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**Committee Members:**

Chairperson: Trey Ayers  
Mary Coffin, Ellen Gomes

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**SPECIAL CITY COUNCIL MEETING**

**Finance Committee Meeting**

Tuesday, November 16, 2010 5:30pm

City Hall 3<sup>rd</sup> Floor Conference Room

101 N 2<sup>nd</sup> Street, Guthrie, OK 73044

1. Roll Call
2. Discussion and consideration of action regarding a utility adjustment to a utility account for Eve Cushing at 704 East Warner Avenue.
3. Adjournment

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Agenda posted on the bulletin board in the lobby of City Hall before 5:00 pm on Friday, November 12, 2010. The City of Guthrie encourages participation from all its citizens. If participation at any public meeting is not possible due to a disability, notification to the city clerk at least 48 hours prior to the scheduled meeting is encouraged to make the necessary accommodations. The city may waive the 48 hours rule if signing is not the necessary accommodation.

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MEMORANDUM

TO: Wanda Calvert, City Clerk/Treasurer  
FROM: Kim Biggs, Deputy City Clerk ✓  
DATE: September 9, 2010  
RE: Adjustment Request – 704 East Warner

Eye Cushing opened an account at the above address on May 25, 2010. The house is vacant and under repair; however, her monthly water bills are very high. Her 3 month average use is 95,000 gallons per month. During that time, the house was vandalized and a report was filed with the police department.

The meter was tested for accuracy on August 20 resulting in a 98% accurate reading.

Ms. Cushing lives in Edmond but has been out of the state most of this time. Since the police report was filed, her water usage has gone down tremendously and she has been more attentive to the property.

Currently, her account balance is \$2,207.36 due to the problem she inquired when first establishing service. Ms. Cushing is requesting some relief from these charges if possible.

Please see the attached documentation for more information:

1. Account History
2. Test Meter Request – August 19
3. Re-Read – September 1

City of Guthrie  
Account History

*Reading Dates*

12-123870-002		Eve Cushing		704 E Warner Ave		<i>established service 5/25/10</i>	
Transaction				Reading/Receipt			
Transaction Date	Bill Number	Transaction Type	Number	Type	Cons/Ref#	Transaction Amount	
5/15/2010	1049	Water	1732	A	0	\$0.00	
6/15/2010	1063	Water	1734	E	2000	\$7.45	
6/15/2010	1063	sewer				\$10.94 ✓	
6/15/2010	1063	Garbage (Refuse)				\$9.71	
6/15/2010	1063	User Fee				\$3.12	
6/15/2010	1063	Water Treatment Plant Fee				\$5.50	
6/15/2010	1063	CMOM Fee				\$5.87	
7/14/2010	1077	Payment	517231	P	2	(\$42.59)	
7/15/2010	1077	Water	1919	A	185000	\$1,009.78	
7/15/2010	1077	CMOM Fee				\$8.00	
7/15/2010	1077	Water Treatment Plant Fee				\$7.50	
7/15/2010	1077	User Fee				\$4.25	
7/15/2010	1077	sewer				\$453.80 ✓	
7/15/2010	1077	Garbage (Refuse)				\$13.24	
8/15/2010	1090	Water Treatment Plant Fee				\$7.50	
8/15/2010	1090	Water	2017	A	98000	\$529.54	
8/15/2010	1090	sewer				\$243.26 ✓	
8/15/2010	1090	Garbage (Refuse)				\$13.24	
8/15/2010	1090	CMOM Fee				\$8.00	
8/15/2010	1090	User Fee				\$4.25	
8/17/2010	1086	User Fee (LC)				\$5.00	
8/25/2010	1090	Payment	522630	P		(\$100.00)	
9/15/2010	1102	CMOM Fee				\$8.00	
9/15/2010	1102	Water	2023	A	6000	\$27.10	
9/15/2010	1102	sewer				\$20.62 ✓	
9/15/2010	1102	Garbage (Refuse)				\$13.24	
9/15/2010	1102	User Fee				\$4.25	
9/15/2010	1102	Water Treatment Plant Fee				\$7.50	
9/16/2010	1097	User Fee (LC)				\$5.00	
9/30/2010	1108	Payment	527014	P		(\$100.00)	
10/15/2010	1108	CMOM Fee				\$8.00	
10/15/2010	1108	Water Treatment Plant Fee				\$7.50	
10/15/2010	1108	User Fee				\$4.25	
10/15/2010	1108	Garbage (Refuse)				\$13.24	
10/15/2010	1108	sewer				\$83.54 ✓	
10/15/2010	1108	Water	2055	A	32000	\$165.22	
10/15/2010	1108	Payment	529704	P	7466	(\$100.00)	
10/18/2010	1103	User Fee (LC)				\$5.00	
<b>Account Balance as of 10/28/10:</b>						<b>\$2,379.82</b>	

Call In  Walk In  New Make

Entered: \_\_\_\_\_

Received by: Shelly Date: 8/19/10 Time: 3:10 pm

### UTILITY SERVICE WORK ORDER

Name: Eme Cushing Phone #: [REDACTED]

- Residential
- Commercial
- New Account
- Transfer
- Close Account
- Re-Read
- Test Meter

*Please test Friday morning if possible.*

New Address: 704 E Warner Ave Old Address: Thank you

Meter ID: 53529534 Meter ID: \_\_\_\_\_

Meter Reading: 2017-98 % correct Meter Reading: \_\_\_\_\_

Date/Time: 08-19-10 Date/Time: \_\_\_\_\_

- Action:  Turn On
- Set and Leave Off
- Get Read
- Action:  Pull
- Get Read

Account # 12-123870-002 Account # \_\_\_\_\_

Postal Code/Route: \_\_\_\_\_ Postal Code/Route: \_\_\_\_\_

Meter Technician: ET Final Address: \_\_\_\_\_

Date: 8-20-10 Time: 11:00 City/State \_\_\_\_\_ Zip \_\_\_\_\_

*Billed for 185,000 this month*  
*will bill for 98,000 next month*  
WASTE CONNECTIONS *Readings coming back correct*

<input type="checkbox"/> Missed Pick up: _____	<input type="checkbox"/> Start / Stop - Residential / Commercial
0.* _____	<input type="checkbox"/> Increase / Decrease - Residential / Commercial
1.85+ <u>6-16-10 2,000 gallons 1734 Pro-rated</u>	
0.98+ <u>7-16-10 185,000 gallons 1919</u>	
0.02+ <u><del>6-16-10</del></u>	<i>Pro-rated bill</i>
003	<input type="checkbox"/> Completed _____
2.850 <u>8-13-10 98,000 gallon 2017</u>	
<u>8-20-10</u>	<input type="checkbox"/> City Dispatched to Driver _____
2.85 ÷ <u>8-19-10 0 gallons 2017</u>	
3.= _____	
0.95* _____	

#### SERVICE AND NON RECURRING FEES

- 95 K month per 3/mo average
- 0.\*  Service/Transfer Fee
- \$10.00 Test Meter
- Completed \_\_\_\_\_
- Extra Poly Cart
- Other Charges \_\_\_\_\_

*Come in 4:30 pm*

Payments Plan Under Review until 09/15/10

# UTILITY PAYMENT EXTENSION AGREEMENT

Date 08/24/2010

Customer Name Eve Cushing

Customer Address 704 E Warner Ave

Account No. 12-123870-002

I agree to pay \$ 100.00 on or before 09/15/10 (8:00 A.M.) with the balance of \$

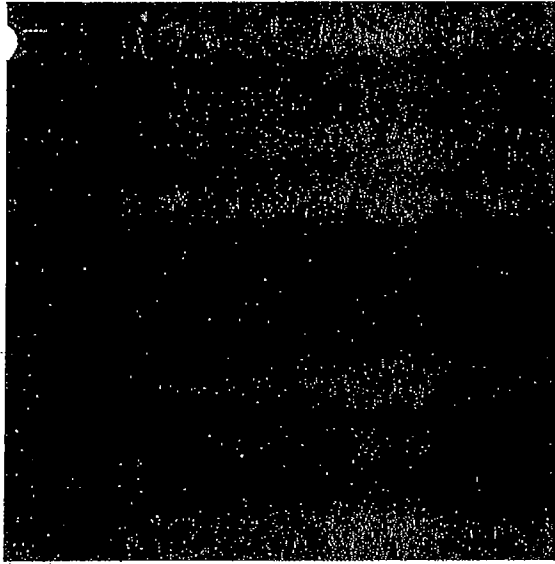
being payable on or before \_\_\_\_\_ (8:00 A.M.). I understand that this is the only extension that will be granted. Failure to comply with any part of this agreement will result in immediate disconnection of utility service.

### WAIVER OF RIGHTS

I have read this agreement and understand that I am waiving "Due Process Rights" which includes an administrative hearing and representation by an attorney.

Customer Signature Eve Cushing Date 8/24/10 City Representative Shelly Lane Date 8/24/10

Midwest Publishing Co. - Guthrie



sent out for  
re read 9-1-10

Call In  Walk In  New Make   Billing  
Received by: Shelly Date: 9-1-10 Time: \_\_\_\_\_

Entered: \_\_\_\_\_

### UTILITY SERVICE WORK ORDER

Name: Eve Cushing Phone #: \_\_\_\_\_

- Residential     Commercial     New Account     Transfer     Close Account  
 Re-Read     Test Meter

New Address: 704 E Warner Ave Old Address: \_\_\_\_\_

Meter ID: 535 29534 Meter ID: \_\_\_\_\_

Meter Reading: 2019 Meter Reading: 2,000 gallons used in

Date/Time: 09-1-10 Date/Time: 19 days

- Action:  Turn On     Pull  
 Set and Leave Off     Get Read  
 Get Read

Account #: 12-12380-002 Account #: \_\_\_\_\_

Postal Code/Route: \_\_\_\_\_ Postal Code/Route: \_\_\_\_\_

Meter Technician: ET Final Address: \_\_\_\_\_

Date: 9-1-10 Time: 11:35 City/State \_\_\_\_\_ Zip \_\_\_\_\_

### WASTE CONNECTIONS

- Missed Pick up: \_\_\_\_\_  Start / Stop -- Residential / Commercial  
 Extra Pick up: \_\_\_\_\_  Increase / Decrease -- Residential / Commercial  
Special Instructions: \_\_\_\_\_  
 Driver Told \_\_\_\_\_  Completed \_\_\_\_\_  
 Faxed to WC \_\_\_\_\_  City Dispatched to Driver \_\_\_\_\_

### SERVICE AND NON RECURRING FEES

- Bill to Account:  \$25.00 Service/Transfer Fee     \$10.00 Test Meter     Completed \_\_\_\_\_  
 \$10.69 Extra Poly Cart     Other Charges \_\_\_\_\_

account opened 5-25-10  
Finance Committee Meeting 11-16-2010

# GUTHRIE POLICE DEPARTMENT

306 W. Oklahoma Guthrie, Oklahoma 73044  
(405)282-3535

## INCIDENT REPORT

### OFFENSE(S) INFORMATION

1	<b>OFFENSE</b>	
Victim of Offense	[REDACTED]	
Charge From	NON-ARREST	
Charge Description	21 O.S. § 1760(A)(1) • MALICIOUSLY INJURES, DEFACTS OR DESTROYS OTHER'S REAL OR PERSONAL PROPERTY, IF THE VALUE OF LOSS IS LESS THAN \$2,500.	
Warrant Number		
Offense	COMPLETED	Offender suspected of using
Location of Offense	704 E. WARNER	
Geographic Loc.	D-2	
Premise Type Name	RESIDENCE	
Premise Type	RESIDENCE/HOME (INCLUDES APARTMENT, CONDOMINIUM, AND NURSING HOME)	
IBR Code	VANDALISM/DESTRUCTION/DAMAGE OF PROPERTY	

### PROPERTY INFORMATION

1	<b>LARGE CEMENT BENCH</b>	
Names	[REDACTED]	OWNER
Seized / Recovered		
Description Code	Other	
Loss Code	Destroyed/Damaged/Vandalized	
Quantity	1	
Brand		
Description	LARGE CEMENT BENCH	
Total Value	\$300.00	
Disposal Date		
Entered NCIC	NO	
NCIC Number		

### NARRATIVE(S) INFORMATION

1	<b>LEWELLYN, JASON</b> • Report this narrative to OSBI ? NO
On July 23, 2010 at approx. 7:34 p.m. I, Off. J. Lewellyn, was dispatched to 704 E. Warner in reference to a vandalism.	
Upon arrival I spoke with [REDACTED] Guthrie. [REDACTED] stated she left her residence on July 19, 2010 at approx. 8:00 a.m. everything was in place and not broken. [REDACTED] stated when she arrived at her residence on 7/23/2010 at approx. 7:15 p.m. she notice the large cement bench located on the east side of her front porch was flipped over onto it's top and had a huge crack on the corner.	
[REDACTED] said the gate on the east side of her residence that goes into the backyard was ajar and was closed when she left on the 19th of July. [REDACTED] said the wood gate to the backyard brick enclosure was standing open and should have been closed. [REDACTED] also said the water iris was pulled out of a weighted pot and was floating in the pond but it was not broken just tampered with.	
[REDACTED] said the only thing that was damaged was the cement bench which was on the porch. [REDACTED] said the bench was worth around \$300 to replace.	

# GUTHRIE POLICE DEPARTMENT

306 W. Oklahoma Guthrie, Oklahoma 73044  
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## INCIDENT REPORT

### PROPERTY INFORMATION

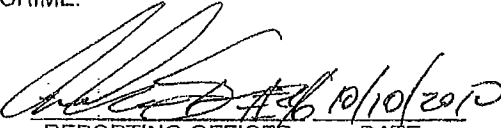
3	<b>BABY COY AND FANCY FANTAIL GOLDFISH</b>
Description	BABY COY AND FANCY FANTAIL GOLDFISH
Total Value	\$750.00
Disposal Date	
Entered NCIC	NO
NCIC Number	


### NARRATIVE(S) INFORMATION

1	<b>BARR, ANDREW</b> • Report this narrative to OSBI ? <b>NO</b>
On 10/10/2010 at approximately 4:30 p.m. I was dispatched to 704 E. Warner. In reference to the residence being vandalized.	
Upon my arrival I made contact with the home owner, identified as [REDACTED] told me she has been away from her home for the last six weeks in Philadelphia caring for her sister. [REDACTED] told me she arrived at her residence today and found the fish in her pond were dead and floating. [REDACTED] stated there was 15 fish (Baby Coy and Fancy Fantail Goldfish) in the pond. I asked [REDACTED] how much the fish were worth. [REDACTED] told me approximately \$50.00 dollars a piece (total of \$750.00). [REDACTED] also told me she found her garden hose submerged in the fish pond with the hose on full blast. [REDACTED] told me the water was leaking from the pond to the backyard sidewalk. I asked [REDACTED] if anyone has been watching her house. [REDACTED] told me she has a few people watching the house and was told late Friday afternoon (10/08/2010) all was well and the fish were still alive. [REDACTED] also stated the wood gate to the backyard located on the east side of the house was unsecured.	
[REDACTED] told me the constant running of the water resulted in her basement flooding with 2-2 1/2 ft of water. The hot water heater and furnace are partially submerged resulting in damage of approximately \$5,000.00 dollars.	
I asked [REDACTED] if she knows who would have come over to her residence. [REDACTED] stated she does not know. [REDACTED] also stated she does not live in the house yet. She is having it renovated at this time.	
The total approximate damage is \$5,750.00 dollars.	

IT IS UNLAWFUL TO FALSELY REPORT A CRIME.  
WILL YOU PROSECUTE: (Y/N) \_\_\_\_\_

\_\_\_\_\_  
REPORTED BY                      DATE

 10/10/2010  
REPORTING OFFICER                      DATE

 10/10/2010  
REVIEWED OFFICER                      DATE