



63rd City Council

Mayor Steven J. Gentling

Ward I – John Wood, Ed Wood **Ward II** – Jeff Taylor, Brian Bothroyd

Ward III – Gaylord Z. Thomas, Sharyl Padgett

SPECIAL CITY COUNCIL MEETING WORKSHOP

Tuesday, December 20, 2016 at 6:00p.m.

City Hall 3rd Floor Conference Room

101 N. 2nd Street, Guthrie, Oklahoma, 73044

1. Call to Order.
2. Downtown Improvement Committee Update.
3. Discussion and possible action on Resolution No. 2016-23, a resolution supporting the application and award from the Oklahoma Department of Transportation and supporting the conceptual design of the Downtown Improvement Project as presented by La Terra Studio, Inc.
4. Adjournment.

RESOLUTION NO. 2016-23

A RESOLUTION IN SUPPORT OF THE APPLICATION AND AWARD FROM THE OKLAHOMA DEPARTMENT OF TRANSPORTATION (ODOT) FOR A TRANSPORTATION ALTERNATIVES PROGRAM (TAP) GRANT IN THE AMOUNT OF \$678,406 TO SUPPORT THE DOWNTOWN IMPROVEMENT PROJECT; AND IN SUPPORT OF THE CONCEPTUAL DESIGN PRESENTED BY LA TERRA STUDIO, INC.

WHEREAS, the TAP grant was authorized through MAP-21 (Moving Ahead for Progress in the 21st Century), ODOT awards TAP grant funds to a variety of non-motorized transportation projects across the state, including construction, planning and design of non-motorized transportation for pedestrian and bicycle facilities;

WHEREAS, the City of Guthrie applied for by submitting conceptual drawings to ODOT and was awarded \$678,406 in TAP funds for this project and is committed to matching the grant with \$169,601 from sales tax earned;

WHEREAS, the City of Guthrie will use the grant funds along with the matching funds to support the construction of the beautification and transportation enhancement strategy designed by La Terra Studio, Inc. for the business corridor along Division Street that will reduce crossing distances for pedestrians at intersections and create a safe route north and south through downtown;

WHEREAS, through this project, the City of Guthrie seeks to preserve, promote and expand quality of life amenities and resources, to promote non-motorized transportation and to support existing and future municipal investments in Guthrie.

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF GUTHRIE:

Section 1. That the City Council supports the application and award from the Oklahoma Department of Transportation for a Transportation Alternatives Program grant in the amount of \$678,406 to support the Downtown Improvement Project.

Section 2. That the City Council supports the conceptual design of the Downtown Improvement Project as presented by La Terra Studio, Inc. and, additionally, supports submitting the design to ODOT for final approval.

APPROVED AND PASSED this 20th day of December, 2016.

Steven J. Gentling, Mayor

Kim Biggs, City Clerk

Approved as to Form:

Randel Shadid, City Attorney



TRANSPORTATION ALTERNATIVES



TAP Project Application

Sponsor Name: CITY OF GUTHRIE

Project ID: 2 DOWNTOWN STREETSCAPE

Application Status: Awarded

Project Description:
Downtown Streetscape

Project Location: Downtown Guthrie

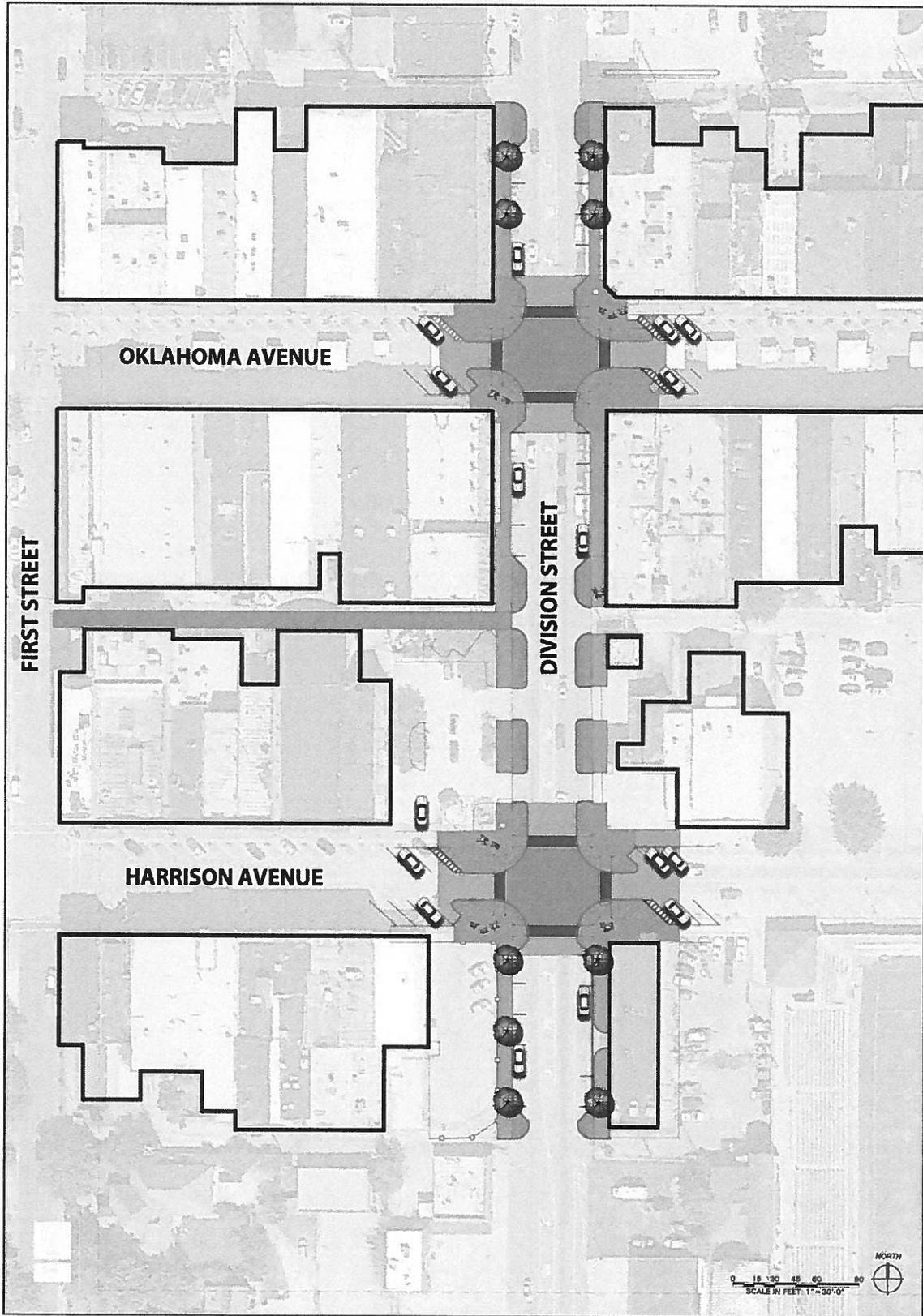
Project Length (miles):

Project Location Begin: Intersection of Oklahoma and Division

End: Intersection of Harrison and Division

Work Description: The proposed downtown streetscape project will extend from the alley north of Oklahoma Avenue to alley south of Harrison Street. Pedestrian bump outs and curb extensions will define and protect the existing parallel parking as well as reduce crossing distances for pedestrians at the intersections. Replacements of the sidewalks will create a safe route north and south through downtown. Areas of landscaping are proposed at key areas to provide seasonal interest and reduce the amount of impervious surface within the street scape. New street lighting is proposed within the streetscape and will assist in developing a recognizable character for the area. Plans have been developed to a 50% design level and are ready to move forward.

| Project Funding | Total \$ | Fed Share | Local Funds | Federal Funds |
|-----------------|--------------|-----------|--------------|---------------|
| Total | \$848,007.00 | 80.00 | \$169,601.00 | \$678,406.00 |



Downtown Guthrie

Division Street - Pedestrian Improvements

May 1st, 2015



CITY OF
GUTHRIE
OKLAHOMA



la terra studio™



63rd City Council
Mayor Steven J. Gentling
Ward I - John Wood, Ed Wood Ward II - Jeff Taylor, Brian Bothroyd
Ward III - Gaylord Z. Thomas, Sharyl Padgett

GUTHRIE PUBLIC WORKS AUTHORITY MEETING

Tuesday, December 20, 2016 at 7:00pm
City Hall Council Chambers
101 N. 2nd Street, Guthrie, Oklahoma, 73044

- 1. Call to Order.
2. Public Comments, 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 December 6, 2016 1
B. Consider approval of the FY16 Year-End Budget Amendment No. 12 increasing the budget for the General Fund, Fire Fund, GPWA Fund, Meter Deposit Fund, Cemetery Fund, Oklahoma City Waterline Fund and decreasing the budget for Grant Fund..... 3
C. Consider approval of Audit Engagement Letter with HBC CPAs & Advisors to provide auditing service for FY 2016 9
4. Discussion and possible action regarding the Cartegraph Agreement for the Guthrie Public Works Authority 16
5. Adjournment.

CITY COUNCIL MEETING

63rd City Council
Tuesday, December 20, 2016, 7:00pm
City Hall Council Chambers
101 N. 2nd Street, Guthrie, Oklahoma, 73044

- 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 council member 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 City Council Meeting held on December 6, 2016.....25
 - B. Consider approval of minutes of the Special City Council Meeting held on December 10, 2016.....29
 - C. Consider approval of minutes of the Special City Council Meeting held December 15, 2016.....31
 - D. Consider approval of Audit Engagement Letter with HBC CPAs & Advisors to provide auditing service for FY 201633
 - E. Consider approval of the FY16 Year-End Budget Amendment No. 12 increasing the budget for the General Fund, Fire Fund, GPWA Fund, Meter Deposit Fund, Cemetery Fund, Oklahoma City Waterline Fund and decreasing the budget for Grant Fund.....41
 - F. Consider approval to renew the lease agreement for office space in Guthrie City Hall with the Guthrie Chamber of Commerce.....47
 - G. Consider approval for the financing of two (2) Chevrolet Tahoe SUV's through RCB Bank at the interest rate of 1.85% for a twelve (12) month term.....52
 - H. Consider approval to declare the property located at 323 South 2nd Street (Excelsior Library building) as surplus property and allow the Purchasing Agent to dispose of said property in a way that is most beneficial to the City of Guthrie62
 - I. Consider approval to accept the sale of property located at 912 W. Logan Avenue..75
3. Public hearing, discussion and possible action on a request to issue a special use permit for operation of a storage unit business at 211 N. 1st St.....81
 4. City Manager's Report
 5. Requests/comments from members of the City Council
 6. Consider approval to convene into Executive Session pursuant to the Authority of Title 25, O.S. 2001, as follows:
 - A. Section 307(B)(3) for the purpose of discussing the purchase or appraisal of real property (20 acres).
 - B. Section 307(B)(4) for the purpose of discussing confidential communications between City Council and its Attorney concerning a pending investigation or claim (Lauren Robert Ladd and Michelle Ladd).
 - C. Section 307(B)(4) for the purpose of discussing confidential communications between City Council and its Attorney concerning a pending investigation or claim (Separation Pay).
 - D. Section 307(B)(1) for the purpose of discussing the employment, hiring, appointment, promotion, demotion, disciplining or resignation of a public officer or employee (City Manager).
 7. Consider action regarding the purchase or appraisal of real property.
 8. Consider action regarding Lauren Robert Ladd and Michelle Ladd.
 9. Consider action regarding Separation Pay.
 10. Consider action regarding City Manager.
 11. Adjournment.

MINUTES
GUTHRIE PUBLIC WORKS AUTHORITY MEETING
December 6, 2016

The regular meeting of the Guthrie Public Works Authority was posted on Friday December 2, 2016, before 5:00 p.m. and held Tuesday, December 6, 2016, in the Guthrie City Hall Council Chambers.

Pledge of Allegiance led by Mayor Gentling.

Prayer before the meeting was led by Rev. Riepe.

Chairman Gentling called the meeting to order at 7:02 p.m.

| | | | |
|------------------|--------------------|-----------|----------------|
| Members Present: | Steven J. Gentling | John Wood | Jeff Taylor |
| | Sharyl Padgett | Ed Wood | Brian Bothroyd |
| | Gaylord Z. Thomas | | |

Members Absent: None

| | | | |
|----------------|--------------|---------------|---------------|
| Staff Present: | Kim Biggs | Randel Shadid | Maxine Pruitt |
| | Jim Ahlgren | Cody Mosley | Eric Harlow |
| | Jessie Bryan | | |

Chairman Gentling declared a quorum with seven (7) Trustee Members in attendance.

Public Comments, Community Announcements and Recognitions. Mayor Gentling read aloud the Arbor Day Proclamation and presented to Maxine Pruitt. Jerry Gammill, President of the Guthrie Kiwanis Club thanked the City of Guthrie for allowing their club to host the Annual Christmas Auction at City Hall which will be held December 10, 2016 from 10 am to 7 pm and will be televised live on GTV20.

Consent Agenda. Motion by Vice Chairman J. Wood, seconded by Trustee Padgett, moved approval of the Consent Agenda as follows:

- A. Consider approval of minutes of the Regular Guthrie Public Works Authority Meeting held November 15, 2016
- B. Consider approval of the 2017 Calendar Year of the Schedule of Regular Meetings

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

Aye: Gentling, J. Wood, Taylor, Padgett, E. Wood, Bothroyd, Thomas
Nay: None

Chairman Gentling declared the motion carried unanimously.

Adjournment. There being no further business for the Guthrie Public Works Authority Trustees, Chairman Gentling declared the meeting adjourned at 7:08 p.m.

Jessie Bryan, Secretary

Steven J. Gentling, Chairman



Agenda Item Cover Letter

Meeting

X City Council
X GPWA
Other:

Date of Meeting

December 20, 2016

Contact

Kim Biggs,
City Clerk/Treasurer

Agenda Item

Consider approval of the FY16 Year-End Budget Amendment No. 12 increasing the budget for the General Fund, Fire Fund, GPWA Fund, Meter Deposit Fund, Cemetery Fund, Oklahoma City Waterline Fund and decreasing the budget for Grant Fund.

Summary

Budget Amendment No. 12 is the Year-End budget amendment increasing the following line items to cover expenditures incurred in FY16:

- 1. General Fund in the amount of \$275,024 - Increased Transfer from GPWA \$5,511, Cemetery Lot Sales \$38,706, Compensating Use Tax \$74,880, Municipal Court Fines \$63,044, and Budgeted Fund Balance \$92,883 to cover expenditures incurred in FY2016.
2. Fire Fund in the amount of \$199,219 - Increased Transfer from General Fund \$5,520, Ambulance Fees \$51,884, EMS Contract \$5,409, and Budgeted Fund Balance \$136,406 to cover expenditures totaling the same.
3. Guthrie Public Works Authority Fund in the amount of \$5,511 - Increased Transfer to General Fund \$5,511 and Transfer from General Fund for the same amount.
4. Grant Fund in the amount of \$4,218 - Decreased transfer from General Fund \$4,218.
5. Meter Deposit Fund in the amount of \$81.00 - Increased Interest Income \$81.00 to cover printing expenses for the same amount.
6. Cemetery Care Fund for \$82.00 - Increased Printing \$82.00.
7. Oklahoma City Waterline Fund in the amount of \$67,234 - Increased Professional Services \$11,959, Rehab Controls for Life Stations \$22,275, and Raw Sludge Backup Pump \$33,000 and decreased Sludge Removal \$67,234.

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

Supporting documents attached

- Request for Budget Amendment
Budget Revision Report

Recommendation

Staff recommends approval.

Action Needed Public Hearing X Motion Emergency Clause

**CITY OF GUTHRIE
GUTHRIE PUBLIC WORKS AUTHORITY**

REQUEST FOR BUDGET AMENDMENT

Type of Amendment:

Date: December 20, 2016

- 1. Transfer of Appropriations
- 2. Supplemental Appropriations --X--
- 3. Appropriation Decrease X
- 4. Revenue Increase X

for September 30, 2016

Amendment No. 12

Funds Effected:

- General Fund – \$275,024
- Fire Fund - \$199,219
- GPWA Fund - \$5,511
- Grant Fund - \$4,218
- Meter Deposit Fund - \$81
- Cemetery Care Fund - \$82
- Oklahoma City Waterline Fund - \$67,234

Comments:

Budget Amendment No. 12 is the Year-End budget amendment increasing the following line items to cover expenditures incurred in FY16:

- 1. General Fund in the amount of \$275,024 – Increased Transfer from GPWA \$5,511, Cemetery Lot Sales \$38,706, Compensating Use Tax \$74,880, Municipal Court Fines \$63,044, and Budgeted Fund Balance \$92,883 to cover expenditures incurred in FY2016.
- 2. Fire Fund in the amount of \$199,219 – Increased Transfer from General Fund \$5,520, Ambulance Fees \$51,884, EMS Contract \$5,409, and Budgeted Fund Balance \$136,406 to cover expenditures totaling the same.
- 3. Guthrie Public Works Authority Fund in the amount of \$5,511 – Increased Transfer to General Fund \$5,511 and Transfer from General Fund for the same amount.
- 4. Grant Fund in the amount of \$4,218 – Decreased transfer from General Fund \$4,218.
- 5. Meter Deposit Fund in the amount of \$81.00 – Increased Interest Income \$81.00 to cover printing expenses for the same amount.
- 6. Cemetery Care Fund for \$82.00 – Increased Printing \$82.00.
- 7. Oklahoma City Waterline Fund in the amount of \$67,234 – Increased Professional Services \$11,959, Rehab Controls for Life Stations \$22,275, and Raw Sludge Backup Pump \$33,000 and decreased Sludge Removal \$67,234.

APPROVAL

Date: _____

Purchasing Agent: _____ City Manager: _____

Council Approval Needed? Yes _____ Date Posted: _____

If yes, date approved: _____ City Clerk: _____

After amendment has been entered in the computer, copies are to be sent to the following:

- City Manager - 1 copy
- Purchasing Agent - 1 copy
- Department Head - 1 copy

City of Guthrie
2016 Uposted Budget Revisions

| Fiscal Year | Period | Reason | Account Number | Increase | Decrease |
|--------------------|--------|------------------|---|--------------|-------------|
| CC Year-End Budget | | | | | |
| 2016 | 12 | Amendment No. 12 | | | |
| | | | 01-00-00-5401 BUDGETED FUND BALANCE | \$ 92,883.00 | |
| | | | 01-00-00-5402 GUTHRIE P.W.A.-TRANSFER | \$ 5,511.00 | |
| | | | 01-00-00-5439 CEMETERY LOT SALES | \$ 38,706.00 | |
| | | | 01-00-00-5471 COMPENSATING USE TAX | \$ 74,880.00 | |
| | | | 01-00-00-5497 MUNICIPAL COURT FINES | \$ 63,044.00 | |
| | | | 01-01-00-6028 FICA/MEDICARE TAX | | \$ 597.00 |
| | | | 01-01-00-6031 EMPLOYEE DRUG TESTING | \$ 990.00 | |
| | | | 01-01-00-6901 TRANSFER TO GPWA | \$ 5,511.00 | |
| | | | 01-01-00-6910 TRANSFER TO FIRE/EMS FUND | \$ 5,520.00 | |
| | | | 01-01-00-6930 TRANSFER TO GRANTS FUND | | \$ 4,218.00 |
| | | | 01-07-70-6033 EMPLOYEE WELLNESS PROGRAM | \$ 95.00 | |
| | | | 01-07-70-6106 JAIL SUPPLIES | \$ 1,097.00 | |
| | | | 01-07-70-6107 FOOD/HUMANS | \$ 183.00 | |
| | | | 01-07-70-6114 SUPPLIES | \$ 2,534.00 | |
| | | | 01-07-70-6311 COMPUTER MAINTENANCE/OPERATIONS | \$ 2,622.00 | |
| | | | 01-07-70-6340 COLLECTION FEES | \$ 3,780.00 | |
| | | | 01-07-70-6342 SPECIAL EVENTS FOOD | \$ 486.00 | |
| | | | 01-07-70-6343 TRAINING PROGRAM | \$ 13,862.00 | |
| | | | 01-07-70-6346 EMERGENCY NOTIFICATION SUBSCRIPTION | \$ 654.00 | |
| | | | 01-07-70-6355 DUES & SUBSCRIPTIONS | \$ 1,734.00 | |
| | | | 01-07-71-6011 OVERTIME | \$ 43.00 | |
| | | | 01-07-71-6019 UNIFORM ALLOWANCE | \$ 650.00 | |
| | | | 01-07-71-6024 PENSION/POLICE | \$ 6,046.00 | |
| | | | 01-07-71-6028 FICA/MEDICARE TAX | \$ 13,892.00 | |
| | | | 01-07-71-6032 EMPLOYEE HEALTH INSURANCE | \$ 4,300.00 | |
| | | | 01-07-71-6105 AMMUNITION | \$ 3,037.00 | |

City of Guthrie
2016 Upsted Budget Revisions

| Fiscal Year | Period | Reason | Account Number | Increase | Decrease |
|--------------------|--------|------------------|---|--------------|----------|
| CC Year-End Budget | | | | | |
| 2016 | 12 | Amendment No. 12 | | | |
| | | | 01-07-72-6011 OVERTIME | \$ 683.00 | |
| | | | 01-07-72-6104 CHEMICALS | \$ 6,152.00 | |
| | | | 01-07-72-6110 SAFETY SUPPLIES/APPAREL | \$ 726.00 | |
| | | | 01-07-72-6132 ANIMAL CAGES | \$ 121.00 | |
| | | | 01-07-74-6010 SALARIES/WAGES | \$ 1,708.00 | |
| | | | 01-07-74-6020 PENSION/CIVILIAN | \$ 320.00 | |
| | | | 01-07-74-6028 FICA/MEDICARE TAX | \$ 131.00 | |
| | | | 01-07-74-6353 WEED ABATEMENT | \$ 11,505.00 | |
| | | | 01-07-77-6019 UNIFORM ALLOWANCE | \$ 150.00 | |
| | | | 01-07-77-6020 PENSION/CIVILIAN | \$ 145.00 | |
| | | | 01-07-77-6120 PHOTO/VIDEO SUPPLIES | \$ 908.00 | |
| | | | 01-07-78-6010 SALARIES/WAGES | \$ 26,361.00 | |
| | | | 01-07-78-6011 OVERTIME | \$ 30,860.00 | |
| | | | 01-07-78-6024 PENSION/POLICE | \$ 2,665.00 | |
| | | | 01-07-78-6028 FICA/MEDICARE TAX | \$ 4,247.00 | |
| | | | 01-07-78-6033 EMPLOYEE WELLNESS PROGRAM | \$ 33.00 | |
| | | | 01-07-79-6010 SALARIES/WAGES | \$ 18,358.00 | |
| | | | 01-07-79-6011 OVERTIME | \$ 3,605.00 | |
| | | | 01-07-79-6020 PENSION/CIVILIAN | \$ 2,173.00 | |
| | | | 01-07-79-6028 FICA/MEDICARE TAX | \$ 2,369.00 | |
| | | | 01-07-79-6033 EMPLOYEE WELLNESS PROGRAM | \$ 40.00 | |
| | | | 01-12-00-6010 SALARIES/WAGES | \$ 3,474.00 | |
| | | | 01-12-00-6011 OVERTIME | \$ 3,171.00 | |
| | | | 01-12-00-6020 PENSION/CIVILIAN | \$ 2,386.00 | |
| | | | 01-12-00-6028 FICA/MEDICARE TAX | \$ 1,020.00 | |
| | | | 01-12-00-6033 EMPLOYEE WELLNESS PROGRAM | \$ 129.00 | |

City of Guthrie
2016 Upsted Budget Revisions

| Fiscal Year | Period | Reason | Account Number | Increase | Decrease |
|--------------------|--------|------------------|---|---------------|----------|
| CC Year-End Budget | | | | | |
| 2016 | 12 | Amendment No. 12 | | | |
| | | | 01-12-00-6114 MISC. SUPPLIES | \$ 86.00 | |
| | | | 01-12-00-6316 VEHICLE MAINTENANCE | \$ 10,161.00 | |
| | | | 01-14-00-6010 SALARIES/WAGES | \$ 4,060.00 | |
| | | | 01-14-00-6020 PENSION/CIVILIAN | \$ 1,006.00 | |
| | | | 01-14-00-6028 FICA/MEDICARE TAX | \$ 289.00 | |
| | | | 01-14-00-6104 CHEMICALS | \$ 29.00 | |
| | | | 01-14-00-6316 VEHICLE MAINTENANCE | \$ 1,090.00 | |
| | | | 01-14-41-6118 FUEL & LUBE | \$ 4,921.00 | |
| | | | 01-15-11-6010 SALARIES/WAGES | \$ 7,942.00 | |
| | | | 01-15-11-6011 OVERTIME | \$ 7,935.00 | |
| | | | 01-15-11-6016 UNIFORMS | \$ 394.00 | |
| | | | 01-15-11-6020 PENSION/CIVILIAN | \$ 4,749.00 | |
| | | | 01-15-11-6028 FICA/MEDICARE TAX | \$ 5,579.00 | |
| | | | 01-15-11-6033 EMPLOYEE WELLNESS PROGRAM | \$ 53.00 | |
| | | | 01-15-11-6049 VACATION BUY BACK | \$ 1,800.00 | |
| | | | 01-15-11-6110 SAFETY SUPPLIES | \$ 2,227.00 | |
| | | | 01-15-11-6112 BUILDING & GROUNDS | \$ 23,672.00 | |
| | | | 01-15-11-6300 LAKE/POOL CONCESSION TAX (OK STATE) | \$ 55.00 | |
| | | | 01-15-11-6316 VEHICLE MAINTENANCE | \$ 5,052.00 | |
| | | | 01-15-11-6317 MACHINE/EQUIPMENT MAINTENANCE | \$ 8,263.00 | |
| | | | 09-00-00-5401 BUDGETED FUND BALANCE | \$ 136,406.00 | |
| | | | 09-00-00-5402 TRANSFER FROM GENERAL FUND | \$ 5,520.00 | |
| | | | 09-00-00-5435 AMBULANCE FEES | \$ 51,884.00 | |
| | | | 09-00-00-5436 EMS CONTRACT | \$ 5,409.00 | |
| | | | 09-09-90-6010 SALARIES/WAGES | \$ 62,237.00 | |
| | | | 09-09-90-6107 FOOD/HUMANS | \$ 244.00 | |

City of Guthrie
2016 Uposted Budget Revisions

| Fiscal Year | Period | Reason | Account Number | Increase | Decrease |
|--------------------|--------|------------------|---|-----------------|--------------|
| CC Year-End Budget | | | | | |
| 2016 | 12 | Amendment No. 12 | | | |
| | | | 09-09-90-6112 BUILDING & GROUNDS | \$ 5,386.00 | |
| | | | 09-09-90-6355 DUES & SUBSCRIPTIONS | \$ 147.00 | |
| | | | 09-09-92-6010 SALARIES/WAGES | \$ 80,939.00 | |
| | | | 09-09-92-6011 OVERTIME | \$ 27,832.00 | |
| | | | 09-09-92-6104 CHEMICALS | \$ 22,429.00 | |
| | | | 09-09-96-6028 FICA/MEDICARE TAX | \$ 5.00 | |
| | | | 20-00-00-5402 TRANSFER FROM GENERAL FUND | \$ 5,511.00 | |
| | | | 20-21-00-6518 RELOCATION OF WATER/SEWER FOR ODOT PROJ VIADUCT | | \$ 27.00 |
| | | | 20-21-00-6900 TRANSFER TO GENERAL FUND | \$ 5,511.00 | |
| | | | 20-23-00-6303 ANNUAL STATE WATER TEST | \$ 1.00 | |
| | | | 20-26-00-6110 SAFETY APPAREL & SUPPLIES | \$ 26.00 | |
| | | | 30-00-00-5402 TRANSFER - GENERAL FUND | | \$ 4,218.00 |
| | | | 71-00-00-5418 INTEREST INCOME | \$ 81.00 | |
| | | | 71-71-00-6308 PRINTING | \$ 81.00 | |
| | | | 72-72-00-6308 PRINTING | \$ 82.00 | |
| | | | 90-90-00-6373 PROFESSIONAL SERVICES | \$ 11,959.00 | |
| | | | 90-90-00-6592 REHAB CONTROLS FOR LIFT STATIONS | \$ 22,275.00 | |
| | | | 90-90-00-6594 RAW SLUDGE BACKUP PUMP | \$ 33,000.00 | |
| | | | 90-90-00-6595 SLUDGE REMOVAL | | \$ 67,234.00 |
| | | | | \$ 1,031,828.00 | \$ 76,294.00 |



Agenda Item Cover Letter

Meeting

City Council
[X] GPWA
Other:

Date of Meeting

December 20, 2016

Contact

Kim Biggs,
City Clerk/Treasurer

Agenda Item

Consider approval of Audit Engagement Letter with HBC CPAs & Advisors to provide auditing service for FY 2016.

Summary

On January 5, 2016, the Guthrie Public Works Authority (GPWA) approved a three-year contract with HBC CPAs & Advisors to provide auditing services to the GPWA. The proposed Audit Engagement Letter is basically the same as last year and represents the second year of the three year contract. The proposed fee is \$3,925 which is inclusive of out-of-pocket costs and has been appropriated in the FY17 budget.

Funding Expected Revenue [X] Expenditure N/A
Budgeted [X] Yes No N/A
Account Number 20-21-00-6373 Amount \$3,925
Legal Review [X] N/A Required Completed Date: Same as last year

Supporting documents attached

- Audit Engagement Letter

Recommendation

Approve the Audit Engagement Letter

Action Needed Public Hearing [X] Motion Emergency Clause



September 19, 2016

Chairman and the Board of Trustees of
Guthrie Public Works Authority

We are pleased to confirm our understanding of the services we are to provide Guthrie Public Works Authority (a component unit of City of Guthrie, Oklahoma) for the year ended September 30, 2016. This letter does not change the terms of our engagement to audit the City of Guthrie, Oklahoma, the primary government of Guthrie Public Works Authority, as outlined in our engagement letter addressed to the Mayor and Guthrie City Council and dated September 19, 2016.

We will audit the financial statements of the Guthrie Public Works Authority, including the related notes to the financial statements as of and for the year ended September 30, 2016. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement Guthrie Public Works Authority's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to Guthrie Public Works Authority's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis.
- 2) Post-employment Benefit Plan Information

We have also been engaged to report on supplementary information other than RSI that accompanies Guthrie Public Works Authority's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and we will provide an opinion on it in relation to the financial statements as a whole, in a report combined with our auditor's report on the financial statements:

- 1) Guthrie Public Works Authority Enterprise Fund Accounts Combining Schedules

Audit Objectives

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. The objective also includes reporting on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will include a paragraph that states that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance.

Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of accounting records, and other procedures we consider necessary to enable us to express an opinion. We will issue written reports upon completion of our audit. Our reports will be addressed to the Board of Trustees of the Guthrie Public Works Authority. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions on the financial statements are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or may withdraw from this engagement.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements or noncompliance may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; schedule of expenditures of federal awards; federal award programs; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

Audit Procedures—Internal Control

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Guthrie Public Works Authority's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

Management Responsibilities

Management is responsible for (1) establishing and maintaining effective internal controls, including internal controls over compliance, and for evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal awards, and all accompanying information in conformity with U.S. generally accepted accounting principles; and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities also include identifying significant vendor relationships in which the vendor has responsibility for program compliance and for the accuracy and completeness of that information. Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or

suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants. Management is also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements, or abuse that we report.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities relating to the financial statements, related notes, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Engagement Administration, Fees, and Other

We may from time to time, and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers, but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

We understand that your staff will prepare or outsource the preparation of all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

We will provide copies of our reports to the City; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of HBC CPAs & Advisors and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to your cognizant or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of HBC CPAs & Advisors personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by your cognizant or oversight agency. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Lonnie Heim is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them. We expect to begin our audit on approximately January 20, 2017. We plan to issue our reports no later than March 31, 2017 or twenty days after a final financial statement draft is presented to us, whichever is later.

Our fees for the audit of your financial statements will be \$3,925 for 2016.

If additional services are necessary, our billing rates for each staff level are as follows:

Partner-\$135 per hour
Manager-\$85 per hour
Staff associates-\$75 per hour
Support staff-\$45 per hour

The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. The professional fees above are only for audit services, the City or its consultants would be responsible for the preparation of compiled GASB No. 34 financial statements, preparing the necessary government wide conversion entries and the capital asset recordkeeping. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

Our audit programs, forms and schedules are web based. We must have internet access for at least two computers during our fieldwork so that we may work as efficiently as possible. We prefer that such access is wireless, however, a direct connection to the internet through an ethernet port is acceptable. We do not need access to your electronic accounting records, accounting software or your server unless you prefer to grant such access to accommodate our audit searches and testing.

Government Auditing Standards require that we provide you with a copy of our most recent external peer review report and any letter of comment, and any subsequent peer review reports and letters of comment received during the period of the contract. Our 2014 peer review report accompanies this letter.

We appreciate the opportunity to be of service to the Guthrie Public Works Authority and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,



Lonnie Heim, CPA
For HBC CPAs & Advisors

RESPONSE:

This letter correctly sets forth the understanding of Guthrie Public Works Authority.

Management signature: _____

Title: _____

Date: _____

Governance signature: _____

Title: _____

Date: _____



Agenda Item Cover Letter

| | | |
|--|---|--|
| Meeting <input type="checkbox"/> City Council <input checked="" type="checkbox"/> GPWA <input type="checkbox"/> Other: _____ | Date of Meeting December 20, 2016 | Contact Maxine Pruitt, Municipal Services Director |
|--|---|--|

Agenda Item

Discussion and possible action regarding the Cartegraph Agreement for the Guthrie Public Works Authority.

Summary

The Guthrie Public Works Authority uses the Cartegraph tracking system for work orders, water lines, sewer lines and manholes, fleet maintenance, streets, bridges and drainage, and other maintenance. Cartegraph has been the tracking mechanism for the GPWA administration since 2000. Our old Cartegraph system became obsolete in 2015 when we were approved to upgrade. This new system is web based, and Cartegraph is responsible for its maintenance. This new system allows the superintendents to utilize electronic mobile devices and has the ability to send and receive work orders electronically. The agreement submitted to Council for approval at this time is a three year agreement and covers all the areas needed to provide a comprehensive tracking system and the tools to do the work. Without this upgrade few reports can be compiled without the assistance of Cartegraph, who then charges for each report.

The first year the software and field services will be \$25,472.35; year two and three will each be \$16,612.35.

| | | | |
|-------------------------|---|---|-----------------------------------|
| Funding Expected | <input type="checkbox"/> Revenue | <input checked="" type="checkbox"/> Expenditure | <input type="checkbox"/> N/A |
| Budgeted | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| Account Number | <u>20-21-00-6347</u> | Amount | <u>\$25,472.35</u> |
| Legal Review | <input type="checkbox"/> N/A | <input checked="" type="checkbox"/> Required | Completed Date: <u>03-16-2015</u> |

Supporting documents attached

- Cartegraph Agreement

Recommendation

Approve the new Cartegraph Agreement for the GPWA.

Action Needed Public Hearing Motion Emergency Clause

Purchase Agreement

Cartegraph is pleased to present this Purchase Agreement for the implementation of world class technology solutions. This Purchase Agreement is made and entered into between City of Guthrie (hereinafter referred to as “**Customer**” or “**Licensee**” and **Cartegraph Systems, Inc.** (hereinafter referred to as “**Cartegraph**”). This Purchase Agreement is intended to supplement, clarify, and amend the Master Agreement previously executed between **Cartegraph** and **Customer**. In the case that any terms or conditions provided in the Master agreement differ from, are provided in more detail by, or are made irrelevant by the terms and conditions provided in this Purchase Agreement, the terms in this Purchase Agreement shall control. For all terms and conditions not addressed by this Purchase Agreement, the Master Agreement, #MA065 dated February 12, 2015 shall control.

| | |
|--|----------------------------------|
| Customer Bill To: Annette LeGrande City of Guthrie 407 Commerce Blvd. Guthrie, OK 73044 405-260-3091 | Customer Ship To: Same |
|--|----------------------------------|

Investment Summary

Cartegraph's proposed fees for this project are included in the summary below.

Date: December 7,
2016

Purchase Agreement December 31, 2016
Expiration Date:

Purchase #PA449
Agreement
No.:

| | Purchase Type | Citizen/Qty. | Unit Price | Total Price |
|--|--|--------------|------------|--------------------|
| YEAR 1 | | | | |
| SOFTWARE PRODUCTS | | | | |
| Cartegraph OMS – Platform - Enterprise | Per-citizen Subscription, Cartegraph Cloud Deployment, 1/1/17 – 12/31/17 | 10,191 | \$0.50 | \$5,095.50 |
| Cartegraph OMS Extension | Advanced Asset Management per-citizen Subscription | 10,191 | \$0.15 | \$1,528.65 |
| Cartegraph OMS Extension | Advanced Requests per-citizen Subscription | 10,191 | \$0.10 | \$1,019.10 |
| Cartegraph OMS Extension | Advanced User Tools per-citizen Subscription | 10,191 | \$0.10 | \$1,019.10 |
| Cartegraph OMS Users | User Pack Subscription – 5 Named Users | 3 | \$2,500.00 | \$7,500.00 |
| Esri OMS Users | Esri User Pack Subscription – 5 Named Users | 3 | \$2,500.00 | \$7,500.00 |
| Cartegraph OMS – Hosting | Cartegraph Cloud Shared Hosting Subscription | 1 | \$5,000.00 | \$5,000.00 |
| <i>Discount</i> | | | | (\$4,550.00) |
| FIELD SERVICES | | | | |
| Implementation Services | Fixed Fee Service | 1 | \$1,700.00 | \$1,700.00 |
| <i>Discount</i> | | | | (\$340.00) |
| YEAR 1 SUB-TOTAL | | | | \$25,472.35 |

| YEAR 2 | | | | |
|--|---|--------|------------|---------------------|
| SOFTWARE PRODUCTS | | | | |
| Cartegraph OMS – Platform - Enterprise | Per-citizen Subscription, Cartegraph Cloud Deployment, 1/1/18– 12/31/18 | 10,191 | \$0.50 | \$5,095.50 |
| Cartegraph OMS Extension | Advanced Asset Management per-citizen Subscription | 10,191 | \$0.15 | \$1,528.65 |
| Cartegraph OMS Extension | Advanced Requests per-citizen Subscription | 10,191 | \$0.10 | \$1,019.10 |
| Cartegraph OMS Extension | Advanced User Tools per-citizen Subscription | 10,191 | \$0.10 | \$1,019.10 |
| Cartegraph OMS Users | User Pack Subscription – 5 Named Users | 3 | \$2,500.00 | \$7,500.00 |
| Cartegraph OMS – Hosting | Cartegraph Cloud Shared Hosting Subscription | 1 | \$5,000.00 | \$5,000.00 |
| <i>Discount</i> | | | | <i>(\$4,550.00)</i> |
| YEAR 2 SUB-TOTAL | | | | \$16,612.35 |
| YEAR 3 | | | | |
| SOFTWARE PRODUCTS | | | | |
| Cartegraph OMS – Platform - Enterprise | Per-citizen Subscription, Cartegraph Cloud Deployment, 1/1/19– 3/31/19 | 10,191 | \$0.50 | \$5,095.50 |
| Cartegraph OMS Extension | Advanced Asset Management per-citizen Subscription | 10,191 | \$0.15 | \$1,528.65 |
| Cartegraph OMS Extension | Advanced Requests per-citizen Subscription | 10,191 | \$0.10 | \$1,019.10 |
| Cartegraph OMS Extension | Advanced User Tools per-citizen Subscription | 10,191 | \$0.10 | \$1,019.10 |
| Cartegraph OMS Users | User Pack Subscription – 5 Named Users | 3 | \$2,500.00 | \$7,500.00 |
| Cartegraph OMS – Hosting | Cartegraph Cloud Shared Hosting Subscription | 1 | \$5,000.00 | \$5,000.00 |
| <i>Discount</i> | | | | <i>(\$4,550.00)</i> |
| YEAR 3 SUB-TOTAL | | | | \$16,612.35 |
| TOTAL COST (3-YEAR TERM) | | | | \$58,697.05 |

NOTES: The pricing listed above does not include applicable sales tax.

This Purchase Agreement #PA449 together with the Cartegraph Master Agreement #MA065, constitutes the final, complete and exclusive statement of the agreement between the Parties pertaining to their subject matter and supersedes any and all prior and contemporaneous understandings or agreements of the Parties.

In Years 2 and 3, ESRI will bill customer directly for Esri ArcGIS User Licenses at their current price.

Payment Terms and Conditions

In consideration for the Services and Products provided by **Cartegraph** to **Customer**, **Customer** agrees to pay **Cartegraph** Software Costs and Professional Service Fees in U.S. Dollars as described below:

1. **Delivery:** Software Products shall be licensed upon acceptance of this Purchase Agreement. If applicable, Services will be scheduled and delivered upon your acceptance of this Purchase Agreement, which will be considered as your notification to proceed.
2. **Services Scheduling: Customer** agrees to work with **Cartegraph** to schedule Services in a timely manner. All undelivered Services shall expire 365 days from the signing of this Purchase Agreement.
3. **Software Invoicing:** The Software Subscription Licenses fee will be due in annual installments 15 days prior to the anniversary of the initial term as follows:
 - a. \$24,112.35 due upon execution of the Purchase Agreement.
 - b. \$16,612.35 due 15 days prior to 1st year anniversary of term start date.
 - c. \$16,612.35 due 15 days prior to 2nd year anniversary of term start date
4. **Field Services Invoicing:** Invoicing for the Field Services fee shall occur upon the acceptance of this Purchase Agreement and shall be invoiced as follows:
 - a. Invoicing for the Field Services fee shall occur upon the execution of the Purchase Agreement.
5. **Expenses:** In providing the field services included in this Purchase Agreement, **Cartegraph** shall be reimbursed for any reasonable out-of-pocket costs, including, but not limited to, travel, lodging, meals, and cancellation fees. Out-of-pocket expenses are billed based on actual costs incurred and are due separately.
6. **Payment Terms:** All payments are due Net 30 days from date of invoice.

BY EXECUTING THIS PURCHASE AGREEMENT, CUSTOMER ACKNOWLEDGES THAT IT HAS REVIEWED THE TERMS, CONDITIONS, FEES AND CHARGES PROVIDED HEREIN AND IN THE MASTER AGREEMENT, AS WELL AS ANY OTHER EXHIBITS TO THE MASTER AGREEMENT, AND CUSTOMER AGREES TO BE LEGALLY BOUND BY EACH SUCH AGREEMENT.

Cartegraph Systems, Inc.

By _____
(Signature)

_____ Randy L. Skemp _____
(Type or print name)

Title Vice President of Sales

Date _____

City of Guthrie

By _____
(Signature)

_____ _____
(Type or print name)

Title _____

Date _____

Cartegraph Systems, Inc. Addendum A - Software Products

Cartegraph hereby pledges to issue software licenses in the agreed upon quantities specified in your Investment Summary. The “Software,” as defined in Master Agreement #MA065, consists of developed and supported technology products available from Cartegraph.

In addition to full access to Cartegraph licensed software, your organization will receive:

1. Support

a. *Campus – www.cartegraph.com/campus*

Our User Assistance area is a convenient and easily-shareable resource designed to help you and your co-workers better understand the functions and capabilities of your Cartegraph applications. Instantly access user tips, step-by-step guides, videos, and more.

b. *Dedicated, Unlimited, Toll-free Phone Support - 877.647.3050*

When questions need answers and difficulties arise, count on our industry-leading Support team to provide the guidance and assistance you need. Reach us as often as you need Monday-Friday, 7:00 am-7:00 pm CT.

c. *Secure, Live Remote Support*

If your challenge requires a more hands-on approach, we have the remote support tools to fix it. Let one of our Support Team members directly interact with your system to find a fast, effective solution.

2. Training & Education

a. *Convenient Online Resources*

All the information you need, one click away. Take advantage of online training opportunities, tutorial videos, upcoming event information, and more.

b. *Regional User Groups*

Meet and network with similar Cartegraph users in your region. Our smaller, more personalized User Groups allow you to find out what other organizations are doing to get more from their Cartegraph Systems.

3. Software Releases & Upgrades

a. *New Software Releases*

Be the first to know about all new Cartegraph releases, enhancements, and upgrades. Gain immediate access to the latest features and functionality, and increased system performance.

b. *Hot Fixes*

If an issue is determined to be a software defect and falls outside the standard release cycle, Cartegraph will issue a hot fix and provide application specialists with detailed levels of product knowledge to work with you in achieving a timely and effective resolution.

BY EXECUTING THIS PURCHASE AGREEMENT, CUSTOMER ACKNOWLEDGES THAT IT HAS REVIEWED THE TERMS, CONDITIONS, FEES AND CHARGES PROVIDED HEREIN AND IN THE MASTER AGREEMENT, AS WELL AS ANY OTHER EXHIBITS TO THE MASTER AGREEMENT, AND CUSTOMER AGREES TO BE LEGALLY BOUND BY EACH SUCH AGREEMENT.

Cartegraph Systems, Inc.

By _____
(Signature)

Randy L. Skemp
(Type or print name)

Title Vice President of Sales

Date _____

City of Guthrie

By _____
(Signature)

(Type or print name)

Title _____

Date _____

Cartegraph Systems, Inc.

Addendum B - Field Services (Fee for Service)

The Fee for Field Service Implementation Services as listed in the *Investment Summary* of the Purchase Agreement are specific Cartegraph services which will be delivered to the Customer based on the descriptions below and any descriptions that may be found in the Purchase Agreement's Exhibits. Cartegraph will coordinate with the Customer on service delivery expectations and timeframes. This is an addendum to Customer's Master Agreement #MA065.

Scope of Work

Training

- Cartegraph will provide remote train-the-trainer training, up to eight (8) hours, on Advanced Asset functionality. Training topics include:
 - Preventative Maintenance
 - Performance Management
 - Prediction Groups
 - Minimum Condition Groups
 - Activities and Impacts
 - Criticality Factor
 - Install/Replaced Dates
 - Cartegraph recommended best practices for advanced asset management

To avoid redundancy, and to utilize service time efficiently, training may cover a subset of your currently implemented assets.

Cartegraph will provide all services remotely via audio, video, and web conferences unless otherwise noted.

Customer Responsibility

For the project, you will be responsible for appointing a dedicated project manager that will be responsible for:

- Reviewing the implementation scope of work
- All internal aspects of the project including, but not limited to, internal change management, internal documentation, staff coordination, task completion, and schedule commitment
- Ensuring all scheduled meetings are attended by invited staff
- Partnering with the Cartegraph Project Manager to ensure project success
- Providing leadership and insight on all relevant internal issues such as policy/procedure, organizational structure, project stakeholders, technical architecture, data, and current systems

Exclusions

The following service items are not included in the scope of this project:

- Implementation of any custom modification or integration developed by Cartegraph, your internal staff, or any third-party is not included in the scope of this project unless specifically listed above.

- Data conversion services from other software system(s) or sources (including Cartegraph Navigator databases) are not included in the scope of this project unless specifically listed above.
- Any service items discussed during demonstrations, conference calls, or other events are not included in the scope of this project unless specifically listed above.

Customer/Cartegraph Responsibilities

Project representatives from Customer and Cartegraph accepts responsibility for all aspects of project planning, management, and execution not specifically identified as the responsibility of Cartegraph in the Master Agreement or in this Purchase Agreement. Ongoing management of the day-to-day allocation of Customer and Cartegraph resources and management of project tasks is the responsibility of the Customer and Cartegraph project representatives. Customer and Cartegraph project representatives will provide overall guidance and direction for the project and will direct the project accordingly. Further, and with regard to the Cartegraph obligations listed in this Purchase Agreement, Customer understands that it is vital to the success of the project that Customer provides assistance in the following matters:

1. For those services listed under Field Services, Cartegraph personnel will conduct information gathering and evaluation sessions with various Customer users and management. While Cartegraph respects the time and workload of Customer staff, dedicated time on the part of the appropriate Customer resources is necessary to complete these exercises.
2. The installation process requires the assistance of Customer personnel and suitable access to hardware and systems (e.g., security clearance). Customer is required to supervise the installation process while systems are accessible to Cartegraph. All hardware and software, for both Personal Computers and servers, is expected to be available, installed, and operating as specified in Cartegraph's System Requirements documentation such that delivery and execution of Cartegraph Field Services will not be impeded.
3. Customer and Cartegraph understand that the successful performance of Field Services depends upon Customer fulfilling its responsibilities. The Project assumes that Customer will provide all personnel required to achieve a successful implementation.
4. Customer will provide Internet access and IT staff support as required. For those services that are web-based, Cartegraph utilizes WebEx Meeting (or similar) technology.

Customer shall ensure that their workstation platform and database meet Cartegraph system requirements as specified in the Cartegraph System Requirements documentation. Cartegraph Software will be supported within new versions of these workstation platforms and databases within a reasonable period of time from their release from their manufacturer. Cartegraph will discontinue support of its Software within older versions of these workstation platforms and databases as their support is discontinued by their manufacturers.

5. Customer agrees to work with Cartegraph to schedule Field Services in a timely manner. All undelivered Field Services shall expire 365 days from the execution of this Purchase Agreement, unless noted differently in Services Scope listed above. Upon expiration of services, the project may be cancelled at Cartegraph's discretion.

Not-to-Exceed Proposal

Cartegraph will not exceed the total included in this Purchase Agreement without written approval from Customer. In the event it becomes apparent to Cartegraph that additional service efforts will be needed due to any changes in the scope of this Purchase Agreement, Cartegraph will notify Customer prior to exceeding the approved efforts and obtain written approval if additional Software or services are required.

BY EXECUTING THIS PURCHASE AGREEMENT, CUSTOMER ACKNOWLEDGES THAT IT HAS REVIEWED THE TERMS, CONDITIONS, FEES AND CHARGES PROVIDED HEREIN AND IN THE MASTER AGREEMENT, AS WELL AS ANY OTHER EXHIBITS TO THE MASTER AGREEMENT, AND CUSTOMER AGREES TO BE LEGALLY BOUND BY EACH SUCH AGREEMENT.

Cartegraph Systems, Inc.

By _____
(Signature)

Randy L. Skemp
(Type or print name)

Title Vice President of Sales

Date _____

City of Guthrie

By _____
(Signature)

(Type or print name)

Title _____

Date _____

MINUTES
CITY COUNCIL MEETING
December 6, 2016

The regular meeting of the sixty-third City Council of Guthrie, Oklahoma was posted on Friday, December 2, 2016, before 5:00 p.m. and held Tuesday, December 6, 2016, in the Guthrie City Hall Council Chambers.

Mayor Gentling called the meeting to order at 7:08 p.m.

| | | | |
|------------------|--------------------|-----------|----------------|
| Members Present: | Steven J. Gentling | John Wood | Jeff Taylor |
| | Sharyl Padgett | Ed Wood | Brian Bothroyd |
| | Gaylord Z. Thomas | | |

Members Absent: None

| | | | |
|----------------|--------------|---------------|---------------|
| Staff Present: | Kim Biggs | Randel Shadid | Maxine Pruitt |
| | Jim Ahlgren | Cody Mosley | Eric Harlow |
| | Jessie Bryan | | |

Mayor Gentling declared a quorum with seven (7) Council Members in attendance.

Consent Agenda. Motion by Council Member Bothroyd seconded by Vice Mayor J. Wood, moved approval of the Consent Agenda as follows:

- A. Consider approval of minutes of the City Council Workshop held on November 15, 2016
- B. Consider approval of minutes of the Regular City Council Meeting held on November 15, 2016
- C. Consider approval of minutes of the Special City Council Meeting – Workshop held on November 16, 2016
- D. Consider approval of Budget Amendment No. 4, amending the budgets for the General Fund and Capital Projects Fund
- E. Consider approval of the 2017 Calendar Year of the Schedule of Regular Meetings
- F. Consider approval to deny Tort Claim No. 202563-ME as recommended by the Oklahoma Municipal Assurance Group (OMAG)
- G. Consider approval of the City of Guthrie Street Committee recommendation to solicit bids for the FY2016-2017 Street Capital Improvement Program consisting of streets in all three Wards

- H. Consider approval of the Street Committee's recommendation to apply for the Association of Central Oklahoma Governments (ACOG) Transportation Improvement Program (TIP) Call for Projects to update the FY2017-2020 Program for financial support to improve College Avenue from SH33 west to the I-35 overpass
- I. Consider approval to authorize the Purchasing Agent to solicit bids for rehabilitation of the tennis courts in Highland Park
- J. Consider approval to authorize the Purchasing Agent to solicit bids for the construction of a new basketball court in Mineral Wells Park
- K. Consider approval to purchase 107 foot aerial ladder fire apparatus from Pierce Manufacturing/Conrad Fire Equipment utilizing HGAC contract #FS12-15
- L. Consider approval to purchase ten (10) 2017 Chevrolet Tahoe Police Pursuit units with equipment and upfit from Hudiburg Chevrolet utilizing Oklahoma Statewide Contract SW035

Council Members entered their votes and the votes were displayed with the following results:

Aye: Gentling, J. Wood, Taylor, Padgett, E. Wood, Thomas, Bothroyd
Nay: None

Mayor Gentling declared the motion carried unanimously.

Public Hearing, discussion and possible action on Ordinance No. 3305. Motion by Council Member Bothroyd, seconded by Council Member Taylor to approve closing sections of the right-of-way for Goodwill development.

Council Members entered their votes and the votes were displayed with the following results:

Aye: Gentling, J. Wood, Taylor, Padgett, E. Wood, Thomas, Bothroyd
Nay: None

Mayor Gentling declared the motion carried unanimously.

Public hearing, discussion and possible action on a request to issue a special use permit for operation of a storage unit business. Staff requested the item be continued to the next regular council meeting. Motion by Council Member Taylor, seconded by Council Member E. Wood, moved to continue to the December 20, 2016 council meeting. Council Members entered their votes and the votes were displayed with the following results:

Aye: Gentling, J. Wood, Taylor, Padgett, E. Wood, Thomas, Bothroyd
Nay: None

Mayor Gentling declared the motion carried unanimously.

Discussion and possible action to adopting Ordinance No. 3304. Motion by Council Member Thomas, seconded by Council Member Taylor to approve disbanding the Guthrie Firefighters Pension and Retirement Board, in accordance with Oklahoma State Statute. Council Members entered their votes and the votes were displayed with the following results:

Aye: Gentling, J. Wood, Taylor, Padgett, E. Wood, Thomas, Bothroyd

Nay: None

Mayor Gentling declared the motion carried unanimously.

Discussion and possible on Resolution No. 2016-22. Motion by Vice Mayor J. Wood, motion died for lack of second. Council Member Bothroyd made the request for staff to include an item on the December 20th Council Agenda to declare the Excelsior Library as surplus.

City Manager's Report: Interim City Manager Kim Biggs with the help of City Attorney Shadid, announced that the Judge approved the settlement agreement between the Logan County Rural Water District 1 and City of Guthrie as a result of closing arguments in the Settlement Fairness Hearing held on December 5, 2016.

Requests/Comments from Members of the City Council: Council Member Thomas shared that he is proud of all the projects the council approved at the meeting on the consent agenda with the purchase of the fire truck, police vehicles, and other capital improvement projects. Council Member Thomas also reminded the community of the upcoming Victorian Walk December 10th and 17th. Vice Mayor Wood commented on the experience of attending the fairness hearing for the settlement with Rural Water District 1. He is looking forward to having a good working relationship between the City of Guthrie and Rural Water District 1 board and staff. Council Member Bothroyd recognized John Thomas and Barry Cogburn for being an instrumental part of the meetings and discussion between Rural Water District 1 and City of Guthrie. Council Member Ed Wood feels the city now has the opportunity for economic growth with the settlement and all the upcoming projects and capital purchasing such as the fire truck and the police units. Council Member Taylor echoed the others with excitement of the improvements in the community. He thanked the staff for all their hard work. He also reminded the community of the upcoming Kiwanis Auction, Christmas Home Tours and the 20th Anniversary of the First Capital Sports Museum on December 10th. Council Member Padgett announced the Victorian Walk will be held December 10 and 17 from 5-9 pm and the annual Santa Fly-In will be held December 17th from 1-3 at the Guthrie Edmond Regional Airport. Mayor Gentling thanked the Street Department for getting all the Christmas wreaths up around town. The Guthrie High School Christmas Concert and Christmas Organ Concert at Masonic Temple on December 11. He also reminded the community of openings on the Forestry Board and Board of Adjustment.

Executive Session. Motion by Council Member Thomas, seconded by Council Member E. Wood, moved approval to convene into Executive Session pursuant to the Authority of Title 25, O.S. 2001, as follows:

- A. Section 307(B)(4) for the purpose of discussing confidential communications between the City Council and its Attorney concerning a pending investigation or claim (Separation Pay)
- B. Section 307(B)(3) for the purpose of discussing the purchase or appraisal of real property (80 acres)

Council Members entered their votes and the votes were displayed with the following results:

Aye: Gentling, J. Wood, Taylor, Padgett, E. Wood, Thomas, Bothroyd
Nay: None

Mayor Gentling declared the motion carried unanimously at 7:30 p.m. Attending Executive Session were Mayor Gentling, Vice Mayor J. Wood, Council Members Thomas, Taylor, Padgett, E. Wood and Bothroyd, Interim City Manager Biggs, and City Attorney Shadid.

Reconvene. Mayor Gentling reconvened the Guthrie City Council Meeting at 7:58 p.m. and stated that no action was taken in Executive Session.

Consider action regarding Separation Pay. Motion made by Vice Mayor J. Wood, seconded by Council Member Taylor to authorize staff to continue negotiations. Council Members entered their votes and the votes were displayed with the following results:

Aye: Gentling, J. Wood, Taylor, Padgett, E. Wood, Thomas, Bothroyd
Nay: None

Mayor Gentling declared the motion carried unanimously

Consider action regarding 80 acres. Motion made by Vice Mayor J. Wood, seconded by Council Member Taylor to decline the offer to trade or purchase land with ODOT. Council Members entered their votes and the votes were displayed with the following results:

Aye: Gentling, J. Wood, Taylor, Padgett, E. Wood, Thomas, Bothroyd
Nay: None

Mayor Gentling declared the motion carried unanimously

Adjournment. There being no further business for the Guthrie City Council, Mayor Gentling declared the meeting adjourned at 8:00 p.m.

Jessie Bryan, Deputy City Clerk

Steven J. Gentling, Mayor

MINUTES
SPECIAL CITY COUNCIL MEETING
December 10, 2016

The special meeting of the sixty-third City Council of Guthrie, Oklahoma was posted on Wednesday, December 7, 2016, before 3:00 p.m. and held Saturday, December 10, 2016, in the 3rd Floor Conference Room.

Mayor Steven J. Gentling called the meeting to order at 8:00 a.m.

Members Present: Steven J. Gentling John Wood Gaylord Z. Thomas
 Jeff Taylor Sharyl Padgett Ed Wood
 Brian Bothroyd

Members Absent: None

Staff Present: Randel Shadid

Mayor Gentling declared a quorum with all Council Members in attendance.

Executive Session. Motion by Vice Mayor J. Wood, seconded by Council Member Thomas, moved approval to convene into Executive Session pursuant to the Authority of Title 25, O.S. 2001, as follows:

- A. Section 307(B)(1) for the purpose of discussing the employment, hiring, appointment, promotion, demotion, disciplining, or resignation of public officer or employee (City Manager).

A roll call was taken with the following results:

Aye: Gentling, J. Wood, Thomas, Taylor, Padgett, E. Wood, Bothroyd
Nay: None

Mayor Gentling declared the motion carried unanimously at 8:01 a.m. Attending Executive Session were Mayor Gentling, Vice Mayor J. Wood, Council Members Thomas, Taylor, Padgett, E. Wood, Bothroyd, and City Attorney Shadid.

Reconvene. Mayor J. Gentling reconvened the Guthrie City Council Meeting at 1:15 p.m. and stated no action was taken in Executive Session.

Consider action regarding City Manager. Motion by Council Member Bothroyd, seconded by Council Member Padgett, moved to authorize staff to continue investigations of candidate. A roll call was taken with the following results:

Aye: Gentling, J. Wood, Thomas, Taylor, Padgett, E. Wood, Bothroyd
Nay: None

Mayor Gentling declared the motion carried unanimously.

Adjournment. There being no further business for the Guthrie City Council, Mayor Gentling declared the meeting adjourned at 1:40 p.m.

Kim Biggs, City Clerk

Steven J. Gentling, Mayor

MINUTES
SPECIAL CITY COUNCIL MEETING
December 15, 2016

The special meeting of the sixty-third City Council of Guthrie, Oklahoma was posted on Monday, December 12, 2016, before 11:00 a.m. and held Thursday, December 15, 2016, in the City Hall Council Chambers.

Vice Mayor John Wood called the meeting to order at 6:00 p.m.

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|------------------|-----------|-------------------|----------------|
| Members Present: | John Wood | Gaylord Z. Thomas | Sharyl Padgett |
| | Ed Wood | Brian Bothroyd | |

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| Members Absent: | Steven J. Gentling | Jeff Taylor |
|-----------------|--------------------|-------------|

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| Staff Present: | Kim Biggs | Jim Ahlgren |
|----------------|-----------|-------------|

Vice Mayor J. Wood declared a quorum with five (5) Council Members in attendance.

Executive Session. Motion by Council Member E. Wood, seconded by Council Member Bothroyd, moved approval to convene into Executive Session pursuant to the Authority of Title 25, O.S. 2001, as follows:

- A. Section 307(B)(1) for the purpose of discussing the employment, hiring, appointment, promotion, demotion, disciplining, or resignation of public officer or employee (City Manager).

Council Members entered their votes and the votes were displayed with the following results:

Aye: J. Wood, Thomas, Padgett, E. Wood, Bothroyd
Nay: None

Vice Mayor J. Wood declared the motion carried unanimously at 6:01 p.m. Attending Executive Session were Vice Mayor J. Wood, Council Members Thomas, Padgett, E. Wood, Bothroyd, and Human Resources Director Ahlgren.

Council Member Jeff Taylor arrived at 6:05 p.m.

Reconvene. Vice Mayor J. Wood reconvened the Guthrie City Council Meeting at 7:00 p.m. and stated no action was taken in Executive Session.

Consider action regarding City Manager. Motion by Council Member Bothroyd, seconded by Council Member Thomas, moved to hire Leroy Alsup as City Manager effective February 6, 2017 and approve the negotiated contract. Council Members entered their votes and the votes were displayed with the following results:

Aye: J. Wood, Thomas, Taylor, Padgett, E. Wood, Bothroyd
Nay: None

Vice Mayor Wood declared the motion carried unanimously.

Adjournment. There being no further business for the Guthrie City Council, Vice Mayor Wood declared the meeting adjourned at 7:01 p.m.

Kim Biggs, City Clerk

Steven J. Gentling, Mayor



Agenda Item Cover Letter

| | | |
|--|---|--|
| Meeting <input checked="" type="checkbox"/> City Council <input type="checkbox"/> GPWA <input type="checkbox"/> Other: _____ | Date of Meeting December 20, 2016 | Contact Kim Biggs, City Clerk/Treasurer |
|--|---|--|

Agenda Item

Consider approval of Audit Engagement Letter with HBC CPAs & Advisors to provide auditing service for FY 2016.

Summary

On January 5, 2016, the City Council approved a three-year contract with HBC CPAs & Advisors to provide auditing services to the City of Guthrie. The proposed Audit Engagement Letter is basically the same as last year and includes performing a single audit. The proposed fee is \$24,610 which is inclusive of out-of-pocket costs and includes the Single Audit Fee and has been appropriated in the FY17 budget.

| | | | |
|-------------------------|---|---|--|
| Funding Expected | <input type="checkbox"/> Revenue | <input checked="" type="checkbox"/> Expenditure | <input type="checkbox"/> N/A |
| Budgeted | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| Account Number | <u>01-01-00-6330</u> | Amount | <u>\$24,610</u> |
| Legal Review | <input checked="" type="checkbox"/> N/A | <input type="checkbox"/> Required | Completed Date: <u>Same as last year</u> |

Supporting documents attached

- Audit Engagement Letter

Recommendation

Approve the Audit Engagement Letter

Action Needed Public Hearing Motion Emergency Clause



September 19, 2016

Mayor and City Council
City of Guthrie, Oklahoma

We are pleased to confirm our understanding of the services we are to provide City of Guthrie, Oklahoma for the year ended September 30, 2016. We will audit the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements, of the City of Guthrie, Oklahoma as of and for the year ended September 30, 2016. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement City of Guthrie, Oklahoma's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to City of Guthrie, Oklahoma's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis.
- 2) Budgetary Comparison Schedule and Notes
- 3) Post-employment Benefit Plan Information

We have also been engaged to report on supplementary information other than RSI that accompanies City of Guthrie, Oklahoma's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and we will provide an opinion on it in relation to the financial statements as a whole, in a report combined with our auditor's report on the financial statements:

- 1) Schedule of Expenditures of Federal Awards and Notes
- 2) Nonmajor Government Combining Schedules
- 3) General Fund Accounts Combining Schedules
- 4) Guthrie Public Works Authority Enterprise Fund Accounts Combining Schedules
- 5) State Awards Information

Audit Objectives

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. The objective also includes reporting on—

- Internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with Government Auditing Standards.
- Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance).

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will include a paragraph that states that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The Uniform Guidance report on internal control over compliance will include a paragraph that states that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance, and will include tests of accounting records, a determination of major program(s) in accordance with the Uniform Guidance, and other procedures we consider necessary to enable us to express such opinions. We will issue written reports upon completion of our Single Audit. We will issue written reports upon completion of our Single Audit. Our reports will be addressed to the City Council of the City of Guthrie, Oklahoma. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions on the financial statements or the Single Audit compliance opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or may withdraw from this engagement.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements or noncompliance may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial

statements or major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; schedule of expenditures of federal awards; federal award programs; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

Audit Procedures—Internal Control

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of City of Guthrie, Oklahoma's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal statutes, regulations, and the terms and conditions of federal awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of City of Guthrie, Oklahoma's major programs. The purpose of these procedures will be to express an opinion on City of Guthrie, Oklahoma's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

Management Responsibilities

Management is responsible for (1) establishing and maintaining effective internal controls, including internal controls over compliance, and for evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal awards, and all accompanying information in conformity with U.S. generally accepted accounting principles; and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance, (3) additional information that we may request for the purpose of the audit, and (4) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants. Management is also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements, or abuse that we report. Additionally, as required by the Uniform Guidance, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan. The summary schedule of prior audit findings should be available for our review on March 1, 2017.

You are responsible for identifying all federal awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received) in conformity with the Uniform Guidance. You agree to include our report on the schedule of expenditures of federal awards in any document that contains and indicates that we have reported on the schedule of expenditures of federal awards. You also agree to [include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon OR make the audited financial statements readily available to intended users of the schedule of expenditures of federal awards no later than the date the schedule of expenditures of federal awards is issued with our report thereon]. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal awards, including its form and content, is fairly presented in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary

information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities relating to the financial statements, schedule of expenditures of federal awards, related notes, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements, schedule of expenditures of federal awards, and related notes and that you have reviewed and approved the financial statements, schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Engagement Administration, Fees, and Other

We may from time to time, and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers, but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditors' reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. If applicable, we will provide copies of our report for you to include with the reporting package you will submit to pass-through entities. The Data Collection Form and the reporting package must be submitted within the earlier of 30 calendar days after receipt of the auditors' reports or nine months after the end of the audit period.

We will provide copies of our reports to the City; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of HBC CPAs & Advisors and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to your cognizant or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of HBC CPAs & Advisors personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by your cognizant or oversight agency. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Provided that adjust trial balances, closing schedules and a draft of your financial statements are ready, we plan to begin our audit around January 20, 2017. Lonnie Heim is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them. Given that the preceding time schedule is met, we plan to issue our reports no later than March 31, 2017 or, alternatively, within twenty days after a final financial statement draft is presented to us, whichever is later.

Our fees for these services will be as follows:

- Our fees for the audit of your financial statements will be \$19,660 for 2016.
- Our fee for the Uniform Guidance audit would be an additional \$4,300.
- Our fee for preparing and filing the Annual Survey of City and Town Finances (form SA&I 2643) will not exceed \$650.

If additional services are necessary, our billing rates for each staff level are as follows:

Partner-\$135 per hour
Manager-\$85 per hour
Staff associates-\$75 per hour
Support staff-\$45 per hour

The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. The professional fees above are only for audit services. The City or its consultants would be responsible for the preparation of the financial statements and related notes, preparing the necessary government wide conversion entries and the capital asset recordkeeping. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

Our audit programs, forms and schedules are web based. We must have internet access for at least two computers during our fieldwork so that we may work as efficiently as possible. We prefer that such access is wireless, however, a direct connection to the internet through an ethernet port is acceptable. We do not need access to your electronic accounting records, accounting software or your server unless you prefer to grant such access to accommodate our audit searches and testing.

Government Auditing Standards require that we provide you with a copy of our most recent external peer review report and any letter of comment, and any subsequent peer review reports and letters of comment received during the period of the contract. Our 2014 peer review report accompanies this letter.

We appreciate the opportunity to be of service to the City of Guthrie, Oklahoma and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,



Lonnie Heim, CPA
For HBC CPAs & Advisors

RESPONSE:

This letter correctly sets forth the understanding of City of Guthrie, Oklahoma.

Management signature: _____

Title: _____

Date: _____

Governance signature: _____

Title: _____

Date: _____



Agenda Item Cover Letter

Meeting

X City Council
X GPWA
Other:

Date of Meeting

December 20, 2016

Contact

Kim Biggs,
City Clerk/Treasurer

Agenda Item

Consider approval of the FY16 Year-End Budget Amendment No. 12 increasing the budget for the General Fund, Fire Fund, GPWA Fund, Meter Deposit Fund, Cemetery Fund, Oklahoma City Waterline Fund and decreasing the budget for Grant Fund.

Summary

Budget Amendment No. 12 is the Year-End budget amendment increasing the following line items to cover expenditures incurred in FY16:

- 1. General Fund in the amount of \$275,024 - Increased Transfer from GPWA \$5,511, Cemetery Lot Sales \$38,706, Compensating Use Tax \$74,880, Municipal Court Fines \$63,044, and Budgeted Fund Balance \$92,883 to cover expenditures incurred in FY2016.
2. Fire Fund in the amount of \$199,219 - Increased Transfer from General Fund \$5,520, Ambulance Fees \$51,884, EMS Contract \$5,409, and Budgeted Fund Balance \$136,406 to cover expenditures totaling the same.
3. Guthrie Public Works Authority Fund in the amount of \$5,511 - Increased Transfer to General Fund \$5,511 and Transfer from General Fund for the same amount.
4. Grant Fund in the amount of \$4,218 - Decreased transfer from General Fund \$4,218.
5. Meter Deposit Fund in the amount of \$81.00 - Increased Interest Income \$81.00 to cover printing expenses for the same amount.
6. Cemetery Care Fund for \$82.00 - Increased Printing \$82.00.
7. Oklahoma City Waterline Fund in the amount of \$67,234 - Increased Professional Services \$11,959, Rehab Controls for Life Stations \$22,275, and Raw Sludge Backup Pump \$33,000 and decreased Sludge Removal \$67,234.

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

Supporting documents attached

- Request for Budget Amendment
Budget Revision Report

Recommendation

Staff recommends approval.

Action Needed Public Hearing X Motion Emergency Clause

**CITY OF GUTHRIE
GUTHRIE PUBLIC WORKS AUTHORITY**

REQUEST FOR BUDGET AMENDMENT

Type of Amendment:

Date: December 20, 2016

- 1. Transfer of Appropriations
- 2. Supplemental Appropriations --X--
- 3. Appropriation Decrease X
- 4. Revenue Increase X

for September 30, 2016

Amendment No. 12

Funds Effected:

- General Fund – \$275,024
- Fire Fund - \$199,219
- GPWA Fund - \$5,511
- Grant Fund - \$4,218
- Meter Deposit Fund - \$81
- Cemetery Care Fund - \$82
- Oklahoma City Waterline Fund - \$67,234

Comments:

Budget Amendment No. 12 is the Year-End budget amendment increasing the following line items to cover expenditures incurred in FY16:

- 1. General Fund in the amount of \$275,024 – Increased Transfer from GPWA \$5,511, Cemetery Lot Sales \$38,706, Compensating Use Tax \$74,880, Municipal Court Fines \$63,044, and Budgeted Fund Balance \$92,883 to cover expenditures incurred in FY2016.
- 2. Fire Fund in the amount of \$199,219 – Increased Transfer from General Fund \$5,520, Ambulance Fees \$51,884, EMS Contract \$5,409, and Budgeted Fund Balance \$136,406 to cover expenditures totaling the same.
- 3. Guthrie Public Works Authority Fund in the amount of \$5,511 – Increased Transfer to General Fund \$5,511 and Transfer from General Fund for the same amount.
- 4. Grant Fund in the amount of \$4,218 – Decreased transfer from General Fund \$4,218.
- 5. Meter Deposit Fund in the amount of \$81.00 – Increased Interest Income \$81.00 to cover printing expenses for the same amount.
- 6. Cemetery Care Fund for \$82.00 – Increased Printing \$82.00.
- 7. Oklahoma City Waterline Fund in the amount of \$67,234 – Increased Professional Services \$11,959, Rehab Controls for Life Stations \$22,275, and Raw Sludge Backup Pump \$33,000 and decreased Sludge Removal \$67,234.

APPROVAL

Date: _____

Purchasing Agent: _____ City Manager: _____

Council Approval Needed? Yes _____ Date Posted: _____

If yes, date approved: _____ City Clerk: _____

After amendment has been entered in the computer, copies are to be sent to the following:

- City Manager - 1 copy
- Purchasing Agent - 1 copy
- Department Head - 1 copy

City of Guthrie
2016 Upsted Budget Revisions

| Fiscal Year | Period | Reason | Account Number | Increase | Decrease |
|--------------------|--------|------------------|---|--------------|-------------|
| CC Year-End Budget | | | | | |
| 2016 | 12 | Amendment No. 12 | | | |
| | | | 01-00-00-5401 BUDGETED FUND BALANCE | \$ 92,883.00 | |
| | | | 01-00-00-5402 GUTHRIE P.W.A.-TRANSFER | \$ 5,511.00 | |
| | | | 01-00-00-5439 CEMETERY LOT SALES | \$ 38,706.00 | |
| | | | 01-00-00-5471 COMPENSATING USE TAX | \$ 74,880.00 | |
| | | | 01-00-00-5497 MUNICIPAL COURT FINES | \$ 63,044.00 | |
| | | | 01-01-00-6028 FICA/MEDICARE TAX | | \$ 597.00 |
| | | | 01-01-00-6031 EMPLOYEE DRUG TESTING | \$ 990.00 | |
| | | | 01-01-00-6901 TRANSFER TO GPWA | \$ 5,511.00 | |
| | | | 01-01-00-6910 TRANSFER TO FIRE/EMS FUND | \$ 5,520.00 | |
| | | | 01-01-00-6930 TRANSFER TO GRANTS FUND | | \$ 4,218.00 |
| | | | 01-07-70-6033 EMPLOYEE WELLNESS PROGRAM | \$ 95.00 | |
| | | | 01-07-70-6106 JAIL SUPPLIES | \$ 1,097.00 | |
| | | | 01-07-70-6107 FOOD/HUMANS | \$ 183.00 | |
| | | | 01-07-70-6114 SUPPLIES | \$ 2,534.00 | |
| | | | 01-07-70-6311 COMPUTER MAINTENANCE/OPERATIONS | \$ 2,622.00 | |
| | | | 01-07-70-6340 COLLECTION FEES | \$ 3,780.00 | |
| | | | 01-07-70-6342 SPECIAL EVENTS FOOD | \$ 486.00 | |
| | | | 01-07-70-6343 TRAINING PROGRAM | \$ 13,862.00 | |
| | | | 01-07-70-6346 EMERGENCY NOTIFICATION SUBSCRIPTION | \$ 654.00 | |
| | | | 01-07-70-6355 DUES & SUBSCRIPTIONS | \$ 1,734.00 | |
| | | | 01-07-71-6011 OVERTIME | \$ 43.00 | |
| | | | 01-07-71-6019 UNIFORM ALLOWANCE | \$ 650.00 | |
| | | | 01-07-71-6024 PENSION/POLICE | \$ 6,046.00 | |
| | | | 01-07-71-6028 FICA/MEDICARE TAX | \$ 13,892.00 | |
| | | | 01-07-71-6032 EMPLOYEE HEALTH INSURANCE | \$ 4,300.00 | |
| | | | 01-07-71-6105 AMMUNITION | \$ 3,037.00 | |

City of Guthrie
2016 Upsted Budget Revisions

| Fiscal Year | Period | Reason | Account Number | Increase | Decrease |
|--------------------|--------|------------------|---|--------------|----------|
| CC Year-End Budget | | | | | |
| 2016 | 12 | Amendment No. 12 | | | |
| | | | 01-07-72-6011 OVERTIME | \$ 683.00 | |
| | | | 01-07-72-6104 CHEMICALS | \$ 6,152.00 | |
| | | | 01-07-72-6110 SAFETY SUPPLIES/APPAREL | \$ 726.00 | |
| | | | 01-07-72-6132 ANIMAL CAGES | \$ 121.00 | |
| | | | 01-07-74-6010 SALARIES/WAGES | \$ 1,708.00 | |
| | | | 01-07-74-6020 PENSION/CIVILIAN | \$ 320.00 | |
| | | | 01-07-74-6028 FICA/MEDICARE TAX | \$ 131.00 | |
| | | | 01-07-74-6353 WEED ABATEMENT | \$ 11,505.00 | |
| | | | 01-07-77-6019 UNIFORM ALLOWANCE | \$ 150.00 | |
| | | | 01-07-77-6020 PENSION/CIVILIAN | \$ 145.00 | |
| | | | 01-07-77-6120 PHOTO/VIDEO SUPPLIES | \$ 908.00 | |
| | | | 01-07-78-6010 SALARIES/WAGES | \$ 26,361.00 | |
| | | | 01-07-78-6011 OVERTIME | \$ 30,860.00 | |
| | | | 01-07-78-6024 PENSION/POLICE | \$ 2,665.00 | |
| | | | 01-07-78-6028 FICA/MEDICARE TAX | \$ 4,247.00 | |
| | | | 01-07-78-6033 EMPLOYEE WELLNESS PROGRAM | \$ 33.00 | |
| | | | 01-07-79-6010 SALARIES/WAGES | \$ 18,358.00 | |
| | | | 01-07-79-6011 OVERTIME | \$ 3,605.00 | |
| | | | 01-07-79-6020 PENSION/CIVILIAN | \$ 2,173.00 | |
| | | | 01-07-79-6028 FICA/MEDICARE TAX | \$ 2,369.00 | |
| | | | 01-07-79-6033 EMPLOYEE WELLNESS PROGRAM | \$ 40.00 | |
| | | | 01-12-00-6010 SALARIES/WAGES | \$ 3,474.00 | |
| | | | 01-12-00-6011 OVERTIME | \$ 3,171.00 | |
| | | | 01-12-00-6020 PENSION/CIVILIAN | \$ 2,386.00 | |
| | | | 01-12-00-6028 FICA/MEDICARE TAX | \$ 1,020.00 | |
| | | | 01-12-00-6033 EMPLOYEE WELLNESS PROGRAM | \$ 129.00 | |

City of Guthrie
2016 Upsted Budget Revisions

| Fiscal Year | Period | Reason | Account Number | Increase | Decrease |
|--------------------|--------|------------------|---|---------------|----------|
| CC Year-End Budget | | | | | |
| 2016 | 12 | Amendment No. 12 | | | |
| | | | 01-12-00-6114 MISC. SUPPLIES | \$ 86.00 | |
| | | | 01-12-00-6316 VEHICLE MAINTENANCE | \$ 10,161.00 | |
| | | | 01-14-00-6010 SALARIES/WAGES | \$ 4,060.00 | |
| | | | 01-14-00-6020 PENSION/CIVILIAN | \$ 1,006.00 | |
| | | | 01-14-00-6028 FICA/MEDICARE TAX | \$ 289.00 | |
| | | | 01-14-00-6104 CHEMICALS | \$ 29.00 | |
| | | | 01-14-00-6316 VEHICLE MAINTENANCE | \$ 1,090.00 | |
| | | | 01-14-41-6118 FUEL & LUBE | \$ 4,921.00 | |
| | | | 01-15-11-6010 SALARIES/WAGES | \$ 7,942.00 | |
| | | | 01-15-11-6011 OVERTIME | \$ 7,935.00 | |
| | | | 01-15-11-6016 UNIFORMS | \$ 394.00 | |
| | | | 01-15-11-6020 PENSION/CIVILIAN | \$ 4,749.00 | |
| | | | 01-15-11-6028 FICA/MEDICARE TAX | \$ 5,579.00 | |
| | | | 01-15-11-6033 EMPLOYEE WELLNESS PROGRAM | \$ 53.00 | |
| | | | 01-15-11-6049 VACATION BUY BACK | \$ 1,800.00 | |
| | | | 01-15-11-6110 SAFETY SUPPLIES | \$ 2,227.00 | |
| | | | 01-15-11-6112 BUILDING & GROUNDS | \$ 23,672.00 | |
| | | | 01-15-11-6300 LAKE/POOL CONCESSION TAX (OK STATE) | \$ 55.00 | |
| | | | 01-15-11-6316 VEHICLE MAINTENANCE | \$ 5,052.00 | |
| | | | 01-15-11-6317 MACHINE/EQUIPMENT MAINTENANCE | \$ 8,263.00 | |
| | | | 09-00-00-5401 BUDGETED FUND BALANCE | \$ 136,406.00 | |
| | | | 09-00-00-5402 TRANSFER FROM GENERAL FUND | \$ 5,520.00 | |
| | | | 09-00-00-5435 AMBULANCE FEES | \$ 51,884.00 | |
| | | | 09-00-00-5436 EMS CONTRACT | \$ 5,409.00 | |
| | | | 09-09-90-6010 SALARIES/WAGES | \$ 62,237.00 | |
| | | | 09-09-90-6107 FOOD/HUMANS | \$ 244.00 | |

City of Guthrie
2016 Uposted Budget Revisions

| Fiscal Year | Period | Reason | Account Number | Increase | Decrease |
|----------------|--------|--------------------|---|-----------------|--------------|
| <hr/> | | | | | |
| | | CC Year-End Budget | | | |
| 2016 | 12 | Amendment No. 12 | | | |
| | | | 09-09-90-6112 BUILDING & GROUNDS | \$ 5,386.00 | |
| | | | 09-09-90-6355 DUES & SUBSCRIPTIONS | \$ 147.00 | |
| | | | 09-09-92-6010 SALARIES/WAGES | \$ 80,939.00 | |
| | | | 09-09-92-6011 OVERTIME | \$ 27,832.00 | |
| | | | 09-09-92-6104 CHEMICALS | \$ 22,429.00 | |
| | | | 09-09-96-6028 FICA/MEDICARE TAX | \$ 5.00 | |
| | | | 20-00-00-5402 TRANSFER FROM GENERAL FUND | \$ 5,511.00 | |
| | | | 20-21-00-6518 RELOCATION OF WATER/SEWER FOR ODOT PROJ VIADUCT | | \$ 27.00 |
| | | | 20-21-00-6900 TRANSFER TO GENERAL FUND | \$ 5,511.00 | |
| | | | 20-23-00-6303 ANNUAL STATE WATER TEST | \$ 1.00 | |
| | | | 20-26-00-6110 SAFETY APPAREL & SUPPLIES | \$ 26.00 | |
| | | | 30-00-00-5402 TRANSFER - GENERAL FUND | | \$ 4,218.00 |
| | | | 71-00-00-5418 INTEREST INCOME | \$ 81.00 | |
| | | | 71-71-00-6308 PRINTING | \$ 81.00 | |
| | | | 72-72-00-6308 PRINTING | \$ 82.00 | |
| | | | 90-90-00-6373 PROFESSIONAL SERVICES | \$ 11,959.00 | |
| | | | 90-90-00-6592 REHAB CONTROLS FOR LIFT STATIONS | \$ 22,275.00 | |
| | | | 90-90-00-6594 RAW SLUDGE BACKUP PUMP | \$ 33,000.00 | |
| | | | 90-90-00-6595 SLUDGE REMOVAL | | \$ 67,234.00 |
| <hr/> | | | | \$ 1,031,828.00 | \$ 76,294.00 |



Agenda Item Cover Letter

| | | |
|--|------------------------|----------------------|
| Meeting | Date of Meeting | Contact |
| <input checked="" type="checkbox"/> City Council | December 20, 2016 | Kim Biggs, |
| <input type="checkbox"/> GPWA | | Interim City Manager |
| <input type="checkbox"/> Other: _____ | | |

Agenda Item

Consider approval to renew the lease agreement for office space in Guthrie City Hall with the Guthrie Chamber of Commerce.

Summary

On December 15, 2015, the City Council approved a lease agreement to commence on January 1, 2016 and continue for a period of one (1) year from that date. The Lease shall automatically renew for one (1) additional year beginning January 1st, 2017 after review and negotiations of:

Section 3.1 In-Kind Services:

In lieu of monetary rental payment for occupancy of space in the Premises, the Chamber agrees to provide the following in-kinds services:

- Recognition at every Chamber Sponsored Event
- One Chamber Chat Interviews a year
- Logo on Top of the Chamber Website
- Logo on Top of Chamber Emails
- Name on Top of the Chamber Banner -To be hung at every Chamber Event
- Chamber Banquet
 - Two Front Tables for eight
 - Logo on the Invitation
 - Logo on the Banquet Agenda
 - Logo on the Power Point
 - Recognition with a Plaque
- Chamber Golf Tournament
 - Two to Four Player Teams
 - Business Tent Placement
 - One Hole Sponsorship
- Chamber Triathlon
 - Business Tent Placement
 - Logo on the Triathlon T-shirt
- Logo on Chamber TV for the year
- Chamber Coffee Host - Two per year
 - Please book in advance
- Traveling Banner Promotion

This lease agreement is consistent in supporting the council goals of developing stronger working relationships among the City, CVB, and Chamber of Commerce for the economic development of Guthrie and also continuing the process of determining the use and plan for all city-owned buildings.

| | | | |
|-------------------------|---------------|-------------------|---|
| Funding Expected | _____ Revenue | _____ Expenditure | <input checked="" type="checkbox"/> N/A |
| Budgeted | _____ Yes | _____ No | <input checked="" type="checkbox"/> N/A |

Account Number In-Kind Services **Amount** \$5,000.00/year

Legal Review N/A X Required Completed Date: 12/15/2016

Supporting documents attached

- Lease Agreement – City of Guthrie and Guthrie Chamber of Commerce
- Information regarding Chamber membership, sponsorships, events, and benefits

Recommendation

Approve Lease Agreement.

Action Needed Public Hearing X Motion Emergency Clause

RENEWAL LEASE AGREEMENT

THIS AGREEMENT made and entered into as of this 20th day of December, 2016, by and between THE CITY OF GUTHRIE, OKLAHOMA, hereinafter the "CITY", and GUTHRIE CHAMBER OF COMMERCE, hereinafter the "CHAMBER".

WHEREAS, CITY and CHAMBER did enter into that certain Lease Agreement dated December 15, 2015 (the "Lease"); and

WHEREAS, the initial term of the Lease expires on the 31st day of December, 2016; and

WHEREAS, Section 2 of the Lease authorizes the CHAMBER to extend and renew the term of the Lease for one (1) additional term beyond the expiration of the initial One (1) year term of the Lease after review and negotiations of Section 3.1 between the City Manager of the City and the CEO/Director of the Chamber; and

WHEREAS, CHAMBER and CITY are both desirous of extending the lease term of said Lease for an additional One (1) year at this time.

W I T N E S S E T H:

THAT for and in consideration of the mutual covenants and agreements herein contained, the parties hereto do hereby agree as follows

1. CITY does hereby extend and renew the Lease for a term commencing on the 1st day of January, 2017 and ending on the 31st day of December, 2017.

2. In lieu of monetary rental payment for occupancy of space in the Premises, the CHAMBER agrees to provide the following in-kinds services:

DIAMOND INVESTOR | \$5000

- Recognition at every Chamber Sponsored Event
- One Chamber Chat Interviews a year
- Logo on Top of the Chamber Website
- Logo on Top of Chamber Emails
- Name on Top of the Chamber Banner -To be hung at every Chamber Event
- Chamber Banquet
 - Two Front Tables for eight
 - Logo on the Invitation
 - Logo on the Banquet Agenda
 - Logo on the Power Point
 - Recognition with a Plaque
- Chamber Golf Tournament
 - Two to Four Player Teams
 - Business Tent Placement
 - One Hole Sponsorship

- Chamber Triathlon
 - Business Tent Placement
 - Logo on the Triathlon T-shirt
- Logo on Chamber TV for the year
- Chamber Coffee Host - Two per year
 - Please book in advance
- Traveling Banner Promotion

3. In the event any part, portion, provision or provisions of said Lease, or this Agreement are found by a court of competent jurisdiction to be illegal or unlawful, said part, portion, provision or provisions shall be deemed stricken and omitted from said Lease or this Agreement, and the parties shall be bound by the remaining terms thereof, which shall be given full force and effect.

4. The parties hereto agree and acknowledge that the terms of said Lease addressed by this Agreement are hereby modified to reflect the terms contained herein.

5. The parties hereto further agree and acknowledge that, except as modified by this Agreement, the terms of said Lease shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereunto have executed this Agreement the day and year first above written.

ATTEST:

THE CITY OF GUTHRIE, OKLAHOMA

Kim Biggs, City Clerk/Treasurer

Steven J. Gentling, Mayor

ATTEST:

GUTHRIE CHAMBER OF COMMERCE

Secretary/Treasurer

Tracy Zserdin, President & CEO

GUTHRIE CHAMBER OF COMMERCE

GUTHRIECHAMBER.COM

DIAMOND INVESTOR | \$5000

- Recognition at every Chamber Sponsored Event
- One Chamber Chat Interviews a year
- Logo on Top of the Chamber Website
- Logo on Top of Chamber Emails
- Name on Top of the Chamber Banner
-To be hung at every Chamber Event
- Chamber Banquet
 - Two Front Tables for eight
 - Logo on the Invitation
 - Logo on the Banquet Agenda
 - Logo on the Power Point
 - Recognition with a Plaque
- Chamber Golf Tournament
 - Two to Four Player Teams
 - Business Tent Placement
 - One Hole Sponsorship
- Chamber Triathlon
 - Business Tent Placement
 - Logo on the Triathlon T-shirt
- Logo on Chamber TV for the year
- Chamber Coffee Host - Two per year
 - Please book in advance
- Traveling Banner Promotion

RUBY INVESTOR | \$3000

- Logo on the Chamber Banner
- Logo on All Chamber Emails
- Logo on the Chamber Website
- Chamber Banquet
 - One Table for eight
 - Stage Recognition
- Chamber Golf Tournament
 - One Four Person Team
 - Business Tent Placement
- Chamber Triathlon
 - Medium Logo on the T-shirts
- Logo on Chamber TV for the year

PEARL INVESTOR | \$1000

- Chamber Banquet
 - One Table for eight
 - Recognition as a Pearl sponsor
- Chamber Golf Tournament
 - One Hole Sponsorship
- Chamber Triathlon
 - Small Logo on the T-shirt
- Logo on Chamber TV for the year

**Please contact the Chamber Office at 405-282-1947 or email info@guthriechamber.com.
You Can Join Today at GuthrieChamber.Com**



Agenda Item Cover Letter

| | | |
|--|---|---|
| Meeting <input checked="" type="checkbox"/> City Council <input type="checkbox"/> GPWA <input type="checkbox"/> Other: _____ | Date of Meeting December 20, 2016 | Contact Jessie Bryan, Purchasing Agent |
|--|---|---|

Agenda Item

Consider approval for the financing of two (2) Chevrolet Tahoe SUV's through RCB Bank at the interest rate of 1.85% for twelve (12) month term.

Summary

On August 2, 2016, City Council approved to accept the Victims of Crime Act (VOCA) grant awarded by the Oklahoma District Attorneys Council to the Guthrie Police Department for the amount of \$199,978.00. This grant includes the lease of two (2) vehicles for the advocates. Quotes for the financing of vehicles were requested and the quotes came in as follows:

- Welch State Bank 2.89%
- BancFirst 2.5%
- F&M Bank 2.5%
- RCB Bank 1.85%

The City of Guthrie will be reimbursed each month by the VOCA grant.

| | | | |
|-------------------------|---|---|---|
| Funding Expected | <input checked="" type="checkbox"/> Revenue | <input checked="" type="checkbox"/> Expenditure | <input type="checkbox"/> N/A |
| Budgeted | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input checked="" type="checkbox"/> N/A |
| Account Number | <u>??</u> | Amount | <u>\$82,389.63</u> |
| Legal Review | <input type="checkbox"/> N/A | <input checked="" type="checkbox"/> Required | Completed Date: <u>12/7/2016</u> |

Supporting documents attached

- Lease

Recommendation

Approve the financing of two (2) Chevrolet Tahoe SUV's through RCB Bank at the interest rate of 1.85% for a twelve (12) month term.

Action Needed Public Hearing Motion Emergency Clause

**CITY OF GURHRIE, OKLAHOMA
LEASE PURCHASE AGREEMENT FOR EQUIPMENT**

LEASE #2652741

THIS AGREEMENT IS MADE ON THIS 30TH DAY OF NOVEMBER 2016, BY AND BETWEEN THE BOARD OF COUNTY COMMISSIONERS OF THE CITY OF GUTHRIE COUNTY, OKLAHOMA, DESIGNATED THROUGHOUT THIS AGREEMENT AS THE LESSEE, AND RCB BANK, DESIGNATED THROUGHOUT THIS AGREEMENT AS THE LESSOR.

I. EQUIPMENT

SUBJECT TO THE TERMS AND CONDITIONS AS SET FORTH IN THIS AGREEMENT, THE LESSOR LEASES TO THE LESSEE THE FOLLOWING DESCRIBED EQUIPMENT, ALL OF WHICH SHALL BE DESIGNATED THROUGHOUT THIS INSTRUMENT AS THE "EQUIPMENT":

| <u>MAKE</u> | <u>MODEL</u> | <u>DESCRIPTION</u> | <u>QUANTITY</u> | <u>UNIT PRICE</u> | <u>LEASE PURCHASE PRICE</u> |
|-------------|--------------|------------------------|-----------------|-------------------|-----------------------------|
| Chevy | Tahoe | VIN #1GNSKFEC3HR145203 | 1 | | \$41,057.31 |
| Chevy | Tahoe | VIN #1GNSKFECXHR149684 | 1 | | \$41,057.32 |

Plus Attorney review fee of \$175 and title fee of \$100 \$275.00

Total lease purchase price including fees: \$82,389.63

II. PAYMENT OF LEASE PURCHASE INSTALLMENTS

IN CONSIDERATION OF THE AGREEMENT BY THE LESSOR TO LEASE PURCHASE THE EQUIPMENT, THE LESSEE PROMISES TO PAY THE LESSOR, FOR THE EQUIPMENT, THE SUM OF \$6,940.02 PER MONTH, DURING THE TERM OF THIS AGREEMENT OR ANY RENEWAL OF THE AGREEMENT, IN THE ALTERNATIVE, THE LESSEE PROMISES TO PAY TO THE LESSOR LEASE PAYMENTS AS SET FORTH IN THE LEASE SCHEDULE WHICH IS ATTACHED TO THIS INSTRUMENT AND WHICH IS INCORPORATED BY REFERENCE. THE FULL AMOUNT OF THE PURCHASE PRICE WILL BE ADVANCED AND THE MONTHLY LEASE PAYMENT WILL BEGIN JANUARY 15TH, 2017 AFTER THE DELIVERY OF THE FIRST PIECE OF EQUIPMENT REGARDLESS OF THE DATE OF DELIVERY OF THE LAST PIECE OF EQUIPMENT. TO SECURE PAYMENT OF ALL LESSEE'S OBLIGATIONS UNDER THIS AGREEMENT, LESSEE HEREBY GRANTS TO LESSOR A SECURITY INTEREST CONSTITUTING A FIRST LIEN ON THE EQUIPMENT AND ON ALL ADDITIONS, ATTACHMENTS AND ACCESSIONS THERETO, SUBSTITUTIONS THEREFOR AND PROCEEDS THEREFROM. LESSEE AGREES TO EXECUTE SUCH ADDITIONAL DOCUMENTS, IN FORM SATISFACTORY TO LESSOR, WHICH LESSOR DEEMS NECESSARY OR APPROPRIATE TO ESTABLISH ITS SECURITY INTEREST IN THE EQUIPMENT.

III. LEASE TERM

THIS LEASE SHALL COMMENCE ON THE DATE THE EQUIPMENT IS ACCEPTED BY THE LESSEE AND SHALL AUTOMATICALLY TERMINATE, UNLESS RENEWED IN ACCORDANCE WITH THE TERMS SET FORTH BELOW, AT THE END OF THE FISCAL YEAR OF THE YEAR DURING WHICH THE LEASE IS COMMENCED.

IV. OPTION TO RENEW

THE LESSEE IS HEREBY GRANTED ONE SUCCESSIVE OPTIONS TO RENEW THIS LEASE FOR ADDITIONAL TERMS NOT TO EXCEED ONE FISCAL YEAR EACH, PLUS ONE FINAL OPTION TO RENEW THIS LEASE FOR A PERIOD OF 12 MONTHS, ALL UPON THE SAME TERMS AND CONDITIONS, PROVIDED THAT SUCH OPTIONS MAY BE EXERCISED, AS A MATTER OF RIGHT, SOLEY AND EXCLUSIVELY BY THE LESSEE. THE EXERCISE OF ANY SUCH OPTION SHALL BE ACCOMPLISHED BY THE ISSUANCE OF A PURCHASE ORDER UPON OR WITHIN TEN (10) DAYS AFTER THE EXPIRATION OF TERMS OF THIS LEASE OR ANY RENEWAL THEN IN EFFECT.

V. TITLE TO EQUIPMENT

UPON ACCEPTANCE OF THE EQUIPMENT BY LESSEE, TITLE TO THE EQUIPMENT SHALL VEST IN LESSEE SUBJECT TO LESSOR'S RIGHTS UNDER THIS AGREEMENT. TITLE SHALL VEST IN LESSEE, AND LESSEE SHALL IMMEDIATELY SURRENDER POSSESSION OF THE EQUIPMENT TO LESSOR UPON (a) ANY TERMINATION OF THIS AGREEMENT OTHER THAN TERMINATION PURSUANT TO PARAGRAPH VI OR (b) THE OCCURANCE OF AN EVENT OF DEFAULT. LESSEE SHALL EXECUTE AND DELIVER ANY SUCH INSTRUMENTS AS LESSOR MAY REQUEST TO TRANSFER LEGAL TITLE TO AND OWNERSHIP OF THE EQUIPMENT TO LESSOR UPON TERMINATION OF LESSEE'S INTEREST IN THE EQUIPMENT.

VI. OPTION TO PURCHASE

IN THE EVENT THE LESSEE SHALL HAVE EXERCISED ALL OF ITS OPTIONS FOR RENEWAL OF THIS LEASE AS PROVIDED IN PARAGRAPH IV, ABOVE, UPON TENDER OF THE LAST LEASE PAYMENT DUE UNDER THE LAST RENEWAL TERM, THE LESSEE SHALL ACQUIRE ALL OF LESSOR'S INTEREST IN THE EQUIPMENT. IN THE ALTERNATIVE, THE LESSEE, AT ITS SOLE AND EXCLUSIVE OPTION, MAY PURCHASE THE EQUIPMENT AT ANY TIME DURING THE TERM OF THIS LEASE OR DURING ANY RENEWAL TERM AS PROVIDED BY PARAGRAPH IV, ABOVE, GIVING WRITTEN NOTICE TO THE LESSOR OR LESSEE'S INTENT TO PURCHASE ACCOMPANIED BY A SINGLE, FINAL PAYMENT OF THE BALANCE SHOWN DUE ON THE PAYMENT SCHEDULE ATTACHED HERETO AS OF THE NEXT LEASE PAYMENT DUE DATE FOR THE EQUIPMENT. (IF THE PURCHASE PRICE IS TO BE REDUCED BY A PERCENTAGE OF THE LEASE PAYMENTS MADE PRIOR TO THE EXERCISE OF THE PURCHASE OPTION, DESCRIBED FULLY, IN THE SPACE PROVIDED, THE MANNER IN WHICH SUCH REDUCTION SHALL BE COMPUTED. IF ADDITIONAL SPACE IS NECESSARY, ATTACH A WRITTEN SCHEDULE OF PURCHASE OPTION PRICES WHICH SHALL BE INCORPORATED IN THE TERMS OF THIS AGREEMENT BY REFERENCE). IN THE EVENT THE LESSEE SHALL EXERCISE ANY OPTION TO PURCHASE THE EQUIPMENT, THE LESSOR ASSIGNS TO THE LESSEE ALL RIGHTS AND CLAIMS WHICH THE LESSOR MAY HAVE OR ACQUIRE ARISING UNDER THE ANTITRUST LAWS OF THE UNITED STATES OR OF ANY STATE REGARDING THE EQUIPMENT PURCHASED UNDER THE TERMS OF THIS AGREEMENT.

VII. DELIVERY AND RETURN OF EQUIPMENT

THE LESSEE SHALL BEAR ALL COSTS OF SHIPPING AND DELIVERING THE EQUIPMENT TO THE LESSOR. INSTALLATION COSTS, IF ANY SHALL BE BORNE BY THE LESSEE. THE EQUIPMENT SHALL BE DELIVERED TO OR INSTALLED AT THE LOCATION DESIGNATED BY THE LESSOR.

VIII. REPAIRS AND MAINTENACE

THE LESSEE SHALL MAINTAIN THE EQUIPMENT IN GOOD WORKING ORDER AND SHALL MAKE ALL NECESSARY ROUTINE ADJUSTMENTS AND REPAIRS, AS A RESULT OF FAIR WEAR AND TEAR, ALL AT THE EXPENSE OF THE LESSEE. THE LESSOR AND THE LESSEE MAY PROVIDE FOR THE MAINTENANCE AND REPAIR OF THE EQUIPMENT BY SEPARATE WRITTEN AGREEMENT, AND, IN THE EVENT THEY MAKE SUCH AGREEMENT, ITS TERMS SHALL SUPERSEDE AND REPLACE THE PROVISIONS OF THIS PARAGRAPH OF THIS LEASE.

IX. TAXES

THE LESSEE SHALL FORTHWITH PAY ALL TAXES WHICH MAY BE IMPOSED UPON IT WITH RESPECT TO THE EQUIPMENT.

X. INSURANCE

THE LESSEE SHALL OBTAIN AND MAINTAIN LIABILITY, COMPREHENSIVE AND COLLISION INSURANCE COVERING THE EQUIPMENT FROM THE TIME THE EQUIPMENT IS DELIVERED UNTIL THIS LEASE IS TERMINATED. THIS INSURANCE SHALL BE IN A FORM ACCEPTABLE TO THE LESSOR AND SHALL INSURE THE FULL VALUE OF THE EQUIPMENT AGAINST THE RISK LOSS OR DAMAGE. THE LESSEE SHALL PROVIDE THE LESSOR WITH WRITTEN NOTICE AT LEAST TEN (10) DAYS PRIOR TO ANY CHANGE IN THE INSURANCE REQUIRED UNDER THE TERMS OF THIS PARAGRAPH.

XI. PATENTS

IN THE EVENT ANY SUIT IS INSTITUTED AGAINST THE LESSEE WHICH IS BASED UPON ANY CLAIM THAT ANY OF THE EQUIPMENT IS IMPLICATED IN AN INFRINGEMENT OF ANY PROVISION OF UNITED STATES PATENT LAW, THE LESSOR SHALL, AT ITS OWN EXPENSE, DEFEND SUCH SUIT AGAINST THE LESSEE; PROVIDED, LESSEE PROVIDES THE LESSOR WITH PROMPT NOTICE OF THE INSTITUTION OF SUCH SUIT AND PERMITS THE LESSOR TO FULLY PARTICIPATE IN THE DEFENSE. THE LESSEE SHALL ALSO RETAIN THE RIGHT TO PARTICIPATE IN SUCH DEFENSE AND SHALL, IN ANY EVENT, PROVIDE THE LESSOR WITH ALL AVAILABLE INFORMATION, ASSISTANCE AND AUTHORITY TO ENABLE THE LESSOR TO CONDUCT THE DEFENSE. NO COMPROMISE OR SETTLEMENT OF SUCH SUIT RESULTING IN A JUDGMENT AGAINST THE LESSEE SHALL OBLIGATE OR BIND THE LESSOR UNLESS THE LESSOR SHALL HAVE ACCEPTED SUCH COMPROMISE OR SETTLEMENT. THE LESSOR SHALL HAVE THE RIGHT TO ENTER INTO NEGOTIATIONS FOR AND EFFECT A COMPROMISE OR SETTLEMENT OF SUCH PATENT ACTION, BUT NO SUCH COMPROMISE OR SETTLEMENT SHALL BE BINDING UPON LESSEE UNLESS APPROVED BY LESSEE. SUBJECT ONLY TO THE TERMS OF THIS PARAGRAPH, THE LESSOR SHALL HOLD THE LESSEE HARMLESS FROM ANY LIABILITY ARISING FROM ANY PATENT SUIT SUCH AS IS DESCRIBED ABOVE. IN THE EVENT ANY OF THE EQUIPMENT SHALL BE HELD, IN ANY SUIT, TO CONSTITUTE AN INFRINGEMENT OF PATENT LAW, AND ITS USE SHALL BE ENJOINED, THEN THE LESSOR SHALL, AT ITS SOLE OPTION AND THE LESSOR'S EXPENSE:

- 1. OBTAIN FOR THE LESSEE THE RIGHT TO CONTINUE TO USE THE EQUIPMENT;
- 2. REPLACE OR MODIFY THE EQUIPMENT IN A MANNER ACCEPTABLE TO THE LESSEE SO THAT THE EQUIPMENT NO LONGER INFRINGES ANY PROVISION OF PATENT LAW.

XII. FUNDING

NOTWITHSTANDING ANY OTHER PROVISION OF THIS AGREEMENT, THE PARTIES ACKNOWLEDGE AND AGREE THAT FUNDS TO BE PAID BY THE LESSEE UNDER THE TERMS OF THIS LEASE WILL BE AVAILABLE ONLY AS APPROPRIATED ON A FISCAL YEAR-TO-FISCAL YEAR BASIS BY PROPERLY CONSTITUTED LEGAL AUTHORITY. IN THE EVENT THAT THE LESSEE DETERMINES THAT SUFFICIENT FUNDS HAVE NOT BEEN APPROPRIATED TO MAKE THE PAYMENTS REQUIRED UNDER THE TERMS OF THE AGREEMENT, THE OBLIGATIONS OF THE LESSEE UNDER THIS AGREEMENT SHALL TERMINATE. IN SUCH EVENT, THE LESSEE SHALL GIVE PROMPT WRITTEN NOTICE OF TERMINATION TO THE LESSOR.

XIII. ASSIGNMENT

THE LESSOR MAY, WITH THE PRIOR WRITTEN APPROVAL OF THE LESSEE, ASSIGN ITS RIGHT TO RECEIVE PAYMENT OF LEASE DUE UNDER THE TERMS OF THIS AGREEMENT. HOWEVER, ANY SUCH ASSIGNMENT SHALL NOT RELIEVE THE LESSOR OF ITS RESPONSIBILITIES TO PERFORM THE DUTIES AND OBLIGATIONS IMPOSED UPON IT BY THIS AGREEMENT.

XIV. ROAD MACHINERY AND EQUIPMENT

IF THE TERMS OF THIS AGREEMENT ARE IN REGARDS TO ROAD MACHINERY OR EQUIPMENT, THE LESSEE ASSUMES ALL RISK AND LIABILITY FOR AND SHALL HOLD THE LESSOR HARMLESS FROM ALL DAMAGES TO PROPERTY AND INJURIES AND DEATH TO PERSONS ARISING OUT OF THE USE, POSSESSION, OR TRANSPORTATION OF SAID ROAD MACHINERY OR EQUIPMENT.

XV. ENTIRE AGREEMENT OF THE PARTIES AND SEVERABILITY

EXCEPT AS OTHERWISE PROVIDED IN THE ABOVE TERMS AND CONDITIONS, THIS LEASE, TOGETHER WITH APPLICABLE PURCHASE ORDERS, EXHIBITS, AND THE INVITATION TO BID, CONSTITUTE THE ENTIRE AGREEMENT OF THE PARTIES. THIS AGREEMENT MAY NOT BE MODIFIED OR TERMINATED EXCEPT AS PROVIDED IN THE ABOVE TERMS AND CONDITIONS OR BY WRITTEN AGREEMENT OF THE LESSOR AND THE LESSEE. IF ANY PROVISION OF THIS AGREEMENT SHALL BE DETERMINED TO BE INVALID, IT SHALL BE CONSIDERED AS DELETED FROM THIS AGREEMENT AND NO REMAINING PROVISION OF THE AGREEMENT SHALL BE DEEMED INVALID.

XVI. CHOICE OF LAW

THIS LEASE SHALL BE GOVERNED IN ALL RESPECTS BY THE LAWS OF THE STATE OF OKLAHOMA. IN THE EVENT ANY LITIGATION SHALL OCCUR CONCERNING THE TERMS AND CONDITIONS OF THIS LEASE OR RIGHTS AND DUTIES OF THE PARTIES, THE PARTIES AGREE THAT ANY SUCH SUIT SHALL BE MAINTAINED IN THE DISTRICT COURT AND FOR LOGAN COUNTY, STATE OF OKLAHOMA.

CITY OF GUTHRIE OKLAHOMA

FOR THE LESSOR: RCB BANK

TITLE _____

ATTEST: _____

EXHIBIT “A” FOR 120 B:

OPINION OF COUNSEL

Dealer Name or Lessor Name HERE) City of Guthrie Lease #2652741

As counsel for the City of Guthrie (“Lessee”), I have examined duly executed originals of the Equipment Lease-Purchase Agreement (the “Agreement”) dated November 30, 2016 by and between Lessee and RCB Bank (“Lessor”), the proceedings taken by Lessee to authorize and execute the Agreement together with other related documents, and the Constitution of the State of Oklahoma the (“State”) as presently enacted and construed. Based upon said examination and upon such other examination as I have deemed necessary or appropriate, it is my opinion that:

Lessee was duly organized and is a validly existing under the Constitution and laws of the State as a political subdivision of the State.

The Agreement has been duly authorized, executed and delivered by Lessee, pursuant to Constitutional, statutory and/or home rule provisions which authorized this transaction and Lessee’s Resolution, attached as Exhibit “A” to the Agreement.

The Agreement is a legal, valid and binding obligation of Lessee, enforceable in accordance with its terms. In the event Lessor obtains a judgment against Lessee in money damages, as a result of an event of default under the Agreement, Lessee will be obligated to pay such judgment.

Lessee has complied with applicable public bidding requirements.

To the best of our knowledge, no litigation is pending or threatened in any court or other tribunal, state or Federal, in any way affecting the validity of the Agreement.

The signatures of the officers of Lessee which appear on the Agreement are true and genuine; we know said officers and know them to hold the offices set forth below their names.

Lessee is a political subdivision within the meaning of Section 103 of the Internal Revenue Code and the related regulations and rulings.

The Lessee has, in its Resolution, designated the Agreement as a “qualified tax-exempt obligation” under Section 265 (b)(3) of the Internal Revenue Code of 1986, as amended.

Signature: _____
Printed Name: _____
Address: _____
Telephone: _____
Date: _____

EXHIBIT "B" TO EQUIPMENT 120b LEASE-PURCHASE AGREEMENT

**Dated November 30, 2016 Between RCB BANK
As Lessor and City of Guthrie, Oklahoma as Lessee.**

CERTIFICATE OF CLERK OR SECRETARY OF LESSEE

I, the undersigned, do hereby certify that I am the duly elected or appointed and acting Secretary/Clerk of the City of Guthrie and I do hereby certify (i) that the officer of Lessee who executed the foregoing Agreement on behalf of Lessee and whose genuine signature appears thereon, is the duly qualified and acting officer of Lessee as stated beneath his or her signature and has been authorized to execute the foregoing Agreement on behalf of Lessee, and (ii) that the budget year of Lessee is from

_____ to _____

Dated: _____

By: _____

Title: _____ of Lessee

**EXHIBIT “C” TO EQUIPMENT 120b LEASE-PURCHASE AGREEMENT
Dated November 30, 2016 between RCB BANK as Lessor and City of Guthrie Oklahoma as
Lessee.**

RESOLUTION OF GOVERNING BODY

At a duly called meeting of the governing body of the City of Guthrie (the “Lessee”) held on _____, the following resolution was introduced and adopted:

RESOLVED, whereas the governing body of Lessee has determined that a true and very real need exists for the acquisition of Two 2017 Chevy Tahoe’s (the “Equipment”), Lessee desires to finance the Equipment by entering into an Equipment Lease-Purchase Agreement with RCB BANK as Lessor and City of Guthrie as Lessee (the “Agreement”) according to the terms set forth in the Bid Proposal from John Vance Auto Group Dated November 8, 2016, presented at the board meeting; and the Equipment will be used by Lessee for the purpose of:

City of Guthrie Police Department

RESOLVED, whereas the governing body of Lessee has taken the necessary steps, including any legal bidding requirements, under applicable law to arrange for the acquisition of such equipment,

RESOLVED, whereas the governing body hereby directs its legal counsel to review the Agreement and negotiate appropriate modifications to said Agreement so as to assure compliance with state law and local statutory law, prior to execution of the Agreement by those persons so authorized by the governing body for such purpose,

BE IT RESOLVED, by the governing body of Lessee that:

The terms of said Agreement are in the best interests of Lessee for the acquisition of such Equipment and the governing body of Lessee designates and confirms the following persons to execute and deliver, and to or attest, respectively, the Agreement and any related documents necessary to the consummation of the transactions contemplated by the Agreement.

Name and Title of Persons to Execute and Attest Agreement:

RESOLVED, Lessee covenants that it will perform all acts within its power which are or may be necessary to insure that the interest portion of the Rental Payments coming due under the Agreement will at all times remain exempt from federal income taxation under the laws and regulations of the United States of America as presently enacted and construed or as hereafter amended.

Lessee hereby certifies that it has not issued or effected the issuance of, and reasonably anticipates that it and its subordinate entities shall not issue or effect the issuance of, more than ten million dollars (\$10,000,000.00) of tax-exempt obligations during the _____ calendar year and hereby designates the Agreement as a “qualified tax-exempt obligation”, as defined by Section 265 (b)(3) of the Internal Revenue Code of 1986, as amended.

The undersigned further certifies that the above resolution has not been repealed or amended and remains in full force and effect and further certifies that the above and foregoing Agreement is the same as presented at said meeting of the governing body of Lessee.

Secretary/Clerk of Lessee
Attachments: Related Board Minutes

**EXHIBIT “D” TO EQUIPMENT 120b LEASE-PURCHASE AGREEMENT
Dated November 30, 2016 between RCB BANK as Lessor and City of Guthrie, Oklahoma
as Lessee.**

CERTIFICATE OF BANK ELIGIBILITY

This Certificate of Bank Eligibility is entered into and executed by the City of Guthrie, as Lessee, supplementing and adding to the Equipment Lease-Purchase Agreement (the “Agreement”).

Lessee hereby certifies that it has not issued or effected the issuance of, and reasonably anticipates that it and its subordinate entities shall not issue or effect the issuance of, more than ten million dollars (\$10,000,000.00) of tax-exempt obligations during the _____ calendar year and hereby designates the Agreement as a “qualified tax-exempt obligation”, as defined by Section 256 (b)(3) of the Internal Revenue Code of 1986, as amended.

Lessee: _____

By: _____

Title: _____

**EXHIBIT "E" TO EQUIPMENT 120b LEASE-PURCHASE AGREEMENT
ACCEPTANCE CERTIFICATE**

**RCB Bank
1223 E Highland Ave
Ponca City, OK 74601**

Re: Equipment Lease-Purchase Agreement, dated November 30, 2016 (the "Agreement")
between RCB BANK ("Lessor") and City of Guthrie ("Lessee")

Ladies and Gentlemen:

In accordance with the Agreement, the undersigned Lessee hereby certifies and represents to,
and agrees with, Lessor as follows:

- (1) All of the Equipment (as defined in the Agreement) has been delivered, installed and
accepted on the date hereof.
- (2) Lessee has conducted such inspection and/or testing of the Equipment as it deems
necessary and appropriate and hereby acknowledges that it accepts the Equipment for all
purposes.
- (3) Lessee is currently maintaining the required insurance coverage.
- (4) No event or condition that constitutes, or with notice or lapse of time, or both, would
constitute as Event of Default (as defined in the Agreement) exists at the date hereof.

Acceptance Date: _____

Equipment Description: Two 2017 Chevy Tahoe's with VIN #1GNSKFEC3HR145203 & VIN
#1GNSKFECXHR149684

By: _____

Title: _____

EXHIBIT "F" TO EQUIPMENT 120b LEASE-PURCHASE AGREEMENT

Dated November 30, 2016 between RCB BANK as Lessor and City of Guthrie
as Lessee.

STATEMENT OF ESSENTIAL USE

Lessee hereby states that the lease is duly authorized and that the equipment being leased is of essential use.

- | | YES | NO |
|--|--------------------------|--------------------------|
| 1. We expect the equipment will be of essential use for the term of the lease. | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Does it replace equipment that performed this (these) same function(s)? | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Was this equipment chosen through competitive bidding? | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Which internal fund will be used to make the lease payments? _____ | | |

BY: _____

ATTEST: _____



Agenda Item Cover Letter

Meeting

X City Council
GPWA
Other:

Date of Meeting

December 20, 2016

Contact

Jessie Bryan,
Purchasing Agent

Agenda Item

Consider approval to declare the property located at 323 South 2nd Street (Excelsior Library building) as surplus property and allow the Purchasing Agent to dispose of said property in a way that is most beneficial to the City of Guthrie.

Summary

On December 6, 2016, council directed staff to create an item for the next council agenda to declare this property as surplus. The appraisal included as support documentation shows the value of the building to be less than \$25,000 therefore, the city may dispose of this property in a way most beneficial to the City of Guthrie.

Funding Expected X Revenue Expenditure N/A
Budgeted Yes No N/A
Account Number 01-00-00-5419 Amount
Legal Review X N/A Required Completed Date:

Supporting documents attached

- Building Appraisal

Recommendation

Approve to declare the property located at 323 South 2nd Street (Excelsior Library building) as surplus property and allow the Purchasing Agent to dispose of said property in a way that is most beneficial to the City of Guthrie

Action Needed Public Hearing X Motion Emergency Clause



EXCELSIOR LIBRARY BUILDING
323 SOUTH 2ND STREET
GUTHRIE, OKLAHOMA

FILE # 100196

Identification of Property

The subject of this appraisal report is a library/school property in Guthrie Proper, located at **323 South 2nd Street**, in Guthrie, Oklahoma. Legal description is reported to be Lot: 010 - 012 Block: 069 Guthrie Proper addition to Guthrie. The building is identified in Guthrie as being the “Excelsior Library Building”.

Purpose of the Appraisal

The purpose of this appraisal is to arrive at a supportable opinion of market value of the appraised property, as of a current date. The property is appraised in its “as-is” condition. No assumptions of change in the physical property are conditions of the supported opinion of market value.

Intended Use of the Appraisal

The client of this appraisal is the City of Guthrie. It is assumed that this client will use this appraisal report to assist in establishing an asset value for a possible sale in the future.

Scope of the Appraisal

A complete physical inspection of the appraised property and the surrounding area has been completed. Sales and property documents maintained in the Logan County Assessor and Logan County Clerk offices have been researched. Each of the selected sales, utilized in this report, have been verified through information on the sales document or from some other informed source.

The appraised property is a library/school structure located in Guthrie Proper. Of the three traditional approaches to value, only the Reproduction Cost Approach is utilized. The Income Approach is not considered as the subject is not income producing. The Market Approach is not considered since no viable comparable sales similar to the

subject are reported. Therefore, the Reproduction Cost Approach is the basis for the value conclusion in this appraisal assignment.

Definition of Market Value

The definition of the term “market value” has not been universally standardized. The most common definition has been defined in the Uniform Standards of Professional Appraisal Practice and the Appraisal Institute as follows:

The most probable price which a property should bring in a competitive and open market under all conditions requisite to a fair sale, the buyer and seller each acting prudently and knowledgeably and assuming the price is not affected by undue stimulus. Implicit in this definition is the consummation of a sale as of a specified date and the passing of title from seller to buyer under conditions whereby:

- * *Buyer and seller are typically motivated;*
- * *Both parties are well informed or well advised, and acting in what they consider their own best interests;*
- * *A reasonable time is allowed for exposure in the open market;*
- * *Payment is made in terms of cash in United States dollars or in terms of financial arrangements comparable thereto; and*
- * *The price represents the normal consideration for the property sold unaffected by special or creative financing or sales concessions granted by anyone associated with the sale.*

Property Rights Appraised

The property rights appraised are the Fee Simple Estate, subject only to the easements of record and laws pertaining to the subject property.

Effective Date of Appraisal

The effective date of this appraisal is June 7, 2014. This date coincides with one of the dates that the property was inspected. The subject property was inspected on three separate occasions. This appraisal report was prepared in June of 2014.

Assumptions and Limiting Conditions

General assumptions and limiting conditions for this property include the following:

1. No responsibility is assumed for the provided legal description or for matters pertaining to legal or title considerations. Title to the property is assumed to be good and marketable unless otherwise stated in this report.
2. The property is appraised as being free and clear of any or all liens or encumbrances unless otherwise stated.
3. Responsible ownership and competent property management are assumed.
4. The information furnished by others is believed to be reliable, but no warranty is given for its accuracy.
5. The plot plans and other illustrative materials in this report are included only to assist the reader in visualizing the property.
6. It is assumed that there are no hidden or unapparent conditions in this property, subsoil or structures that render it more or less valuable. No responsibility is assumed for such conditions or for obtaining the engineering studies that may be required to discover them.
7. It is assumed that the property conforms to all applicable zoning and use regulations and restrictions unless nonconformity has been identified, described, and considered in the appraisal report.
8. Unless otherwise stated in this report, the existence of hazardous materials, which may or may not be present on the property, were not observed by the appraiser.

The appraiser has no knowledge of the existence of such materials on or in the property; however, the appraiser is not qualified to detect such substances. The presence of substances such as asbestos, urea-formaldehyde foam insulation or other potentially hazardous materials may affect the value of the property. The value estimated is predicated on the assumption that there are no such materials on or in the property that would cause a loss in value. No responsibility is assumed for such conditions or for any expertise or engineering knowledge required to discover them.

9. Possession of this report or a copy thereof, does not carry with it the right of publication or distribution.
10. The forecasts, projections or operating estimates contained in this report are based on current market conditions, anticipated short-term supply and demand factors, and a continued stable economy. These forecasts are therefore subject to changes with future conditions.
11. The appraised property is in a platted addition that was recorded in 1890. The lot boundaries were not legible. An abutting alley and abutting party wall has distorted the ability to perform an exterior measurement of the appraised building; therefore, only an interior measurement of the building has been completed. This appraisal has assumed that the lot and building boundaries are as depicted in this report.

History of Property

Records maintained in the Logan County Courthouse indicate that title to this property is currently held by the City of Guthrie Excelsior Library, Assessor Account #420001493. The property is currently being used as storage for various city and county authorities. Logan County Assessor reports the structure was built in 1925. This however could be the construction date of the original structure. The current building's architecture suggests a construction date later than the date reported.

Report Format

The appraisal format is partially controlled through government regulations and through standards set by the Appraisal Institute, of which this appraiser maintains a membership. Most appraisals made in Oklahoma are under the scrutiny of the Oklahoma Real Estate Appraiser Board. All appraisals involving a federally related transaction require that the appraisal be completed in accordance with the federally mandated Uniform Standards of Professional Appraisal Practice (USPAP).

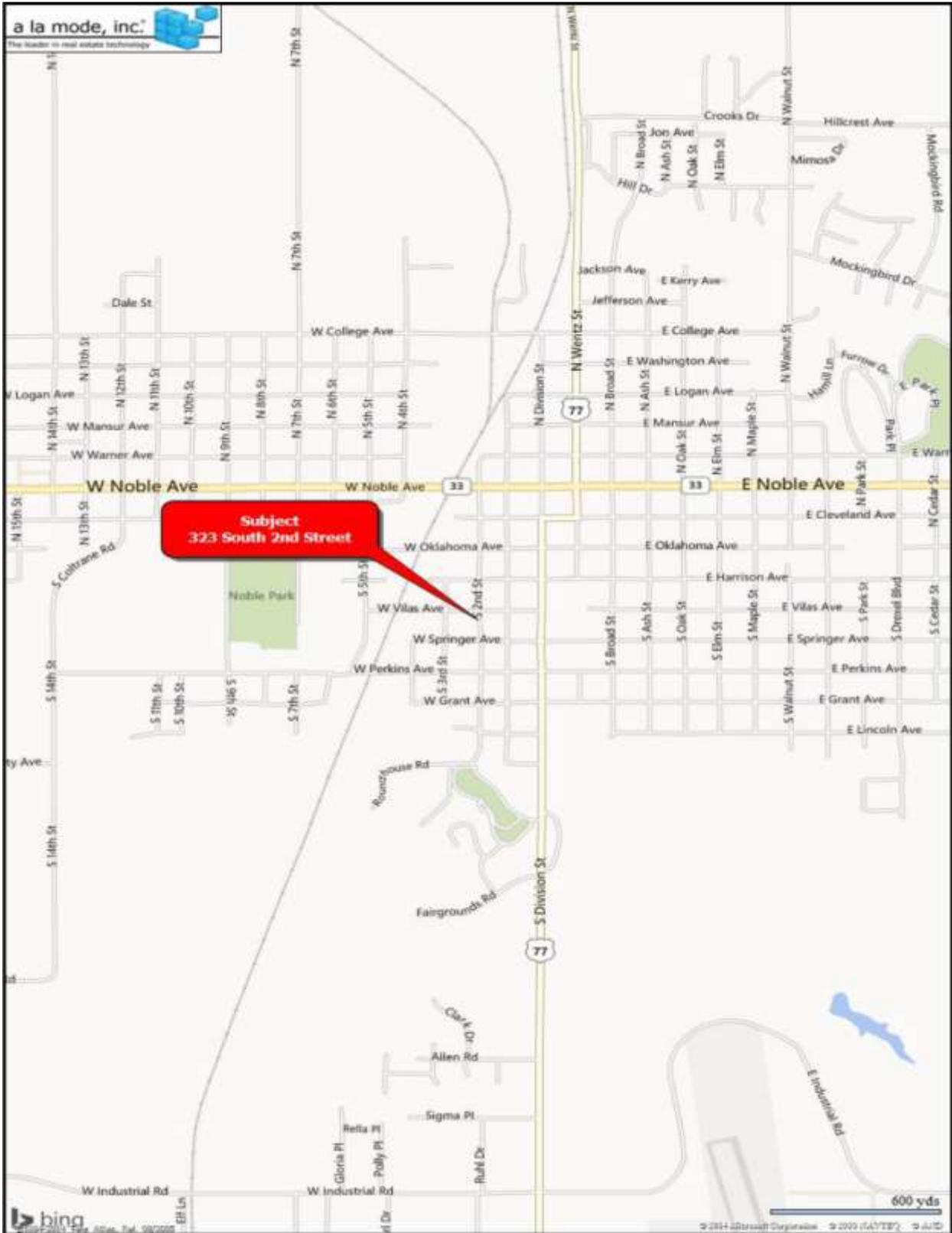
This appraisal is not being completed to be used in a financial federally related transaction. Therefore, the requirements for total USPAP compliance are not a format requirement for this study. Regardless of this, the appraisal of this property will follow the general USPAP guidelines. Under USPAP guidelines, this appraisal has been completed in the Limited format.

The final estimate of market value, found in this appraisal report, has not been affected by the report format or guidelines under which the appraisal report has been prepared.

Area Analysis

The area applicable to the appraisal of the appraised property can be physically described as being in Guthrie south of the downtown central business district, with a reported address of 323 South 2nd Street.

The subject area is bound on the north by Noble Avenue, on the south by Grant Avenue, on the east by Division Street, and on the west by 5th Street. The area depicted is a part of Guthrie Proper located south of downtown Guthrie. The Guthrie Proper area was originally platted before statehood in 1907. Therefore, a portion of this area may have some form of historical significance. The properties within the subject area are a mix of residential and commercial use small buildings.



Property Description

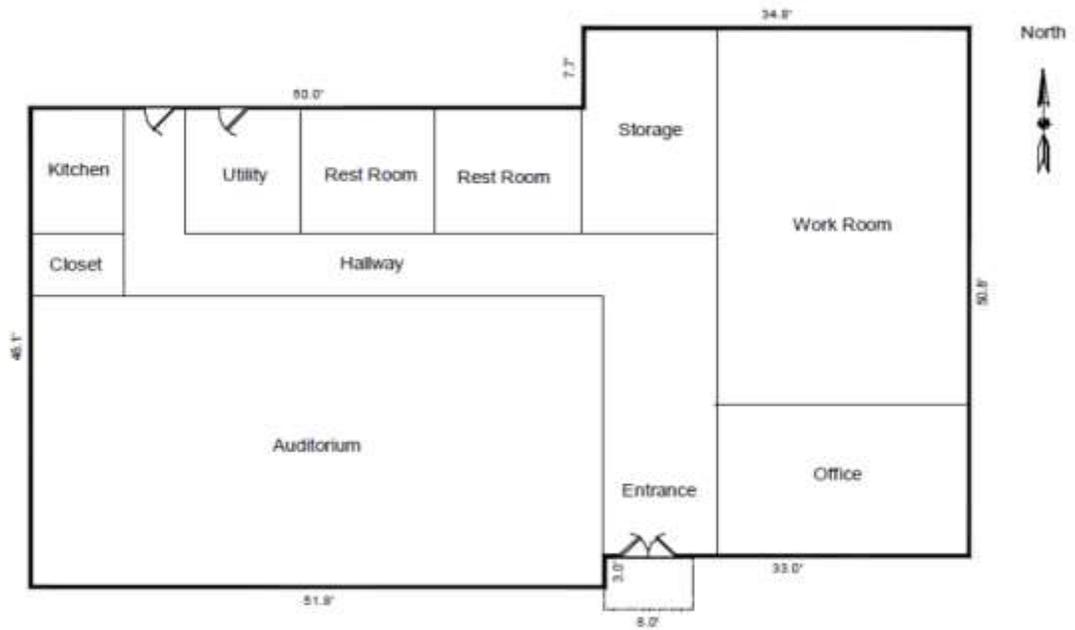
The appraised property is improved with a brick and masonry building, located in Guthrie. The Logan County Assessor reports the building was built in 1925 and exterior measurements show a total of 4,078 square feet. The structure is segmented into multiple rooms including a large auditorium, office area, kitchen, and restrooms. The subject has a drop ceiling, masonry interior walls, HVAC, with adequate interior lighting. The interior is considered finished. FEMA reports the subject is in Flood Zone X, map #0083C0270F.

The structure is considered dilapidated with signs of curable and possibly incurable depreciation noted throughout. The building shows signs of roof failures on the center and west sides with visible leaks and standing water below these areas. The building also shows signs of structural issues with fissures apparent on interior and exterior load bearing walls. Structural integrity and failure is an aspect of engineering which deals with the ability of a structure to support a designed load (weight, force, etc...) without breaking, tearing apart, or collapsing, and includes the study of breakage that has previously occurred in order to prevent failures in future designs. It is suggested that a study be completed to determine the extent of the damage of both failures and whether or not these issues would be considered curable or incurable. This appraisal report does not evaluate these structural issues in any way.



Subject measured using interior, exterior, and assessor reported dimensions

Subject measured to 1/10 as per ANSI Standard



Sketch by Apex IV™

Final Value Estimate:

The final estimate of subject market value is calculated as follows:

Estimate of subject land value\$8,100.00
Estimate of improvements \$16,828.27

Total \$24,928.27

**Final Estimate of Market Value as of 6/7/2014 is \$24,928.27 Rounded down to
\$24,500.00**

Kyle Wade
Oklahoma License Appraiser
#12965SLA



Agenda Item Cover Letter

Meeting

City Council
 GPWA
 Other: _____

Date of Meeting

December 20, 2016

Contact

Jessie Bryan,
Purchasing Agent

Agenda Item

Consider approval to accept the sale of property located at 912 W. Logan Avenue.

Summary

On November 1, 2016 Council approved the sale of the property located at 912 West Logan – legal description: WEST GUTHRIE LOTS 19 & 20 BLOCK 13. Property was to be sold to the highest bidder. Staff ran an ad in the Guthrie News Leader on November 26 and December 3 and posted a sign at the property.

The auction was held on December 8, 2016 at 10:00 am. One bid was heard for the amount of \$100 with no other bidders, the property was sold to Mr. Alva Pritchett, Jr. pending council approval.

| | | | |
|-------------------------|---|--|------------------------------|
| 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 | <u>01-00-00-5419</u> | Amount | <u>\$100</u> |
| Legal Review | <input checked="" type="checkbox"/> N/A | <input type="checkbox"/> Required | Completed Date: _____ |

Supporting documents attached

- Signed offer
- Property Information from Logan County Assessor
- Overhead Map of Property

Recommendation

Approve authorizing the sale of the property located at 912 West Logan Avenue.

Action Needed Public Hearing Motion Emergency Clause

OFFER

I offer \$ 100 - cash to purchase Lots 19 & 20, Block 13 West Guthrie to Guthrie Addition, Logan County, Oklahoma, commonly known as 912 W. Logan, subject to approval of the Guthrie City Council.

DATED: December 8, 2016

x Alva L. Pritchett, Jr.

Alva Pritchett.
405-229-7607
1004 Shady Creek Cr.
Guthrie, Ok, 73044

ACCEPTED: December 8, 2016

Mayor

Google Maps 913 W Logan Ave

N.



Google

S.



LOGAN

Data provided by TISHA HAMPTON County Assessor

Property Information - Date 10/14/2016

The LOGAN County Assessor's Office has made every effort to insure the accuracy of the data contained on this web site; however, this material may be slightly dated which could have an impact on its accuracy.

The information must be accepted and used by the recipient with the understanding that the data was developed and collected only for the purpose of establishing fair market value for ad valorem taxation. Although changes may be made periodically to the tax laws, administrative rules and similar directives, these changes may not always be incorporated in the material on this web site.

The LOGAN County Assessor's Office assumes no liability for any damages incurred, whether directly or indirectly, incidental, punitive or consequential, as a result of any errors, omissions or discrepancies in any information published on this web site or by any use of this web site.

| Assessment Data | | Primary Image | | | | |
|------------------------------------|------------------------|------------------|-------------------------------|------|-------|---------|
| Account | 420003195 | No Image On File | | | | |
| Parcel ID | 005120-013019-180000 | | | | | |
| Cadastral ID | 3245 | | | | | |
| Property Type | REAL - Real Property | | | | | |
| Property Class | ECIUPR | | | | | |
| Tax Area | 2 - GUTHRIE CITY I-1 | | | | | |
| Lot Size | 2.00 - Lots | | | | | |
| Owners Name | | | | | | |
| | CITY OF GUTHRIE | | | | | |
| | GUTHRIE, OK 73044-0000 | | | | | |
| Parcel Location | | Image Date | | | | |
| Situs | 00912 W LOGAN | | | | | |
| Subdivision | West Guthrie | | | | | |
| Lot/Block | 0019 / 0013 | | | | | |
| Sec/Twn/Rng | 8 - 16N - 2W - 7 | | | | | |
| Neighborhood | 11002 - West Guthrie | | | | | |
| Legal Description | | | | | | |
| WEST GUTHRIE LOTS 19 & 20 BLOCK 13 | | | | | | |
| Valuation | 2016 | 2015 | Est. Tax Detail-2015 Millages | % | Mills | Dollars |
| Fair Market Value | 100 | 100 | C001 LOGAN COUNTY | | | |
| Taxable Value - Capped | 0 | 0 | GENERAL FUND | 13.4 | 10.24 | .00 |
| Assesment Ratio | 11% | 11% | COMMON FUND | 5.4 | 4.09 | .00 |
| Gross Assessed | 0 | 0 | HEALTH FUND | 3.4 | 2.56 | .00 |
| Exemptions | 0 | 0 | S011 GUTHRIE ISD | | | |
| Net Assessed | 0 | 0 | GENERAL FUND | 47.0 | 35.84 | .00 |
| | | | BUILDING FUND | 6.7 | 5.12 | .00 |
| | | | EMS DISTRICT | 3.9 | 3.00 | .00 |
| | | | TGUT GUTHRIE CITY | | | |
| | | | VT16 VO-TECH DISTRICT 16 | | | |
| | | | GENERAL FUND | 13.4 | 10.25 | .00 |
| | | | BUILDING FUND | 6.7 | 5.12 | .00 |

**ABSOLUTE REAL ESTATE AUCTION
912 W. LOGAN, GUTHRIE, OK**

912 W. Logan, known as Lots 19 & 20, Block 13, West Guthrie Addition to Guthrie, Oklahoma, will be sold at Absolute Auction on the 8th day of December, 2016, at 10:00 o'clock a.m. The property will be sold on site by the City of Guthrie, Oklahoma. Title to surface only will be conveyed by Quit Claim Deed. Purchase price is due day of sale.

ABSOLUTE REAL ESTATE AUCTION

This property to be sold at Absolute Auction on site on the 8th day of December, 2016, at 10:00 o'clock a.m. Title will be conveyed by Quit Claim Deed and purchase price is due day of sale.



Agenda Item Cover Letter

| | | |
|---|--|---|
| <p>Meeting <input checked="" type="checkbox"/> City Council <input type="checkbox"/> GPWA Public <input checked="" type="checkbox"/> Other: <u>Hearing</u></p> | <p>Date of Meeting December 20, 2016</p> | <p>Contact Cody Mosley, Community & Economic Development Director</p> |
|---|--|---|

Agenda Item

Public hearing, discussion and possible action on a request to issue a special use permit for operation of a storage unit business at 211 N. 1st St.

Summary

The applicant filed an application for the Planning Commission to approve a special use permit to be issued for property located on First Street, north of Cleveland Avenue on the west side of the road, that would allow for operation of a storage unit business. Ordinance No. 3265 was passed on 11-04-2014 mandating any business looking to operate as a storage unit facility receive approval of a special use permit from the Guthrie City Council. Ordinance No. 3265 under Section 1, Paragraph A reads: "In a commercially zoned district labeled C-1, C-2, or C-3 the use of a storage unit facility shall require a special use permit approval from the Guthrie City Council."

The Guthrie Planning Commission met on November 10, 2016 to hear the application for a special use permit to allow for operation of a storage unit business. The Planning Commission voted unanimously to recommend approving this special use permit. The zoning allows for a special use permit to be issued.

| | | | |
|-------------------------|---|--------------------------------------|---|
| 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 | _____ | Amount | _____ |
| Legal Review | <input checked="" type="checkbox"/> N/A | <input type="checkbox"/> Required | Completed Date: _____ |

Supporting documents attached

- Dowding/Eastnor LLC Application

Recommendation

None

Action Needed Public Hearing Motion Emergency Clause

2016-20113927



Check # 7586 spl

PLANNING COMMISSION APPLICATION

The Planning Commission meets the second Thursday of each month. Applications must be submitted to Community Development at least three weeks prior to the meeting to allow for public notice. All required attachments must be filed with the application.

Required Attachments

- 1. Proof of ownership
- 2. Logan County Assessor's list of property owners within 300 feet of exterior boundary
- 3. Rendering of property showing all measurements to scale

Property Address

211 N 1ST St., Guthrie, OK 73044

Property Owner

Name Eastnor, LLC Daytime Phone (405) 570-2343

Mailing Address

4301 Canyon Rd., Guthrie, OK 73044

Application Type:

- Plan Review
- Rezoning
- Special Use
- Street/Alley Closure
- Lot Split
- PUD
- Subdivision Preliminary Plat
- Preliminary Plat
- Final Plat
- Amendment

Brief description of proposed project

(attach more pages if needed)

The project is a building to be constructed on unimproved Lots 8+9, Block 43, Guthrie Proper. The building will be 40'x 70' with three overhead doors facing east (1st St.) and three overhead doors facing west (alley). The building will be used for storage of autos and other personal property.

The applicant or a representative for the applicant must be present at the meeting.

Applicant Signature Eastnor, LLC
Shelene A. Dowling, Mgr. Date 10-20-2016

City of Guthrie
A/P Claims List
 from 12/2/2016 to 12/2/2016

| Invoice # | Vendor | Description | Account | Cost |
|---|------------------------------|--|---------------|---------------------|
| OCT 2016 | NEW HORIZONS 22959 | CLEANING SERVICE FOR THE LIBRARY | 01-01-00-6112 | \$190.00 |
| OCT/NOV/ DEC | XEROX FINANCIAL SERVICES | GENERAL PRINTING | 01-01-00-6308 | \$10.85 |
| OCT/NOV/ DEC | XEROX FINANCIAL SERVICES | ADMIN PRINTING | 01-02-20-6308 | \$447.20 |
| 2036210 | AARON RYBURN | Mileage Reimbursement | 01-02-24-6047 | \$177.12 |
| OCT/NOV/ DEC | XEROX FINANCIAL SERVICES | FINANCE PRINTING | 01-03-30-6308 | \$405.61 |
| OCT/NOV/ DEC | XEROX FINANCIAL SERVICES | COMMUNITY DEVELOPMENT PRINTING | 01-05-50-6308 | \$170.89 |
| OCT/NOV/ DEC | XEROX FINANCIAL SERVICES | LIBRARY PRINTING | 01-06-60-6308 | \$589.33 |
| OCT/NOV/ DEC | XEROX FINANCIAL SERVICES | POLICE DEPARTMENT | 01-07-70-6308 | \$774.67 |
| 2036196 | CITY TREASURERS (105) | Reimburse incidental fund for liens filed at | 01-07-74-6354 | \$715.00 |
| OCT/NOV/ DEC | XEROX FINANCIAL SERVICES | FLEET PRINTING | 01-14-00-6317 | \$0.00 |
| Total GENERAL FUND | | | | \$3,480.67 |
| 2036200 | DANIEL MORTON 23003 | REIMBURSEMENT DRUG TESTING FOR | 09-09-92-6048 | \$40.00 |
| OCT/NOV/ DEC | XEROX FINANCIAL SERVICES LLC | FIRE DEPARTMENT PRINTING | 09-09-96-6308 | \$0.00 |
| Total FIRE/EMS FUND | | | | \$142.89 |
| OCT2016 | NEW HORIZONS 22959 | CLEANING SERVICES FOR GPWA | 20-21-00-6112 | \$114.00 |
| OCT/NOV/ DEC | XEROX FINANCIAL SERVICES | GPWA PRINTING | 20-21-00-6308 | \$270.91 |
| PAY APP 4 | Cherokee Pride Construction | Relocation of Water Lines - ODOT Project | 20-21-00-6518 | \$125,875.76 |
| 106081 | SOUTHWEST CHEMICAL | REPLENISH STOCK BLEACH 150 CYL CL2, | 20-23-00-6104 | \$3,766.77 |
| OCT/NOV/ DEC | XEROX FINANCIAL SERVICES | WTP PRINTING | 20-23-00-6317 | \$0.00 |
| OCT/NOV/ DEC | XEROX FINANCIAL SERVICES | WWTP PRINTING | 20-24-00-6317 | \$24.06 |
| Total GPWA OPERATING FUND | | | | \$130,051.50 |
| 2036197 | Dorothy Alexander | MILEAGE FOR LTAIO PROGRAM - NOV | 30-30-06-6541 | \$184.56 |
| Total GRANTS FUND | | | | \$184.56 |
| 2036201 | Affordable Fence | PARK IMPROVEMENTS | 45-45-00-6545 | \$5,670.00 |
| Total HOTEL/MOTEL TAX FUND | | | | \$5,670.00 |
| OCT/NOV/ DEC | XEROX FINANCIAL SERVICES | COPIER LEASE | 54-54-02-6705 | \$3,600.20 |
| DEC2016 | COMMUNITY STATE BANK | FRONT END LOADER CSB LOAN | 54-56-12-6718 | \$2,687.83 |
| Total CAPITAL PROJECTS | | | | \$6,288.03 |
| 08-080841-018 | UTILITY DEPOSIT REFUND | | 71-00-00-5555 | \$65.96 |
| 08-082390-005 | UTILITY DEPOSIT REFUND | | 71-00-00-5555 | \$96.89 |
| 09-090380-012 | UTILITY DEPOSIT REFUND | | 71-00-00-5555 | \$20.90 |
| 10-102110-018 | UTILITY DEPOSIT REFUND | | 71-00-00-5555 | \$44.84 |
| 12-121612-004 | UTILITY DEPOSIT REFUND | | 71-00-00-5555 | \$125.00 |
| 12-122122-001 | UTILITY DEPOSIT REFUND | | 71-00-00-5555 | \$44.34 |
| 13-132651-015 | UTILITY DEPOSIT REFUND | | 71-00-00-5555 | \$54.08 |
| 15-153400-005 | UTILITY DEPOSIT REFUND | | 71-00-00-5555 | \$71.81 |
| 99-994172-002 | UTILITY DEPOSIT REFUND | | 71-00-00-5555 | \$23.76 |
| Total UTILITY DEPOSIT FUND | | | | \$547.58 |
| OCT/NOV/ DEC | XEROX FINANCIAL SERVICES | AIRPORT PRINTING | 98-98-00-6308 | \$60.60 |
| Total AIRPORT FUND | | | | \$60.60 |
| DEC2016 | OKLAHOMA DEPARTMENT OF | SPIRIT WING LOAN | 99-99-00-6702 | \$1,041.66 |
| Total GUTHRIE ECONOMIC DEVELOPMENT | | | | \$1,041.66 |
| Total All Funds | | | | \$147,467.49 |

A/P Claims List

from 12/8/2016 to 12/8/2016

| Invoice # | Vendor | Description | Account | Cost |
|-------------|-----------------------------|---|---------------|--------------------|
| 2036224 | GOOCH-SMITH ELECTRIC(1279) | REFUND FOR ELECTRIC PERMIT | 01-00-00-2012 | \$4.00 |
| DEC2016 | OKLAHOMA UNIFORM BLDG CO | 2016 STATE FEES | 01-00-00-2013 | \$104.00 |
| 2036224 | GOOCH-SMITH ELECTRIC(1279) | REFUND FOR ELECTRIC PERMIT | 01-00-00-5421 | \$308.10 |
| 2036224 | GOOCH-SMITH ELECTRIC(1279) | REFUND FOR ELECTRIC PERMIT | 01-00-00-5424 | \$0.50 |
| DEC2016 | OG&E 405 | GENERAL FUND | 01-01-00-6305 | \$7,353.84 |
| DEC2016 | OG&E 405 | STREET LIGHTING | 01-01-00-6306 | \$11,127.88 |
| DEC2016 | OKLAHOMA NATURAL GAS COM | MONTHLY BILLING FOR NATURAL GAS Ge | 01-01-00-6307 | \$977.14 |
| DEC2016 | O.M.A.G.(21303) | PROPERTY PROTECTION PLAN - GENERA | 01-01-00-6326 | \$4,608.53 |
| DEC 2016 | O.M.A.G.(21302) | WORKERS COMP - GENERAL | 01-01-00-6326 | \$12,747.16 |
| DEC2016 | O.M.A.G.(425) | AUTO LIABILITY PROTECTION PLAN - GE | 01-01-00-6326 | \$3,765.62 |
| 10228 | CRAWFORD & ASSOCIATES,P.C. | ACCOUNTING AND AUDITING SERIVCES | 01-01-00-6330 | \$2,430.00 |
| 2036225 | AMERICAN LEGION 1030 | BUILDING RENTAL FOR STAFF CHRISTMA | 01-01-00-6346 | \$200.00 |
| 0272 | Clear Basin Software | GIS QUARTERLY SUBSCRIPTION: INV-027 | 01-05-50-6356 | \$2,250.00 |
| 118/119 | CHRIS EDWARDS (23118) | PRE EMPOLYMNET POLYGRAPH EXAMS | 01-07-70-6030 | \$1,000.00 |
| 750 | OUTBACK RESOURCE (23174) | POLICE DEPT LAUNDRY | 01-07-70-6310 | \$14.40 |
| 752 | OUTBACK RESOURCE (23174) | POLICE DEPT LAUNDRY | 01-07-70-6310 | \$4.20 |
| 755 | OUTBACK RESOURCE (23174) | POLICE DEPT LAUNDRY | 01-07-70-6310 | \$6.60 |
| XT000000668 | HARRIS INTERACT 23200 | ANNUAL INTERACT MAINT | 01-07-70-6311 | \$835.00 |
| DEC2016 | SHINEY BAYS CAR WASH (225 | CAR WASHES | 01-07-70-6316 | \$152.50 |
| 04-1703320 | OKLA DEPARTMENT OF PUBLIC | OLETS MAINTENANCE | 01-07-79-6304 | \$350.00 |
| 2027508 | MYERS ENGINEERING CORPOR | ENGINEERING SURVEY SERV-DESIGN SU | 01-08-80-6373 | \$8,575.00 |
| 2036202 | Dakota Hock | CDL RENEWAL | 01-12-00-6365 | \$51.50 |
| DEC2016 | RURAL WATER DISTRICT #1(206 | MONTHLY WATER SERVICE | 01-15-11-6112 | \$66.00 |
| | | Total GENERAL FUND | | \$56,931.97 |
| 000753 | OUTBACK RESOURCE (23174) | FIRE DEPT LAUNDRY | 09-09-92-6310 | \$13.20 |
| DEC2016 | INTERMEDIX (22025) | BLANKET PO | 09-09-92-6373 | \$2,205.06 |
| | | Total FIRE/EMS FUND | | \$2,218.26 |
| DEC2016 | OG&E 405 | GPWA FUND | 20-21-00-6305 | \$4,086.91 |
| DEC2016 | OKLAHOMA NATURAL GAS COM | MONTHLY BILLING FOR NATURAL GAS G | 20-21-00-6307 | \$888.17 |
| 2036102 | USPS - UNITED STATES POSTAL | MONTHLY POSTAGE | 20-21-00-6309 | \$144.00 |
| DEC2016 | O.M.A.G.(21303) | PROPERTY PROTECTION PLAN - GPWA | 20-21-00-6326 | \$4,608.53 |
| DEC 2016 | O.M.A.G.(21302) | WORKERS COMP - GPWA | 20-21-00-6326 | \$12,747.16 |
| DEC2016 | O.M.A.G.(425) | AUTO LIABILITY PROTECTION PLAN - GP | 20-21-00-6326 | \$3,765.63 |
| 2027509 | MYERS ENGINEERING CORPOR | Update disputed and non-disputed customer | 20-21-00-6373 | \$2,392.50 |
| 2027510 | MYERS ENGINEERING CORPOR | TASK ORDER#122 CITY LIMITS MAPS VAR | 20-21-00-6373 | \$1,035.00 |
| 1049 | NORPS, LLC | IT SUPPORT AGREEMENT | 20-21-00-6373 | \$4,997.45 |
| 16111243 | BNSF RAILWAY COMPANY (25) | LEASE 2900' NONEXCLUSIVE ROADWAY | 20-21-00-6382 | \$2,491.63 |
| 1156 | JZ SOUTHERN BOYS SERVICES | Relocation of Water Lines - ODOT Project | 20-21-00-6518 | \$23,500.00 |
| 106111 | SOUTHWEST CHEMICAL (20977) | REPLENISH STOCK BLEACH 150 CYL CL2, | 20-23-00-6104 | \$1,503.00 |
| 78448 | BOLAY COMMUNICATIONS(106) | Service call to reprogram equipment | 20-27-00-6317 | \$298.20 |
| | | Total GPWA OPERATING FUND | | \$62,458.18 |
| 3507 | BIBLIONIX (23183) | APOLLO AUTOMATION SERVICES | 30-30-06-6541 | \$2,925.00 |
| 2016-061 | Nikki Kesler | CUSTOM CAKES FOR GOOD FRIENDS BO | 30-30-06-6541 | \$75.00 |
| | | Total GRANTS FUND | | \$3,000.00 |
| COG16212 | TAPESTRY GRAPHICS (20241) | Banner Graphic Design | 45-45-00-6123 | \$2,250.00 |
| | | Total HOTEL/MOTEL TAX FUND | | \$2,250.00 |
| 2998013 | AT&T CAPITAL SERVICES, INC. | PHONE SYSTEM LEASE/PURCHASE | 54-54-02-6710 | \$925.62 |

A/P Claims List

from 12/8/2016 to 12/8/2016

| Invoice # | Vendor | Description | Account | Cost |
|-------------------------------|--------------------------|---|---------------|---------------------|
| Total CAPITAL PROJECTS | | | | \$925.62 |
| 2027506 | MYERS ENGINEERING CORPOR | TO 107 Sanitary Sewer Main Replacment Pin | 55-55-00-6547 | \$381.50 |
| DEC2016 | OKLA WATER RESOURCES/ BA | CMOM PROJECTS LOAN (ORF100008CW) | 55-55-00-6714 | \$14,530.34 |
| Total CMOM Fee | | | | \$14,911.84 |
| 2036217 | OKLHAOMA AIRPORT OPERATO | GUTHRIE -EDMOND AIRPORT MEMBERSH | 98-98-00-6048 | \$275.00 |
| DEC2016 | OG&E 405 | AIRPORT FUND | 98-98-00-6305 | \$584.90 |
| DEC2016 | O.M.A.G.(21303) | PROPERTY PROTECTION PLAN - AIRPOR | 98-98-00-6329 | \$326.69 |
| DEC 2016 | O.M.A.G.(21302) | WORKERS COMP - AIRPORT | 98-98-00-6329 | \$454.09 |
| DEC2016 | O.M.A.G.(425) | AUTO LIABILITY PROTECTION PLAN - AIR | 98-98-00-6329 | \$75.00 |
| E00635 | GREAT PLAINS EDMOND | NEW KUBOTA RTV500R-A CROSSOVER U | 98-98-00-6525 | \$8,495.16 |
| Total AIRPORT FUND | | | | \$10,210.84 |
| Total All Funds | | | | \$152,906.71 |

A/P Claims List

from 12/13/2016 to 12/13/2016

| Invoice # | Vendor | Description | Account | Cost |
|-----------|-----------------------|-----------------------------------|---------------|------------|
| NOV2016 | BANK OF AMERICA 22774 | CENTRAL OFFICE SUPPLIES | 01-01-00-6100 | \$862.29 |
| NOV2016 | BANK OF AMERICA 22774 | CHEMICAL SUPPLIES | 01-01-00-6103 | \$1,511.76 |
| NOV2016 | BANK OF AMERICA 22774 | BUILDINGS AND GROUNDS | 01-01-00-6112 | \$973.43 |
| NOV2016 | BANK OF AMERICA 22774 | MISC SUPPLIES | 01-01-00-6114 | \$457.14 |
| NOV2016 | BANK OF AMERICA 22774 | TELEPHONE | 01-01-00-6301 | \$757.29 |
| NOV2016 | BANK OF AMERICA 22774 | COUNCIL TRAVEL AND TRAINING | 01-01-00-6314 | \$493.50 |
| NOV2016 | BANK OF AMERICA 22774 | LEGAL PUBLICATIONS | 01-01-00-6334 | \$15.00 |
| NOV2016 | BANK OF AMERICA 22774 | MISC SERVICES AND CHARGES | 01-01-00-6346 | \$64.00 |
| NOV2016 | BANK OF AMERICA 22774 | PROFESSIONAL SERVICES | 01-01-00-6373 | \$758.52 |
| NOV2016 | BANK OF AMERICA 22774 | INTERNET SERVICES | 01-01-00-6381 | \$5,869.57 |
| NOV2016 | BANK OF AMERICA 22774 | SUPPLIES/OPERATING EXPENSE | 01-02-24-6126 | \$49.99 |
| NOV2016 | BANK OF AMERICA 22774 | UNIFORMS | 01-02-25-6016 | \$494.17 |
| NOV2016 | BANK OF AMERICA 22774 | VEHICLE MAINTENANCE | 01-02-25-6316 | \$6.32 |
| NOV2016 | BANK OF AMERICA 22774 | PRINTING | 01-05-50-6308 | \$83.95 |
| NOV2016 | BANK OF AMERICA 22774 | LIT PROGRAM SUPPLIES | 01-06-60-6114 | \$454.34 |
| NOV2016 | BANK OF AMERICA 22774 | LIBRARY SUPPLIES | 01-06-60-6117 | \$25.89 |
| NOV2016 | BANK OF AMERICA 22774 | LIBRARY MATERIALS - PRINT | 01-06-60-6130 | \$2,923.70 |
| NOV2016 | BANK OF AMERICA 22774 | LIBRARY MATERIAL - ELECTRONIC | 01-06-60-6131 | \$933.40 |
| NOV2016 | BANK OF AMERICA 22774 | CHEMICALS | 01-07-70-6104 | \$249.30 |
| NOV2016 | BANK OF AMERICA 22774 | JAIL SUPPLIES | 01-07-70-6106 | \$146.88 |
| NOV2016 | BANK OF AMERICA 22774 | FOOD HUMANS | 01-07-70-6107 | \$236.92 |
| NOV2016 | BANK OF AMERICA 22774 | SAFETY SUPPLIES | 01-07-70-6110 | \$390.29 |
| NOV2016 | BANK OF AMERICA 22774 | SUPPLIES | 01-07-70-6114 | \$796.62 |
| NOV2016 | BANK OF AMERICA 22774 | CRIME PREVENTION PROGRAM | 01-07-70-6122 | \$161.53 |
| NOV2016 | BANK OF AMERICA 22774 | COMP MAINTENANCE | 01-07-70-6311 | \$139.99 |
| NOV2016 | BANK OF AMERICA 22774 | VEHICLE MAINTENANCE | 01-07-70-6316 | \$5,139.36 |
| NOV2016 | BANK OF AMERICA 22774 | COMMUNICATIONS | 01-07-70-6318 | \$758.76 |
| NOV2016 | BANK OF AMERICA 22774 | TRAINING PROGRAM | 01-07-70-6343 | \$138.41 |
| NOV2016 | BANK OF AMERICA 22774 | DUES AND SUBSCRIPTIONS | 01-07-70-6355 | \$190.00 |
| NOV2016 | BANK OF AMERICA 22774 | MINOR TOOLS/EQUIPMENT | 01-07-71-6102 | \$2,780.59 |
| NOV2016 | BANK OF AMERICA 22774 | CHEMICALS | 01-07-72-6104 | \$436.09 |
| NOV2016 | BANK OF AMERICA 22774 | SPECIAL INVESTIGATIONS OPERATIONS | 01-07-77-6336 | \$247.00 |
| NOV2016 | BANK OF AMERICA 22774 | DUES AND SUBSCRIPTIONS | 01-08-80-6355 | \$100.00 |
| NOV2016 | BANK OF AMERICA 22774 | UNIFORMS | 01-12-00-6016 | \$1,182.17 |
| NOV2016 | BANK OF AMERICA 22774 | STREETS / SIDEWALKS / BRIDGES | 01-12-00-6113 | \$3,330.91 |
| NOV2016 | BANK OF AMERICA 22774 | MISC SUPPLIES | 01-12-00-6114 | \$12.47 |
| NOV2016 | BANK OF AMERICA 22774 | SIGNS AND MATERIALS | 01-12-00-6115 | \$655.51 |
| NOV2016 | BANK OF AMERICA 22774 | FUEL AND LUBE | 01-12-00-6118 | \$27.52 |
| NOV2016 | BANK OF AMERICA 22774 | VEHICLE MAINTENANCE | 01-12-00-6316 | \$2,559.17 |
| NOV2016 | BANK OF AMERICA 22774 | MACHINE / EQUIPMENT MAINTENANCE | 01-12-00-6317 | \$242.88 |
| NOV2016 | BANK OF AMERICA 22774 | UNIFORMS | 01-14-00-6016 | \$203.50 |
| NOV2016 | BANK OF AMERICA 22774 | MACHINE / EQUIPMENT MAINTENANCE | 01-14-00-6317 | \$127.08 |
| NOV2016 | BANK OF AMERICA 22774 | VEHICLE MAINTENANCE | 01-14-41-6116 | \$1,068.46 |
| NOV2016 | BANK OF AMERICA 22774 | UNIFORMS | 01-15-11-6016 | \$2,294.39 |
| NOV2016 | BANK OF AMERICA 22774 | MINOR TOOLS | 01-15-11-6102 | \$8.92 |
| NOV2016 | BANK OF AMERICA 22774 | SAFETY SUPPLIES | 01-15-11-6110 | \$968.50 |
| NOV2016 | BANK OF AMERICA 22774 | BUILDINGS AND GROUNDS | 01-15-11-6112 | \$3,384.15 |
| NOV2016 | BANK OF AMERICA 22774 | FUEL AND LUBE | 01-15-11-6118 | \$196.31 |
| NOV2016 | BANK OF AMERICA 22774 | VEHICLE MAINTENANCE | 01-15-11-6316 | \$803.82 |
| NOV2016 | BANK OF AMERICA 22774 | MACHINE / EQUIPMENT MAINTENANCE | 01-15-11-6317 | \$2,245.12 |

A/P Claims List

from 12/13/2016 to 12/13/2016

| Invoice # | Vendor | Description | Account | Cost |
|----------------------------------|-----------------------|---------------------------------|---------------|--------------------|
| Total GENERAL FUND | | | | \$47,956.88 |
| NOV2016 | BANK OF AMERICA 22774 | UNIFORMS | 09-09-90-6016 | \$204.08 |
| NOV2016 | BANK OF AMERICA 22774 | EMPLOYEE PHYSICALS | 09-09-90-6030 | \$475.00 |
| NOV2016 | BANK OF AMERICA 22774 | PROFESSIONAL DEVELOPMENT | 09-09-90-6048 | \$559.59 |
| NOV2016 | BANK OF AMERICA 22774 | FOOD/ HUMANS | 09-09-90-6107 | \$263.96 |
| NOV2016 | BANK OF AMERICA 22774 | SAFETY SUPPLIES | 09-09-90-6110 | \$119.77 |
| NOV2016 | BANK OF AMERICA 22774 | BUILDINGS AND GROUNDS | 09-09-90-6112 | \$6,593.68 |
| NOV2016 | BANK OF AMERICA 22774 | VEHICLE MAINTENANCE | 09-09-90-6316 | \$6,737.09 |
| NOV2016 | BANK OF AMERICA 22774 | MACHINE/ EQUIPMENT MAINTENANCE | 09-09-90-6317 | \$614.04 |
| NOV2016 | BANK OF AMERICA 22774 | DUES AND SUBSCRIPTIONS | 09-09-90-6355 | \$1,788.00 |
| NOV2016 | BANK OF AMERICA 22774 | UNIFORMS | 09-09-92-6016 | \$915.71 |
| NOV2016 | BANK OF AMERICA 22774 | PROFESSIONAL SERVICES | 09-09-92-6048 | \$192.00 |
| NOV2016 | BANK OF AMERICA 22774 | CHEMICALS | 09-09-92-6104 | \$15,377.17 |
| NOV2016 | BANK OF AMERICA 22774 | VEHICLE MAINTENANCE | 09-09-92-6316 | \$3,269.19 |
| NOV2016 | BANK OF AMERICA 22774 | COMMUNICATIONS | 09-09-92-6318 | \$48.00 |
| NOV2016 | BANK OF AMERICA 22774 | UNIFORMS | 09-09-96-6016 | \$295.80 |
| NOV2016 | BANK OF AMERICA 22774 | PUBLIC EDUCATION | 09-09-96-6121 | \$621.08 |
| NOV2016 | BANK OF AMERICA 22774 | VEHICLE MAINTENANCE | 09-09-96-6316 | \$56.44 |
| NOV2016 | BANK OF AMERICA 22774 | COMMUNICATIONS | 09-09-96-6318 | \$1,087.00 |
| NOV2016 | BANK OF AMERICA 22774 | DUES AND SUBSCRIPTIONS | 09-09-96-6355 | \$60.00 |
| Total FIRE/EMS FUND | | | | \$39,277.60 |
| NOV2016 | BANK OF AMERICA 22774 | BUILDINGS AND GROUNDS | 20-21-00-6112 | \$145.00 |
| NOV2016 | BANK OF AMERICA 22774 | MISC SUPPLIES | 20-21-00-6114 | \$110.99 |
| NOV2016 | BANK OF AMERICA 22774 | TELEPHONE | 20-21-00-6301 | \$524.34 |
| NOV2016 | BANK OF AMERICA 22774 | PRINTING | 20-21-00-6308 | \$60.00 |
| NOV2016 | BANK OF AMERICA 22774 | LAB SUPPLIES | 20-23-00-6109 | \$905.77 |
| NOV2016 | BANK OF AMERICA 22774 | BUILDINGS AND GROUNDS | 20-23-00-6112 | \$100.70 |
| NOV2016 | BANK OF AMERICA 22774 | WATER TOWER INSPECTION FEE | 20-23-00-6302 | \$50.00 |
| NOV2016 | BANK OF AMERICA 22774 | ANNUAL STATE WATER TEST | 20-23-00-6303 | \$405.00 |
| NOV2016 | BANK OF AMERICA 22774 | VEHICLE MAINTENANCE | 20-23-00-6316 | \$32.73 |
| NOV2016 | BANK OF AMERICA 22774 | MACHINE / EQUIPMENT MAINTENANCE | 20-23-00-6317 | \$5,904.06 |
| NOV2016 | BANK OF AMERICA 22774 | BOOSTER STATION MAINTENANCE | 20-23-00-6335 | \$242.57 |
| NOV2016 | BANK OF AMERICA 22774 | CHEMICALS | 20-24-00-6104 | \$6,741.50 |
| NOV2016 | BANK OF AMERICA 22774 | LAB SUPPLIES | 20-24-00-6109 | \$1,675.00 |
| NOV2016 | BANK OF AMERICA 22774 | BUILDINGS AND GROUNDS | 20-24-00-6112 | \$6.92 |
| NOV2016 | BANK OF AMERICA 22774 | LIFT STATION MAINTENANCE | 20-24-00-6312 | \$8,928.32 |
| NOV2016 | BANK OF AMERICA 22774 | MACHINE / EQUIPMENT MAINTENANCE | 20-24-00-6317 | \$268.88 |
| NOV2016 | BANK OF AMERICA 22774 | LICENSE AND CERTIFICATION | 20-24-00-6365 | \$62.00 |
| NOV2016 | BANK OF AMERICA 22774 | VEHICLE MAINTENANCE | 20-26-00-6316 | \$527.23 |
| NOV2016 | BANK OF AMERICA 22774 | UNIFORMS | 20-27-00-6016 | \$1,313.36 |
| NOV2016 | BANK OF AMERICA 22774 | MINOR TOOLS | 20-27-00-6102 | \$10.47 |
| NOV2016 | BANK OF AMERICA 22774 | SAFETY SUPPLIES | 20-27-00-6110 | \$283.98 |
| NOV2016 | BANK OF AMERICA 22774 | WATER SEWER MAINTENANCE | 20-27-00-6119 | \$5,740.02 |
| NOV2016 | BANK OF AMERICA 22774 | VEHICLE MAINTENANCE | 20-27-00-6316 | \$140.14 |
| NOV2016 | BANK OF AMERICA 22774 | MACHINE/ EQUIPMENT MAINTENANCE | 20-27-00-6317 | \$879.64 |
| NOV2016 | BANK OF AMERICA 22774 | MISC SERVICE/ CHARGES | 20-27-00-6346 | \$45.50 |
| NOV2016 | BANK OF AMERICA 22774 | LICENSE AND CERTIFICATION | 20-27-00-6365 | \$699.42 |
| Total GPWA OPERATING FUND | | | | \$35,803.54 |
| NOV2016 | BANK OF AMERICA 22774 | LIBRARY STATE AID | 30-30-06-6541 | \$1,723.55 |


A/P Claims List

from 12/13/2016 to 12/13/2016

| Invoice # | Vendor | Description | Account | Cost |
|-----------|-----------------------|-----------------------------------|---------------|---------------------|
| NOV2016 | BANK OF AMERICA 22774 | COMPUTER / EQUIPMENT VOCA | 30-30-07-6595 | \$44.37 |
| | | Total GRANTS FUND | | \$1,767.92 |
| NOV2016 | BANK OF AMERICA 22774 | MARKETING SUPPLIES | 45-45-00-6123 | \$998.96 |
| NOV2016 | BANK OF AMERICA 22774 | PARKS IMPROVEMENTS | 45-45-00-6545 | \$2,276.30 |
| NOV2016 | BANK OF AMERICA 22774 | LAKE IMPROVEMENTS | 45-45-00-6546 | \$324.60 |
| | | Total HOTEL/MOTEL TAX FUND | | \$3,599.86 |
| NOV2016 | BANK OF AMERICA 22774 | OFFICE EQUIPMENT | 54-54-02-6504 | \$3,341.01 |
| | | Total CAPITAL PROJECTS | | \$3,341.01 |
| NOV2016 | BANK OF AMERICA 22774 | PROFESSIONAL DEVELOPMENT | 98-98-00-6048 | \$866.72 |
| NOV2016 | BANK OF AMERICA 22774 | OFFICE SUPPLIES | 98-98-00-6101 | \$9.99 |
| NOV2016 | BANK OF AMERICA 22774 | SAFETY SUPPLIES | 98-98-00-6110 | \$42.12 |
| NOV2016 | BANK OF AMERICA 22774 | BUILDINGS AND GROUNDS | 98-98-00-6112 | \$1,223.38 |
| NOV2016 | BANK OF AMERICA 22774 | AIRPORT IMPROVEMENTS - UPFRONT FU | 98-98-00-6150 | \$1,074.72 |
| NOV2016 | BANK OF AMERICA 22774 | TELEPHONE AND INTERNET | 98-98-00-6301 | \$141.25 |
| | | Total AIRPORT FUND | | \$3,358.18 |
| | | Total All Funds | | \$135,104.99 |

