



Committee Members:

Chairperson: Trey Ayers
Mary Coffin, Ellen Gomes

SPECIAL CITY COUNCIL MEETING

Finance Committee Meeting
Tuesday, March 15, 2011; 5:30pm
City Hall 3rd Floor Conference Room
101 N 2nd Street, Guthrie, OK 73044

1. Roll Call
2. Consideration approval of a utility adjustment to a utility account for Elizabeth Newell at 606 East Oklahoma Avenue.
3. Adjournment

Agenda posted on the bulletin board in the lobby of City Hall before 5:00 pm on Friday, March 11, 2011. The City of Guthrie encourages participation from all its citizens. If participation at any public meeting is not possible due to a disability, notification to the city clerk at least 48 hours prior to the scheduled meeting is encouraged to make the necessary accommodations. The city may waive the 48 hours rule if signing is not the necessary accommodation.



Agenda Item Cover Letter

Meeting	Date of Meeting	Contact
<input type="checkbox"/> City Council	March 15, 2011	Wanda Calvert
<input type="checkbox"/> GPWA		City Clerk/Treasurer
<input checked="" type="checkbox"/> Other: <u>Finance Committee</u>		

Agenda Item

Consider approval of a utility adjustment to a utility account for Elizabeth Newell at 606 East Oklahoma Avenue.

Summary

Information given on March 1, 2011

Ms. Newell received a utility bill for 50,000 gallons of water between the time period of December 13, 2010 through January 14, 2011 totaling \$312.54 with water being \$264.58. Her sanitary sewer is on an average.

I have spoken with the Line Maintenance Meter Tech and the ladies in the Utility Office. Ms. Newell did call the Utility Office to inform us her neighbor had a leak. We proceeded to call the neighbor she was referring to, with the result being her neighbor indicating Ms. Newell had the leak. We asked the Meter Tech to check to see who had the leak. The Meter Tech indicated the leak belonged to Ms. Newell and he asked for a phone number to contact her. He was unable to make contact with Ms. Newell, because we did not have a good phone number for her. As of February 10, 2011, we have a good phone number.

I was trying to incorporate the resolution that adopted criteria for a major water leak adjustment, but the criteria were not met. The criteria for a major water leak adjustment is:

1. Determination of minor/major leak by the City's Plumbing Inspector.
2. Evidence from a registered/certified local plumber stating the location and repair of leak.
3. Copy of the City's Plumbing Permit and action taken by the Plumbing Inspector.

Planning Inspector Doug Weir indicated that a permit was not purchased by Ms. Newell nor her plumber, Plumb Genius, therefore, the job was not inspected. Doug did make contact with the Plumber and the plumber stated he did not need a permit because he bored the new water line instead of digging to replace the water line.

Additional Information Requested – March 15, 2011

Mid December – Meter Tech inquired who lived at 606 East Oklahoma – needed to contact the homeowner of a leak. He was unable to contact Ms. Newell. The Utility Office tried the contact numbers she listed on her application and was unable to contact the individuals listed due to non-working numbers. The Utility Office researched on the internet and found a working number for Ms. Newell and made contact regarding the leak. She advised the leak was coming from her next

door neighbor. The Utility Office made contact with Ms. Newell's neighbor who advised the leak was Ms. Newell.

January 14, 2011 - Meter was read for the January's billing - Reading 429 - 50,000 gallons of water

January 18, 2001 - Received the meter reading in the Utility Office

January 20, 2011 - Re-read order was sent

January 21, 2011 - Re-read order was returned with a reading of 445 - 16,000 gallons of water since January 14, 2011

January 24, 2011 - The readings and re-reads was reviewed

January 25, 2001 - Readings and re-reads were reviewed

January 26, 2001 - Red Tag were processed

January 27, 2011 - Non-Payments were disconnected

January 27, 2011 - Ms. Newell called GPWA indicating the house next door has a water leak and the water is coming to her property. Also, on this day, Ms. Newell requested someone in charge to call her and wanted to know why she was not notified about her leak and wants to know if her bill can be adjusted. Line Maintenance Superintendent Tommy Bross talked with Ms. Newell and explained that the water leak was on her service line not at 604 East Oklahoma.

January 28, 2011 - Bills were printed

Funding Expected	<input type="checkbox"/> Revenue	<input type="checkbox"/> Expenditure	<input checked="" type="checkbox"/> N/A
Budgeted	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A
Account Number	<u>N/A</u>	Amount	<u>To be determined</u>
Legal Review	<input checked="" type="checkbox"/> N/A	<input type="checkbox"/> Required	Completed Date: _____
Mayor's Appt.	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
Supporting documents attached			
▪ Documents from Staff			
Recommendation			
Action Needed	<input type="checkbox"/> Public Hearing	<input checked="" type="checkbox"/> Motion	<input type="checkbox"/> Emergency Clause

3/4/2011

One afternoon in mid December I received a call from ET about needing information on who lived at 606 E Oklahoma. I looked the information up in the system and advised him that the name Elizabeth Newell was listed and provided the phone number. A couple of weeks later we received a phone call from a person reporting a water leak at the same address. I pulled up the contact information and tried to reach Mrs. Newell. I also pulled her original application we had on file and called the phone numbers. All were non-working numbers. I called ET about the leak and he informed me that he had tried to contact Mrs. Newell and was unable to contact her in regards to the leak as well. I then googled Mrs. Newell on the internet and found a working number for her and made contact regarding the leak. She advised that the leak was coming from her next door neighbors – Rob and Mary Hudson. I provided this information to Kim who was able to make contact with Mr. and Mrs. Hudson. They told Kim that the leak was not from their house.

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329
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 2 W
 Page 1

1/18/2011 8:49am
 Re-Read - Returned
 Entered
 1/20/11 = Day Weather
 City of Guthrie
 Meter Reading Edit
 for Route 13

Account	Customer Name	Service Address	Second ID	Service	Meter ID	Previous Read	Current Read	Consumption	Comments
12-124248-003	Shana Marchant	6 Summit Road		WR	38070445	349	353	4000	
13-130030-001	Van French	111 N Capitol St		wafr	38721487	464	468	4000	
13-130040-008	Klick Dowding	115 N Capitol St		WATR	06109831	11	11	0	
13-130050-001	Delbert Stokes	123 N Capitol St		wafr	49379779	143	143	0	
13-130070-001	Masonic Temple	100 S Capitol St		wafr	1248123	14945	14983	38000	
13-130090-002	Griffin & Ruhl LLC	101 S Capitol St		wafr	49379777	1046	1047	1000	Consumption Sensitivity
13-130112-006	Gerald Prindle	108 N Drexel St		wafr	02015066:B	397	400	3000	
13-130120-002	Garland Chambers	110 N Drexel St		wafr	02015072:B	463	470	7000	
13-130130-001	Alice Justin	114 N Drexel St		wafr	02015062:B	911	919	8000	
13-130140-005	Dowane Fent	120 N Drexel St		wafr	02015038:B	388	389	1000	
13-130150-001	Donna Wohler	124 N Drexel St		wafr	47807729	566	572	6000	
13-130180-006	Linda Balsiger	114 S Drexel St		WATR	02015636	600	608	8000	
13-130191-006	Kandy Jeanson	118 S Drexel St		wafr	02015037	446	449	3000	
13-130240-002	Terry's Gun & Pawn	107 W Cleveland Ave		wafr	46309765	999	0	9001000	Changed Dial Consumption Sensitivity
13-130250-001	Holiday Laundry	117 W Cleveland Ave		wafr	1504735	3983	4046	63000	
13-130260-003	Katie's Diner	120 W Cleveland Ave		wafr	25083086	780	795	15000	
13-130270-001	Blessings Made In O	124 W Cleveland Ave		wafr	03001245	165	167	2000	
13-130360-001	IBC Bank	113 E Cleveland Ave		wafr	56982406	533	536	3000	
13-130390-001	IBC Bank	121 E Cleveland Ave		wafr	1598110	1793	1793	0	
13-130400-011	Dean's Cleaners	122 E Cleveland Ave		wafr	41205834	661	676	15000	
13-130410-008	Dan Ladd	114 N Wentz St		wafr	36806280	278	278	0	
13-130435-005	Gooch-Smith Electric	211 E Cleveland Ave		wafr	34992778	312	314	2000	
13-130440-002	Homeland Stores In	220 E Cleveland Ave		wafr	001001775	21211	21251	40000	
13-130471-011	Ralene Sword	317 E Cleveland Ave		wafr	32052583	184	190	6000	
13-130480-005	Suzanne Wilson	318 E Cleveland Ave		WATR	34992813	342	346	4000	
13-130490-011	David Webb	319 E Cleveland Ave		wafr	06153113	304	310	6000	
13-130510-003	Lance Benton	322 E Cleveland Ave		wafr	036806242	464	468	4000	
13-130540-009	Jessica Bartusch	211 N Ash St		wafr	25317549	334	336	2000	
13-130550-004	Janet Kirsch	401 E Cleveland Ave		wafr	038721477	363	369	6000	
13-130580-001	Cimarron Garden Apt	406 E Cleveland Ave		wafr	020683264	15810	15879	69000	
13-130590-001	David Dunn	410 E Cleveland Ave		WATR	06109635	184	185	1000	

City of Guthrie
Meter Reading Edit
for Route 13

1/18/2011 8:49am

Account	Customer Name	Service Address	Second ID	Service	Meter ID	Previous Read	Current Read	Consumption	Comments
13-132961-004	JW Properties	509 E Oklahoma Ave		watr	38721440	694	694	0	
13-132971-007	James Mclemore	512 E Oklahoma Ave		watr	38070409	443	446	3000	Consumption Sensitivity
13-132980-001	Emmett Leonard	514 E Oklahoma Ave		watr	43105218	896	900	4000	
13-132991-003	Claudine Trumbull	518 E Oklahoma Ave		WATR	32431800	683	687	4000	
13-133000-006	Terri Haynes	519 E Oklahoma Ave		watr	38721459	545	553	8000	
13-133020-002	Sterling Johnson	524 E Oklahoma Ave		WATR	043690047	41	43	2000	
13-133050-002	Robert or Mary Huds	602 E Oklahoma Ave		watr	46309639	633	636	3000	
13-133063-001	Virginia Davis	110 N Elm St		WATR	41662182	979	981	2000	
13-133080-003	Elizabeth Nowel	506 E Oklahoma Ave		watr	25521013	379	445	5000	Consumption Sensitivity
13-133090-001	La Ney Jones	607 E Oklahoma Ave		watr	03001172	166	169	1000	
13-133100-002	Kathy Eaton	611 E Oklahoma Ave		watr	09039243	35	36	1000	
13-133111-009	Thomas Montgomery	612 E Oklahoma Ave		WATR	42227407	63	67	4000	
13-133130-004	Candice Ford	513 E Oklahoma Ave		watr	40688884	48	63	15000	
13-133131-008	Abigail or Justin Low	615 E Oklahoma Ave		watr	31407161	432	435	3000	Consumption Sensitivity
13-133135-016	Ernest Purefory	615 1/2 E Oklahoma Ave		watr	16455098	511	514	3000	
13-133150-006	Trapper Oliver	616 E Oklahoma Ave		watr	34699919	807	811	4000	
13-133160-004	Deanna Case	618 E Oklahoma Ave		watr	31776241	337	346	9000	
13-133170-002	Albert Hirzel	619 E Oklahoma Ave		watr	48692080	833	836	3000	
13-133180-002	Shelby Allison	621 E Oklahoma Ave		watr	31195002	782	783	1000	
13-133200-001	Hand Carved Hair	624 E Oklahoma Ave		watr	039985787	105	117	12000	
13-133210-001	Guthrie Public Schoo	701 E Oklahoma Ave		watr	1452926	5669	5695	26000	
13-133300-001	Guthrie Public Schoo	801 E Oklahoma Ave		watr	001252222	5850	5853	3000	
13-133320-001	Guthrie Public Schoo	802 E Oklahoma Ave		watr	037202265	563	564	1000	
13-133350-002	SLA Properties LLC	807 E Oklahoma Ave		WATR	48806318	240	241	1000	Consumption Sensitivity
13-133351-008	Stephen Nicola	805 E Oklahoma Ave		WATR	34993468	540	546	6000	Consumption Sensitivity
13-133363-008	Mike Humphrey	808 E Oklahoma Ave		WATR	31102865	731	734	3000	
13-133372-010	Frederica McGinnis	800 E Oklahoma Ave		watr	54890733	461	483	22000	
13-133380-014	Frankie Garcia	811 E Oklahoma Ave		watr	46309757	661	667	6000	
13-133390-003	Hunter Mason	824 E Oklahoma Ave		watr	19250747	779	781	2000	
13-133420-002	Hog Wash	1101 E Oklahoma Ave		watr	02015639B	0	0	0	
13-133430-005	Barbara Bailey	1102 E Oklahoma Ave		watr	02015637B	499	501	2000	

PHONE CALL

FOR Tommy DATE 1/27/11 TIME 11:00 A.M. P.M.

M. Elizabeth Newell

OF 606 E. Oklahoma

PHONE 323-0396 CELL _____

MESSAGE House next door at 604 E. Okla has water leak water is coming to her property and she is afraid it will damage her wall.

SIGNED _____

- TELEPHONED
- RETURNED YOUR CALL
- PLEASE CALL
- WILL CALL AGAIN
- CAME TO SEE YOU
- WANTS TO SEE YOU

PHONE CALL

FOR Tommy DATE 1:00 TIME 1/27/11 A.M. P.M.

M. Elizabeth Newell

OF 606 E. Oklahoma

PHONE 323-0396 CELL _____

MESSAGE Wants to talk to someone in charge. Wants to know why she wasn't notified about her leak and wants to know if her bill can be adjusted.

SIGNED _____

- TELEPHONED
- RETURNED YOUR CALL
- PLEASE CALL
- WILL CALL AGAIN
- CAME TO SEE YOU
- WANTS TO SEE YOU

PHONE CALL

FOR Tommy DATE 1/27/11 TIME 2:50 A.M. P.M.

M. Elizabeth Newell

OF 606 E. Oklahoma

PHONE 323-0396 CELL _____

MESSAGE _____

SIGNED _____

- TELEPHONED
- RETURNED YOUR CALL
- PLEASE CALL
- WILL CALL AGAIN
- CAME TO SEE YOU
- WANTS TO SEE YOU

Work Order Number 14663LM
 Department Line Maint.
 Activity Check for leak
 Stop Date Actual 1/27/2011

Name
 Address Number 604
 Route E. Oklahoma Avenue
 Call Received
 Start Date Actual 1/27/2011

Details
 There is a water leak at 604 E Oklahoma and it has been there for a while. She said it is getting worse and the water is coming onto her property and she is afraid it will damage her wall. Please call her and let her know when this is going to be fixed.

Tommy: Talked to Elizabeth and explained that the water leak was on her service line not at 604 E Oklahoma. Advised her to get a plumber to repair line and that I could not adjust the bill, she needs to send it to the Finance Committee for review and possible adjustment. She had received a call from the utility office 3 to 4 weeks earlier advising her that she had a leak.

Notes

Total Entries 1

Labor Hours Actual 1.17

Total Cost Actual \$28.48

Labor Hours Actual 1.17

Total Cost Actual \$28.48

Labor Cost Actual \$23.48

Equipment Cost Actual \$5.00

Material Cost Actual \$0.00

Other Cost Actual \$0.00

Wednesday, March 02, 2011

Google maps

Address [REDACTED]
Address is approximate

Save trees. Go green!
Download Google Maps on your phone at google.com/gmm

