CITY OF GUTHRIE OKLAHOMA

61st City Council
Mayor Chuck Burtcher
Ward I – Trey Ayers, John Wood **Ward II** – Mary Coffin, Patty Hazlewood
Ward III – Sheri Mueller, Gaylord Z. Thomas

GUTHRIE PUBLIC WORKS AUTHORITY
City Hall – 101 North 2ND Street, Guthrie, Oklahoma
Council Chambers
August 21, 2012 at 7:00pm

Agenda

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

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

A. Consider approval of minutes of the Regular Guthrie Public Works Authority Meeting held August 7, 2012 3
B. Consider approval of Claims 5
C. Consider approval for request from staff to implement an Employee Wellness Program with Guthrie YMCA 12

4. Consider approval of Resolution No. 2012-10, creating a Stabilization Fund balance Policy for Guthrie Public Works Authority Fund 15
5. Adjourn.

CITY COUNCIL MEETING

1. Call to Order
2. Consent Agenda

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

A. Consider approval of minutes of the Special City Council Street Committee Meeting held on July 31, 2012 19

B. Consider approval of minutes of the Special City Council Workshop Meeting held on August 2, 2012. 22

C. Consider approval of minutes of the Special City Council Workshop Meeting held on August 7, 2012. 25

D. Consider approval of minutes of the Regular City Council Meeting held on August 7, 2012 29

E. Consider approval of minutes of the Special City Council Meeting held on August 10, 2012 33

F. Consider approval of Treasurer's Report 35

G. Consider approval of Claims 43

H. Consider approval for Library Staff to submit an application to Dollar General and the American Library Association for the "American Dream Starts @ your library" grant 44

I. Consider approval to award Bid No. 2012-02, Demolition Services and Debris Removal, to the low bid of $5,524 to K & M Wrecking, Oklahoma City for the demolition and removal of 1223 W. College, and authorize staff to execute a contract 47

J. Consider approval of re-appointing Jim Reazer and Lewis C. Robinson III to the Guthrie Housing Authority Board of Commissioners to serve a two year term 49

K. Consider approval of appointing Sidney Brown as the City of Guthrie Special Municipal Judge. 52

L. Consider approval for request from staff to implement an Employee Wellness Program with Guthrie YMCA ..... see page(12)

3. Consider approval of Ordinance No. 3233 adopting the 2009 Edition of the International Residential Building Code 55
4. Consider approval of Ordinance No. 3234 adopting the 2009 Edition of the International Building Code 60
5. Consider approval of Ordinance No. 3235 adopting the 2009Edition of the International Mechanical Code 63
6. Consider approval of Ordinance No. 3236 adopting the 2009 Edition of the International Fuel Gas Code 66
7. Consider approval of Ordinance No. 3237 adopting the 2009 Edition of the International Plumbing Code 69
8. Consider approval of Ordinance No. 3238 adopting the National Electrical Code 72
9. Consider approval of Ordinance No. 3240 adopting the 2009 Edition of the International Property Maintenance Code 75
10. Consider approval of Ordinance No. 3239 creating a Stabilization Fund Balance Policy for the General Fund 78
11. Consider approval of a Revocable Permit for a fence in the City Right-of-Way located at 704 E. Warner 82
12. City Managers Report.
13. Requests/Comments from Members of the City Council.
14. Consider convening an Executive Session pursuant to the Authority of Title 25, O.S.2001, Sections:
    A. 307 (B)(2) for the discussion negotiations concerning employees and representatives of the Fraternal Order of Police (FOP), Lodge No. 105.
    B. 307 (B)(2) for the discussion negotiations concerning employees and representatives of the International association of Firefighters (IAFF) Lodge No. 2145.
15. Consideration of action on Collective Bargaining Agreement for FY 2013 with employees and representatives of the Fraternal Order of Police (FOP), Lodge No. 105.
16. Consideration of action regarding Collective Bargaining Agreement for FY 2013 with employees and representatives of the International Association of Firefighters (IAFF) Lodge No. 2145.
17. Adjourn.

MINUTES

GUTHRIE PUBLIC WORKS AUTHORITY MEETING

August 7, 2012

The regular meeting of the Guthrie Public Works Authority was posted on Friday, August 3, 2012 before 5:00 p.m. and held August 7, 2012 in the Guthrie City Hall Council Chambers.

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

Pledge of Allegiance was led by Chairman Chuck Burtcher.

Chairman Chuck Burtcher called the meeting to order at 7:03 p.m.

Members Present:	Chuck Burtcher	Trey Ayers	John Wood
	Sheri Mueller	Mary Coffin	Gaylord Z. Thomas
Members Absent:	Patty Hazlewood		
Staff Present:	Matt Mueller	Randel Shadid	Wanda Calvert
	Aaron Ryburn	Rene Spineto	Maxine Pruitt
	Eric Harlow	Jim Ahlgren	Kevin Dixon, Jr.

Chairman Burtcher declared a quorum with six (6) Trustees in attendance.

Community Announcements and Recognitions. None.

Consent Agenda: Consent Agenda C, Consider approval of Claims, was removed for further discussion. Motion by Trustee Ayers, seconded by Trustee Mueller, moved approval of the Consent Agenda as follows:

A. Consider approval of the minutes from the Regular Guthrie Public Works Authority Meeting held on July 17, 2012.

B. Consider approval to solicit requests for proposals from interested and qualified firms for a Comprehensive Water Rate and Wastewater Rate Study.

D. Consider approval of Agreement for Recycling Center with the Guthrie Public Works Authority and Outback Resources for the purpose of operating a public recycling center located at 2103 South Division.

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

Aye: Burtcher, Ayers, Coffin, Mueller, Thomas, Wood
Nay: None

Chairman Burtcher declared the motion carried unanimously.

Trustee Coffin temporarily left the Council Chambers.

Consent Agenda C. Consider approval of claims. Motion by Trustee Ayers, seconded by Trustee Thomas, moved approval of the claims as follows:

GPWA Fund:	Claims	$175,475.37
CMOM Fund:	Claims	$108,663.66
Utility Deposit Fund:	Claims	$ 1,499.76
	Total Claims:	$285,638.79

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

Aye: Burtcher, Ayers, Mueller, Thomas, Wood
Nay: None

Chairman Burtcher declared the motion carried unanimously.

Trustee Coffin returned to the Council Chambers.

Adjourn. Motion by Trustee Ayers, seconded by Trustee Thomas, moved approval to adjourn. Trustees entered their votes and the votes were displayed with the following results:

Aye: Burtcher, Ayers, Coffin, Mueller, Thomas, Wood
Nay: None

Chairman Burtcher declared the motion carried unanimously at 7:05 p.m.

Wanda Calvert, City Clerk

Chuck Burtcher, Chairman

GUTHRIE PUBLIC WORKS AUTHORITY

CLAIMS

August 21, 2012

I hereby certify the purchase orders listed have been issued and encumbered against the available balance of the authorized appropriated accounts and that the department head and/or officer in charge of those accounts has certified that the procurements were necessary to the proper conduct of activities; that the merchandise and/or services have been satisfactorily received or utilized; and that the purchase orders are now a true and just debt of the Guthrie Public Works Authority. These purchase orders are therefore presented to you to be presented to the governing body for consideration as claims for payment.

_____

Kim Biggs
Purchasing Agent

Monthly Claims Approved as per Ordinance No. 2973 by General Manager

_____

Matt Mueller
General Manager

City of Guthrie
A/P Claims List
from 8/2/2012 to 8/2/2012

Invoice #	Vendor	Description	Account	Cost
JULY 2012	C.L.E.E.T. (125)	Municipal Court Collection for CLEET Assess	01-00-00-2012	$829.56
AFIS 2012	O.S.B.I. (820)	Municipal Court Collection - OSBI	01-00-00-2012	$452.64
FORENSIC 2012	O.S.B.I. (820)	Municipal Court Collection - OSBI	01-00-00-2012	$427.50
June and July 20	OKLAHOMA DEPARTMENT OF P	Child Passenger Restraint System Collection	01-00-00-5497	$100.00
		Total		**$1,809.70**
		Total		**$1,809.70**
AUGUST 2012	AT&T LONG DISTANCE (21268)	Monthly Billing for Long Distance Telephone	01-01-00-6301	$205.58
		Total		**$205.58**
		Total GENERAL GOVERNMENT		**$205.58**
AUGUST 2012	RURAL WATER DISTRICT #1(206	Rural Water for 6512 S. Coltrane, Mitchal Par	01-15-11-6112	$66.00
		Total PARKS		**$66.00**
		Total PARKS & PUBLIC GROUNDS		**$66.00**
		Total GENERAL FUND		**$2,081.28**
JULY 2012	DHH DISPOSAL 22381	Sanitation Service for 21st Street and Johndol	20-21-00-6348	$157.50
		Total		**$157.50**
		Total PUBLIC WORKS GENERAL		**$157.50**
		Total GPWA OPERATING FUND		**$157.50**
AUGUST 2012	AT&T LONG DISTANCE (21268)	Monthly Billing for Long Distance Telephone	98-98-00-6301	$15.96
		Total		**$15.96**
		Total AIRPORT FUND		**$15.96**
		Total AIRPORT FUND		**$15.96**
		Total All Funds		**$2,254.74**

City of Guthrie
A/P Claims List
from 8/9/2012 to 8/9/2012

Invoice #	Vendor	Description	Account	Cost
JULY 2012	OKLAHOMA UNIFORM BLDG CO	Permit Fee Collection - September 2011 thro	01-00-00-2013	$848.00
ADOPTION REF	MARGARET CHAPMAN 22856	Refund Animal Bond Adoption No. 0374	01-00-00-2017	$25.00
		Total		**$873.00**
		Total		**$873.00**
AUGUST 2012	OG&E 405	OG&E Monthly Payment	01-01-00-6305	$9,726.09
AUGUST 2012	OG&E 405	OG&E Monthly Payment	01-01-00-6306	$10,107.82
AUGUST 2012	OKLAHOMA NATURAL GAS COM	ONG Monthly Payment	01-01-00-6307	$1,432.52
		Total		**$21,266.43**
		Total GENERAL GOVERNMENT		**$21,266.43**
JULY 2012	CITY OF EDMOND (21508)	Information Technology Support Agreement	01-04-45-6054	$1,106.86
		Total INFORMATION SERVICES		**$1,106.86**
		Total INFORMATION SERVICES		**$1,106.86**
13197	BLANCHAT MANUFACTURING, I	Compartment Latch, IROK Swamper Tire, S	01-09-90-6316	$565.00
13446	BLANCHAT MANUFACTURING, I	Compartment Latch, IROK Swamper Tire, S	01-09-90-6316	$165.11
		Total SUPPRESSION		**$730.11**
		Total FIRE		**$730.11**
		Total GENERAL FUND		**$23,976.40**
AUGUST 2012	OG&E 405	OG&E Monthly Payment	20-21-00-6305	$12,230.99
		Total		**$12,230.99**
		Total PUBLIC WORKS GENERAL		**$12,230.99**
JUNE-JULY 201	MAXINE PRUITT (1915)	Mileage	20-22-00-6047	$194.81
		Total		**$194.81**
		Total PUBLIC WORKS ADMINISTRATION		**$194.81**
		Total GPWA OPERATING FUND		**$12,425.80**
REQUEST NO. 4	LAWSON CONSTRUCTION & WE	Bid No. 2011-12 Construction of Two Pre-fabr	54-54-02-6527	$38,000.00
		Total ADMINISTRATION		**$38,000.00**
		Total FACILITIES		**$38,000.00**
		Total CAPITAL PROJECTS		**$38,000.00**
01-011960-002.	MISCELLANEOUS	Utility Billing Refund	71-00-00-5555	$10.50
04-042455-002	MISCELLANEOUS	Utility Billing Refund	71-00-00-5555	$5.36
05-052342-004	MISCELLANEOUS	Utility Billing Refund	71-00-00-5555	$39.31
06-060711-005 R	MISCELLANEOUS		71-00-00-5555	$22.13
11-112310-011 R	MISCELLANEOUS		71-00-00-5555	$61.25
99-993170-001 R	MISCELLANEOUS		71-00-00-5555	$56.68
		Total		**$195.23**
		Total		**$195.23**
		Total UTILITY DEPOSIT FUND		**$195.23**
AUGUST 2012	OG&E 405	OG&E Monthly Payment	98-98-00-6305	$484.04
		Total		**$484.04**

City of Guthrie
A/P Claims List
from 8/9/2012 to 8/9/2012

Invoice #	Vendor	Description	Account	Cost
		Total AIRPORT FUND		$484.04
		Total AIRPORT FUND		$484.04
		Total All Funds		$75,081.47

City of Guthrie
A/P Claims List
from 8/14/2012 to 8/14/2012

Invoice #	Vendor	Description	Account	Cost
JULY 2012	OKLAHOMA DEPARTMENT OF P	Child Passenger Restraint System Collection	01-00-00-5497	$50.00
		Total		**$50.00**
		Total		**$50.00**
0001996	HURLEY PLUMBING 267	Misc. Plumbing Repairs	01-01-00-6112	$32.50
NP35278522	FLEETCOR TECHNOLOGIES (219	Fuel & Lube for all Departments	01-01-00-6118	$258.15
		Total		**$290.65**
		Total GENERAL GOVERNMENT		**$290.65**
2673255-1	LORMAN EDUCATION SERVICES	Public Records and Open Meetings Seminar	01-02-20-6048	$329.00
		Total CITY MANAGER		**$329.00**
NP35278522	FLEETCOR TECHNOLOGIES (219	Fuel & Lube for all Departments	01-02-25-6118	$46.23
		Total BUILDING SERVICES		**$46.23**
		Total ADMINISTRATION		**$375.23**
NP35278522	FLEETCOR TECHNOLOGIES (219	Fuel & Lube for all Departments	01-05-50-6118	$51.05
		Total COMMUNITY DEVELOPMENT		**$51.05**
NP35278522	FLEETCOR TECHNOLOGIES (219	Fuel & Lube for all Departments	01-05-51-6118	$86.45
273	A CUT ABOVE LAWN SERVICE 2	Abatement on South 2nd Street	01-05-51-6354	$175.00
274	A CUT ABOVE LAWN SERVICE 2	Abatement on South 2nd Street	01-05-51-6354	$75.00
275	A CUT ABOVE LAWN SERVICE 2	Abatement on South 2nd Street	01-05-51-6354	$175.00
		Total CODE COMPLIANCE		**$511.45**
		Total PLANNING		**$562.50**
NP35278522	FLEETCOR TECHNOLOGIES (219	Fuel & Lube for all Departments	01-07-70-6118	$4,962.22
000539	GHM ENTERPRISES (1097)	Monthly Laundry	01-07-70-6310	$7.20
000540	GHM ENTERPRISES (1097)	Monthly Laundry	01-07-70-6310	$6.00
000543	GHM ENTERPRISES (1097)	Monthly Laundry	01-07-70-6310	$6.00
JULY 2012 PD	SHINEY BAYS (22581)	Monthly Car Wash Police Department	01-07-70-6316	$417.30
0001987	HURLEY PLUMBING 267	Repairs and Parts for Radios	01-07-70-6318	$87.65
		Total POLICE ADMINISTRATION		**$5,486.37**
NP35278522	FLEETCOR TECHNOLOGIES (219	Fuel & Lube for all Departments	01-07-72-6118	$533.38
		Total ANIMAL CONTROL		**$533.38**
NP35278522	FLEETCOR TECHNOLOGIES (219	Fuel & Lube for all Departments	01-07-78-6118	$250.47
		Total LAKE ENFORCEMENT		**$250.47**
04-1300446	OKLA DEPARTMENT OF PUBLIC	Olets Monthly Payments	01-07-79-6304	$350.00
		Total COMMUNICATIONS		**$350.00**
		Total POLICE		**$6,620.22**
NP35278522	FLEETCOR TECHNOLOGIES (219	Fuel & Lube for all Departments	01-09-90-6118	$1,792.78
		Total SUPPRESSION		**$1,792.78**
NP35278522	FLEETCOR TECHNOLOGIES (219	Fuel & Lube for all Departments	01-09-92-6118	$2,823.03
		Total EMS		**$2,823.03**
NP35278522	FLEETCOR TECHNOLOGIES (219	Fuel & Lube for all Departments	01-09-96-6118	$842.87
		Total PREVENTION		**$842.87**
		Total FIRE		**$5,458.68**

City of Guthrie
A/P Claims List
from 8/14/2012 to 8/14/2012

Invoice #	Vendor	Description	Account	Cost
NP35278522	FLEETCOR TECHNOLOGIES (219	Fuel & Lube for all Departments	01-12-00-6118	$3,193.37
		Total		**$3,193.37**
		Total STREET		**$3,193.37**
NP35278522	FLEETCOR TECHNOLOGIES (219	Fuel & Lube for all Departments	01-14-00-6118	$152.11
		Total		**$152.11**
JULY 2012	SHINEY BAYS (22581)	GPWA Monthly Car Wash	01-14-41-6116	$22.40
		Total FLEET MAINTENANCE		**$22.40**
		Total FLEET MAINTENANCE		**$174.51**
2427	PONDS RX 22643	Pond Service for Highland Park	01-15-11-6112	$338.00
NP35278522	FLEETCOR TECHNOLOGIES (219	Fuel & Lube for all Departments	01-15-11-6118	$2,123.22
		Total PARKS		**$2,461.22**
		Total PARKS & PUBLIC GROUNDS		**$2,461.22**
		Total GENERAL FUND		**$19,186.38**
SEPTEMBER 20	C-21, GOODYEAR GREEN - JAN	Lease/Rent for 1923 Ruhl Drive for GPWA	20-21-00-6120	$3,500.00
		Total		**$3,500.00**
		Total PUBLIC WORKS GENERAL		**$3,500.00**
0303641-IN	MANLEY BROS. OF INDIANA, INC	6000 lbs of #80 Silica Sand (50# bags) and e	20-23-00-6104	$903.50
94922	SOUTHWEST CHEMICAL (20977)	Chemicals for Water Treatment Plant	20-23-00-6104	$675.00
95004	SOUTHWEST CHEMICAL (20977)	Chemicals for Water Treatment Plant	20-23-00-6104	$675.00
NP35278522	FLEETCOR TECHNOLOGIES (219	Fuel & Lube for all Departments	20-23-00-6118	$105.09
		Total		**$2,358.59**
		Total WATER PLANT		**$2,358.59**
000537	GHM ENTERPRISES (1097)	Blanket for laundry service WWTP	20-24-00-6016	$6.60
000544	GHM ENTERPRISES (1097)	Blanket for laundry service WWTP	20-24-00-6016	$7.20
000545	GHM ENTERPRISES (1097)	Blanket for laundry service WWTP	20-24-00-6016	$5.40
94923	SOUTHWEST CHEMICAL (20977)	330 Gallon Totes Sodium Bisulfite	20-24-00-6104	$1,747.50
95064	SOUTHWEST CHEMICAL (20977)	330 Gallon Totes Sodium Bisulfite	20-24-00-6104	$1,747.50
NP35278522	FLEETCOR TECHNOLOGIES (219	Fuel & Lube for all Departments	20-24-00-6118	$326.19
		Total		**$3,840.39**
		Total WASTE WATER TREATMENT PLANT		**$3,840.39**
NP35278522	FLEETCOR TECHNOLOGIES (219	Fuel & Lube for all Departments	20-26-00-6118	$79.39
		Total		**$79.39**
		Total CONVENIENCE CENTER		**$79.39**
NP35278522	FLEETCOR TECHNOLOGIES (219	Fuel & Lube for all Departments	20-27-00-6118	$2,120.28
		Total		**$2,120.28**
		Total LINE MAINTENANCE		**$2,120.28**
NP35278522	FLEETCOR TECHNOLOGIES (219	Fuel & Lube for all Departments	20-28-00-6118	$702.14
		Total		**$702.14**
		Total METER DEPARTMENT		**$702.14**
0001984	HURLEY PLUMBING 267	Emergency Repairs to Swimming Pool	20-29-00-6112	$87.50

City of Guthrie
A/P Claims List
from 8/14/2012 to 8/14/2012

Invoice #	Vendor	Description	Account	Cost
0001992	HURLEY PLUMBING 267	Emergency Repairs to Swimming Pool	20-29-00-6112	$55.00
		Total		**$142.50**
		Total MUNICIPAL POOL		**$142.50**
		Total GPWA OPERATING FUND		**$12,743.29**
114050	PETROLEUM MARKETERS 1411	Calibration of Fuel Pump	98-98-00-6112	$304.07
NP35278522	FLEETCOR TECHNOLOGIES (219	Fuel & Lube for all Departments	98-98-00-6118	$359.47
		Total		**$663.54**
		Total AIRPORT FUND		**$663.54**
		Total AIRPORT FUND		**$663.54**
		Total All Funds		**$32,593.21**

CITY OF GUTHRIE OKLAHOMA

Agenda Item Cover Letter

Meeting	Date of Meeting	Contact
X City Council	August 21, 2012	Jim Ahlgren
X GPWA		
___ Other: ___		

Agenda Item
Consider approval for request from staff to implement an Employee Wellness Program with Guthrie YMCA .

Summary
As employee medical costs continue to rise an Employee Wellness Program is a forward step towards healthy employees and families. Staff has worked with the YMCA to provide discounts for monthly membership and initiation fees for employees and or families with matching funds from the city. The city would pay 30% of the annual monthly membership for eligible city employees. In turn, the YMCA would give a 15% discount and waive 50% of the enrollment fees.

Funding Expected ___ Revenue X Expenditure ___ N/A

Budgeted X Yes ___ No ___ N/A

Account Number ___ **Amount** ___

Legal Review X N/A ___ Required Completed Date: ___

Mayor's Appt. ___ Yes X No

Supporting documents attached
- **YMCA Membership information**

Recommendation
Staff requests approval.

Action Needed ___ Public Hearing X Motion ___ Emergency Clause

MEMBERSHIP AT YOUR GUTHRIE YMCA

YMCA MISSION

To put Christian principles into practice through programs that build healthy spirit, mind & body for all.

WELCOME TO THE YMCA

YMCAs across the nation make up the largest not-for-profit community service organization in America. Together, YMCAs work to meet the health and social service needs of over 127 million men, women and children of all ethnicities, incomes, abilities and religions.

MEMBERSHIP TYPES

FAMILY AND ADULT

A family membership is defined as husband, wife and dependent children 24 years of age or younger living at home and claimed as dependents. Anyone 25 or older will need to provide documentation.

Adult memberships include any individual who can no longer be claimed as a dependent.

TEEN

Teen memberships are for teens 13-19 years of age.

YOUTH

Youth memberships are for children through 12 years of age.

BENEFITS OF MEMBERSHIP

YMCA A.W.A.Y. privileges
Land & Water Group Exercise* classes
Swim Lessons* & Outdoor Pool Access*
Free Child Watch Services
Free youth sports with Family

YMCA MEMBERSHIP RATES

GUTHRIE YMCA MEMBERSHIP

Family*	$43.50/month
Adult*	$29.00/month

ASSOCIATION YMCA MEMBERSHIP

*Benefits include use of all YMCAs in the metro area

Family*	$58.25/month
Adult*	$38.75/month
Teen	$19.50/month
Youth	$9.75/month

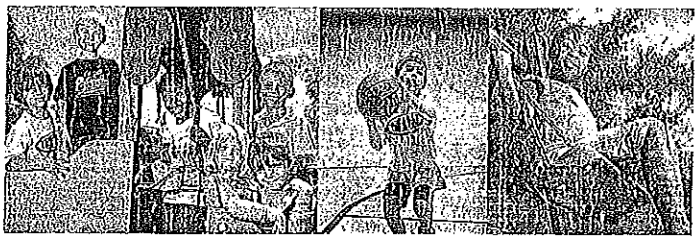
*Plus Joining Fee - $70 for Adult, $105 for family – a non-refundable, one-time charge as long as membership remains continuous.

The YMCA of Greater Oklahoma City accepts two convenient methods of payment for membership:

ELECTRONIC FUNDS TRANSFER (EFT) – Monthly payment is available through EFT. At the time you join the YMCA, a one month pro-rated payment plus the joining fee is required. Your monthly payments will be drafter automatically from a checking or savings account on the 1st or 15th of each month. There are no contracts. For cancellations, a written notice is required 7 day prior to your draft date. Bank drafts that are returned for NSF will be collected with a $25 service fee. Members are responsible for reviewing bank statements to verify their draft cancellation and notifying the YMCA within 60 days if draft has failed to terminate.

ANNUAL – Annual payment is also available. The joining fee plus the annual rate is due when you join.

We build strong kids, strong families, strong communities.



CHILD WATCH SERVICE

Our Child Watch service provides supervised care for children ages six weeks through seven years. This service is provided while parents are in the facility. There is no fee for this service.

Daily Hours:
Monday – Friday: 8:15 am – 10:30 am
Monday – Thursday: 4:30 pm – 8:00 pm
Friday: 5:00 pm – 7:00 pm
Saturday: 9:15 am – 11:30 am

SUMMER DAY CAMP

May – August
Day camp is offered for children
5-12 years old.
Ask at the Member Services desk for more details.

YOUTH SPORTS

Youth Flag Football
July – October
Youth Basketball
Summer and Winter
Track and Field
January – May
Tennis
January – March
Ask at the Member Services desk for more details.

FINANCIAL ASSISTANCE

It is the policy of the YMCA of Greater Oklahoma City that no person will be denied membership or program participation due to the inability to pay. Funds made available for financial assistance are provided by the United Way and the YMCAs Strong Kids Campaign. Please visit our website to access the application.

United Way Partner Agency

YMCA HOURS

Monday-Thursday
5:30 am to 8:30 pm

Friday
5:30 am to 7:00 pm

Saturday
8:30 am to 3:00 pm

Sunday
2:00 pm to 4:00 pm

HOLIDAY SCHEDULE

The YMCA is closed on New Year's Day, Easter, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas. The YMCA also closes early on Christmas Eve & New Year's Eve.

GUTHRIE YMCA

114 E Oklahoma Ave
Phone: 282-8206
Fax: 260-0057

www.ymcaokc.org

We build strong kids, strong families, strong communities.

CITY OF GUTHRIE OKLAHOMA

Agenda Item Cover Letter

Meeting	Date of Meeting	Contact
____ City Council	August 21, 2012	Wanda Calvert
X GPWA		City Clerk/Treasurer
____ Other: _____		

Agenda Item
Consider approval of Resolution No. 2012-10, creating a Stabilization Fund Balance Policy for the Guthrie Public Works Authority Fund.

Summary
In an effort to provide fiscal stability for the Guthrie Public Works Authority and allow management to apply fiscal prudence in managing the budgetary condition of the GPWA, the proposed resolution is creating a stabilization fund balance level. The amounts for the stabilization fund balance shall be deposited into a separate bank account and accounted for in the GPWA Fund. The amounts deposited in the Stabilization Account are to be used only for the purposes defined within the proposed resolution.

Funding Expected ____ Revenue ____ Expenditure X N/A

Budgeted ____ Yes ____ No X N/A

Account Number Stabilization Account **Amount** To be determine by the audit

Legal Review ____ N/A X Required Completed Date: 08-21-2012

Mayor's Appt. ____ Yes X No

Supporting documents attached
- Resolution No. 2012-10

Recommendation
Staff recommends approval.

Action Needed ____ Public Hearing X Motion ____ Emergency Clause

RESOLUTION NO. _____

A RESOLUTION ESTABLISHING A STABILIZATION FUND BALANCE POLICY.

WHEREAS, the Guthrie Public Works Authority Trustees wish to establish a Stabilization Fund Balance Policy; and

WHEREAS, In an effort to provide fiscal stability for the Guthrie Public Works Authority and allow City Management to apply fiscal prudence in managing the budgetary condition of the Guthrie Public Works Authority, a desired stabilization fund balance level is established. The amounts for the desired stabilization fund balance shall be deposited into a separate bank account (hereafter referred to as "Stabilization Account") and accounted for in the General Fund. The amounts deposited in the Stabilization Account (including interest) are to be used only for the purposes defined in this section.

NOW, THERFORE, BE IT RESOLVED by the Chairman and Trustees of the Guthrie Public Works Authority the Stabilization Fund Balance Policy is created with the following guidelines:

(a) The minimum amount to be contained in the Stabilization Account is 12% of the most recent audited annual non-capital operating expenses excluding Interfund Transfers for the Guthrie Public Works Authority Fund. The Guthrie Public Works Authority Fund will exclude any additional funds added for reporting purposes.

(b) The maximum amount to be contained in the Stabilization Account is 30% of the most recent audited annual non-capital operating expenses excluding Interfund Transfers for the Guthrie Public Works Authority Fund.

(c) Minimum funding for the Stabilization Account when the balance is less than the minimum level as established in subsection (b) of this section shall not be less than 75% fund balance that falls into the categories of assigned and unassigned as of the most recent financial statements. Minimum funding for the Stabilization Account when the balance is less than the maximum level as established in subsection (c) of this section shall not be less than 50% of fund balance that falls into the categories of assigned and unassigned as of the most recent financial statements. This funding is to be transferred annually to the Stabilization Account.

(d) All interest and investment income earned from the balance of the Stabilization Account shall be left in the Stabilization Account until the balance reaches the maximum level as established in subsection (c). If the Stabilization Account balance is at the maximum amount, then interest and investment income may be transferred to another fund or account.

(e) Amounts held in the Stabilization Account in excess of the "minimum amount" established in this section may only be expended when certain specific circumstances exist. The circumstances requiring the expenditure of Stabilization Account funds are not expected to recur on a routine basis. The circumstances when it is necessary to appropriate or spend Stabilization Account funds are subject to the objective criteria outlining the parameters of acceptable uses of Stabilization Account funds included below. The existence of the

circumstances must be declared by a five-sevenths majority vote of all of the members of the governing body establishing that one or more of the criteria listed below exists:

i. Expenditures for emergency situations for life, health, or public safety issues for which no existing appropriation exists;

ii. Situations where a significant revenue decline in excess of 5% of Guthrie Public Works Authority Fund original budgeted estimated revenues (excluding transfers in) arises that could not have reasonably been foreseen, and for which new revenue is not available and transfers of existing appropriations are not considered feasible or appropriate in maintaining existing service levels;

iii. Correcting the results of an inaccurate estimate, accounting error, or budgeting error in excess of 5% of Guthrie Public Works Authority Fund original budgeted estimated revenues (excluding transfers in).

iv. Expenditures where the proposed use is of a nonoperational nature involving capital or technical purchases having a useful life of greater than five years that will improve the efficiency of the City government. These efficiency improvements should result in tangible benefits that can be measured financially, through better service to the citizens, or in increased productivity for City employees;

v. Expenditures where the proposed use is of a nonrecurring nature, such as start-up costs of a program whose ongoing costs are otherwise funded, matching funds for a grant, or up-front payment of grant eligible expenses to be reimbursed by grant revenues. These expenditures should result in tangible benefits that can be measured financially, through better service to the citizens, or in increased productivity for City employees;

(f) Amounts held in the Stabilization Account that are below the minimum threshold may be expended only under specific limited circumstances. The circumstances when it is necessary to appropriate or spend below the "minimum amount" required by this section, are set out below. The existence of the circumstances must be declared by a five-sevenths majority vote of all of the members of the governing body establishing that one or more of the criteria listed below exists:

i. Expenditures for emergency situations resulting from natural disasters for life, health, or public safety issues for which no existing appropriation exists;

ii. Situations where a significant revenue decline in excess of 5% of Guthrie Public Works Authority Fund original budgeted estimated revenues (excluding transfers in) arises that could not have reasonably been foreseen, and for which new revenue is not available and transfers of existing appropriations are not considered feasible or appropriate in maintaining existing service levels;

iii. Correcting the results of an inaccurate estimate, accounting error, or budgeting error in excess of 5% of Guthrie Public Works Authority Fund original budgeted estimated revenues (excluding transfers in).

PASSED AND APPROVED BY THE CHAIRMAN AND TRUSTEES OF THE GUTHRIE PUBLIC WORKS AUTHORITY, GUTHRIE, OKLAHOMA, THIS _____ DAY OF _____, 2012.

_____
CHAIRMAN

ATTEST:

_____
CITY CLERK

APPROVED AS TO FORM AND LEGALITY:

_____
CITY ATTORNEY

MINUTES

SPECIAL CITY COUNCIL MEETING

Street Committee

July 31, 2012

The special meeting of the sixty-first City Council of Guthrie, Oklahoma was posted on Friday, July 27, 2012 before 4:30 p.m. and held July 31, 2012 in the Guthrie City Hall Third Floor Conference Room.

Street Committee Chairman John Wood called the meeting to order at 6:00 p.m.

Street Committee Members Present:	John Wood	Sheri Mueller	Patty Hazlewood
Street Committee Members Absent:	None		
City Council Members Present:	Mary Coffin		
City Council Members Absent:	Chuck Burtcher	Trey Ayers	Gaylord Z. Thomas
Staff Present:	Maxine Pruitt	Tenny Maker	

Street Committee Chairman John Wood declared a quorum with three (3) Street Committee Members in attendance.

Discussion and consideration of allowing Fogarty Heights Association to Place Street Topper Signs on the Existing Street Signs. There was discussion of the pros and cons of allowing the toppers for the street signs in the Fogarty Heights Neighborhood which takes in an area bordered on the south by Noble Avenue, on the east by Maple Street, on the west by Division Street, and on the north by the Guthrie Greenhouse, and would involve the installation of 14 street signs. Mr. Phil Nichols was present to represent the Fogarty Heights Association and was able to answer questions regarding the cost and upkeep of the toppers. The Street Committee Members liked the idea, but decided for the protection of the City to have an agreement drafted by the City Attorney to address the long term use of the toppers, noting that the cost of the toppers and brackets be borne by the Association and that the Association provide financial assistance for the labor of the City Street Department for the installation. Motion by Street Committee Chairman Wood, seconded by Street Committee Member Mueller, moved approval to have the City Attorney draft an agreement and for staff to bring the agreement to the Street Committee at their next meeting. A roll call vote was taken.

Aye: Wood, Hazlewood, Mueller
Nay: None

Street Committee Chairman Wood declared the motion carried unanimously.

Discussion and consideration of stop or yield signs for safety at the following intersections: (a) East Grant Avenue & South Ash Street, Grant is considered a "thru" street; (b) West Springer Avenue & South Third Street; (c) West Vilas Avenue & South Third Street. City staff presented the Street Committee with information regarding the intersections, stating that we knew of no immediate problems and discussed that at this time there was no reason to add stop signs. The Street Committee agreed and recommended that staff monitor the three intersections for the next six months and check with the Police Department for further information. Motion by Street Committee Member Hazlewood, seconded by Street Committee Member Mueller, moved approval for staff to monitor the three intersections for the next six months along with communications with the Police Department and report back to this Committee. A roll call vote was taken.

Aye: Wood, Hazlewood, Mueller
Nay: None

Street Committee Chairman Wood declared the motion carried unanimously.

Discussion of Proper Installation of Signs Regarding Height and Placement. This item was to provide the Street Committee with information on the reasoning behind how our signs are displayed. Street Department Superintendent gave a short presentation on the Uniform Traffic Control Devices (MUTCD) Manual which is the standards used by Federal, State and Local Governments to determine how signs, stop signs, speed limit signs, information signs and directional signs are placed. He explained that many things go into the determination of the placement such as sight distance, reflection and distance between signs. Many things must be considered. No action required.

Discussion and Consideration of Signs for No Skateboarding/No Bicycles on the Downtown Streets. (Sidewalks) History of the No Skateboarding Signs was discussed, citing that the present signs had been installed about 10 years ago, but no mention of No Bicycles were on the signs. It was discussed that even though the Code states that "no person shall ride a bicycle upon a sidewalk within a business district", there is no enforcement and the children are not aware of the law. Because of the near misses of some elderly people being hit by children riding their bicycles on the sidewalks, some of the merchants are asking the signs to be updated to include No Bicycles. Ms. Cherie Gordon was present to represent the downtown merchants and was able to provide information on the problem. Street Committee Members and City Staff was open to suggestions and ultimately decided to install new, reflective signs with the new symbols for No Bicycles and No Skateboards, using the existing posts, but with back-to-back signs for visibility from both directions. It was also determined that because of lack of budget it will be accomplished in the 2013 Fiscal Budget. Motion by Street Committee Member Hazlewood, seconded by Street Committee Member Mueller, moved approval to install new back-to-back reflective signs with the new symbols for No Bicycle/No Skateboards on the existing posts. A roll call vote was taken.

Aye: Wood, Hazlewood, Mueller
Nay: None

Street Committee Chairman Wood declared the motion carried unanimously.

Discussion and consideration of turn lanes, speed zone and school crossing zones on East Noble Avenue. Staff informed the Street Committee Members that Mr. Mark Spradlin had sent a request concerning school children crossing Noble Avenue at Maple Street, Capital Street and Walnut Street, suggesting the City install a turn lane, create crosswalks and change the speed limit to 25 miles per hour. Street Superintendent Maker reminded the Street Committee that Noble Avenue is State Highway 33 and this request would have to be presented to the Oklahoma Department of Transportation (ODOT). It was mentioned this was probably initiated by the lack of school buses running last school year and more children were walking home from school. This year, the school is once again providing school buses for these children and the problem could possibly be eliminated. Staff was asked to contact Mr. Spradlin. No action was taken.

Street Committee Chairman asked that an item for "New Business" be placed on future agendas.

Adjournment. There being no further business for the Street Committee, Chairman Wood declared the meeting adjourned at 6:50 p.m.

Wanda Calvert, City Clerk	John Wood, Street Committee Chairman

MINUTES

SPECIAL CITY COUNCIL MEETING

August 2, 2012

The special meeting of the sixty-first City Council of Guthrie, Oklahoma was posted on Friday, July 27, 2012 before 5:00 p.m. and held August 2, 2012 in the Guthrie City Hall Council Chambers.

Mayor Chuck Burtcher called the meeting to order at 6:04 p.m.

Members Present:	Chuck Burtcher Mary Coffin	Trey Ayers John Wood	Patty Hazlewood Gaylord Z. Thomas
Members Absent:	Sheri Mueller		
Staff Present:	Matt Mueller Rene Spineto	Randel Shadid Aaron Ryburn	Wanda Calvert

Mayor Burtcher declared a quorum with six (6) Councilmembers in attendance.

Presentation Liberty Lake Master Plan. Brit Flayton and Brad Moulton representatives from Jacob's Group presented the Liberty Lake Master Plan to the City Council and the Guthrie Parks Board. The final concept vision is for the area to be nature based with equestrian trails and facilities, playground areas, picnic and camping area, as well as hiking, biking, walking, running and nature trails. The plan also includes a lake park with upgraded fishing piers, camping facilities, upgraded swimming beaches and facilities for water recreation. The plan includes an amphitheater that would be built for the purpose of hosting various performing arts functions and an environmental learning center that would be open to the public and the schools to use. Residential housing area is also included in the plan. City Manger Mueller reminded this is a long-term plan and as we have the funding to finance the various projects and get the City Council's approval we will be able to work on this plan.

Review and discussion of the FY 2012 Budget Draft. City Manager Mueller explained that once again we find ourselves in the difficult situation faced by Cities across the state and nation which is the need to provide the service levels expected by the citizens while trying to minimize increasing costs to do business and maximizing every cent of revenue in order to be respectful and prudent with the people's money. The Fiscal Year 2013 budget has once again been a team effort by City staff and is a conservative document that seeks to meet the needs of the community while still ensuring that we have a strong organization that can maintain its operations in future years. The approach to the FY 2013 budget process has been a little bit different than in previous years as there is an increased focus on planning for the future. Not only has the FY 2013 budget been developed, but a rough budget has been put together for FY 2014, FY 2015, FY 2016, and FY 2017 as well. Essentially, this document is a one year budget with an additional four year financial plan. While these

additional four years are very early and rough projections of what will actually make it into the budget during those years, it will allow a greater opportunity for future planning in order to take a proactive approach to funding issues and future threats to service levels. The overall budget philosophy of the City of Guthrie is to provide the highest level of service at the greatest value. This means that the City must operate in the most effective and efficient method possible to accomplish this goal. The internal budgeting and review process is very stringent with department heads dissecting each other's budgets in a peer review process that seeks to ensure that every line item is carefully planned and all projects are justified. The City Council priorities for the FY 2013 budget were established at a Council Workshop held in January 2012. The Council reiterated that all budgetary items and activities should align with the City of Guthrie's established values Integrity, Service, and Quality of Life. Accomplishments that the Council wants to have completed that affect the FY 2013 budget are as follows:

- Formalize Economic Development Strategies
- Establish Stabilization Fund
- Continued Implementation of full cost allocation
- Begin Implementation of projects as identified in the Liberty Lake Master Plan
- Installation of Community Entryway signage
- Upgrade Landscape and Beautify existing Parks
- Conduct a comprehensive water and sewer needs assessment
- Conduct a comprehensive rate assessment and develop long-term funding plan for infrastructure needs
- Provide financial support for Amtrak service for festivals
- Rid the community of 5 to 10 dilapidated structures
- Establish a community task to identify needs and desires for community projects

The total FY 2013 proposed budget, including all funds and transfers, is $18,380,070 compared to $18,394,418 originally budgeted in FY 2012. The total number of budgeted employees is 109 full-time, 7 part-time and 4 seasonal at a cost of $5,493,029 compared to a cost of $5,424,233 in the FY 2012 budget. The increase is due to step increases contractually obligated to Public Safety employees as well as a 2.5% cost of living increase that has been budgeted for employees not covered by a bargaining unit. Christmas bonuses have been left in the budget for all employees. The number of full-time employees includes one more position than existed last year, because an employee has recently returned from extended military leave. The number of full-time positions includes the new Marketing and Economic Development Coordinator's position made possible by some position consolidation between the City Manager's Office and Finance. One of the goals of the City Council has been to establish a reserve or stabilization fund so that there can be adequate fund balance available in the case of an emergency. Our financial consultants recommend a case reserve of 16% of budgeted expenses. While we are unable to establish that type of reserve immediately, a fund balance reserve of 12% of all operating and debt service expenses has been budgeted in order to start building adequate reserves to protect the continued operations of the City of Guthrie in the case of a severe situation. This is the first year of having the Fire and EMS functions in a separate fund. This has been done so that there is an accurate picture of all of the external revenues such as EMS fees, fire run charges and service contracts versus costs.

The following are the capital projects that are in the budget: (1) Entrance Signage; (2) New Ambulance (paid for by the County); (3) New Police Vehicles; (4) New flooring in the Police Department; (5) E911 Equipment; and (6) Street Improvement Program. These projects do not include those grant funded projects in the airport fund or grant fund. The City of Guthrie faces many financial challenges in the future. Unfunded mandates, infrastructure needs and rising costs to do business are putting great strains on existing resources. There will be a point within the next five years that there will have to be significant community growth, an increase in revenues, or elimination of services in order for the City and GPWA to meet its financial, infrastructure and regulatory demands.

Adjourn. There being no further business for the Guthrie City Council, Mayor Burtcher declared the meeting adjourned at 7:57 p.m.

Wanda Calvert, City Clerk

Chuck Burtcher, Mayor

MINUTES

CITY COUNCIL MEETING

Council Workshop

August 7, 2012

The special meeting of the sixty-first City Council of Guthrie, Oklahoma, was posted on Friday, August 3, 2012 before 5:00 p.m. and held August 7, 2012 in the Guthrie City Hall Third Floor Conference Room.

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

Members Present:	Chuck Burtcher Mary Coffin	Trey Ayers John Wood	Gaylord Z. Thomas
Members Absent:	Sheri Mueller	Patty Hazlewood	
Staff Present:	Matt Mueller Rene Spineto	Wanda Calvert Maxine Pruitt	Aaron Ryburn Jim Ahlgren

Mayor Burtcher declared a quorum with five (5) Councilmembers in attendance.

Discussion regarding City of Guthrie Stabilization Ordinance. City Manager Mueller explained in an effort to provide fiscal stability for the City and allow City Management to apply fiscal prudence in managing the budgetary condition of the City, a desired stabilization fund balance level needs to be established. The amounts deposited in the Stabilization Account (including interest) are to be used only for the purposes defined in the proposed ordinance. The minimum amount to be contained in the Stabilization Account is 12% of the most recent audited annual non-capital operating expenses. The maximum amount to be contained in the Stabilization Account is 30% of the most recent audited annual non-capital operating expenses. Minimum funding for the Stabilization Account when the balance is less than the minimum level as established shall not be less than 75% fund balance that falls into the categories of assigned and unassigned as of the most recent financial statements. Minimum funding for the Stabilization Account when the balance is less than the maximum level shall not be less than 50% of fund balance that falls into the categories of assigned and unassigned as of the most recent financial statements. This funding is to be transferred annually to the Stabilization Account. All interest and investment income earned from the balance of the Stabilization Account shall be left in the Stabilization Account until the balance reaches the maximum level as established in the ordinance. If the Stabilization Account balance is at the maximum amount, then interest and investment income may be transferred to another fund or account. Amounts held in the Stabilization Account in excess of the "minimum amount" established in the proposed ordinance may only be expended when certain specific circumstances exist. The circumstances requiring the expenditure of Stabilization Account funds are not expected to recur on a routine basis. The circumstances

when it is necessary to appropriate or spend Stabilization Account funds are subject to the objective criteria outlining the parameters of acceptable uses of Stabilization Account funds as defined in the proposed ordinance. The existence of the circumstances must be declared by five-sevenths majority vote of all of the members of the governing body establishing that one or more of the criteria listed exists. Amounts held in the Stabilization Account that are below the minimum threshold may be expended only under specific limited circumstances. The circumstances when it is necessary to appropriate or spend below the "minimum amount" required by the proposed ordinance, are set out in the proposed ordinance. The existence of the circumstances must be declared by a five-sevenths majority vote of all of the members of the governing body establishing that one or more of the criteria exists.

Questions and discussion regarding agenda items.

Comprehensive Water and Wastewater Rate Study. The proposed item is to consider approval to solicit Requests For Proposals from interested and qualified firms for a Comprehensive Water Rate and Wastewater Rate Study. The comprehensive water rate and wastewater rate study will determine the revenue requirements, costs of service, fee structure and to propose alternate rate designs and cash balance targets for the Guthrie Public Works Authority's water and wastewater funds, including wholesale water sales and wastewater treatment rates. The GPWA wishes to conduct a formal study at this time to be used as a planning tool for the next five to ten years. This item has been discussed with the Citizens Rate and Fee Advisory Committee.

Recycling Center. The proposed item is to consider approval of an agreement for a recycling center with the Guthrie Public Works Authority and Outback Resources for the purpose of operating a public recycling center located at 2103 S. Division. Outback Resources will operate 6 days a week and during operation of the center, it will also be manned by at least one person. GPWA has agreed to close the recycling operations at the Guthrie Fire Department and have the container GPWA has been paying for, or a container similar in size and have it moved to 2103 S. Division. GPWA will be responsible for the monthly payment of the container during the term of the contract.

City-County Civil Defense Agreement. The proposed item is to consider approval of City-County Civil Defense Agreement between the City of Guthrie and Logan County Board of Commissioners. The proposed agreement is entering into a Mutual Aid Agreement with the Logan County Commissioners to provide emergency management aid and assistance in cases of disaster too great to be dealt with unassisted. The proposed agreement is the same as the Fiscal Year 2012, with the exception of changing the annual compensation from $6,000 to $10,000.

Budget Amendment No. 12. The proposed item is to consider approval of Budget Amendment No. 12 increasing the budget for the General Fund, Grants Fund, Hotel/Motel Tax Fund and Capital Projects Fund. Budget Amendment No. 12 is increasing the following:

1. General Fund in the amount of $8 for donation received from Treasures and Books.
2. Grants Fund for Bullet Proof Vest Grant in the amount of $1,650 and for Wind

Turbine Grant in the amount of $72,456.

3. Hotel/Motel Tax Fund in the amount of $24,499 for funds received over projections to promote tourism.
4. Capital Projects Fund in the amount of $4,471 to complete Budget Amendment No. 10 for the lease/purchase of three pieces of equipment for the Street and Line Maintenance Departments and in the amount of $5,779 to purchase a Gator from insurance proceeds and $680 Transfer from General Fund.

Bid No. 2012-02, Demolition Services and Debris Removal. The proposed item is to consider approval to award Bid No. 2012-02, Demolition Services and Debris Removal, to the low bid of $4,786 to K & M Wrecking, Oklahoma City for the demolition and removal of 402 North Division and authorizing staff to execute a contract. On January 17, 2012 City Council authorized staff to solicit bids for the demolition and removal of ten (10) dilapidated structures declared to be a nuisance by City Council. The properties include 618 East Perkins (awarded to K&M Wrecking), 518 South First Street (awarded to K&M Wrecking), 623 South Capital (demolished by property owner), 514 South First Street (awarded to K&M Wrecking), 624 South Capital (demo permit), 905 West Mansur (demolished by property owner), 915 West Washington (awarded to K&M Wrecking), 212 East Grant (awarded to Midwest Wrecking) and 1223 West College (pending Council action on 8/21/12).

Revocable Permit. The proposed item is to consider approval of a Revocable Permit for a fence in the City's Right-of-Way located at 704 East Warner. The owner requests approval of a Revocable Permit to install a fence on the west and south sides of the property located at 704 East Warner. The property is located on the north-east corner of Warner and Maple Streets. The City has a right-of-way 30 feet from the center of the road on Maple and 40 feet from the center of the road on Warner. The owner has indicated they have experienced people cutting across the yard at a diagonal and on many occasions has had damage to the landscaping. The fence design should provide an adequate visual block to the casual walker and still maintain a pleasant appearance for the historic building trolley tour.

Guthrie Transportation Authority Declaration of Trust. The proposed item is to consider approval to amend the Guthrie Transportation Authority Declaration of Trust, defining residency requirements for the Trustees. The Declaration of Trust is the governing document for the Guthrie Transportation Authority. The purpose of the Authority is to promote the development of transportation facilities, properties and programs for industry and culture, within and/or outside, but contiguous to the territorial limits of the Beneficiary Municipality. Currently, the Declaration of Trust (under its Section VI) defines it trustees as follows: *"The trustee of the Trust shall be seven (7) in number, each of whom shall be a bona fide resident of the City of Guthrie, Oklahoma..."* To reflect the scope of boundaries of service of the Authority and to increase the pool of possible members to the Board of the Guthrie Transportation Authority, the Authority requests the Guthrie City Council to amend the definition of trustee member as follows: *"The trustee of the Trust shall be seven (7) in number, each of whom shall be either a bona fide resident of the City of Guthrie, Oklahoma or reside within the boundaries of the Guthrie School District..."*

Interlocal Cooperative Agreement. The proposed item is to consider approval of Resolution No. 2012-09, Interlocal Cooperative Agreement with Board of Logan County Commissioners for the purpose of a one-time grading improvement of City roadway west of Academy Road for access to the gun range. Logan County District No. 1 wishes to enter into a mutually beneficial agreement with the City of Guthrie for the purpose of a one-time grading improvement to 1,986 feet of city roadway west of Academy Road, this roadway provides access to the gun range used by multiple law enforcement entities within surrounding jurisdictions, including the Logan County Sheriff's Office and the Guthrie Police Department. Logan County and the City of Guthrie mutually agree that such maintenance will efficiently address the needs of both public agencies.

Request for future items of discussion. None.

Adjournment. There being no further business for the Guthrie City Council, Mayor Burtcher declared the meeting adjourned at 6:36 p.m.

Wanda Calvert, City Clerk

Chuck Burtcher, Mayor

MINUTES

CITY COUNCIL MEETING

August 7, 2012

The regular meeting of the sixty-first City Council of Guthrie, Oklahoma was posted on Friday, August 3, 2012 before 5:00 p.m. and held August 7, 2012 in the Guthrie City Hall Council Chambers.

Mayor Chuck Burtcher called the meeting to order at 7:06 p.m.

Members Present:	Chuck Burtcher	Trey Ayers	John Wood
	Mary Coffin	Sheri Mueller	Gaylord Z. Thomas
Members Absent:	Patty Hazlewood		
Staff Present:	Matt Mueller	Randel Shadid	Wanda Calvert
	Aaron Ryburn	Rene Spineto	Eric Harlow
	Jim Ahlgren	Maxine Pruitt	Kevin Dixon, Jr.

Mayor Burtcher declared a quorum with six (6) Councilmembers in attendance.

Consent Agenda. Consent Agenda C, Consider approval of Claims, and Consent Agenda G, Consider approval of a Revocable Permit for a fence in the City's right-of-way located at 704 East Warner, were removed for further discussion. Motion by Vice Mayor Ayers, seconded by Councilmember Thomas, moved approval of the Consent Agenda as follows:

A. Consider approval of the minutes from the Special City Council Workshop Meeting held on July 17, 2012.

B. Consider approval of the minutes from the Regular City Council Meeting held on July 17, 2012.

D. Consider approval of City-County Civil Defense Agreement with the City of Guthrie and Logan County Board of Commissioners.

E. Consider approval of Budget Amendment No. 12 increasing the budget for the General Fund, Grants Fund, Hotel/Motel Tax Fund and Capital Projects Fund.

F. Consider approval to award Bid No. 2012-02, Demolition Services and Debris Removal, to the low bid of $4,786 to K & M Wrecking, Oklahoma City for the demolition and removal of 402 North Division and authorize staff to execute a contract.

H. Consider approval to amend the Guthrie Transportation Authority Declaration of Trust, defining residency requirements for the Trustees.

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

Aye: Burtcher, Ayers, Coffin, Mueller, Thomas, Wood
Nay: None

Mayor Burtcher declared the motion carried unanimously.

Councilmember Coffin temporarily left the Council Chambers.

Consent Agenda C. Consider approval of Claims. Motion by Vice Mayor Ayers, seconded by Councilmember Thomas, moved approval of the claims as follows:

A. Consider approval of Claims:

General Fund:	Claims	$209,711.96
Grants Fund:	Claims	$ 5,786.59
Hotel/Motel Tax Fund:	Claims	$ 31,450.86
Capital Projects Fund:	Claims	$ 26,703.12
Airport Fund:	Claims	$ 10,307.50
GIDA Fund:	Claims	$ 1,041.67
	Total Claims:	$285,001.70

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

Aye: Burtcher, Ayers, Mueller, Thomas, Wood
Nay: None

Mayor Burtcher declared the motion carried unanimously.

Councilmember Coffin returned to the Council Chambers.

Consent Agenda G. Consider approval of a Revocable Permit for a fence in the City's right-of-way located at 704 East Warner. The owner requests approval of a Revocable Permit to install a fence on the west and south sides of the property located at 704 East Warner. The property is located on the north-east corner of Warner and Maple Streets. The City has a right-of-way 30 feet from the center of the road on Maple and 40 feet from the center of the road on Warner. The owner has indicated they have experienced people cutting across the yard at a diagonal and on many occasions has had damage to the landscaping. The fence design should provide an adequate visual block to the casual walker and still maintain a pleasant appearance for the historic building trolley tour. One individual addressed the City Council in opposition of the Revocable Permit and the owner addressed the City Council in favor of the Revocable Permit. Motion by Councilmember Wood, seconded by

Councilmember Coffin, moved approval to table the issuance of a Revocable Permit for a fence in the City's right-of-way located at 704 East Warner to the next regular City Council Meeting (August 21, 2012) to allow time for the property owner to provide drawings of her request. Councilmembers entered their votes and the votes were displayed with the following results:

Aye: Burtcher, Ayers, Coffin, Mueller, Thomas, Wood
Nay: None

Mayor Burtcher declared the motion carried unanimously.

Consider approval of Resolution No. 2012-09, Interlocal Cooperative Agreement with Board of Logan County Commissioners for the purpose of a one-time grading improvement of City roadway west of Academy Road for access to the gun range. Logan County District No. 1 wishes to enter into a mutually beneficial agreement with the City of Guthrie for the purpose of a one-time grading improvement to 1,986 feet of city roadway west of Academy Road, this roadway provides access to the gun range used by multiple law enforcement entities within surrounding jurisdictions, including the Logan County Sheriff's Office and the Guthrie Police Department. Logan County and the City of Guthrie mutually agree that such maintenance will efficiently address the needs of both public agencies. Motion by Councilmember Wood, seconded by Vice Mayor Ayers, moved approval of Resolution No. 2012-09, Interlocal Cooperative Agreement with Board of Logan County Commissioners for the purpose of a one-time grading improvement of City roadway west of Academy Road for access to the gun range. Councilmembers entered their votes and the votes were displayed with the following results:

Aye: Burtcher, Ayers, Coffin, Mueller, Thomas, Wood
Nay: None

Mayor Burtcher declared the motion carried unanimously.

City Manager's Report. Introduced the newly hired Marketing and Economic Development Director Cody Mosley.

Requests/comments from members of the City Council. Councilmember Mueller reminded it is time for school enrollment and with school starting to watch for children

Vice Mayor Ayers reminded to slow down in School Zones and of St. Mary's Golf Tournament.

Councilmember Wood expressed a "Thank You" to Outback Resources for the recycling center, reminded the community of the Lion's Fish Fry and to remember Jon Gumerson in our prayers.

Councilmember Coffin informed the City Council and the community on the events happening in Guthrie.

Councilmember Thomas expressed a "Thank You" to the Fire Department on the recent fires.

Mayor Burtcher informed he is very proud of our Fire Department.

Adjourn. There being no further business for the Guthrie City Council, Vice Mayor Ayers declared the meeting adjourned at 7:45 p.m.

Wanda Calvert, City Clerk

Chuck Burtcher, Mayor

MINUTES

SPECIAL CITY COUNCIL MEETING

August 10, 2012

The special meeting of the sixty-first City Council of Guthrie, Oklahoma was posted on Wednesday, August 8, 2012 before 12:40 p.m. and held August 10, 2012 in the Guthrie City Hall Council Chambers.

Mayor Chuck Burtcher called the meeting to order at 1:05 p.m.

Members Present:	Chuck Burtcher Sheri Mueller	John Wood Gaylord Z. Thomas	Patty Hazlewood
Members Absent:	Trey Ayers	Mary Coffin	
Staff Present:	Matt Mueller	Wanda Calvert	Jim Ahlgren

Mayor Burtcher declared a quorum with five (5) Councilmembers in attendance.

Executive Session. Motion by Councilmember Thomas, seconded by Councilmember Wood, moved approval to convene into Executive Session pursuant to the authority of Title 25, O.S. 2001, 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). Councilmembers entered their votes and the votes were displayed with the following results:

Aye: Burtcher, Hazlewood, Mueller, Thomas, Wood
Nay: None

Mayor Burtcher declared the motion carried unanimously at 1:06 p.m. Attending Executive Session were Mayor Burtcher, Councilmembers Hazlewood, Mueller, Wood and Thomas, City Manager Mueller and Human Resources Manager Ahlgren.

Vice Mayor Ayers present at 1:09 p.m.

Councilmember Coffin present at 1:13 p.m.

Reconvene: Mayor Burtcher reconvened the Special Guthrie City Council Meeting at 1:51 p.m. and stated no action was taken in Executive Session.

Discussion and consideration regarding employment, hiring, appointment, promotion, demotion, disciplining or resignation of City Manager. Motion by Councilmember Wood, seconded by Councilmember Hazlewood, moved approval to accept the City Manager's resignation effective September 15, 2012 and authorize the Vice Mayor to work

with City staff to provide the City Council a short list of candidates for the City Council to interview. Councilmembers entered their votes and the votes were displayed with the following results:

Aye: Burtcher, Ayers, Hazlewood, Mueller, Thomas, Wood, Coffin
Nay: None

Mayor Burtcher declared the motion carried unanimously

Adjourn. There being no further business for the Guthrie City Council, Mayor Burtcher declared the meeting adjourned at 1:52 p.m.

Wanda Calvert, City Clerk

Chuck Burtcher, Mayor

CITY OF GUTHRIE
TREASURER'S REPORT
July 30, 2012

	BANK OR DEPOSITORY	ACCT. TYPE	ACCT. NO.	RATE	DATE OF MATURITY	BEGINNING BALANCE	DEPOSITS	WITH-DRAWALS	ENDING BALANCE
	InterBank	MM	13-416-3	0.25		$107,547.49	$16,847.97	$0.00	$124,395.46
General	F & M Bank	MM	1022003929	0.25		$520,705.04	$693,931.72	$499,808.68	$714,828.08
						$628,252.53	**$710,779.69**	**$499,808.68**	**$839,223.54**
Cemetery Care	F & M Bank	MM	1022003996	0.25		**$44,537.72**	**$553.25**	**$0.00**	**$45,090.97**
	F & M Bank	MM	1022003937	66.67%	Tourism	$1,715.17	$32,300.64	$31,450.86	$2,564.95
Hotel/Motel Tax		MM	1022003937	33.33%	Parks	$105,727.67	$16,175.72	$0.00	$121,903.39
			Total: Hotel/Motel Tax			**$107,442.84**	**$48,476.36**	**$31,450.86**	**$124,468.34**
Sinking Fund	InterBank	MM	13-925-4	0.00		**$455.05**	**$0.00**	**$0.00**	**$455.05**
GIDA	F & M Bank	MM	1022003953	0.25		**$7,969.98**	**$3,727.22**	**$1,041.67**	**$10,655.53**
Airport Grant	InterBank	MM	1310219657	0.00		**$133,051.68**	**$5,225.00**	**$0.00**	**$138,276.68**
Airport Escrow 2010	F & M Bank	MM	1022004577	0.25		**$42,356.70**	**$8.99**	**$0.00**	**$42,365.69**
USDA Rural Devel.	InterBank	MM	23-695-0	0.25		**$41,711.69**	**$5.44**	**$0.00**	**$41,717.13**
Capital Projects	F & M Bank	MM	1022003961	0.25		**$173,757.21**	**$21,154.21**	**$51,193.12**	**$143,718.30**
	InterBank	MM	25-045-7	0.25		$2,969.01	$0.52	$0.00	$2,969.53
Grants Fund	F & M Bank	MM	1022004038	0.25		$20,993.67	$1,763.89	$10,931.59	$11,825.97
						$23,962.68	**$1,764.41**	**$10,931.59**	**$14,795.50**
Fed Equitable Sharing	InterBank	MM	25-477-0	0.25		**$1,594.88**	**$0.07**	**$0.00**	**$1,594.95**
	InterBank	MM	13-415-5	0.25		$105,356.16	$24,312.56	$399.89	$129,268.83
	F & M Bank	MM	1022003864	0.50		$57,194.78	$268,570.98	$232,634.48	$93,131.28
GPWA	Bancfirst -Drafts	MM	150182648	0.15		$545,142.54	$54,209.38	$36,629.17	$562,722.75
			Total: GPWA Operating			**$707,693.48**	**$347,092.92**	**$269,663.54**	**$785,122.86**
	InterBank	SN	1310018422	0.25		$712.86	$1.57	$0.00	$714.43
	F & M Bank	MM	1022003880	0.50		$248,271.48	$4,923.74	$7,291.78	$245,903.44
Meter Deposits	InterBank	CD	25375	0.30	11/26/2012	$99,000.00	$0.00	$0.00	$99,000.00
			Total: Meter Deposits			**$347,984.34**	**$4,925.31**	**$7,291.78**	**$345,617.87**
	InterBank	MM	1310251437	0.25		$3,471.38	$0.61	$0.00	$3,471.99
	Bancfirst - WTP	MM	154047848	0.15		$826,287.70	$36,225.29	$0.00	$862,512.99
WTP Fund	F & M Bank	MM	1022003872	0.50		$317,540.97	$23,591.99	$0.00	$341,132.96
						$1,147,300.05	**$59,817.89**	**$0.00**	**$1,207,117.94**
	Bank of New York	MM	250599	0.00		$3,000.00	$0.00	$3,000.00	$0.00
	F & M Bank	MM	1022004534	0.50		$316,338.66	$22,919.00	$0.00	$339,257.66
CMOM Fund	F & M Bank	MM	1022004917	0.50		$75,946.82	$108,704.85	$108,663.66	$75,988.01
						$395,285.48	**$131,623.85**	**$111,663.66**	**$415,245.67**
Trusts									
OKC Waterline	Bank of Oklahoma	TR	75-4037-01-8	0.03		**$1,901,702.62**	**$45.72**	**$0.00**	**$1,901,748.34**

FY 2011-2012

CITY OF GUTHRIE STATEMENT OF ESTIMATE - ACTUAL REVENUE

Jul-12 **83.33%**

Revenue Source	Annual Budget	YTD Estimate	Current Month Collected	YTD Actual	YTD Variance	Percent Variance	Percent Total Collected
Sales Tax Revenue	$3,660,000	$3,050,000	$378,085	$3,372,019	$322,019	10.56%	92.13%
Use Tax	$153,000	$127,500	$13,665	$111,507	($15,993)	-12.54%	72.88%
Cigarette Tax Revenue	$50,000	$41,667	$5,025	$48,188	$6,522	15.65%	96.38%
Franchise Taxes	$497,500	$414,583	$34,894	$396,756	($17,827)	-4.30%	79.75%
Licenses & Permits	$89,600	$74,667	$81,181	$134,676	$60,010	80.37%	150.31%
Com. Vehicle Tax	$73,500	$61,250	$7,074	$59,159	($2,091)	-3.41%	80.49%
Gas Excise Tax	$20,000	$16,667	$1,697	$19,285	$2,618	15.71%	96.42%
Alcoholic Beverage Tax	$86,500	$72,083	$8,146	$71,759	($324)	-0.45%	82.96%
Ambulance Collections	$420,000	$350,000	$35,167	$379,021	$29,021	8.29%	90.24%
EMS Contract	$332,712	$277,260	$27,726	$277,260	$0	0.00%	83.33%
Rents & Royalties	$20,800	$17,333	$2,210	$13,306	($4,027)	-23.23%	63.97%
Cemetery Revenue	$67,080	$55,900	$4,306	$42,851	($13,049)	-23.34%	63.88%
Court Fines/Forfeiture	$306,000	$255,000	$20,098	$158,499	($96,501)	-37.84%	51.80%
Interest	$2,200	$1,833	$232	$2,296	$463	25.26%	104.39%
Library Fines & Fees	$9,000	$7,500	$902	$9,252	$1,752	23.35%	102.80%
Lake Fees/Permits	$27,000	$22,500	$2,318	$6,459	($16,041)	-71.29%	23.92%
Fire Runs	$2,000	$1,667	$0	$4,775	$3,108	186.50%	238.75%
Reimb Rev/Misc. Income	$110,051	$91,709	$81,437	$238,565	$146,856	160.13%	216.78%
Plan/Bd of Adjustments	$3,000	$2,500	$425	$2,900	$400	16.00%	96.67%
Oil/Gas Inspect/Leases	$15,870	$13,225	$0	$3,250	($9,975)	-75.43%	20.48%
Sale of Property	$0	$0	$0	$4,193	$4,193	0.00%	0.00%
Weed Abatement	$2,000	$1,667	$0	$2,591	$925	55.48%	129.56%
Fire Subscriptions	$5,000	$4,167	$224	$5,858	$1,692	40.60%	117.17%
Subtotal	**$5,952,813**	**$4,960,678**	**$704,811**	**$5,364,429**	**$403,751**	**8.14%**	**90.12%**
Transfer from GPWA	$1,372,782	$1,143,985	$126,028	$1,238,566	$94,581	8.27%	90.22%
Transfer from Hotel Tax	$38,300	$31,917	$0	$28,725	($3,192)	-10.00%	75.00%
Transfer from Capital Project	$213,000	$177,500	$0	$159,750	($17,750)	-10.00%	75.00%
Transfer from Grants Fund	$19,378	$16,148	$0	$4,426	($11,722)	-72.59%	22.84%
Budgeted Fund Balance	$170,315	$141,929	$0	$0	($141,929)	0.00%	0.00%
TOTALS	**$7,766,588**	**$6,472,157**	**$830,840**	**$6,795,896**	**$323,739**	**5.00%**	**87.50%**

FY 2011-2012

CITY OF GUTHRIE DEPARTMENT EXPENDITURE SUMMARY

Jul-12 **83.33%**

Department	Annual Budget	YTD Estimate	Current Month Expend	% of Budget	YTD Expend	% of Budget	Encumbered Balance	Remaining Budget
General Government	$993,146	$827,622	$92,099	9.27%	$799,826	80.53%	$0	$193,320
Administration	$468,955	$390,796	$32,808	7.00%	$377,817	80.57%	$12,789	$78,349
Finance	$167,557	$139,631	$14,018	8.37%	$139,333	83.16%	$0	$28,224
Planning	$317,433	$264,528	$23,167	7.30%	$217,676	68.57%	$9,960	$89,796
Library	$198,049	$165,041	$13,286	6.71%	$151,376	76.43%	$0	$46,673
Police	$1,513,883	$1,261,569	$118,958	7.86%	$1,271,401	83.98%	$12,966	$229,516
Fire	$1,521,396	$1,267,830	$129,143	8.49%	$1,274,806	83.79%	$13,933	$232,657
Street	$494,001	$411,668	$34,397	6.96%	$385,358	78.01%	$0	$108,643
Vehicle Maintenance	$138,982	$115,818	$8,609	6.19%	$103,956	74.80%	$144	$34,882
Parks & Public Grounds	$394,549	$328,791	$31,653	8.02%	$347,594	88.10%	$7,845	$39,110
Transfer to GPWA Fund	$1,220,000	$1,016,667	$126,028	10.33%	$1,123,979	92.13%	$0	$96,021
Transfer to Grants Fund	$12,500	$10,417	$0	0.00%	$9,375	75.00%	$0	$3,125
Transfer to Capital Project	$263,053	$219,211	$0	0.00%	$197,290	75.00%	$0	$65,763
Transfer to Airport Fund	$63,084	$52,570	$0	0.00%	$36,799	58.33%	$0	$26,285
TOTALS	**$7,766,588**	**$6,472,157**	**$624,167**	**8.04%**	**$6,436,585**	**82.88%**	**$57,638**	**$1,272,365**

FY 2011-2012

GUTHRIE PUBLIC WORKS AUTHORITY STATEMENT OF ESTIMATE - ACTUAL REVENUE

Jul-12 83.33%

Revenue Source	Annual Budget	YTD Estimate	Current Month Collected	YTD Actual	YTD Variance	Percent Variance	Percent Total Collected
Water	$1,760,000	$1,439,680	$184,867	$1,461,469	$21,789	1.51%	83.04%
Sewer	$755,000	$629,167	$63,728	$650,720	$21,553	3.43%	86.19%
Sanitation	$1,158,000	$965,000	$99,849	$976,847	$11,847	1.23%	84.36%
Convenience Center	$40,000	$33,333	$5,889	$42,256	$8,923	26.77%	105.64%
Interest	$1,500	$1,250	$145	$2,235	$985	78.77%	148.98%
Rents & Royalties	$4,400	$3,667	$250	$3,116	($551)	-15.02%	70.82%
Transfer-Other Funds	$1,222,100	$1,018,417	$126,028	$1,125,279	$106,862	10.49%	92.08%
Miscellaneous	$7,000	$5,833	$836	$32,079	$26,246	449.93%	458.27%
Late Charges	$40,000	$33,333	$4,075	$39,425	$6,092	18.28%	98.56%
Extension Charges	$2,000	$1,667	$260	$2,245	$578	34.70%	112.25%
FEMA/State/Insurance Reimb	$114,740	$95,617	$0	$0	($95,617)	-100.00%	0.00%
Service Initiation	$13,600	$11,333	$1,500	$13,920	$2,587	22.82%	102.35%
Sale of Station/Park Barn/LC Pr	$21,000	$17,500	$1,750	$21,000	$3,500	20.00%	100.00%
Subtotal	**$5,139,340**	**$4,255,797**	**$489,178**	**$4,370,591**	**$114,794**	**2.70%**	**85.04%**
Budgeted Fund Balance	$460,842	$345,632	$0	$219,454	$0	0.00%	0.00%
TOTALS	**$5,600,182**	**$4,601,428**	**$489,178**	**$4,590,045**	**$114,794**	**2.49%**	**81.96%**

FY 2011-2012

GUTHRIE PUBLIC WORKS DEPARTMENT EXPENDITURE SUMMARY

Jul-12 **83.33%**

Department	Annual Budget	YTD Estimate	Current Month Expend	% of Budget	YTD Expend	% of Budget	Encumbered Balance	Remaining Budget
General Government	$342,255	$285,213	$54,491	15.92%	$348,642	101.87%	$20,675	($27,062)
Administration	$281,583	$234,653	$21,840	7.76%	$236,371	83.94%	$555	$44,657
Water Plant	$476,259	$396,883	$34,484	7.24%	$378,152	79.40%	$102,050	($3,943)
Wastewater Plant	$226,669	$188,891	$16,964	7.48%	$197,443	87.11%	$15,786	$13,439
Convenience Center	$128,189	$106,824	$9,208	7.18%	$85,637	66.81%	$12,996	$29,555
Line Maintenance	$510,498	$425,415	$37,204	7.29%	$404,378	79.21%	$8,879	$97,241
Meter Department	$67,750	$56,458	$9,918	14.64%	$51,361	75.81%	$4,617	$11,772
Sanitation Contract	$818,000	$681,667	$69,244	8.46%	$685,738	83.83%	$64,343	$67,919
Swimming Pool	$20,500	$17,083	$1,839	8.97%	$6,052	29.52%	$435	$14,013
Transfer-General Fund	$1,372,782	$1,143,985	$126,028	9.18%	$1,238,566	90.22%	$0	$134,216
Transfer-GIDA	$154,383	$128,653	$0	0.00%	$154,383	100.00%	$0	$0
Transfer-Capital Project	$686,314	$571,928	$0	0.00%	$514,736	75.00%	$0	$171,578
Transfer-WTP Fund	$515,000	$429,167	$36,117	0.00%	$288,586	0.00%	$0	$226,414
TOTALS	**$5,600,182**	**$4,666,818**	**$417,336**	**7.45%**	**$4,590,045**	**81.96%**	**$230,337**	**$779,800**

AUGUST 08, 2012

CITY OF GUTHRIE SALES TAX

DEAR TREASURER;

FUNDS HAVE BEEN ELECTRONICALLY TRANSFERRED TO YOUR BANK ACCOUNT, EFFECTIVE 08/09/12, FOR YOUR CITY SALES TAX COLLECTIONS RECEIVED BY THE OKLAHOMA TAX COMMISSION DURING THE MONTH OF JULY.

THIS PAYMENT REPRESENTS COLLECTIONS FROM SALES MADE THE PREVIOUS MONTH AND MAY INCLUDE INTEREST, PENALTY, AND DELINQUENT REMITTANCES DUE FROM AN EARLIER MONTH. SEE DETAILS BELOW.

IF THERE ARE ANY QUESTIONS CONCERNING THIS PAYMENT, PLEASE CALL OR WRITE DAVE FRANCIS, (405) 522-6600, SALES AND USE TAX SECTION , TAXPAYER ASSISTANCE DIVISION, OKLAHOMA TAX COMMISSION.

TOTAL TAX, PENALTY AND INTEREST COLLECTED	$364,921.50
LESS AMOUNT REFUNDED TO TAXPAYERS	$.00
LESS AMOUNT SUSPENDED	$.00
LESS .010000 RETENTION TO OKLAHOMA TAX COMMISSION	$3,649.21
PLUS INTEREST	$341.95
TOTAL PAYMENT	$361,614.24

Total Sales Tax:	$361,614.24			
Last Month:	$378,085.24	Increase/Decrease:	($16,471.00)	-4.36%
Last Year:	$331,039.49	Increase/Decrease:	$30,574.75	9.24%

Sales Tax Trend

	October	November	December	January	February	March	April	May	June	July	August	September	Total
FY 06	$246,126.80	$247,166.48	$255,287.17	$252,346.47	$280,599.88	$273,995.53	$225,384.57	$270,696.75	$253,932.39	$275,360.59	$265,620.06	$266,262.27	**$3,112,778.96**
FY 07	$265,544.71	$255,866.27	$235,736.87	$272,647.08	$279,826.90	$258,521.60	$262,435.69	$323,454.97	$266,759.41	$268,835.24	$248,729.13	$264,594.42	**$3,202,952.29**
+/-	*$19,417.91*	*$8,699.79*	*($19,550.30)*	*$20,300.61*	*($772.98)*	*($15,475.93)*	*$37,051.12*	*$52,758.22*	*$12,827.02*	*($6,525.35)*	*($16,890.93)*	*($1,667.85)*	*$90,173.33*
FY 08	$336,192.72	$273,686.34	$305,867.98	$327,700.48	$323,323.73	$301,524.85	$312,425.88	$302,995.95	$299,010.25	$323,499.39	$305,933.07	$319,840.12	**$3,732,000.76**
+/-	*$70,648.01*	*$17,820.07*	*$70,131.11*	*$55,053.40*	*$43,496.83*	*$43,003.25*	*$49,990.19*	*($20,459.02)*	*$32,250.84*	*$54,664.15*	*$57,203.94*	*$55,245.70*	*$529,048.47*
FY 09	$313,045.38	$308,052.33	$315,833.60	$322,189.68	$327,243.02	$337,888.81	$301,080.66	$336,812.70	$318,282.56	$340,158.44	$328,216.24	$317,273.63	**$3,866,077.05**
+/-	*($23,147.34)*	*$34,365.99*	*$9,965.62*	*($5,510.80)*	*$3,919.29*	*$56,363.96*	*($11,345.22)*	*$33,816.75*	*$19,272.31*	*$16,659.05*	*$22,283.17*	*($2,566.49)*	*$134,076.29*
FY 10	$319,745.40	$281,954.15	$292,942.85	$273,582.13	$349,722.78	$268,221.69	$297,277.57	$299,814.50	$306,161.46	$311,865.38	$310,884.69	$299,022.23	**$3,611,194.83**
+/-	*$6,700.02*	*($26,098.18)*	*($22,890.75)*	*($48,607.55)*	*$22,479.76*	*($69,667.12)*	*($5,803.09)*	*($36,998.20)*	*($12,121.10)*	*($28,295.06)*	*($17,331.35)*	*($18,251.40)*	*($254,882.22)*
FY 11	$314,336.08	$278,585.70	$319,195.49	$318,007.66	$316,226.95	$300,630.31	$293,948.88	$327,993.41	$322,418.35	$322,249.15	$331,039.49	$327,507.77	**$3,772,139.24**
+/-	*($5,409.32)*	*($3,368.45)*	*$26,252.64*	*$44,425.53*	*($33,495.83)*	*$32,408.62*	*($3,328.69)*	*$28,178.91*	*$16,256.89*	*$10,383.77*	*$20,154.80*	*$28,485.54*	*$160,944.41*
FY 12	$339,165.35	$328,983.53	$310,401.47	$325,390.82	$337,024.64	$344,397.16	$318,524.36	$355,183.21	$334,863.55	$378,085.24	$361,614.24		**$3,733,633.57**
+/-	*$24,829.27*	*$50,397.83*	*($8,794.02)*	*$7,383.16*	*$20,797.69*	*$43,766.85*	*$24,575.48*	*$27,189.80*	*$12,445.20*	*$55,836.09*	*$30,574.75*		*$289,002.10*

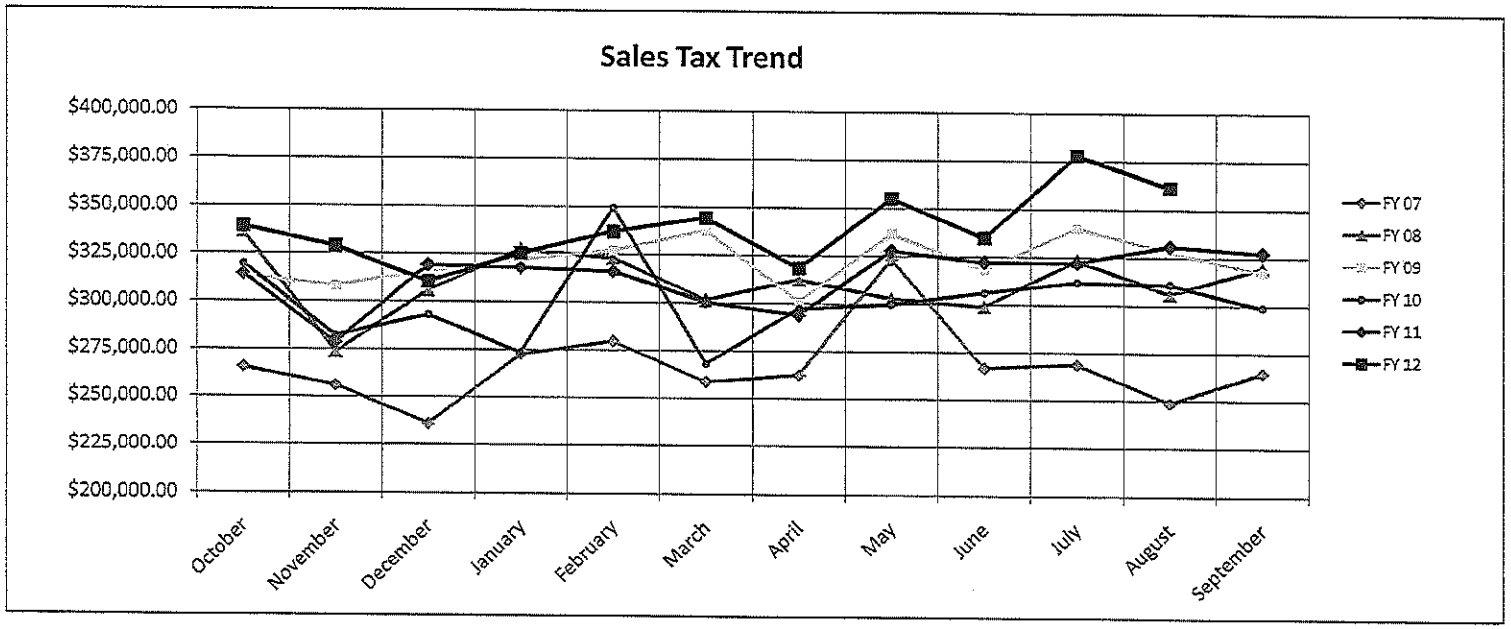
Comparison of FY11 / FY12 Sales Tax

7.90%	18.09%	-2.76%	2.32%	6.58%	14.56%	8.36%	8.29%

YTD Comparison to Projected Budget

2012 Year to Date	**$3,733,633.57**
2012 Projected YTD	**$3,355,000.00**
Under/Over	**$378,633.57**

11.29% overall increase/decrease



October 2011 - Sept 2012

CITY SALES TAX
COLLECTION BY CODE

Description	Oct-11	Nov-11	Dec-11	Jan-12	Feb-12	Mar-12	Apr-12	May-12	Jun-12	Jul-12	Aug-12	Sep-12
Agricultural Production Crops	$ -	$ 99.41	$ (10.96)	$ -	$ -	$ -	$ 393.18	$ 15.05	$ (56.90)	$ -		
Livestock, Except Dairy/Poultry	$ 53.38	$ 56.44	$ 60.62	$ 54.45	$ 51.45	$ 78.92	$ 56.17	$ 59.12	$ 69.48	$ 42.07		
Agricultural Services	$ 329.64	$ 153.60	$ 127.25	$ 92.21	$ 175.67	$ 195.56	$ 223.52	$ 248.42	$ 253.54	$ 207.29		
Timber Tracts	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -		
Commercial Fishing	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -		
Oil/Gas Extraction	$ 7.15	$ 24.69	$ 97.30	$ 88.89	$ 22.69	$ 7.78	$ 7.69	$ -	$ -	$ -		
Mining & Quarrying of Non-metallic minerals, exc fuels	$ -	$ -	$ 19.41	$ -	$ -	$ -	$ -	$ 1.01	$ -	$ 21.00		
Bldg. Construction-General Contractors	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -		
Construction other than Bldg.	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -		
Construction-Special Trade Contractors	$ 398.38	$ 112.51	$ 567.28	$ 366.00	$ (149.73)	$ 253.31	$ 394.30	$ 378.95	$ 242.82	$ 257.49		
Food and Kindred Products	$ 541.70	$ 593.69	$ 619.72	$ 451.76	$ 476.27	$ 502.97	$ 659.45	$ 439.06	$ 554.50	$ 437.30		
Textile Mill Products	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -		
Apparel and other Finished Product Made from Fabrics	$ 81.39	$ 97.16	$ 89.61	$ 112.54	$ (1.97)	$ 1.22	$ 23.34	$ 24.77	$ 89.65	$ 87.85		
Lumber and Wood Products, except Furniture	$ 184.88	$ 335.37	$ 74.35	$ 372.67	$ (59.65)	$ 47.98	$ 129.19	$ 32.25	$ 79.01	$ 93.30		
Furniture and Fixtures	$ (12.25)	$ 82.08	$ (52.25)	$ -	$ -	$ -	$ -	$ 62.40	$ -	$ 5.89		
Paper and Allied Products	$ (1.96)	$ -	$ -	$ -	$ 12.30	$ (6.48)	$ -	$ 8.35	$ (2.53)	$ -		
Printing, Publishing and Allied Industries	$ 586.57	$ 271.22	$ 217.95	$ 282.44	$ 332.45	$ 830.21	$ 444.51	$ 39.78	$ 182.39	$ 241.32		
Chemicals and Allied Products	$ 6.55	$ 5.87	$ 1.16	$ 4.43	$ -	$ -	$ 7.28	$ 10.19	$ 4.72	$ 7.45		
Petroleum Remaining & Related Industries	$ -	$ 206.45	$ 126.39	$ (11.99)	$ (11.49)	$ 48.91	$ 901.04	$ (172.06)	$ 128.98	$ 34.42		
Rubber & Miscellaneous Plastics Products	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -		
Leather & Leather Products	$ 6.12	$ 76.18	$ 188.59	$ 7.73	$ 82.54	$ 4.70	$ 79.10	$ 6.51	$ 74.52	$ -		
Stone, Clay, Glass & Concrete Products	$ 1,800.72	$ 2,133.81	$ 1,675.32	$ 281.98	$ 181.97	$ 1,260.93	$ 704.66	$ 1,654.50	$ 3,703.78	$ 1,602.63		
Primary Metal Industries	$ (46.16)	$ (122.28)	$ (6.20)	$ 2.82	$ -	$ 23.55	$ (5.99)	$ (19.14)	$ -	$ -		
Fabricated Metal Products, Except Machinery	$ (58.16)	$ 532.73	$ 263.17	$ 459.42	$ 186.07	$ 1,034.14	$ 493.09	$ (106.84)	$ 130.70	$ 80.31		
Machinery, Except Electrical	$ 29.89	$ 94.33	$ 5,177.49	$ (1,606.07)	$ 171.65	$ 3,399.15	$ (252.21)	$ 1,341.30	$ (46.53)	$ 91.02		
Electrical & Electronic Machinery, Equip. & Supplies	$ 56.06	$ (29.54)	$ 61.10	$ 29.33	$ 19.79	$ 68.13	$ 183.37	$ 428.23	$ 301.95	$ 657.54		
Transportation Equipment	$ -	$ -	$ 3.37	$ -	$ -	$ -	$ -	$ -	$ -	$ -		
Measuring, Analyzing & Controlling Instruments	$ 321.44	$ 277.06	$ 273.05	$ 616.82	$ 266.00	$ 237.50	$ 417.69	$ 310.23	$ 488.59	$ 423.63		
Miscellaneous Manufacturing Industries	$ (7.79)	$ 4.00	$ 88.31	$ 22.26	$ 33.59	$ 22.16	$ 50.64	$ 155.66	$ (1.58)	$ 74.01		
Railroad Transportation	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -		
Local & Suburban Transit & Interurban Hwy Passenger	$ -	$ 9.75	$ -	$ -	$ -	$ -	$ -	$ 12.31	$ -	$ -		
Motor Freight Transportation & Warehousing	$ 165.02	$ 58.12	$ (57.34)	$ 115.51	$ 78.70	$ 75.24	$ 266.01	$ 21.54	$ 265.78	$ 64.18		
Transportation By Air	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -		
Transportation Services	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -		
Communications	$ 15,242.07	$ 12,974.71	$ 17,913.98	$ 13,986.35	$ 14,236.92	$ 14,449.51	$ 15,661.45	$ 14,901.43	$ 14,709.51	$ 16,924.36		
Electric, Gas & Sanitary Services	$ 28,884.53	$ 21,495.79	$ 28,375.79	$ 34,319.24	$ 33,560.85	$ 26,569.73	$ 20,712.07	$ 23,726.56	$ 23,597.46	$ 29,262.88		
Wholesale Trade-Durable Goods	$ 10,288.04	$ 5,925.48	$ 4,181.21	$ 5,487.09	$ 6,775.58	$ 6,729.65	$ 9,133.71	$ 6,374.80	$ 8,530.44	$ 6,373.91		
Wholesale Trade-Nondurable Goods	$ 3,829.94	$ 6,839.72	$ 3,106.56	$ 4,354.78	$ 3,342.04	$ 2,926.28	$ 8,120.70	$ 5,946.68	$ 6,698.82	$ 6,233.30		
Bldg Materials/Hardware/Garden Supply/Mobile Home Dealer	$ 15,926.79	$ 13,403.07	$ 13,103.25	$ 9,330.45	$ 10,685.40	$ 13,631.80	$ 16,357.84	$ 14,130.94	$ 15,624.95	$ 13,214.54		
General Merchandise Stores	$ 94,727.75	$ 105,292.87	$ 112,749.91	$ 113,058.45	$ 108,761.64	$ 103,836.54	$ 108,705.83	$ 103,884.09	$ 116,343.42	$ 99,884.67		
Food Stores	$ 28,749.60	$ 28,541.15	$ 29,897.31	$ 29,474.84	$ 27,512.68	$ 25,306.02	$ 27,690.46	$ 28,549.98	$ 32,946.24	$ 29,127.61		
Automotive Dealers & Gasoline Service Stations	$ 22,583.69	$ 15,756.23	$ 16,117.17	$ 25,243.13	$ 16,823.70	$ 16,270.33	$ 17,545.55	$ 19,374.02	$ 35,860.33	$ 18,157.95		
Apparel & Accessory Stores	$ 3,164.52	$ 2,638.27	$ 3,080.83	$ 3,145.31	$ 2,794.49	$ 3,676.14	$ 4,122.30	$ 3,033.77	$ 3,874.70	$ 2,489.00		
Furniture, Home Furnishings & Equipment Stores	$ 5,969.06	$ 7,907.62	$ 6,612.97	$ 6,521.06	$ 13,092.50	$ 7,878.86	$ 14,278.46	$ 8,829.05	$ 7,946.95	$ 8,371.88		
Eating & Drinking Places	$ 51,440.93	$ 49,899.29	$ 46,715.57	$ 40,618.27	$ 69,333.97	$ 51,013.47	$ 65,625.22	$ 57,007.19	$ 60,895.54	$ 69,940.18		
Miscellaneous Retail	$ 16,386.85	$ 23,222.65	$ 16,941.56	$ 22,948.59	$ 18,850.85	$ 18,095.26	$ 20,842.97	$ 19,415.50	$ 19,940.72	$ 17,350.25		
Banking	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -		
Credit Agencies other than Banks	$ 12.92	$ 14.07	$ 4.82	$ 21.90	$ 13.49	$ 4.61	$ 8.55	$ 17.64	$ 21.60	$ 7.83		
Security & Commodity Brokers, Dealers, Exchanges	$ -	$ 6.13	$ -	$ -	$ -	$ 6.41	$ 0.52	$ 79.79	$ 1.91	$ 7.67		
Life Insurance	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -		
Real Estate	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -		
Holding & Other Investments Offices	$ 83.16	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -		
Hotel, Rooming Houses, Camps & other Lodging Places	$ 12,191.92	$ 4,038.32	$ 6,964.84	$ 6,361.67	$ 8,096.39	$ 6,831.54	$ 6,919.26	$ 10,389.36	$ 10,043.04	$ 11,216.77		
Personal Services	$ 1,138.62	$ 3,232.91	$ 1,500.09	$ 1,260.88	$ 1,858.56	$ 1,787.73	$ 2,213.11	$ 2,573.63	$ 1,189.90	$ 1,931.61		
Business Services	$ 8,666.50	$ (650.62)	$ 6,797.88	$ 5,774.85	$ 3,459.78	$ 5,539.54	$ 9,912.61	$ 7,105.47	$ 6,867.55	$ 9,750.69		
Automotive Repair Services & Garages	$ 3,909.45	$ 3,746.14	$ 3,068.66	$ 8,801.65	$ 3,080.81	$ 3,339.65	$ 3,693.64	$ 3,782.99	$ 3,834.38	$ 11,936.89		
Miscellaneous Repair Services	$ 13.61	$ 41.95	$ 368.04	$ 144.65	$ (85.66)	$ 113.18	$ 66.74	$ 200.10	$ 120.15	$ 79.63		
Motion Pictures	$ 607.58	$ 822.31	$ 824.92	$ 782.02	$ 762.82	$ 559.13	$ 716.41	$ 692.87	$ 771.75	$ 679.98		
Amusement & Recreation Services, Except Motion Pictures	$ 516.75	$ 1,284.06	$ 4.31	$ 1,023.22	$ 55.96	$ 2,146.34	$ 31.93	$ 507.35	$ 3,312.03	$ 2,463.67		
Health Services	$ 912.07	$ 121.69	$ 130.23	$ 125.58	$ 198.88	$ 235.02	$ 54.42	$ 155.86	$ 36.25	$ 32.98		
Educational Services	$ -	$ -	$ 0.05	$ 5.16	$ 0.07	$ 0.28	$ -	$ -	$ 0.46	$ 0.13		
Social Services	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -		
Museums, Art Galleries, Botanical, Zoological Gardens	$ -	$ -	$ -	$ 1.75	$ (0.15)	$ -	$ -	$ -	$ -	$ -		
Membership Organizations	$ 366.14	$ 51.38	$ 39.96	$ 3,109.84	$ 154.00	$ 409.40	$ 239.53	$ 915.30	$ 573.35	$ 809.80		
Engineering, Architectural, Surveying Services	$ -	$ -	$ -	$ -		$ -	$ -	$ 2.31	$ -	$ -		
Miscellaneous Services	$ 15.94	$ 7.49	$ 9.72	$ (9.72)	$ 0.45	$ 8.10	$ (1.00)	$ (7.10)	$ -	$ -		
Justice, Public Order & Safety	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -		
Public Finance,Taxation, Monetary Policy	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -		
Administration of Economic Programs	$ 1.22	$ -	$ 2.59	$ 1.34	$ 1.72	$ -	$ 2.70	$ 1.60	$ 1.84	$ 2.11		
Nonclassifiable Services	$ 1,857.95	$ 1,542.60	$ 199.01	$ 2,449.37	$ 2,297.24	$ 1,942.15	$ 552.18	$ 1,316.41	$ 1,352.23	$ 4,242.51		
	$ 331,930.17	$ 313,227.93	$ 328,315.92	$ 340,084.92	$ 347,533.28	$ 321,392.55	$ 358,403.19	$ 337,859.18	$ 381,558.39	$ 364,921.50	$ -	$ -

CITY OF GUTHRIE

CLAIMS

August 21, 2012

I hereby certify the purchase orders listed have been issued and encumbered against the available balance of the authorized appropriated accounts and that the department head and/or officer in charge of those accounts has certified that the procurements were necessary to the proper conduct of activities; that the merchandise and/or services have been satisfactorily received or utilized; and that the purchase orders are now a true and just debt of the City of Guthrie. These purchase orders are therefore presented to you to be presented to the governing body for consideration as claims for payment.

_____
Kim Biggs
Purchasing Agent

Monthly Claims Approved as per Ordinance No. 2973 by City Manager

_____
Matt Mueller
City Manager

CITY OF GUTHRIE OKLAHOMA

Agenda Item Cover Letter

Meeting	Date of Meeting	Contact
X City Council ____ GPWA ____ Other: _____	August 21, 2012	Cynthia Selinger, Director of Library Services

Agenda Item
Consider approval for Library Staff to submit an application to Dollar General and the American Library Association for the "American Dream Starts @ your library" grant.

Summary
This grant from Dollar General and the American Library Association is available to public libraries nation-wide to add or expand literacy services for Adult English language learners. Grant funds may be used for expanding literacy materials within the Library collection, acquiring electronic literacy and language-learning resources, funding outreach and off-site collaboration efforts, and enabling staff and volunteer training. Selected libraries will be announced by Friday, 12 October, and awards run $5000 to $15,000.

Funding Expected	____ Revenue	____ Expenditure	x N/A
Budgeted	____ Yes	X No	____ N/A
Account Number	LIB 01-06-60-6114	**Amount**	$5000 - $15,000
Legal Review	X N/A	____ Required	Completed Date: _____
Mayor's Appt.	____ Yes	X No	

Supporting documents attached
- 2013 Dollar General Literacy Grant

Recommendation
Staff recommends authorizing Library Staff to submit a grant application to Dollar General and the American Library Association for the "American Dream Starts @ your library" grant.

Action Needed ____ Public Hearing X Motion ____ Emergency Clause

The American Dream Starts @your library

Requirements and Guidelines

The project year is November 1, 2012 through October 31, 2013.

Purpose of the grant:
To help public libraries and public libraries with bookmobiles in Dollar General communities add or expand literacy services for adult English language learners. Each funded library will receive a onetime grant of $5,000.00 to $15,000.00.

Libraries selected for funding will be notified by Friday, October 12, 2012. Funds will be distributed on or before Friday, November 9, 2012.

Eligibility

- A public library with a demonstrated need and the capacity to provide literacy services for adult English language learners.
- Located within 20 miles of a Dollar General Store, distribution center, or corporate office (please visit the Dollar General's Store Locator online).
- Library systems and libraries that have previously received American Dream Starts @ your library grants are eligible to apply.

Guidelines for completing and submitting the Application

- All applications must be submitted online
- The completed application must be submitted online by 11:59 pm (EDT), Sunday, August 26, 2012.
- Applications can be saved, accessed, and edited prior to submitting the final copy.
- Click here to preview and print a PDF copy of the online application and budget.
- Please save a copy of the completed application for your files.
- Saved applications can be accessed by clicking here and entering your application number and contact email.

Grant Requirements

If funded, grantees must:

- Spend or allocate grant funds within 180 days of receipt.
- Submit online quarterly reports and budget updates to ALA.
- Submit a comprehensive final report to ALA with accomplishments, project impact, and use of funds.
- Participate in one or more 60 minute media training conference calls/webcasts.
- Participate in one or more 60 minute project assessment and impact evaluation conference calls/webcasts.
- Promote the American Dream Starts @ your library using the @ your library trademark, the ALA logo, and the Dollar General logo.
- Inform local and statewide library networks about the ALA/Dollar General grant and your specific project.
- Inform your local Dollar General store about the ALA grant and your project.
- Contribute print and online resources to the American Dream toolkit and website.
- Develop a post-project sustainability plan to help your library continue programs and services for adult English language learners.

Checklist of Materials submitted online

- Completed cover page with full contact information for the library director and project coordinator.
- 750 word narrative describing the proposed project.
- Completed budget form including a dollar amount for inkind contributions, if possible.
- Letters of support from two or more community partners. Letters must include the organization's fiscal and inkind contributions to the American Dream Starts @ your library.

Need Assistance?

Grant-related questions: Dale Lipschultz, OLOS Literacy Officer,
dlipschultz@ala.org or 708-308-2977
Technical support: Tim Ponder at tponder@zhost.net or 865-310-6556
General information: John Amundsen, OLOS Communications Specialist,
jamundsen@ala.org or 312-280-2140
Contact Email
The email above is required to be able to retrieve draft applications for editing and completion and will be used as a contact email if there are any questions about the application.

CITY OF GUTHRIE OKLAHOMA

Agenda Item Cover Letter

Meeting	Date of Meeting	Contact
X City Council	August 21, 2012	Kim Biggs, Purchasing Agent
____ GPWA		
____ Other: _____		

Agenda Item
Consider approval to award Bid No. 2012-02, Demolition Services and Debris Removal, to the low bid of $5,524 to K & M Wrecking, Oklahoma City for the demolition and removal of 1223 W. College, and authorize staff to execute a contract.

Summary
On January 17, 2012, the City Council authorized staff to solicit bids for the demolition and removal of ten (10) dilapidated structures declared to be a nuisance by City Council. The properties include:

618 E. Perkins (awarded to K&M Wrecking)
623 S. Capital (demolished by property owner)
624 S. Capital (demo permit)
402 N. Division (awarded to K&M Wrecking)
212 E. Grant (awarded to Midwest Wrecking)
518 S. 1st Street (awarded to K&M Wrecking)
514 S. 1st Street (awarded to K&M Wrecking)
905 W. Mansur (demolished by property owner)
915 W. Washington (awarded to K&M Wrecking)
1223 W. College

A bid notice was published in the Guthrie News Leader on January 19 and 26, 2012, six (6) bid packets were mailed to interested parties, and published on the City's website. Seven (7) bid proposals were received – see bid tab sheet attached. The solicitation for bids allowed for an award to be based on the cost of a per lot basis or on a lump sum basis, whichever method is deemed to be in the best interest of the City.

K & M Wrecking is the apparent low bidder for the demolition and removal of 1223 W. College for a total amount of $5,524.

Funding Expected ____ Revenue X Expenditure ____ N/A

Budgeted X Yes ____ No ____ N/A

Account Number 01-05-51-6354 **Amount** $5,524

Legal Review X N/A ____ Required Completed Date: _____

Mayor's Appt. ____ Yes X No

Supporting documents attached
Bid Tab Sheet – Bid No. 2012-02

Recommendation
Staff recommends approval.

Action Needed ____ Public Hearing X Motion ____ Emergency Clause

Bid Tab Sheet for **Bid No. 2012-02** Demolition Services and Debris Removal
Bid Opening: February 9, 2012 at 2:00 p.m.

	618 E. Perkins	624 S. Capital	402 N. Division *	212 E. Grant	518 S. 1st Street	514 S. 1st Street	915 W. Washington	1223 W. College	ALL:	Required Forms
M & M Wrecking, Blanchard **	$2,700	$2,200	$4,709	$2,434	$5,049	$4,250	$3,052	$0	$24,394 if awarded all deduct $1500	No Bid Bond
K & M Wrecking, Oklahoma City	**$2,655**	$3,038	**$4,786**	$3,184	**$5,057**	**$3,139**	**$3,638**	**$5,524**	$31,021	Yes
Midwest Wrecking, Oklahoma City	$2,800	$3,100	$8,900	**$2,800**	$6,100	$4,200	$4,600	$6,100	$38,600	Yes
Coles Construction, Guthrie	$3,200	**$1,600**	$10,200	$3,100	$6,200	$5,600	$4,700	$8,500	$39,500	Yes
Ark Wrecking of Oklahoma, Tulsa	$4,500	$4,500	$6,740	$4,500	$6,480	$4,500	$4,500	$7,000	$42,720	Yes
Diversified Labor & Construction, Stillwater	$4,250	$5,590	$20,930	$3,800	$7,670	$5,460	$7,020	$10,270	$59,820	Yes
EMI, Inc., Guthrie	$7,500	$10,500	$34,000	$7,500	$14,000	$14,000	$8,000	$10,500	$106,000	Yes

To be demolished by property owner.

* Property owner has until June 18, 2012 to remove property. If property is not removed, Council may take action on June 19, 2012 to award bid.
** M & M Wrecking did not submit a required bid bond; therefore, the bid proposal cannot be considered.

CITY OF GUTHRIE OKLAHOMA

Agenda Item Cover Letter

Meeting	Date of Meeting	Contact
X City Council	August 21, 2012	Wanda Calvert
____ GPWA		City Clerk/Treasurer
____ Other: _____		

Agenda Item
Consider approval of re-appointing Jim Reazer and Lewis C. Robinson III to the Guthrie Housing Authority Board of Commissioners to serve a two year term.

Summary
At the July 19, 2012 Guthrie Housing Authority regular meeting, the Board of Commissioners voted unanimously to recommend the re-appointment of Jim Reazer and Lewis C. Robinson III to serve an additional two year term expiring August 2014. The positions were advertised in the City of Guthrie News Letter and on the City's website.

Funding Expected ____ Revenue ____ Expenditure X N/A

Budgeted ____ Yes ____ No X N/A

Account Number N/A **Amount** N/A

Legal Review X N/A ____ Required Completed Date: _____

Mayor's Appt. ____ Yes X No

Supporting documents attached
- Letter from Jennifer Ricker, Executive Director for the Guthrie Housing Authority
- Resolution No. 7/12-036

Recommendation
Staff recommends approval.

Action Needed ____ Public Hearing X Motion ____ Emergency Clause

Guthrie Housing Authority

Chairperson
Gary Weeks

Vice Chairperson
William Hairston

Commissioner
Lewis C. Robinson III

Commissioner
Jim W. Reazer

Commissioner
Paul Jones

Executive Director
Jennifer K. Ricker

August 8, 2012

Mayor Chuck Burtcher
P.O. Box 908
Guthrie OK 73044

Reference: Re-Appointment of Jim Reazer & Lewis Robinson III to a two year term on the Guthrie Housing Authority Board of Commissioners.

Dear Mayor Chuck Burtcher:

At the July 19, 2012 Guthrie Housing Authority monthly board meeting the commissioners unanimously voted to recommend Mr. Jim Reazer and Mr. Lewis Robinson III be re-appointed for an additional two-year term ending August, 2014. The Board of Commissioners of the Guthrie Housing Authority request that this matter be presented to the City Council and Mayor for their approval.

If you have any questions please feel free to call me at 405-282-3246.

Thanking you in advance;

Sincerely:

Jennifer K. Ricker

Jennifer K. Ricker
Executive Director

Cc: Wanda Calvert
Board File

1524 E. Perkins, Guthrie, OK 73044 -- Office Phone 405-282-3246 -- Fax/TDD 405-282-2884
guthriehousing@sbcglobal.net -- www.guthriehousing.org

Guthrie Housing Authority

RESOLUTION #7/12-036

WHEREAS the Housing Authority of the City of Guthrie APPROVES the recommendation of Lewis C. Robinson III and Jim W. Reazer to the City Council of Guthrie for re-appointment to the Board of Commissioners for Guthrie Housing Authority.

The Chairman thereupon declared the motion carried and the resolution adopted.

Chairman Gary Weeks

CERTIFICATE OF RECORDING OFFICER

The undersigned being the recorder and custodian of the minutes of the governing body of the Public Housing Authority on whose behalf the foregoing instrument was executed hereby, certifies that on the 19th day of July, 2012 at a validly convened meeting of the Public Housing Authority, at which a quorum was present and voting the above entitled Resolution was introduced and read and approved.

In witness whereof my hand of the Public Housing Authority this 19th day of July, 2012.

Guthrie Housing Authority

Jennifer K. Ricker, Executive Director/Board Secretary

(Seal)

1524 E. Perkins, Guthrie, OK 73044 Office Phone 405-282-3246 Fax/TDD 405-282-2884
guthriehousing@sbcglobal.net
www.guthriehousing.org

CITY OF GUTHRIE OKLAHOMA

Agenda Item Cover Letter

Meeting	Date of Meeting	Contact
X City Council	August 21, 2012	Wanda Calvert
____ GPWA		City Clerk/Treasurer
____ Other: _____		

Agenda Item
Consider approval of appointing Sidney Brown as the City of Guthrie Special Municipal Judge.

Summary
The Guthrie City Charter Article 2, Section 2-15 states that at such times as a vacancy occurs, the City Council shall appoint by affirmative vote of at least four (4) Councilmembers a City Judge and/or an alternate City Judge; in the same manner the City Council may at their discretion appoint additional City Judges as necessary, but one of the City Judges so appointed shall be designated as the presiding City Judge. On November 2, 2010 the City Council approved Brian Pierson to be the City of Guthrie Municipal Alternate Judge. But there is a case that needs to be heard in Municipal Court that Municipal Judge David Hood and Alternate Municipal Judge Brian Pierson are unable to hear due to a conflict of interest. The appointment of Sidney Brown as a Special Municipal Judge would allow the case to be heard in Municipal Court.

Funding Expected ____ Revenue X Expenditure ____ N/A

Budgeted X Yes ____ No ____ N/A

Account Number 01-01-00-6373 **Amount** To be determined

Legal Review X N/A ____ Required Completed Date: _____

Mayor's Appt. ____ Yes X No

Supporting documents attached
- Guthrie City Charter Section 2-15. Council to Appoint Officers
- Information on Sidney Brown, PLLC

Recommendation
Staff recommends approval.

Action Needed ____ Public Hearing X Motion ____ Emergency Clause

I-2009-006258 Book 2139 Pg: 224
07/08/2009 11:19 am Pg 0218-0236
Fee: $ 53.00 Doc: $ 0.00
Troy Cole - Logan County Clerk
State of Oklahoma

Mayor shall appoint an Emergency Management Director to serve at the Mayor's pleasure or create an agreement with the County for Emergency Management Services.

Section 2-11. Vice-Mayor: Appointment, Duties. At the first City Council meeting in May of each odd-numbered year the City Council shall elect one of its members to serve as the Vice-Mayor of the City of Guthrie. Said Vice-Mayor shall be selected by the affirmative vote of at least four (4) members of the Council. The Vice-Mayor shall act as, and possess all of the powers and duties of the Mayor during the absence or suspension of the Mayor. Said Vice-Mayor shall serve a term of two (2) years.

Section 2-12. Filling Vacancies In Office. If a vacancy occurs in the office of Mayor, the Vice-Mayor shall become Mayor for the duration of the unexpired term. If a vacancy occurs in the office of Vice-Mayor, the City Council, by an affirmative vote of at least four (4) members, shall select another Vice-Mayor from among its members for the duration of the unexpired term. If a vacancy occurs in the office of Councilman, the City Council shall select, by an affirmative vote of at least four (4) members, an eligible person to fill the vacancy at the next regular meeting of the City Council following the creation of the vacancy or as soon thereafter as is practical.

Section 2-13. Mayor And Council: Vacancies. A vacancy shall be deemed to exist when an elective officer of the City of Guthrie fails to qualify for office within twenty (20) days after notice of his election, dies, resigns, removes his legal residency from the City or ward from which he or she was elected, fails to attend four (4) successive regular meetings of the City Council, is convicted of a felony, becomes a habitual drunkard, or is otherwise legally disqualified.

Section 2-14. Meetings: Regular And Special. The City Council shall hold their regular meetings on the first and third Tuesday of each month, and shall hold special meetings at other times as the Mayor or a majority of the Councilmen shall call the Council together. The City Council shall hold executive sessions at such times as they deem necessary for the purposes and in the manner provided by Oklahoma law.

Section 2-15. Council To Appoint Officers. At such times as a vacancy occurs, the City Council shall appoint by affirmative vote of at least four (4) Councilmen, a City Manager, a City Treasurer, a City Clerk, a City Attorney, a City Judge and/or an alternate City Judge; in the same manner the City Council may at their discretion appoint additional City Judges as necessary; if more than one (1) City Judge is appointed it shall not be necessary to appoint an alternate City Judge, but one of the City Judges so appointed shall be designated as the presiding City Judge. Any of the officers thus appointed may at any time, by an affirmative vote of at least four (4) members of the City Council, be removed and a successor be appointed in a like manner. The Council, by an affirmative vote of at least four (4) members, may authorize the City Manager or the City Attorney to hire such deputies or assistants as necessary; such deputies or assistants shall serve at the discretion of the appointive officer by whom they are hired. At such times as the City Attorney cannot represent the City in a given matter or cause, because of a conflict of interest, the City Manager may retain an attorney, subject to the approval of the City Council, to represent the City's interest in such matter or cause.

Section 2-16. Quorum. A quorum to do business shall consist of at least four (4) members of the City Council. A majority vote of the Council present at the meeting shall constitute the action of said Council, unless provided differently elsewhere in this Charter.

Section 2-17. Recall And Removal Applicable. All elective officers and those appointed to fill vacancies in elective office as herein provided, shall hold their respective

Sidney D. Brown, PLLC
Attorney & Counselor at Law

213 East Oklahoma Avenue
Guthrie, Oklahoma 73044

Telephone: (405) 293-0030
Toll-Free Fax: (877) 320-7455

SID BROWN ANNOUNCES
LAW OFFICE OPENING IN GUTHRIE

Sid Brown is proud to announce the opening of his Guthrie law office in association with Tim Green.

As a former Associate District Judge (Presiding Judge of the Oklahoma County Juvenile Court) and an Assistant Attorney General of Oklahoma in the Criminal Prosecution Division, he offers his services in the following areas of expertise:

Adoptions	**Juvenile Law**	**Family Law (Divorce)**
Criminal Law	**Personal Injury**	**Wills & Trusts**
Probate	**Guardianships**	**Contracts**

His background includes:

- ☆ Licensed to Practice before U.S. Supreme Court, Oklahoma Supreme Court, U.S. Federal Courts, and the Oklahoma Court of Criminal Appeals & Oklahoma Appellate Courts
- ☆ Former Professor in Criminal Justice, Family Law, Juvenile Law and Business Law
- ☆ Former personal injury defense attorney for major national insurance company
- ☆ "Of Counsel" with Morgan & Associates, P.C. - Commercial Litigation Law
- ☆ Commissioner - Oklahoma Commission on Children & Youth
- ☆ Former Member: Governor's Ad Hoc Cabinet Council on Children
- ☆ Former Member: Numerous legislative and gubernatorial commissions and committees
- ☆ Former Juvenile Parole Officer & Administrator - State of Oklahoma

ALL MAJOR CREDIT CARDS ACCEPTED

CITY OF GUTHRIE OKLAHOMA

Agenda Item Cover Letter

Meeting	Date of Meeting	Contact
x City Council __ GPWA __ Other: _____	August 21, 2012	Rene Spineto, Director Community Development

Agenda Item
Consider approval of Ordinance #3233 adopting the 2009 Edition of the International Residential Building Code.

Summary
New editions of the International Building Code are published every three (3) years. During the 24 to 36 months which follow, communities review the content of the new codes, discover errors, report them to the International Code Council who then publishes errata or changes. The City of Guthrie has reviewed the 2009 edition with other communities and upon the mandate from the State of Oklahoma Uniform Building Code Commission is prepared to adopt the 2009 Edition of the International Residential Building Code.

This Ordinance will also adopt the International Property Maintenance Code.

Funding Expected	____ Revenue	____ Expenditure	x N/A
Budgeted	____ Yes	____ No	x N/A
Account Number	_____	**Amount**	

Legal Review ____ N/A x Required Completed Date: 11/29/11

Mayor's Appt. ____ Yes x No

Supporting documents attached:
- Ordinance
- Copy of presentation

Action Needed	____ Public Hearing	x Motion	____ Emergency Clause

ORDINANCE NO. 3233

AN ORDINANCE AMENDING CHAPTER 4 OF THE GUTHRIE CITY CODE, ARTICLE 21, SECTION 420; ADOPTING THE "INTERNATIONAL RESIDENTIAL CODE FOR ONE- AND TWO-FAMILY DWELLINGS" 2009 EDITION; ESTABLISHING MINIMUM STANDARDS REGULATING AND CONTROLING THE DESIGN, CONSTRUCTION, QUALITY OF MATERIALS, ERECTION, INSTALLATION, ALTERATION, REPAIR, LOCATION, RELOCATION, REPLACEMENT, ADDITION TO, USE OR MAINTENANCE OF BUILDING, MECHANICAL, PLUMBING AND ELECTRICAL SYSTEMS IN RESIDENTIAL BUILDINGS NOT MORE THAN THREE STORIES IN HEIGHT; PROVIDING FOR ISSUANCE OF PERMITS AND COLLECTION OF FEES; PROVIDING PENALTIES FOR THE VIOLATION THEREOF; PROVIDING A SAVING CLAUSE AND PROVIDING FOR CODIFICATION.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF GUTHRIE, OKLAHOMA:

PART 1.

Chapter 4, Article 21, Section 4-420 of the Guthrie City Code is hereby amended to read as follows:

Section 4-420.

International Residential Code For One-And Two- Family Dwellings 2009 Edition Adopted.

(A) There is hereby adopted a certain document marked and designated as the "International Residential Code For One-And Two- Family Dwellings", as published by the International Code Council, 2009 edition, for regulating the design, construction, quality of materials, erection, installation, alteration, repair, location, relocation, replacement, addition to, use or maintenance of building, mechanical, plumbing and electrical systems in the City of Guthrie and providing that all of the regulations, provisions, appendices, standards, indexes, modifications, conditions and terms of such International Residential Code, 2009 edition, are hereby referred to, adopted and made a part hereof as if fully set out in this ordinance.

(B) The following sections of said "International Residential Code for One-And Two-Family Dwellings", 2009 edition, are hereby revised accordingly:

(1) Section R101.1, Insert: "City of Guthrie

(2) Section R301.2(1), Insert: Roof snow load: Pounds per square feet-10
Wind Pressure: Pounds per square feet-90
Seismic Condition by Zone 1
Weathering: Moderate
Frost Line Depth: Yes – Average 18"
Termite: Moderate to Heavy
Decay: Slight to Moderate
Winter Design Temp for Heating
Facilities: 68°
Radon – Resistant Construction
Required: No

(3) Section P2603.6.1, (sewer depth) Insert: 12 inch minimum for septic tanks, insert 12 inch minimum for public sewer.

(4) All amendments and modifications to the IRC 2009 Edition, as drafted by the State of Oklahoma Uniform Building Code Commission are adopted as an addendum and made part of this Ordinance.

PART 2. **Saving Clause.**

Nothing in this Ordinance or in the "International Residential Code for One and Two Family Dwellings" 2009 edition hereby adopted shall be construed to affect any suit or proceeding impending in any court, or any rights acquired or existing, under any act or ordinance hereby repealed as cited in Section 1 of this Ordinance; nor shall any just or legal right or remedy of any character be lost, impaired or affected by this Ordinance.

PART 3. **Codification.**

That Part 1 of this Ordinance is hereby codified as Chapter 4, Article 21, Section 420 (A) and (B) inclusive of the Guthrie City Code.

ADOPTED AND APPROVED this _____day of August, 2012.

_____
Mayor

ATTEST: (Seal)

_____
City Clerk

APPROVED AS TO FORM:

_____
City Attorney

CITY OF GUTHRIE

Building & Maintenance Ordinances

7-17-12

•Request #1:

- Update Chapter 4 of the Guthrie City Code to meet current standards of the International Code Council.
  - Building
  - Mechanical
  - Plumbing
  - Electrical

Residential Construction

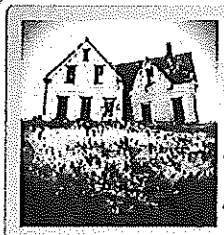
•Request #2:

- Adopt new Property Maintenance Code.
- Compiled by the International Code Council for residential and commercial use.

Property Maintenance Code

- <u>Request #1: International Building Code – updated nationally every three years</u>
  - (A) All modifications to the Residential Code – as drafted by the State of Oklahoma Uniform Building Code Commission are made a part of the proposed Ordinance.
  - (B) Will NOT include any provision for residential fire sprinklers.

Building Codes



<u>Request #1: Adopt ICC Property Maintenance Code</u>

- Applies to residential and commercial structures.
- Creates minimum requirements for premises, structures and equipment for light, ventilation, space, heating, sanitation, life safety & other hazards.
- Responsibility of owners and occupants.

Property Maintenance Code

Applicability:

- Utilities – all equipment and devices shall be maintained in good working order.
- No owner or occupant shall cause any service, equipment or utility to be removed from or shut off from and occupied dwelling, except for repairs.
- The provisions of this Ordinance shall not be applicable to the National Historic Landmark District.
- When an occupied structure or equipment is unsafe or unfit for human occupancy the structure shall be condemned.

Property Maintenance Code

Property Maintenance – Exterior Structure

The exterior of the structure must perform four primary functions:

1. It must be in good repair – no deterioration, or damaged or loose elements
2. It must be structurally sound – including stairways, porches and balconies
3. It must be kept in a sanitary condition
4. It must be capable of preventing the elements (rain, snow and wind) and rodents from entering the interior areas.

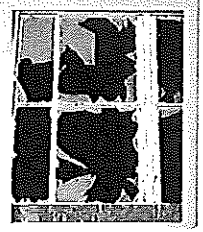
Property Maintenance – Interior Structure

The interior of the structure and equipment should be maintained in good repair, structurally sound and in a sanitary condition.

1. The interior of a structure and its equipment must be maintained so that it does not adversely affect the occupants' health and safety.
2. The interior must protect occupants from the exterior environment.

Interior Maintenance Requirements

- Structural members - adequately supports loads
- All interior surfaces, i.e., windows, doors, paint, plaster and wood must be maintained
- No accumulation of garbage and no insect or rodent infestation
- Established standards for ventilation, light and occupancy limitations
- Established standards for plumbing, heating, sewage disposal, electrical, air conditioning and fire protection



Improving our Community....

Improving our Quality of Life.

CITY OF GUTHRIE OKLAHOMA

Agenda Item Cover Letter

Meeting	Date of Meeting	Contact
x City Council ____ GPWA ____ Other: _____	August 21, 2012	Rene Spineto, Director Community Development

Agenda Item
Consider approval of Ordinance 3234 adopting the 2009 Edition of the International Building Code.

Summary
Ordinance 3234 will allow the City to update its regulations ensuring uniform compliance for building activities related to commercial and multi-family building construction. The International Building Code is compiled by the International Code Council, a national industry Council which oversees the standards and regulations for the design and construction industries.

Funding Expected ____ Revenue ____ Expenditure x N/A

Budgeted ____ Yes ____ No x N/A

Account Number _____ **Amount**

Legal Review ____ N/A x Required Completed Date: 11/29/11

Mayor's Appt. ____ Yes x No

Supporting documents attached:
- Ordinance

Action Needed ____ Public Hearing x Motion ____ Emergency Clause

ORDINANCE NO. 3234

AN ORDINANCE OF THE CITY OF GUTHRIE AMENDING CHAPTER 4 OF THE GUTHRIE CITY CODE, ARTICLE 1, SECTION 4-1; ADOPTING THE 2009 EDITION OF THE "INTERNATIONAL BUILDING CODE"; ESTABLISHING MINIMUM STANDARDS REGULATING AND CONTROLING THE DESIGN, CONSTRUCTION, QUALITY OF MATERIALS, ERECTION, INSTALLATION, ALTERATION, REPAIR, LOCATION, RELOCATION, REPLACEMENT, AND ADDITIONS THEREOF; GOVERNING THE CONDITIONS, USE AND MAINTENANCE OF ALL BUILDINGS; PROVIDING FOR ISSUANCE OF PERMITS, REQUIRING INSPECTIONS, AND FOR THE COLLECTION OF FEES; PROVIDING PENALTIES FOR THE VIOLATION THEREOF; PROVIDING A SAVING CLAUSE AND PROVIDING FOR CODIFICATION.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF GUTHRIE, OKLAHOMA:

SECTION 1. Chapter 4, Article 1, Section 4-1 of the Guthrie City Code is hereby amended to read as follows:

Section 4-1. International Building Code 2009 Edition Adopted.

(A) There is hereby adopted a certain document marked and designated as the "International Building Code", as published by the International Code Council, 2009 edition, for regulating the design, construction, quality of materials, erection, installation, alteration, repair, location, relocation, replacement, addition to, use or maintenance of all buildings, in the City of Guthrie and providing that all of the regulations, provisions, appendices, standards, indexes, modifications, conditions and terms of such International Building Code, 2009 edition, are hereby referred to, adopted and made a part hereof as if fully set out in this ordinance.

(B) The following sections of said "International Building Code", 2009 edition, are hereby revised accordingly:

(1) Section 101.1, Insert: "City of Guthrie."

(2) Section 1612.3, Insert: Flood Ordinance #3214 for the City of Guthrie, adopted September 21, 2010.

(3) All amendments and modifications to the IBC 2009 Edition, as drafted by the State of Oklahoma Uniform Building Code Commission are adopted as an addendum and made part of this Ordinance.

SECTION 2. **Saving Clause.**

Nothing in this Ordinance or in the "International Building Code" 2009 edition hereby adopted shall be construed to affect any suit or proceeding impending in any court, or any rights acquired or existing, under any act or ordinance hereby repealed as cited in Section 1 of this Ordinance; nor shall any just or legal right or remedy of any character be lost, impaired or affected by this Ordinance.

SECTION 3. **Codification.**

That Section 1 of this Ordinance is hereby codified as Chapter 4, Article 1, Section 4-1 (A) and (B) inclusive of the Guthrie City Code.

ADOPTED AND APPROVED this _____day of August, 2012.

_____
Mayor

ATTEST: (Seal)

_____
City Clerk

APPROVED AS TO FORM:

_____
City Attorney

CITY OF GUTHRIE OKLAHOMA

Agenda Item Cover Letter

Meeting	Date of Meeting	Contact
x City Council ____ GPWA ____ Other: _____	August 21, 2012	Rene Spineto, Director Community Development

Agenda Item
Consider approval of Ordinance 3235 adopting the 2009 Edition of the International Mechanical Code.

Summary
Ordinance 3235 will allow the City to update its regulations ensuring uniform compliance for building activities related to mechanical construction (heating, ventilation and air conditioning). The International Building Code is compiled by the International Code Council, a national industry Council which oversees the standards and regulations for the design and construction industries.

Funding Expected ____ Revenue ____ Expenditure x N/A

Budgeted ____ Yes ____ No x N/A

Account Number _____ **Amount**

Legal Review ____ N/A x Required Completed Date: 11/29/11

Mayor's Appt. ____ Yes x No

Supporting documents attached:
- Ordinance

Action Needed ____ Public Hearing x Motion ____ Emergency Clause

ORDINANCE NO. 3235

AN ORDINANCE OF THE CITY OF GUTHRIE ADOPTING THE 2009 EDITION OF THE "INTERNATIONAL MECHANICAL CODE" REGULATING AND GOVERNING THE DESIGN, CONSTRUCTION, QUALITY OF MATERIALS, ERECTION, INSTALLATION, ALTERATION, REPAIR, LOCATION, RELOCATION, REPLACEMENT, ADDITION TO, USE OR MAINTENANCE OF MECHANICAL SYSTEMS AS HEREIN PROVIDED; PROVIDING FOR THE ISSUANCE OF PERMITS AND THE COLLECTION OF FEES THEREFOR; AMENDING CHAPTER 4, ARTICLE 17, SECTION 4-355, OF THE GUTHRIE CITY CODE, AND PROVIDING PENALTIES FOR THE VIOLATION THEREOF AND PROVIDING A SAVINGS CLAUSE; PROVIDING FOR CODIFICATION.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF GUTHRIE, OKLAHOMA:

SECTION 1. Chapter 4, Article 17, Section 4-355 of the Guthrie City Code is hereby amended to read as follows:

Section 4-355. The 2009 International Mechanical Code adopted.

(a) There is hereby adopted as the Mechanical Code of the City of Guthrie, Oklahoma, the 2009 "International Mechanical Code" as published by the International Code Council for the control of buildings and structures as herein provided, and each and all of the regulations, provisions, penalties, conditions and terms of the said International Mechanical Code are hereby referred to, adopted and made a part hereof, as if fully set out in this ordinance with all indexes, additions, insertions, deletions and changes, if any, prescribed in Section 4-355 (B) hereof, a copy of which the International Mechanical Code (hereinafter collectively referred to as the "Guthrie Mechanical Code" is on file in the Office of City Clerk of the City of Guthrie, Oklahoma.

(b) The following sections of the said International Mechanical Code are hereby revised as follows:

(1) Section 101.1, Insert: "City of Guthrie".

(2) Section 106.5.2, Insert: As per Master Fee Schedule

(3) Section 106.5.3, Delete Entire Section.

(4) Section 108.4, Insert: Misdemeanor, Five Hundred Dollars ($500.00), Delete "not exceeding number of days".

(5) Section 108.5, Insert: Minimum $100, Maximum $500.

(6) All amendments and modifications to the IPC 2009 edition, as drafted by the State of Oklahoma's Uniform Building Code Commission, are adopted as an addendum and made part of this ordinance.

SECTION 2. **Saving Clause.**

Nothing in this Ordinance or in the Guthrie Mechanical Code hereby adopted as aforesaid shall be construed to affect any suit or proceeding impending in any court, or any rights acquired, or liability incurred, or any cause or causes of action acquired or existing, under any act or ordinance hereby repealed as cited in Section 1 of this Ordinance; nor shall any just or legal right or remedy of any character be lost, impaired or affected by this Ordinance.

SECTION 3. **Codification.**

Section 1 of this Ordinance is then hereby codified as Chapter 4, Article17, and Section 4-355 (A) and (B) of the Guthrie City Code.

ADOPTED AND APPROVED this _____ day of _____, 2012.

_____
Mayor

ATTEST: (Seal)

_____
City Clerk

APPROVED AS TO FORM:

_____
City Attorney

CITY OF GUTHRIE OKLAHOMA

Agenda Item Cover Letter

Meeting	Date of Meeting	Contact
x City Council	August 21, 2012	Rene Spineto, Director
____ GPWA		Community Development
____ Other: _____		

Agenda Item
Consider approval of Ordinance 3236 adopting the 2009 Edition of the International Fuel Gas Code.

Summary
Ordinance 3236 will allow the City to update its regulations ensuring uniform compliance for building activities related to gas piping and plumbing for gas-fed appliances. The International Building Code is compiled by the International Code Council, a national industry Council which oversees the standards and regulations for the design and construction industries.

Funding Expected ____ Revenue ____ Expenditure x N/A

Budgeted ____ Yes ____ No x N/A

Account Number _____ **Amount**

Legal Review ____ N/A x Required Completed Date: 11/29/11

Mayor's Appt. ____ Yes x No

Supporting documents attached:
- Ordinance

Action Needed ____ Public Hearing x Motion ____ Emergency Clause

ORDINANCE NO.3236

AN ORDINANCE OF THE CITY OF GUTHRIE ADOPTING THE 2009 EDITION OF THE 'INTERNATIONAL FUEL GAS CODE" REGULATING AND GOVERNING FUEL GAS SYSTEMS AND GAS FIRED APPLIANCES IN THE CITY OF GUTHRIE; PROVIDING FOR THE ISSUANCE OF PERMITS AND THE COLLECTION OF FEES THEREFOR; AMENDING CHAPTER 4, ARTICLE 4, SECTION 4-55, OF THE GUTHRIE CITY CODE, AND PROVIDING PENALTIES FOR THE VIOLATION THEREOF AND PROVIDING A SAVINGS CLAUSE; PROVIDING FOR CODIFICATION.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF GUTHRIE, OKLAHOMA:

SECTION 1. Chapter 4, Article 4, Section 4-55 of the Guthrie City Code is hereby amended to read as follows:

Section 4-55. The 2009 International Fuel Gas Code adopted.

(a) There is hereby adopted as the Fuel Gas Code of the City of Guthrie, Oklahoma, the 2009 "International Fuel Gas Code" as published by the International Code Council for the control of buildings and structures as herein provided, and each and all of the regulations, provisions, penalties, conditions and terms of the said International Fuel Gas Code are hereby referred to, adopted and made a part hereof, as if fully set out in this ordinance with all indexes, additions, insertions, deletions and changes, if any, prescribed in Section 4-55 (B) hereof, a copy of which Fuel Gas Code (hereinafter collectively referred to as the "Guthrie Fuel Gas Code" is on file in the Office of City Clerk of the City of Guthrie, Oklahoma.

(b) The following sections of the said International Plumbing Code are hereby revised as follows:

(1) Section 101.1, Insert: "City of Guthrie".

(2) Section 106.6.2, Insert: As per Master Fee Schedule

(3) Section 106.6.3, Delete entire Section.

(4) Section 108.4, Insert: Misdemeanor, Five Hundred Dollars ($500.00), Delete "not exceeding number of days".

(5) .All amendments and modifications to the IPC 2009 edition, as drafted by the State of Oklahoma's Uniform Building Code Commission, are adopted as an addendum and made part of this ordinance.

SECTION 2. **Saving Clause.**

Nothing in this Ordinance or in the Guthrie Fuel Gas Code hereby adopted as aforesaid shall be construed to affect any suit or proceeding impending in any court, or any rights acquired, or liability incurred, or any cause or causes of action acquired or existing, under any act or ordinance hereby repealed as cited in Section 1 of this Ordinance; nor shall any just or legal right or remedy of any character be lost, impaired or affected by this Ordinance.

SECTION 3. **Codification.**

Section 1 of this Ordinance is hereby codified as Chapter 4, Article 4, Section 4-55 (A) and (B) of the Guthrie City Code.

ADOPTED AND APPROVED this _____ day of _____, 2012.

_____
Mayor

ATTEST: (Seal)

_____
City Clerk

APPROVED AS TO FORM:

_____
City Attorney

CITY OF GUTHRIE OKLAHOMA

Agenda Item Cover Letter

Meeting	Date of Meeting	Contact
x City Council	August 21, 2012	Rene Spineto, Director
____ GPWA		Community Development
____ Other: _____		

Agenda Item
Consider approval of Ordinance 3237 adopting the 2009 Edition of the International Plumbing Code.

Summary
Ordinance 3237 will allow the City to update its regulations ensuring uniform compliance for Construction activities related to plumbing. The International Plumbing Code is compiled by the International Code Council, a national industry Council which oversees the standards and regulations for the design and construction industries.

Funding Expected ____ Revenue ____ Expenditure x N/A

Budgeted ____ Yes ____ No x N/A

Account Number _____ **Amount**

Legal Review ____ N/A x Required Completed Date: 11/29/11

Mayor's Appt. ____ Yes x No

Supporting documents attached:
- Ordinance

Action Needed ____ Public Hearing x Motion ____ Emergency Clause

ORDINANCE NO. 3237

AN ORDINANCE OF THE CITY OF GUTHRIE ADOPTING THE 2009 EDITION OF THE 'INTERNATIONAL PLUMBING CODE" REGULATING AND GOVERNING THE DESIGN, CONSTRUCTION, QUALITY OF MATERIALS, ERECTION, INSTALLATION, ALTERATION, REPAIR, LOCATION, RELOCATION, REPLACEMENT, ADDITION TO, USE OR MAINTENANCE OF PLUMBING SYSTEMS IN THE CITY OF GUTHRIE; PROVIDING FOR THE ISSUANCE OF PERMITS AND THE COLLECTION OF FEES THEREFOR; AMENDING CHAPTER 4, ARTICLE 3, SECTION 4-35, OF THE GUTHRIE CITY CODE, AND PROVIDING PENALTIES FOR THE VIOLATION THEREOF AND PROVIDING A SAVINGS CLAUSE; PROVIDING FOR CODIFICATION.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF GUTHRIE, OKLAHOMA:

SECTION 1. Chapter 4, Article 3, Section 4-35 of the Guthrie City Code is hereby amended to read as follows:

Section 4-35. The 2009 International Plumbing Code adopted.

(a) There is hereby adopted as the Plumbing Code of the City of Guthrie, Oklahoma, the 2009 "International Plumbing Code" as published by The International Code Council for the control of buildings and structures as herein provided, and each and all of the regulations, provisions, penalties, conditions and terms of the said International Plumbing Code are hereby referred to, adopted and made a part hereof, as if fully set out in this Ordinance with all indexes, additions, insertions, deletions and changes, if any, prescribed in Section 4-35 (B) hereof, a copy of which Plumbing Code (hereinafter collectively referred to as the "Guthrie Plumbing Code" or "Plumbing Code") is on file in the Office of City Clerk of the City of Guthrie, Oklahoma.

(b) The following sections of the said International Plumbing Code are hereby revised as follows:

(1) Section 101.1, Insert: "City of Guthrie".

(2) Section 106.6.2, Insert: As per Master Fee Schedule

(3) Section 106.6.3, Delete entire Section.

(4) Section 108.4, Insert: Misdemeanor, Five Hundred Dollars ($500.00)

(5) Section 108.5 Insert: Not less than $100.00, not more than $500.00.

(6) Section 305.6.1, Insert: Twelve inches (12), and Twelve inches (12)

(7) Section 904.1, Insert: Twelve inches (12)

(8) All amendments and modifications to the IPC 2009 edition, as drafted by the State of Oklahoma's Uniform Building Code Commission, are adopted as an addendum and made part of this ordinance.

SECTION 2. **Saving Clause.**

Nothing in this Ordinance or in the Guthrie Plumbing Code hereby adopted as aforesaid shall be construed to affect any suit or proceeding impending in any court, or any rights acquired, or liability incurred, or any cause or causes of action acquired or existing, under any act or ordinance hereby repealed as cited in Section 1 of this Ordinance; nor shall any just or legal right or remedy of any character be lost, impaired or affected by this Ordinance.

SECTION 3. **Codification.**

Section 1 of this Ordinance is hereby codified as Chapter 4, Article 3, Section 4-35 (A) and (B) of the Guthrie City Code.

ADOPTED AND APPROVED this _____ day of _____, 20012.

_____
Mayor

ATTEST: (Seal)

_____
City Clerk

APPROVED AS TO FORM:

_____
City Attorney

CITY OF GUTHRIE OKLAHOMA

Agenda Item Cover Letter

Meeting	Date of Meeting	Contact
x City Council ____ GPWA ____ Other: _____	August 21, 2012	Rene Spineto, Director Community Development

Agenda Item
Consider approval of Ordinance 3238 adopting the National Electrical Code.

Summary
Ordinance 3238 will allow the City to update its regulations ensuring uniform compliance for building activities related to the design, installation and construction of electrical systems.. The National Electric Code is compiled by National Fire Protection Association, a national organization which oversees the standards and regulations for the design and construction industries.

Funding Expected	____ Revenue	____ Expenditure	x N/A
Budgeted	____ Yes	____ No	x N/A
Account Number	_____	**Amount**	
Legal Review	____ N/A	x Required	Completed Date: 11/29/11
Mayor's Appt.	____ Yes	x No	

Supporting documents attached:
- Ordinance

Action Needed ____ Public Hearing x Motion ____ Emergency Clause

ORDINANCE NO. 3238

AN ORDINANCE RELATED TO ELECTRICAL INSTALLATIONS, AMENDING CHAPTER 4, ARTICLE 6, SECTION 4-87, GUTHRIE CITY CODE ON ESTABLISHED MINIMUM REGULATIONS GOVERNING THE DESIGN, INSTALLATION AND CONSTRUCTION OF ELECTRICAL SYSTEMS, BY PROVIDING REASONABLE SAFEGUARDS TO PROTECT THE PUBLIC HEALTH AND SAFETY AGAINST THE HAZARDS OF INADEQUATE, DEFECTIVE OR UNSAFE ELECTRICAL SYSTEMS AND INSTALLATIONS. TO ADOPT THE NFPA-70 "NATIONAL ELECTRICAL CODE" 2008 EDITION AS THE GUTHRIE ELECTRICAL CODE; PROVIDING FOR THE ISSUANCE OF PERMITS, THE COLLECTION OF FEES, AND PENALTIES FOR THE VIOLATION THEREOF; PROVIDING A SAVING CLAUSE, AND PROVIDING FOR CODIFICATION.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF GUTHRIE, OKLAHOMA:

SECTION 1. Chapter 4, Article 6, Section 4-87 of the Guthrie City Code is hereby amended to read as follows:

Section 4-87. NFPA-70 "National Electrical Code" 2008 Edition Adopted.

There is hereby adopted as the Electrical Code of the City of Guthrie, Oklahoma, "The NFPA-70, "National Electrical Code" 2008 Edition, as published by The National Fire Protection Association, for the control of buildings and structures as herein provided, and each and all of the regulations, provisions, appendices, indexes, standards, penalties, conditions and terms of the said National Electrical Code are hereby referred to, adopted and made a part hereof, as if fully set out in this Ordinance (hereinafter referred to as the "Guthrie Electrical Code" or "Electric Code") is on file in the Office of City Clerk of the City of Guthrie, Oklahoma.

SECTION 2. **Saving Clause.**

Nothing in this Ordinance or in the Electric Code hereby adopted shall be construed to affect any suit or proceeding impending in any court, or any rights acquired or existing, under any act or ordinance hereby repealed as cited in Section 1 of this Ordinance; nor shall any just or legal right or remedy of any character be lost, impaired or affected by this Ordinance.

SECTION 3. **Codification.**

Section 1 of this Ordinance is hereby codified as Chapter 4, Article 6, 4-87 of the Guthrie City Code.

ADOPTED AND APPROVED this _____ day of _____, 2012.

_____
Mayor

ATTEST: (Seal)

_____
City Clerk

APPROVED AS TO FORM:

_____
City Attorney

CITY OF GUTHRIE OKLAHOMA

Agenda Item Cover Letter

Meeting	Date of Meeting	Contact
x City Council	August 21, 2012	Rene Spineto, Director
___ GPWA		Community Development
___ Other: ___		

Agenda Item
Consider approval of Ordinance #3240 adopting the 2009 Edition of the International Property Maintenance Code.

Summary
At a recent City Council workshop, staff presented information regarding updating all International Building Codes currently used by the City of Guthrie, as well as possible adoption of a new code, the International Property Maintenance Code (IPM). The IPM has become the national standard for cities wanting to establish specifications for existing buildings. More cities are adopting the IPM as a standardized method for use and maintenance of building elements, site conditions, swimming pools, plumbing, mechanical, electrical and fire protection systems in existing residential and nonresidential structures.

Funding Expected ___ Revenue ___ Expenditure x N/A

Budgeted ___ Yes ___ No x N/A

Account Number ___ **Amount**

Legal Review ___ N/A x Required Completed Date: 11/29/11

Mayor's Appt. ___ Yes x No

Supporting documents attached:
- Ordinance

Action Needed ___ Public Hearing x Motion ___ Emergency Clause

ORDINANCE NO. 3240

AN ORDINANCE AMENDING CHAPTER 4 OF THE GUTHRIE CITY CODE, BY ADDING ARTICLE 22, SECTION 4-422, SECTION 4-423, AND SECTION 4-424; ADOPTING THE "INTERNATIONAL PROPERTY MAINTENANCE CODE" 2009 EDITION; ESTABLISHING MINIMUM REQUIREMENTS AND STANDARDS TO ALL EXISTING RESIDENTIAL AND NONRESIDENTIAL STRUCTURES AND TO ALL EXISTING PREMISES. PROVIDING FOR THE COLLECTION OF FEES; PROVIDING FOR ENFORCEMENT, AND PENALTIES FOR THE VIOLATION THEREOF; PROVIDING A SAVING CLAUSE AND PROVIDING FOR CODIFICATION.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF GUTHRIE, OKLAHOMA:

Chapter 4, Article 22, Section 4-422 of the Guthrie City Code is hereby added and read as follows:

Section 4-422
International Property Maintenance For Existing Residential And Nonresidential Structures And All Existing Premises Adopted.

(A) There is hereby adopted a certain document marked and designated as the "International Property Maintenance" Code as published by the International Code Council, 2009 Edition, to establish minimum requirements and standards for premises, structures, equipment, facilities for light, ventilation, space, heating, sanitation, protection from the elements, life safety, safety from fire and other hazards, and for safe and sanitary maintenance; the responsibility of owners, operators and occupants; the occupancy of existing structures and premises, and for administration, enforcement and penalties within the City of Guthrie, and providing that all of the regulations, provisions, appendices, standards, indexes, modifications, conditions and terms of such International Property Maintenance Code, 2009 edition, are hereby referred to, adopted and made a part hereof as if fully set out in this ordinance.

(B) The following sections of said "International Property Maintenance" Code, 2009 edition, are hereby revised accordingly:

(1) Section 101.1, Insert: "City of Guthrie
(2) Section 103.5, Insert: City of Guthrie's Master Fee Schedule
(3) All sections as amended, modified and drafted by the State of Oklahoma's Uniform Building Code Commission are adopted as an addendum and made part of this Ordinance.

SECTION 423. **Saving Clause.**

Nothing in this Ordinance or in the "International Property Maintenance" Code 2009 edition hereby adopted, shall be construed to affect any suit or proceeding impending in any court, or any rights acquired or existing, under any act or ordinance hereby repealed as cited in Section 1 of this Ordinance; nor shall any just or legal right or remedy of any character be lost, impaired or affected by this ordinance.

SECTION 424 **Codification.**

That Section 1 of this ordinance is hereby codified as Chapter 4, Article 22, Section 4-422 (A) and (B) inclusive of the Guthrie City Code.

ADOPTED AND APPROVED this _____day of August, 2012.

_____
Mayor

ATTEST: (Seal)

_____
City Clerk

APPROVED AS TO FORM:

_____
City Attorney

CITY OF GUTHRIE OKLAHOMA

Agenda Item Cover Letter

Meeting	Date of Meeting	Contact
X City Council	August 21, 2012	Wanda Calvert
____ GPWA		City Clerk/Treasurer
____ Other: _____		

Agenda Item
Consider approval of Ordinance No. 3239, creating a Stabilization Fund Balance Policy for the General Fund.

Summary
In an effort to provide fiscal stability for the City of Guthrie and allow City Management to apply fiscal prudence in managing the budgetary condition of the City, the proposed ordinance is creating a stabilization fund balance level. The amounts for the stabilization fund balance shall be deposited into a separate bank account and accounted for in the General Fund. The amounts deposited in the Stabilization Account are to be used only for the purposes defined within the proposed ordinance.

Funding Expected ____ Revenue ____ Expenditure X N/A

Budgeted ____ Yes ____ No X N/A

Account Number Stabilization Account **Amount** To be determine by the audit

Legal Review ____ N/A X Required Completed Date: 08-21-2012

Mayor's Appt. ____ Yes X No

Supporting documents attached
- Ordinance No. 3239

Recommendation
Staff recommends approval.

Action Needed ____ Public Hearing X Motion ____ Emergency Clause

ORDINANCE NO. 3239

AN ORDINANCE CREATING CHAPTER 7, ARTICLE 10, SECTION 7-176 OF THE GUTHRIE MUNICIPAL CODE PERTAINING TO ESTABLISHING A STABILIZATION FUND BALANCE POLICY.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF GUTHRIE, OKLAHOMA:

That Article 10 of Chapter 7 of the Guthrie Municipal Code pertaining to a Stabilization Fund Balance Policy is hereby established to provide as follows:

ARTICLE 10. STABILIZATION FUND

Section 7-176. Stabilization Fund Balance Policy.

(a) In an effort to provide fiscal stability for the City and allow City Management to apply fiscal prudence in managing the budgetary condition of the City, a desired stabilization fund balance level is established. The amounts for the desired stabilization fund balance shall be deposited into a separate bank account (hereafter referred to as "Stabilization Account") and accounted for in the General Fund. The amounts deposited in the Stabilization Account (including interest) are to be used only for the purposes defined in this section.

(b) The minimum amount to be contained in the Stabilization Account is 12% of the most recent audited annual non-capital operating expenses excluding Interfund Transfers for the General Fund. The General Fund will exclude any additional funds added for reporting purposes.

(c) The maximum amount to be contained in the Stabilization Account is 30% of the most recent audited annual non-capital operating expenses excluding Interfund Transfers for the General Fund.

(d) Minimum funding for the Stabilization Account when the balance is less than the minimum level as established in subsection (b) of this section shall not be less than 75% fund balance that falls into the categories of assigned and unassigned as of the most recent financial statements. Minimum funding for the Stabilization Account when the balance is less than the maximum level as established in subsection (c) of this section shall not be less than 50% of fund balance that falls into the categories of assigned and unassigned as of the most recent financial statements. This funding is to be transferred annually to the Stabilization Account.

(e) All interest and investment income earned from the balance of the Stabilization Account shall be left in the Stabilization Account until the balance reaches the maximum level as established in subsection (c). If the Stabilization Account balance is at the maximum amount, then interest and investment income may be transferred to another fund or account.

(f) Amounts held in the Stabilization Account in excess of the "minimum amount" established in this section may only be expended when certain specific circumstances exist. The circumstances requiring the expenditure of Stabilization Account funds are not expected to recur on a routine basis. The circumstances when it is necessary to appropriate or spend

Stabilization Account funds are subject to the objective criteria outlining the parameters of acceptable uses of Stabilization Account funds included below. The existence of the circumstances must be declared by a five-sevenths majority vote of all of the members of the governing body establishing that one or more of the criteria listed below exists:

i. Expenditures for emergency situations for life, health, or public safety issues for which no existing appropriation exists;

ii. Situations where a significant revenue decline in excess of 5% of General Fund original budgeted estimated revenues (excluding transfers in) arises that could not have reasonably been foreseen, and for which new revenue is not available and transfers of existing appropriations are not considered feasible or appropriate in maintaining existing service levels;

iii. Correcting the results of an inaccurate estimate, accounting error, or budgeting error in excess of 5% of General Fund original budgeted estimated revenues (excluding transfers in).

iv. Expenditures where the proposed use is of a nonoperational nature involving capital or technical purchases having a useful life of greater than five years that will improve the efficiency of the City government. These efficiency improvements should result in tangible benefits that can be measured financially, through better service to the citizens, or in increased productivity for City employees;

v. Expenditures where the proposed use is of a nonrecurring nature, such as start-up costs of a program whose ongoing costs are otherwise funded, matching funds for a grant, or up-front payment of grant eligible expenses to be reimbursed by grant revenues. These expenditures should result in tangible benefits that can be measured financially, through better service to the citizens, or in increased productivity for City employees;

(g) Amounts held in the Stabilization Account that are below the minimum threshold may be expended only under specific limited circumstances. The circumstances when it is necessary to appropriate or spend below the "minimum amount" required by this section, are set out below. The existence of the circumstances must be declared by a five-sevemths majority vote of all of the members of the governing body establishing that one or more of the criteria listed below exists:

i. Expenditures for emergency situations resulting from natural disasters for life, health, or public safety issues for which no existing appropriation exists;

ii. Situations where a significant revenue decline in excess of 5% of General Fund original budgeted estimated revenues (excluding transfers in) arises that could not have reasonably been foreseen, and for which new revenue is not available and transfers of existing appropriations are not considered feasible or appropriate in maintaining existing service levels;

iii. Correcting the results of an inaccurate estimate, accounting error, or budgeting error in excess of 5% of General Fund original budgeted estimated revenues (excluding transfers in).

PASSED AND APPROVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF GUTHRIE, OKLAHOMA, THIS _____ DAY OF _____, 2012.

_____
MAYOR

ATTEST:

_____
CITY CLERK

APPROVED AS TO FORM AND LEGALITY:

_____
CITY ATTORNEY

CITY OF GUTHRIE OKLAHOMA

Agenda Item Cover Letter

Meeting	Date of Meeting	Contact
x City Council	August 21, 2012	Rene Spineto, Director
____ GPWA		Community Development
____ Other: _____		

Agenda Item
Consider approval of a Revocable Permit for a fence in the City Right-of-Way located at 704 E. Warner.

Summary
City Council originally heard this request on August 7th. The subject was tabled so the applicant could supply a detailed site plan of the subject property.

The applicant requests approval of a Revocable Permit to install a fence on the west and south sides of her property located at 704 E. Warner. The property is located on the north-east corner of Warner and Maple Streets. The City has a Right-of-Way 30 feet from the center of the road on Maple and 40 feet from the center of the road on Warner. The proposed would be placed two feet in from the curb.

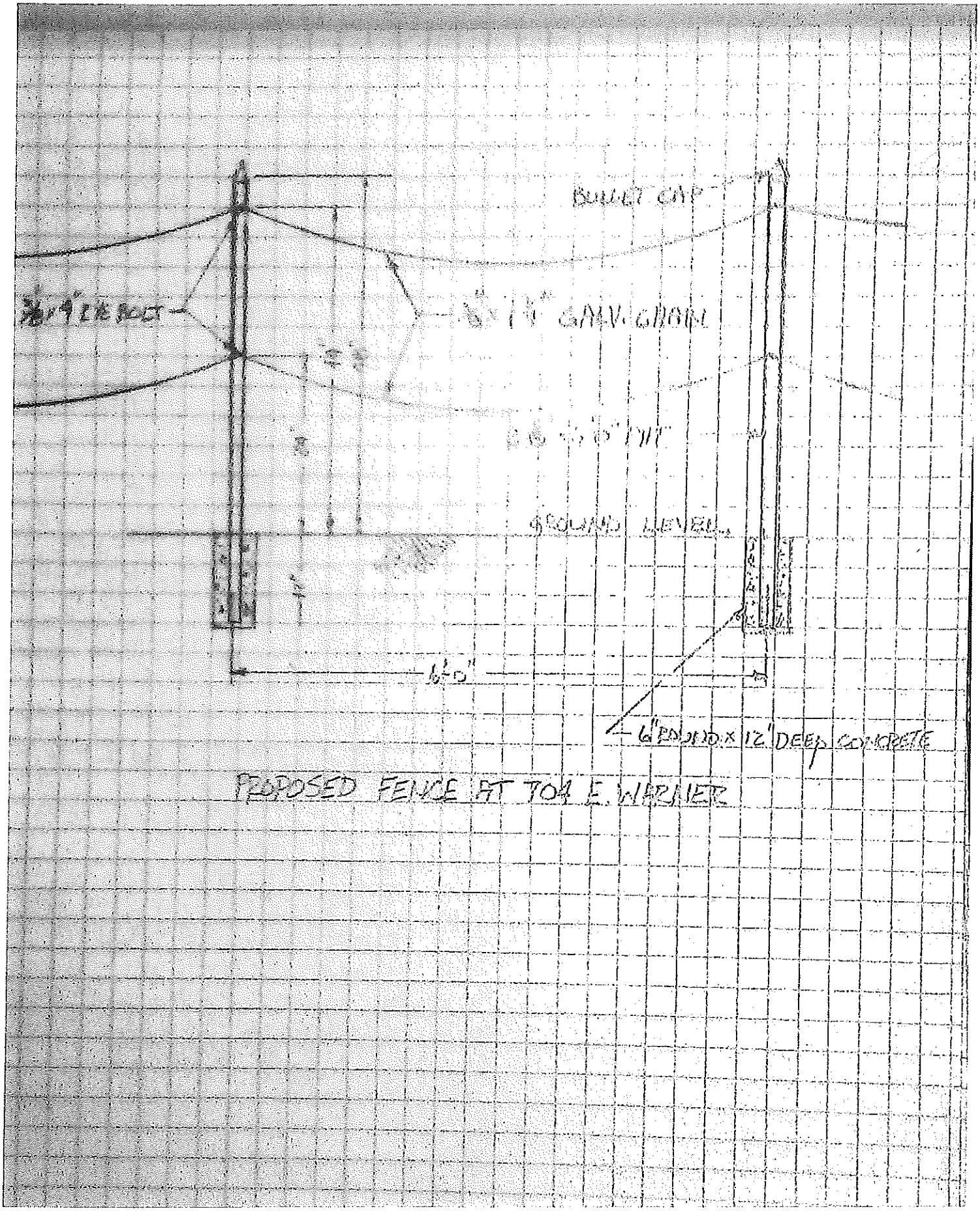
Ms. Cushing proposes to install a fence made of four foot tall black metal posts, spaced six feet apart. The posts would be joined by two rows of 3/8 inch galvanized chain attached to the posts at 44 inches high and a second row at 24 inches high. The chains would be draped like a garland between the posts, each chain sagging four inches between the posts. The posts and chain will be painted black. The chains will be removable if access from the road to the yard is necessary.

The owner has indicated she has experienced people cutting across the yard at a diagonal and on many occasions has had damage to her landscaping. She has had people walk up to her front porch and dining room windows to look inside, and school children have been led across her lawn by teachers and adult aides. Her fence design should provide an adequate visual block to the casual walker and still maintain a pleasant appearance for the historic building trolley tour.

Funding Expected	____ Revenue	____ Expenditure	x N/A
Budgeted	____ Yes	____ No	x N/A
Account Number	_____	**Amount**	
Legal Review	____ N/A	x Required	Completed Date: 8/1/12
Mayor's Appt.	____ Yes	x No	

Supporting documents attached:
- Drawing of fence design
- Revocable Permit
- Detailed Site Map
- Correspondence from applicant
- Pictures of the site

Action Needed	____ Public Hearing	x Motion	____ Emergency Clause


BULLET CAP
GALV. CHAIN
GROUND LEVEL
6'-0"
6" DIA. x 12" DEEP CONCRETE
PROPOSED FENCE AT 704 E. WARNER

REVOCABLE PERMIT AGREEMENT

This Revocable Permit Agreement entered into this ___ day of _____, 2012, by and between the City of Guthrie, Oklahoma, a municipal corporation, hereinafter referred to as "City" and Eve Cushing at 704 E. Warner, Guthrie, OK hereinafter referred to as "Permittee".

W I T N E S S E T H:

WHEREAS, PERMITTEE(S) desire to construct and maintain a fence located at 704 E. Warner extending over city property.

WHEREAS, the Guthrie City Council has approved the issuance of a revocable permit to PERMITTEE(S) for such purpose under certain terms and conditions.

1. The City hereby grants PERMITTEE(S) to construct a fence extending over city property at the location of 704 E. Warner, pursuant to the rules and regulations of the City of Guthrie, which property is described as follows:

East Guthrie, Lots 13-16, Block 28, City of Guthrie, Logan County

Within the City in accordance with and more particularly shown with the site plan attached hereto as Exhibit A and incorporated as fully set out.

2. The term of this permit shall be a period from the date of execution hereof until _(NON-EXPIRING)_____, 20__, unless otherwise terminated or extended as provided herein. PERMITTEE(S) shall not assign or transfer this Revocable Permit Agreement nor any portion thereof, nor any interest herein without the prior written consent of the City Council of the City. Any assignment or transfer without such written consent shall be void and shall terminate this Revocable Permit Agreement. The term of this permit may be extended or renewed at the sole discretion of the City of Guthrie upon the receipt of ninety (90) days prior written notice by the Permittee(s) served in person or by certified or registered first class U.S. Mail to the City of their desire to extend or renew the term hereof.

3. PERMITTEE(S) agrees to construct and maintain the above mentioned appurtenances in the public right-of-way in accordance with the plans and specifications approved by the City and attached hereto as Exhibit A and will fully comply with all federal, state and local laws, statutes, ordinances, rules, regulations and codes.

4. PERMITTEE(S) agrees to construct and maintain the appurtenances in a safe and proper manner

5. It is mutually agreed and understood between the parties hereto that by reason of the issuance of this permit, PERMITTEE(S) shall not be construed or deemed to have acquired any property right or contract of whatsoever kind or nature which is not subject to termination.

6. It is further agreed that this Revocable Permit may be revoked or canceled at the sole discretion of the City at any time after the granting hereof by the giving of five (5) days notice in writing, served by certified or registered mail, to PERMITTEE(S), of the City's intention to so revoke or cancel the permit. For the purposes of notification by mail, the Permittee(s) mailing address shall be 704 E. Warner, Guthrie, Oklahoma, 73044.

7. In the event of termination of this agreement, PERMITTEE(S) agrees to immediately remove all material and equipment, pursuant to all rules and regulations governing such removal and promptly restore the City's property, highway right of way, street or alleyway substantially to original condition subject to inspection and satisfaction of the City. Such removal and restoration shall be at PERMITTEE(S) sole expense.

8. It is expressly agreed and understood between the parties hereto that should it become necessary to remove all or any portion of the aforesaid appurtenances permitted herein, in whole or in part, neither the City nor any of its officers, employees, council members or agents shall be deemed responsible for any loss, cost, expense, claim or damages suffered or for repair or replacement of the aforesaid appurtenances in whole or in part by reason of such removal by PERMITTEE(S). Further, PERMITTEE(S) agrees and understands that they act at their own risk in constructing these appurtenances, on, over, across or upon the City's right-of-way or other public way.

9. PERMITTEE(S) expressly agrees to defend, indemnify and hold harmless the City, its agents, officers, council members and/or employees from any and all claims, loss, costs, settlements, judgments, damages, liability, demands or causes of action, including attorney fees and costs, arising out of or related to PERMITTEE(S), or any of their agent's, contractor's or employee's, use of the City's property, highway, street or alleyway right of way, and any negligent act or failure to act in the performance of any rights granted under this agreement.

10. The issuance of this Revocable Permit is expressly conditioned upon PERMITTEE(S) providing written proof of the written permission of any and all franchise holders and easement holders of record having an interest in the public right-of-way at 704 E. Warner.

In the event it shall be necessary for the City to enforce any rights protected under this agreement, PERMITTEE(S) agrees to pay all costs including reasonable attorney fees.

WITNESS the hands of the Parties hereto this ___ day of _____, 2012.

By:

_____
Eve Cushing
Property Owner

The City of Guthrie, a Municipal Corporation

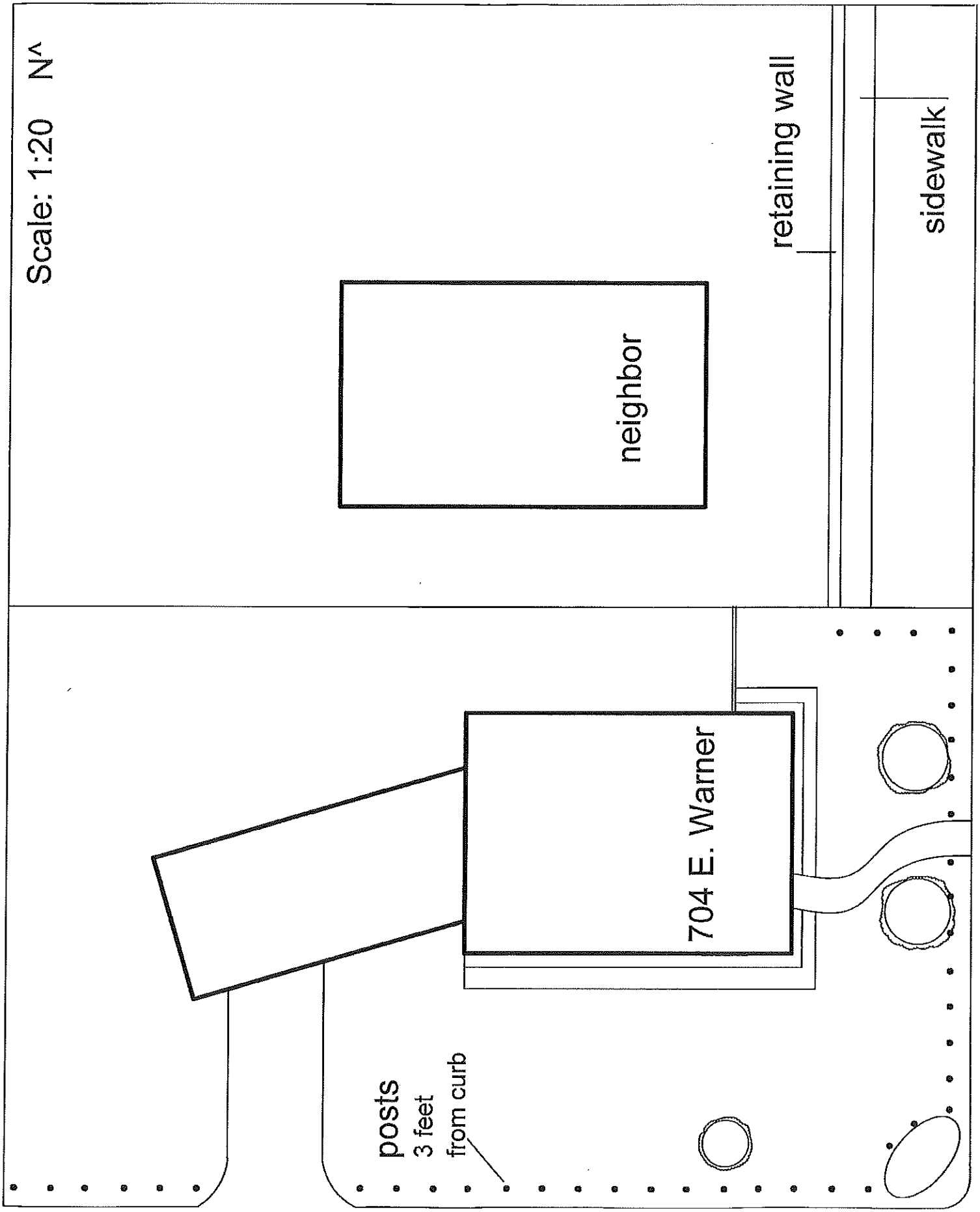
_____
Mayor

ATTEST: (Seal)

_____
City Clerk

APPROVED AS TO FORM:

_____
City Attorney


Scale: 1:20 N^
neighbor
retaining wall
sidewalk
704 E. Warner
posts
3 feet
from curb

DATE: 23 July 2012

FROM: Eve Cushing, 704 E. Warner, Guthrie, OK 73044
Cell: 405-205-6133..... evecushing@att.net

TO: Guthrie City Council

VIA: Rene Spineto, City Planner; 282-1110; rspineto@cityofguthrie.com
Jim Hanke, Chief Building Inspector; 282-1110; jhanke@cityofguthrie.com

SUBJ: FENCE PLACEMENT; REQUEST FOR REVOCABLE PERMIT

ENCL: Drawing of proposed fence

Ladies and Gentlemen:

Thank you for your consideration in the following matter. After meeting with Ms. Spineto and Mr. Hanke on 16 July 2012, I learned that the city has right-of-way 30' from center of road on Maple and 40' from center of road on Warner. Further, that fences cannot be built on right-of-way, but *can* with a revocable permit.

PROPOSAL: Fence in front yard on south and west sides at 704 E. Warner
(NE *corner* of Maple & Warner)

FENCE DESCRIPTION:
4' tall posts, 2 3/8" metal posts with bullet caps....spaced 6' apart.... buried 1' in ground.
Placed 2' from curb (between curb and 3 round brick flower beds which are 3 ½' from curb).
With 2 rows of 3/8" galvanized chain attached to posts at 44"H and 2nd row at 24"H
--Chains draped like a garland between posts, each chain sagging 4" between posts.
--Chains are removable if access from road to yard is necessary.
Posts and chain to be painted black.
All underground lines marked.

JUSTIFICATION:
1----To stop daily **trespassing** through flowerbeds and yard.
--School teachers repeatedly lead long lines of students (elementary, jr/sr high) through my yard.
--People walk right up against front porch and dining room window.
--Teenagers challenge me on my own property when I ask them nicely to stop using my yard as a thoroughfare.

2---To maintain **privacy** and **safety.**

3---Constant trespassing is **costing me money** by **undoing my work** in flowerbeds, landscaping, and grass-seeded areas.

4---To avoid further **vandalism** (3 police reports filed for vandalism since June 2010).

5---To maintain **'show house'** appearance of house & yard for historic buildings trolley tour.

6---List of yards with <u>fence/hedge up against/near the curb</u>:
6-1—SE corner of Warner & Capitol (624?, 824?, 385? N. Capitol)
4'H x 4'D hedge @ entire perimeter of front/side yard at curb.

6---List of yards with <u>fence/hedge up against/near the curb (cont'd)</u>:

6-2—1160 E Oklahoma (NW corner of Oklahoma & Cedar)
7'H hedge 2' from road on east side.

6-3--723 Broad (SW corner Broad & College)
Chicken wire fence 2' from curb on side and 15' from curb in front.

6-4—843 N Broad (SW corner of Broad & E Jefferson)
3' chain link fence at curb

6-5—502 Walnut (NE corner of Walnut & Mansur)
9'H and 6'H stockade fence at curb

6-6—720 E Mansur (west of Walnut)
3'H brown picket fence, 4 ½ ' fence to curb, on front and both sides
Flower bed outside picket fence, 2 ½ ' flower bed to curb
Justification: to have safe place for children to play.

6-7—618 Elm
28"H black wrought iron fence against curb in front

7---List of <u>*corner* lots with fences/hedges</u>:

7-1—SE corner of Warner & Capitol (624?, 824?, 385? N. Capitol)
4'H x 4'D hedge @ entire perimeter of front/side yard.

7-2—1160 E Oklahoma (NW corner of Oklahoma & Cedar)
7'H hedge 2' from road on east side.

7-3—SE corner lot at Warner & 2nd
Chain link fence 9' from curb on south and west sides of front yard.

7-4—NE corner of Warner & Broad
White picket fence on west and south sides of front yard.

7-5—723 Broad (SW corner Broad & College)
Chicken wire fence 2' from curb on side and 15' from curb in front.

7-6—623 Broad (SW corner of Broad & Washington)
Chain link on 2 sides

7-7—843 N Broad (SW corner of Broad & E Jefferson)
3' chain link fence to curb

7-8—SE corner of Ash & Jefferson
Chain link fence, 12' to street, with "beware of dog" sign.

7-9—NE corner of Ash & Jefferson
White picket fence, 8' to street

7-10—879 N Oak (NW corner of Oak & Jefferson)
Chain link all around at property line.

7---List of *corner* lots with fences/hedges (cont'd):

7-11—NE corner of Oak & Washington
Wrought iron fence on 2 sides, w/n boundary

7-12—NE corner of Oak & Mansur (public playground)
Chain link 8' to curb

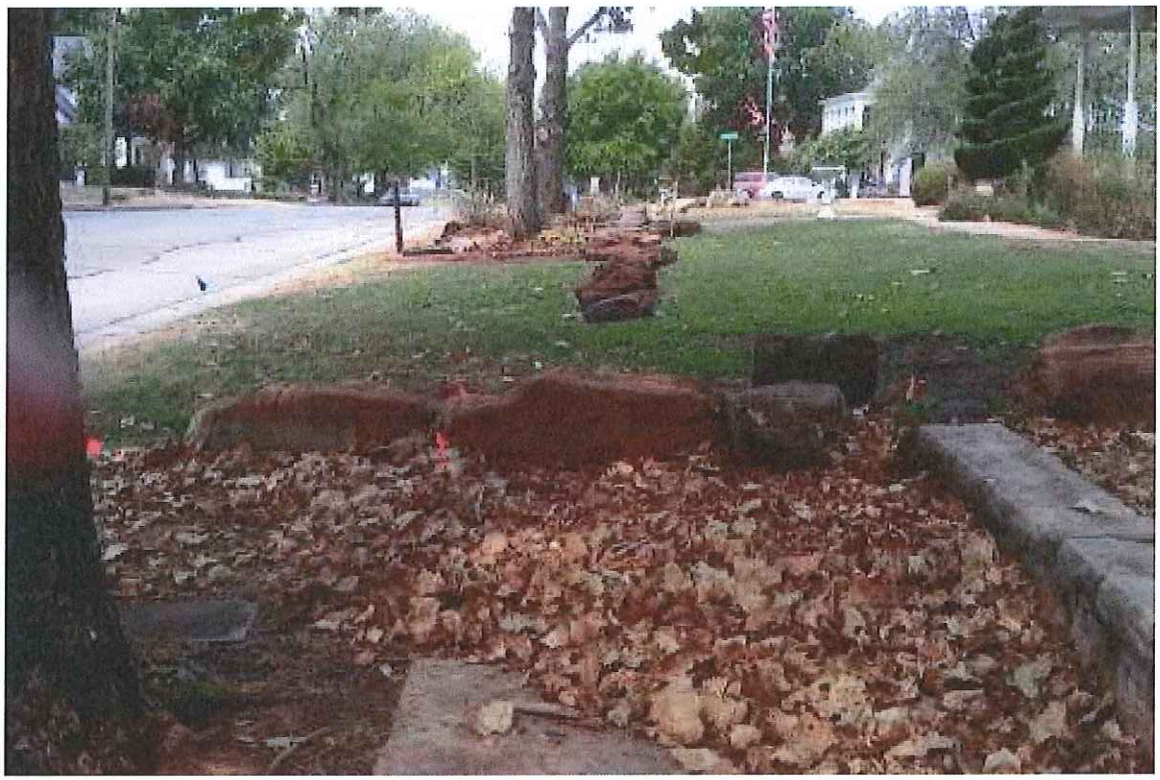
7-13—SW corner of Elm & Mansur (Trey Ayers' house)
7' stockade fence, north side inside sidewalk

7-14—SW corner of Maple & Mansur
6' stockade fence on east side yard, 25' from curb

7-15—502 Walnut (NE corner of Walnut & Mansur)
9'H and 6'H stockade fence at curb

7-16—723 Logan (corner of Logan & Walnut)
White picket fence on east and north sides

8---List of other houses with front yard fences:

8-1—606 Warner (across from Catholic Church)
Wrought iron fence front yard, inside sidewalk

8-2—Warner & Oak (house west of Lutheran Church)
White picket fence in front yard