

**NOTICE
GLENPOOL UTILITY SERVICE AUTHORITY
SPECIAL MEETING**

A Special Session of the Glenpool Utility Service Authority will be held at 6:00 p.m. immediately following the Glenpool City Council Meeting on Monday, October 16, 2017, at Glenpool City Hall, City Council Chambers, 12205 S. Yukon Ave., 3rd Floor, Glenpool, Oklahoma.

AGENDA

	Page
A) Call to Order - Timothy Lee Fox, Chairman	
B) Roll Call, Declaration of Quorum – Susan White, Secretary; Timothy Lee Fox, Chairman	
C) Scheduled Business	
1) Discussion and review of the second annual Agreed Upon Procedures Audit of Performance by Creek County Rural Water District No. 2 and the City of Glenpool/Glenpool Utility Service Authority pursuant to the Agreement of Compromise, Settlement and Release between the parties. (Lowell Peterson, City Attorney) AUP Report 2017	2 - 15
2) Discussion and possible action to designate Deborah Pengelly as signatory on all Glenpool Utility Service Authority accounts. (Susan White, Interim City Manager/City Clerk)	
3) Discussion and possible action to approve the purchase of a 2017 Chevrolet Silverado C2500 double cab truck from Hudiburg Auto Group at State of Oklahoma contract SW035 price of \$27,459. (Lynn Burrow, Community Development Director) 2017-10-16-Staff Report Public Works Truck Unit 305 Repl	16 - 19

D) Adjournment

This notice and agenda was posted at Glenpool City Hall, 12205 S. Yukon Ave., Glenpool, Oklahoma, on _____, _____ at _____ am/pm.

Signed:

City Clerk



Elfrink and Associates, PLLC

Certified Public Accountants

City of Glenpool
Glenpool Utility Service Authority
12205 So. Yukon Ave Glenpool, OK 74033

Creek County Rural Water District No. 2
2425 West 121st Street South Jenks, OK 74037

Independent Accountant's Report on Applying Agreed-Upon Procedures

We have performed the procedures enumerated below, which were requested by and agreed to by the specified users of the report as identified above, as required by that certain Agreement of Compromise, Settlement and Release (the "Agreement") entered into between the users, effective May 15, 2015 (the "Effective Date"). Management of the City of Glenpool ("City"), Glenpool Utility Service Authority ("Authority") (collectively, "Glenpool") and the Creek County Rural Water District No. 2 ("Creek-2") are responsible for their entities' financial accountability and its compliance with applicable legal and contractual requirements. This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants ("AICPA") and *Generally Accepted Government Auditing Standards*. The sufficiency of these procedures is solely the responsibility of those parties specified in this report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

We have performed the procedures enumerated below, which were agreed to by Glenpool and Creek-2 to assist you in evaluating and monitoring the Agreement.

The procedures that we performed and our results are as follows:

With respect to Glenpool's Records

1. We will update our understanding of the policies, procedures, and methodologies used by Glenpool to create, maintain, bill, and terminate water utility customers, particularly those existing within the Permissive Area, as that term is defined in the Agreement. Such understanding shall be documented by us in writing.

All Glenpool Building Permit applications are sent to the Glenpool City Planner, to ensure compliance with the Agreement. This Agreement defines the "Glenpool Territory" as comprised of the "Permissive Area" and the "Released Area" for water service. The Planner maintains the Glenpool Territory map referenced in the Agreement marking the boundaries of the Released Area and the Permissive Area. The Released Area includes the city limits and land annexed into the City as of March 2, 2012, and will not change during the term of the Agreement. The "Permissive Area" is defined as all parts of Glenpool Territory within the colloquial "Fenceline" that were unincorporated as of March 2, 2012 (even if annexed in later) and as to which Glenpool is obligated by the Agreement to pay meter connection fees and monthly royalties.

The Planner reviews all building permit applications that will include new meter connections for water or sewer service. Per direction from Glenpool management, and in accordance with the Agreement, the planner will not approve any applications for new water meters on properties that are in the Permissive Area and outside the City limits. For properties in the city limits, but also in the Permissive Area (that is, annexed after March 2, 2012), applicants for water service are given the choice to receive service from Glenpool or from Creek-2. Those customers choosing service from Creek-2 are referred directly to Creek-2 to establish water service. Customers

3119 E 87th Street
Tulsa, OK, 74137
Members of the AICPA and OSCP



918-361-2133
anne.elfrink@CPA.com
Government and Nonprofit Auditing

choosing services from Glenpool are assessed a one-time meter connection fee sufficient to pay the connection fee to Creek-2 mandated by the Agreement and a monthly royalty payment thereafter.

If a property requesting water service in the Released Area has never had Glenpool water service and is or becomes an active or inactive Creek-2 water customer at any time before or after the Effective Date, it is defined as a "Reserved Creek-2 Water Customer,". (All Reserved Creek-2 Water Customers as of the Effective Date were to be identified on the baseline customer count, as defined in the Agreement.) In that case, the Planner refers the customer to Creek-2. If water service is anticipated for a development on property that is classified as a Reserved Creek-2 Water Customer such that Glenpool fire suppression service will be required, Glenpool and Creek-2 have arranged for a mechanism to bifurcate the water requirements. If the property is within the Released Area and is requesting water service and does not have an active or an inactive Creek-2 water meter, the Planner approves the water service request. The Community Development Administrative Assistant sends the 'Notice Concerning Applications for Water Service in Glenpool Territory' to Creek-2.

If Glenpool management decides to provide additional water service in the Permissive Area, this notice is also sent to Creek-2. Such water service requires the payment of a one-time connection fee and a monthly royalty provided by the Agreement.

Currently, the City has one customer with two meters in the Permissive Area; the Triumph Worship Center located at 2125 West 181st Street South. The two meters were installed prior to execution of the Agreement. The City reports on these two meters monthly sending the 'Monthly Reporting Form for Glenpool' to the Creek-2 District office. The first report sent to Creek-2 reflected the Glenpool billing cycle from May 15, 2015 through June 14, 2015. This initial report included the meter connection fees for the two meters; \$1,200 per meter for a total of \$2,400. Glenpool sent the required monthly report for each month from July 1, 2016 through June 30, 2017 ("Audit Period"), remitting the monthly royalty fees for these two meters. To date, Glenpool management has not approved any additional water service in the Permissive Area.

We obtained a customer history file for all active Glenpool utility customers and compared the service addresses to the service addresses in the original baseline customer count file and the building permit files provided in the current and prior years. We updated our reference file to include all service addresses for future comparisons.

Findings: We identified 65 service addresses for Glenpool water utility customers that were not in the baseline customer count or either of the two building permit files. Since the building permit files are being used as a basis for communication to Creek-2 regarding new services, Creek-2 had not been previously notified of these additional service locations. A review of the property addresses indicated nearly all properties had been built within the past three years. We concluded that, most likely, the building permit had been issued prior to the date of the Agreement, yet they were not an established customer at that time, most likely due to the house being under construction or unsold as of May 15, 2015. The planner provided copies of the building permits to us for Creek-2's review. Both parties agreed that the construction was in the Released Area and, therefore, no amounts were due for connection fees or royalties.

Suggestion: City personnel will need to be sensitive to the possibility that a "gap" exists between the issuance of a building permit prior to May 15, 2015 and the establishment of initial water service for an address. If a "gap" property is identified, procedures regarding required notifications should be implemented and followed.

2. We will obtain building permit records for all new construction within the Permissive Area during the Audit Period, and compare such records to records maintained within Glenpool's utility billing system pertaining to the installation of new water meters at the physical addresses on the building permits to ensure that information regarding new meter installations reported to Creek-2 is timely and accurate.

We obtained a sequential listing of building permits issued by the Glenpool during the Audit Period and determined that there were 149 properties that had a permit type of "BLD-RES" or "BLD-COM". We compared these permits to the "Notice Concerning Applications" reports that were received by Creek-2.

Finding: We noted six instances where the required "Notice Concerning Applications" was not sent by Glenpool to Creek-2. The Agreement requires monthly reporting "to serve as a notification procedure by which Creek-2 and Glenpool will each inform the other as to such new customers subscribing to water services within either the Permissive Area or the Released Area, excepting only the Reserved Creek-2 water customers in the Released Area and to verify that potential new customers in the Permissive Area or Released Area, excepting only Reserved Creek-2 water customers in the Released Area, for properties not previously provided water service have been advised, on the face of the application, that they may choose which water utility provider shall provide water service to their property."

Recommendation: We recommend that both Glenpool and Creek-2 implement additional controls to ensure that all application notices are sent to the other party. Additionally, we recommend amending the Application Notice to include the date of signing, property address, area location type (Released or Permissive), and whether sewer services have been requested. We have supplied both Glenpool and Creek-2 with the application notice revised to add a section for the additional information at Exhibit 1.

3. We will calculate the amount of Meter Connection Fees due Creek-2 during the Audit Period based upon building permits, utility installation records, and utility billing records, and will compare the results of that calculation to the amount remitted by Glenpool during the same period. We will reconcile any differences noted and determine the correct amount due during the Audit Period.

Glenpool continues to have one customer with two meters in the Permissive Area, the Triumph Worship Center located at 2125 West 181st Street South. The two meters were installed prior to the execution of the Agreement. We reviewed the monthly reports of royalty amounts due which appeared accurate. Because payment was confirmed by both Glenpool and Creek-2; no additional testing was considered necessary.

Finding: No additional meter connection fees were payable during the audit period.

4. We will examine Glenpool's records (including, but not limited to raw computer billing data, customer reports, software billing programs) to determine whether amounts paid to Creek-2 for Royalty Fees due on Active Water Connections in the Permissive Area during the Audit Period are correct. We will reconcile any differences noted and determine the correct amount due to Creek-2 during the Audit Period.

Glenpool sent the required monthly report throughout the Audit Period, reporting and remitting the monthly royalty fees for the two Triumph Worship Center meters. The monthly royalty of \$7.81 per meter was paid from March 2016 through February 2017. The royalty rate was increased to \$7.97 with the February 2017 billing cycle reflected in the March 2017 report. (This increase reflected the annual CPI-U adjustment required by the Agreement and discussed in section 5.)

Finding: All payments were made timely and consistent with the agreed terms.

5. We will obtain documentation of the CPI-U adjustments made to Meter Connection Fees and Royalty Fees paid by Glenpool to Creek-2 during the Audit Period and determine whether such adjustments were accurate and made in a timely manner.

The Agreement requires that the CPI-U adjustment shall be the percentage change of the year-end CPI-U from December 31 of the immediate past calendar year and the year-end CPI-U from December 31 of the second immediate past calendar year, as published by the Bureau of Labor Statistics annually. The CPI-U for December

2015 was 236.525. The CPI-U for December 2016 was 241.432 which is a 4.907 index point change. This index point change is then divided by the earlier index of 236.525 for an adjustment of 2.07%.

After the CPI-U adjustment, the meter connection fee increased by \$25.02 to \$1,233.78. The royalty fee increased by \$0.16 to \$7.97 which was the rate paid by Glenpool from the February billing cycle forward.

Finding: The CPI-U adjustment was calculated and applied properly.

With Respect to Creek-2's Records

1. We will update our understanding of the policies, procedures, and methodologies used by Creek-2 to create, maintain, bill, and terminate Shared Utility Customers. Such understanding shall be documented by the Auditor in writing.

Shared Utility Customers receive water service from Creek-2 and wastewater sewer service from Glenpool. Because there is no separate mechanism for measuring wastewater usage without metering potable water, Glenpool has provided Creek-2 with its rate structure for calculating sewer service based on water usage. This is billed to the Shared Utility Customers by Creek-2 and remitted to the City on a monthly basis, whether or not billing is paid to Creek-2. During the Audit Period, Creek-2 billed seven shared utility customers, six of these customers are located on the 14000 block of South Elwood. One additional customer is located on the 15000 block of South 26th West Avenue. However, the sewer service for the latter customer was on hold pending the completion of the Glenpool sewer line. Creek-2 was waiting for Glenpool to inform them that the connection is complete and active. Creek-2 is expecting more shared utility customers from South 26th West Avenue once the Glenpool sewer line is complete.

Historically, the establishment of a Shared Utility Customer has been a rare occurrence. These customers all live in the Glenpool city limits, are Creek-2 water customers and have converted from septic or anaerobic systems to Glenpool sewer. As the City expands its sewer services, the number of Shared Utility Customers will likewise increase.

We reviewed the billing and collection records for all seven active Shared Utility Customers. All Shared Utility Customers were billed a base charge of \$14.00 which includes the first 1,000 gallons, and an additional \$2.75 for each additional 1,000 gallons of water usage. The Shared Utility Customers are noted in the Creek-2 utility billing system as "Secondary Status G" and service type "SwrGP". Creek-2 remits the total billed for all sewer charges to Glenpool by the 20th of the month, whether or not such billing has been collected by Creek-2.

Findings: Procedures were documented in writing as above.

2. We will obtain and compare records maintained by Glenpool pertaining to wastewater taps made or maintained at addresses served by Creek-2's domestic water and compare such records to Creek-2's billing records for Shared Utility Customers.

Glenpool was unable to provide a list of new sewer connections for the Audit Period. As an alternative procedure, we asked the Glenpool Public Works Director, to review a list of Glenpool Territory Creek-2 water customers obtained from the Creek-2 billing system to determine if any were new sewer customers.

Findings: The Public Works Director's review resulted in the identification of six additional Shared Utility Customers.

Suggestion: The Glenpool Community Development Department should work with the Glenpool Finance Department to establish internal controls that allow the tracking of new wastewater taps as well as the identification of new Shared Utility Customers, to include communication with Creek-2 on a timely basis.

3. We will examine Creek-2's records (including but not limited to raw computer billing data, customer reports, software billing programs) regarding water consumption by Shared Utility Customers and calculate the amounts due Glenpool for wastewater collection services for those customers. The Auditor shall compare the calculation above to the actual amounts paid to Glenpool for the Audit Period and reconcile any differences noted.

We reviewed the billing and collection records for all seven active Shared Utility Customers. The rates billed were consistent with the rate schedule provided by Glenpool. Creek-2 remitted the total billed for all sewer charges to Glenpool by the 20th of each month.

For the six previously unidentified Shared Utility Customers that were identified as a result of the Creek-2 procedure "2" discussed above, the billing histories were obtained for each customer and the sewer charges were calculated based on the rate schedule provided by Glenpool. The start date was calculated as the known connection date, but no earlier than the August, 2015 billing date as this was the date that the billing procedure was established on the Creek-2 system, with the exception of the Shared Utility Customer located at 17150 Union Avenue. This property had changed ownership as of September 1, 2016 and Creek did not have a forwarding address for the prior owners. Glenpool agreed to a start date as of the September 20, 2016 billing date for sewer charges in arrears.

Finding: Establishment of sewer service for six shared utility customers was not communicated by Glenpool to Creek-2 resulting in billing arrearages totaling \$5,216.11.

Recommendations: Glenpool has requested that Creek-2 remit the aggregate amount of the arrearages to Glenpool. Creek-2 will determine the amount to bill and the timing of payment of any arrearages to be recovered. As discussed in procedure "2" above, efforts should be made to assure that the new connections are communicated in a timely manner. Further, we suggest that any future arrearages related to Shared Utility Customers that have not been communicated to Creek-2 by Glenpool be limited to the period under audit.

Procedures Applicable to Creek-2 and Glenpool

1. We will apply the following agreed-upon procedures, as specified in the Agreement provided that we may implement the Audit Sampling standards set forth in AU Section 350, Audit Sampling, implementing Statements on Auditing Standards No. 39, 43, 45 and 111, promulgated by the Auditing Standards Board of the American Institute of Certified Public Accountants, as such AU 350 may be amended or superseded.

Finding: Sampling Standards as set forth in AICPA AU Section 350, Audit Sampling were followed as indicated in the descriptions of procedures performed above.

2. We will perform any other procedures we deem reasonable and necessary to ensure that the purpose and intent of the Agreement has been met by both Creek-2 and Glenpool.

We obtained a customer listing from the City of Glenpool's Finance Department and cross-checked the service addresses with a listing that included the addresses of the Glenpool Baseline Customer Count and the relevant building permit lists obtained in the audit procedures for the period ended June 30 2016 and year ended June 30, 2017. This list has been updated to include any previously omitted addresses and will be maintained and built upon in future.

Finding: Based on the agreed-upon procedures performed, we find that the purpose and intent of the Agreement has been met by both Creek-2 and Glenpool for the Audit Period.

3. The above agreed-upon procedures will be conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants ("AICPA") and the Government Accountability Office ("GAO").

Finding: The procedures described above were conducted in accordance with attestation standards established by the AICPA and GAO.

We were not engaged to and did not conduct an examination, the objective of which would be the expression of an opinion on the accompanying review of transactions. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the information and use of the specified users, as identified above, and is not intended to be and should not be used by anyone other than these specified parties

Elfrink and Associates, PLLC

Elfrink and Associates, PLLC
September 7, 2017

Attachments:

Exhibit 1 - Revised "Notice Concerning Applications for Water Service in Glenpool Territory"
Arrearage Billing Statements – 6 previously unidentified Shared Utility Customers

**NOTICE CONCERNING APPLICATIONS FOR WATER SERVICE
IN "GLENPOOL TERRITORY"**

Your property has been determined to be located within the "Glenpool Territory" as depicted on the attached map. If the service location has never been provided domestic water service by Glenpool Utilities Service Authority ("Glenpool") or Creek County Rural Water District No. 2 ("Creek-2") you have the right to choose either Creek-2 or Glenpool to be your domestic water service provider.

This Notice must be attached to the front of all Applications received from a potential customer if the property to be served is within the "Glenpool Territory."

ACKNOWLEDGMENT

I, _____ [print name], acknowledge that I received a copy of this Notice when I was provided the _____ [Glenpool or Creek-2] Water Application and Contract.

Signature

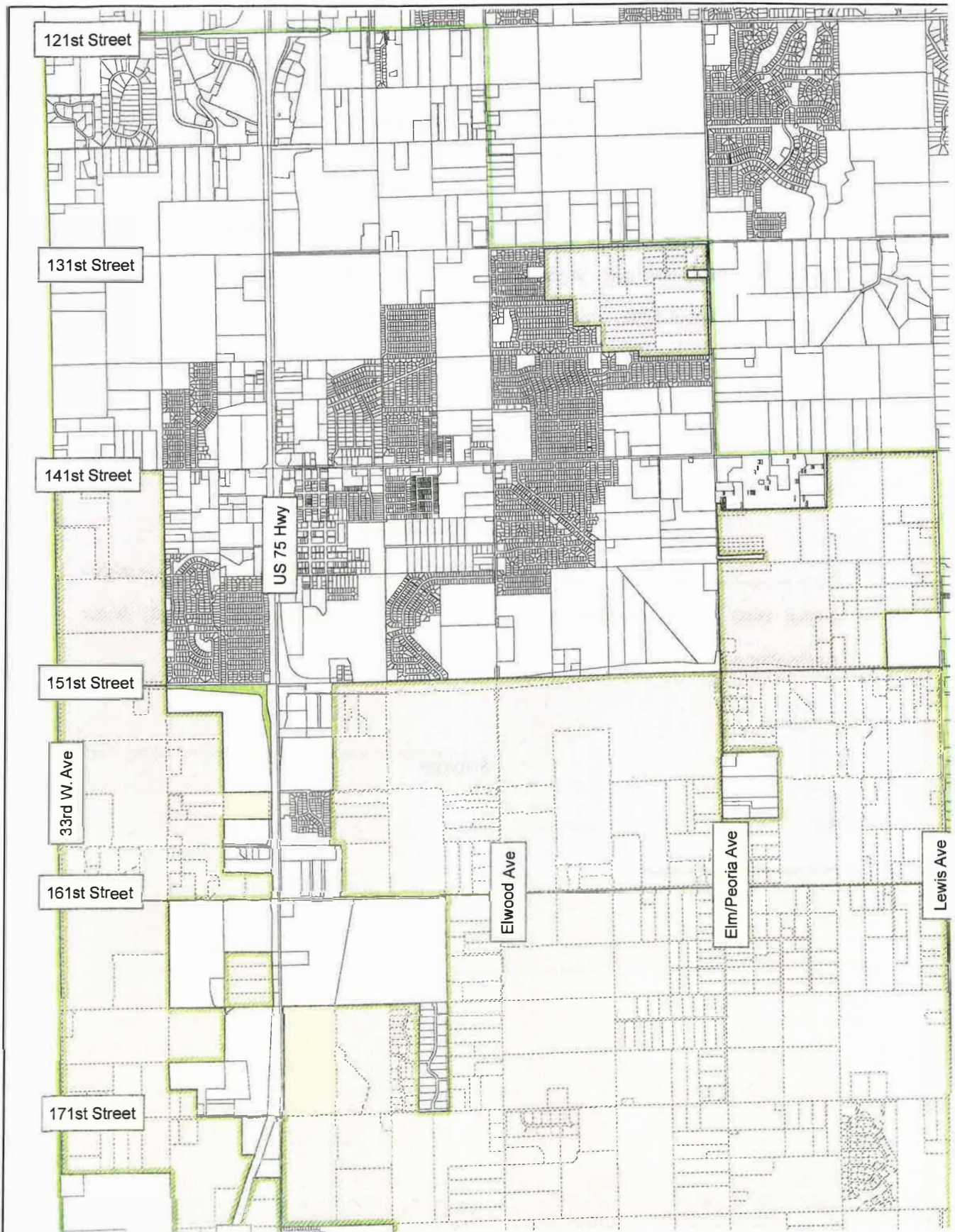
585-57.not-permissivearea-final:tf

For Office Use Only:

Document Control Number _____ Account Number _____

Date signed _____ Address _____

Zone: Released _____ Permissive _____ Sewer Tap _____ Yes _____ No _____



City of Glenpool Sewer Services
Billed through Creek County Rural Water District No. 2
Arrearage Billing

Creek 2 Tap Account
14801 S Elwood

4943
Arrowhead Self Storage

<u>Bill Date</u>	<u>Usage</u>	<u>Base</u>	<u>Additional</u>	<u>Total</u>
4/21/2017	2791	14.00	4.93	\$ 18.93
5/23/2017	1730	14.00	2.01	16.01
6/21/2017	505	14.00	-	14.00
7/21/2017	446	14.00	-	14.00
Total				<u>\$ 62.94</u>

City of Glenpool Sewer Services
Billed through Creek County Rural Water District No. 2
Arrearage Billing

Creek 2 Tap Account
14440 S Elwood

1201
United Methodist Church Living Waters

<u>Bill Date</u>	<u>Usage</u>	<u>Base</u>	<u>Additional</u>	<u>Total</u>
7/20/2016	1000	14.00	-	\$ 14.00
8/22/2016	1000	14.00	-	14.00
9/20/2016	1000	14.00	-	14.00
10/19/2016	1000	14.00	-	14.00
11/21/2016	1000	14.00	-	14.00
12/19/2016	2000	14.00	2.75	16.75
1/19/2017	1000	14.00	-	14.00
2/21/2017	1000	14.00	-	14.00
3/22/2017	0	14.00	-	14.00
4/21/2017	1000	14.00	-	14.00
5/23/2017	2000	14.00	2.75	16.75
6/21/2017	9000	14.00	22.00	36.00
7/21/2017	6000	14.00	13.75	27.75
Total				<u>\$ 223.25</u>

City of Glenpool Sewer Services
Billed through Creek County Rural Water District No. 2
Arrearage Billing

Creek 2 Tap Account **1134** Tap Date: 1/12/2016
14969 S 26th West Ave Tony/Partresia Chadwick

<u>Bill Date</u>	<u>Usage</u>	<u>Base</u>	<u>Additional</u>	<u>Total</u>
2/22/2016	7000	14.00	16.50	\$ 30.50
3/22/2016	6000	14.00	13.75	27.75
4/20/2016	6000	14.00	13.75	27.75
5/20/2016	8000	14.00	19.25	33.25
6/20/2016	7000	14.00	16.50	30.50
7/20/2016	9000	14.00	22.00	36.00
8/22/2016	11000	14.00	27.50	41.50
9/20/2016	7000	14.00	16.50	30.50
10/19/2016	5000	14.00	11.00	25.00
11/21/2016	5000	14.00	11.00	25.00
12/19/2016	6000	14.00	13.75	27.75
1/19/2017	4000	14.00	8.25	22.25
2/21/2017	6000	14.00	13.75	27.75
3/22/2017	7000	14.00	16.50	30.50
4/21/2017	5000	14.00	11.00	25.00
5/23/2017	6000	14.00	13.75	27.75
6/21/2017	6000	14.00	13.75	27.75
7/21/2017	7000	14.00	16.50	30.50
Total				<u>\$ 527.00</u>

City of Glenpool Sewer Services
Billed through Creek County Rural Water District No. 2
Arrearage Billing

Creek 2 Tap Account
400 W 141st St. S

1182
Zack Farooqi H&Z Mart #1

<u>Bill Date</u>	<u>Usage</u>	<u>Base</u>	<u>Additional</u>	<u>Total</u>
8/21/2015	39000	14.00	104.50	\$ 118.50
9/22/2015	41000	14.00	110.00	124.00
10/21/2015	38000	14.00	101.75	115.75
11/23/2015	42000	14.00	112.75	126.75
12/18/2015	28000	14.00	74.25	88.25
1/20/2016	18000	14.00	46.75	60.75
2/22/2016	14000	14.00	35.75	49.75
3/22/2016	15000	14.00	38.50	52.50
4/20/2016	15000	14.00	38.50	52.50
5/20/2016	22000	14.00	57.75	71.75
6/20/2016	28000	14.00	74.25	88.25
7/20/2016	13000	14.00	33.00	47.00
8/22/2016	12000	14.00	30.25	44.25
9/20/2016	13000	14.00	33.00	47.00
10/19/2016	10000	14.00	24.75	38.75
11/21/2016	11000	14.00	27.50	41.50
12/19/2016	14000	14.00	35.75	49.75
1/19/2017	9758	14.00	24.08	38.08
2/21/2017	12475	14.00	31.56	45.56
3/22/2017	10251	14.00	25.44	39.44
4/21/2017	11418	14.00	28.65	42.65
5/23/2017	11125	14.00	27.84	41.84
6/21/2017	15426	14.00	39.67	53.67
7/21/2017	12246	14.00	30.93	44.93
Total				<u>\$ 1,523.17</u>

City of Glenpool Sewer Services
Billed through Creek County Rural Water District No. 2
Arrearage Billing

Creek 2 Tap Account
17150 S Union Ave

1060
DP Byers Company LLC

<u>Bill Date</u>	<u>Usage</u>	<u>Base</u>	<u>Additional</u>	<u>Total</u>
9/20/2016	132000	14.00	360.25	374.25
10/19/2016	110000	14.00	299.75	313.75
11/21/2016	118000	14.00	321.75	335.75
12/19/2016	127000	14.00	346.50	360.50
1/19/2017	294000	14.00	805.75	819.75
2/21/2017	0	14.00	-	14.00
3/22/2017	0	14.00	-	14.00
4/21/2017	0	14.00	-	14.00
5/23/2017	0	14.00	-	14.00
6/21/2017	0	14.00	-	14.00
7/21/2017	0	14.00	-	14.00
Total				<u>\$ 2,288.00</u>

City of Glenpool Sewer Services
Billed through Creek County Rural Water District No. 2
Arrearage Billing

Creek 2 Tap Account
14503 S Elwood Ave

1198
Randy/Donna Smith

<u>Bill Date</u>	<u>Usage</u>	<u>Base</u>	<u>Additional</u>	<u>Total</u>
8/21/2015	4000	14.00	8.25	\$ 22.25
9/22/2015	6000	14.00	13.75	27.75
10/21/2015	6000	14.00	13.75	27.75
11/23/2015	4000	14.00	8.25	22.25
12/18/2015	3000	14.00	5.50	19.50
1/20/2016	3000	14.00	5.50	19.50
2/22/2016	4000	14.00	8.25	22.25
3/22/2016	4000	14.00	8.25	22.25
4/20/2016	3000	14.00	5.50	19.50
5/20/2016	3000	14.00	5.50	19.50
6/20/2016	4000	14.00	8.25	22.25
7/20/2016	5000	14.00	11.00	25.00
8/22/2016	9000	14.00	22.00	36.00
9/20/2016	17000	14.00	44.00	58.00
10/19/2016	7000	14.00	16.50	30.50
11/21/2016	4000	14.00	8.25	22.25
12/19/2016	5000	14.00	11.00	25.00
1/19/2017	3000	14.00	5.50	19.50
2/21/2017	5000	14.00	11.00	25.00
3/22/2017	5000	14.00	11.00	25.00
4/21/2017	3000	14.00	5.50	19.50
5/23/2017	3000	14.00	5.50	19.50
6/21/2017	3000	14.00	5.50	19.50
7/21/2017	4000	14.00	8.25	22.25
Total				<u>\$ 591.75</u>



To: HONORABLE MAYOR, MEMBERS OF THE CITY COUNCIL
From: Julie Casteen, Finance Director
Date: October 11, 2017
Subject: Public Works Truck Replacement Proposal

Background:

The current FY18 budget includes an appropriation for the replacement of Unit 305, a 2008 Chevy Silverado pickup with approximately 110,000 miles. The new vehicle would be driven by Public Works staff, which will allow unit 305 to be reassigned to Public Works Director Wes Richter.

The State of Oklahoma contract SW035 allows for the purchase of a Chevrolet Silverado C2500 double cab truck at \$24,333 from Hudiberg Auto Group in Midwest City. With the addition of 4WD, limited slip/locking differential and towing package the total is \$27,459. The FY18 budget is \$27,500 (line item 02-6-16-6350).

Staff Recommendation

Staff has reviewed the vehicle pricing and recommends a motion to approve the purchase of a 2017 Chevrolet Silverado C2500 double cab truck from Hudiburg Auto Group at a price not to exceed \$27,459.

Attachments

Vehicle pricing and specifications with excerpts from Oklahoma State Contract SW035

Category #25101507

Item # 1000009311

3/4 Ton Extended Cab
Truck

Dealer Name: Hudiburg Chevrolet

Make Bidding: CHEVROLET

Model Bidding: SILVERADO C2500 DDB CAB

Model Code: CC25753

Body & Chassis	Minimum Req.	Enter Vehicle Specifications and Manufacturer Option Codes
Gross Vehicle Weight Rating	9000 # GVW	9500 # GVW
Wheelbase/CA	List Standard CA	144.2"
Extended Cab Bed Length	Standard Bed - 6 1/2'	6.5 ft. Bed
Engine		
Engine Type (Cylinder/Liter	8 Cyl/List HP/Specs	6.0 Liter 360 HP V8
Alternate Fuel Engine	List Type	CNG On CNG Bid
Transmission		
Automatic	4 Speed Automatic/List Type	Six speed auto
Drive Axle		
Primary Drive Axle	Rear Wheel Drive	Rear wheel drive
Differential Type/Ratio	Reg. / List Ratio	4:10 gears
Electrical		
Alternator/Min (amps)	Mfg. Std. List Size	150 AMP
Battery min. (CCA)	Mfg. Std. List Size	720 Cca
Fuel		
Fuel Capacity min Liters(Gals)	Mfg. Std. List Amount in Gallons	36 Gal
Exterior		
Paint	One Color Paint	One Color Paint
Mirrors	Power Mirrors	Power Mirrors
Doors & Windows		
Doors	4 Doors	Four Doors
Door Locks	Power Locks, Keyless Entry	Keyless Entry PCR
Windows	Power Windows	Power Windows
Floor		
Floor Covering	Vinyl/Rubber	Rubber Floor
Interior		
Air Conditioning	Front AC Req.	Front AC
Radio	AM/FM	AM/FM
Tilt & Cruise	Tilt Wheel & Cruise Control	Tilt & Cruise
Seats		
Seating Capacity min.	5 Passenger	Six Passenger
Seats	Cloth Bench Seat	Cloth Bench Seat 40/20/40
Rear Seat	Cloth Bench Seat	Cloth Rear Seat 60/40
Safety		
Brakes	4 Wheel Antilock/ List Disc/Drums	4 Wheel Disc Brakes
Restraint System All Pass	Req.	Std.
Air Bags Both Sides	Req.	Std.
Tires & Wheels		
Tires & Wheels	Mfg. Std. List Size	LT 245/75R17E All Seasons
Spare	Full Size Spare	Full Size Spare
Warranty		
Bumper to Bumper Warranty	List Warranty	36 Mos / 36,000 Miles
Drive Train Warranty	List Warranty	60 Mos / 100,000 Miles
	PURCHASE PRICE: EXTENDED CAB	\$24,333
	3YR LEASE PRICE	\$763
	4YR LEASE PRICE	\$586
	5YR LEASE PRICE	\$480
	MSRP PRICE OF BASE VEHICLE	\$37,149

24,333
3,126
\$ 27,459

Category #25101507
Item # 1000009311

Dealer Name: Hudiburg Auto Group
Make Bidding: Chevrolet

3/4 Ton Extended Cab
Truck

Model Bidding: DDB Cab C2500
Model Code: CC25753

Body & Chassis		Mfg Codes / Notes	Purchase Price	3 Yr Lease Price	4 Yr Lease Price	5 Yr Lease Price
Shorter Bed	Short Bed - List Length	Short Bed - List Length	NA			
Longer Bed	Long Bed - List Length	Long Bed - 8'	\$278	\$8	\$6	\$5
Bed Delete	Delete Bed	Delete Bed Add Back Spare Tire	-\$156	-\$5	-\$4	-\$3
Engine						
Diesel Engine	Add Diesel Engine List /Cyl/Liters/HP	6.6 Liter 397 HP inc Allison Transmisson	\$8,510	\$254	\$195	\$160
Transmission						
✓ Four Wheel Drive	Add Four Wheel Drive (4WD) w/ skid plates	Add 4WD with Skid Plates	\$2,491	\$74	\$57	\$47
Transmission	Add 5 Speed Manual Trans.	NA on GM Trucks	NA			
PTO	Add PTO Provision	Requires Diesel Engine option	NC			
Drive Axle						
✓ Differential Type/Ratio	Add Limited Slip/Locking Diff	Locking Diff	\$0	\$0	\$0	\$0
Ratio	Optional Rear Ratio List	3.73 Gears	\$85	\$3	\$2	\$2
Electrical						
Larger Alternator	Larger Alternator List Amps	220 Amps	\$150	\$4	\$3	\$3
Dual Alternator	Add Dual Alternator List Amps	Requires Diesel Engine option	\$295	\$9	\$7	\$6
Dual Battery	Add Dual Batteries	730 Amp	\$135	\$4	\$3	\$3
Power Supply	Add 12 Volt Power Supply to Cab	110 Volt Plug In	\$125	\$4	\$3	\$2
Lights	Add Daytime Running Lights	Standard on Truck	NC			
Lights	Disable Daytime Running Lights	Add Block Heater	-\$135	-\$4	-\$3	-\$3
Block Heater	Add Block Heater	Block Heater	\$90	\$3	\$2	\$2
Exterior						
Side Steps	Black	Factory	\$350	\$10	\$8	\$7
Side Steps	Chrome	Factory	\$640	\$19	\$15	\$12
Front Bumper	Add Chrome Front Bumper	DNP	-\$225	-\$7	-\$5	-\$4
Rear Bumper	Add Chrome Rear Bumper	Standard on Truck	NC			
Mirrors	Trailer Mirrors	Standard on Truck	NC			
Doors & Windows						
Door Locks & Windows	Delete Power Door Locks/Windows	Not Available	NA			
Locks	Delete Keyless Entry	Not Available	NA			
Locks	Add Burglar Alarm	Dealer Installed	\$375	\$11	\$9	\$7
Keys	Cost of Additional Keys	Laser Cut Keys	\$135	\$4	\$3	\$3
Tinted Windows	Add Deep Tinted Glass	Back Doors and Back window only	\$200	\$6	\$5	\$4
Floor						
Floor Covering	Carpet with Floor Mats	B30 RWS Carpet with Carpet Floor Mats	\$280	\$8	\$6	\$5
Mats	HD Floor Mats/ Husky Type Front Only - Available only when ordered with carpet	Husky Floor Mats	\$145	\$4	\$3	\$3
Interior						
Air Conditioning	Delete AC	Not Available	NA			
Radio	Add AM/FM CD	Upgrade Radio to I04 Includes Bluetooth	\$350	\$10	\$8	\$7
Other	Smoker Pkg.	Smoker Pkg.	NA			
Upgrade	Upgrade to next Model Level	Upgrade to LT	\$3,786	\$1,113	\$87	\$71
Special Services Package	Special Services Package Model Change	Special Services Package Model Change	NA			
Seats						
Bucket Seats	Add Bucket Seats with Console	Requires Upgrade to LT Package	\$995	\$30	\$23	\$19

✓ Seats	Delete Cloth	Vinyl Seats	\$0			
Tires & Wheels						
Tires & Wheels	All Terrain Tires	LT 265/70R17E AT	\$200	\$6	\$5	\$4
Wheels	Add Chrome/Aluminium	17" Machined Aluminum Wheels	\$500	\$15	\$11	\$9
Spare Tire Lock	Add Factory Spare Tire Lock	Factory Spare Tire Lock	NC			
Towing						
✓ Hitch	Add Hitch Wiring, Receiver	Hitch Wiring, Receiver	\$280	\$8	\$6	\$5
✓ Electric Brake Controller	Add Electric Brake Controller	Electric Brake Controller	\$230	\$7	\$5	\$4
✓ Hooks	Add Front Tow Hooks	Front Tow Hooks	NC			
✓ Upfitter Switches	Add Factory Upfitter Switches	Factory Upfitter Switches	\$125	\$4	\$3	\$2
Delivery						
Delivery Cost	Price to Deliver Truck more than 150 miles	Price to Deliver Truck more than 150 miles	\$135	\$4	\$3	\$3
Other						
Options not listed	Discount off MSRP for options not listed	8% off of MSRP				

2491
 280
 230
 125

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