

**AGENDA OF A REGULAR MEETING OF THE  
MAYOR AND BOARD OF COMMISSIONERS  
OF  
THE CITY OF ARDMORE, OKLAHOMA,  
HELD ON 04/02/2018 AT 7:00 PM IN THE  
COMMISSION CHAMBERS**

- 1. CALL TO ORDER**
- 2. INVOCATION**
- 3. PLEDGE OF ALLEGIANCE**
- 4. ROLL CALL**
- 5. PRESENTATIONS**
  - 5.A. Presentation A**

**Presentation of Proclamation by Mayor Dyer to Amber Wilson,  
Director of Emergency Management, Declaring the Month of April  
as "Severe Weather Preparedness Month"**
  - 5.B. Presentation B**

**Presentation of Proclamation by Mayor Dyer to Ken Campbell,  
Director of Finance/City Clerk, Declaring the Month of April as  
"Fair Housing Month"**
- 6. APPROVE AGENDA - ORDER OF BUSINESS  
AND CONTENTS**
- 7. APPROVE MINUTES**
  - 7.A. City Commission Minutes**

**of the Regular City Commission Meeting of March 19, 2018**

Documents:

[MINUTES OF 03-19-18.PDF](#)

## 8. EXECUTIVE SESSION

### 8.A. Executive Session A

**Consideration and Possible Vote to Enter Into Executive Session for the Purpose of Discussing the Status of Negotiations between City of Ardmore and the IAFF, Local 1881 for a New Collective Bargaining Agreement for Fiscal Year 2018-2019 as Authorized by 25 O.S. Section 307 § (B)(2)**

### 8.B. Executive Session B

**Come Out of Executive Session and Vote to Reconvene Into Open Meeting**

## 9. CONSENT AGENDA

**All items listed are considered to be routine by the City Commission and will be enacted by one motion. There will be no separate discussion of these items unless a Commissioner or a citizen so requests, in which event the item will be removed from the consent status and considered in its normal sequence on the agenda.**

### 9.A. Consent A

**Consider and Take Action to Confirm Mayor and City Commissions Appointments to the Ardmore Animal Care Trust Authority to Serve Second Three (3) Year Terms to be Beth Marshall and Scott Sutherland with Terms to Expire in May of 2021  
(J.D. Spohn, City Manager)**

Documents:

[CONSENT A.PDF](#)

### 9.B. Consent B

**Consider and Take Action on Approval of the Lump Sum Distribution from OkMRF to Mr. Fred Martin  
(Cheryl Smith, Director of Human Resources)**

Documents:

[CONSENT B.PDF](#)

## 10. REGULAR BUSINESS

### 10.A. AGREEMENT(S)

#### 10.A.1. Agreement 1

**Consider and Take Action on Approval for the Continuation of the Maintenance Agreement with Tyler Technologies, Inc. for**

**Incode Applications from May 1, 2018 to April 30, 2019 in the  
Total Amount of \$22,832.59  
(Robert Newell, Director of Information Technology)**

Documents:

[AGREEMENT 1.PDF](#)

10.A.2. **Agreement 2**

**Consider and Take Action on Approval for the Payment of  
Invoice No. 004927 to Atlas Utility Supply Company for Water  
Meter Attachment and Equipment in the Total Amount of  
\$9,573.81  
(Ken Campbell, Director of Finance)**

Documents:

[AGREEMENT 2.PDF](#)

11. **ADJOURN**

**MINUTES  
OF  
A REGULAR MEETING OF THE MAYOR AND BOARD OF COMMISSIONERS OF  
THE CITY OF ARDMORE, OKLAHOMA, HELD ON MARCH 19, 2018  
AT 7:00 PM IN THE COMMISSION CHAMBERS**

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Present:	Martin Dyer	Mayor
	Sheryl Ellis	Vice-Mayor
	Keith King	Commissioner
	John Moore	Commissioner
	Doug Pfau	Commissioner
	J.D. Spohn	City Manager
	Ken Campbell	City Clerk
	Jen O'Steen	City Attorney

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This meeting was held in compliance with the Oklahoma Open Meeting Act (OSS 25)

**1. CALL TO ORDER, BY THE MAYOR**

Mayor Dyer called the meeting to order.

**2. INVOCATION**

The invocation was led by Robert Newell, Director of Information Technology.

**3. PLEDGE OF ALLEGIANCE**

The pledge of allegiance was led by Commissioner Pfau.

**4. ROLL CALL**

The City Clerk called roll. All were present.

**5. PRESENTATION(S)**

**A. Presentation of Certificate of Recognition for Budget Preparation and Distinguished Budget Presentation Award to Ken Campbell, Director of Finance**

A presentation of Certificate of Recognition for Budget Preparation and Distinguished Budget Presentation Award was made by Mayor Dyer to Ken Campbell, Director of Finance. The Certificate of Recognition for Budget Preparation award represents a significant achievement by the entity. It reflects the commitment of the governing body and staff to meeting the highest principles of governmental budgeting. In order to receive the budget award, the entity had to satisfy nationally recognized guidelines for effective budget presentation. These guidelines are designed to assess how well an entity's budget serves as:

- a policy document
- a financial plan
- an operations guide
- a communications device

Budget documents must be rated "proficient in all four categories, and in the fourteen mandatory criteria within those categories, to receive the award. When a Distinguished Budget Presentation Award is granted to an entity, a Certificate of Recognition for Budget Presentation is also presented to the individual designated as being primarily responsible for having achieved the award. This has been presented to Ken Campbell, Director of Finance.

**6. APPROVE AGENDA – ORDER OF BUSINESS AND CONTENTS**

Motion was made by Commissioner Moore and seconded by Commissioner Pfau to approve the agenda as written.

Ayes: King, Moore, Pfau, Ellis, Dyer  
Nays: None

**7. APPROVE MINUTES**

**A. City Commission Regular Meeting of March 5, 2018**

Motion was made by Commissioner Pfau and seconded by Vice-Mayor Ellis to approve the minutes of the Regular Meeting of March 5, 2018 as written.

Ayes: King, Moore, Pfau, Ellis, Dyer  
Nays: None

**B. City Commission Special Winter Retreat Meeting of March 8, 2018**

Motion was made by Vice-Mayor Ellis and seconded by Commissioner Pfau to approve the minutes of the Special Meeting of March 8, 2018 as written.

Ayes: King, Moore, Pfau, Ellis, Dyer  
Nays: None

**8. PUBLIC HEARING(S)**

**A. Public Hearing for the Purpose of Hearing and Considering Any Objections and/or Complaints Concerning the Request to Rezone Ten (10) Acres located approximately 2,280 Feet North of US Highway 70 and West of South Commerce from CC (Commercial Corridor) to IH (Heavy Industrial)**

A presentation was made by Jessica Scott, Director of Development Services, to the Commission. She stated that the City received a Rezoning application from the property owner of ten (10) acres located at approximately 2,280 feet north of US Highway 70, and west of South Commerce, requesting rezoning of the subject property from CC (Commercial Corridor) to IH (Heavy Industrial). In keeping with the requirements of Section 319 of the Unified Development Code, a public hearing was held before the Planning Commission on March 8, 2018. Per Section 319, a public hearing is now required before the City Commission.

Speaking Against:

Mr. Dan Mahoney, owner of property located north of the ten acres proposed for an outdoor shooting range spoke against the rezoning of this property from CC (Commercial Corridor) to IH (Heavy Industrial).

Speaking For:

Mr. Jason Smith, on behalf of J& L Properties, LLC, spoke for the rezoning of this property from CC (Commercial Corridor) to IH (Heavy Industrial) for an outdoor shooting range.

Public Hearing Closed

**B. Public Hearing for the Purpose of Hearing and Considering Any Objections and/or Complaints Concerning the Request to Rename "A" Street NE between 2nd Avenue NE and 3rd Avenue NE to Caddo Street NE**

A presentation was made by Jessica Scott, Director of Development Services, to the Commission. She stated that the City of Ardmore's East Main Streetscape Project Phase I will include work to be done on Caddo Street beginning at Main Street, north until 3<sup>rd</sup> Avenue NE. Currently, Caddo Street becomes "A" Street NE beginning at 2<sup>nd</sup> Avenue NE. The City requests permission to rename "A" Street NE between 2<sup>nd</sup> Avenue NE and 3<sup>rd</sup> Avenue NE to Caddo Street NE. Per Section 802, a public hearing is now required before the City Commission.

No One Present to Speak For or Against

Public Hearing Closed

**9. CONSENT**

**A. Consider and Take Action on Approval to Apply for a Grant from the Oklahoma District Attorney’s Council through the U.S. Department of Justice and a Budget Amendment for Fiscal Year 2018-2019 in the Total Amount of \$3,000.00**

The City of Ardmore Crime Lab requests permission to apply for a grant in the amount of \$3,000.00 from the Oklahoma District Attorney’s Council through the Department of Justice Grant Program. The grant funding will be used for the forensic lab accreditation in the amount of \$3,000.00. There is no match requirement for this grant. However, participation in the Oklahoma District Attorney’s Council is required which involves attendance at scheduled meetings.

**B. Consider and Take Action on Approval to Apply for a Grant from the Federal Fiscal Year 2018 Certified Local Governments Fund Application of the Oklahoma Historical Society in the Total Amount of \$5,625.00**

The City of Ardmore requests permission to apply for a grant in the amount of \$5,625.00 from the Federal Fiscal Year 2018 Certified Local Governments Fund Application of the Oklahoma Historical Society. The Ardmore Historic Preservation Board has approved the proposed use of the allocation for a National Register Nomination of the Ardmoreite Building; training and education; electronic resources; association dues; and supplies. This is a 40% match requirement, which will be made in kind, by the employee’s involvement with the Ardmore Historic Preservation and administration of the grant.

Motion was made by Commissioner Pfau and seconded by Commissioner Moore to approve Consent Agenda Items 9.A. – 9.B.

Ayes: King, Moore, Pfau, Ellis, Dyer  
Nays: None

**10. REGULAR BUSINESS**

**A. ORDINANCE(S)**

**1. Consider and Take Action on Approval of an Ordinance to Rezone Ten (10) Acres located approximately 2,280 Feet North of US Highway 70 and West of South Commerce from CC (Commercial Corridor) to IH (Heavy Industrial)**

A presentation was made by Jessica Scott, Director of Development Services, to the Commission. She stated that staff received a request from Jason Smith on behalf of J and L Properties, LLC, property owner of property located approximately 2,280 feet north of US Highway 70, and west of South Commerce to rezone this property from CC (Commercial Corridor) to IH (Heavy Industrial). The Planning Commission voted (5-0) to recommend denial of rezoning to IH (Heavy Industrial) zoning district.

Motion was made by Commissioner Ellis and seconded by Commissioner Moore to deny Ordinance No.3025.

Ayes: King, Moore, Pfau, Ellis, Dyer  
Nays: None

## **B. RESOLUTION(S)**

### **1. Consider and Take Action on Approval of a Resolution to Rename "A" Street NE between 2nd Avenue NE and 3rd Avenue NE to Caddo Street NE**

A presentation was made by Jessica Scott, Director of Development Services, to the Commission. She stated that the City of Ardmore's East Main Streetscape Project Phase I will include work to be done on Caddo Street beginning at Main Street, north until 3<sup>rd</sup> Avenue NE. Currently, Caddo Street becomes "A" Street NE beginning at 2<sup>nd</sup> Avenue NE. The City requests permission to rename "A" Street NE between 2<sup>nd</sup> Avenue NE and 3<sup>rd</sup> Avenue NE to Caddo Street NE. This renaming will not only reflect and honor the historic name of Caddo and will provide cohesion for the Streetscape.

Motion was made by Commissioner Moore and seconded by Commissioner King to approve Resolution No. 4058.

Ayes: King, Moore, Pfau, Ellis, Dyer  
Nays: None

## **C. AGREEMENT(S)**

### **1. Consider and Take Action on Approval for the Continuation of the Maintenance Agreement with Andrews Technology, Inc. for the Timekeeping and Attendance System from March 1, 2018 to June 30, 2018 in the Total Amount of \$8,900.00**



A presentation was made by Robert Newell, Director of Information Technology, to the Commission. He stated that on May 4, 2015, the City Commission approved the purchase of a timekeeping and attendance system for City of Ardmore employees from Andrews Technology, Inc. The vendor is discontinuing customer site hosting and moving to SaaS (Software as a Service). At this time, it is staff's recommendation that the City pay the pro-rated annual maintenance fee plus the implementation fee with Andrews Technology, Inc. for the timekeeping and attendance system from March 1, 2018 to June 30, 2018 in the amount of \$8,900.00. This is a budgeted item in Fiscal Year 2017/2018. Andrews Technology, Inc. is a sole source vendor for this system to government entities.

Motion was made by Commissioner King and seconded by Commissioner Pfau to approve the continuation of the Maintenance Agreement with Andrews Technology, Inc. for the timekeeping and attendance system from March 1, 2018 to June 30, 2018 in the total amount of \$8,900.00.

Ayes: King, Moore, Pfau, Ellis, Dyer  
Nays: None

**2. Consider and Take Action on Approval of the Agreement for the Professional Engineering Services between the City of Ardmore and EST, Inc. for the Sunset Drive Street and Storm Sewer Improvements in the Total Amount of \$217,000.00**

A presentation was made by Tom Mansur, City Engineer, to the Commission. He stated that Sunset Drive north of Cloverleaf needs to be rebuilt and widened. Some of that will ultimately be accomplished by City forces however the section between 6<sup>th</sup> Avenue SW and Cloverleaf will require right of way acquisition and new storm sewers. Such work will require engineering assistance. Staff requests approval of a proposal received from EST, Inc., to perform the necessary land surveying and roadway engineering, including preparation of plans and right of way documents and limited construction engineering. Fees as follows:

Preliminary Engineering	\$138,000.00
Final Engineering	\$ 64,000.00
Engineering during Construction	<u>\$ 15,000.00</u>
Total Fee	\$217,000.00

EST, Inc. has done excellent engineering for the City before and is qualified to undertake this work. Funds are available in the Street Improvement budget to pay for the engineering required.

Motion was made by Commissioner Pfau and seconded by Commissioner Moore to approve an Agreement for the professional engineering services between the City of Ardmore and EST, Inc. for the Sunset Drive Street and storm sewer improvements in the total amount of \$217,000.00.

Ayes: King, Moore, Pfau, Ellis, Dyer  
Nays: None

**3. Consider and Take Action on Approval of the Memorandum of Understanding between the City of Ardmore and the Ardmore Development Authority related to the Local Match for a Grant from the Federal Aviation Administration for the Taxiway A Project, AIP No. 3-0040-0005-17-2018 at the Ardmore Municipal Airport to Establish that the Ardmore Development Authority will be Responsible for the Local Match Funds in an Amount Not to Exceed \$33,530.00 and For Any Costs Exceeding the Grant Award**

A presentation was made by Jen O'Steen, City Attorney, to the Commission. She stated that this is a companion item to the Agreement between the City of Ardmore (City) and Lochner for services related to the same AIP Project No. 3-0040-0005-17-2018. This Memorandum of Understanding (MOU), if approved, will address the payment of expenses related to the Engineering Services Agreement for the Project involving Taxiway A at the Ardmore Municipal Airport. The grants that the City will be applying for require a local match that will not exceed \$33,530.00. The Ardmore Development Authority (ADA) has access to the City's oil and gas revenues that are available to the ADA for capital improvements. This project meets the requirements for the use of these funds. If approved, this MOU will formalize the arrangement regarding the payment of any matching funds.

Motion was made by Commissioner King and seconded by Vice-Mayor Ellis to approve the Memorandum of Understanding between the City of Ardmore and the Ardmore Development Authority related to the local match for a grant from the Federal Aviation Administration for the Taxiway A Project, AIP No. 3-0040-0005-17-2018 at the Ardmore Municipal Airport to establish that the Ardmore Development Authority will be responsible for the local match funds in an amount not to exceed \$33,530.00 and for any costs exceeding the grant award.

Ayes: King, Moore, Pfau, Ellis, Dyer  
Nays: None

**4. Consider and Take Action on Approval of the Agreement for the Improvements to the Ardmore Municipal Airport for Federal Aviation Administration AIP Project No. 3-0040-005-17-2018 for Engineering and Administrative Services Related to Design, Rehabilitation and Construction to Improve Taxiway A, Lighting and Signage with a Cost Not to Exceed \$335,300.00**

A presentation was made by Jen O'Steen, City Attorney, to the Commission. She stated that this item is a companion item to the Memorandum of Understanding between the City of Ardmore (City) and the Ardmore Development Authority (ADA). Improvements to Taxiway A, drainage, lighting, and signage are important projects at the Ardmore Municipal Airport. If this Agreement is approved, our Airport Engineer, H. W. Lochner, Inc. will work on a plan that will result in the completion of the engineering work, and some administrative work, that will facilitate these improvements. The ADA as the Airport Manager has been working closely with Lochner and has requests approval of this Agreement. Further, the ADA has agreed to pay any necessary costs. The City will be submitting grant applications to the Federal Aviation Administration and the Oklahoma Aeronautics Commission to cover the majority of the expenses associated with this Agreement.

Motion was made by Commissioner Pfau and seconded by Commissioner King to approve an Agreement for the improvements to the Ardmore Municipal Airport for Federal Aviation Administration AIP Project No. 3-0040-005-17-2018 for engineering and administrative services related to design, rehabilitation and construction to improve Taxiway A, lighting and signage with a cost not to exceed \$335,300.00.

Ayes: King, Moore, Pfau, Ellis, Dyer  
Nays: None

#### **D. PURCHASE(S)**

**1. Consider and Take Action on Approval for the Purchase of a 3/4 Ton Truck for the Parks and Recreation Department from the Oklahoma State Contract SW 035 from Bill Knight Ford in the Total Amount of \$23,405.00**

A presentation was made by Teresa Ervin, Director of Parks and Recreation, to the Commission. She stated that February 20, 2018 staff brought to the Commission a request to purchase a ¾ Ton Truck for the Parks and Recreation Department from Carter Chevrolet Agency, LLC from the Oklahoma State Contract SW 190 in the amount of \$23,568.00. The request was approved although when the order was being placed it was determined that the truck was no longer available. Again staff requests permission to purchase a ¾ Ton Truck for the Parks and Recreation Department. The truck will be purchased from Bill Knight Ford from the State Contract SW 035 in the amount of \$23,405.00 which includes delivery. The total budgeted amount for this purchase in Fiscal Year 2017/2018 is \$25,000.00.

Motion was made by Vice-Mayor Ellis and seconded by Commissioner Pfau to approve the purchase of a 3/4 Ton Truck for the Parks and Recreation Department from the Oklahoma State Contract SW 035 from Bill Knight Ford in the total amount of \$23,405.00.

Ayes: King, Moore, Pfau, Ellis, Dyer  
Nays: None

**2. Consider and Take Action on Approval for the Purchase of a 3/4 Ton Truck for the Customer Service-Meter Maintenance Department from the Oklahoma State Contract SW 035 from Hudiburg Auto Group in the Total Amount of \$24,990.00**

A presentation was made by Ken Campbell, Director of Finance/City Clerk, to the Commission. He stated that the Customer Service/Finance Department requests approval to purchase a 3/4 Ton Truck, in the amount of \$24,990.00, from Hudiburg Auto Group of Oklahoma City, Oklahoma. In addition staff will purchase a utility bed for the cost of \$5,185.00 for a total project cost of \$30,175.00. Staff budgeted \$30,000.00 in Fiscal Year 2017/2018 from the Customer Service Fund for this vehicle. Staff is aware of the \$175.00 overage and will make the funds available for the entire purchase.

Motion was made by Commissioner Moore and seconded by Commissioner Pfau to approve the purchase of a 3/4 Ton Truck for the Customer Service-Meter Maintenance Department from the Oklahoma State Contract SW 035 from Hudiburg Auto Group in the total amount of \$24,990.00.

Ayes: King, Moore, Pfau, Ellis, Dyer  
Nays: None

**3. Consider and Take Action on Approval for the Purchase of a Utility Bed for a 3/4 Ton Truck for the Customer Service-Meter Maintenance Department from the Oklahoma State Contract SW 106 from Total Truck and Trailer, LLC in the Total Amount of \$5,185.00**

A presentation was made by Ken Campbell, Director of Finance/City Clerk, to the Commission. He stated that the Customer Service/Finance Department requests approval for the purchase of a Utility Bed for a 3/4 Ton Truck in the amount of \$5,185.00 from Total Truck and Trailer of Norman, Oklahoma. In addition staff will purchase a 3/4 Ton Truck the cost of \$24,990.00 for a total project cost of \$30,175.00. Staff budgeted \$30,000.00 in Fiscal Year 2017/2018 from the Customer Service Fund for this vehicle. Staff is aware of the \$175.00 overage and will make the funds available for the entire purchase.

Motion was made by Commissioner King and seconded by Vice-Mayor Ellis to approve the purchase of a Utility Bed for a 3/4 Ton Truck for the Customer Service-Meter Maintenance Department from the Oklahoma State Contract SW 106 from Total Truck and Trailer, LLC in the total amount of \$5,185.00.

Ayes: King, Moore, Pfau, Ellis, Dyer  
Nays: None

**11. ADJOURN**

Motion was made by Commissioner Pfau and seconded by Vice-Mayor Ellis to adjourn from this meeting.

Ayes: King, Moore, Pfau, Ellis, Dyer  
Nays: None

CITY OF ARDMORE  
Office of the City Manager

Council Letter No. 4082  
Meeting Date: April 2, 2018

Mayor and City Commission  
City of Ardmore, Oklahoma

Re: Ardmore Animal Care Trust Authority Appointments

Dear Commission Members:

It is the recommendation of the Ardmore Animal Care Trust Authority to re-appointment the following individuals to the Ardmore Animal Care Trust Authority:

Re-Appointment of Beth Marshall to serve a second three year term (Expire Date: May 2021)

Re-Appointment of Scott Southerland to serve a second three year term (Expire Date: May 2021)

Staff respectfully recommends approval of the appointments to the Ardmore Animal Care Trust Authority.

Respectfully submitted,



J.D. Spohn  
City Manager

CITY OF ARDMORE  
Human Resources Department

Council Letter No. 4083  
Meeting Date: April 2, 2018

Mayor and City Commission  
City of Ardmore, Oklahoma

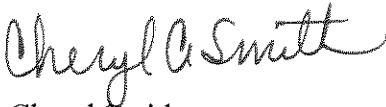
Re: Lump Sum distribution from OkMRF to Fred Martin

Dear Commission Members:

Mr. Fred Martin has requested a lump sum distribution from his retirement account with OkMRF.

Under the requirements of the OkMRF agreement with the City of Ardmore, OK, it is required that the City Commission approve a lump sum distribution, I am requesting your approval for a Lump Sum distribution to Mr. Fred Martin.

Respectfully submitted,



Cheryl Smith  
HR Director

Reviewed by:   
City Manager

**CITY OF ARDMORE**  
Information Technology Department

Council Letter No. 4084  
Meeting Date: April 2, 2018

Mayor and City Commission  
City of Ardmore, Oklahoma

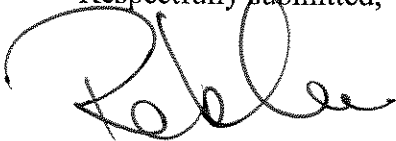
Re: Continuation of Maintenance Agreement with Tyler Technologies for  
Incode Applications

Dear Commission Members:

Incode is an application suite that handles the financial workflow for the City of Ardmore. The modules renewed at this time include: AP, Network Support, Cash Collection, Check Reconciliation, General Ledger, Payroll, Purchase Orders and Utility CIS.

It is staff's recommendation that the city renew the annual maintenance agreement for Incode valid from 5/1/18 thru 4/30/19 from Tyler Technologies for the total cost of \$22,832.59. This is budgeted item in the 17/18 fiscal year.

Respectfully submitted,



Robert Newell  
Director of Information Technology

Reviewed by: \_\_\_\_\_







**Remittance:**  
 Tyler Technologies, Inc.  
 (FEIN 75-2303920)  
 P.O. Box 203556  
 Dallas, TX 75320-3556

# Invoice

<b>Invoice No</b>	<b>Date</b>	<b>Page</b>
025-216931	04/01/2018	1 of 1

**Empowering people who serve the public®**

**Questions:**  
 Tyler Technologies - Local Government  
 Phone: 1-800-772-2260 Press 2, then 2  
 Email: ar@tylertech.com



Bill To: City of Ardmore  
 23 S. Washington  
 Ardmore, OK 73401

Ship To: City of Ardmore  
 23 S. Washington  
 Ardmore, OK 73401

<b>Customer No.</b>	<b>Ord No</b>	<b>PO Number</b>	<b>Currency</b>	<b>Terms</b>	<b>Due Date</b>
42108	91017		USD	NET30	05/01/2018

Date	Description	Units	Rate	Extended Price
Contract No.: Ardmore, City of				
	Accounts Payable	1	2,471.78	2,471.78
Maintenance: Start: 01/May/2018; End: 30/Apr/2019				
	Central Cash Collection	1	2,943.09	2,943.09
Maintenance: Start: 01/May/2018; End: 30/Apr/2019				
	Check Reconciliation	1	0.00	0.00
Maintenance: Start: 01/May/2018; End: 30/Apr/2019				
	General Ledger	1	3,606.47	3,606.47
Maintenance: Start: 01/May/2018; End: 30/Apr/2019				
	Payroll/Personnel	1	3,296.20	3,296.20
Maintenance: Start: 01/May/2018; End: 30/Apr/2019				
	Purchase Orders	1	2,471.78	2,471.78
Maintenance: Start: 01/May/2018; End: 30/Apr/2019				
	Utility CIS System	1	6,503.76	6,503.76
Maintenance: Start: 01/May/2018; End: 30/Apr/2019				
	Basic Network Support Services	1	1,539.51	1,539.51
Maintenance: Start: 01/May/2018; End: 30/Apr/2019				

**\*\*ATTENTION\*\***  
 Order your checks and forms from  
 Tyler Business Forms at 877-749-2090 or  
 tylerbusinessforms.com to guarantee  
 100% compliance with your software.

<b>Subtotal</b>	22,832.59
<b>Sales Tax</b>	0.00
<b>Invoice Total</b>	22,832.59

CITY OF ARDMORE  
FINANCE DEPARTMENT

Council Letter No. 4085  
Meeting Date: April 2, 2018

Mayor and Commissioners  
City of Ardmore, OK

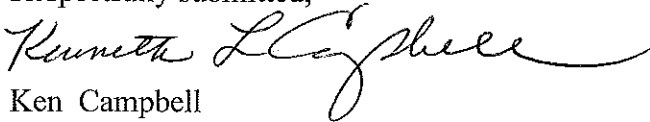
RE: PAYMENT TO ATLAS UTILITY FOR \$9,573.81

Dear Mayor and Commissioners:

We have placed an order with Atlas Utilities for 2" encoders, endpoint, and compound meters. This was a sole source purchase for our Badger meter system, but because the total amount of the invoice was \$9,573.81, and was over the approval level of the City Manager, we must receive commission approval for the payment of this invoice. This is a budgeted item for FY 17-18 in the Customer Service Department.

Staff respectfully asks the Commission to approve the payment to Atlas Roofing the amount of \$9,573.81.

Respectfully submitted,



Ken Campbell  
Finance Director

Reviewed by: \_\_\_\_\_

  
City Manager



# ATLAS UTILITY SUPPLY COMPANY

2301 CARSON STREET  
 FORT WORTH, TEXAS 76117-5212  
 817.831.4275 FAX 817.831.1014  
 EMAIL: SALES@ATLASUTILITY.COM

# INVOICE

Page 1/1

**Sold To**  
 CITY OF ARDMORE  
 317 VETRANS BLVD  
 ARDMORE OK 73401

**Ship To**  
 CITY OF ARDMORE  
 317 VETRANS BLVD  
 ARDMORE OK 73401

Customer #	Order Date	Sales Order #	Buyer	Customer P/O #	Ship Via	Salesman
0001032	02/12/2018	004927	Joanie Grissom	JOANIE	UNITED PARCE	EL
Invoice #	Invoice Date	Ship Date	Freight Terms	Job Number	Terms	
004927	03/12/2018		PREPAID& ADD		NET 30 DAYS Std	

LN	QNTY ORD	QNTY SHIP	QNTY B/O	PRODUCT NUMBER	DESCRIPTION	UOM	NET PRICE	EXTENSION
					UPS Track# 1Z7819520369126955			
					UPS Track# 1Z7819520369542764			
					UPS Track# 1Z7819520367846574			
					UPS Track# 1Z7819520369438387			
					UPS Track# 1Z7819520367718195			
1	48	48		BMM170 HRE TWIST	BADGER 2" M-170 USG 8 DIA ENCODER ONLY WITH 5' TWIST TIGHT CONNECTOR	Ea	72.00	\$3456.00
2	50	50		BMORHCHEHRETWISTDAT	BADGER FH ORION GE DATA PROFILE ENDPOINT ONLY FOR HRE / HRE-ECG ENCODER WITH 8" TWIST TIGHT CONNECTOR	Ea	82.50	\$4125.00
3	1	1		BM2COMP BARE METER	2" COMPOUND SERIES BARE M ONLY SN: 18066852	Ea	1654.00	\$1654.00
4	1	1		BM2COMSER 8DHRETWIST	BADGER 2" COMPOUND SERIES DIAL USG HR-E ENCODER ONLY WITH 5' TWIST TIGHT CONNECTOR ***** BJ *****	Ea	185.00	\$185.00

*Handwritten:* FIRE DEPT Meter  
125 Veterans

**Sent Copy**

Terms & Conditions  
 \*\*\*\*\* SERVING OUR FINE CUSTOMERS \*\*\*\*\*  
 \*\*\*\*\* FOR OVER FIFTY YEARS \*\*\*\*\*  
 \*\*\*\*\* THANK YOU FOR YOUR BUSINESS \*\*\*\*\*

Merchandise	9,420.00
Freight	153.81
Misc Charges	0.00
Sub Total	9,573.81
Taxable	0.00
Tax (NT)	0.00
<b>TOTAL</b>	<b>\$9,573.81</b>

Pay By 04/11/2018

Writer: BJ