

**AGENDA OF A REGULAR MEETING OF THE
CHAIRPERSON AND TRUSTEES OF
THE ARDMORE PUBLIC WORKS
AUTHORITY,
TO BE HELD ON 06/20/2022 AT 7:00 PM
IN THE COMMISSION CHAMBERS
FOLLOWING REGULAR CITY COMMISSION
MEETING**

NOTICE: "Official action can only be taken on items which appear on the agenda. The Trustees may adopt, approve, ratify, deny, defer, recommend, amend, strike, or continue any item. When more information is needed to act on an item, the Trustees may refer the matter to the Manager or the Municipal Counselor. The Trustees may also refer items to standing committees of the City Commission or to a board or commission for additional study. Under certain circumstances, items are deferred to a specific later date or stricken from the agenda entirely."

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **APPROVE AGENDA - ORDER OF BUSINESS
AND CONTENTS**
4. **APPROVE MINUTES**
 - 4.A. **Ardmore Public Works Authority Regular Minutes**
of the Meeting held on June 6, 2022

Documents:

[APWA MINUTES 06-06-22.PDF](#)

5. **CONSENT AGENDA**

All items listed are considered to be routine by the Authority and will be enacted by one motion. There will be no separate discussion of these items unless a Trustee 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 and approval or rejection of any amendments proposed and considered by the Trustees at the meeting.

5.A. **Consent A**

Consideration and Possible Action to Consent to Ratify and Approval by the Ardmore City Commission for the Acceptance of a Construction Permit from the Oklahoma Department of Environmental Quality for an 8" Sanitary Sewer Extension to Serve the Warren Cat Addition and Approval or Rejection of Any Amendments Proposed and Considered by the Trustees at the Meeting

(Submitted by Shawn Geurin, Director of Utilities)

Documents:

[CONSENT A.PDF](#)

5.B. **Consent B**

Consideration and Possible Action to Consent to Ratify an Approval by the Ardmore City Commission for the Acceptance of a Construction Permit from the Oklahoma Department of Environmental Quality for the Replacement of Water Lines at the Ardmore Municipal Airport and Approval or Rejection of Any Amendments Proposed and Considered by the Trustees at the Meeting

(Submitted by Shawn Geurin, Director of Utilities)

Documents:

[CONSENT B.PDF](#)

5.C. **Consent C**

Consideration and Possible Action to Consent to Ratify an Approval by the Ardmore City Commission of Resolution Number 4226, a Resolution Adopting a Revised Investment Policy for Funds of the City of Ardmore and Designation its Effective Date as July 1, 2022

(Submitted by Sissy Burge, City Treasurer)

Documents:

[CONSENT C.PDF](#)

5.D. **Consent D**

Consideration and Possible Action to Consent to Ratify an Approval by the Ardmore City Commission of a Bid Received from Vernon's Plumbing, Heating & Air Conditioning Repair for the Ardmore Water Treatment Plant HVAC Improvements Project in the Total Amount of \$63,080.00

(Presented by Shawn Geurin, Director of Utilities)

Documents:

[CONSENT D.PDF](#)

5.E. **Consent E**

Consideration and Possible Action to Consent to Ratify an Approval by the Ardmore City Commission for the Renewal of the Maintenance/Use Agreement between the City of Ardmore and Azteca Systems, LLC for City Works Application to Maintain Inventory and Infrastructure, Work Orders, Permitting, and Licensing Systems for a Three (3) Year Term in a Total Amount of \$171,000.00 with the City of Ardmore to Pay \$15,000.00 and Ardmore Public Works Authority to Pay \$39,000.00 for the First Renewal Term of July 1, 2022 to June 30, 2023 in the Total Amount of \$54,000.00

(Submitted by Robert Newell, Chief Information Officer)

Documents:

[CONSENT E.PDF](#)

6. **NEW BUSINESS**

(As defined by the Oklahoma Open Meeting Act 25 OK Statutes § 311 (A) (9) as “matters not known about or which could not have reasonably been foreseen prior to the time of posting the agenda”).

7. **ADJOURN**

**MINUTES OF A REGULAR MEETING OF THE TRUSTEES OF THE
ARDMORE PUBLIC WORKS AUTHORITY HELD ON
JUNE 6, 2022 AT 7:00 PM IN THE COMMISSION CHAMBERS**

Present:	Sheryl Ellis	Vice-Chairperson
	Nancy Sjulín	Trustee
	John Credle, Jr.	Trustee
	David Plesher	Trustee
	Kevin Boatright	Manager
	Sissy Burge	Acting Secretary

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

1. CALL TO ORDER BY THE CHAIRPERSON

Vice-Chairperson Ellis called the meeting to order.

2. ROLL CALL

The Acting Secretary called roll. All were present except Chairperson Pfau and Secretary Linney.

3. APPROVE AGENDA – ORDER OF BUSINESS AND CONTENTS

Motion was made by Trustee Sjulín and seconded by Trustee Credle to approve the agenda with the removal of Item 6 - Discussion; Item 7 - Regular Business; Item 8 - Resolution(s); Item 9 - Agreement(s); Item 10 - Purchase(s); Item 11 - Bid(s), and Item 12 - Executive Session.

Ayes:	Sjulín, Credle, Plesher, Ellis
Nays:	None
Absent:	Pfau

4. APPROVE MINUTES

A. of the Ardmore Public Works Authority Regular Meeting held on May 16, 2022

Motion was made by Trustee Credle and seconded by Trustee Plesher to approve the minutes of May 16, 2022, as written.

Ayes:	Sjulín, Credle, Plesher, Ellis
Nays:	None
Absent:	Pfau

5. CONSENT

A. Consideration and Possible Action to Consent to Ratify an Approval by the Ardmore City Commission a Contract Agreement between the City of Ardmore and Invoice Card for the Customer Service and the Municipal Court Divisions of the Finance Departments for Accepting Various Payment Options

The Customer Service and the Municipal Court Divisions of the Finance Department, staff requests consideration and action for the City of Ardmore (City) to enter into a contract with Invoice Cloud for accepting various payment options. The City will be saving a substantial amount of money in credit card fees and eBilling statements with this new vendor. Mr. David Davis, City Attorney, has reviewed the contract and given his approval. This contract will go into effect July 1, 2022 and will automatically renew annually.

B. Consideration and Possible Action to Consent to Ratify an Approval by the Ardmore City Commission of a Surcharge for a Freightliner Cab and Chassis for the Operation Pride Department from the Oklahoma State Contract from Premier Truck Group Oklahoma City in the Amount of \$3,800.00 which will bring the New Total Price to \$94,802.85

The surcharge is for a Freightliner cab and chassis that was approved for purchase on March 21, 2022 for the Operation Pride Department from the Oklahoma State Contract from Premier Truck Group Oklahoma City. Per Daimler Truck North America, “the continued challenging and domestic economic conditions have made it necessary for Daimler Truck North America to implement an additional price surcharge on all MY23 Freightliner & Western Star trucks.” The original price for the truck was \$91,002.85 and the new surcharge in the amount of \$3,800.00 will bring the new price to \$94,802.85. This will be a replacement for Unit Number 140. This item is budgeted in the current fiscal year under the Operation Pride Department.

Motion was made by Trustee Credle and seconded by Trustee Sjulín to approve Consent Agenda Item 5.A - 5.B.

Ayes:	Sjulín, Credle, Plesher, Ellis
Nays:	None
Absent:	Pfau

6. DISCUSSION

Removed from Agenda

7. REGULAR BUSINESS

Removed from Agenda

8. RESOLUTON(S)

Removed from Agenda

9. AGREEMENT(S)

Removed from Agenda

10. PURCHASE(S)

Removed from Agenda

11. BID(S)

Removed from Agenda

12. EXECUTIVE SESSION

Removed from Agenda

13. NEW BUSINESS

None

14. ADJOURN

Motion was made by Trustee Sjulín and seconded by Trustee Plesher to adjourn from this meeting.

Ayes:	Sjulín, Credle, Plesher, Ellis
Nays:	None
Absent:	Pfau

ARDMORE PUBLIC WORKS AUTHORITY
PUBLIC UTILITIES DIVISION

Authority Letter No. 5468
Meeting Date June 20, 2022

Ardmore Public Works Authority
City of Ardmore, Oklahoma

Re: Receipt of a construction permit from the Oklahoma
Department of Environmental Quality

Dear Trustees:

Please find attached a copy of the construction permit as received from the ODEQ for an 8" sanitary sewer extension to serve the Warren Cat Addition.

It is a requirement of the Oklahoma Department of Environmental Quality to place these permits on a regular meeting to be noted in the minutes and made a matter of permanent record.

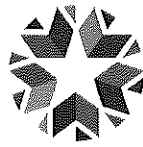
Respectfully submitted,



Shawn Geurin, Utilities Director

Reviewed by: _____


APWA Manager



February 01, 2022

Mr. Tom Mansur, City Engineer
City of Ardmore
PO Box 249
Ardmore, Oklahoma 73402

Re: Permit No. SL000010220023
8" Sanitary Sewer Extension to serve Warren Cat Addition
Facility No. S-30804

Dear Mr. Mansur:

Enclosed is Permit No. SL000010220023 for the construction of 300 linear feet of eight (8) inch PVC pipe for sanitary sewer collection system and all appurtenances to serve the 8" Sanitary Sewer Extension to serve Warren Cat Addition, Carter County, Oklahoma.

The project authorized by this permit should be constructed in accordance with the plans approved by this Department on February 01, 2022. Any deviations from the approved plans and specifications affecting capacity, flow or operation of units must be approved, in writing, by the Department before changes are made.

Receipt of this permit should be noted in the minutes of the next regular meeting of the City of Ardmore, after which it should be made a matter of permanent record.

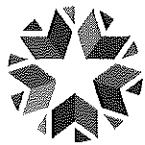
We are returning one (1) set of the approved plans to you, one (1) set to your engineer and retaining one (1) set for our files.

Respectfully,

A handwritten signature in black ink that reads "Wendy S. Sheets". The signature is written in a cursive, flowing style.

Wendy S. Sheets, E.I.
Construction Permit Section
Water Quality Division

c: Vance Pennington, Regional Manager, DEQ
ARDMORE DEQ OFFICE
Joe Howell, P.E., Fox Engineering, Inc



PERMIT No. SL000010220023

SEWER LINES

FACILITY No. S-30804

PERMIT TO CONSTRUCT

February 01, 2022

Pursuant to O.S. 27A 2-6-304, the City of Ardmore is hereby granted this Tier I Permit to construct 300 linear feet of eight (8) inch PVC pipe for sanitary sewer collection system and all appurtenances to serve the 8" Sanitary Sewer Extension to serve Warren Cat Addition, located in SW/4 of section 26, T-4-S, R-1-E, Carter County, Oklahoma, in accordance with the plans approved February 01, 2022.

By acceptance of this permit, the permittee agrees to operate and maintain the facilities in accordance with the "Oklahoma Pollutant Discharge Elimination System Standards - OPDES" (OAC 252:606) rules and to comply with the state certification laws, Title 59, Section 1101-1116 O.S. and the rules and regulations adopted thereunder regarding the requirements for certified operators.

This permit is issued subject to the following provisions and conditions.

- 1) That the recipient of the permit is responsible that the project receives supervision and inspection by competent and qualified personnel.
- 2) That construction of all phases of the project will be started within one year of the date of approval or the phases not under construction will be resubmitted for approval as a new project.
- 3) That no significant information necessary for a proper evaluation of the project has been omitted or no invalid information has been presented in applying for the permit.
- 4) That wherever water and sewer lines are constructed with spacing of 10 feet or less, sanitary protection will be provided in accordance with OAC 252:656-5-4(c)(3) of the standards for Water Pollution Control Facility Construction.



PERMIT No. SL000010220023

SEWER LINES

FACILITY No. S-30804

PERMIT TO CONSTRUCT

- 5) That tests will be conducted as necessary to ensure that the construction of the sewer lines will prevent excessive infiltration and that the leakage will not exceed 10 gallons per inch of pipe diameter per mile per day.
- 6) That the Oklahoma Department of Environmental Quality shall be kept informed of occurrences which may affect the eventual performance of the works or that will unduly delay the progress of the project.
- 7) That the permittee will take steps to assure that the connection of house services to the sewers is done in such a manner that the functioning of the sewers will not be impaired and that earth and ground water will be excluded from the sewers when the connection is completed.
- 8) That any deviations from approved plans or specifications affecting capacity, flow or operation of units must be approved by the Department before any such deviations are made in the construction of this project.
- 9) That any notations or changes recorded on the official set of plans and specifications in the Oklahoma Department of Environmental Quality files shall be part of the plans as approved.
- 10) That the recipient of the permit is responsible for the continued operation and maintenance of these facilities in accordance with rules and regulations adopted by the Environmental Quality Board, and that this Department will be notified in writing of any sale or transfer of ownership of these facilities.
- 11) The issuance of this permit does not relieve the responsible parties of any obligations or liabilities which the permittee may be under pursuant to prior enforcement action taken by the Department.
- 12) That the permittee is required to inform the developer/builder that a DEQ Storm Water Construction Permit is required for a construction site that will disturb one (1) acre or more in accordance with OPDES, 27A O.S. 2-6-201 *et. seq.* For information or a copy of the

PERMIT No. SL000010220023

SEWER LINES

FACILITY No. S-30804

PERMIT TO CONSTRUCT

GENERAL PERMIT (OKR10) FOR STORM WATER DISCHARGES FROM CONSTRUCTION ACTIVITIES, Notice of Intent (NOI) form, Notice of Termination (NOT) form, or guidance on preparation of a Pollution Prevention Plan, contact the Storm Water Unit of the Water Quality Division at P.O. Box 1677, Oklahoma City, OK 73101-1677 or by phone at (405) 702-8100.

- 13) That all manholes shall be constructed in accordance with the standards for Water Pollution Control Facility Construction (OAC 252:656-5-3), as adopted by the Oklahoma Department of Environmental Quality.
- 14) That when it is impossible to obtain proper horizontal and vertical separation as stipulated in Water Pollution Control Facility Construction OAC 252:656-5-4(c)(1) and OAC 252:656-5-4(c)(2), respectively, the sewer shall be designed and constructed equal to water pipe, and shall be pressure tested using the ASTM air test procedure with no detectable leakage prior to backfilling, in accordance with the standards for Water Pollution Control Facility Construction OAC 252:656-5-4(c)(3).

Failure to appeal the conditions of this permit in writing within 30 days from the date of issue will constitute acceptance of the permit and all conditions and provisions.



Rocky Chen, P.E., Engineering Manager, Construction Permit Section-WSS
Water Quality Division

ARDMORE PUBLIC WORKS AUTHORITY
PUBLIC UTILITIES DIVISION

Authority Letter No. 5469
Meeting Date June 20, 2022

Ardmore Public Works Authority
City of Ardmore, Oklahoma

Re: Receipt of a construction permit from the Oklahoma
Department of Environmental Quality

Dear Trustees:

Please find attached a copy of the construction permit as received from the ODEQ for the replacement of water lines at the Ardmore Municipal Airport.

It is a requirement of the Oklahoma Department of Environmental Quality to place these permits on a regular meeting to be noted in the minutes and made a matter of permanent record.

Respectfully submitted,



Shawn Geurin, Utilities Director

Reviewed by: _____


APWA Manager

PERMIT No. WL000010220280

WATER LINES

FACILITY No. 1010814

PERMIT TO CONSTRUCT

May 18, 2022

Pursuant to O.S. 27A 2-6-304, the City of Ardmore is hereby granted this Tier I Permit to construct 100 linear feet of six (6) inch PVC pipe, 11,644 linear feet of eight (8) inch PVC pipe, 10 linear feet of ten inch (10) PVC pipe, and 18,609 linear feet of twelve (12) inch PVC pipe for water line distribution and all appurtenances to serve the Ardmore Industrial Airpark - Waterline Expansion and Rehabilitation, located in Section 17 and 18, T-3-S, R-3-E, Carter County, Oklahoma, in accordance with the plans approved May 18, 2022.

By acceptance of this permit, the permittee agrees to operate and maintain the facility in accordance with the Public Water Supply Operation rules (OAC 252:631) and to comply with the State Certification laws, Title 59, Section 1101-1116 O.S. and the rules and regulations adopted thereunder regarding the requirements for certified operators.

This permit is issued subject to the following provisions and conditions.

- 1) This water line provides adequate fire flow in accordance with the 2009 International Fire Code through the approved hydraulic analysis. The fire flow provided is 3,100 gpm.
- 2) That the recipient of the permit is responsible that the project receives supervision and inspection by competent and qualified personnel.
- 3) That construction of all phases of the project will be started within one year of the date of approval or the phases not under construction will be resubmitted for approval as a new project.
- 4) That no significant information necessary for a proper evaluation of the project has been omitted or no invalid information has been presented in applying for the permit.
- 5) That the Oklahoma Department of Environmental Quality shall be kept informed on occurrences which may affect the eventual performance of the works or that will unduly delay the progress of the project.
- 6) That wherever water and sewer lines are constructed with spacing of 10 feet or less, sanitary protection will be provided in accordance with Public Water Supply Construction Standards [OAC 252:626-19-2].
- 7) That before placing this facility into service, at least two samples of the water, taken on different days, shall be tested for bacteria to show that it is safe for drinking purposes.
- 8) That any deviations from approved plans or specifications affecting capacity, flow or operation of units must be approved by the Department before any such deviations are made in the construction of this project.

PERMIT No. WL000010220280

WATER LINES

FACILITY No. 1010814

PERMIT TO CONSTRUCT

- 9) That the recipient of the permit is responsible for the continued operation and maintenance of these facilities in accordance with rules and regulations adopted by the Environmental Quality Board, and that this Department will be notified in writing of any sale or transfer of ownership of these facilities.
- 10) The issuance of this permit does not relieve the responsible parties of any obligations or liabilities which the permittee may be under pursuant to prior enforcement action taken by the Department.
- 11) That the permittee is required to inform the developer/builder that a DEQ Storm Water Construction Permit is required for a construction site that will disturb one (1) acre or more in accordance with OPDES, 27A O.S. Section 2-6-201 *et seq.* For information or a copy of the GENERAL PERMIT (OKR10) FOR STORM WATER DISCHARGES FROM CONSTRUCTION ACTIVITIES, Notice of Intent (NOI) form, Notice of Termination (NOT) form, or guidance on preparation of a Pollution Prevention Plan, contact the Storm Water Unit of the Water Quality Division at P.O. Box 1677, Oklahoma City, OK 73101-1677 or by phone at (405) 702-8100.
- 12) That any notations or changes recorded on the official set of plans and specifications in the Oklahoma Department of Environmental Quality files shall be part of the plans as approved.
- 13) That water lines shall be located at least fifteen (15) feet from all parts of septic tanks and absorption fields, or other sewage treatment and disposal systems.
- 14) That whenever plastic pipe is approved and used for potable water, it shall bear the seal of the National Sanitation Foundation and meet the appropriate commercial standards.
- 15) That when it is impossible to obtain proper horizontal and vertical separation as stipulated in Public Water Supply Construction Standards OAC 252:626-19-2(h)(1) and OAC 252:626-19-2(h)(2), respectively, the sewer shall be designed and constructed equal to water pipe, and shall be pressure tested to the highest pressure obtainable under the most severe head conditions of the collection system prior to backfilling.

Failure to appeal the conditions of this permit in writing within 30 days from the date of issue will constitute acceptance of the permit and all conditions and provisions.



Rocky Chen, P.E., Engineering Manager, Construction Permit Section-WSS
Water Quality Division

ARDMORE PUBLIC WORKS AUTHORITY

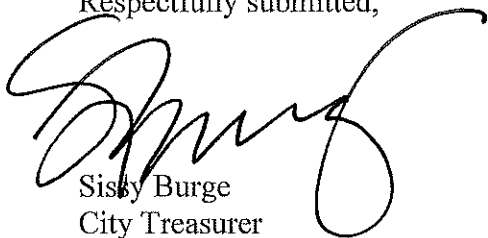
Authority Letter No. 5470
Meeting Date: June 20, 2022

Chairman and Trustees
Ardmore Public Works Authority

Re: Investment Policy Resolution

The Finance Department and the Ardmore Public Works Authority's (APWA) staff is respectfully requesting your consideration and action to adopt the attached Resolution and Exhibit #1-Investment Policy-June 2022. The proposed policy changes would bring our policy into compliance with Oklahoma State Statute and has been reviewed and approved by our City Attorney, Mr. David Davis. It will go into effect on July 1, 2022 and would be reviewed annually.

Respectfully submitted,



Sisly Burge
City Treasurer

Attachments

Reviewed by: _____


City Manager

RESOLUTION NO. _____

A RESOLUTION OF MAYOR AND BOARD OF COMMISSIONERS OF THE CITY OF ARDMORE OKLAHOMA ADOPTING A REVISED INVESTMENT POLICY FOR FUNDS OF THE CITY OF ARDMORE AND DESIGNATING ITS EFFECTIVE DATE AS JULY 1, 2022

WHEREAS, the City Of Ardmore has determined it is necessary and expedient to amend and revise the Investment Policy of the City of Ardmore which directs the appropriate investment of City funds.

WHEREAS, the City of Ardmore has determined that the revised and amended Investment Policy for the City of Ardmore dated June 2022, as attached hereto as Exhibit A serves the best interest of the City of Ardmore as a means of protecting the funds of the City and should be adopted.

NOW THEREFORE BE IT RESOLVED BY THE MAYOR The COMMISSIONERS OF THE CITY OF ARDMORE:

The Investment Policy of the City of Ardmore, attached hereto as Exhibit A is hereby approved and adopted to become effective on July 1, 2022

END

The foregoing Resolution was duly adopted and approved by the Mayor and City Commission of the City of Ardmore, Oklahoma, on the _____ day of _____, 2022, after compliance with notice requirements of the Open Meeting Law (25 OSA, Sections 301, et seq.).

ATTEST:

MAYOR

CITY CLERK

City of Ardmore
Investment Policies
June, 2022

INTRODUCTION

The City of Ardmore shall manage and invest its cash as permitted under law with three objectives, listed in order of priority: (1) preservation and safety of principal, (2) liquidity, and (3) yield. The preservation and safety of the principal invested always remains the primary objective.

Cash Management is defined as the process of managing monies in order to ensure maximum cash availability and the maximum yield on short-term investment of idle cash. The City shall maintain a comprehensive cash management program which includes a collection of accounts receivable, vendor payment in accordance with invoice terms, and prudent investment of its available cash.

1. OBJECTIVES

These policies are developed to guide the City Treasurer in planning and directing the City's investment affairs and developing recommendations to the Finance Director and City Manager. The overriding goal of the Investment Policies is to enable the City to achieve the preservation and safety of principal, maintain liquidity, and achieve higher yield while conducting its operations consistent with the Council-Manager form of government established in the City Charter.

Given the Authorized Investments permitted under law, the primary objectives, in priority order of the State's active investment program shall be:

- 1.1 **Safety:** The safety of principal is the foremost objective of the investment program. The City's investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. To attain the objective, the City will diversify its investment by investing funds among a variety of securities offering independent returns and among various financial institutions.
- 1.2 **Liquidity:** The City's investment portfolio will remain sufficiently liquid to enable the City to meet all operating requirements which might be reasonably anticipated. Securities should generally be held until maturity, securities may be sold due to liquidity needs of the portfolio; to minimize loss of principal; or to improve the efficiency quality, yield, or target duration in the portfolio.
- 1.3 **Yield:** The City's investment practices shall be designed with the objective of attaining a reasonable rate of return throughout budgetary and economic cycles, commensurate with the City's investment risk constraints and the cash flow characteristics of the portfolio.

2. AUTHORIZED INVESTMENTS

The City of Ardmore recognized Oklahoma State Law, Title 62, Section 348.1 as the guideline for the types of investments allowable.

Except as otherwise provided for by law, a county treasurer, when authorized by the board of county commissioners by a written investment policy, ordinance, or resolution or the treasurer of any city or town, when authorized by the appropriate governing body by a written investment policy, ordinance or resolution, shall invest monies in the custody of the treasurer in:

- 2.1 Direct obligations of the United States Government, its agencies or instrumentalities to the payment of which the full faith and credit of the Government of the United States is pledged, or investment-grade obligations of this state; provided, that any such security shall be rated A+ or better by Standard and Poor's Corporation or A1 or better by Moody's Investor Service or an equivalent investment grade by a securities rating organization accepted by the National Association of Insurance Commissioners including investment-grade obligations of state agencies;
- 2.2 Collateralized or insured certificates of deposits of savings and loan associations, banks, savings banks, and credit unions located in this state when the certificates of deposit are secured by acceptable collateral as provided by law, or fully insured certificates of deposit at banks, savings banks, savings and loan associations and credit unions located out of state;
- 2.3 Savings accounts or savings certificates of savings and loan associations, banks, and credit unions to the extent that the accounts or certificates are fully insured by the Federal Deposit Insurance Corporation;
- 2.4 Investments as authorized by Section 348.3 of this title which are fully collateralized in investments specified in paragraphs 1 through 3 of this section, and where the collateral has been deposited with a trustee or custodian bank in an irrevocable trust or escrow account established for such purposes; or
- 2.5 County, municipal or school district direct debt obligation for which an ad valorem tax may be levied or bond and revenue anticipation notes, money judgments against such county, municipality or school district ordered by a court of record or bonds or bond and revenue anticipation notes issued by a public trust for which such county, municipality or school district is a beneficiary thereof. All collateral pledged to secure public funds shall be valued at no more than market value. The income received from that investment may be placed in the general fund of the governmental subdivision to be used for general governmental operations, the sinking fund, the building fund, or the fund from which the investment was made.

The provisions of this section shall not apply to investments made by organizations of municipalities created for the purpose of securing benefits and services relating to insurance for Oklahoma municipalities or other political subdivisions.

In addition, Section 348.3 also authorizes the city treasurer to purchase and invest in any or all of the following:

- 2.6 Obligations of the United States government, its agencies and instrumentalities, or investment grade obligations of this state; provided, that any such security shall be rated A+ or better by Standard and Poor's Corporation or A1 or better by Moody's Investor Service or an equivalent investment grade by a securities ratings organization accepted by the National Association of Insurance Commissioners including investment grade obligations of state agencies;

- 2.7 Collateralized or insured certificates of deposit and other evidences of deposit at banks, savings banks, savings and loan associations and credit unions located in this state, or fully insured certificates of deposit at banks, savings banks, savings and loan associations and credit unions located out of state;
- 2.8 Negotiable certificates of deposit issued by a nationally or state-chartered bank, a savings bank, a savings and loan association or a state-licensed branch of a foreign bank. Purchases of negotiable certificates of deposit shall not exceed ten percent (10%) of the surplus funds of the city or county which may be invested pursuant to this section. Not more than one-half (1/2) of the ten percent (10%) limit shall be invested in any one financial institution specified in this paragraph;
- 2.9 Prime banker's acceptances which are eligible for purchase by the Federal Reserve System and which do not exceed two hundred seventy (270) days' maturity. Purchases of prime banker's acceptances shall not exceed ten percent (10%) of the surplus funds of the city or county which may be invested pursuant to this section. Not more than one-half (1/2) of the ten percent (10%) limit shall be invested in any one commercial bank pursuant to this paragraph;
- 2.10 Prime commercial paper which shall not have a maturity that exceeds one hundred eighty (180) days nor represent more than ten percent (10%) of the outstanding paper of an issuing corporation. Purchases of prime commercial paper shall not exceed seven and one-half percent (7 1/2%) of the surplus funds of the city or county which may be invested pursuant to this section;
- 2.11 Repurchase agreements that have underlying collateral consisting of those items specified in paragraphs 1 through 5 of this subsection; and
- 2.12 Money market funds regulated by the Securities and Exchange Commission and which investments consist of those items and those restrictions specified in paragraphs 1 through 6 of this subsection.
- 2.13 Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

3. COLLATERALIZATION FOR CERTIFICATES OF DEPOSITS

The City will accept as collateral from investments only those securities allowed by Oklahoma State Law, Title 62, Section 72.5.

For purposes of securing public deposits, the City Treasurer may accept as collateral only those securities and other instruments listed below. All collateral pledges shall be valued at no more than market value. The City Treasurer may select the following securities and instruments for the purpose of securing public deposits:

- 3.1 Obligations of the United States Government, its agencies and instrumentalities;
- 3.2 Obligations of this state or of a county, municipality, or school district of this state or of an instrumentality of this state or a county, municipality or school district of this state; and
- 3.3 General obligation bonds of any other state of the United States.

3.4 A surety bond if:

- a. subject to the terms and conditions of the bond, it is irrevocable and absolute,
- b. the surety bond is issued by an insurance company authorized to do business in Oklahoma,
- c. the issuer of the surety bond does not provide surety bonds for any one financial institution in an amount that exceeds ten percent (10%) of the surety bond insurer's policyholders' surplus and contingency reserve, net of reinsurance, and
- d. the claims-paying ability of the authorized insurance company is rated, at all relevant times, in the highest category by at least two nationally recognized rating agencies acceptable to the State Treasurer.

3.5 A financial institution may substitute different forms of collateral from time to time, provided that each meets the requirements of this section and the rules and regulations of the City Treasurer.

4. SAFEKEEPING AND CUSTODY

4.1 All securities will be held by a third party custodian designated by the City Treasurer third-party evidenced by a safekeeping receipts or other forms of documentation. Additional limitations are subject to the discretion of the City Treasurer.

5. COMPETITIVE BIDDING

5.1 The City Treasurer or designee shall contact financial institutions, and receive quotes on interest rates available on the selected securities. Obtaining, documenting, and retaining quotations shall be made in accordance with approved financial institutions and procedures.

5.2 The City Treasurer has the authority of the City Commission to act on behalf of the City to enter into investment contracts since most of the quotes are for that day only.

6. LOCAL INSTITUTIONS

6.1 The City of Ardmore's goal is to invest the City's funds with financial institutions in Ardmore whenever possible. The local financial institutions will be given an automatic .375 percent advantage over out-of-town institutions.

7. INTERNAL CONTROL

The City Treasurer shall be responsible for all transactions undertaken and shall establish a system of controls to regulate these activities. The control system shall include procedures allowing for proper segregation of duties, approval of investment transactions, and authorization for any deviations from policy. The control system shall include policies and procedures designed to reasonably safeguard against the loss of public funds arising from fraud employee error and misrepresentation by third parties or imprudent actions by employees.

8. STANDARD PROCEDURES

- 8.1 Identify the amounts of the various funds to be invested and timing of the investments based on the availability of cash on hand and future cash requirements. Each fund should be analyzed on an individual basis.
- 8.2 Apply the standard of sound investment to the type of securities selected to meet the City's investment needs according to legality, safety, liquidity, and yield.
- 8.3 The City Treasurer or designee is responsible for maintaining adequate records to ensure proper reporting and bookkeeping. An investment analysis will be delivered monthly to the Finance Director, City Manager, and City Commission.
- 8.4 This policy will be reviewed annually by the City Treasurer and Finance Director and may be amended by recommendations of the City Manager and action (by resolution) of the City Commission. Investment Policy revisions may become necessary with changes in State law, City needs, the economy, and investment opportunities.

ARDMORE PUBLIC WORKS AUTHORITY
PUBLIC UTILITIES DIVISION

Authority Letter No. 5471
Meeting Date June 20, 2022

Ardmore Public Works Authority
City of Ardmore, Oklahoma

Re: Request to approve bid from Vernon's Plumbing, Heating
& Air Conditioning for the Ardmore Water Treatment Plant
HVAC Improvements Project in the amount of \$63,080.⁰⁰.

Dear Trustees:

Two bids were received on June 13, 2022 for the Ardmore Water Treatment Plant HVAC Improvements Project. The low bid received is from Vernon's Plumbing, Heating & Air Conditioning in the amount of \$63,080.⁰⁰. This project will be funded from the current Water Production fiscal year budget.

VENDOR	BID AMOUNT
Hoyle Holt Allied Services	\$70,445. ⁰⁰
Vernon's Plumbing, Heating & Air Conditioning	\$63,080. ⁰⁰

Staff recommends the approval of the low bid received from Vernon's Plumbing, Heating & Air Conditioning for the Ardmore Water Treatment Plant HVAC Improvements Project in the amount of \$63,080.⁰⁰.

Respectfully submitted,



Shawn Geurin, Utilities Director

Reviewed by: _____


APWA Manager

CITY OF ARDMORE
Information Technology Department

Council Letter No. 5472

Meeting Date: June 1, 2022

Ardmore Public Works Authority
City of Ardmore, Oklahoma

RE: Continuing Maintenance Agreement with Azteca Systems, Inc. for Cityworks Application

Dear Trustees:

The APWA currently uses Cityworks by Azteca to maintain inventory and infrastructure as well as a work order system, permitting and licensing. This is the annual update and software support fee for fiscal year 22/23 in the amount of \$57,000.00. The fiscal year 23/24 amount will be \$60,000.00. The total contract price will be \$117,000.00 for the two years.

Server AMS Standard Enterprise License Agreement (ELA), Includes Unlimited Quantities of the Identified Products:

Office, Respond, Mobile Native Apps (for iOS/Android)

Includes the following Add-ons: Storeroom, Equipment Checkout, Contracts, Cityworks for Excel, Cityworks Analytics for AMS, eURL (Enterprise URL), Workload, Web Hooks, Local Government Templates (LGT), Use of Cityworks AMS Application Programming Interfaces (APIs) with commercially available Cityworks-centric applications that are licensed and maintained by authorized Cityworks partners

Server PLL Standard Enterprise License Agreement (ELA), Includes Unlimited Quantities of the Identified Products:

Office, Respond Mobile Native Apps (for iOS/Android)

Includes the following Add-ons: eURL (Enterprise URL), Public Access for PLL, Cityworks Analytics for PLL, Workload, Web Hooks, Use of Cityworks PLL Application Programming Interfaces (APIs) with commercially available Cityworks-centric applications that are licensed and maintained by authorized Cityworks partners

It is staff's recommendation that the City approve the maintenance renewal with Azteca Systems, Inc. with APWA paying \$39,000.00 and the City of Ardmore paying \$15,000.00 for a total amount of \$54,000.00 for the renewal period of 7/1/22 to 6/30/23. This is a budgeted item for fiscal year 22/23 and Azteca is a sole source provider.

Respectfully submitted,


Robert Newell

Chief Information Officer

Reviewed by: _____



Office
Respond
Mobile Native Apps (for iOS/Android)

--Includes the following Add-ons:

eURL (Enterprise URL)

Public Access for PLL

Cityworks Analytics for PLL

Workload

Web Hooks

Use of Cityworks PLL Application Programming Interfaces (APIs) with commercially available Cityworks-centric applications that are licensed and maintained by authorized Cityworks partners

Annual fee herein is based on 10,001 - 25,000 population range

Upgrade Discounts as follows:

Year 1 - 28% Discount

Year 2 - 14% Discount

Terms and Conditions

Payment Terms

Payment due within 30 days

IF YOUR ORGANIZATION REQUIRES A PURCHASE ORDER, PLEASE CONTACT YOUR FINANCE DEPARTMENT TO BEGIN THE APPROVAL PROCESS TO AVOID PAYMENT DELAYS.

All quotations are valid for ninety-days (90) from the date above, unless otherwise stated in this quotation form. All prices quoted are in USD, unless specifically provided otherwise, above. These prices and terms are valid only for items purchased for use and delivery for the Customers listed above.

Unless otherwise referenced, this quotation is for the Cityworks software products referenced above only. Pricing for implementation services (installation, configuration, training, etc.), or other software applications is provided separately and upon request.

The procurement, installation and administration of the Esri software or any other third-party software utilized in conjunction with Cityworks will be the responsibility of the Customer.

For "on-prem" installations, the procurement, installation and administration of the RDBMS utilized in conjunction with Cityworks will be the responsibility of the Customer. Currently, Cityworks supports Oracle and SQL Server. The procurement, installation and administration of the infrastructure (hardware and networking) utilized in conjunction with Cityworks will be the responsibility of the Customer.

This quotation and the pricing information herein is confidential and proprietary and may not be copied or released other than for the express purpose of the current system Software and Product selection and purchase. This information may not be given to outside parties or used for any other purpose without written consent from Azteca Systems, LLC or unless otherwise specifically permitted by law. If a "public access" or similar request is made, Customer, shall notify Azteca Systems, prior to any disclosure.

Software Licensing

All Azteca Systems software offered in this quotation are commercial off-the-shelf (COTS) software developed at private expense, and is subject to the terms and conditions of the signed "Cityworks Software License and Maintenance Agreement" ("Agreement") and any and all addendums or amendments thereto. A fully executed copy of the Agreement and any addendum(s) is required before delivery and installation and usage of the software is subject to the terms of the current license agreement.

The terms and conditions of the executed Cityworks Software License Agreement apply to this Quote unless otherwise specifically stated herein. Any additional or conflicting terms set forth in any purchase orders, invoices, or other standard form documents exchanged during the ordering process, other than product descriptions, quantities, pricing, and dates are void and of no effect.

Delivery method is by way of download through Azteca Systems, LLC. customer support web portal.

Taxes

Prices quoted do not include any applicable state, sales, local, or use taxes unless so stated. In preparing your budget and/or Purchase Order, please allow for any applicable taxes, including, sales, state, local or use taxes as necessary. Azteca Systems reserves the right to collect any applicable sales, use or other taxes tax assessed by or as required by law. Azteca Systems reserves the right to add any applicable tax to the invoice, unless proof with the order is shown that your organization or entity is tax exempt or if it pays any applicable tax directly.

International Customers

These items are controlled by the U.S. government and authorized for export only to the country of ultimate destination for use by the ultimate consignee or end-user(s) herein identified. They may not be resold, transferred, or otherwise disposed of, to any other country or to any person other than the authorized ultimate consignee or end-user(s), either in their original form or after being incorporated into other items, without first obtaining approval from the U.S. government or as otherwise authorized by U.S. law and regulations.

Your signature indicates your acceptance of this Quote, and that you have read and accepted the Terms and Conditions set forth above.

Accepted by:

Title

_____/_____/_____
Date