



60th City Council

Mayor Chuck Burtcher

Ward I – Trey Ayers, John Wood Ward II – Mary Coffin, Patty Hazlewood

Ward III – Ellen Gomes, Gaylord Z. Thomas

GUTHRIE PUBLIC WORKS AUTHORITY MEETING

101 N. 2nd Street, Guthrie, OK 73044

May 18, 2010, 7:00pm

Agenda

1. Call to Order

2. Public Comments

3. Consent Agenda

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

- A. Consider approval of minutes of the Regular Guthrie Public Works Authority Meeting held May 4, 2010..... 3
B. Consider approval of claims 5

Resolution

- 4. Discussion and consideration of approval of Resolution No. 2010-03 establishing a CMOM Fee and revising the Water Treatment Plant Fee and Utility Billing User Fee 15
5. Consider approval of Resolution No. 2010-04, revising the Utility Billing and Collections Policy to increase the number of utility extensions per calendar year from two to four and accepting Residential Letter of Prior Payment History in lieu of a cash deposit..... 19

Ordinance

- 6. Discussion and consideration of adopting Ordinance No. 3210 amending water rates for the City of Guthrie and the Guthrie Public Works Authority for multiple years and declaring an emergency..... 27
7. 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 Workshop held on May 4, 2010 43
B. Consider approval of minutes of the Regular City Council Meeting held on May 4, 2010 47
C. Consider approval of claims 53
D. Consider approval of Treasurer’s Report..... 55

- E. Consider approval to (1) solicit bids for the construction of the Taxiway Delta Development Area Apron & Taxiway for the Guthrie-Edmond Regional Airport; (2) approval to apply for an OAC Grant as long as bids are within 5% of the Engineer's estimate, and (3) authorize receipt of the OAC Grant.....63
- F. Discussion and consideration of approval of Resolution No. 2010-03 establishing a CMOM Fee and revising the Water Treatment Plant Fee and Utility Billing User Fee(see pg 15)
- G. Discussion and consideration of adopting Ordinance No. 3210 amending water rates for the City of Guthrie and the Guthrie Public Works Authority for multiple years and declaring an emergency.....(see pg 27)

- 3. City Manager's Report
- 4. Requests/comments from members of the City Council.
- 5. Adjourn

MINUTES

GUTHRIE PUBLIC WORKS AUTHORITY

May 4, 2010

The regular meeting of the Guthrie Public Works Authority was posted on Friday, April 30, 2010 before 5:00 p.m. and held May 4, 2010 in the Guthrie City Hall Council Chambers.

Invocation was given by Chairman Chuck Burtcher.

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	Ellen Gomes	Mary Coffin
	John Wood	Patty Hazlewood	Gaylord Z. Thomas

Members Absent: Trey Ayers

Staff Present:	Matt Mueller	Randel Shadid	Wanda Calvert
	Lance Crenshaw	Jim Ahlgren	Rene Spineto
	Damon Devereaux	Maxine Pruitt	Kevin Dixon, Jr.

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

Public Comments. None.

Consent Agenda: Motion by Trustee Thomas, seconded by Trustee Hazlewood, moved approval of the Consent Agenda as follows:

A. Consider approval of the minutes from the Regular Guthrie Public Works Authority Meeting held on April 20, 2010.

B. Consider approval of Claims:

GPWA Fund:	Regular Claims	<u>\$98,170.24</u>
	TOTAL CLAIMS:	\$98,170.24

C. Consider approval of Change Order No. 3 for Section A, Guthrie Water Treatment Plant, increasing the HCCCo LLC contract price by \$315,367.78 which covers nine (9) items of changes, to be paid from the contingency of loan #ORF-08-0009-DWA, and increasing the number of contract days to 154 which includes inclement weather days, making the completion date for the plant November 17, 2010.

- D. Consider approval of the 8th Self-Audit and the revised Engineer's Phasing Report which is required by the Oklahoma Department of Environmental Quality (DEQ) for the City of Guthrie to move forward with the Capacity Management Operation Maintenance (CMOM) Program relative to the Consent Order, Case No. 04-103, Facility No. S-20930, OPDES Permit No. OK0027715.

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

Aye: Burtcher, Gomes, Wood, Thomas, Hazlewood, Coffin
Nay: None

Chairman Burtcher declared the motion carried unanimously.

Recess: Motion by Trustee Thomas, seconded by Trustee Coffin, moved approval to recess the Guthrie Public Works Authority Meeting. Trustees entered their votes and the votes were displayed with the following results:

Aye: Burtcher, Gomes, Wood, Thomas, Hazlewood, Coffin
Nay: None

Chairman Burtcher declared the motion carried unanimously at 7:06 p.m.

Reconvene. Chairman Burtcher reconvened the Guthrie Public Works Authority Meeting at 9:02 p.m.

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

Aye: Burtcher, Gomes, Wood, Thomas, Hazlewood, Coffin
Nay: None

Chairman Burtcher declared the motion carried unanimously at 9:03 p.m.

Wanda Calvert, City Clerk

Chuck Burtcher, Chairman



GUTHRIE PUBLIC WORKS AUTHORITY

CLAIMS

May 18, 2010

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.

A handwritten signature in blue ink, appearing to read "Kevin Dixon Jr.", written over a horizontal line.

Kevin Dixon Jr.
Senior Buyer
Administrative Services

Monthly Claims Approved As Per Ordinance #2973
By City Manager

City Manager

City of Guthrie
A/P Claims List
from 5/13/2010 to 5/13/2010

Invoice #	Vendor	Description	Account	Cost
203796	CARLEY DROUILLARD 22617	Refund Animal Adoption No. 1817 and 1828	01-00-00-2017	\$50.00
2030790	BLUE CROSS/BLUE SHIELD	Overpayment on Ambulance Invoice Bea	01-00-00-5435	\$44.28
2030799	HUMANA HEALTH CARE PLANS	Overpayment on Ambulance Invoice -	01-00-00-5435	\$25.00
2030793	WARD BELT 22616	Overpayment on Ambulance Invoice Albert	01-00-00-5435	\$34.31
		Total		\$153.59
		Total		\$153.59
172808	MCLAIN-CHITWOOD (358)	Misc. Office Supplies	01-01-00-6100	\$68.94
172989	MCLAIN-CHITWOOD (358)	Misc. Office Supplies	01-01-00-6100	\$179.95
5176497	QUILL CORPORATION(489)	Misc. Office Supplies	01-01-00-6100	\$510.57
5230902	QUILL CORPORATION(489)	Misc. Office Supplies	01-01-00-6100	\$220.80
CITY HALL	GHM ENTERPRISES (1097)	Dust Mop Cleaning	01-01-00-6103	\$4.20
0001860	HURLEY PLUMBING(267)	Misc. Repairs	01-01-00-6112	\$48.00
2338285	OKLA HOME CENTERS, INC. (203)	Misc. Supplies	01-01-00-6112	\$5.99
I0253641	STAR LIGHTING &	Misc. Lights	01-01-00-6112	\$239.76
2030769	AT&T (569)	Phone Series Apr. 2010	01-01-00-6301	\$2,149.76
287017117468X	AT&T Mobility (22528)	Wireless internet card - Apr. 2010	01-01-00-6301	\$48.00
2030785	OG&E 405	Combined Billing for Apr. 2010	01-01-00-6305	\$5,534.93
2030785	OG&E 405	Combined Billing for Apr. 2010	01-01-00-6306	\$9,839.08
2030784	OKLA NATURAL GAS COMPANY	Gas Bill for Apr. 2010	01-01-00-6307	\$1,402.57
2593	UNIQUE DESIGNS (21785)	Vinyl Garage Sale Signs - Plus Shipping	01-01-00-6308	\$832.00
MAY2010	O.M.A.G.(21302)	Workers' Compensation Monthly Premium	01-01-00-6326	\$18,058.70
MAY2010	O.M.A.G.(425)	Liability/Contractors Monthly Premium	01-01-00-6326	\$10,870.71
MAY2010	O.M.A.G.(21303)	Building & Property Monthly Premiums for	01-01-00-6326	\$4,150.04
SW095081	AT&T GLOBAL SERVICES, INC.	Telephone system maintenance	01-01-00-6347	\$211.24
MAY2010	THYSSENKRUPP	Elevator Maintenance	01-01-00-6347	\$228.79
10964	DEAN ACTUARIES, LLC 22584	GASB 45 (OPEB) Actuarial valuation of the	01-01-00-6373	\$2,100.00
OKC05100369	JANI-KING (21595)	Monthly Contract Billing	01-01-00-6373	\$1,514.00
69	RETAIL ATTRACTIONS,	Contract commencing May 1, 2010 and	01-01-00-6373	\$4,250.00
		Total		\$62,468.03
		Total GENERAL GOVERNMENT		\$62,468.03
CNIN072526BMI	BMI SYSTEMS, INC. 664	Maintence for 3rd floor Canon Copier	01-02-20-6317	\$179.55
		Total CITY MANAGER		\$179.55
		Total ADMINISTRATION		\$179.55
CNIN072482BMI	BMI SYSTEMS, INC. 664	Maintenance for Finance Canon Copier and	01-03-30-6317	\$243.36
3209	GUTHRIE NEWS LEADER (1578)	Legal Notices	01-03-30-6334	\$14.30
		Total FINANCE		\$257.66
		Total FINANCE		\$257.66
SNB2704	CDW GOVERNMENT, INC.(20191)	APC 900V Back-UPS RS 900 Replacement	01-04-45-6126	\$113.04
MAY/2010	COX COMMUNICATIONS(20698)	PD Internet services	01-04-45-6381	\$124.95
		Total INFORMATION SERVICES		\$237.99
		Total INFORMATION SERVICES		\$237.99
MAY2010	SUE DuCHARME (22530)	Performance Agreement - October 2009	01-05-50-6054	\$1,250.00
		Total COMMUNITY DEVELOPMENT		\$1,250.00
		Total PLANNING		\$1,250.00

City of Guthrie
A/P Claims List

Invoice #	Vendor	Description	Account	Cost
0001857	HURLEY PLUMBING(267)	Toilet Repairs for the Library	01-06-60-6387	\$50.00
		Total LIBRARY		\$50.00
		Total LIBRARY		\$50.00
0419038468	CINTAS FIRST AID & SAFETY (21	First Aid Supplies	01-07-70-6104	\$200.50
120081	GUTHRIE BICYCLES (1778)	Repairs to Police Bike - Plus Labor	01-07-70-6114	\$15.00
2030748	GHM ENTERPRISES (1097)	3/31, 4/7, 4/15, 4/15, 4/21 and 4/29/2010 Lau	01-07-70-6310	\$48.00
2030757	SHINEY BAYS (22581)	April GPD Car Wash	01-07-70-6316	\$246.20
T0326751E	USA MOBILITY WIRELESS, INC.(Pager Servies for Apr. 2010	01-07-70-6318	\$114.60
20100315-6	ICPC 22563	CHAPLAIN TRAINING MARK BRUNING	01-07-70-6343	\$150.00
MAY2010	LOGAN COMMUNITY SERVICES,	Shelter Service	01-07-70-6345	\$125.00
		Total POLICE ADMINISTRATION		\$899.30
655741	SOUTHPOINT VET CLINIC (734)	4/13/2010 Euth #655741, #665742, #665743	01-07-72-6104	\$30.00
655742	SOUTHPOINT VET CLINIC (734)	4/13/2010 Euth #655741, #665742, #665743	01-07-72-6104	\$18.00
655743	SOUTHPOINT VET CLINIC (734)	4/13/2010 Euth #655741, #665742, #665743	01-07-72-6104	\$30.00
655744	SOUTHPOINT VET CLINIC (734)	4/13/2010 Euth #655741, #665742, #665743	01-07-72-6104	\$30.00
294746472	TERMINEX 22413	Pest Control	01-07-72-6112	\$40.00
		Total ANIMAL CONTROL		\$148.00
04-1008172	OKLA DEPARTMENT OF PUBLIC	OLETS User Fee	01-07-79-6304	\$350.00
		Total COMMUNICATIONS		\$350.00
		Total POLICE		\$1,397.30
1934	CITY CARBONIC SALES & SERVI	PSI Visual Inspector Update (Jones)	01-09-90-6048	\$150.00
0035870	BOWMAN'S WRECKER SERVICE	Towing	01-09-90-6316	\$174.00
156320	NAPA (30)	Misc. Supplies	01-09-90-6316	\$14.15
0218-374862	O'REILLY AUTO PARTS (952)	Misc. Supplies	01-09-90-6316	\$1.44
0218-376528	O'REILLY AUTO PARTS (952)	Misc. Supplies	01-09-90-6316	\$13.47
2030786	INTEGRATED CIRCUITS (21906)	Repair Vertex VX3000	01-09-90-6318	\$65.00
529398	ACS FIREHOUSE SOLUTIONS (2	Firehouse Renewal	01-09-90-6355	\$1,065.00
		Total SUPPRESSION		\$1,483.06
2030620	JUSTIN MAINS (21663)	Clinical's at OU Medical Center Lab for Mains	01-09-92-6048	\$195.00
851162	ALLMED (21869)	EMS Supplies	01-09-92-6104	\$6.48
851454	ALLMED (21869)	EMS Supplies	01-09-92-6104	\$9.78
852670	ALLMED (21869)	EMS Supplies	01-09-92-6104	\$1,042.16
853493	ALLMED (21869)	EMS Supplies	01-09-92-6104	\$68.15
853774	ALLMED (21869)	EMS Supplies	01-09-92-6104	\$584.21
2030779	LESTER BRANCH(74)	Parts for Lawn Mower	01-09-92-6104	\$15.98
PE70363	LAMPTON WELDING SUPPLY(32	Oxygen and Lease on Cylinder	01-09-92-6104	\$51.31
PE70635	LAMPTON WELDING SUPPLY(32	Oxygen and Lease on Cylinder	01-09-92-6104	\$73.66
PE70707	LAMPTON WELDING SUPPLY(32	Oxygen and Cylinder Lease	01-09-92-6104	\$28.11
R421616	LAMPTON WELDING SUPPLY(32	Oxygen and Lease on Cylinder	01-09-92-6104	\$41.56
R423738	LAMPTON WELDING SUPPLY(32	Oxygen and Cylinder Lease	01-09-92-6104	\$40.32
T0326751E	USA MOBILITY WIRELESS, INC.(Pager Servies for Apr. 2010	01-09-92-6318	\$50.10
2030782	INTERMEDIX (22025)	EMS Billing for April 2010	01-09-92-6373	\$4,403.30
		Total EMS		\$6,610.12
2336936	OKLA HOME CENTERS, INC. (20	Misc Supplies	01-09-96-6114	\$3.79
2337003	OKLA HOME CENTERS, INC. (20	Misc Supplies	01-09-96-6114	\$10.98
2337377	OKLA HOME CENTERS, INC. (20	Misc Supplies	01-09-96-6114	\$4.92

City of Guthrie
A/P Claims List

Invoice #	Vendor	Description	Account	Cost
2337787	OKLA HOME CENTERS, INC. (20	Misc Supplies	01-09-96-6114	\$3.99
		Total PREVENTION		\$23.68
		Total FIRE		\$8,116.86
0059145-IN	DUB ROSS COMPANY (508)	Tinhorns for different Projects	01-12-00-6113	\$1,415.42
1975	HOMETOWN RENTAL & FEED(16	Propane for Pothole Truck, etc.	01-12-00-6113	\$6.95
814	HOMETOWN RENTAL & FEED(16	Propane for Pothole Truck, etc.	01-12-00-6113	\$67.00
12738	LOGAN COUNTY ASPHALT(1543)	Misc. Patching Sand Gravel	01-12-00-6113	\$458.64
12785	LOGAN COUNTY ASPHALT(1543)	Misc. Patching Sand Gravel	01-12-00-6113	\$425.59
12786	LOGAN COUNTY ASPHALT(1543)	Misc. Patching Sand Gravel	01-12-00-6113	\$239.40
12811	LOGAN COUNTY ASPHALT(1543)	Misc. Patching Sand Gravel	01-12-00-6113	\$333.00
12909	LOGAN COUNTY ASPHALT(1543)	Misc. Patching Sand Gravel	01-12-00-6113	\$446.53
12944	LOGAN COUNTY ASPHALT(1543)	Misc. Patching Sand Gravel	01-12-00-6113	\$443.35
12945	LOGAN COUNTY ASPHALT(1543)	Misc. Patching Sand Gravel	01-12-00-6113	\$342.00
12992	LOGAN COUNTY ASPHALT(1543)	Misc. Patching Sand Gravel	01-12-00-6113	\$560.70
154650	NAPA (30)	Misc. Supplies	01-12-00-6113	\$12.20
155583	NAPA (30)	Misc. Supplies	01-12-00-6113	\$0.65
157373	NAPA (30)	Misc. Supplies	01-12-00-6113	\$13.72
2336349	OKLA HOME CENTERS, INC. (20	Misc Supplies	01-12-00-6113	\$47.74
2104255	HORIZON FLEET SERVICES (216	Repairs to Post Driver	01-12-00-6316	\$1,046.16
0218363368	O'REILLY AUTO PARTS (952)	Misc. Supplies	01-12-00-6317	\$19.97
0218-371729	O'REILLY AUTO PARTS (952)	Misc. Supplies	01-12-00-6317	\$13.80
0218-378712	O'REILLY AUTO PARTS (952)	Misc. Supplies	01-12-00-6317	\$7.38
86361	RON'S MOBILE TIRE 506	Misc Tire Repairs	01-12-00-6317	\$15.00
86451	RON'S MOBILE TIRE 506	Misc Tire Repairs	01-12-00-6317	\$75.00
86507	RON'S MOBILE TIRE 506	Misc Tire Repairs	01-12-00-6317	\$20.00
86663	RON'S MOBILE TIRE 506	Misc Tire Repairs	01-12-00-6317	\$75.00
86676	RON'S MOBILE TIRE 506	Misc Tire Repairs	01-12-00-6317	\$35.00
86698	RON'S MOBILE TIRE 506	Misc Tire Repairs	01-12-00-6317	\$10.93
86706	RON'S MOBILE TIRE 506	Misc Tire Repairs	01-12-00-6317	\$25.00
86739	RON'S MOBILE TIRE 506	Misc Tire Repairs	01-12-00-6317	\$284.00
86740	RON'S MOBILE TIRE 506	Misc Tire Repairs	01-12-00-6317	\$25.00
		Total		\$6,465.13
		Total STREET		\$6,465.13
0532165652	AZ COMMERCIAL (1556)	Misc. Automotive Parts	01-14-41-6116	\$12.99
0532167670	AZ COMMERCIAL (1556)	Misc. Automotive Parts	01-14-41-6116	\$19.99
154956	COUNTRY FORD-MERCURY (130	Misc Ford Car and Truck Parts	01-14-41-6116	\$79.95
9150404	LAWSON PRODUCTS, INC.(316)	Shop Supplies, Fasteners, Wire, Connectors,	01-14-41-6116	\$131.97
156334	NAPA (30)	Misc. Auto Repair Parts	01-14-41-6116	\$13.18
156555	NAPA (30)	Misc. Auto Repair Parts	01-14-41-6116	\$130.43
156581	NAPA (30)	Misc. Auto Repair Parts	01-14-41-6116	\$24.36
156590	NAPA (30)	Misc. Auto Repair Parts	01-14-41-6116	\$10.14
156803	NAPA (30)	Misc. Auto Repair Parts	01-14-41-6116	\$47.56
156868	NAPA (30)	Misc. Auto Repair Parts	01-14-41-6116	\$163.45
156869	NAPA (30)	Misc. Auto Repair Parts	01-14-41-6116	\$14.29
156917	NAPA (30)	Misc. Auto Repair Parts	01-14-41-6116	\$41.56
156953	NAPA (30)	Misc. Auto Repair Parts	01-14-41-6116	\$77.68
157035	NAPA (30)	Misc. Auto Repair Parts	01-14-41-6116	\$96.01
157262	NAPA (30)	Misc. Auto Repair Parts	01-14-41-6116	\$10.78

City of Guthrie
A/P Claims List

Invoice #	Vendor	Description	Account	Cost
157814	NAPA (30)	Misc. Auto Repair Parts	01-14-41-6116	\$8.95
0218-371852	O'REILLY AUTO PARTS (952)	Misc Automotive Parts	01-14-41-6116	\$13.28
0218-371853	O'REILLY AUTO PARTS (952)	Misc Automotive Parts	01-14-41-6116	\$13.28
0218-372537	O'REILLY AUTO PARTS (952)	Misc Automotive Parts	01-14-41-6116	\$220.99
0218-372573	O'REILLY AUTO PARTS (952)	Misc Automotive Parts	01-14-41-6116	\$32.20
0218-372619	O'REILLY AUTO PARTS (952)		01-14-41-6116	(\$220.99)
0218-372776	O'REILLY AUTO PARTS (952)	Misc Automotive Parts	01-14-41-6116	\$18.26
0218-372920	O'REILLY AUTO PARTS (952)	Misc Automotive Parts	01-14-41-6116	\$9.97
0218-373230	O'REILLY AUTO PARTS (952)	Misc Automotive Parts	01-14-41-6116	\$6.27
0218-373285	O'REILLY AUTO PARTS (952)	Misc Automotive Parts	01-14-41-6116	\$36.55
0218-374645	O'REILLY AUTO PARTS (952)	Misc Automotive Parts	01-14-41-6116	\$6.34
0218-374869	O'REILLY AUTO PARTS (952)	Misc Automotive Parts	01-14-41-6116	\$3.29
0218-374961	O'REILLY AUTO PARTS (952)	Misc Automotive Parts	01-14-41-6116	\$3.29
0218-374970	O'REILLY AUTO PARTS (952)	Misc Automotive Parts	01-14-41-6116	\$107.79
0218-375093	O'REILLY AUTO PARTS (952)	Misc Automotive Parts	01-14-41-6116	\$107.79
0218-375104	O'REILLY AUTO PARTS (952)	Misc Automotive Parts	01-14-41-6116	\$49.43
0218-375677	O'REILLY AUTO PARTS (952)	Misc Automotive Parts	01-14-41-6116	\$33.46
0218-375685	O'REILLY AUTO PARTS (952)	Misc Automotive Parts	01-14-41-6116	\$34.55
0218-375686	O'REILLY AUTO PARTS (952)	Misc Automotive Parts	01-14-41-6116	\$3.09
0218-375687	O'REILLY AUTO PARTS (952)		01-14-41-6116	(\$34.55)
0218-375688	O'REILLY AUTO PARTS (952)	Misc Automotive Parts	01-14-41-6116	\$33.46
0218-375826	O'REILLY AUTO PARTS (952)	Misc Automotive Parts	01-14-41-6116	\$103.68
0218-376044	O'REILLY AUTO PARTS (952)	Misc Automotive Parts	01-14-41-6116	\$43.46
0218-376488	O'REILLY AUTO PARTS (952)	Misc Automotive Parts	01-14-41-6116	\$4.49
2010256	WESTERN MOBILE GLASS & AT	Vehicle Windshields and Glass	01-14-41-6116	\$225.00
E2504	JIM JOHNSON OIL CO. (21480)	Lubricants and Fluids	01-14-41-6118	\$525.00
		Total FLEET MAINTENANCE		\$2,262.67
		Total FLEET MAINTENANCE		\$2,262.67
0419037146	CINTAS FIRST AID & SAFETY (21	Safety Supplies	01-15-11-6110	\$143.62
35686	WILLOBY'S WHOLESALE (631)	Ice and Water	01-15-11-6110	\$34.95
03412	DOLESE BROTHERS CO. (153)	Sand for Cemetery	01-15-11-6112	\$48.87
0001854	HURLEY PLUMBING(267)	Restroom Repairs - Guthrie Lake, Mineral W	01-15-11-6112	\$71.95
0001855	HURLEY PLUMBING(267)	Restroom Repairs - Guthrie Lake, Mineral W	01-15-11-6112	\$71.95
0001861	HURLEY PLUMBING(267)	Restroom Repairs - Guthrie Lake, Mineral W	01-15-11-6112	\$62.95
0001862	HURLEY PLUMBING(267)	Restroom Repairs - Guthrie Lake, Mineral W	01-15-11-6112	\$158.15
2328889	OKLA HOME CENTERS, INC. (20	Building and Playground Supplies	01-15-11-6112	\$1.83
2336133	OKLA HOME CENTERS, INC. (20	Building and Playground Supplies	01-15-11-6112	\$65.51
2336134	OKLA HOME CENTERS, INC. (20	Building and Playground Supplies	01-15-11-6112	\$68.97
2336430	OKLA HOME CENTERS, INC. (20	Building and Playground Supplies	01-15-11-6112	\$41.48
2338862	OKLA HOME CENTERS, INC. (20	Building and Playground Supplies	01-15-11-6112	\$20.94
2339031	OKLA HOME CENTERS, INC. (20	Building and Playground Supplies	01-15-11-6112	\$38.92
MAY2010202945	RURAL WATER DISTRICT #1(206	Water service for 3512 S Coltrane and Mitcha	01-15-11-6112	\$72.60
ED1696	CENTRAL NEW HOLLAND(93)	Parts for Bad Boy Mowers	01-15-11-6317	\$43.50
ED1784	CENTRAL NEW HOLLAND(93)	Parts for Bad Boy Mowers	01-15-11-6317	\$179.90
ED1835	CENTRAL NEW HOLLAND(93)	Parts for Bad Boy Mowers	01-15-11-6317	\$244.35
0218-367187	O'REILLY AUTO PARTS (952)	Parts for Mowers and Power Equipment	01-15-11-6317	\$39.98
532687-0001	PIONEER EQUIPMENT RENTAL,	Parts for Hustler Mowers	01-15-11-6317	\$637.55
		Total PARKS		\$2,047.97

City of Guthrie
A/P Claims List

Invoice #	Vendor	Description	Account	Cost
Total PARKS & PUBLIC GROUNDS				\$2,047.97
Total GENERAL FUND				\$84,886.75
2030769	AT&T (569)	Phone Series Apr. 2010	20-21-00-6301	\$379.37
287017117468X	AT&T Mobility (22528)	Wireless internet card - Apr. 2010	20-21-00-6301	\$192.00
2030785	OG&E 405	Combined Billing for Apr. 2010	20-21-00-6305	\$6,620.66
2030784	OKLA NATURAL GAS COMPANY	Gas Bill for Apr. 2010	20-21-00-6307	\$704.33
INSM025409	SUMMIT MAILING & SHIPPING S	Ink Cartridge and Freight for Postge Machine	20-21-00-6309	\$195.95
MAY2010	USPS - UNITED STATES POSTAL	Post Meter	20-21-00-6309	\$2,000.00
T0326751E	USA MOBILITY WIRELESS, INC.(Pager Servies for Apr. 2010	20-21-00-6318	\$54.93
SW095088	AT&T GLOBAL SERVICES, INC. (Telephone system maintenance	20-21-00-6347	\$137.47
Total				\$10,284.71
Total PUBLIC WORKS GENERAL				\$10,284.71
173281	ALTIVIA(20798)	Chlorine Gas	20-23-00-6104	\$850.00
286	MID AMERICA HYDRO TECH (211	Chemicals	20-23-00-6104	\$7,485.12
88612	SOUTHWEST CHEMICAL (20977)	50lb Bag of Sodium Fluorislicate	20-23-00-6104	\$580.00
SU12098	ACCURATE ENVIRONMENTAL,LL	Misc Lab and Testing Supplies	20-23-00-6109	\$228.54
0D07029	ACCURATE ENVIRONMENTAL,LL	Testing	20-23-00-6303	\$340.00
0D07030	ACCURATE ENVIRONMENTAL,LL	Testing	20-23-00-6303	\$145.00
0D07031	ACCURATE ENVIRONMENTAL,LL	Testing	20-23-00-6303	\$195.00
0D07032	ACCURATE ENVIRONMENTAL,LL	Testing	20-23-00-6303	\$125.00
0D14014	ACCURATE ENVIRONMENTAL,LL	Testing	20-23-00-6303	\$100.00
0D14016	ACCURATE ENVIRONMENTAL,LL	Testing	20-23-00-6303	\$40.00
00169697	INTERSTATE ELECTRIC CORPO	Electric Motor Repair #2 High Service Pump	20-23-00-6317	\$1,650.00
Total				\$11,738.66
Total WATER PLANT				\$11,738.66
4/7, 4/14, 4/21 &	GHM ENTERPRISES (1097)	Laundry	20-24-00-6016	\$24.60
88657	SOUTHWEST CHEMICAL (20977)	Estimated Cost on 330 Gallon of Sodium Bis	20-24-00-6104	\$961.13
0D15006	ACCURATE ENVIRONMENTAL,LL	Testing - Waste Water Treatment Plant	20-24-00-6109	\$180.00
OD220066	ACCURATE ENVIRONMENTAL,LL	Testing - Waste Water Treatment Plant	20-24-00-6109	\$50.00
2339014	OKLA HOME CENTERS, INC. (20	Paint and Painting Supplies	20-24-00-6112	\$94.94
138740	EVANS ENTERPRISES, INC. (64	Repair Electrical Controls at #4 Lift Station	20-24-00-6312	\$321.00
455359	GOOCH-SMITH ELECTRIC(1279)	Estimated Cost for Light Bulbs for Level 2	20-24-00-6317	\$32.00
157958	NAPA (30)	Misc. Supplies	20-24-00-6317	\$15.70
2338332	OKLA HOME CENTERS, INC. (20	Misc Supplies	20-24-00-6317	\$33.64
2338440	OKLA HOME CENTERS, INC. (20	Misc Supplies	20-24-00-6317	\$4.48
133293	USABLUEBOOK - UTILITY SUPPL	Check Valves, etc.	20-24-00-6317	\$124.71
Total				\$1,842.20
Total WASTE WATER TREATMENT PLANT				\$1,842.20
2120	HOMETOWN RENTAL & FEED(16	Repairs fo Weedeaters	20-26-00-6317	\$181.75
6288355	HOMETOWN RENTAL & FEED(16	Repairs fo Weedeaters	20-26-00-6317	\$114.85
Total				\$296.60
Total CONVENIENCE CENTER				\$296.60
0290978-IN	OKLA CONTRACTORS(240)	Contractors Supplies	20-27-00-6119	\$1,564.00
0290979-IN	OKLA CONTRACTORS(240)	Contractors Supplies	20-27-00-6119	\$914.80
0291285-IN	OKLA CONTRACTORS(240)	Contractors Supplies	20-27-00-6119	\$1,107.50

City of Guthrie
A/P Claims List

Invoice #	Vendor	Description	Account	Cost
0291628-IN	OKLA CONTRACTORS(240)	Contractors Supplies for Line Maintenance	20-27-00-6119	\$599.00
042310	PRIMARY STRUCTURE(20526)	Grade Rings, Manholes, Rings and Lids	20-27-00-6392	\$302.00
		Total		\$4,487.30
		Total LINE MAINTENANCE		\$4,487.30
		Total GPWA OPERATING FUND		\$28,649.47
B1094747	BRODART(289)	Kids and Grown Ups Standing Order on Book	30-30-06-6541	\$10.68
B1094748	BRODART(289)	Kids and Grown Ups Standing Order on Book	30-30-06-6541	\$665.74
B1097856	BRODART(289)	Kids and Grown Ups Standing Order on Book	30-30-06-6541	\$25.39
B1106756	BRODART(289)	Kids and Grown Ups Standing Order on Book	30-30-06-6541	\$118.96
B1125578	BRODART(289)	Kids and Grown Ups Standing Order on Book	30-30-06-6541	\$133.02
B996516.	BRODART(289)	Kids and Grown Ups Standing Order on Book	30-30-06-6541	\$30.02
		Total LIBRARY		\$983.81
		Total GRANTS		\$983.81
		Total GRANTS FUND		\$983.81
378	H2GLOW 22532	Repair Damage Riser on Sprinkler Head at D	44-44-00-6548	\$64.00
		Total		\$64.00
		Total GUTHRIE CENTENNIAL		\$64.00
		Total GUTHRIE CENTENNIAL FUND		\$64.00
APPLICATION #	HCCCo, LLC. 22368	Guthrie Water Treatment Plant - Sec. A 2009	50-50-00-6373	\$348,650.00
27050(15)INSPE	MYERS ENGINEERING CORPOR	Inspection Services - Water Supply Treatmen	50-50-00-6373	\$9,360.00
		Total		\$358,010.00
		Total WATER TREATMENT PLANT IMPROVEMENT		\$358,010.00
		Total WATER TREATMENT PLANT FUND		\$358,010.00
CNIN072413BMI	BMI SYSTEMS, INC. 664	Copy Machine Lease for 6 copiers	54-54-02-6705	\$308.00
CNIN0726773B	BMI SYSTEMS, INC. 664	Copy Machine Lease for 6 copiers	54-54-02-6705	\$574.39
		Total ADMINISTRATION		\$882.39
4652461	DELAGE LANDEN PUBLIC FINAN	Lease Payment Antec 900 X20 - 02/07-03/06	54-54-04-6706	\$328.64
5693973	DELAGE LANDEN PUBLIC FINAN	Lease Payment Antec 900 X20 - May 2010	54-54-04-6706	\$328.64
73143356	DELL FINANCIAL (21623)	Lease Payment on Server May 2010	54-54-04-6706	\$493.70
		Total INFORMATION SERVICES		\$1,150.98
		Total FACILITIES		\$2,033.37
028530	KERNS CONSTRUCTION, INC.	Level Course Street - CIP 2010	54-55-12-6521	\$2,322.24
		Total STREET DEPARTMENT		\$2,322.24
		Total INFRASTRUCTURE		\$2,322.24
MAY2010	FARMERS & MERCHANTS BANK(2009 Chevrolet Tahoe (Police Vehicles)	54-56-07-6707	\$720.30
MAY 2010	OKLA STATE BANK (22069)	Four - 2009 Dodge Chargers (Police Vehicles)	54-56-07-6707	\$3,232.30
		Total POLICE DEPARTMENT		\$3,952.60
MAY2010	OKLA STATE BANK (22069)	10 Wheel Dump Truck with Attachments	54-56-12-6708	\$2,031.00
		Total STREET DEPARTMENT		\$2,031.00
MAY/2010	OKLA STATE BANK (22069)	3 New Chevrolet Truck Silverado	54-56-23-6711	\$715.00

City of Guthrie
A/P Claims List

Invoice #	Vendor	Description	Account	Cost
Total PURCHASING/ACCOUNTS PAYABLE				\$715.00
MAY/2010	OKLA STATE BANK (22069)	3 New Chevrolet Truck Silverado	54-56-27-6708	\$835.00
MAY/2010	OKLA STATE BANK (22069)	3 New Chevrolet Truck Silverado	54-56-27-6711	\$634.00
Total LINE MAINTENANCE				\$1,469.00
Total VEHICLES & EQUIPMENT				\$8,167.60
Total CAPITAL PROJECTS				\$12,523.21
01-010944-001 R	MISCELLANEOUS		71-00-00-5555	\$23.60
02-020550-008 R	MISCELLANEOUS		71-00-00-5555	\$9.60
02-021040-009 R	MISCELLANEOUS		71-00-00-5555	\$40.98
02-021090-003 R	MISCELLANEOUS		71-00-00-5555	\$11.88
05-050690-004 R	MISCELLANEOUS		71-00-00-5555	\$66.35
07-071590-007 R	MISCELLANEOUS		71-00-00-5555	\$2.53
07-072120-007 R	MISCELLANEOUS		71-00-00-5555	\$8.42
07-072820-006 R	MISCELLANEOUS		71-00-00-5555	\$1.77
07-072950-005 R	MISCELLANEOUS		71-00-00-5555	\$23.28
08-082051-008 R	MISCELLANEOUS		71-00-00-5555	\$2.74
08-083190-010 R	MISCELLANEOUS		71-00-00-5555	\$19.41
09-090990-010 R	MISCELLANEOUS		71-00-00-5555	\$24.87
09-092390-002 R	MISCELLANEOUS		71-00-00-5555	\$96.92
10-101331-002 R	MISCELLANEOUS		71-00-00-5555	\$6.39
12-120670-002 R	MISCELLANEOUS		71-00-00-5555	\$0.99
12-121180-003 R	MISCELLANEOUS		71-00-00-5555	\$34.30
12-121481-021 R	MISCELLANEOUS		71-00-00-5555	\$53.85
12-122040-001 R	MISCELLANEOUS		71-00-00-5555	\$2.60
12-124249-001 R	MISCELLANEOUS		71-00-00-5555	\$18.13
13-131190-007 R	MISCELLANEOUS		71-00-00-5555	\$394.32
13-133150-005 R	MISCELLANEOUS		71-00-00-5555	\$10.19
14-140690-002 R	MISCELLANEOUS		71-00-00-5555	\$5.14
99-992410-003 R	MISCELLANEOUS		71-00-00-5555	\$9.18
99-994590-001 R	MISCELLANEOUS		71-00-00-5555	\$30.84
99-999810-001 R	MISCELLANEOUS		71-00-00-5555	\$11.68
Total				\$909.96
Total				\$909.96
Total UTILITY DEPOSIT FUND				\$909.96
839205	ESTES CHEMICALS(20565)	Hyvar - Weed Spray and Glyphos Weed Spray	98-98-00-6112	\$273.50
001856	HURLEY PLUMBING(267)	Repairs to Both Lavatory faucets and Mens T	98-98-00-6112	\$86.95
2030785	OG&E 405	Combined Billing for Apr. 2010	98-98-00-6305	\$784.32
866.445.6237	BLUE GLOBES (21214)	Reil Lamps, Incandescent Head Assembly, et	98-98-00-6315	\$365.32
6477	O.M.A.G. (22004)	Airport Liability Insurance	98-98-00-6329	\$3,833.00
6478	O.M.A.G. (22004)	Liability Insuranec for Manager and Board	98-98-00-6329	\$6,759.62
Total				\$12,102.71
Total AIRPORT FUND				\$12,102.71
Total AIRPORT FUND				\$12,102.71
MAY2010	LOGAN CO. ECON. DEV. COUNC	LCEDC Excel Jet Loan	99-99-00-6704	\$2,786.37
MAY2010	BANCFIRST(884)	Excel Jet Loan	99-99-00-6705	\$2,063.00

**City of Guthrie
A/P Claims List**

Invoice #	Vendor	Description	Account	Cost
		Total		\$4,849.37
		Total GUTHRIE INDUSTRIAL DEVLEOPMENT		\$4,849.37
		Total GUTHRIE INDUSTRIAL DEVELOPMENT		\$4,849.37
		Total All Funds		\$502,979.28

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Agenda Item Cover Letter

Meeting <input checked="" type="checkbox"/> City Council <input checked="" type="checkbox"/> GPWA <input type="checkbox"/> Other: _____	Date of Meeting May 18, 2010	Contact Matt Mueller, City Manager
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Agenda Item

Discussion and consideration of approval of Resolution No. 2010-03 establishing a CMOM Fee and revising the Water Treatment Plant Fee and Utility Billing User Fee.

Summary

The proposed resolution will establish a CMOM fee of \$8.00 per month which will be assessed on sanitary sewer customers only. This fee will pay for the current \$5 million DEQ Consent Order Project to replace and repair many of the City's wastewater treatment lines.

The resolution will also amend the Water Treatment Plant Fee and the Utility Billing User Fee so the fees are assessed per household (unit) rather than per meter. While a multiplier currently exists for the base water and sanitary sewer rates for master meters at multi-family living complexes, a multiplier does not exist for Water Treatment Plant Fee or Utility Billing User Fee. The multi-family complexes with a master meter have been paying these fees at a single rate per month rather than per household (unit) per month.

If approved, these changes will be in effect immediately.

Funding Expected	<input checked="" type="checkbox"/> Revenue	<input type="checkbox"/> Expenditure	<input checked="" type="checkbox"/> N/A
Budgeted	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A
Account Number	_____	Amount	_____
Legal Review	<input checked="" type="checkbox"/> N/A	<input checked="" type="checkbox"/> Required	Completed Date: <u>5/11/2010</u>
Mayor's Appt.	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	

Supporting documents attached

- Resolution No. 2010-03

Recommendation

Staff Recommends Approval

Action Needed Public Hearing Motion Emergency Clause

RESOLUTION NO. 2010-03

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GUTHRIE AND THE TRUSTEES OF THE GUTHRIE PUBLIC WORKS AUTHORITY ESTABLISHING A DEPARTMENT OF ENVIRONMENTAL QUALITY (DEQ) CONSENT ORDER SANITARY SEWER REPLACEMENT FEE TO FUND THE CAPACITY MANAGEMENT OPERATION MAINTENANCE (CMOM) PROGRAM AND REVISING THE WATER TREATMENT PLANT FEE AND THE UTILITY BILLING USER FEE.

WHEREAS, the Guthrie City Council has heretofore adopted Ordinance No. 3129, also known as the Master Fee Ordinance, which is a comprehensive compilation of all rates, charges, and fees to be charged for services provided by either or both the City of Guthrie and the Guthrie Public Works Authority;

WHEREAS, said Ordinance provides that the rates, charges and fees for services may be revised and amended as necessary by Resolution; and

WHEREAS, the Guthrie City Council and the Trustees of the Guthrie Public Works Authority have determined that in order to provide uniform rates, charges, fees and policies for services in connection with DEQ Consent Order Sanitary Sewer Replacement Fee to fund the CMOM Program and revising the Water Treatment Plant Fee and the Utility Billing User Fee that the same should be revised, amended and established.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of Guthrie, Oklahoma, that:

1. The rates, charges, fees and policies for services provided in connection with DEQ Consent Order Sanitary Sewer Replacement Fee to fund the CMOM Program and revise the Water Treatment Plant Fee and the Utility Billing User Fee as contained in the attached "Exhibit A" are hereby adopted and incorporated herein by reference.
2. Said rates, charges, fees and policies shall become effective from and including with the utility billing to be mailed on or about May 28, 2010.

The undersigned hereby certify that the foregoing Resolution was duly adopted and approved by the Mayor and City Council of the City of Guthrie on the 18th day of May, 2010.

Chuck Burtcher, Mayor

ATTEST: (Seal)

Wanda Calvert, City Clerk

APPROVED AS TO FORM:

Randel Shadid, City Attorney

EXHIBIT A

CMOM Fee	\$8.00 per month per Utility Customer (Fee applies to each individual unit if units are served by a single water meter.)
Utility Billing User Fee	\$4.25 per month per Utility Customer (To be charged to each utility service inside City limits.) (Fee applies to each individual unit if units are served by a single water meter.)
Water Treatment Plant Fee	\$7.50 per month per Utility Customer (Fee applies to each individual unit if units are served by a single water meter.)

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Agenda Item Cover Letter

Meeting	Date of Meeting	Contact
<input type="checkbox"/> City Council	May 18, 2010	Wanda Calvert
<input checked="" type="checkbox"/> GPWA		City Clerk/Treasurer
<input type="checkbox"/> Other: _____		

Agenda Item

Consider approval of Resolution No. 2010-04, revising the Utility Billing and Collections Policy to increase the number of utility extensions per calendar year from two to four and accepting Residential Letter of Prior Payment History in lieu of a cash deposit.

Summary

On June 15, 1993 the Utility Billing and Collections Policy was adopted and since that time several revisions have been implemented. With the utility rate increases, staff is recommending the following revisions be approved to accommodate a better relationship with our customers:

- increasing the number of utility extensions from two to four in a calendar year;
- for residential customers, accepting Letter of Prior Payment History (Letter of Credit) in lieu of a cash deposit.

Funding Expected	<input type="checkbox"/> Revenue	<input type="checkbox"/> Expenditure	<input checked="" type="checkbox"/> N/A
Budgeted	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A
Account Number	<u>N/A</u>	Amount	<u>N/A</u>
Legal Review	<input type="checkbox"/> N/A	<input checked="" type="checkbox"/> Required	Completed Date: <u>04-30-2010</u>
Mayor's Appt.	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	

Supporting documents attached

- Resolution No. 2010-4
- Utility Billing and Collections Policy

Recommendation

Staff recommends approval.

Action Needed Public Hearing Motion Emergency Clause

RESOLUTION NO. 2010-04

**A RESOLUTION OF THE TRUSTEES OF THE GUTHRIE
PUBLIC WORKS AUTHORITY REVISING THE UTILITY
BILLING AND COLLECTION POLICY.**

WHEREAS, the Guthrie Public Works Authority has heretofore adopted the Utility Billing and Collections Policy on June 15, 1993 and which has been revised on February 18, 2003; on June 3, 2003; and on March 17, 2009; and

WHEREAS, the Guthrie Public Works Authority desires to revise the Utility Billing and Collections Policy to have current policies and procedures covering the utility billing and collection functions; and

WHEREAS, the Guthrie Public Works Authority desires to authorize the implementation of such policies and procedures in connection with the utility billing and collections.

NOW, THEREFORE, BE IT RESOLVED by the Chairman and Trustees of the Guthrie Public Works Authority, that:

1. The Utility Billing and Collections Policy dated May 18, 2010 shown as "Exhibit A" is hereby revised and adopted for use and implementation.
2. Said policy shall become effective immediately.

****END****

The undersigned hereby certify that the foregoing Resolution was duly adopted and approved by the Chairman and Trustees of the Guthrie Public Works Authority on the 18th day of May, 2010 after compliance with the notice requirements of the Open Meeting Act (25 OSA, § 301, et seq.).

Chuck Burtcher, Chairman

ATTEST: (Seal)

APPROVED AS TO FORM:

Wanda Calvert, City Clerk

Randel Shadid, City Attorney

“EXHIBIT A”

UTILITY BILLING AND COLLECTIONS

Policy Purpose:

The following policies are to be followed by City of Guthrie personnel in the establishment of utility service, monthly billing, and collection of the service provided. The policies are designed to inform the customers of their commitments relating to the service and provide personnel with direction in performance of their duties to provide the utility service.

Application for Service:

The Trustees of the Guthrie Public Works Authority, a public trust created and existing under the laws of the State of Oklahoma provide certain utility services to the citizens of Guthrie and certain areas outside the corporate city limits.

All individuals requesting services provided by the Guthrie Public Works Authority shall first make an “Application for Service”.

The application for service will provide the potential customers with deposit information, the Authority’s expectations relating to timely collections and conditions of the premises prior to establishment of service along with other vital requirements and regulations pertaining to the potential customer.

Contract for Service:

Each individual requesting service shall be required to complete a “Contract for Service”. The Contract for Service shall be maintained by the utility billing office in alphabetical order on all active customers.

Delinquent Accounts:

Service shall not be initiated by any potential customer who has an outstanding balance due to the Authority from a previous service until all delinquent account(s) are paid in full or resolved to the satisfaction of the Authority and the appropriate utility deposit is placed with the Authority to establish new service.

Identification Requirements:

Each individual requesting utility service shall be eighteen (18) years of age and will be required to provide the utility billing department with some form of photo identification as to their identity. Should the age of the applicant be questionable, the utility billing department shall require proper documentation of age. If photo

identification is unavailable, a copy of the rental agreement or abstract stating address will be sufficient.

Service Initiation:

The water service shall not be initiated by the water department unless the customer or his/her representative is present and the fee paid as determined by resolution by Authority action. The water department can connect the service if customer is not present, however, it will be the customers responsibility to initiate the service.

Utility Deposit Required:

Customers desiring utility service by the Guthrie Public Works Authority shall be required to establish a deposit with the treasurer in the amount determined by resolution by Authority action.

If the utility service is disconnected for non-payment, an additional deposit equal to an average of the prior six (6) months billing will be required before utility service will be re-established.

The Guthrie Public Works Authority will accept a letter of prior payment history from a similar type utility company in lieu of a cash deposit for residential customers. The letter of prior payment history must be presented at the time of application for service. The customer must have had twelve (12) months continuous utility service within the last eighteen (18) months and have had no more than two (2) late payments, no collection charges, no cut-offs and no returned checks within the service year. If the letter of prior payment history is received within two weeks of application for new service, the cash deposit will be applied to their account. The letter of prior payment history must show the same name as the person requesting service from the Guthrie Public Works Authority.

Accounts which have a letter of prior payment history rather than a cash deposit will be required to post cash deposit if the account is disconnected for nonpayment.

Billing Cycle:

There will be one (1) billing cycle per month for the Authority's utility customers. Normal reading dates for water customers will commence approximately on the third (3rd) calendar day through the twentieth (20th) calendar day of each month. Bills will be edited in the utility office for accuracy and mailed the last working day of each month.

Due Dates:

Customers' utility bills will be due on the fifteenth (15th) of the month following billing. This will provide fifteen (15) days for utility customers to pay without penalties.

Delinquent Dates:

Any utility customer account that has an outstanding balance on his/her account past the due date of the fifteenth (15th) of each month shall be considered delinquent and late charges will be assessed as determined by resolution by Authority action.

Second Notices:

Second Notices will be generated to each utility customer who is past due for one (1) month. The Second Notice will state the delinquent amount due and cut-off date in which an account can be paid before the cut-off date to avoid disconnection or interruption of service. Second Notices shall be mailed the next working day following the customer due date unless the fifteenth (15th) is on a Saturday, Sunday or on a holiday, then the utility customer will have the next working day to pay before the Second Notices are mailed. The services shall be considered delinquent past the due date of the fifteenth (15th) of each month.

Payment Extensions:

It is the responsibility of the utility customer to keep his/her account in good standings with the Authority by avoiding interruption of water service due to a delinquent account. Utility staff is authorized to enter into an extension arrangement by appearing in person to sign a written agreement unless special arrangements have been made by the utility staff to waive your personal appearance. Any arrangement not kept by the utility customer could result in denial of any future agreements past the established due date. Each request will be reviewed to determine if it is in the best interest of the Authority for repeated extensions. Extension arrangements are limited to four (4) agreements per utility customer per calendar year.

Cut-Off Procedures:

Delinquent accounts shall be processed for interruption or disconnection of service on the date for disconnection that has appeared on the utility customer's Second Notice. If payment is not received in the utility office before the disconnection date stated on the Second Notice, service will be disconnected by our meter representative without further notice. Service will not be resumed until the delinquent balance due, including the disconnection fee, and an additional deposit has been paid to the Authority in full. The Authority reserves the right to

restore service within twenty-four (24) hours of payment being received in the utility office. Any payments received after 5:00 p.m. on the cut-off date stated on the Second Notice must be in full to avoid disconnection or interruption of service. Any payments received in the Night Deposit will not be processed until the morning of the next working day.

Insufficient Checks:

The Guthrie Public Works Authority, by resolution, shall establish a charge to be levied for all checks which are tendered as payment for utility services and which are returned dishonored by the bank they are written on for any reason.

Establishment of Utility Rates:

The Guthrie Public Works Authority shall establish, by resolution, utility rates which will accomplish the following:

1. Maintain the proportionate distribution of operation and maintenance costs among users; and
2. Generate sufficient revenue to pay the total operation and maintenance cost necessary to the proper operation and maintenance (including replacements) of the treatment works; and
3. Apply excess revenue collected from users to the costs of operation and maintenance and/or as the Authority may direct. Sewer use rates shall be adjusted accordingly.

To assure that the Guthrie Public Works Authority accounts for annual inflation, it is resolved that the Authority will vote on adjusting rates every year.

Deposit of Utility Receipts:

The receipts collected through the utility billing office shall be deposited daily by the treasurer's office. The depositor shall be accompanied to the bank by an officer of the Guthrie Police Department.

Adjustments

1. If a water leak occurs on the customer's water service line, the only portion of the billing that will be adjusted is the sanitary sewer charge for that billing period. Adjustments will be calculated on the previous six (6) months average billed to the customer for said sanitary sewer service, as authorized by the City Treasurer.

2. Should it become necessary to back-bill a customer for utility services which have not been previously billed, a maximum of twelve (12) months period shall be generated to the customer for the back billing.
3. Should an error occur in billing due to readings, the customer's account will be adjusted for the months that are in error dating back no further than twelve (12) months after a correct reading is attained by a City of Guthrie personnel.
4. Should an error occur in the billing more than the twelve (12) month period, the customer's account may be adjusted with written approval from the City Manager.
5. Criteria for Major Water Leak Adjustment:
 - a. Determination of minor/major leak by the City's Plumbing Inspector.
 - b. Evidence from a registered/certified local plumber stating the location and repair of leak (this will also notify the Utility Office if sanitary sewer charge needs to be adjusted if the account is not on average).
 - c. Copy of the City's Plumbing Permit and action taken by the Plumbing Inspector.
 - d. The Guthrie Public Works Authority shall establish, by resolution, an adjustment rate for a major water leak.

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Agenda Item Cover Letter

Meeting: [X] City Council, [X] GPWA, Other: _____
Date of Meeting: May 18, 2010
Contact: Matt Mueller, City Manager

Agenda Item

Discussion and consideration of adopting Ordinance No. 3210 amending water rates for the City of Guthrie and the Guthrie Public Works Authority for multiple years and declaring an emergency.

Summary

The proposed Ordinance is a five year water rate adjustment plan to bring the City's utility revenue up to the level to meet the debt service on the Water Treatment Plant. At the end of year five, there will be sufficient revenue to make the \$1.1 million annual payment. The proposed rate plan will also allow the City to restructure the debt service to equal annual payments rather than escalating annual payments. Doing this will save approximately \$1.9 million in interest over the life of the loan.

The rate adjustment for year one will go into effect with the utility bills mailed on or about September 30, 2010. The subsequent year's rate adjustments will go into effect with the utility bills mailed on or about the last day of September of 2011, 2012, 2013, and 2014. The adjustments are a mix of base rate adjustments and usage charges. The average increase will be about \$2.00 per month each year.

Funding Expected: [X] Revenue, [] Expenditure, [X] N/A
Budgeted: [] Yes, [X] No, [] N/A
Account Number: _____ Amount: _____
Legal Review: [X] N/A, [X] Required, Completed Date: 5/11/2010
Mayor's Appt.: [] Yes, [X] No

Supporting documents attached

- Ordinance No. 3210

Recommendation

Staff Recommends Approval

Action Needed: [] Public Hearing, [X] Motion, [X] Emergency Clause

