by any councilmember or member of the audience, in which case, the item(s) will be removed from the Consent Agenda and considered separately following this portion of the agenda.

- A. Consider approval of minutes of the Special Meeting City Council Workshop Meeting held May 21, 201343
- B. Consider approval of minutes of the Regular City Council Meeting held on May 21, 201344
- C. Consider approval of City of Guthrie’s Social Media Policy. See page 15
- D. Consider approval of a grant in the amount of \$646.01 from the Oklahoma Department of Libraries for the purpose of funding one Guthrie Public Library staff member’s continuing education and professional development opportunity47
- E. Consider approval of a denial of Tort Claim(s) #33500-BD as recommended by the Oklahoma Municipal Assurance Group..... See page 11
- F. Consider approval to surplus the Channel 20 Sony HV1U Video Camera and allowing the Purchasing Agent to dispose of said property in a way that is most beneficial to the City of Guthrie49
- G. Consider approval of Lease Agreement with John Beck for planting of trees in conjunction with a tree farm on City owned property located approximately at 918 West Washington Avenue.....50
- H. Consider approval of Land Use Agreement for Oklahoma Rail Company for property identified as parcels 1027, 1028, 1032, 1098, 1123, 1124, 1129, 1176, 1177, and 1279..... 53
- I. Consider approval of Land Use Agreement for Oklahoma Land Company for property identified as parcels 1277 and 127559
- J. Consider approval of the lease-purchase of three (3) 2013 Ford Interceptor Utility Police Patrol Vehicles, one (1) 2013 Chevrolet 1500 Regular Cab Truck, and one (1) Compact Excavator to be purchased under the Oklahoma Statewide Contract and Houston-Galveston Area Council Contract and approval of Resolution No. 2013-09 to finance the lease-purchase with Branch Banking and Trust Company at an interest rate of 2.19% for five years in the amount of \$136,223.65 with a cash down payment in the amount of \$73,000 for a total purchase package of \$209,223.65 with the non-appropriation clause as required by Oklahoma State Statutes.....See page 19
- 3. Discussion and possible action for a request from Dan Belk for a normal retirement, five (5) years certain and life, from the City’s retirement plan66
- 4. Discussion and possible action providing the service weapon used by Lt. Dan Belk as a token of appreciation for over twenty-nine (29) years of faithful service to the City of Guthrie.....67

Agenda posted on the bulletin board in the lobby of City Hall by 5:00 pm on Friday, May 31, 2013. The City of Guthrie encourages participation from all its citizens. If participation at any public meeting is not possible due to a disability, notification to the city clerk at least 48 hours prior to the scheduled meeting is encouraged to make the necessary accommodations. The city may waive the 48 hours rule if signing is not the necessary accommodation.



5. Discussion and possible action related to the City's participation in the National League of Cities (NLC) Service Line Warranty Program. See page 14
6. Discussion and possible action to approve Agreement Regarding Concert Activities with JAM Productions.....68
7. Discussion and possible consideration of approval for Guthrie-Edmond Regional Airport to solicit bids for Airport Improvement Project AIP #3-4-0036-013-2012, which includes acquiring Maintenance and Snow Equipment.....70
8. Discussion and possible action to amend the lease between the Guthrie-Edmond Regional Airport and the Fixed Base Operator (FBO), Crabtree Aircraft Services, to reflect the changes in Fuel Flowage Fees upon the instillation of a self-service, twenty-four (24) hour, credit card machine on the City owned 100LL fuel tank at the airport.....71
9. Discussion and possible action to approve Resolution 2013-08 in support for development of Silent Harvest Homes Phase Two, including fee waivers of building permits or other city-provided services in the amount of \$14,001.....73
10. Discussion and possible action to accept a grant award from the Oklahoma Tobacco Settlement Endowment Trust in the amount of \$8,000, for having achieved the Merit level within the Healthy Communities Incentive Grant Program for 2013.....77
11. City Manager's Report
12. Requests/comments from members of the City Council
13. Adjourn

MINUTES

CITY COUNCIL MEETING

May 21, 2013

The special meeting of the sixty-second City Council of Guthrie, Oklahoma was posted on Friday, May 17, 2013 before 5:00 p.m. and held May 21, 2013 in the Guthrie City Hall third Floor Conference Room.

Mayor Mark Spradlin called the meeting to order at 6:00 p.m.

Members Present: Mark Spradlin Trey Ayers Gaylord Z. Thomas
 John Wood Mary Coffin Jeff Taylor
 Sharyl Padgett

Members Absent: None

Staff Present: Sereniah Breland Randel Shadid

Mayor Spradlin declared a quorum with all (7) Councilmembers in attendance.

Executive Session. Motion by Vice Mayor Wood, seconded by Councilmember Thomas, moved approval to convene into Executive Session pursuant to the authority of Title 25, O.S. 2001, Section 307(B)(4) for the purpose of discussing confidential communications between the City Council and its Attorney concerning a pending investigation or claim (Logan County Rural Water District No. 1). A roll call vote was taken with the following results:

Aye: Spradlin, Ayers, Wood, Coffin, Thomas, Taylor, Padgett
Nay: None

Mayor Spradlin declared the motion carried unanimously at 6:00 p.m.

Adjourn. There being no further business for the Guthrie City Council, Mayor Spradlin declared the meeting adjourned at 6:45 p.m.

Wanda Calvert, City Clerk

Mark Spradlin, Mayor

Talk About It, Oklahoma!” at the Guthrie Public Library and authorizing the Library staff to sign the related agreement.

- G. Consider approval of declaring three (3) rifles as surplus property and authorizing the Guthrie Police Department to sell them as per policy.
- H. Consider approval of declaring Engine 1 (Unit #59) as surplus property and authorizing the Guthrie Fire Department to sell or as a trade-in for a replacement engine as per policy.

Councilmembers entered their votes and the votes were displayed with the following results:

Aye: Spradlin, Wood, Ayers, Coffin, Thomas, Taylor, Padgett
Nay: None

Mayor Spradlin declared the motion carried unanimously.

Resolution No. 2013-05. Motion by Councilmember Thomas, seconded by Councilmember Taylor, moved approval of Resolution No. 2013-05 supporting the Cottonwood Bridge Project by the Oklahoma Department of Transportation (ODOT). Councilmembers entered their votes and the votes were displayed with the following results:

Aye: Spradlin, Wood, Ayers, Coffin, Thomas, Taylor, Padgett
Nay: None

Mayor Spradlin declared the motion carried unanimously.

Resolution No. 2013-06. Motion by Councilmember Thomas, seconded by Councilmember Ayers, moved approval of Resolution No. 2013-06 supporting the road design of the new Cottonwood Bridge to include four traffic lanes with sidewalks on each side. Councilmembers entered their votes and the votes were displayed with the following results:

Aye: Spradlin, Wood, Ayers, Coffin, Thomas, Taylor, Padgett
Nay: None

Mayor Spradlin declared the motion carried unanimously.

Resolution No. 2013-07. Motion by Councilmember Padgett, seconded by Vice Mayor Wood, moved approval of Resolution No. 2013-07 supporting lowering the speed limit to 45 miles per hour on West Noble Avenue from Academy Road west to Commerce Boulevard. Councilmembers entered their votes and the votes were displayed with the following results:

Aye: Spradlin, Wood, Ayers, Coffin, Thomas, Taylor, Padgett
Nay: None

Mayor Spradlin declared the motion carried unanimously.

Oklahoma Municipal Assurance Group Ballot. Motion by Vice Mayor Wood, seconded by Councilmember Ayers, moved approval of the City of Guthrie's vote for City of Guthrie Councilmember Gaylord "Z" Thomas and City of Sand Springs City Manager Rocky D. Rogers to the Board of Trustees of the Oklahoma Municipal Assurance Group for a three-year term commencing July 1, 2013. Councilmembers entered their votes and the votes were displayed with the following results:

Aye: Spradlin, Wood, Ayers, Coffin, Thomas, Taylor, Padgett
Nay: None

Mayor Spradlin declared the motion carried unanimously.

Territorial Squares Square Dance Club Lease Agreement. Motion by Vice Mayor Wood, seconded by Councilmember Thomas, moved approval of the Amendment to Lease Agreement between the City of Guthrie (Lessor) and Territorial Squares Square Dance Club (Lessee) and to further amend for the sub-tenant to pay \$150 per month per occupied month. Councilmembers entered their votes and the votes were displayed with the following results:

Aye: Spradlin, Wood, Coffin, Thomas
Nay: Ayers, Taylor, Padgett

Mayor Spradlin declared the motion carried with four (4) yes and three (3) no votes.

City Manager's Report. Reminded the City Council of the Council Retreat scheduled for June 21, 2013; the City received a grant in the amount of \$8,000 for bike racks; the City is hosting a Public Forum for the Complete Street Workshop this Friday night; expressed a "Thank You" to Benchmark Financial and Energy Force for being the first sponsors of Channel GTV20; three new homes are being built in Mission Hills; reminded the community it is time to mow; spent time with the Animal Control Officer Suzy Brown; Parks & Public Grounds employees are making improvements to Highland Park and Mineral Wells Park; and expressed a "Thank You" to our emergency responders during the recent tornado in Moore, Oklahoma.

Requests/comments from members of the City Council. Councilmember Thomas also expressed a "Thank You" to the emergency responders.

Councilmember Coffin informed the Guthrie High School students are delivering supplies to the City of Moore tornado victims and Rev. Don Riepe is collecting supplies to be delivered; and informed the City Council and the community of events happening in Guthrie.

Vice Mayor Wood also expressed a "Thank You" to the emergency responders.

Councilmember Padgett also expressed a "Thank You" to the emergency responders and to our civic organization and stated she is proud of our State.

Councilmember Taylor also expressed a "Thank You" to the emergency responders and proud of the Guthrie High School students.

Councilmember Ayers also expressed a "Thank You" to the emergency responders and to the volunteers, appreciate everything that is being accomplished.

Mayor Spradlin expressed a "Thank You" to the Territorial Squares Square Dance Club and the City employees.

Executive Session. Motion by Councilmember Padgett, seconded by Vice Mayor Wood, moved approval to convene into Executive Session pursuant to the authority of Title 25, O.S. 2001, Section 307(B)(4) for the purpose of discussing confidential communications between the City Council and its Attorney concerning a pending investigation or claim (Logan County Rural Water District No. 1). Councilmembers entered their votes and the votes were displayed with the following results:

Aye: Spradlin, Wood, Ayers, Coffin, Thomas, Taylor, Padgett
Nay: None

Mayor Spradlin declared the motion carried unanimously at 7:40 p.m. Attending Executive Session were Mayor Spradlin, Vice Mayor Wood, Councilmembers Ayers, Coffin, Thomas, Taylor, Padgett, City Manager Breland, City Attorney Shadid, Attorney Jim Milton.

Reconvene. Mayor Spradlin reconvened the Guthrie City Council Meeting at 8:19 p.m. and stated no action was taken in Executive Session.

Logan County Rural Water District No. 1. Motion by Councilmember Taylor, seconded by Councilmember Padgett, moved approval for the City Attorney to continue to draft a Settlement Agreement for City Council's consideration. Councilmembers entered their votes and the votes were displayed with the following results:

Aye: Spradlin, Wood, Ayers, Coffin, Thomas, Taylor, Padgett
Nay: None

Mayor Spradlin declared the motion carried unanimously.

Adjourn. There being no further business for the Guthrie City Council, Mayor Spradlin declared the meeting adjourned at 8:20 p.m.

Wanda Calvert, City Clerk

Mark Spradlin, Mayor



Agenda Item Cover Letter

Meeting
[X] City Council
GPWA
Other:

Date of Meeting
June 4, 2013

Contact
Cynthia Selinger, Director
of Library Services

Agenda Item

Consider acceptance of a grant in the amount of \$646.01 from the Oklahoma Department of Libraries for the purpose of funding one Guthrie Public Library staff member's continuing education and professional development opportunity.

Summary

This grant from the Oklahoma Department of Libraries is offered to public library workers who hold a state certification in librarianship. Through the grant, the Oklahoma Department of Libraries will provide a refund for the cost of one staff member's Texas Library Association annual conference registration fee, membership fee, hotel, and meals during the conference, up to the approved amount of \$863.65.

Funding Expected Revenue Expenditure x N/A
Budgeted Yes X No N/A
Account Number LIB 30-30-06-6541 Amount \$646.01
Legal Review X N/A Required Completed Date:

Supporting documents attached

- ClaimVoucherCEGrant.pdf

Recommendation

Authorize Library Staff to submit a financial report to and accept grant funds from the Oklahoma Department of Libraries to receive reimbursement for one staff member's continuing education and professional development opportunity.

Action Needed Public Hearing X Motion Emergency Clause



Agenda Item Cover Letter

Meeting

X City Council
GPWA
Other:

Date of Meeting
June 4, 2013

Contact

Jim Ahlgren
Administrative Services

Agenda Item

Consider approval to surplus the Channel 20 Sony HV1U Video Camera and allowing the Purchasing Agent to dispose of said property in a way that is most beneficial to the City of Guthrie.

Summary

The Sony HV1U Video Camera does not suit the needs of GTV20. This piece of equipment is a tape recording device used predominately in the field and not in the studio. The camera records only to tape with a limit of one hour. One hour is not enough film time for most productions.

A new HD camera with a 64gb hard drive will be purchased for replacement using these funds. This will allow up to eight hours of recording time which will allow us to improve transparency for meetings that extend beyond one hour. Additionally the HD technology will improve the quality of our productions.

Funding Expected X Revenue Expenditure N/A
Budgeted Yes X No N/A
Account Number 01-02-24-6126 Amount \$2,800.00
Legal Review X N/A Required Completed Date:
Mayor's Appt. Yes x No

Supporting Documents Attached

Recommendation

Approve surplus of Sony HV1U Video Camera.

Action Needed Public Hearing x Motion Emergency Clause



Agenda Item Cover Letter

Meeting: X City Council, Date of Meeting: June 4, 2013, Contact: Wanda Calvert City Clerk/Treasurer

Agenda Item

Consider approval of Lease Agreement with John Beck for planting of trees in conjunction with a Tree Farm on City owned property located approximately at 918 West Washington Avenue.

Summary

On July 15, 2008 the City Council approved a five year Lease Agreement with Mr. John Beck to lease property from the City of Guthrie for the sole use of planting trees in conjunction with a Tree Farm. The Lease Agreement expires on July 15, 2013 and he has expressed interest in continuing leasing the property owned by the City of Guthrie for the planting of trees. The property in question is located in an area of Cottonwood Flats that is not used for any other purpose. The annual rent will be \$1.00 and in exchange, Mr. Beck will maintain the property and use it only for lawn or to plant a garden or a tree farm. No permanent structures or any other structures shall be constructed on the leased property as the property is located within the FEMA Flood Plain area.

Funding Expected: X Revenue, Expenditure N/A; Budgeted: Yes, X No, N/A; Account Number: 01-00-00-5419, Amount: \$1.00 annually; Legal Review: N/A, X Required, Completed Date: May 24, 2013

Supporting documents attached: Lease proposed by City Attorney Randel Shadid

Recommendation: Approve Lease Agreement with John Beck.

Action Needed: Public Hearing, X Motion, Emergency Clause

LEASE AGREEMENT

THIS Lease Agreement entered into this ____ day of _____, 2013 between The City of Guthrie, Oklahoma, a municipal corporation, (hereinafter called "City") and John Beck (hereinafter called "Tenant").

WHEREAS, the City owns an area of land described in Exhibit "A" attached hereto and made a part hereof and Tenant desires to lease said property for the sole purpose of operating a Tree Farm.

IT IS AGREED that City will lease to Tenant the property described herein for a period of five (5) years unless sooner terminated according to the terms of this agreement.

Tenant will pay the City annual rental of \$ _____ during the term of the lease. Annual rental shall be paid in one payment and shall be due at time of signing the lease and due thereafter upon each annual anniversary one year date.

Tenant will perform all work, maintenance and repair on the property and Tenant will solely use the property for planting of trees in conjunction with a tree farm. No permanent structures or any other structures that would impede the FEMA Flood Plain shall be constructed on the leased property.

Tenant acknowledges that the property is within the FEMA Flood Plain and it subject to flooding and will hold the City harmless for all damages caused as a result of Tenant's activities and waives any damage caused by flooding to the Tenant's property on the leased location. Tenant assumes all risks to his person and property by accepting this lease.

Should the maintenance of leased property not be conducted in a manner suitable to the City then, in that event, the City will advise Tenant of required maintenance and if said maintenance is not satisfactorily completed within thirty (30) days of said notice the City may terminate this lease. Upon termination of the lease the City may assume control of the land.

Tenant will conduct no activity that will change the flood plain level on the property or impede the flood plain.

If the City is notified by any federal agency or state agency that the conduct of Tenant's business activity jeopardizes the City of Guthrie or its citizens ability to obtain flood insurance or said activity increased the cost of said flood insurance then, in that event, the City may terminate this lease on thirty (30) days written notice to the Tenant.

Tenant will hold the City harmless for all its actions, commission or omission and claims and will indemnify the City for any claims brought against the City as a result of Tenant's activities.

Executed this ____ day of _____, 2013.

CITY OF GUTHRIE

Mayor

John Beck

EXHIBIT A

Approximate Street Address is 918 West Washington.

Block 2 West Guthrie

North 9th				
West Washington	13	Alley	12	West College
	14		11	
	15		10	
	16		9	
	17		8	
	18		7	
	19		6	
	20		5	
	21		4	
	22		3	
	23		2	
	24		1	
North 8 th				



Agenda Item Cover Letter

Meeting

X City Council
GPWA
Other:

Date of Meeting

June 4, 2013

Contact

Cody Mosley
Economic Development
and Marketing Director

Agenda Item

Consider approval of Land Use Agreement for Oklahoma Rail Company.

Summary

For the Gentlemen of the Road Concert coming to Guthrie in September, JAM Productions has requested the use of specific property not owned by the City of Guthrie or Guthrie Public Works Authority. The City of Guthrie intends to lease the land from the property owners with the expectation of sub-leasing this property to JAM Productions for concert use purposes.

Funding Expected Revenue Expenditure X N/A
Budgeted Yes X No X N/A
Account Number Amount
Legal Review X N/A Required Completed Date:

Supporting documents attached

Land Use Lease Agreement – Oklahoma Rail Company

Recommendation

Approve the Land Use Lease Agreements with Oklahoma Rail Company.

Action Needed Public Hearing X Motion Emergency Clause

LAND USE LEASE AGREEMENT

This agreement made and entered into this _____ day of _____, 2013 between the Oklahoma Rail Company referred to as Lessor and the City of Guthrie, Oklahoma, a Municipal Corporation, referred to as Lessee, witnesseth.

Whereas, the Tie Yard of Omaha is owner of property described in Exhibit A attached hereto and made a part hereof.

Whereas, the City of Guthrie in planning for a concert event has been asked to secure parking, stage set up and production for concerts and use rights on the above described property and the parties desire to enter into this agreement as follows:

1. Premises

Lessor, in consideration of terms and conditions hereof, hereby leases to Lessee land described in Exhibit A.

2. Terms and Rent

The term of the lease shall be for a period commencing of the 1st day of September, 2013 and ending on the 10th day of September, 2013. Lessee shall pay the sum of one dollar.

3. Use

The demised premises shall be used during the lease term for event parking, performance stage, and set up and staging for concert. Lessee hereby understands and is allowed to park automobiles or any type of motor vehicle upon the property. Lessee will post signage specifying "No Camp Fires" and fires will be allowed only in approved spaces by the Lessor. Lessee will set up all necessary measures for security and functionality of the site, including fencing, portable toilets, waste receptacles, etc.

4. Maintenance

It is fully understood and agreed that the Lessee shall maintain land and buildings in the same good condition as received, and shall at its own cost and expense make all repairs to the premises, and upon the termination of this lease will yield all premises to Lessor in the same good condition and repair ordinary wear excepted. During the time that this lease is in effect the Lessee shall maintain the lease premises in a neat and orderly condition. All refuse, rubbish, debris, etc., shall be removed within 48 hours from the conclusion of the event. Lessee shall pay for all of the costs associated with the removal of garbage, refuse, rubbish, debris. The Lessee shall be responsible for the entire "clean-up" of the premises and removal of said debris, and the premises shall be left in a condition as when leased, ordinary wear and tear excepted.

5. Express Covenants of Lessee

Lessee expressly covenants and agrees as follows:

- a. The operation of the event shall at all times comply with the applicable ordinances of the City of Guthrie, statues of the State of Oklahoma, and all federal statutes.
- b. The operation of the event shall at all times comply with the terms and provisions of any and all licenses issued to Lessee.
- c. No permanent improvements or alterations of any kind shall be made on the leased premises without the prior written consent of the Lessor.
- d. Signage approved by the Lessor and erected by the Lessee at the perimeters of the event shall indicate that pets, excepting service animals, are prohibited.

6. Security

The event, at their own expense, shall provide identifiable and uniformed personnel to maintain security and safety at all times for all participants of the event. Lessee shall coordinate security measures and policies with local law enforcement officials.

7. Transfer, Assign and Sublease

Lessee may assign this lease and/or sublease without consent of Lessor.

8. Inspection

Lessor, through its authorized agents, shall have the right at all times to go on the demised premises for the purpose of inspecting the premises.

9. Damage

Lessee shall reimburse the Lessor for any damages, or loss incurred by the Lessor caused by Lessee, its Sublessee or their invitees, during the term of this lease agreement.

10. Default

It is further agreed that during the term of this lease the Lessor shall have the right to declare a default and terminate the lease and recover possession of the premises if the Lessee shall neglect or fail to perform or observe any of the covenants contained in this lease agreement upon its part to be performed or observed. Upon the happening of any event constituting a default, the Lessor shall give notice thereof in writing to the Lessee and if the default shall continue for three days after the giving of said notice, then the Lessor may declare a forfeiture of said lease and take possession of the premises. The Lessor may, at its option after the expiration of the notice period, enter upon said premises with or without process of law and take possession thereof, Lessee waiving any demand for possession thereof.

11. Indemnity

Lessee shall conduct its activities upon the premises so as not to endanger any person lawfully, thereon; and shall indemnify, save and hold harmless the Lessor and all of its officers, agents, and employees from any and all claims for losses,

injuries, damages and liabilities to person or property occasioned wholly or in part by the acts or omissions of the Lessee, its agents, officers, employees, guests, patrons, or any persons or person admitted to or on said premises by said Lessee, while said premises are used by or under the control of the Lessee. Lessee hereby assumes full responsibility for its character, acts and conduct of all persons admitted to or on said demised premises by the consent of the Lessee, its officer, employees or agents.

12. Insurance

Lessee agrees to obtain at its own expense, a policy or policies of insurance naming the Lessor as Additional Insured, as necessary to indemnify the Lessor against claims which might be asserted by reason of the Lessee's use of the premises. The Lessee agrees to provide proof of coverage provided by Lessee or its Sublessee. Insurance shall be in the amount of one million dollars (\$1,000,000) per occurrence.

13. Notices

In the event notice is to be given by either party to the other, it is agreed that such notice may be given at any time by an instrument in writing dispatched by Registered or Certified U.S. mail to the following addresses:

Lessor: The Tie Yard of Omaha

Lessee: City of Guthrie, c/o City Manager, PO Box 908, Guthrie, OK 73044

LESSOR – Tie Yard of Omaha

BY: _____ Date _____
BY: _____ Date _____

LESSEE – City of Guthrie

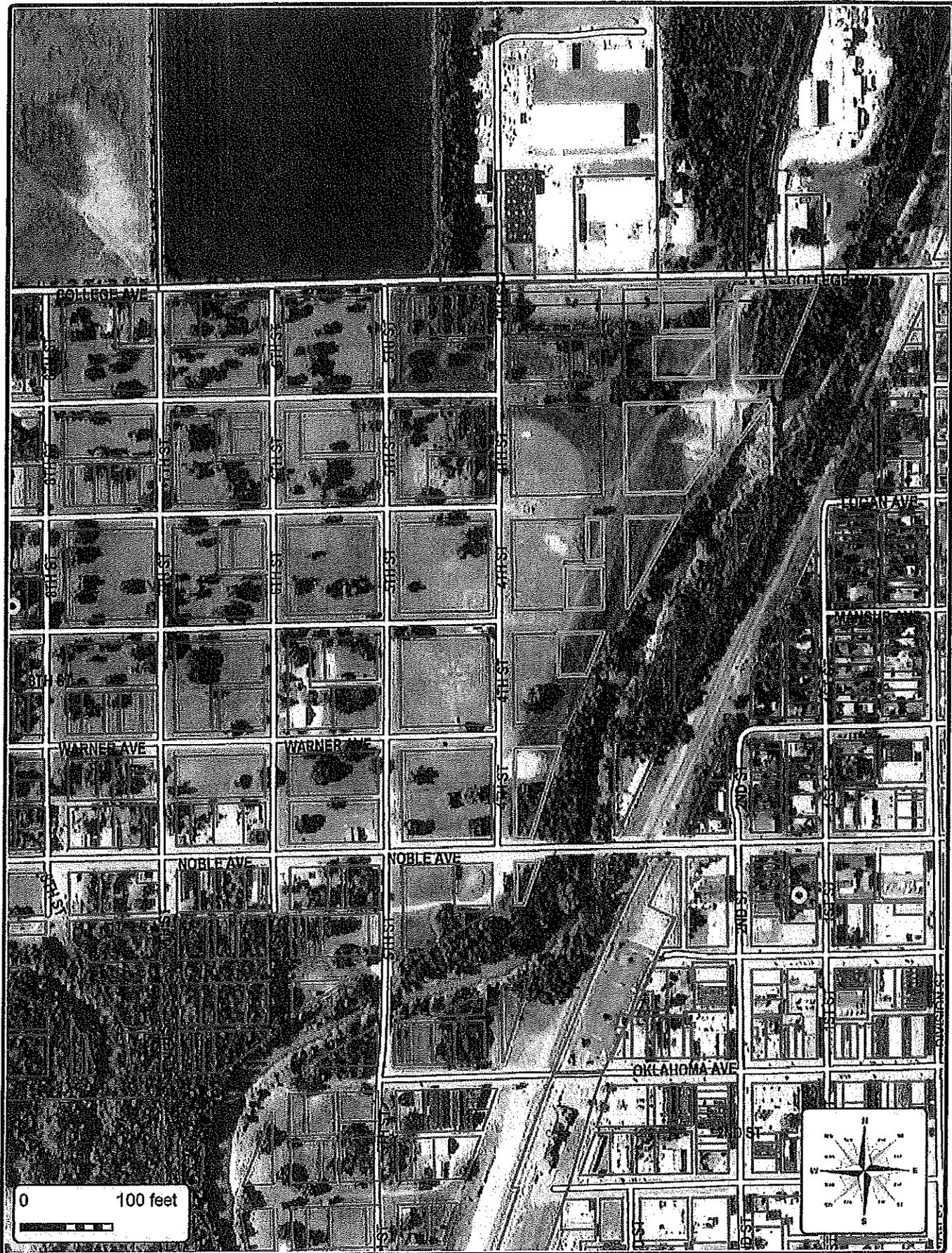
BY: _____ Date _____
BY: _____ Date _____

Exhibit A

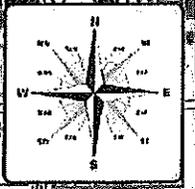
Oklahoma Rail Company

Land Use Lease

<u>Parcel Number:</u>	<u>Owner:</u>	<u>Legal</u>
1027	OKRC	Guthrie Proper Lots 1-15, Block 2
1028	OKRC	Guthrie Proper Lots 1-7, Block 3
1032	OKRC	Guthrie Proper Lots 17-24, Block 3
1098	OKRC	Guthrie Proper all of Block 12
1123	OKRC	Guthrie Proper all of Block 18
1124	OKRC	Guthrie Proper Lots 1-2, Block 19
1129	OKRC	Guthrie Proper Lots 20-24, Block 19
1176	OKRC	Guthrie Proper all of Block 34
1177	OKRC	Guthrie Proper, Lots 1-6 Block 26
1279	OKRC	Guthrie Proper, all of Block 41



0 100 feet





Agenda Item Cover Letter

Meeting

X City Council
GPWA
Other:

Date of Meeting

June 4, 2013

Contact

Cody Mosley
Economic Development
and Marketing Director

Agenda Item

Consider approval of Land Use Agreements for Oklahoma Land Company.

Summary

For the Gentlemen of the Road Concert coming to Guthrie in September, JAM Productions has requested the use of specific property not owned by the City of Guthrie or Guthrie Public Works Authority. The City of Guthrie intends to lease the land from the property owners with the expectation of sub-leasing this property to JAM Productions for concert use purposes.

Funding Expected Revenue Expenditure X N/A
Budgeted Yes X No X N/A
Account Number Amount
Legal Review X N/A Required Completed Date:

Supporting documents attached

Land Use Lease Agreement – Oklahoma Land Company

Recommendation

Approve the Land Use Lease Agreements with Oklahoma Land Company.

Action Needed Public Hearing X Motion Emergency Clause

LAND USE LEASE AGREEMENT

This agreement made and entered into this _____ day of _____, 2013 between the Oklahoma Land Company referred to as Lessor and the City of Guthrie, Oklahoma, a Municipal Corporation, referred to as Lessee, witnesseth.

Whereas, the Tie Yard of Omaha is owner of property described in Exhibit A attached hereto and made a part hereof.

Whereas, the City of Guthrie in planning for a concert event has been asked to secure parking, stage set up and production for concerts and use rights on the above described property and the parties desire to enter into this agreement as follows:

1. Premises

Lessor, in consideration of terms and conditions hereof, hereby leases to Lessee land described in Exhibit A.

2. Terms and Rent

The term of the lease shall be for a period commencing on the 1st day of September, 2013 and ending on the 10th day of September, 2013. Lessee shall pay the sum of one dollar.

3. Use

The demised premises shall be used during the lease term for event parking, performance stage, and set up and staging for concert. Lessee hereby understands and is allowed to park automobiles or any type of motor vehicle upon the property. Lessee will post signage specifying "No Camp Fires" and fires will be allowed only in approved spaces by the Lessor. Lessee will set up all necessary measures for security and functionality of the site, including fencing, portable toilets, waste receptacles, etc.

4. Maintenance

It is fully understood and agreed that the Lessee shall maintain land and buildings in the same good condition as received, and shall at its own cost and expense make all repairs to the premises, and upon the termination of this lease will yield all premises to Lessor in the same good condition and repair ordinary wear excepted. During the time that this lease is in effect the Lessee shall maintain the lease premises in a neat and orderly condition. All refuse, rubbish, debris, etc., shall be removed within 48 hours from the conclusion of the event. Lessee shall pay for all of the costs associated with the removal of garbage, refuse, rubbish, debris. The Lessee shall be responsible for the entire "clean-up" of the premises and removal of said debris, and the premises shall be left in a condition as when leased, ordinary wear and tear excepted.

5. Express Covenants of Lessee

Lessee expressly covenants and agrees as follows:

- a. The operation of the event shall at all times comply with the applicable ordinances of the City of Guthrie, statues of the State of Oklahoma, and all federal statutes.
- b. The operation of the event shall at all times comply with the terms and provisions of any and all licenses issued to Lessee.
- c. No permanent improvements or alterations of any kind shall be made on the leased premises without the prior written consent of the Lessor.
- d. Signage approved by the Lessor and erected by the Lessee at the perimeters of the event shall indicate that pets, excepting service animals, are prohibited.

6. Security

The event, at their own expense, shall provide identifiable and uniformed personnel to maintain security and safety at all times for all participants of the event. Lessee shall coordinate security measures and policies with local law enforcement officials.

7. Transfer, Assign and Sublease

Lessee may assign this lease and/or sublease without consent of Lessor.

8. Inspection

Lessor, through its authorized agents, shall have the right at all times to go on the demised premises for the purpose of inspecting the premises.

9. Damage

Lessee shall reimburse the Lessor for any damages, or loss incurred by the Lessor caused by Lessee, its Sublessee or their invitees, during the term of this lease agreement.

10. Default

It is further agreed that during the term of this lease the Lessor shall have the right to declare a default and terminate the lease and recover possession of the premises if the Lessee shall neglect or fail to perform or observe any of the covenants contained in this lease agreement upon its part to be performed or observed. Upon the happening of any event constituting a default, the Lessor shall give notice thereof in writing to the Lessee and if the default shall continue for three days after the giving of said notice, then the Lessor may declare a forfeiture of said lease and take possession of the premises. The Lessor may, at its option after the expiration of the notice period, enter upon said premises with or without process of law and take possession thereof, Lessee waiving any demand for possession thereof.

11. Indemnity

Lessee shall conduct its activities upon the premises so as not to endanger any person lawfully, thereon; and shall indemnify, save and hold harmless the Lessor and all of its officers, agents, and employees from any and all claims for losses,

injuries, damages and liabilities to person or property occasioned wholly or in part by the acts or omissions of the Lessee, its agents, officers, employees, guests, patrons, or any persons or person admitted to or on said premises by said Lessee, while said premises are used by or under the control of the Lessee. Lessee hereby assumes full responsibility for its character, acts and conduct of all persons admitted to or on said demised premises by the consent of the Lessee, its officer, employees or agents.

12. Insurance

Lessee agrees to obtain at its own expense, a policy or policies of insurance naming the Lessor as Additional Insured, as necessary to indemnify the Lessor against claims which might be asserted by reason of the Lessee's use of the premises. The Lessee agrees to provide proof of coverage provided by Lessee or its Sublessee. Insurance shall be in the amount of one million dollars (\$1,000,000) per occurrence.

13. Notices

In the event notice is to be given by either party to the other, it is agreed that such notice may be given at any time by an instrument in writing dispatched by Registered or Certified U.S. mail to the following addresses:

Lessor: The Tie Yard of Omaha

Lessee: City of Guthrie, c/o City Manager, PO Box 908, Guthrie, OK 73044

LESSOR – Tie Yard of Omaha

BY: _____ Date _____
BY: _____ Date _____

LESSEE – City of Guthrie

BY: _____ Date _____
BY: _____ Date _____

Exhibit A

Oklahoma Land Company

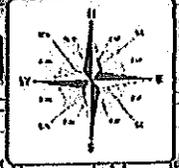
Land Use Lease

Parcel Number:	Owner:	Legal
1277	OK Land Co	Guthrie Proper Lots 6-19 and W ½ of 20, of Block 40
1275	OK Land Co	Guthrie Proper Lots 1-5, Block 40

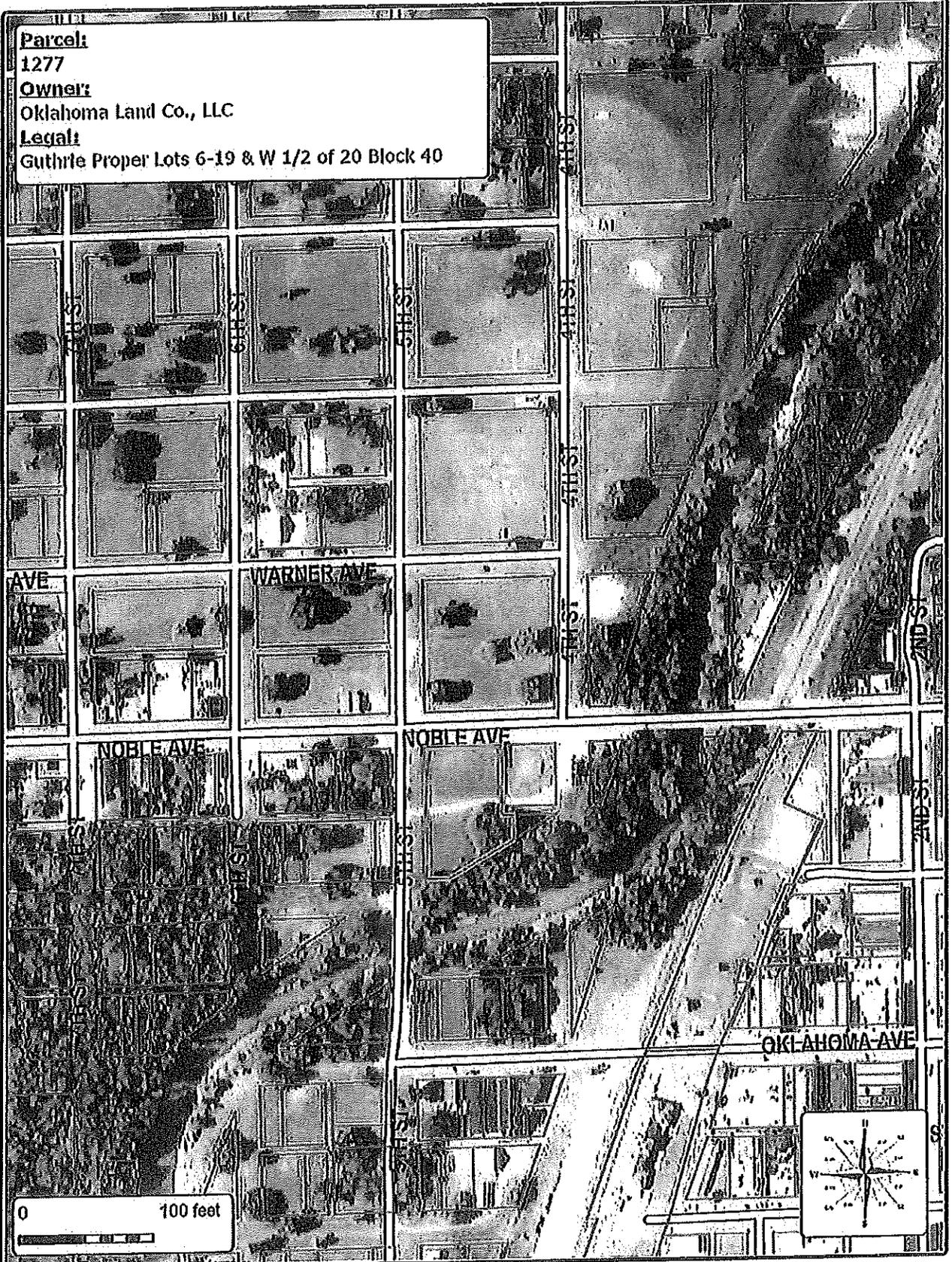
Parcel:
1275
Owner:
Oklahoma Land Co., LLC
Legal:
Guthrie Proper Lots 1-5 Block 40



0 100 feet



Parcel:
1277
Owner:
Oklahoma Land Co., LLC
Legal:
Guthrie Proper Lots 6-19 & W 1/2 of 20 Block 40





Agenda Item Cover Letter

Meeting
X City Council
GPWA
Other:

Date of Meeting
June 4, 2013

Contact
Jim Ahlgren

Agenda Item

Consider approval of a request from Dan Belk for a normal retirement, 5 years certain and life, from the City's retirement plan.

Summary

Dan Belk is a current City of Guthrie employee and a vested participant in the City Pension Plan. Dan has requested a normal retirement payment, 5 years certain and life, under the provisions of the plan.

Funding Expected Revenue Expenditure N/A
Budgeted Yes No N/A
Account Number 00-00-00-0000 Amount \$0.00
Legal Review N/A Required Completed Date:

Supporting documents attached

Recommendation

Staff requests approval of a normal retirement Pension Payment for Dan Belk.

Action Needed Public Hearing X Motion Emergency Clause



Agenda Item Cover Letter

Meeting: X City Council, Date of Meeting: June 4, 2013, Contact: Damon Devereaux Police Chief

Agenda Item

Consider approval of service weapon to be provided as a token of appreciation to Lt. Dan Belk for 29+ years of faithful service to The City of Guthrie

Summary

The City of Guthrie issued a firearm to Dan Belk while he was employed with the City of Guthrie. Dan Belk as expressed an interest in keeping it. The request was expressed to the City Manager as well as the City Attorney. Staff recommends providing the firearm as an appreciation to Dan Belk for his 29+ years of faithful service to the City of Guthrie.

Funding Expected: Revenue, Expenditure, Budgeted: Yes, No, Account Number, Amount, Legal Review: N/A, X Required, Completed Date: 05/01/2013

Supporting documents attached

- None

Recommendation

Approve donation of firearm to Lt. Dan Belk as an expression of appreciation for service.

Action Needed: Public Hearing, X Motion, Emergency Clause



Agenda Item Cover Letter

Meeting
 City Council
 GPWA
 Other: _____

Date of Meeting
 June 4, 2013

Contact
 Cody Mosley
 Economic Development
 and Marketing Director

Agenda Item

Consider approval of Agreement Regarding Concert Activities

Summary

JAM Productions has requested exclusive use of downtown streets to be closed as part of the concert activities. The streets to be blocked to vehicular traffic are as follows:

- Oklahoma – from South 5th Street to Division;
- Harrison – from railroad tracks to Division;
- West Vilas – from South 3rd Street to Division (as needed);
- South 3rd Street – from Harrison to West Vilas;
- South 2nd Street – from Oklahoma to West Vilas;
- South 1st Street – from Oklahoma to West Vilas.

JAM Productions will charge an entrance fee of \$5.00 per day and will retain those ticket sales and remit sales tax payment to the Oklahoma Tax Commission for the entrance sales in the downtown area. JAM will also remit through the Oklahoma Tax Commission the sales tax on concert ticket sales (approximately \$85,020), food, beverage (approximately \$15,000 anticipated sales tax collected) and merchandise (approximately \$6,000 anticipated sales tax collected) during the event. JAM will also remit payment of 3% of parking sales (approximately \$8,000 anticipated in collections) directly to the City of Guthrie. JAM also agrees to donate 1,500 tickets to the downtown festival for Guthrie citizens (worth \$7,500). Total amount of anticipated collections (sales tax collected from JAM and approximate worth of downtown tickets) totals to \$121,520.

Funding Expected	<input checked="" type="checkbox"/> Revenue	<input type="checkbox"/> Expenditure	<input checked="" type="checkbox"/> N/A
Budgeted	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> N/A
Account Number	_____ Amount		
Legal Review	<input checked="" type="checkbox"/> N/A	<input type="checkbox"/> Required	Completed Date: _____

Supporting documents attached
 Agreement Regarding Concert Activities

Recommendation

Approve the Agreement Regarding Concert Activities

Action Needed Public Hearing Motion Emergency Clause

AGREEMENT REGARDING CONCERT ACTIVITIES

This agreement entered into between the City of Guthrie, Oklahoma, a Municipal Corporation here and after referred to as City and JAM Productions, here and after referred to as JAM;

Whereas, JAM is producing a concert in the City of Guthrie, Oklahoma including, among others, performances by Mumford and Sons; and

Whereas, JAM has requested that certain downtown streets be closed as part of the concert production;

It is agreed that from Thursday, September 5, 2013 at 5:00 p.m. until Sunday, September 8, 2013 at 2:00 a.m. the City will restrict access to certain downtown areas described as follows:

- a. Oklahoma – from South 5th Street to Division;
- b. Harrison – from railroad tracks to Division;
- c. West Vilas – from South 3rd Street to Division (as needed);
- d. South 3rd Street – from Harrison to West Vilas;
- e. South 2nd Street – from Oklahoma to West Vilas;
- f. South 1st Street – from Oklahoma to West Vilas.

In exchange for restricting access to the above streets, JAM shall charge a \$5.00 per day per person fee to access the restricted downtown area and is entitled to retain said fees.

JAM will remit through the Oklahoma Tax Commission City's share of sales tax on ticket sales, food, beverage and merchandise as part of this event. JAM will also pay 3% on all parking sales and parking ticket sales on parking for which it generates revenue as a result of the concert activities in the Guthrie city limits and for parking sales in conjunction with the concert outside the city limits.

JAM will provide the City of Guthrie with 1,500 downtown admission tickets/bracelets to assist local businesses that are to be affected by street closures.

Executed this _____ day of _____, 2013

City of Guthrie

BY: Mayor

JAM Productions Ltd.

BY:



Agenda Item Cover Letter

Meeting

X City Council
GPWA
Other:

Date of Meeting

June 4, 2013

Contact

Justin Heid,
Airport Manager

Agenda Item

Consider approval for Guthrie-Edmond Regional Airport to solicit bids for Airport Improvement Project AIP #3-4-0036-013-2012 which includes acquiring Maintenance and Snow Equipment.

Summary

The Guthrie-Edmond Regional Airport is ready to begin the bidding process to acquire Maintenance and Snow Equipment for the airport. The Early Project Development Submittal, which contains the Garver Engineer Contract for the project, was approved by the City Council on September 18, 2012.

The AIP Project in consideration will be to acquire Maintenance and Snow Equipment for the airport under project # 98-98-94-6586.

This project is eligible for Non-Primary Entitlement (NPE) funding that will be administered through the OAC, and funding for the above mentioned project will be at a ratio of 90% to 10% up to \$150,000 and the rest recovered by the cities. The 10% being the amount to be split between Guthrie and Edmond. The project is estimated to come under \$150,000, allowing for an estimated \$15,000 to be split by both Cities.

Funding Expected Revenue X Expenditure N/A
Budgeted X Yes No N/A
Account Number # 98-98-94-6586 Amount \$15,000
Legal Review X N/A Required Completed Date:

Supporting documents attached

n/a

Recommendation

Approve Guthrie-Edmond Regional Airport to solicit bids for Airport Improvement Project AIP #3-4-0036-013-2012

Action Needed Public Hearing X Motion Emergency Clause



Agenda Item Cover Letter

Meeting

X City Council
GPWA
Other:

Date of Meeting

June 4, 2013

Contact

Justin Heid,
Airport Manager

Agenda Item

Consider approval of amending the lease between the Guthrie Edmond Regional Airport and the Fixed Base Operator (FBO), Crabtree Aircraft Services, to reflect the changes in Fuel Flowage Fees upon the instillation of a self service, 24 hour, credit card machine on the City owned 100LL fuel tank at the airport.

Summary

Guthrie Edmond Regional Airport will be installing a self service, 24 hour, credit card machine on the City owned 100LL fuel tank at the airport with budgeted airport funds. Self Service fueling at the airport will increase revenue through lowered costs per gallon on the consumer and more accessible hours through 24 hour availability. This will increase the transient traffic count, as well as provide expected services at the Guthrie Edmond Regional Airport.

Through this lease amendment, the Airport and the FBO agree to an increase in the Fuel Flow Fee on all fuel sold through the Self Service method.

The City owns the fuel tank and the airport has funds budgeted for installation of the credit card machine. The Airport is purchasing the Credit Card machine and Crabtree Aircraft Services has agreed to increase the Fuel Flow Fee for Self Service Fuel. This will result in Crabtree Aircraft Services paying the Airport \$0.20 per gallon of 100LL sold through the self service credit card machine, and maintaining the current \$0.10 Fuel Flowage Fee for every gallon sold through Full Service methods, where the FBO dispenses the fuel for the consumer.

Funding Expected x Revenue Expenditure N/A
Budgeted Yes No N/A
Account Number 98-98-94-6588 Amount
Legal Review N/A X Required Completed Date: 5/22/13

Supporting documents attached
Amendment To Hangar Ground Lease

Recommendation
Approve Amendment to Hangar Ground Lease

Action Needed Public Hearing X Motion Emergency Clause

AMENDMENT TO HANGAR GROUND LEASE

A Hangar Ground Lease previously being entered into on the 21st day of January, 1997, between the City of Guthrie, Oklahoma (Lessor) and Crabtree Aircraft Company, Inc., (Lessee) and said Lease being amended on the 6th day of February, 2007 by the Parties; and

Whereas the Parties desire to amend the Lease and prior amendments as relates to Paragraph 28 (C)(2);

It is agreed that the previous Lease and amendment to the Hangar Ground Lease above referenced are this day amended in that Paragraph 28 (C)(2) is amended as follows:

28 (C)(2) Fuel Flowage Fee – The Lessee understands and agrees that the City of Guthrie, Oklahoma owns the fuel storage at the airport and all fuel purchases will be through the facility and the Lessee agrees to pay Lessor fuel flowage fees of 10 cents per gallon on all fuel dispensed in Full Service fashion on the Guthrie Edmond Regional Airport or its successors by the Lessee and a fuel flowage fee of 20 cents per gallon on all fuel dispensed in a Self Service fashion on the Guthrie Edmond Regional Airport or its successors by the Lessee. The Self Service fuel price to the consumer is agreed to be greater than or equal to, but not less than, 7.5 % below the consumer fuel price of the Full Fuel Service fuel price. It is expressly agreed that the fuel flowage fee is subject to renegotiation every two years throughout the term or renewal term hereof beginning June 1, 2015.

The remainder of the original Lease and amendments shall remain in full force and effect.

Executed this _____ day of _____, 2013.

LESSOR, City of Guthrie

BY: _____
Mayor

LESSEE, Crabtree Aircraft Company, Inc.

BY: _____
President

Approved as to form and legality;

Randel Shadid, City Attorney



Agenda Item Cover Letter

Meeting	Date of Meeting	Contact
<input checked="" type="checkbox"/> City Council	June 4, 2013	Rene Spineto, Director
<input type="checkbox"/> GPWA		Community Development
<input type="checkbox"/> Other: _____		

Agenda Item

Consider approval of Resolution 2013-08 in support for development of Silent Harvest Homes Phase Two, including fee waivers of building permits or other city-provided services in the amount of \$14,001.

Summary

Desert Ridge Investments, Inc proposes to plan, design and develop a forty – eight (48) unit, three bedroom single family home development. The subject property is a 26 acre site located at 2501 W. Oklahoma, immediately east of Silver Valley Estates. Phase One is complete and Phase Two will consist of 48 units, all of which will be new construction.

The developer will utilize the State of Oklahoma housing tax credit program (through the Oklahoma Housing Finance Agency) to complete the project. At the December 4, 2012 City Council meeting the Council approved a City fee waiver for this Phase of Silent Harvest; however, the developer has realized he has the capacity to build 48 units rather than just the original 40 units. The Oklahoma Housing Finance Authority requires that the City Resolution of support match exactly the final number of homes for which the developer requests funding. Therefore, this Resolution will replace the December 4, 2012 Resolution with the updated housing count of 48 units.

Desert Ridge Investments is requesting that the City of Guthrie support the proposed development by authorizing fee waivers of building permits and/or inspection fees or other city-provided services in the amount of \$14,001 for the development of this project. This is the same amount that was approved at the December 4, 2012 meeting. This city support is a key element in their application to the Oklahoma Housing Finance Agency (OHFA).

Desert Ridge is now requesting City support of the waivers for its Phase Two to finish the complete build-out of this development project.

Benefits to the City of Guthrie include: jobs created as a result of the construction, water and sewer billing revenue from 48 homes and a total project investment in the community of over \$7,400,000.

Funding Expected	<input checked="" type="checkbox"/> Revenue	<input type="checkbox"/> Expenditure	<input type="checkbox"/> N/A
Budgeted	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A
Account Number	_____ Amount		
Legal Review	<input type="checkbox"/> N/A	<input checked="" type="checkbox"/> Required	Completed Date: _____

Supporting documents attached:

- Resolution 2013-08
- Site Plan

Recommendation:

Approve Resolution 2013-08

Action Needed Public Hearing Motion Emergency Clause

RESOLUTION NO. 2013-08

WHEREAS, Silent Harvest Homes II, LLC, is proposing to construct a forty-eight (48) unit housing development to be located in the limits of the of City of Guthrie on a parcel located directly south of Phase I between West Oklahoma Avenue and Hwy 33 at 2501 West Oklahoma; and

WHEREAS, the City of Guthrie supports economic development and promotes affordable housing for the benefit of the citizens of the City of Guthrie; and

WHEREAS, the City of Guthrie supports the proposed project and will contribute \$14,001, in waivers of fees or other project related expenses, in support of the project for the benefits of the citizens of the City of Guthrie.

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF GUTHRIE, that the City Council supports favorable consideration to be given for a tax credit award for this Development.

BE IT FURTHER RESOLVED, it is noted that the proposed development is consistent with City of Guthrie's affordable housing strategies and comprehensive plan.

APPROVED AND PASSED this ____ day of _____, 2013.

Note: the resolution of support will remain in effect for a period of one (1) year from the date of initial passage provided that no major changes are made to the proposed development.

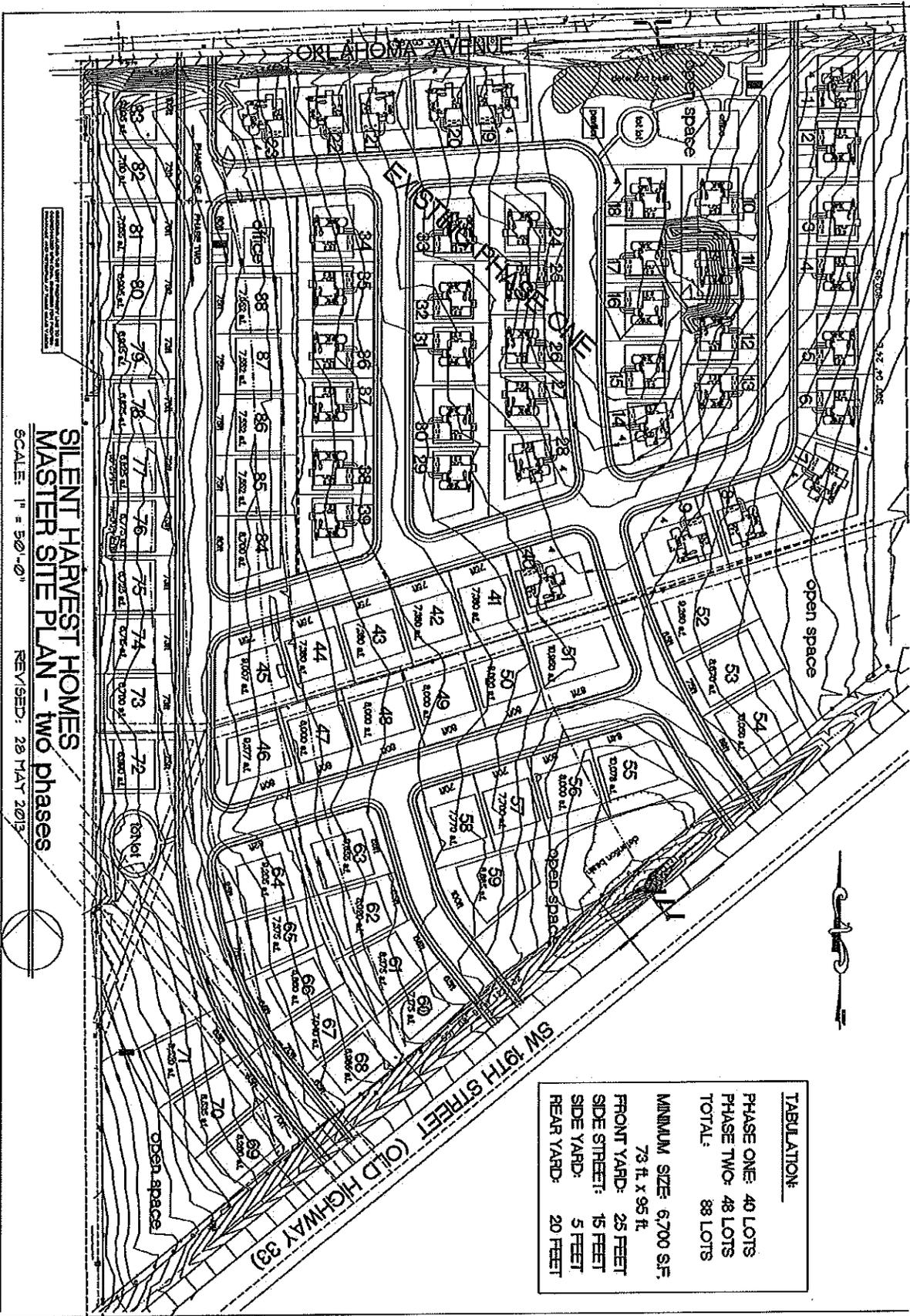
Mark Spradlin, Mayor

Attest:

Wanda Calvert, City Clerk

Approved as to Form:

Randel Shadid, City Attorney



**SILENT HARVEST HOMES
MASTER SITE PLAN - two phases**

SCALE: 1" = 50'-0"

REVISED: 28 MAY 2013

TABLATION:

PHASE ONE:	40 LOTS
PHASE TWO:	48 LOTS
TOTAL:	88 LOTS
MINIMUM SIZE:	6,700 S.F.
FRONT YARD:	73 ft x 95 ft
SIDE STREET:	25 FEET
SIDE YARD:	15 FEET
REAR YARD:	5 FEET
	20 FEET



Agenda Item Cover Letter

Meeting

x City Council
GPWA
Other:

Date of Meeting

June 4, 2013

Contact

Rene Spineto, Director
Community Development

Agenda Item

Consider approval of acceptance of a grant award from the Oklahoma Tobacco Settlement Endowment Trust in the amount of \$8,000, for having achieved the Merit level within the Healthy Communities Incentive Grant Program for 2013.

Summary

With the help of the Logan County Health Department, the City of Guthrie and the Guthrie Transportation Authority submitted an application to the Healthy Communities Incentive Grant Program. The City of Guthrie completed all requirements under the Healthy Communities program to obtain the Merit level of award in the amount of \$8,000. The proceeds from the grant will be used to purchase 16 bike racks. The racks will be installed in the downtown area and around schools, parks and near the south Division St. shopping area. Funds will also be used to purchase paint and stencils for bike safety.

Funding Expected x Revenue Expenditure N/A
Budgeted Yes No x N/A
Account Number Amount \$8,000
Legal Review N/A x Required Completed Date:

Supporting documents attached:

- Award Letter
Letter of Agreement

Recommendation:

Approve acceptance of \$8,000 in grant funding from the Oklahoma Tobacco Settlement Endowment Trust

Action Needed Public Hearing x Motion Emergency Clause



May 9, 2013

Mr. Chuck Burtcher
Mayor of Guthrie
101 N. 2nd
Guthrie, OK 74010

Dear Mayor Burtcher,

It is my pleasure to inform you that the Board of Directors of the Oklahoma Tobacco Settlement Endowment Trust (TSET) has awarded \$8,000 to the City of Guthrie. This award is having achieved the Merit level within the Healthy Communities Incentive Grant Program for 2013.

You will receive an email from Connie Befort, Program Manager Healthy Communities Incentive Grant, providing further details and paperwork needed to begin the payment process and a sample press release about the award for use in your local newspaper. We would like to have a public recognition event to present your city officials with a symbolic check to commemorate your achievement. We would encourage you to invite your local media, local legislators and other dignitaries to attend.

On behalf of the Board of Directors, I want to thank you and your citizens for the strides you have taken in making health-related policy changes, enhancing awareness of the importance of physical activity and healthy nutrition in your community, along with other important health related activities. Your achievement is making a positive impact on the health of Oklahoma.

Please contact me at 405-521-3878 if you have questions or need assistance.

Congratulations!

A handwritten signature in cursive script that reads 'Jonás Mata'.

Jonás Mata, MSW
Director of Grants and Programs

LETTER OF AGREEMENT
Between the
Oklahoma Tobacco Settlement Endowment Trust
And
City of Guthrie Oklahoma

Purpose

This agreement is with the City of Guthrie (Grantee) for grant funds received from the Oklahoma Tobacco Settlement Endowment Trust Fund (TSET), through the Healthy Communities Incentive Grants Program.

Period of Agreement

The period of this agreement is from May 24, 2013 through June 30, 2014.

Scope of Work

1. The City of Guthrie has completed all requirements under the Healthy Communities Incentive Grants program for the Merit level of award in the amount of \$8,000. The Grantee's application and signed documents are contained in the Letter of Agreement.
2. The City of Guthrie will provide TSET the Signed Letter of Agreement which includes supporting documents and new documents requiring signature:
 - a) Attachment A - Supporting documents as submitted (Application, Narrative and Budget)
 - Attachment B - Contract Non-Collusion Certification
 - Attachment C - Workers Compensation Clause
 - Attachment D - Vendor/Payee Form
 - Attachment E - Direct Deposit /Change Request Form New Bank Account
 - Attachment F - Invoice

All documents must be completed, signed and returned to TSET.

- b) In the event that the grantee wishes to use grant funds for purposes other than those originally proposed, or if the grantee requires additional time beyond June 30, 2014 for completion of the project, the grantee agrees to seek prior written approval from TSET for any other uses of funding or an extension to the period of performance.
 - c) The Grantee agrees to send TSET documentation acceptable to TSET upon completion of the project.
3. TSET will:
 - a) Issue the grant funds by June 30, 2013 or within 45 days of receipt of a properly completed paperwork.
 - b) Work with the Grantee in the event that the grantee wishes to use grant funds for purposes other than those originally proposed, or if the grantee requires additional time beyond June 30, 2014 for completion of the project to compliance with the guidelines of the original application.
 - c) Verify the completion of the proposed project.

TERMS and CONDITIONS

Access to Records:

The Grantee agrees to maintain required records and supporting documentation as validation for dollars awarded and expended for a period of three years from the ending date of the Agreement. The Grantee also agrees to allow the State Auditor's Office, the TSET, or their authorized representatives access to the records,

LETTER OF AGREEMENT

Between the Oklahoma Tobacco Settlement Endowment Trust

And City of Guthrie

Page 2 of 3

books, documents, accounting procedures, practices or any items of the service provider relevant to this Agreement for purpose of audit and examination. The Grantee further agrees to provide appropriate access by the aforementioned parties to any sub-Grantee's associated records. In the event any audit, litigation or other action involving these pertinent records is started before the end of the three (3) year period, the Grantee agrees to retain these records until all issues arising out of the action are resolved or until the end of the three (3) year period, whichever is later.

Applicable Law:

This Agreement shall be governed by the laws of the state of Oklahoma notwithstanding its choice of law provisions. Any legal action in connection with this Agreement shall be filed in a court of competent jurisdiction in Oklahoma County, Oklahoma, to which jurisdiction and venue TSET and Grantee expressly agrees.

Contact Persons:

For the purposes of this Agreement, all contacts with the TSET shall be directed to its representative, Connie Befort at (405)521-4985.

For the purpose of this Agreement, all fiscal contacts with the Grantee shall be directed to its representative, Rene Spineto at (405)282-0197.

Entire Agreement:

This Agreement, including referenced attachments, represents all the terms and conditions agreed upon by the parties. No other understandings or representations, oral or otherwise, regarding the subjectmatter of this Agreement shall be deemed to exist or to bind any of the parties hereto.

Failure To Comply Statement:

The Grantee agrees that should it be in non-compliance with any applicable Federal or State laws, or regulations that the Agreement may be suspended, terminated, or canceled in part or in whole. Observance of the compliance with the requirements thereof shall be the responsibility of the Grantee, without reliance on or direction by the TSET.

Grantee's Relation to the TSET:

The Grantee is in all respects an independent entity and is neither an agent nor an employee of the TSET. Neither the Grantee nor any of its officers, employees, agents, or members shall have authority to bind the TSET nor are they entitled to any of the benefits or worker's compensation provided by the TSET to its employees.

Non-Collusion

The Non-Collusion Affidavit must be signed, notarized and completed by the Grantee. (Attachment B)

Procurement Integrity:

The Parties certify they have not entered into this Agreement with this or any other Oklahoma state agency that would result in a substantial duplication of the services or duplication of the end product rendered by the Parties or their employees.

OKLAHOMA TOBACCO SETTLEMENT ENDOWMENT TRUST
Healthy Communities Incentive Grant
Application

Level of certification community achieved from the 2012 Certified Healthy Communities Program:

- Basic
- **Merit**
- Excellence

Brief description of the intended use of the incentive funds:

"Cities with high bicycling rates tend to have lower crash rates for all road users." This quote comes from an research article that states that there is significant evidence on how bicycle friendly communities are safer for all road users. For years the Guthrie Transportation Authority has worked with the Guthrie City Council on obtaining bicycle racks to be used throughout downtown Guthrie and placed in other areas and for years has always heard that there was no room for bike racks in the budget. The Guthrie City Council unanimously approved the policies/ordinances needed so that funds would be available to purchase bike racks. Logan County is the 12st healthiest county in Oklahoma and each year it strives to become the healthiest county. Each year we implement new health policies, as well as participate in different health related activities that showcase we are committed to creating a healthy environment. With the funds from this grant, The City will purchase 16 bike racks from Cycle Safe. These bike racks have been pre-approved from the Historical Society to be placed in downtown Guthrie. 16 additional bike racks will be purchased and placed around areas outside of the historical district. We have chosen downtown Guthrie/Historical District to have more bicycle racks because it has the most movement, businesses, and holds festivals throughout the year. The other places we have chosen were areas that the Guthrie Transportation Authority felt would have the most impact: around the schools, at the local hospital, Wal-Mart, and placed in multiple parks that are located in neighborhoods.

Because we want people to move more and safety is a concern, funds will be used to purchase stencils and paint that show drivers that bicycle's are allowed on the road and to be careful. We will also be purchasing "3 Foot is the Law" signs around town. Guthrie was the second city in Oklahoma to adopt a Complete Streets Resolution and currently, the City of Guthrie is working on adopting Complete Street ordinances. Our goal is to encourage residents to use a different mode of transportation, create a safe environment for them, and showcase to them that we are a town that cares about the health of its residents and visitors.

**If projected budget turns out to be less than expected, the City of Guthrie would like to purchase bike helmets to be given away to students to increase biking to school and as a safety measure.

Project Start Date: July 1, 2013

OKLAHOMA TOBACCO SETTLEMENT ENDOWMENT TRUST
Healthy Communities Incentive Grant
Community Information

Rec'd TSET

Applications are accepted from January 1 through February 28 at 4:00 pm.
(Grants will be awarded based on funds available.)

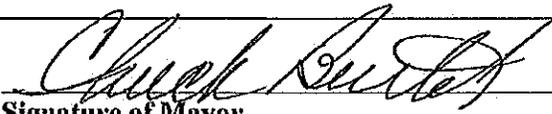
FEB 28 2013

Community Information
City Name: Guthrie
Population Size: 10,191
Mailing Address: 101 N. 2nd, Guthrie, OK 73044
Physical Address: 101 N. 2nd, Guthrie, OK 73044
Mayor's name: Chuck Burtcher
Mayor's email address: cburtcher@cox.net
Application Contact Name: Rene Spineto
Job Title: Community Development Director
Telephone: 405-282-0197
Fax Number: (405) 282-0213
Email Address: rspineto@cityofguthrie.com

OKLAHOMA TOBACCO SETTLEMENT ENDOWMENT TRUST
Healthy Communities Incentive Grant
Community Information

Certification of Non-Acceptance of Tobacco Funds

The applicant named above hereby certifies that it will not accept funding from, nor have an affiliation or contractual relationship with, a company engaged in the manufacture of tobacco or tobacco products for the purpose of event sponsorships, curriculum, grants programs, research, evaluation or other similar activities during the term of the grant from the Oklahoma Tobacco Settlement Endowment Trust. The applicant further certifies that it will not engage in the manufacture of tobacco products during the term of the grant. This restriction does not apply to the growth or use of non-commercial tobacco for ceremonial use.

 Signature of Mayor	 Date
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OKLAHOMA TOBACCO SETTLEMENT ENDOWMENT TRUST
Healthy Communities Incentive Grants
Use of Grant Funds Summary Budget

Community Name:	Guthrie	
Project :	Bike Racks	
Budget Category	Explanation (Include information on who is doing the work, travel involved, meetings, facility use, etc.)	Dollar Amount
Cycle Safe Bike Rack	Bike Racks that have been pre-approved by the Historical Society to be placed in Downtown Guthrie. The City of Guthrie will place the bike racks in designated areas (in-kind) (attached is the quote from Cycle Safe)	\$5,178
Share the Road Stencil and Paint	Bicycles will be painted on the main roads. The City of Guthrie will provide the time to paint the stencils on the road (in-kind)	\$1,000
10 additional bike racks to be placed all across the city	Guthrie Job Corps will build 10 bike racks for \$50/each for only the materials.	\$500
Powder coating of the bike racks	Edmond Powder Coating facility will powder coat the bike racks so that they will last longer. \$100/each x 10 racks	\$1,000
Cement	Cement will be used to place all bike racks into the ground. The City of Guthrie will dig holes and cement the bike racks (in-kind)	\$322
Total		\$8,000

If this project is related to or part of a larger project, please provide a brief explanation:

***Examples of Budget Categories:**

Capital Improvement - (i.e. sidewalk, lighting, playground, etc.)

Training -- (retailer training, staff training)

Planning/Needs Assessment -- (meeting expenses, consultation, etc.)

Equipment -- (exercise equipment, signage, etc.)

Website/Social Media -- (updates, design, programming, etc.)

“Cities with high bicycling rates tend to have lower crash rates for all road users.”
This quote comes from a research article that states that there is significant evidence on how bicycle friendly communities are safer for all road users. For years the Guthrie Transportation Authority has worked with the Guthrie City Council on obtaining bicycle racks to be used throughout downtown Guthrie and placed in other areas and for years has always heard that there was no room for bike racks in the budget. The Guthrie City Council unanimously approved the policies/ordinances needed so that funds would be available to purchase bike racks. Logan County is the 12th healthiest county in Oklahoma and each year it strives to become the healthiest county. Each year we implement new health policies, as well as participate in different health related activities that showcase we are committed to creating a healthy environment. With the funds from this grant, The City will purchase 16 bike racks from Cycle Safe. These bike racks have been pre-approved from the Historical Society to be placed in downtown Guthrie. 16 additional bike racks will be purchased and placed around areas outside of the historical district. We have chosen downtown Guthrie/Historical District to have more bicycle racks because it has the most movement, businesses, and holds festivals throughout the year. The other places we have chosen were areas that the Guthrie Transportation Authority felt would have the most impact: around the schools, at the local hospital, Wal-Mart, and placed in multiple parks that are located in neighborhoods. First, the 2002 “Comprehensive Plan for the City of Guthrie, Oklahoma” recommends in two places that City needs to “have pedestrian/bicycle connections” .. “provided into surrounding areas” (pg. 49 & 50). Despite the fact that Guthrie is one of the few cities in Oklahoma to have passed a “Complete Streets” resolution, it is for new construction, but as the Comprehensive Plan notes on one of our main thoroughfares as “Division St. still lacks sufficient “pedestrian or bicycle accommodations, despite the presence of major visitor services along the corridor” (Comprehensive Plan, pg. 57). And, that to actually have a “balanced transportation program,” “bicycle transit, and sidewalks can be particularly important” (pg. 84).

Because we want people to move more and safety is a concern, funds will be used to purchase stencils and paint that show drivers that bicycle's are allowed on the road and to be careful. We will also be purchasing “3 Foot is the Law” signs around town. Guthrie was the second city in Oklahoma to adopt a Complete Streets Resolution and currently, the City of Guthrie is working on adopting Complete Street ordinances. Our goal is to encourage residents to use a different mode of transportation, create a safe environment for them, and showcase to them that we are a town that cares about the health of its residents and visitors. Additionally, the Robert Wood Johnson Foundation found that Logan County is above average in obesity rates and the County itself received an “F” grade by the along with the Oklahoma Department of Health in the 2011 State of the State Report. Bicycle racks are the infrastructure needed to give bicycles a place to safely rest and give incentives for riders to ride.

The Guthrie Transportation Authority recommends that the Healthy Communities Incentive Grant help the City of Guthrie not only achieve its long-term planning goals, but also help facilitate a healthier city.

**Contract Non-Collusion
Certification**

Improving the Health of Every Oklahoman



In accordance with 74 O.S. §85.22, any contract executed by the State shall contain the following certification:

1. I am the VENDOR duly authorized agent of VENDOR (check applicable box), under the contract which is attached to this statement, for the purpose of certifying the facts pertaining to the giving of things of value to government personnel in order to procure said contract;
2. I am fully aware of the facts and circumstances surrounding the making of the contract to which this statement is attached and have been personally and directly involved in the proceedings leading to the procurement of said contract;
3. Neither the VENDOR nor anyone subject to the VENDOR's direction or control has paid, given, or donated, or agreed to pay, give, or donate, to any officer or employee of the State of Oklahoma any money or other things of value, either directly or indirectly, in procuring the contract to which this statement is attached; and
4. No person who has been involved in any manner in the development of the contract to which this statement is attached, while employed by the State of Oklahoma, shall be employed to fulfill any of the services provided for under this contract.

Name (PRINT)

Title (PRINT)

Signature

Date

VENDOR INFORMATION: (Must be completed)

Firm/Name: _____

Address: _____

City/State: _____

Phone: _____

SSN/FEIN: _____

The State of Oklahoma does not enter into contracts or other arrangements that have the effect of subjecting its citizens or employees to discrimination because of race, color, national origin, sex, or disability. All vendors of the State of Oklahoma must comply with state and federal laws prohibiting discrimination, including, but not limited to, the Civil Rights Acts of 1964 and 1991 and the Americans with Disabilities Act of 1990.

Workers Compensation Clause

Worker's Compensation Policy:

Workers Compensation Insurance is required by the State of Oklahoma for all entities that contract with the State. Proof of Workers Compensation Insurance is required by the Department of Central Services as specified below:

Worker's Compensation Insurance Policy # _____

Policy Expires: _____ Carrier's Name: _____

Note: Successful vendor shall furnish a certificate of insurance to the ordering agency to show insurance for the job in compliance with the Oklahoma Workers Compensation Law, before work begins. Failure to provide the Certificate of Insurance in a timely manner may result in cancellation of the contract award."

Exempt from Worker's Compensation:

If you are exempt from the Worker's Compensation Insurance statute you must state your exemption and sign the following waiver of liability.

I, the undersigned, hereby waive any claim against the using agency and/or its agents and assume responsibility for all accidents, injuries or losses incurred by me as a result of my negligence while in connection with any activity conducted with the using agency, thereby releasing the department, division and/or its agents for any responsibility.

Title 85 O.S. § 2.6
Claimed Exemption _____

(Signature)

(Name, printed)

(Date)

Edition: 10/1/09



State of Oklahoma
Office of State Finance
Vendor Maintenance

Vendor/Payee Form

*Attachment
(0)*

Change Existing Address #
Additional Address

The State of Oklahoma requires the following information for all new vendors (payees) before any payments can be made. This information is used to establish you in the State's vendor file. The form must be signed to be valid. This form should not be used to establish Garnishment Vendors or State Employee Vendors.

AGENCY SECTION

Agency Name Oklahoma Tobacco Settlement Endowment Trust
 Contact Name Dorothy Antwine Phone #: (405) 521-3887 Fax#: (405) 525-6104

1099 Reportable Status
 Add: 1 - Rents 2 - Royalties 3 - Prizes & Awards
 Remove: 6 - Medical & Health Care 7 - Non-Employee Compensation 10 - Crop Insurance Proceeds
 14 - Gross Proceeds to an Attorney

Attention Paying Agency: Please check the **Add** box on the left if payments to this vendor/Payee are represented by Account Codes listed on page 3 of this form. If the vendor is incorrectly showing as 1099 Reportable, check the **Remove** box. The PeopleSoft system requires specific details regarding the type of transaction. Please check the box that applies to this vendor:

PeopleSoft (Oracle) 10-digit Vendor #: _____

VENDOR/PAYEE SECTION (Please print or type this information. Complete and fax to requesting State Agency)

Company Name (or Individual, or Government Entity)	Phone #	Fax #
Name on IRS Record (if different than above)	Phone #	Fax #
VENDOR/PAYEE TIN/SSN: _____		
Business Address:		
(PO Box or Street, City, State, 9-Digit Zip Required)	E-mail Address	
Optional Address -- check as appropriate:		
If different, <input type="checkbox"/> Pricing <input type="checkbox"/> Ordering <input type="checkbox"/> Invoicing <input type="checkbox"/> Remitting <input type="checkbox"/> Returning	Phone #	Fax #
(PO Box or Street, City, State, 9-Digit Zip Required)	E-mail Address	
Contact Name & Title: _____		
If different, <input type="checkbox"/> Pricing <input type="checkbox"/> Ordering <input type="checkbox"/> Invoicing <input type="checkbox"/> Remitting <input type="checkbox"/> Returning	Phone #	Fax #
(PO Box or Street, City, State, 9-Digit Zip Required)	E-mail Address	
Contact Name & Title: _____		
Customer Service Information, if different:		
Phone #	Fax #	E-mail

Vendors/Payees DO NOT fax to numbers below. The form must be returned to the state agency requesting this information. Use OSF_GARNVEND form for Garnishment Vendors.

State Agency, fax completed and signed form to: OSF, Attention Vendor Maintenance 405-521-3383 or 405-522-0392

OSF/DCS USE ONLY: Date Posted: By:

SUPPLEMENTAL INFORMATION – ALL VENDORS OR PAYEES

The information below is requested under U.S. Tax Laws. Failure to provide this information may prevent you from being able to do business with the State, or may result in the State having to deduct backup withholding amounts from its remittances to you.

Federal Employer Identification Number (FEIN) _____
 U.S. Taxpayer Identification Number (TIN) _____ If none, but applied for, date applied _____
 U.S. Social Security Number (SSN) _____ If none, but applied for, date applied _____

Check the box below that best describes your residency status:

Companies:

- Domestic (U.S.) sole proprietorship Domestic (U.S.) partnership Domestic (U.S.) corporation Domestic (U.S.) other
 Foreign (non-U.S.) sole proprietorship* Foreign (non-U.S.) partnership* Foreign (non-U.S.) corporation*
 Foreign (non-U.S.) other* - explain: _____

Individuals:

- Citizen (individual) of the United States Resident alien (individual) of the United States Non-resident alien (individual) **

* NOTE: IF YOU MARK THIS BOX, WE WILL FORWARD AN INTERNAL REVENUE SERVICE (IRS) FORM W-8 (<http://www.irs.gov/pub/irs-pdf/fw8ben.pdf>), CERTIFICATE OF FOREIGN STATUS, TO YOU. THIS MAY EXEMPT YOU FROM BACKUP WITHHOLDING. FORM W-8 DOES NOT EXEMPT YOU FROM THE 30% (OR LOWER PERCENTAGE BY TREATY) NONRESIDENT WITHHOLDING TAXES. TO CLAIM THIS EXEMPTION, YOU MUST FILE IRS FORM 8233 WITH US. FOR MORE INFORMATION, REFER TO IRS PUBLICATION 519.

SIGNATURE - AND SUBSTITUTE IRS FORM W-9 CERTIFICATION

Under penalties of perjury, I certify that the above information is correct and that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding.
- I am a U.S. person (including a U.S. resident alien).

Certification Instructions - You must cross out Item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, Item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN

 Signature of Vendor Representative or Individual Payee

 Date

 Title of individual signing form for company

 Vendor/Payee (Same as Company Name from Page 1)

IRS Instructions Regarding 1099 MISC Reporting

IRS Instructions regarding 1099 MISC reporting are posted on the IRS website at: <http://www.irs.gov/instructions/i1099misc/index.html>. Reportable payments include (a) royalties or broker payments in lieu of dividends or tax-exempt interest; (b) rents, services (including parts and materials), prizes and awards, other income payments, medical and health care payments, crop insurance proceeds, cash payments for fish (or other aquatic life) you purchase from anyone engaged in the trade or business of catching fish; (c) any fishing boat proceeds; or (d) gross proceeds paid to an attorney (see below).

Generally, if reportable payments do not fall under Box 1, 2, 3, 6 or 14, use Box 7. Specifically, all payments to physicians and medical corporations must be reported in Box 6. Attorney's fees, including payments to a law firm or other provider of legal services, are reportable in Box 7, except for gross proceeds. Gross proceeds paid to attorneys, under IRC section 6045(f), are reportable in Box 14. These include the total amount paid to an attorney for settlement agreements. These rules apply whether or not the legal services are provided to the payer and whether or not the attorney is exclusive payee (e.g., the attorney's and claimant's names are on one check). However, these rules do not apply to wages paid to attorneys that are reportable on Form W-2.

Attachment
E



PeopleSoft Vendor Registration
State of Oklahoma
Office of State Finance
Office of the State Treasurer

Dear Valued Supplier,

We are in receipt of a request to add or update your company's bank account information within the State's Vendor system. In order for the Office of State Finance (OSF) and the Office of the State Treasurer (OST) to approve this request, your assistance is required to complete the attached **Change Request Form - New Bank Account** form.

The **Change Request Form - New Bank Account** form consists of three sections that are required to be completed in order for such request to be processed. As further described below, a Requestor must complete Section I. Section II must then be completed and signed by both the Requestor and Authorized Individual. The form must then be presented to your financial institution. A representative of your financial institution should then complete Section III and send the completed form to PeopleSoft Vendor Registration.

Section I - Company Information

Section II - New Bank Change Request. This section is to be completed and signed by (i) the individual within your company who initiated the bank account add/update through the portal ("Requestor"), and (ii) an individual authorized, on behalf of your company, with the requisite authority to open and close bank accounts ("Authorized Individual"). Unless you are a sole proprietor or your account is a consumer account whereby the Requestor is the sole owner of the account, the Authorized Individual shall be someone different from the Requestor.

Section III - Financial Institution Information. This section must be completed and signed by an authorized official of your company's financial institution. Once completed, your financial institution may fax this form to the attention of PeopleSoft Vendor Registration at 1-405-521-4994 or mail it to the attention of PeopleSoft Vendor Registration at Office of the State Treasurer, 2300 N. Lincoln Blvd, Room 217, Oklahoma City, OK 73105.

For assistance please contact PeopleSoft Vendor Registration, at: vendor.efit@osf.ok.gov

**CHANGE REQUEST FORM
NEW BANK ACCOUNT**

Authorized Individual: By signing this document, you represent and warrant that you have authority to create this new account on behalf of your company in the State of Oklahoma PeopleSoft Vendor network. In order to process your request in a timely manner, this form must be (i) signed by an authorized individual, other than the Requestor, with the requisite authority to open and close bank accounts, and (ii) the Financial Institution Information must be completed and returned to OST by your financial institution.

Press tab to go the next field. Complete all fields. print, sign, forward to your bank for completion.

Section I. Company Information	
Company Name _____	Federal Tax ID # _____
Vendor # _____	Location # _____
Section II. New Bank Change Request	
New Bank Account Requestor	Authorized Individual (Different than Requestor)
Name: _____	Name: _____
Title: _____	Title: _____
Email: _____	Email: _____
Phone #: _____	Phone #: _____
Date: _____	Date: _____
Requestor signature _____	Authorized Individual signature _____

Section III. FINANCIAL INSTITUTION INFORMATION	
<i>Bank Official: Please return this form to 1-805-521-1991. Cover sheet should attach to PeopleSoft Vendor Registrations.</i>	
Bank or Financial Institution Name: _____	
Branch Name and Number: _____	
Nine Digit Routing Transit Number: _____	
Depositor Account Number: _____	
Depositor Account Name: _____	
Is this deposit account owned by the company listed in Section I? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Type of Account: Checking <input type="checkbox"/> Savings <input type="checkbox"/>	
Authorized Bank or Financial Institution Official:	
Signature of Authorized Bank Official: _____	Telephone: _____
Name: _____	Date: _____
Title: _____	

Oklahoma (Internal Use Only)			
Fax Received		Other	
Account Verified		Pass/Fail	
Acct Notes		Completed By	
Confirm New Bank		Approved Date	

INVOICE

Send Payment To:
City of Guthrie

Bill To:
Connie Befort
Oklahoma Tobacco Settlement
Endowment Trust
3800 N. Classen Boulevard, Suite 200
Oklahoma City, OK 73118

Invoice Date:

Invoice Number:

Invoice Amount: \$8,000.00

RE: 2013 Healthy Communities Incentive Grants

<u>Description of Work:</u>	<u>Total</u>
Award Level - Merit	\$8,000.00
TOTAL	\$8,000.00

Submitted by _____ Date: _____

City of Guthrie 5/16/2013 11:09am
A/P Claims List
 from 5/16/2013 to 5/16/2013

Invoice #	Vendor	Description	Account	Cost
APRIL 2013 2034414	OKLAHOMA UNIFORM BLDG ALVERSA HARDIMAN 22978	Permit Collection Fees 2012-2013 Refund Animal Bond - Adoption No. 0429 Total	01-00-00-2013 01-00-00-2017	\$92.00 \$25.00 \$117.00
		Total		\$117.00
MAY 2013 MAY 2013	OG&E 405 OG&E 405	Monthly Billing for Electric Monthly Billing for Electric Total	01-01-00-6305 01-01-00-6306	\$4,157.92 \$10,290.46 \$14,448.38
		Total GENERAL GOVERNMENT		\$14,448.38
2034419. 2034419.	CODY MOSLEY 22862 CODY MOSLEY 22862	Reimbursement for Mileage Reimbursement for Mileage Total ECONOMIC DEVELOPMENT	01-05-53-6048 01-05-53-6123	\$39.90 \$36.48 \$76.38
		Total PLANNING		\$76.38
04-1308196	OKLA DEPARTMENT OF PUBLIC	OLETS Maintenance Total COMMUNICATIONS	01-07-79-6304	\$350.00 \$350.00
		Total POLICE		\$350.00
		Total GENERAL FUND		\$14,991.76
APRIL 2013	WASTE CONNECTIONS, INC	Total	20-00-00-5466	(\$250.00) (\$250.00)
		Total		(\$250.00)
MAY 2013 APRIL 2013 1253515/12535	OG&E 405 DHH DISPOSAL 22381 WASTE CONNECTIONS, INC	Monthly Billing for Electric Sanitation Service Sanitation Service Agreement Total	20-21-00-6305 20-21-00-6348 20-21-00-6348	\$7,880.14 \$35.00 \$71,267.34 \$79,182.48
		Total PUBLIC WORKS GENERAL		\$79,182.48
MARCH/APRIL	JAYLENE SMITH	Mileage FY 2012-2013 Total	20-22-00-6047	\$36.16 \$36.16
		Total PUBLIC WORKS ADMINISTRATION		\$36.16
2034391	RUDY BOX & ASSOCIATES, INC.	Replace ventilation system on #6 lift station Total	20-24-00-6312	\$1,200.00 \$1,200.00
		Total WASTE WATER TREATMENT PLANT		\$1,200.00
1253515/12535	WASTE CONNECTIONS, INC	Sanitation Service Agreement Total	20-26-00-6375	\$3,374.09 \$3,374.09
		Total CONVENIENCE CENTER		\$3,374.09
		Total GPWA OPERATING FUND		\$83,542.73
02-024216-004 04-040510-004 06-060590-005 13-133870-006 14-143975-002 99-993110-003	Utility Deposit/Refund Utility Deposit/Refund Utility Deposit/Refund Utility Deposit/Refund Utility Deposit/Refund Utility Deposit/Refund		71-00-00-5555 71-00-00-5555 71-00-00-5555 71-00-00-5555 71-00-00-5555 71-00-00-5555	\$16.99 \$23.94 \$28.58 \$53.99 \$59.65 \$3.98

City of Guthrie 5/16/2013 11:09am
A/P Claims List
 from 5/16/2013 to 5/16/2013

Invoice #	Vendor	Description	Account	Cost
		Total		\$187.13
		Total		\$187.13
		Total UTILITY DEPOSIT FUND		\$187.13
MAY 2013	OG&E 405	Monthly Billing for Electric	98-98-00-6305	\$419.45
13462	BLACKSHARE ENVIRONMENT	Environmental Professional Services SPCC	98-98-00-6373	\$1,800.00
		Total		\$2,219.45
2023808	MYERS ENGINEERING	Engineering Services Water and Sanitary	98-98-95-6373	\$1,125.00
2034337	TRENT CONSTRUCTION 22956	Airport Construction Services	98-98-95-6508	\$88,500.97
		Total UTILITIES COMMERCIAL HANGARS		\$89,625.97
		Total AIRPORT FUND		\$91,845.42
		Total AIRPORT FUND		\$91,845.42
		Total All Funds		\$190,567.04

City of Guthrie
A/P Claims List
 from 5/17/2013 to 5/17/2013

Invoice #	Vendor	Description	Account	Cost
APRIL 2013	BANK OF AMERICA 22774	CLEET OSBI	01-00-00-5419	\$7.23
		Total		\$7.23
		Total		\$7.23
APRIL 2013	BANK OF AMERICA 22774	Central Office Supplies	01-01-00-6100	\$1,630.02
APRIL 2013	BANK OF AMERICA 22774	Janitor/Chemicals Supplies	01-01-00-6103	\$3,075.78
APRIL 2013	BANK OF AMERICA 22774	Safety Supplies	01-01-00-6110	\$0.00
APRIL 2013	BANK OF AMERICA 22774	Building & Grounds	01-01-00-6112	\$625.21
APRIL 2013	BANK OF AMERICA 22774	Miscellaneous Supplies	01-01-00-6114	\$77.76
APRIL 2013	BANK OF AMERICA 22774	Telephone	01-01-00-6301	\$2,258.90
APRIL 2013	BANK OF AMERICA 22774	Printing	01-01-00-6308	\$0.00
APRIL 2013	BANK OF AMERICA 22774	Computer Operations	01-01-00-6311	\$0.00
APRIL 2013	BANK OF AMERICA 22774	Council Travel/Training	01-01-00-6314	\$0.00
APRIL 2013	BANK OF AMERICA 22774	Communications	01-01-00-6318	\$669.75
APRIL 2013	BANK OF AMERICA 22774	Advertising - Legal Publications	01-01-00-6334	\$0.00
APRIL 2013	BANK OF AMERICA 22774	Miscellaneous Services/Charges	01-01-00-6346	\$254.15
APRIL 2013	BANK OF AMERICA 22774	Maintenance Agreement	01-01-00-6347	\$271.04
APRIL 2013	BANK OF AMERICA 22774	Membership Dues	01-01-00-6350	\$0.00
APRIL 2013	BANK OF AMERICA 22774	Professional Services	01-01-00-6373	\$0.00
APRIL 2013	BANK OF AMERICA 22774	Internet Services	01-01-00-6381	\$0.00
		Total		\$8,862.61
		Total GENERAL GOVERNMENT		\$8,862.61
APRIL 2013	BANK OF AMERICA 22774		01-02-20-6048	(\$50.00)
APRIL 2013	BANK OF AMERICA 22774	Professional Development (City Manager)	01-02-20-6048	\$0.00
APRIL 2013	BANK OF AMERICA 22774	Machine/Equipment Maintenance	01-02-20-6317	\$194.38
APRIL 2013	BANK OF AMERICA 22774	Dues & Subscriptions	01-02-20-6355	\$0.00
		Total CITY MANAGER		\$144.38
APRIL 2013	BANK OF AMERICA 22774	Professional Development (HR)	01-02-24-6048	\$0.00
APRIL 2013	BANK OF AMERICA 22774		01-02-24-6126	(\$460.00)
APRIL 2013	BANK OF AMERICA 22774	Supplies & Operating Expense - GTV 20	01-02-24-6126	\$0.00
APRIL 2013	BANK OF AMERICA 22774	Machine/Equipment Maintenance	01-02-24-6317	\$0.00
APRIL 2013	BANK OF AMERICA 22774	Advertising - Legal Publications	01-02-24-6334	\$0.00
		Total HUMAN RESOURCES		(\$460.00)
APRIL 2013	BANK OF AMERICA 22774	Uniforms -	01-02-25-6016	\$0.00
APRIL 2013	BANK OF AMERICA 22774	Professional Development (Building Services)	01-02-25-6048	\$0.00
APRIL 2013	BANK OF AMERICA 22774	Safety Supplies	01-02-25-6110	\$0.00
APRIL 2013	BANK OF AMERICA 22774	Vehicle Maintenance	01-02-25-6316	\$0.00
APRIL 2013	BANK OF AMERICA 22774	Machine/Equipment Maintenance	01-02-25-6317	\$0.00
		Total BUILDING SERVICES		\$0.00
		Total ADMINISTRATION		(\$315.62)
APRIL 2013	BANK OF AMERICA 22774	Professional Development (Finance)	01-03-30-6048	\$195.00
APRIL 2013	BANK OF AMERICA 22774	Machine/Equipment Maintenance	01-03-30-6317	\$92.91
APRIL 2013	BANK OF AMERICA 22774	Maintenance Agreements	01-03-30-6347	\$0.00
APRIL 2013	BANK OF AMERICA 22774	Recording/Dues/Subscriptions	01-03-30-6355	\$0.00
		Total FINANCE		\$287.91
		Total FINANCE		\$287.91

City of Guthrie
A/P Claims List
 from 5/17/2013 to 5/17/2013

Invoice #	Vendor	Description	Account	Cost
APRIL 2013	BANK OF AMERICA 22774	Professional Development (Planning)	01-05-50-6048	\$0.00
APRIL 2013	BANK OF AMERICA 22774	Safety Supplies/Apparel	01-05-50-6110	\$0.00
APRIL 2013	BANK OF AMERICA 22774	Miscellaneous	01-05-50-6114	\$15.96
APRIL 2013	BANK OF AMERICA 22774	Computer Supplies	01-05-50-6123	\$0.00
APRIL 2013	BANK OF AMERICA 22774	Printing	01-05-50-6308	\$0.00
APRIL 2013	BANK OF AMERICA 22774	Vehicle Maintenance	01-05-50-6316	\$0.00
APRIL 2013	BANK OF AMERICA 22774	Machine/Equipment Maintenance	01-05-50-6317	\$8.80
APRIL 2013	BANK OF AMERICA 22774	Advertising - Legal Publications	01-05-50-6334	\$28.70
APRIL 2013	BANK OF AMERICA 22774	Dues & Subscriptions	01-05-50-6355	\$414.00
		Total COMMUNITY DEVELOPMENT		\$467.46
APRIL 2013	BANK OF AMERICA 22774	Printing	01-05-51-6308	\$0.00
APRIL 2013	BANK OF AMERICA 22774	Vehicle Maintenance	01-05-51-6316	\$0.00
APRIL 2013	BANK OF AMERICA 22774	Advertising - Legal Publications	01-05-51-6334	\$0.00
APRIL 2013	BANK OF AMERICA 22774	Nuisance Abatement	01-05-51-6354	\$18.26
APRIL 2013	BANK OF AMERICA 22774	Dues & Subscriptions	01-05-51-6355	\$0.00
		Total CODE COMPLIANCE		\$18.26
APRIL 2013	BANK OF AMERICA 22774	Professional Development	01-05-53-6048	\$0.00
APRIL 2013	BANK OF AMERICA 22774	Computer Supplies	01-05-53-6123	\$79.56
APRIL 2013	BANK OF AMERICA 22774	Printing	01-05-53-6308	\$0.00
APRIL 2013	BANK OF AMERICA 22774	Dues & Subscriptions	01-05-53-6355	\$800.00
		Total ECONOMIC DEVELOPMENT		\$879.56
		Total PLANNING		\$1,365.28
APRIL 2013	BANK OF AMERICA 22774	Literacy Programming Supplies	01-06-60-6114	\$0.00
APRIL 2013	BANK OF AMERICA 22774	Library Supplies	01-06-60-6117	\$0.00
APRIL 2013	BANK OF AMERICA 22774		01-06-60-6130	(\$0.44)
APRIL 2013	BANK OF AMERICA 22774	Library Materials - Print	01-06-60-6130	\$0.00
APRIL 2013	BANK OF AMERICA 22774	Library Materials - Electronic	01-06-60-6131	\$790.56
APRIL 2013	BANK OF AMERICA 22774		01-06-60-6317	\$87.75
APRIL 2013	BANK OF AMERICA 22774	Building Maintenance	01-06-60-6387	\$108.00
		Total LIBRARY		\$985.87
		Total LIBRARY		\$985.87
APRIL 2013	BANK OF AMERICA 22774	Uniforms - PD	01-07-70-6019	\$225.00
APRIL 2013	BANK OF AMERICA 22774	Employee Physicals	01-07-70-6030	\$0.00
APRIL 2013	BANK OF AMERICA 22774	Chemicals	01-07-70-6104	\$2,267.08
APRIL 2013	BANK OF AMERICA 22774	Jail Supplies	01-07-70-6106	\$206.50
APRIL 2013	BANK OF AMERICA 22774	Food/Humans	01-07-70-6107	\$0.00
APRIL 2013	BANK OF AMERICA 22774	Safety Supplies/Apparel	01-07-70-6110	\$251.10
APRIL 2013	BANK OF AMERICA 22774	Building & Grounds	01-07-70-6112	\$0.00
APRIL 2013	BANK OF AMERICA 22774	Miscellaneous Supplies	01-07-70-6114	\$355.85
APRIL 2013	BANK OF AMERICA 22774	Photo/Video Supplies	01-07-70-6120	\$0.00
APRIL 2013	BANK OF AMERICA 22774	Crime Prevention Program	01-07-70-6122	\$66.03
APRIL 2013	BANK OF AMERICA 22774	Printing	01-07-70-6308	\$281.20
APRIL 2013	BANK OF AMERICA 22774	Computer Maintenance/Operations	01-07-70-6311	\$0.00
APRIL 2013	BANK OF AMERICA 22774	Vehicle Maintenance	01-07-70-6316	\$4,114.44
APRIL 2013	BANK OF AMERICA 22774	Machine/Equipment Maintenance	01-07-70-6317	\$172.35
APRIL 2013	BANK OF AMERICA 22774	Communications	01-07-70-6318	\$155.68
APRIL 2013	BANK OF AMERICA 22774	Collections	01-07-70-6340	\$355.00

City of Guthrie
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Invoice #	Vendor	Description	Account	Cost
APRIL 2013	BANK OF AMERICA 22774	Special Events	01-07-70-6342	\$151.57
APRIL 2013	BANK OF AMERICA 22774	Training Program	01-07-70-6343	\$497.68
APRIL 2013	BANK OF AMERICA 22774	Code Red Subscription	01-07-70-6346	\$11,142.79
APRIL 2013	BANK OF AMERICA 22774	Dues & Subscriptions	01-07-70-6355	\$0.00
APRIL 2013	BANK OF AMERICA 22774	Jail Cost	01-07-70-6378	\$0.00
		Total POLICE ADMINISTRATION		\$20,242.07
APRIL 2013	BANK OF AMERICA 22774	Uniform Allowance - PD	01-07-71-6019	\$0.00
APRIL 2013	BANK OF AMERICA 22774	Ammunition	01-07-71-6105	\$1,468.72
		Total POLICE OPERATIONS		\$1,468.72
APRIL 2013	BANK OF AMERICA 22774	Chemicals	01-07-72-6104	\$42.00
APRIL 2013	BANK OF AMERICA 22774	Shelter Food/Supplies	01-07-72-6108	\$181.30
APRIL 2013	BANK OF AMERICA 22774	Safety Supplies/Apparel	01-07-72-6110	\$0.00
APRIL 2013	BANK OF AMERICA 22774	Building & Grounds	01-07-72-6112	\$90.00
APRIL 2013	BANK OF AMERICA 22774	Miscellaneous Supplies	01-07-72-6114	\$36.14
APRIL 2013	BANK OF AMERICA 22774	Animal Cages	01-07-72-6132	\$0.00
APRIL 2013	BANK OF AMERICA 22774	Veterinary Medicine	01-07-72-6133	\$432.11
		Total ANIMAL CONTROL		\$781.55
APRIL 2013	BANK OF AMERICA 22774	Photo/Video Supplies	01-07-77-6120	\$37.99
APRIL 2013	BANK OF AMERICA 22774	Drug Enforcement Program	01-07-77-6124	\$0.00
APRIL 2013	BANK OF AMERICA 22774	Property/Evidence Supplies	01-07-77-6323	\$0.00
APRIL 2013	BANK OF AMERICA 22774	Special Investigation Operations	01-07-77-6336	\$17.31
		Total CRIMINAL INVESTIGATIONS		\$55.30
APRIL 2013	BANK OF AMERICA 22774	Miscellaneous Supplies	01-07-78-6114	\$0.00
		Total LAKE ENFORCEMENT		\$0.00
		Total POLICE		\$22,547.64
APRIL 2013	BANK OF AMERICA 22774	Uniforms - Street Dept.	01-12-00-6016	\$988.15
APRIL 2013	BANK OF AMERICA 22774	Professional Development (Street Dept)	01-12-00-6048	\$0.00
APRIL 2013	BANK OF AMERICA 22774	Minor Tools	01-12-00-6102	\$455.65
APRIL 2013	BANK OF AMERICA 22774	Chemicals	01-12-00-6104	\$305.21
APRIL 2013	BANK OF AMERICA 22774	Safety Supplies	01-12-00-6110	\$0.00
APRIL 2013	BANK OF AMERICA 22774	Traffic Supplies	01-12-00-6111	\$682.38
APRIL 2013	BANK OF AMERICA 22774	Building & Grounds	01-12-00-6112	\$0.00
APRIL 2013	BANK OF AMERICA 22774	Street/Sidewalks/Bridges	01-12-00-6113	\$17,253.36
APRIL 2013	BANK OF AMERICA 22774	Miscellaneous Supplies	01-12-00-6114	\$0.00
APRIL 2013	BANK OF AMERICA 22774	Signs & Materials	01-12-00-6115	\$2,368.20
APRIL 2013	BANK OF AMERICA 22774	Fuel & Lube	01-12-00-6118	\$125.31
APRIL 2013	BANK OF AMERICA 22774	Vehicle Maintenance	01-12-00-6316	\$1,545.17
APRIL 2013	BANK OF AMERICA 22774	Machine/Equipment Maintenance	01-12-00-6317	\$604.73
APRIL 2013	BANK OF AMERICA 22774	Communications	01-12-00-6318	\$0.00
APRIL 2013	BANK OF AMERICA 22774	Equipment Rental	01-12-00-6321	\$0.00
		Total		\$24,328.16
		Total STREET		\$24,328.16
APRIL 2013	BANK OF AMERICA 22774	Uniforms - Fleet Maintenance	01-14-00-6016	\$168.25
APRIL 2013	BANK OF AMERICA 22774	Professional Development (Fleet Maintenance)	01-14-00-6048	\$0.00
APRIL 2013	BANK OF AMERICA 22774	Minor Tools	01-14-00-6102	\$160.08
APRIL 2013	BANK OF AMERICA 22774	Chemicals	01-14-00-6104	\$0.00

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Invoice #	Vendor	Description	Account	Cost
APRIL 2013	BANK OF AMERICA 22774	Safety Supplies	01-14-00-6110	\$0.00
APRIL 2013	BANK OF AMERICA 22774	Building & Grounds	01-14-00-6112	\$0.00
APRIL 2013	BANK OF AMERICA 22774	Miscellaneous Supplies	01-14-00-6114	\$54.66
APRIL 2013	BANK OF AMERICA 22774	Vehicle Maintenance	01-14-00-6316	\$0.00
APRIL 2013	BANK OF AMERICA 22774	Machine/Equipment Maintenance	01-14-00-6317	\$174.89
APRIL 2013	BANK OF AMERICA 22774	Computer Maintenance	01-14-00-6324	\$695.00
APRIL 2013	BANK OF AMERICA 22774	Miscellaneous Services / Charges	01-14-00-6346	\$0.00
APRIL 2013	BANK OF AMERICA 22774	Required / Mandatory Testing	01-14-00-6357	\$0.00
APRIL 2013	BANK OF AMERICA 22774	Reference Books	01-14-00-6379	\$0.00
		Total		\$1,252.88
APRIL 2013	BANK OF AMERICA 22774	Vehicle Maintenance	01-14-41-6116	\$81.96
APRIL 2013	BANK OF AMERICA 22774	Fuel & Lube	01-14-41-6118	\$635.00
		Total FLEET MAINTENANCE		\$716.96
		Total FLEET MAINTENANCE		\$1,969.84
APRIL 2013	BANK OF AMERICA 22774	Uniforms -	01-15-11-6016	\$969.71
APRIL 2013	BANK OF AMERICA 22774	Minor Tools	01-15-11-6102	\$35.12
APRIL 2013	BANK OF AMERICA 22774	Chemicals	01-15-11-6104	\$2,965.94
APRIL 2013	BANK OF AMERICA 22774	Safety Supplies	01-15-11-6110	\$225.52
APRIL 2013	BANK OF AMERICA 22774	Buildings & Grounds	01-15-11-6112	\$1,249.14
APRIL 2013	BANK OF AMERICA 22774	Miscellaneous Supplies	01-15-11-6114	\$286.93
APRIL 2013	BANK OF AMERICA 22774	Fuel & Lube	01-15-11-6118	\$192.11
APRIL 2013	BANK OF AMERICA 22774	Recreational Supplies	01-15-11-6125	\$0.00
APRIL 2013	BANK OF AMERICA 22774	Vehicle Maintenance	01-15-11-6316	\$3.62
APRIL 2013	BANK OF AMERICA 22774	Machine/Equipment Maintenance	01-15-11-6317	\$1,566.18
		Total PARKS		\$7,494.27
		Total PARKS & PUBLIC GROUNDS		\$7,494.27
		Total GENERAL FUND		\$67,533.19
APRIL 2013	BANK OF AMERICA 22774	Uniforms - FD/Suppression	09-09-90-6016	\$1,010.42
APRIL 2013	BANK OF AMERICA 22774	Employee Physical	09-09-90-6030	\$475.00
APRIL 2013	BANK OF AMERICA 22774	Professional Development (FD)	09-09-90-6048	\$802.55
APRIL 2013	BANK OF AMERICA 22774	Minor Tools	09-09-90-6102	\$0.00
APRIL 2013	BANK OF AMERICA 22774	Chemicals	09-09-90-6104	\$0.00
APRIL 2013	BANK OF AMERICA 22774	Food/Humans	09-09-90-6107	\$126.49
APRIL 2013	BANK OF AMERICA 22774	FD Safety Supplies	09-09-90-6110	\$3,432.80
APRIL 2013	BANK OF AMERICA 22774	Building & Grounds	09-09-90-6112	\$1,493.43
APRIL 2013	BANK OF AMERICA 22774	Miscellaneous Supplies	09-09-90-6114	\$0.00
APRIL 2013	BANK OF AMERICA 22774	Vehicle Maintenance	09-09-90-6316	\$969.41
APRIL 2013	BANK OF AMERICA 22774	Machine/Equipment Maintenance	09-09-90-6317	\$44.26
APRIL 2013	BANK OF AMERICA 22774	Communications	09-09-90-6318	\$0.00
APRIL 2013	BANK OF AMERICA 22774	Dues & Subscriptions	09-09-90-6355	\$0.00
APRIL 2013	BANK OF AMERICA 22774	Certification Equipment	09-09-90-6362	\$0.00
		Total SUPPRESSION		\$8,354.36
APRIL 2013	BANK OF AMERICA 22774	Uniforms - FD/EMS	09-09-92-6016	\$469.95
APRIL 2013	BANK OF AMERICA 22774	Professional Development (EMS)	09-09-92-6048	\$0.00
APRIL 2013	BANK OF AMERICA 22774	Chemicals/Ambulance Supplies	09-09-92-6104	\$1,884.39
APRIL 2013	BANK OF AMERICA 22774	Safety Supplies/Apparel	09-09-92-6110	\$0.00
APRIL 2013	BANK OF AMERICA 22774	Vehicle Maintenance	09-09-92-6316	\$2,413.21

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Invoice #	Vendor	Description	Account	Cost
APRIL. 2013	BANK OF AMERICA 22774	Communications	09-09-92-6318	\$0.00
APRIL. 2013	BANK OF AMERICA 22774	Dues & Subscriptions	09-09-92-6355	\$0.00
APRIL. 2013	BANK OF AMERICA 22774	Professional Services	09-09-92-6373	\$0.00
		Total EMS		\$4,767.55
APRIL. 2013	BANK OF AMERICA 22774	Uniforms - FD/Admin	09-09-96-6016	\$53.34
APRIL. 2013	BANK OF AMERICA 22774	Professional Development (Fire - Admin)	09-09-96-6048	\$86.63
APRIL. 2013	BANK OF AMERICA 22774	Minor Tools	09-09-96-6102	\$0.00
APRIL. 2013	BANK OF AMERICA 22774	Food/Humans	09-09-96-6107	\$0.00
APRIL. 2013	BANK OF AMERICA 22774	Miscellaneous Supplies	09-09-96-6114	\$101.95
APRIL. 2013	BANK OF AMERICA 22774	Public Education	09-09-96-6121	\$0.00
APRIL. 2013	BANK OF AMERICA 22774	FD Printing	09-09-96-6308	\$0.00
APRIL. 2013	BANK OF AMERICA 22774	Vehicle Maintenance	09-09-96-6316	\$0.00
APRIL. 2013	BANK OF AMERICA 22774	Communications	09-09-96-6318	\$0.00
APRIL. 2013	BANK OF AMERICA 22774	Dues & Subscriptions	09-09-96-6355	\$0.00
		Total PREVENTION		\$241.92
		Total FIRE		\$13,363.83
		Total FIRE/EMS FUND		\$13,363.83
APRIL. 2013	BANK OF AMERICA 22774	Buildings & Grounds (GPWA)	20-21-00-6112	\$88.00
APRIL. 2013	BANK OF AMERICA 22774	Miscellaneous Supplies	20-21-00-6114	\$22.56
APRIL. 2013	BANK OF AMERICA 22774	May 24, 2011 Tornado Fund	20-21-00-6120	\$0.00
APRIL. 2013	BANK OF AMERICA 22774	Telephone	20-21-00-6301	\$2,258.90
APRIL. 2013	BANK OF AMERICA 22774	Printing	20-21-00-6308	\$0.00
APRIL. 2013	BANK OF AMERICA 22774	Postage	20-21-00-6309	\$0.00
APRIL. 2013	BANK OF AMERICA 22774	Machine/Equipment Maintenance	20-21-00-6317	\$101.28
APRIL. 2013	BANK OF AMERICA 22774	Communications	20-21-00-6318	\$0.00
APRIL. 2013	BANK OF AMERICA 22774	Utilities Collection Fees	20-21-00-6340	\$49.84
APRIL. 2013	BANK OF AMERICA 22774	Maintenance Agreements	20-21-00-6347	\$180.00
APRIL. 2013	BANK OF AMERICA 22774	Professional Services	20-21-00-6373	\$1,295.00
		Total		\$3,995.58
		Total PUBLIC WORKS GENERAL		\$3,995.58
APRIL. 2013	BANK OF AMERICA 22774	Professional Development (GPWA Admin)	20-22-00-6048	\$0.00
		Total		\$0.00
		Total PUBLIC WORKS ADMINISTRATION		\$0.00
APRIL. 2013	BANK OF AMERICA 22774	Uniforms - WTP	20-23-00-6016	\$0.00
APRIL. 2013	BANK OF AMERICA 22774	Professional Development (WTP)	20-23-00-6048	\$0.00
APRIL. 2013	BANK OF AMERICA 22774	Minor Tools	20-23-00-6102	\$0.00
APRIL. 2013	BANK OF AMERICA 22774	Chemicals/Medical	20-23-00-6104	\$0.00
APRIL. 2013	BANK OF AMERICA 22774	Lab Supplies	20-23-00-6109	\$740.00
APRIL. 2013	BANK OF AMERICA 22774	Safety Apparel & Supplies	20-23-00-6110	\$0.00
APRIL. 2013	BANK OF AMERICA 22774	Building & Grounds	20-23-00-6112	\$125.00
APRIL. 2013	BANK OF AMERICA 22774	Miscellaneous Supplies	20-23-00-6114	\$0.00
APRIL. 2013	BANK OF AMERICA 22774	Annual State Water Testing	20-23-00-6303	\$627.00
APRIL. 2013	BANK OF AMERICA 22774	Vehicle Maintenance	20-23-00-6316	\$0.00
APRIL. 2013	BANK OF AMERICA 22774	Machine/Equipment Maintenance	20-23-00-6317	\$3,518.82
APRIL. 2013	BANK OF AMERICA 22774	Equipment Calibration	20-23-00-6319	\$2,113.29
APRIL. 2013	BANK OF AMERICA 22774	Computer Maintenance	20-23-00-6324	\$0.00

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invoice #	Vendor	Description	Account	Cost
APRIL, 2013	BANK OF AMERICA 22774	Publishing Fees	20-23-00-6334	\$1,140.00
APRIL, 2013	BANK OF AMERICA 22774	Booster Station	20-23-00-6335	\$0.00
		Total		\$8,264.11
		Total WATER PLANT		\$8,264.11
APRIL, 2013	BANK OF AMERICA 22774	Uniforms - WWTP	20-24-00-6016	\$0.00
APRIL, 2013	BANK OF AMERICA 22774	Minor Tools	20-24-00-6102	\$76.97
APRIL, 2013	BANK OF AMERICA 22774	Chemicals	20-24-00-6104	\$622.84
APRIL, 2013	BANK OF AMERICA 22774	Lab Supplies	20-24-00-6109	\$1,211.66
APRIL, 2013	BANK OF AMERICA 22774	Safety Apparel & Supplles	20-24-00-6110	\$0.00
APRIL, 2013	BANK OF AMERICA 22774	Buildings & Grounds	20-24-00-6112	\$160.38
APRIL, 2013	BANK OF AMERICA 22774	Miscellaneous Supplies	20-24-00-6114	\$0.00
APRIL, 2013	BANK OF AMERICA 22774	Fuel & Lube	20-24-00-6114	\$0.00
APRIL, 2013	BANK OF AMERICA 22774	Lift Station Maintenance	20-24-00-6312	\$3,816.46
APRIL, 2013	BANK OF AMERICA 22774	Vehicle Maintenance	20-24-00-6316	\$0.00
APRIL, 2013	BANK OF AMERICA 22774	Machine/Equipment Maintenance	20-24-00-6317	\$2,755.51
APRIL, 2013	BANK OF AMERICA 22774	Required/Mandatory Testing	20-24-00-6357	\$0.00
APRIL, 2013	BANK OF AMERICA 22774	NPDES Description	20-24-00-6376	\$7,503.14
		Total		\$16,146.96
		Total WASTE WATER TREATMENT PLANT		\$16,146.96
APRIL, 2013	BANK OF AMERICA 22774	Uniforms - Convenience Ctr.	20-26-00-6016	\$0.00
APRIL, 2013	BANK OF AMERICA 22774	Minor Tools	20-26-00-6102	\$0.00
APRIL, 2013	BANK OF AMERICA 22774	Safety Apparel & Supplies	20-26-00-6110	\$0.00
APRIL, 2013	BANK OF AMERICA 22774	Building & Grounds	20-26-00-6112	\$0.00
APRIL, 2013	BANK OF AMERICA 22774	Miscellaneous Supplies	20-26-00-6114	\$158.55
APRIL, 2013	BANK OF AMERICA 22774	Fuel & Lube	20-26-00-6118	\$0.00
APRIL, 2013	BANK OF AMERICA 22774	Printing	20-26-00-6308	\$0.00
APRIL, 2013	BANK OF AMERICA 22774	Vehicle Maintenance	20-26-00-6316	\$14.84
APRIL, 2013	BANK OF AMERICA 22774	Machine/Equipment Maintenance	20-26-00-6317	\$275.40
		Total		\$448.79
		Total CONVENIENCE CENTER		\$448.79
APRIL, 2013	BANK OF AMERICA 22774	Uniforms - Line Maintenance	20-27-00-6016	\$79.95
APRIL, 2013	BANK OF AMERICA 22774	Professional Deveopment (Line Maintenance	20-27-00-6048	\$0.00
APRIL, 2013	BANK OF AMERICA 22774	Minor Tools	20-27-00-6102	\$122.45
APRIL, 2013	BANK OF AMERICA 22774	Chemicals	20-27-00-6104	\$0.00
APRIL, 2013	BANK OF AMERICA 22774	Safety Apparel & Supplies	20-27-00-6110	\$109.99
APRIL, 2013	BANK OF AMERICA 22774	Buildings and Grounds	20-27-00-6112	\$1,749.15
APRIL, 2013	BANK OF AMERICA 22774	Miscellaneous Supplies	20-27-00-6114	\$119.56
APRIL, 2013	BANK OF AMERICA 22774	Water/Sewer Maintenance	20-27-00-6119	\$7,511.19
APRIL, 2013	BANK OF AMERICA 22774	Street/Sidewalks	20-27-00-6313	\$0.00
APRIL, 2013	BANK OF AMERICA 22774	Vehicle Maintenance	20-27-00-6316	\$272.04
APRIL, 2013	BANK OF AMERICA 22774	Machine/Equipment Maintenance	20-27-00-6317	\$2,802.48
APRIL, 2013	BANK OF AMERICA 22774	Miscellaneous Services/Charges	20-27-00-6346	\$0.00
		Total		\$12,766.81
		Total LINE MAINTENANCE		\$12,766.81
APRIL, 2013	BANK OF AMERICA 22774	Safety Apparel & Supplies	20-28-00-6110	\$0.00
APRIL, 2013	BANK OF AMERICA 22774	Miscellaneous Supplies	20-28-00-6114	\$0.00

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Invoice #	Vendor	Description	Account	Cost
APRIL 2013	BANK OF AMERICA 22774	Water Meters	20-28-00-6129	\$0.00
APRIL 2013	BANK OF AMERICA 22774	Vehicle Maintenance	20-28-00-6316	\$63.79
APRIL 2013	BANK OF AMERICA 22774	Machine/Equipment Maintenance	20-28-00-6317	\$194.00
		Total		\$257.79
		Total METER DEPARTMENT		\$257.79
APRIL 2013	BANK OF AMERICA 22774	Chemicals	20-29-00-6104	\$0.00
APRIL 2013	BANK OF AMERICA 22774	Building & Grounds	20-29-00-6112	\$1,365.46
APRIL 2013	BANK OF AMERICA 22774	Miscellaneous Supplies	20-29-00-6114	\$107.11
APRIL 2013	BANK OF AMERICA 22774	Machine/Equipment Maintenance	20-29-00-6317	\$0.00
		Total		\$1,472.57
		Total MUNICIPAL POOL		\$1,472.57
		Total GPWA OPERATING FUND		\$43,352.61
APRIL 2013	BANK OF AMERICA 22774	Library: State Aid (ODL)	30-30-06-6541	\$7,293.19
		Total LIBRARY		\$7,293.19
APRIL 2013	BANK OF AMERICA 22774	Police: OSBI Grant	30-30-07-6357	\$465.00
APRIL 2013	BANK OF AMERICA 22774	PD Grant	30-30-07-6358	\$0.00
APRIL 2013	BANK OF AMERICA 22774	Bullet Proof Vest Grant	30-30-07-6597	\$0.00
		Total POLICE DEPARTMENT		\$465.00
		Total GRANTS		\$7,758.19
		Total GRANTS FUND		\$7,758.19
APRIL 2013	BANK OF AMERICA 22774	Capital Outlay / mower	45-45-00-6532	\$0.00
APRIL 2013	BANK OF AMERICA 22774	Park Improvements	45-45-00-6545	\$675.81
APRIL 2013	BANK OF AMERICA 22774	Lake Improvements	45-45-00-6546	\$0.00
		Total		\$675.81
		Total HOTEL/MOTEL-TOURISM		\$675.81
		Total HOTEL/MOTEL TAX FUND		\$675.81
APRIL 2013	BANK OF AMERICA 22774	WTP Building	50-50-00-6114	\$0.00
		Total		\$0.00
		Total WATER TREATMENT PLANT IMPROVEMENT		\$0.00
		Total WATER TREATMENT PLANT FUND		\$0.00
APRIL 2013	BANK OF AMERICA 22774	All Copier Lease	54-54-02-6705	\$1,834.28
		Total ADMINISTRATION		\$1,834.28
APRIL 2013	BANK OF AMERICA 22774	E911	54-54-07-6514	\$0.00
APRIL 2013	BANK OF AMERICA 22774	Computer Server	54-54-07-6515	\$0.00
		Total POLICE DEPARTMENT		\$0.00
		Total FACILITIES		\$1,834.28
		Total CAPITAL PROJECTS		\$1,834.28
APRIL 2013	BANK OF AMERICA 22774	Capital Outlay - Cemetery	72-72-00-6519	\$0.00
		Total		\$0.00
		Total CEMETERY CARE		\$0.00

City of Guthrie
A/P Claims List
 from 5/17/2013 to 5/17/2013

Invoice #	Vendor	Description	Account	Cost
		Total CEMETERY CARE FUND		\$0.00
APRIL, 2013	BANK OF AMERICA 22774	Professional Development (Airport)	98-98-00-6048	\$0.00
APRIL, 2013	BANK OF AMERICA 22774	Office Supplies	98-98-00-6101	\$0.00
APRIL, 2013	BANK OF AMERICA 22774	Minor Tools	98-98-00-6102	\$29.49
APRIL, 2013	BANK OF AMERICA 22774	Safety Supplies/Apparel	98-98-00-6110	\$0.00
APRIL, 2013	BANK OF AMERICA 22774	Building & Grounds	98-98-00-6112	\$54.00
APRIL, 2013	BANK OF AMERICA 22774	Telephone & Internet	98-98-00-6301	\$236.76
APRIL, 2013	BANK OF AMERICA 22774	Printing	98-98-00-6308	\$0.00
APRIL, 2013	BANK OF AMERICA 22774	Airport Beacon	98-98-00-6315	\$161.23
APRIL, 2013	BANK OF AMERICA 22774	Vehicle Maintenance	98-98-00-6316	\$340.61
APRIL, 2013	BANK OF AMERICA 22774	Machine/Equipment Maintenance	98-98-00-6317	\$563.17
		Total		\$1,385.26
		Total AIRPORT FUND		\$1,385.26
		Total AIRPORT FUND		\$1,385.26
		Total All Funds		\$135,903.17

City of Guthrie
A/P Claims List
from 5/21/2013 to 5/21/2013

Invoice #	Vendor	Description	Account	Cost
2034423	MIKE LADD 22980	Reimbursement for Materials purchase for Pa	01-15-11-6112	\$206.71
		Total PARKS		\$206.71
		Total PARKS & PUBLIC GROUNDS		\$206.71
		Total GENERAL FUND		\$206.71
		Total All Funds		\$206.71

City of Guthrie 5/23/2013 1:10pm
A/P Claims List
 from 5/23/2013 to 5/23/2013

Invoice #	Vendor	Description	Account	Cost
2034425	GUTHRIE LIONS CLUB 22981	Expenditures Associated with 89er's Parade	01-01-00-6317	\$698.85
JUNE 2013	O.M.A.G.(21303)	Building/Property Monthly Payment	01-01-00-6326	\$3,438.07
JUNE 2013	O.M.A.G.(21302)	Workers' Compensation Monthly Payment	01-01-00-6326	\$12,852.37
JUNE 2013	O.M.A.G.(425)	Auto/Liability Monthly Payment	01-01-00-6326	\$4,240.13
2034424	GUTHRIE BICYCLES (1778)	Parts for Bikes	01-07-70-6114	\$72.00
		Total GENERAL FUND		\$21,301.42
2034421	H & L RENTAL PROPERTY 22547	Overpayment on Final Bill	20-00-00-5480	\$54.29
2034420	HUD C/O CITYSIDE	Overpayment on Final Bill	20-00-00-5480	\$48.81
JUNE 2013	O.M.A.G.(21303)	Building/Property Monthly Payment	20-21-00-6326	\$3,433.07
JUNE 2013	O.M.A.G.(21302)	Workers' Compensation Monthly Payment	20-21-00-6326	\$12,852.37
JUNE 2013	O.M.A.G.(425)	Auto/Liability Monthly Payment	20-21-00-6326	\$4,240.13
MARCH 2013	C.A.C. FINANCIAL CORP. (1405)	Utilities Collection 2012-2013	20-21-00-6340	\$89.41
		Total GPWA OPERATING FUND		\$20,718.08
JUNE 2013	OKLAHOMA STATE BANK	10 Wheel Dump Truck Monthly Payment	54-56-12-6708	\$2,031.00
JUNE 2013	COMMUNITY STATE BANK	Cat Warren Lease/Purchase Monthly	54-56-12-6718	\$2,687.82
		Total CAPITAL PROJECTS		\$4,718.82
02-022601-011	UTILITY REFUND/DEPOSIT		71-00-00-5555	\$23.74
99-999781-001	UTILITY DEPOSIT/REFUND		71-00-00-5555	\$18.52
		Total UTILITY DEPOSIT FUND		\$42.26
JUNE 2013	O.M.A.G.(21303)	Building/Property Monthly Payment	98-98-00-6329	\$307.07
JUNE 2013	O.M.A.G.(21302)	Workers' Compensation Monthly Payment	98-98-00-6329	\$429.80
JUNE 2013	O.M.A.G.(425)	Auto/Liability Monthly Payment	98-98-00-6329	\$52.56
		Total AIRPORT FUND		\$789.43
JUNE 2013	OKLAHOMA DEPARTMENT OF	Spirit Wing Payment	99-99-00-6702	\$1,041.67
		Total GUTHRIE INDUSTRIAL DEVELOPMENT		\$1,041.67
		Total All Funds		\$48,611.68

City of Guthrie
A/P Claims List
 from 5/28/2013 to 5/28/2013

Invoice #	Vendor	Description	Account	Cost
2034407	SAM'S CLUB DIRECT COMMERC	Misc Supplies	01-01-00-6100	\$0.00
000673	GHM ENTERPRISES (1097)	Dust Mop Cleaning	01-01-00-6103	\$3.00
000681	GHM ENTERPRISES (1097)	Dust Mop Cleaning	01-01-00-6103	\$1.20
2034407	SAM'S CLUB DIRECT COMMERC	Misc Supplies	01-01-00-6103	\$49.40
2034407	SAM'S CLUB DIRECT COMMERC	Floor Mats	01-01-00-6112	\$0.00
2034407	SAM'S CLUB DIRECT COMMERC	Coffee Supplies	01-01-00-6114	\$17.94
7337	CRAWFORD & ASSOCIATES,P.C.	Professional Services-Accounting and Consul	01-01-00-6330	\$6,035.00
		Total		\$6,106.64
		Total GENERAL GOVERNMENT		\$6,106.64
MAY 2013	RANDEL C. SHADID (20656)	Postage - Reimbursement, etc.	01-02-20-6054	\$5.52
		Total CITY MANAGER		\$5.52
		Total ADMINISTRATION		\$5.52
2034407	SAM'S CLUB DIRECT COMMERC	Coffee Supplies	01-07-70-6114	\$79.72
MAY2013	SHELLY CLEMONS(20401)	Reimbursement for mileage for ordering retire	01-07-70-6343	\$28.00
MAY2013	JASON HAMILTON 22354	Meal Reimbursement Tactical Med School	01-07-70-6343	\$13.72
		Total POLICE ADMINISTRATION		\$121.44
1004	WOLFGANG'S K-9 SERVICE 22	Purchase of K-9 - Money will be donated by	01-07-77-6124	\$7,900.00
		Total CRIMINAL INVESTIGATIONS		\$7,900.00
		Total POLICE		\$8,021.44
3514	PONDS RX 22643	POND SERVICES FOR HIGHLAND PARK	01-15-11-6112	\$169.00
		Total PARKS		\$169.00
		Total PARKS & PUBLIC GROUNDS		\$169.00
		Total GENERAL FUND		\$14,302.50
#2-513	MIKE COLORIO (21692)	PAINT - FIRESTATION	09-09-90-6112	\$3,775.00
		Total SUPPRESSION		\$3,775.00
		Total FIRE		\$3,775.00
		Total FIRE/EMS FUND		\$3,775.00
2034407	SAM'S CLUB DIRECT COMMERC	Coffee Supplies	20-21-00-6114	\$102.69
		Total		\$102.69
		Total PUBLIC WORKS GENERAL		\$102.69
1079	MID AMERICA HYDRO TECH (211	Water Treatment Plant Chemicals	20-23-00-6104	\$17,554.29
1080	MID AMERICA HYDRO TECH (211	Water Treatment Plant Chemicals	20-23-00-6104	\$622.86
		Total		\$18,177.15
		Total WATER PLANT		\$18,177.15
4788	S & D ELECTRIC MOTOR SHOP	Repair 3.4 KSB pump for the final clarifier slu	20-24-00-6317	\$6,690.00
		Total		\$6,690.00
		Total WASTE WATER TREATMENT PLANT		\$6,690.00
		Total GPWA OPERATING FUND		\$24,969.84
2023862	MYERS ENGINEERING CORPOR	Preliminary and Final Design, Bidding and Co	54-55-27-6373	\$5,598.10
		Total LINE MAINTENANCE		\$5,598.10

City of Guthrie
A/P Claims List
from 5/28/2013 to 5/28/2013

Invoice #	Vendor	Description	Account	Cost
		Total INFRASTRUCTURE		\$5,598.10
		Total CAPITAL PROJECTS		\$5,598.10
		Total All Funds		\$48,645.44