



P.O. BOX 850 | COWETA, OKLAHOMA 74429 | PH. (918) 486-2189 | FAX (918) 486-5366 | www.cityofcoweta-ok.gov

AGENDA - REGULAR MEETING
COWETA CITY COUNCIL
COWETA CITY HALL, 310 S. BROADWAY
MONDAY, APRIL 6, 2020 6:00 P.M.

MEETING PROCEDURE: The City Council will act on an agenda item after comments from staff and the City Council have been heard.

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

EVETTE MORRIS _____

HAROLD CHANCE _____

NAOMI HOGUE _____

LOGAN BROWN _____

RANDY WOODWARD _____

1. TELEPHONIC APPEARANCE

IN ACCORDANCE WITH SB661, AMENDING THE OKLAHOMA OPEN MEETING ACT, ANY OR ALL OF THE CITY COUNCIL MEMBERS ABOVE MAY PARTICIPATE IN THE MEETING VIA TELECONFERENCE, AND WILL BE AUDIBLE TO EACH OTHER AND TO THE PUBLIC. THE PUBLIC MAY HEAR THE MEETING BY CALLING 1.857.444.6500 OR 1.302.202.5900 AND FOLLOW THE VOICE PROMPTS TO ENTER THE CONFERENCE IDENTIFICATION CODE 100-500-514#.

IV. GENERAL CITY COUNCIL COMMENTS

(During the General City Council Comments section of the agenda, the City Council shall make no decision or take any action except as to request the City Manager to schedule the matter for Council discussion at a later date.)

V. CONSENT

(All matters under the "Consent Calendar" are considered by the City Council to be routine and will be enacted by one motion. Any Councilmember may, however, remove an item from consent by request.)

1. MINUTES OF THE MARCH 2, 2020 MEETING

APPROVAL OF THE MINUTES OF THE COWETA CITY COUNCIL REGULAR MEETING HELD ON MARCH 2, 2020.

Documents:

[200302 MINUTES OF THE REGULAR MEETING OF THE CITY COUNCIL.PDF](#)

2. MINUTES OF THE MARCH 23, 2020 SPECIAL MEETING

APPROVAL OF THE MINUTES OF THE COWETA CITY COUNCIL SPECIAL MEETING HELD ON MARCH 23, 2020.

Documents:

[200323 MINUTES OF THE SPECIAL MEETING OF THE CITY COUNCIL.PDF](#)

VI. OLD BUSINESS

1. RESOLUTION 2020-12

DISCUSSION AND POSSIBLE ACTION ON THE ADOPTION OF RESOLUTION 2020-12, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COWETA, OKLAHOMA DECLARING THAT A STATE OF CIVIL EMERGENCY CURRENTLY EXISTS.

(ROGER KOLMAN, CITY MANAGER)

Documents:

[200406 RESOLUTION 2020 12 EMERGENCY DECLARATION.PDF](#)

2. ORDINANCE 831

DISCUSSION AND POSSIBLE ACTION ON THE ADOPTION OF ORDINANCE 831, AN ORDINANCE OF THE CITY OF COWETA, OKLAHOMA PROVIDING FOR A 25-YEAR NONEXCLUSIVE FRANCHISE IN GRANTING PUBLIC SERVICE COMPANY OF OKLAHOMA THE RIGHT TO PROVIDE ELECTRIC SERVICE WITHIN THE CITY LIMITS OF COWETA, OKLAHOMA; PROVIDING FOR TYPICAL SAFEGUARDS FOR CONSTRUCTION, ETC. AND GRANTING THE RIGHT, POWER, AND AUTHORITY TO USE THE STREETS, ALLEYS, AVENUES, WAYS, AND OTHER PUBLIC PLACES AND GROUNDS OF THE CITY OF COWETA, OKLAHOMA FOR THE PURPOSE OF BUILDING, EQUIPPING, MAINTAINING, EXTENDING, OWNING, AND OPERATING ANY PLANTS, SYSTEMS, AND; PROVIDING FOR A FRANCHISE FEE PAYABLE TO THE CITY OF COWETA, OKLAHOMA EQUAL TO 2% OF GROSS ELECTRIC SALES WITHIN THE CITY.

(ROGER KOLMAN, CITY MANAGER)

Documents:

[ORDINANCE 831 PSO FRANCHISE.PDF](#)

[200406 RESOLUTION 2020 11 PSO ELECTION.PDF](#)

3. DECLARATION OF AN EMERGENCY ORDINANCE 831

DISCUSSION AND POSSIBLE ACTION TO DECLARE AN EMERGENCY REGARDING ORDINANCE 831 MAKING IT EFFECTIVE FROM AND AFTER ITS APPROVAL AND PASSAGE AT THE SPECIAL ELECTION.

4. RESOLUTION 2020-11

DISCUSSION AND POSSIBLE ACTION ON THE ADOPTION OF RESOLUTION 2020-11, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COWETA, OKLAHOMA CALLING FOR A QUESTION TO BE SUBMITTED TO THE QUALIFIED ELECTORS OF THE CITY OF COWETA, OKLAHOMA FOR APPROVAL OR DISAPPROVAL OF ORDINANCE NO. 831 GRANTING A NON-EXCLUSIVE FRANCHISE AGREEMENT TO PUBLIC SERVICE COMPANY OF OKLAHOMA.

(ROGER KOLMAN, CITY MANAGER)

Documents:

[200406 RESOLUTION 2020 11 PSO ELECTION.PDF](#)

[PSO COWETA FRANCHISE RENEWAL LETTER TO COUNCIL 040620.PDF](#)

5. FY 20 AUDIT CONTRACT

DISCUSSION AND POSSIBLE ACTION TO APPROVE THE ENGAGEMENT OF ELFRINK AND ASSOCIATES, PLLC TO PROVIDE AUDITING SERVICES FOR THE FISCAL YEAR ENDING JUNE 30, 2020 IN THE AMOUNT OF NINETEEN THOUSAND FIVE HUNDRED DOLLARS AND NO CENTS (\$19,500.00) WITH HALF BEING PAID BY THE COWETA PUBLIC WORKS AUTHORITY, AND AUTHORIZATION FOR THE MAYOR TO ACCEPT AND SIGN ALL DOCUMENTS.

(JULIE CASTEEN, ASSISTANT CITY MANAGER)

Documents:

[200406 STAFF REPORT AUDIT ENGAGEMENT LETTER.PDF](#)

[FY20 COWETA ENGAGEMENT LETTER.PDF](#)

6. COWETA LIBRARY ROOF

DISCUSSION AND POSSIBLE ACTION ON THE ACCEPTANCE OF THE LIBRARY ROOFING PROJECT PERFORMED BY A-BEST ROOFING AT THE COWETA PUBLIC LIBRARY AND APPROVAL OF THE FINAL PAYMENT FOR THE PROJECT IN THE AMOUNT OF THIRTEEN THOUSAND SEVEN HUNDRED SEVENTY SEVEN DOLLARS AND NO CENTS (\$13,777.00).

(CHIP COHRS, COMMUNITY DEVELOPMENT DIRECTOR)

Documents:

[200406 STAFF REPORT LIBRARY ROOFING PROJECT.PDF](#)
[COWETALIBRARYINVOICE 2.PDF](#)
[TERRACONEMAIL.PDF](#)
[COWETALIBRARYROOFWARRANTY.PDF](#)

7. REPLACEMENT OF CITY HALL SECURITY CAMERA SYSTEM

DISCUSSION AND POSSIBLE ACTION TO APPROVE THE REPLACEMENT OF THE VIDEO SECURITY SYSTEM FOR CITY HALL BY VIP TECHNOLOGY IN THE AMOUNT OF TWENTY SEVEN THOUSAND ONE HUNDRED NINETY NINE DOLLARS AND NINE CENTS (\$27,199.09) AND DIRECTING THE CITY MANAGER TO EXECUTE ALL NECESSARY DOCUMENTATION.
(JULIE CASTEEN, ASSISTANT CITY MANAGER)

Documents:

[200406 STAFF REPORT SECURITY SYSTEM.PDF](#)
[VIP CITY HALL CAMERA QUOTE.PDF](#)
[VERKADA_DOME_SERIES_OVERVIEW_DATASHEET.PDF](#)
[ADVANCE ALARMS CITY HALL CAMERAS.PDF](#)

VII. NEW BUSINESS

(Business which was not foreseen prior to the posting of the agenda.)

VIII. ADJOURNMENT

IF YOU REQUIRE A SPECIAL ACCOMMODATION PURSUANT TO THE AMERICANS WITH DISABILITIES ACT, PLEASE NOTIFY CITY HALL BY 9:00 A.M. ON THE DATE OF THE MEETING.

**MINUTES OF THE COWETA CITY COUNCIL REGULAR MEETING
MARCH 2, 2020 6:00 P.M.**

The members of the Coweta City Council met in regular session on Monday, March 2, 2020 at 6:00 p.m. in the Coweta City Hall, 310 S Broadway, Coweta, Oklahoma.

COUNCILMEMBERS PRESENT: Evette Morris, Harold Chance, Naomi Hogue, Logan Brown, Randy Woodward.

COUNCILMEMBERS ABSENT: None.

I. CALL TO ORDER

The meeting was called to order by Mayor Morris.

II. Pledge of Allegiance given

III. ROLL CALL

Roll call taken. Councilmembers were present and absent as shown above.

IV. GENERAL CITY COUNCIL COMMENTS

Mayor Morris encouraged everyone to vote in the March 3 election.

V. CONSENT

Motion by Harold Chance, second by Logan Brown to approve the consent calendar items:

1. Minutes of the Coweta City Council Regular Meeting held on February 3, 2020.
2. Declaration of surplus and authorization of the City Manager to dispose of obsolete Fire equipment.

Aye: Harold Chance
Logan Brown
Randy Woodward
Evette Morris
Naomi Hogue

VI. OLD BUSINESS

1. CZ 20-01

Community Development Director Chip Cohrs presented an application for a Specific Use Permit for a mini storage facility for recreation vehicles and campers at 10397 S. Highway 51. The Coweta Planning Commission recommended approval at its February 24, 2020 meeting.

Motion by Harold Chance, second by Evette Morris to approve the Specific Use Permit for a mini storage facility for recreation vehicles and campers on property currently zoned

**MINUTES OF THE COWETA CITY COUNCIL REGULAR MEETING
MARCH 2, 2020 6:00 P.M.**

General Commercial (CG) and located in the S 1/2 of Section 26, Township 18 North, Range 15 East of the Indian Base and Meridian, Wagoner County, Oklahoma with a physical address of 10397 S. Highway 51 in Coweta, Oklahoma.

Aye: Harold Chance
Evette Morris
Naomi Hogue
Logan Brown
Randy Woodward

2. CZ 20-02

Chip Cohrs presented an application for a Specific Use Permit for a Medical Marijuana Dispensary at 11150 South 265th East Avenue, Suite A. The Coweta Planning Commission recommended approval at its February 24, 2020 meeting.

Motion by Harold Chance, second by Naomi Hogue to approve the Specific Use Permit for a Medical Marijuana Dispensary in an existing building on property zoned Commercial General (CG) and located in the N/2 of the N/2 of the E/2 of the NW/4 of Section 35, Township 18 North, Range 15 East of the Indian Base and Meridian, Wagoner County, State of Oklahoma, with a physical address of 11150 South 265th East Avenue, Suite A Coweta, OK.

Aye: Harold Chance
Naomi Hogue
Logan Brown
Randy Woodward
Evette Morris

3. Award of Bid

Wes Richter, Public Works Director, presented bids received for the purchase and installation of an automatic meter reading system and related equipment. Staff recommended approval of the low bid for a drive-by system quoted by Meter Install Group, LLC of Longview, Texas.

Motion by Evette Morris, second by Harold Chance to approve the purchase and installation of the automatic meter reading system from Meter Install Group, LLC at a cost not to exceed Six Hundred Sixteen Thousand Five Hundred Eighty Eight Dollars (\$616,588.00).

Aye: Evette Morris
Harold Chance
Naomi Hogue
Logan Brown
Randy Woodward

**MINUTES OF THE COWETA CITY COUNCIL REGULAR MEETING
MARCH 2, 2020 6:00 P.M.**

4. Joint Resolution 2020-07

City Manager Roger Kolman presented a plan for the allocation of funds from the Capital Improvement Fund for the Automatic Meter Reading System, and the terms for the repayment of the funds by the Coweta Public Works Authority.

Motion by Harold Chance, second by Logan Brown to adopt Joint Resolution 2020-07, a joint resolution of the City of Coweta, Oklahoma City Council and the Board of Trustees of the Coweta Public Works Authority allocating funds for the purchase of Automatic Meter Reading technology and the terms for the repayment thereof.

Aye: Harold Chance
Logan Brown
Randy Woodward
Evette Morris
Naomi Hogue

5. Resolution 2020-08 accepting dedicated public right of way

Roger Kolman discussed a resolution to accept public right of way and additional land at 273rd East Avenue north of 121st Street South from a developer for street improvements through a deed of dedication. The improvements will be presented for acceptance upon completion at a later date.

Motion by Randy Woodward, second by Harold Chance to adopt Resolution 2020-08, a resolution of the City Council of the City of Coweta, Oklahoma accepting as dedicated public right of way certain unimproved property located within Section 35, Township 18 North, Range 15 East of the Indian Base and Meridian, City of Coweta, Wagoner County, State of Oklahoma.

Aye: Randy Woodward
Harold Chance
Naomi Hogue
Logan Brown
Evette Morris

VII. NEW BUSINESS

There was no new business.

VIII. ADJOURNMENT

Mayor Morris adjourned the meeting at 6:16 p.m.

**MINUTES OF THE COWETA CITY COUNCIL REGULAR MEETING
MARCH 2, 2020 6:00 P.M.**

Evette Morris, Mayor

Julie Casteen, City Clerk

**MINUTES OF THE COWETA CITY COUNCIL SPECIAL MEETING
MARCH 23, 2020 6:00 P.M.**

The members of the Coweta City Council met in special session on Monday, March 23, 2020 at 6:00 p.m. in the Coweta City Hall, 310 S Broadway, Coweta, Oklahoma.

COUNCILMEMBERS PRESENT: Evette Morris, Harold Chance, Naomi Hogue, Logan Brown, Randy Woodward

COUNCILMEMBERS ABSENT: None.

I. CALL TO ORDER

The meeting was called to order by Mayor Morris.

II. Pledge of Allegiance given

III. ROLL CALL

Roll call taken. Councilmembers were present as shown above with Harold Chance and Naomi Hogue participating via teleconference.

IV. GENERAL CITY COUNCIL COMMENTS

There were no comments.

V. OLD BUSINESS

1. Resolution 2020-09

City Manager Roger Kolman explained the need to cancel the April 7, 2020 election as a result of the State Election Board requesting that all elections be postponed. The election will be rescheduled at a future date.

Motion by Harold Chance, second by Logan Brown to adopt Resolution 2020-09, a resolution of the City of Coweta, Oklahoma City Council acknowledging the declaration of an election emergency by the Oklahoma State Election Board and cancelling the special election previously called for April 7, 2020.

Aye: Harold Chance
Logan Brown
Randy Woodward
Evette Morris
Naomi Hogue

**MINUTES OF THE COWETA CITY COUNCIL SPECIAL MEETING
MARCH 23, 2020 6:00 P.M.**

2. Resolution 2020-10

Roger Kolman discussed the need to declare a civil emergency related to the COVID-19 pandemic to allow the City to take certain actions to help protect the health, safety and welfare of the public.

Motion by Harold Chance, second by Naomi Hogue to adopt Resolution 2020-10, a resolution of the City of Coweta, Oklahoma City Council declaring that a state of Civil Emergency exists in the City of Coweta.

Aye: Harold Chance
Logan Brown
Randy Woodward
Evette Morris
Naomi Hogue

VI. NEW BUSINESS

This item was struck from the agenda.

VII. ADJOURNMENT

Mayor Morris adjourned the meeting at 6:25 p.m.

Evette Morris, Mayor

Julie Casteen, City Clerk

RESOLUTION NO. 2020-12

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COWETA, OKLAHOMA DECLARING THAT A STATE OF CIVIL EMERGENCY CURRENTLY EXISTS.

WHEREAS, on the 11th day of March 2020 the World Health Organization declared the Coronavirus Covid-19 to be a worldwide pandemic; and

WHEREAS, on the 13th day of March 2020 the President of the United States of America declared the Coronavirus Covid-19 pandemic to be a National Emergency; and

WHEREAS, on the 15th day of March 2020 the Governor of the State of Oklahoma declared that a threat to the public health, safety and welfare exists in the State as a result of the Coronavirus Covid-19 pandemic; and

WHEREAS, on the 23rd day of March 2020, the City Council of the City of Coweta, Oklahoma adopted Resolution 2020-10 declaring that a civil emergency exists in the City of Coweta, Oklahoma; and

WHEREAS, the Office of the President and the United States Center for Disease Control (CDC) have issued guidelines for slowing the spread of the Coronavirus Covid-19 in the United States; and

WHEREAS, the Governor of the State of Oklahoma has issued several Executive Orders pertaining to the Coronavirus Covid-19 pandemic;

WHEREAS, it is the primary purpose of the City of Coweta, Oklahoma, to protect the health, safety and welfare of the citizens of Coweta, Oklahoma.

THEREFORE, BE IT RESOLVED by the City Council of the City of Coweta, Oklahoma that:

Section 1. The Coronavirus Covid-19 pandemic continues to present a clear and present danger to the health, safety and welfare of the citizens of Coweta, Oklahoma and that this declaration of a civil emergency by the City Council of the City of Coweta, Oklahoma in accordance with O.S. 63-683.11 is appropriate to address that danger.

Section 2. The provisions of Resolution 2020-10 adopted March 23, 2020 by the City Council of the City of Coweta, Oklahoma are hereby amended by this Resolution.

Section 3. All events or gatherings of more than ten (10) people at City of Coweta, Oklahoma owned, leased or operated facilities are banned until April 30th, 2020 at which time the status of the civil emergency will be reassessed. The business and operational needs

of the City of Coweta, its Trust Authorities, the City Council, and appointed boards and commissions are specifically exempted.

Section 4. The following City of Coweta, Oklahoma facilities and properties shall remain open for limited individual public access however, events or gatherings of more than ten (10) people not otherwise exempted are hereby cancelled during the term of this civil emergency. Individual facilities may develop and post further rules regarding individual public access.

1. Coweta City Hall
2. Coweta Police Station
3. Coweta Fire Station
4. Centennial Plaza
5. Roland Park
6. Coweta Sports Park
7. Jimmy Lee Campbell Memorial Park
8. Graham Park

Section 5. All in-person gatherings of more than ten (10) people for social, spiritual and recreational purposes, including but not limited to community, civic, public, leisure, faith-based, or sporting events, concerts, festivals, conventions, fundraisers, and similar activities are prohibited until the expiration of this civil emergency.

Section 6. All businesses identified as being within a Critical Infrastructure Sector by the U.S. Department of Homeland Security and businesses identified as being Essential by the Oklahoma Department of Commerce through the use of the North American Industry Classification System (NAICS) are **strongly encouraged** to remain open to provide necessary services to citizens during the term of this civil emergency. These Critical Infrastructure Sector and Essential businesses are to follow the latest guidance of the CDC, the Oklahoma State Department of Health, and Governor Stitt's Executive Orders pertaining to this civil emergency to help maintain the health and safety of the public while utilizing these services.

Section 7. Commercial establishments, service providers and other public gathering places not identified as Critical Infrastructure Sector facilities by the U.S. Department of Homeland Security or identified as being Essential by the Oklahoma Department of Commerce through the uses of the North American Industry Classification System (NAICS) are **Ordered** to close to the public.

Section 8. Itinerant Vendors, as defined in Part 9 of the Coweta City Code, whether possessing a valid permit issued by the City of Coweta, Oklahoma or not, are specifically **Ordered** to cease and desist all activities that entail the-passage or traversing upon residential or commercial properties in the City of Coweta, Oklahoma without the specific invitation of the person in charge of said property.

Section 9. Effective at 11:59 p.m. on April 7, 2020 all citizens living in the City of Coweta, Oklahoma or within a five (5) mile radius of the City of Coweta, Oklahoma, are **Ordered** to shelter at their place of residence until 11:59 p.m. on April 30, 2020. For the purposes of this Order, residences include a single-family home, an apartment unit, a condominium unit, a hotel room, shared rentals, and similar facilities and accommodations. All

persons may leave their residences only for Essential Activities as defined herein and for duties related to service at a Critical Infrastructure Sector facility or Essential business:

- 1) For purposes of this Order, individuals may leave their residence only to perform any of the following “Essential Activities”:
 - a) To engage in activities, perform tasks, or obtain supplies essential to the health, safety, or welfare of the individual, their family, others residing in the residence, or pets.
 - b) To engage in outdoor activities for exercise, provided that individuals not residing together maintain social distancing guidelines while doing so.

Section 10. Applicable laws, regulations, and guidelines promulgated by any agency of the United States of America, the State of Oklahoma, the County of Wagoner, Oklahoma or the City of Coweta, Oklahoma, having proper jurisdiction after the date of this Resolution, that contradict the terms herein shall be adopted without further action of the City Council of the City of Coweta, Oklahoma.

Section 11. The Coweta Public Works Authority is hereby directed to not terminate utility services of current customers for non-payment during the term of this civil emergency. Customary late fees, interest and other penalties shall continue to accrue and be immediately due and payable upon the expiration of this civil emergency.

Section 12. The allocation of personnel, equipment and materials required to respond to calls for emergency public safety incidents inside and outside the corporate limits of the City of Coweta, Oklahoma are at the discretion of the Fire Chief or the Chief of Police.

Section 13. This Declaration of Civil Emergency and all provisions contained herein shall take effect immediately upon adoption, unless otherwise indicated herein, and shall continue in effect until 11:59 pm on April 30th, 2020, unless further extended.

This Resolution declaring a state of Civil Emergency is approved in open meeting by the City Council of the City of Coweta, Oklahoma on this 6th day of April 2020.

Evette Morris, Mayor

ATTEST:

Julie Casteen, City Clerk

APPROVED:

Ronald D. Cates, City Attorney

ORDINANCE NO. 831

AN ORDINANCE GRANTING TO PUBLIC SERVICE COMPANY OF OKLAHOMA (PSO) THE RIGHT, PRIVILEGE, AND NON-EXCLUSIVE FRANCHISE FOR 25 YEARS TO BUILD, EQUIP, MAINTAIN, EXTEND, OWN, AND OPERATE A SYSTEM FOR THE MANUFACTURE, TRANSMISSION, DISTRIBUTION, SALE AND CONTROL OF ELECTRICITY AND COMMUNICATIONS CIRCUITS FOR ITSELF AND OTHERS IN, UNDER, OVER, ACROSS, THROUGH AND ALONG ANY AND ALL OF THE PRESENT AND FUTURE STREETS, ALLEYS, AVENUES, WAYS, AND OTHER PUBLIC PLACES AND GROUNDS WITHIN THE LIMITS OF THE CITY OF COWETA, WAGONER COUNTY, OKLAHOMA; AND GRANTING PSO THE RIGHT TO OPERATE AN ELECTRIC BUSINESS PURSUANT TO REASONABLE RULES AND REGULATION BY THE OKLAHOMA CORPORATION COMMISSION; WITH PSO AGREEING TO CHARGE LEGAL RATES FOR SUCH ELECTRIC SERVICE; AND, IF POSSIBLE, TO SELL AND DELIVER TO THE CITY ALL ELECTRICITY AND SERVICES REQUESTED BY IT; PROVIDING FOR PAYMENT TO THE CITY BY PSO OF A MONTHLY FEE ON GROSS RECEIPTS FROM THE DELIVERY AND SALE OF ELECTRICITY; AND PROVIDING FOR THE REPEAL OF CONFLICTING ORDINANCES; AND DECLARING AN EMERGENCY.

BE IT ORDAINED BY THE CITY OF COWETA, OKLAHOMA:

SECTION 1. That the City of Coweta, a municipal corporation of the State of Oklahoma, located in Wagoner County ("Grantor") grants to Public Service Company of Oklahoma, an Oklahoma corporation, its successors and assigns, ("Grantee"), the right, power, and authority to use the streets, alleys, avenues, ways, and other public places and grounds of Grantor ("Public Rights of Way") as now constituted and as it may be extended or created in the future, for the purpose of building, equipping, maintaining, extending, owning, and operating any plants, systems, and appurtenant facilities for the manufacture, transmission, distribution, sale, and control of electricity for lighting, heating, and power purposes as well as for any other purposes as electric energy may be put, in and to Grantor

and to the public generally, and to transmit electric energy and communicate and distribute information (audio, video and data) for itself or others over distribution and transmission lines throughout the City to the ultimate customer and to connections and systems in other localities with poles, wires, conduits, communications circuits, substations, meters, appliances, and apparatus necessary and convenient for the plant and system upon, across, over, and under the Public Rights of Way of the City.

Grantee's distribution system must be installed, operated, and maintained in a manner that will, consistent with reasonable necessity, least interfere with other public uses of the Public Rights of Way.

SECTION 2. All rights and privileges granted by this Ordinance will extend and be in force between Grantor and Grantee for a term of 25 years from and after the acceptance of this Ordinance, as hereinafter provided.

SECTION 3. All provisions of this Ordinance that are obligatory upon or inure to the benefit of the Grantee will also be obligatory upon and inure to the benefit of its successors and assigns, and the word "Grantee" as used in this Ordinance will include and be taken to mean not only Public Service Company of Oklahoma, but also its successors and assigns for which assignment consent is given in this ordinance, whether the assignment is for the whole or only a partial assignment. Subject to the provisions of this subsection, Grantee may assign all or a portion of its rights or obligations under the provisions of this Ordinance and franchise.

SECTION 4. Grantee will have the right to make and enforce reasonable rules and regulations for the sale, delivery, control, and metering of its electric energy and the conduct of its business, and may reserve in such rules and regulations the right to disconnect service to customers where Grantee's meters, wires, switches, appliances, or apparatus are found to

have been tampered with, or who have failed to pay for electricity or services and to enter upon the premises of its customers at all reasonable times; or at any hour if for the sole purpose of restoring service; for the purpose of inspecting, repairing, or reading meters; or for removing wires, meters, switches, and appliances; and to perform other activities necessary to provide and maintain electric service provided that the rules and regulations are not in conflict with law or the rules and regulations from time to time made by the Corporation Commission of the State of Oklahoma or by other regularly constituted regulatory authority having jurisdiction over Grantee.

Grantor grants to Grantee permission to cut down, trim, remove, and otherwise control using herbicides or tree growth regulators, any trees, branches, vegetation or brush upon and overhanging the Public Rights of Way of the City in the vicinity of Grantee's electric facilities where such trees and other vegetation, in Grantee's reasonable opinion, may endanger the safety of Grantee's personnel or interfere with the construction, operation or maintenance of Grantee's facilities or ingress or egress to, from or along the Public Rights of Way.

SECTION 5. Grantee covenants and agrees that in consideration of this franchise and contract it will maintain electric distribution service in and to Grantor, unless excused by statute, under the rules and orders imposed upon it by the Corporation Commission of the State of Oklahoma or by other regularly constituted regulatory authority having jurisdiction over Grantee. However, by acceptance of this franchise and contract, Grantee does not guarantee continuous service at all times and will be relieved temporarily from its obligation to furnish such services continuously in case of any disability caused by act of God or by the elements, or terrorism, or strikes, or lock-outs, or by any temporary breakdown or failure of machinery, transmission, or distribution lines, appliances or apparatus, or by other causes

beyond Grantee's reasonable control; provided Grantee agrees in such cases to exercise due diligence in the repair of its machinery, transmission, or distribution lines, appliances and apparatus, and to resume operation of same without unnecessary delay.

Grantee covenants and agrees that it will indemnify and hold the City of Coweta free and clear of any claims for damages or otherwise to the extent caused by the negligence of Grantee in the construction or operation carried on under this contract and franchise. Nevertheless, it is understood and agreed that in the event of claims being presented or prosecuted against the City Grantee will have the right to defend against the same and to settle and discharge same in such manner as it may see fit. To this end Grantor agrees to notify Grantee of such claims and to furnish to it such information and assistance as may be necessary in the defense thereof.

SECTION 6. In performing the terms and provisions of this Ordinance, franchise, and contract, Grantee is given the continuing right, privilege, and option to manufacture electric energy within Grantor's corporate limits and to transmit electric energy over transmission lines from other plants and to distribute same from some central location at proper voltage; together with the right to transmit electric energy from and through the City to other localities for itself or others. Grantor grants a permitted right to Grantee to authorize and allow others, or as may otherwise be authorized or required by applicable law, to attach telecommunications and cable facilities to Grantee's poles and structures on such conditions as it deems just and reasonable and in compliance with applicable law.

SECTION 7. During the life of this franchise and for and in consideration of the acceptance of the franchise by Grantee, Grantor agrees that Grantee may charge and collect from Grantor and its inhabitants a rate or rates for its service and/or the service of others that

must be compensatory and reasonable at all times, and if regulated, subject to such rules and orders as are in effect or that hereafter may be lawfully made by the Corporation Commission of the State of Oklahoma, or by other regularly constituted regulatory authority having jurisdiction over Grantee.

SECTION 8. During the life of this franchise, Grantee will if possible and permitted under applicable law, sell to Grantor all electric energy requested by it for municipal purposes, including but not limited to water and wastewater treatment, water and storm water pumping, and the lighting of its streets.

SECTION 9. From and after the approval and acceptance of this Ordinance, Grantee must pay, and in consideration of the granting of this franchise agrees to pay to Grantor as a franchise fee, and as compensation for the rights and privileges enjoyed hereunder, a sum equal to two percent of its gross receipts from the delivery and, if applicable, the sale of electrical energy within the City, payable monthly with each such payment to be made not later than the first business day of the second month following the month in which such receipts were received for the billing cycle for that month. For example, payment for April receipts, for a subject year covering a billing cycle from March 29th through April 27th would be paid not later than June 1st. This fee will be in lieu of all concessions, excise, franchise, licenses, occupation, privilege, and permit fees or taxes, except assessments for special improvements and ad valorem taxes.

Grantor shall notify Grantee in writing of newly annexed and de-annexed areas. The notice shall include the ordinance number authorizing the action, an appropriate map identifying the areas, and documentation of the notice to the State of Oklahoma regarding the annexation or de-annexation. Grantee will have no responsibility for commencing

franchise payments hereunder to Grantor in newly annexed areas until Grantee has received Grantor's notification. Upon Grantor's notification and starting the 91st day after receipt of such notice, Grantee will begin payments to Grantor for the gross receipts from delivery and, if applicable, the sale of electrical energy in each newly annexed area, and will make any appropriate adjustments in payments reflecting overpayments made in any prior month resulting from the inclusion of gross receipts from delivery and, if applicable, the sale of electrical energy in de-annexed areas. Payments for receipts in newly annexed areas and adjustments for overpayments in de-annexed areas will be made back to the effective date of the ordinance authorizing the action.

Grantor agrees that the percentage paid to Grantor by Grantee including any revision thereof will in no event exceed the percentage rate used to calculate any fee or tax paid to Grantor by any other person or entity if such fee or tax is based in any way on the amount of revenues from delivery or sales of electrical energy or both by such other person or entity to ultimate customers within the City.

SECTION 10. This Ordinance will be in full force and effect from and after its acceptance as hereinafter provided upon its passage and approval by a vote of the qualified electors residing within the City who must vote on the acceptance at a special election called under or pursuant to the provisions hereof; and if this Ordinance fails to be so approved at the election, it will be deemed wholly void and of no effect. The Mayor of the City is authorized and instructed to call by an authorized resolution an election in the manner and form provided by the laws of the State of Oklahoma for the calling of special elections, giving such resolution, notice and ballot title as provided by law for the purpose of submission to the qualified electors residing within the City the proposition of approval or refusal of this

Ordinance and the non-exclusive franchise contract hereby granted. The proper officers of the City are directed to do all things that may be necessary for the holding of the election and for the submission of the question, and must comply with the election laws of the State of Oklahoma.

If the franchise is approved at the election, Grantee will have 30 days after the result of the election is declared to file an acceptance of the Ordinance and franchise with the City Clerk, in writing and executed according to law,

SECTION 11. Upon the filing by Grantee of the acceptance of this Ordinance as provided in Section 10, all rights, privileges, and obligations of any other ordinances and franchises, or portions thereof, under which Grantee may now be exercising its privileges to use the streets, alleys, avenues, ways, and other public places and grounds within the incorporated limits of Grantor, and all other ordinances and parts of ordinances in conflict with this Ordinance, will be and will thereafter remain cancelled, annulled, and repealed.

SECTION 12. If any provision or clause of this Ordinance is found invalid for any reason, the invalidity will not affect other provisions or clauses of this Ordinance, which can be given effect without the invalid provision or clause, and to this end, the provisions and clauses of this Ordinance are severable.

SECTION 13. Whereas an immediate necessity exists so that Grantor's residents may be provided an adequate supply of electricity for heating, lighting, and power purposes and for the purpose of providing light, heat, and power for the streets, alleys, public grounds, parks, and other public places and institutions of Grantor, and for the preservation of public health, peace, and safety, an emergency is declared to exist by reason whereof this Ordinance

shall be in full force and effect from and after its passage and approval at the special election,
its publication, and Grantee's filing of its acceptance.

Approved, this _____ day of _____, 2020.

Evette Morris, Mayor

(SEAL)

ATTEST:

Julie Casteen, City Clerk

APPROVED:

Ronald D. Cates, City Attorney

RESOLUTION NO. 2020-11

A RESOLUTION OF THE CITY OF COWETA, WAGONER COUNTY, OKLAHOMA, CALLING FOR A SPECIAL ELECTION TO BE HELD ON THE 25th DAY OF AUGUST 2020, FOR THE PURPOSE OF SUBMITTING AN ORDINANCE FOR APPROVAL BY THE QUALIFIED ELECTORS WHICH GRANTS TO PUBLIC SERVICE COMPANY OF OKLAHOMA, AN OKLAHOMA CORPORATION, A NON-EXCLUSIVE FRANCHISE FOR 25 YEARS TO BUILD, EQUIP, MAINTAIN, EXTEND, OWN, AND OPERATE A SYSTEM FOR THE MANUFACTURE, TRANSMISSION, DISTRIBUTION, SALE, AND CONTROL OF ELECTRICITY AND COMMUNICATIONS CIRCUITS FOR ITSELF AND OTHERS IN AND TO THE CITY AND THE PUBLIC GENERALLY, TO A VOTE OF THE REGISTERED VOTERS OF THE CITY FOR THEIR APPROVAL OR DISAPPROVAL; SPECIFYING THE QUESTION TO BE VOTED UPON AT THE SPECIAL ELECTION AND FURTHER DIRECTING THE DISTRIBUTION AND PUBLICATION OF THIS RESOLUTION.

RECITALS

Article 18, §5(a) of the Oklahoma Constitution provides that no grant of a franchise by a municipal corporation will be valid unless approved by a majority vote of the qualified electors of a city.

By a vote on April 6, 2020, this City Council approved an Ordinance calling for a special election to be set to approve, or not, the franchise granted in the Ordinance.

The franchise, if approved, would grant to Public Service Company of Oklahoma, an Oklahoma Corporation, a non-exclusive franchise for 25 years to build, equip, maintain, extend, own, and operate a system for the manufacture, transmission, distribution, sale, and control of electricity and information distribution in and to the City and the public generally.

Upon the adoption of this Resolution, the Mayor of Coweta, Oklahoma, shall proclaim a special election to submit the Ordinance for approval or disapproval by the qualified electors of the City of Coweta.

Oklahoma statutes 11 O.S. §16-101 and §16-304 require that notice of a special election must be given by publishing the Resolution of the municipal governing body calling for the special election at least ten days before the date of the special election, or if there is no newspaper of general circulation in the municipality, the notice must be given by posting a copy of the Resolution in at least five public places in the municipality.

RESOLUTIONS

BE IT RESOLVED THAT the City of Coweta, Oklahoma, as required by the Constitution and Oklahoma statutes shall call a special election for the purpose of submitting an Ordinance to the registered voters of the City of Coweta for their approval or disapproval, the Ordinance granting to Public Service Company of Oklahoma, an Oklahoma Corporation, a non-exclusive franchise for 25 years to build, equip, maintain, extend, own, and operate a system for the manufacture, transmission, distribution, sale, and control of electricity and communication circuits for distribution of information in and to the City and the public generally.

AND, BE IT FURTHER RESOLVED that the Mayor of the City of Coweta shall call a special election on the 25th day of August 2020, to be administered by the Wagoner County Election Board.

AND, BE IT FURTHER RESOLVED by the City Council that the question to be voted upon at a special election will be as follows:

PROPOSITION

An ordinance granting to Public Service Company of Oklahoma (PSO) the right, privilege and non-exclusive franchise for 25 years to build, equip, maintain, extend, own and operate a system for the manufacture, transmission, distribution, sale, and control of electricity and communications circuits for itself and others in, under, over, across, through, and along any and all of the present and future streets, alleys, avenues, ways, and other public places and grounds within the limits of the City of Coweta, Wagoner County, Oklahoma; and granting PSO the right to operate an electric business pursuant to reasonable rules and regulation by the Oklahoma Corporation Commission; with PSO agreeing to charge legal rates for such electric service; and, if possible, to sell and deliver to the City all electricity and services requested by it; providing for payment to the City by PSO of a monthly fee on gross receipts from the delivery and sale of electricity; and providing for the repeal of conflicting ordinances; and declaring an emergency.

Shall the proposed ordinance be approved?

FOR THE PROPOSITION - YES

AGAINST THE PROPOSITION - NO

AND, BE IT FURTHER RESOLVED that the City Council does direct the City Clerk of the City of Coweta to cause this Resolution to be published in a legally qualified newspaper one time within 15 days after adoption of this Resolution, or post a copy of this Resolution in at least five public places in the municipality if the Resolution cannot be published in accordance with law, the publication or posting being for the purpose of giving notice of the special election to be held on the 25th day of August 2020.

SIGNED by the Mayor of the City of Coweta, Wagoner County, Oklahoma, this _____ day of _____, 2020.

Evette Morris, Mayor of the City of Coweta

(SEAL)

ATTEST:

Julie Casteen, City Clerk

APPROVED:

Ronald D. Cates, City Attorney

RESOLUTION NO. 2020-11

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RESOLUTIONS

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Shall the proposed ordinance be approved?

FOR THE PROPOSITION - YES

AGAINST THE PROPOSITION - NO

AND, BE IT FURTHER RESOLVED that the City Council does direct the City Clerk of the City of Coweta to cause this Resolution to be published in a legally qualified newspaper one time within 15 days after adoption of this Resolution, or post a copy of this Resolution in at least five public places in the municipality if the Resolution cannot be published in accordance with law, the publication or posting being for the purpose of giving notice of the special election to be held on the 25th day of August 2020.

SIGNED by the Mayor of the City of Coweta, Wagoner County, Oklahoma, this _____ day of _____, 2020.

Evette Morris, Mayor of the City of Coweta

(SEAL)

ATTEST:

Julie Casteen, City Clerk

APPROVED:

Ronald D. Cates, City Attorney

April 6, 2020

Dear City of Coweta Leaders,

Public Service Company of Oklahoma (PSO) has been an electricity provider in the State of Oklahoma for over 100 years, and we are proud to have served our customers in the City of Coweta under our current electric franchise since 1995. We value the important partnership we have with the City, as well as our Coweta customers, businesses, school district, chamber and the greater community.

A franchise with PSO simply gives us permission to use the streets and alleys to provide electric service to our customers. In return for this access, PSO collects for, and remits to the City of Coweta a monthly franchise fee to help fund vital city services. In 2019, the total remitted to the city was over \$150,000. The franchise also provides a special tariff for municipal street lighting in the City to ensure savings.

PSO is committed to being a corporate partner with Coweta by supporting its outstanding growth, economic development and excellent quality of life for which the city is known. Through investments in our electrical distribution system, we work to continually improve the reliability of our service and modernize our grid for technological advancements. Our energy efficiency customer programs and attractive rebates make saving energy easier than ever. Our customers can manage their usage and capitalize on time-of-day pricing and incentives for reducing consumption during peak times, and our Customer Operations Center provides access to our representatives 24/7. Our storm restoration and reliability of service achieves the highest of industry standards.

As a partner with the City, we work to upgrade city infrastructure, beautification, seek job growth through economic development opportunities, and pursue retail expansion. We are a longstanding member of the Coweta Chamber of Commerce, and provide funding for community programs and events, economic development consultants and training, and important data to inform community and economic development.

Education is a major pillar of PSO's community support. We support Coweta students and future leaders by providing grants to the Coweta Public Schools Foundation, and bringing professional electrical safety performances to Coweta elementary schools to teach young students.

Our charitable giving to our community focuses on education, environmental stewardship, human needs and community sustainability. Through our partnerships with local metro nonprofit agencies, schools and civic groups, we work to strengthen the quality of life for all of our customers and the community.

PSO looks forward to continuing our long-standing franchise relationship with the City of Coweta. We ask for your favorable vote to set our franchise renewal vote date for August 25, 2020. The vote will ask citizens for the renewal of our 25-year franchise, with a 2% franchise fee on behalf of the City.

Thank You for your consideration, and for your leadership on behalf of the City of Coweta.

Sincerely,

Carole Huff Hicks
Manager, External Affairs
Public Service Company of Oklahoma
chicks@aep.com



POST OFFICE BOX 850 • COWETA, OKLAHOMA 74429 • PH. (918) 486-2189 • FAX (918) 486-5366 • www.cityofcoweta-ok.gov

Memorandum

To: Honorable Mayor and City Council

From: Julie Casteen, Assistant City Manager

Re: FY20 Audit Engagement Letter

Date: April 2, 2020

BACKGROUND

Title 11, Section 17-105 of the Oklahoma State Statutes requires a full and complete annual audit of the City's financial statements to be conducted by an independent auditor. The objective of the audit is for the auditor to express an opinion on whether the City's financial statements are fairly presented and whether they conform to generally accepted accounting principles and standards.

During the audit, the auditor will examine items such as customer accounts, revenues received, cash disbursements, check reconciliations, debt reconciliations, pledged collateral, general ledger entries, and capital asset inventory.

Attached for your review is an Audit Engagement letter from Elfrink and Associates of Tulsa, Oklahoma to conduct the annual Financial and Compliance Audit for the Fiscal Year Ending June 30, 2020. Elfrink is a CPA firm specializing in governmental auditing and has extensive experience auditing municipalities and other local governments.

The fee for this service is \$19,500. Additional costs may be incurred if it is determined that a Single Audit will be needed. This will be required if we are granted federal funding of \$750,000 or more during fiscal year 2020. At this time, it is not believed that we will meet this threshold.

The cost of the audit is split between the City and the Public Works Authority.

The Audit Engagement letter is a standard letter that is required to properly engage the audit firm for the annual financial and compliance audit of the City's financial statements.

STAFF RECOMMENDATION:

Staff recommends that Council accept the letter and direct the Mayor to sign on behalf of the City government and authorize the City Manager to sign the letter on behalf of Management.

ATTACHMENTS:

FY20 Audit Engagement Letter



Elfrink and Associates, PLLC

Certified Public Accountants

March 25, 2020

To the Honorable Mayor and Members of the City Council
PO Box 850
Coweta, OK 74429

We are pleased to confirm our understanding of the services we are to provide the City of Coweta ("City"), Oklahoma for the year ended June 30, 2020. We will audit the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements, of the City as of and for the year ended June 30, 2020. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the City's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the City's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by U.S. generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis.
- 2) Pension schedules
- 3) Budgetary Comparison Schedule – General Fund

We have also been engaged to report on supplementary information other than RSI that accompanies the City's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and we will provide an opinion on it in relation to the financial statements as a whole, in a report combined with our auditor's report on the financial statements:

- 1) Schedule of expenditures of federal awards (if applicable)
- 2) Combining schedules

We will also prepare the Annual Survey of City and Town Finances (SAI 2643) for the year ended June 30, 2020 in a form prescribed by the Oklahoma State Auditor and Inspector. The preparation is limited to presenting in the prescribed form information that is representative of the City's management. We will not audit or review the SAI 2643 and, accordingly, will not express an opinion or any other form of assurance on it.

3119 E 87th Street
Tulsa, OK, 74137

Members of the AICPA and OSCP



918-361-2133

anne.elfrink@CPA.com

Government and Nonprofit Auditing

Audit Objectives

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. The objective also includes reporting on—

- Internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will include a paragraph that states that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The Uniform Guidance report on internal control over compliance will include a paragraph that states that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance, and will include tests of accounting records, a determination of major program(s) in accordance with the Uniform Guidance, and other procedures we consider necessary to enable us to express such opinions. We will issue written reports upon completion of our Single Audit. Our reports will be addressed to the City Council of the City of Coweta, Oklahoma. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements or noncompliance may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or on major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also

inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; schedule of expenditures of federal awards; federal award programs; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

Audit Procedures—Internal Control

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the City's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal statutes, regulations, and the terms and conditions of federal awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of the City's major programs. The purpose of these procedures will be to express an opinion on the City's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

Other Services

We may be requested to assist in preparing the financial statements, schedule of expenditures of federal awards, and related notes of the City in conformity with U.S. generally accepted accounting principles and the Uniform Guidance based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statements, schedule of expenditures of federal awards, and related notes services previously defined. We, in our sole professional judgment, reserve the

right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Management Responsibilities

Management is responsible for (1) designing, implementing, and maintaining effective internal controls, including internal controls over federal awards, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal awards, and all accompanying information in conformity with U.S. generally accepted accounting principles; and for compliance with applicable laws and regulations (including federal statutes) and the provisions of contracts and grant agreements (including award agreements). Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance, (3) additional information that we may request for the purpose of the audit, and (4) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants. Management is also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements, or abuse that we report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan. The summary schedule of prior audit findings should be available for our review on July 1, 2020.

You are responsible for identifying all federal awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received) in conformity with the Uniform Guidance. You agree to include our report on the schedule of expenditures of federal awards in any document that contains and indicates that we have reported on the schedule of expenditures of federal awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal awards, including its form and content, is stated fairly in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities relating to the financial statements, schedule of expenditures of federal awards, and related notes, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements, schedule of expenditures of federal awards, and related notes and that you have reviewed and approved the financial statements, schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Engagement Administration, Fees, and Other

We may from time to time and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

At the conclusion of the engagement, if a single audit has been performed, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to electronically submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditors' reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. The Data Collection Form and the reporting must be submitted within the earlier of 30 calendar days after receipt of the auditors' reports or nine months after the end of the audit period.

We will provide copies of our reports to the City; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Elfrink and Associates, PLLC and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the Oklahoma State Auditor or its designee, a federal agency providing direct or indirect funding, or the

U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Elfrink and Associates, PLLC's personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by Oklahoma State Auditor and Inspector. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

We expect to begin our audit on approximately July 1, 2020 and to issue our reports no later than December 31, 2020. Anne Elfrink is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that we agree that our gross fee, including expenses, will not exceed \$19,500 plus an additional \$2,500 if a single audit is required (an additional \$1,000 for each major program more than one). If requested to prepare the City's financial statements for publication, our fee for this non-audit service will not exceed an additional \$5,000, which includes printing twenty copies. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 30 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report(s). You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

We appreciate the opportunity to be of service to the City and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,



Elfrink and Associates, PLLC

RESPONSE:

This letter correctly sets forth the understanding of the City of Coweta, Oklahoma.

Management signature: _____

Title: _____

Date: _____

Governance signature: _____

Title: _____

Date: _____



POST OFFICE BOX 850 • COWETA, OKLAHOMA 74429 • PH. (918) 486-2189 • FAX (918) 486-5366 • www.cityofcoweta-ok.gov

Memorandum

To: Honorable Mayor and City Council
From: Wm. H. Cohrs, III, PE
Re: Coweta Library Roof
Date: March 26, 2020

BACKGROUND

The Library Roof has finally been finished. The contractor has completed the items mentioned in the observation report dated the 11th of December 2019. The contractor has provided all of the final paper work that was required by the contract, and is now requesting final payment.

STAFF RECOMMENDATION

Staff has reviewed the information submitted by the contractor and recommends that final payment be made to the contractor and that the roof project be closed out.

ATTACHMENTS

Affidavits, Warranty
Final Invoice

**P.O. Box 1259
Tulsa, OK 74101-1259**

INVOICE

Invoice Number: IN-26183**Invoice Date:** 11/29/2019

918-587-1426 Office **www.abestroofing.com**
918-587-1440 Fax

Bill To:

City of Coweta
Cliff Johnson
PO Box 850
310 S Broadway
Coweta OK 74429

Location:

Coweta City Library
120 E Sycamore Street
Coweta, OK 74429

Job #: 191458BC-Librar...

Sales Rep: JSS01

Payment Terms: Deposit

Due Date: 11/29/2019

Description	Contract Amount	This Invoice	
Scope of Work According to Proposal	93,777.00	13,777.00	

This invoice completes the billing for your original contracted amount.

Thank you for choosing A-Best Roofing. A 50% down payment is due prior to any work being started, and the balance of your invoice is due upon completion. Late payment may result in interest being charged at a rate of 1 3/4% per month on the unpaid balance. Failure to pay will void all warranties. These are standard terms set forth by A-Best Roofing, please refer to your contract for the specific requirements of your agreement.

Total Invoice Amount	\$13,777.00
-----------------------------	--------------------

Payments/Credits Applied	\$0.00
---------------------------------	---------------

Total Due	\$13,777.00
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From: Smith, John A. <John.Smith@terracon.com>
Sent: Friday, February 28, 2020 3:58 PM
To: William Cohrs
Cc: Bryan, Zach A
Subject: Terracon: Final Punch List Review

[EXTERNAL EMAIL] DO NOT CLICK links or attachments unless you recognize the sender and know the content is safe.

Hello Chip,

Per our site assessment this afternoon, in conjunction with the final punch list, Terracon has determined that all items on the punch list have been satisfactorily completed by A-Best Roofing. I would not hesitate to release payment to them for their completed roofing services. Thank you for your time and patience on this project.

Regards,

John A. Smith, CEI
Staff Facilities Professional
Facilities Engineering Division
Terracon

9522 E. 47th Pl., Unit D I Tulsa, OK 74145
M [580] 319 6808 I D [918] 877 5920 I F [918] 250 4570
john.smith@terracon.com I terracon.com

Committed to helping our company be Incident and Injury Free (IIF)

Terracon provides environmental, facilities, geotechnical, and materials consulting engineering services delivered with responsiveness, resourcefulness, and reliability.

Private and confidential as detailed here (www.terracon.com/disclaimer). If you cannot access the hyperlink, please e-mail sender.

To: City of Coweta
120 E Sycamore Street
Coweta, OK 74429

PROJECT: Coweta City Library
120 E Sycamore Street
Coweta, OK 74429

**Affidavit of Payment of Debts and Claims
And Release of Liens**

By this instrument the undersigned who performs the general magement hereby certifies that on this date, or any time prior thereto, except as listed below, has paid in full or has otherwise satisfied all obligations for all materials and equipment furnished, for all work, labor, and services performed and for all known indebtedness and claims against the undersigned for damages arising in any manner on or against the PROJECT, it's land, improvements and equipment of every kind.

The undersigned hereby certifies that upon receipt of all payment currently due under contract for work on the PROJECT (except retainage), hereby waives and/or release its right to claim a lien for labor, services or materials furnished through the 15th day of January, 2020 on the PROJECT.

Performance Roofing Inc
DBA A-Best Roofing
4816 E 112th Pl.
Tulsa, OK 74137

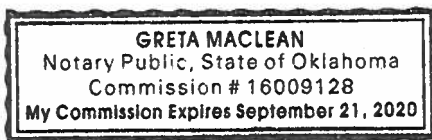
By: Greta Caswell
Signature

CEO
Title

DATED on 1.17.20

STATE OF OKLAHOMA
COUNTY OF TULSA

Signed and sworn to (or affirmed) before me on this 17th day of January, 2020
by **Greta MacLean**



Greta MacLean
NOTARY PUBLIC

Print Name: Greta MacLean

My Commission Expires: 9/21/20



Thank you for selecting Carlisle SynTec Systems as the provider of your new roofing system. We are confident you've purchased a roof that will protect your building and its assets for years to come.

Enclosed is the owner's manual for your new roof. The manual includes your roofing system warranty, along with care and maintenance information that will ensure long-term system performance.

Carlisle SynTec Systems is unsurpassed in its commitment to providing quality commercial roofing systems, products and services. These services include:

- **Carlisle authorized applicators** - This network of professionally trained roofing contractors ensures quality installation of our products and systems. In addition, they are a valuable resource if rooftop conditions change and modifications or revisions to your roofing system are required.
- **Service departments** - There are several departments within Carlisle SynTec Systems available to answer questions and provide information regarding:
 - Roof maintenance programs
 - Revisions, alterations and/or modifications to your roof
 - Roof restoration
 - Warranty service

To properly safeguard your roof – and your warranty – please consult the enclosed care and maintenance information prior to making any changes to your roofing system. For questions regarding your warranty, or to report a roof leak, please call us at 1-800-233- 0551.

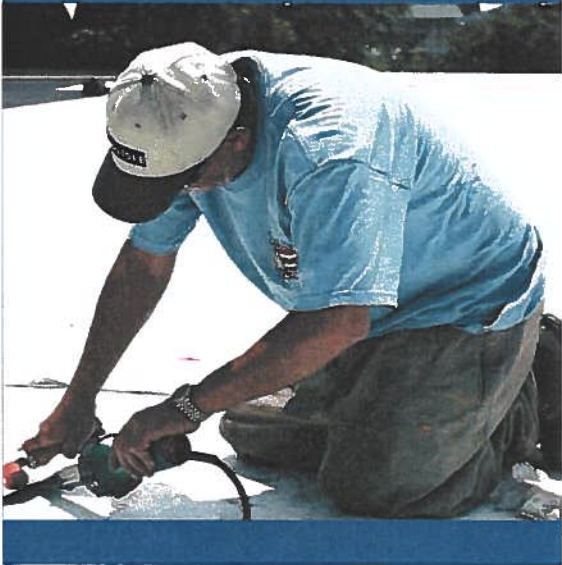
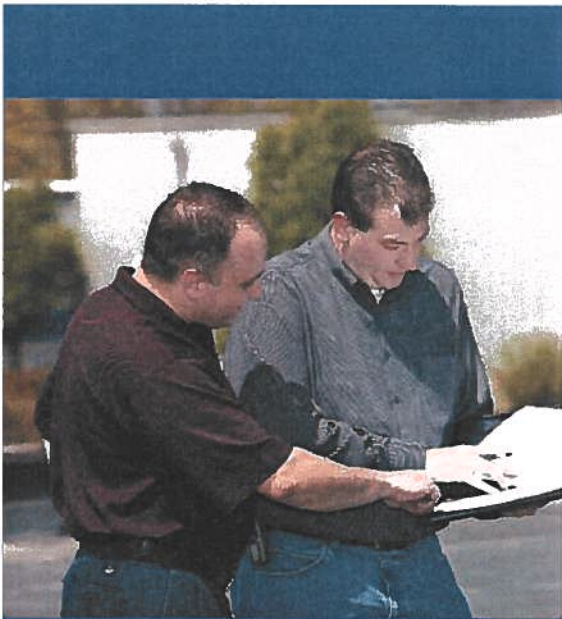
If you wish to see the latest innovations in commercial roofing, please visit www.carlisesyntec.com. Once again, thank you for choosing Carlisle SynTec Systems.

Sincerely,

A handwritten signature in black ink that reads "Mark J. Long". The signature is written in a cursive, flowing style.

Mark J. Long
Director, Technical & Warranty Services

Carlisle Owner's Manual



CARLISLE
SYNTEC SYSTEMS

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Revisions and Alterations Procedure 4

Care and Maintenance Information 5

Building Maintenance 6

Warranty Maintenance Log 7



Carlisle's Roofing Systems

Revisions and Alterations Procedures

Carlisle recommends periodic roof system evaluations to ensure the roofing system is performing as Intended. We suggest regular maintenance inspections be conducted by a Carlisle Authorized Roofing Applicator or by someone specially trained in single-ply roofing installations. However, even with the most rigorous reviews, roofing systems can be damaged by flying debris, other trades servicing rooftop equipment, etc. Regardless of how the damage occurs, it is important to understand how to both protect your warranty Investment and prolong the life of your roofing system. Following these procedures and recommendations can ensure repairs are performed accurately so that the warranty duration and coverage remain intact.

1. Paragraph 4(a) of the Carlisle Roofing System Warranty states: "This warranty shall be null and void if, after any installation of the Carlisle Roofing System by a Carlisle Authorized Roofing Applicator, there are any alterations or repairs made on or through the roof or objects such as, but not limited to, structures, fixtures, solar panels, wind turbines, roof gardens or utilities placed upon or attached to the roof without first obtaining written authorization from Carlisle."
2. Solar panel installations entail additional documentation and require building owner authorization. Please refer to Carlisle's website to review the proper documentation needed for Photovoltaic installations.

Below is the contact information for Carlisle's Warranty Services Department.

Carlisle SynTec Systems
Attn: Warranty Services
PO Box 7000
Carlisle, PA 17013
Tel: 800-233-0551
Fax: (717) 245-7121 or (717) 245-7181

3. A Carlisle Authorized Roofing Applicator must perform all revision work. It is recommended that the original applicator who installed the roofing system perform the revision work, if possible.
4. The Carlisle Authorized Roofing Applicator must notify Carlisle when the revision work is complete. The form can be found on Carlisle's website under the password protected section titled Warranty Revision/Alteration Procedures.
5. At Carlisle's discretion, a Carlisle Field Service Representative may conduct an inspection to ensure compliance with the current published Carlisle Specifications and Details. The applicator will be notified of the results. Current inspection charges and expenses will apply.
6. When the revision or alteration is completed in compliance with the above procedures, Carlisle will notify the building owner that the warranty is being continued.

Carlisle's Roofing Systems

Care and Maintenance Information

The following maintenance items are the responsibility of the building owner and are not included within the scope of the Roofing System Warranty.

Maintenance Item	Action
Drainage	Keep the roof surface clean at drain areas to avoid clogging. While the presence of ponded water will not void the Carlisle warranty, good roofing practice dictates that water should drain from the roof and that ponded water should evaporate within 48 to 72 hours after a rainfall.
Petroleum Products	Keep all petroleum products (solvents, greases, oils or any liquids containing petroleum products) off the membrane to avoid degradation.
Animal Fats – EPDM Membranes	Do not exhaust kitchen wastes (vegetable oils) or other animal fats directly onto the roof surface. If incidental contact is likely, contact Carlisle for recommendations on membrane type and usage.
Animal Fats – TPO & PVC Membranes	TPO and PVC membranes for restaurant rooftop use will not void the warranty. A rooftop maintenance program must be in place to ensure that accumulations of animal fats/grease are regularly removed and the rooftop surface is cleaned with a mixture of warm soap and water and/or by other approved cleaning methods. See Carlisle's Installation Guide for specific cleaning instructions.
Chemicals	Contact Carlisle if any chemicals come in contact with the roofing membrane. Some chemicals could degrade the membrane or cause swelling.
Foot Traffic	Walkways must be provided if regular traffic is required or if rooftop equipment has a regular thirty (30) day or less maintenance schedule. Exercise caution when not walking on walkways, especially on white membranes (Sure-White® or Sure-Weld®), as ice or frost buildup may not be visible. All membranes are slippery when wet.
Roof Cement	DO NOT USE ASPHALTIC ROOF CEMENT to repair or install rubber membrane. Roof cement contains petroleum products, which may degrade the membrane.
Temporary Repairs	Use Carlisle's Lap Sealant or any good grade rubber caulk to make temporary repairs. Notify Carlisle of this action in-writing. Carlisle is not responsible for emergency/temporary repairs in inclement weather conditions that will not allow a permanent repair.

Carlisle’s Roofing Systems

Care and Maintenance Information (continued)

Maintenance Item	Action
Leaks	Locate the leak and determine if it is a roof membrane leak or a wall, curb, skylight, metal ductwork or plumbing leak. Deterioration or failure of building components that cause a leak is not covered by the warranty. A water leak may be indicated by soft or warped insulation. Physical damage to the membrane or flashing is not covered by the warranty. If the leak is determined to be membrane-related, please notify Carlisle’s Warranty Services department at (800)-233-0551 or online at www.carlislesyntec.com; Warranty Services link. The building owner is responsible to provide access to the roof system by removing overburden including snow/ice/water removal in excess of 1 hour.
Hypalon and Non-Carlisle Acrylic Coatings	These are maintenance items and are excluded from the Carlisle warranty. Recoat when necessary.
Rooftop Maintenance	When it is necessary for workers to be on the roof to service rooftop equipment, e.g. HVAC units, antennas, etc., workers should be cautioned to use walkways and to exercise care with their tools and equipment to avoid puncturing the roofing membrane.
Roof Alterations	Please refer to the Carlisle Roofing System Revision and Alteration procedures on the preceding page.
Cleaning	Handprints, footprints, general traffic grime, industrial pollutants and environmental dirt may be cleaned from the surface of the membrane by scrubbing with detergent and water, then rinsing with clean water. To maximize reflectivity, white membrane(s) should be cleaned once every two years.
Metal Work	Keep roof maintenance items, such as counterflashing, metal curbs and metal ducts sealed watertight at all time.

The preceding care and maintenance requirements are for Sure-Seal®, Sure-White®, Sure-Weld®, Sure-Flex™ and FleeceBACK® Membrane Roofing Systems. The list is not meant to be exhaustive and is for illustrative purposes only. Carlisle recommends that your maintenance staff and/or maintenance contractor inspect the roof periodically or at least twice a year. The inspection should concentrate on high-risk areas such as roof hatches, drains and around all rooftop equipment as well as general inspection of the entire roof. The inspector should be looking for membrane damage (cuts and tears), oil or Freon leaks, chemical spills or water infiltration into the roofing system.

Compliance with the above-listed care and maintenance requirements will aid in ensuring a durable, watertight membrane roofing system.

Building Maintenance

We are pleased that you purchased a Carlisle roof and would like to provide some recommendations about how to properly care for your roof to ensure long-term performance.

Inspect and maintain your roof on schedule.

Weather, structural movement and stress are constantly attacking your roof. While normal aging will occur on all roofs, problems stemming from neglect, abuse, contamination or accident can result in extensive, costly repairs or premature failure of the roofing system *if not detected early*.

You can add years to the life of your roof by properly maintaining the roof with a regular inspection program to detect minor problems before they become serious. Plan and start an inspection program during the first year your new roof has been installed.

Track your roof maintenance.

An essential element of a good inspection and maintenance program is proper record keeping and documentation. Carlisle recommends restricted access to your roof. Carlisle has provided a maintenance log for your convenience to keep track of who has access to your roof.

The log also includes columns to track two maintenance/inspection events per year. Carlisle recommends that you have your roof inspected twice annually and after a severe storm. Please have your Carlisle authorized maintenance company document the condition of your roof with photographs.

If repair, alteration or retrofit is needed, please see the revisions and alterations procedures included in your owner's manual packet.

Building Owner Services: 866-386-7454

CAUTION:



Roof surfaces may be slippery.
Use extreme caution when
walking on your roof.

DATE ACCESS GRANTED	ROOF ACCESS GRANTED BY	COMPANY GRANTED ACCESS	NAME	PURPOSE OF ACCESS	IS THE HVAC LEAKING?	IS THE ROOF LEAKING?	IS THE LEAK REPAIRED?	SPRING MAINTENANCE INSPECTION		FALL MAINTENANCE INSPECTION	
								CONDUCTED BY	DATE	CONDUCTED BY	DATE
ADDITIONAL COMMENTS											

The Carlisle Experience: Setting the Standard for Excellence

Carlisle SynTec Systems, the flagship division of Carlisle Construction Materials (CCM), is the largest supplier of commercial roofing products in the world. Carlisle produces high-performance EPDM, TPO, and PVC single-ply roofing membranes, a full line of polyiso and expanded polystyrene insulation, and a wide variety of solvent-based and low-VOC adhesives. With more than 55 years of manufacturing experience and 23 billion square feet of roofing materials sold, Carlisle continues to lead the industry by providing the best products, services, and warranty options available today.

INDUSTRY-LEADING MANUFACTURING CAPABILITIES

Carlisle is the only roofing manufacturer to produce all three major roofing membranes – EPDM, TPO, and PVC – and is the world’s largest manufacturer of EPDM, TPO, and polyiso insulation. Carlisle’s 55+ years of manufacturing experience are reflected in its innovative, durable products, all of which are designed to enhance roof system performance. Today, billions of square feet of warranted Carlisle roof systems protect buildings worldwide.

PROGRESSIVE PRODUCT DEVELOPMENT

Carlisle is dedicated to leading the industry in innovation by developing and manufacturing the most progressive and innovative building materials on the market. Every Carlisle product is designed to enhance building performance and contractor efficiency. Carlisle has pioneered productivity-boosting products, such as Factory-Applied Tape™ and Flexible FAST™ Adhesive – and has developed true market differentiators, such as FleeceBACK membranes, the Octaguard XT™ Weathering Package, KEE-enhanced PVC, and APEEL™ Protective Film – reshaping the commercial roofing landscape.

CCM MANUFACTURING CAPACITY

3  EPDM Manufacturing Lines

5  TPO Manufacturing Lines

1  PVC Manufacturing Line

8  Polyisocyanurate Manufacturing Lines

9  EPS Manufacturing Lines

1  Adhesive Manufacturing Line

1  Tape Manufacturing Line



New Roof or Re-Roof
"Zero Defects" Commitment
A Limited, Transferable Workmanship Warranty

1. **Duration**

This warranty shall be valid for a period of **2 Years** from the effective date set forth below. The election by A-Best to provide warranty service under this warranty will not extend the duration of this warranty. This warranty shall not be in effect until full payment is made for services rendered by A-Best.

2. **Warranty Coverage**

All materials are guaranteed by the manufacturer as represented by the manufacturer. Performance Roofing, Inc. d/b/a A-Best Roofing, Inc. ("A-Best") hereby warrants to the original purchaser or transferee ("Owner") there to be "Zero Defects" in the workmanship provided by A-Best for the installation of the Owner's new roof. This warranty shall be limited to defects in workmanship within the scope of work performed by A-Best and which arise and become known within the Duration of this Warranty from the effective date set forth below. This warranty is limited to the following conditions, exclusions and other provisions provided herein.

3. **Conditions**

A-Best will honor claims under this warranty only if the following conditions are satisfied:

- 100% of payment has been received in full and cleared A-Best's bank for the payment of the roof structure covered by this Warranty. Notice has been received by A-Best, as provided for in Section 6, within 30 days after the discovery of any claim against A-Best's, such notice must include written detail off the failure or defect or any consequential damages.
- Proof of purchase, including the date and amount of the original purchase, and proof that he/she is the original owner or transferee of this warranty, along with a copy of this document have been provided to A-Best.
- A-Best must be notified prior to making any permanent repair to the alleged failure or defect, or any consequential damages.
- Owner must make every reasonable effort to prevent consequential damages caused by a failure or defect in workmanship or materials.

4. **Exclusions**

This warranty does not cover damage to your roof or failures in workmanship cause by the following:

- Pressure washing your roof (air cleaning is recommended).
- Penetrations to your new roof by any party other than A-Best or an A-Best Authorized Representative. This includes but is not limited to the installation of satellite dishes, antennas, solar panels, sky lights, roof vents, vent pipes, chimneys or flues, skylights, sunrooms and or building additions.
- Work provided by other technicians, including but not limited to faulty construction causing structural movement, poor maintenance, abuse, vandalism, or foot traffic including but not limited to HVAC, guttering, plumbing, and or satellite service personnel.
- Normal wear and tear caused by direct sunlight, extreme temperatures and temperature changes, wind, rain, snow, ice, bird droppings, organic debris, moss and fungus, normal aging, and/or accelerated aging from lack of maintenance.
- Extreme natural forces included but not limited to ice damming, hurricanes, hail, lightning, tornadoes, and wind blown rain in excess of 50 mph (or wind speed greater than the rating of your roof material).
- Any area of the roof where work was not performed by A-Best, which may include but is not limited to: flashing or counter flashing around fireplaces, skylights, dormers, tin shingle run-ups, and/or heated vent pipe flashings.
- Areas of rotted or damaged wood including but not limited to trim, siding, fascia or soffits.

Damage done to the roof system through no fault of A-Best is not warranted by A-Best.

5. **Right to Cure**

A-Best shall have the first right to cure any defect in workmanship, materials, or consequential damages caused by any defect in workmanship or materials before the Owner may seek to cure such defect by use of another contractor or file any action in court against A-Best. This does not mean that A-Best accepts any liability for any portion of defects in materials, but that A-Best would first like the opportunity to assist the Owner in remedying any failure of the roofing system that may have an effect on the workmanship warranty provided herein. A-Best will not reimburse any expenses paid to another contractor for the cure of alleged damages in workmanship or materials. A-Best shall have this right to cure whether this Warranty is in effect or not.

6. **Warranty Claims / Notifications**

A written claim must be made to A-Best describing in detail the failure or defect and, if any, consequential damages, and be accompanied by proof of purchased date and amount, and proof that the owner is the original purchaser or transferee. All claims should be remitted to A-Best as follows:

US Mail:	E-Mail:
Attn: Warranty Claim	warrantyclaim@abestroofing.com
A-Best Roofing	
1411 East 3 rd Street	Facsimile:
Tulsa, OK 74120	918-794-7481

7. **Remedy**

If after inspection by A-Best, A-Best determines that there is a valid claim of a defect in A-Best's workmanship, A-Best shall have the sole right to elect whether to:

- Repair or arrange for repair of the defect; or
- Make a refund of any portion of the cost associated with correcting the defect in workmanship or consequential damages.

8. **Transfer of Warranty**

This Warranty may be transferred only one (1) time. A transfer of this Warranty may be facilitated by the completion of a Request for Warranty Transfer form, which may be obtained from A-Best. Upon completion and submission of this form A-Best will inspect the roof and a transfer may be granted by A-Best at A-Best's sole and reasonable discretion. Such transfer is limited to certain terms and conditions as set forth on the Request for Warranty Transfer form, and will only be granted if there are no signs of damage, as excluded by this Warranty in Section 4, to any portion of the roof installed by A-Best.

9. **Disclaimer**

A-Best's total liability for any and all claims made for a single contract shall not exceed the total purchase price of the roof. No other warranty expressed or implied except as provided for herein, or presented to the Owner in writing by A-Best, shall be valid.

January 15, 2020

Effective Date

Coweta City Library/City of Coweta

Owner

Authorized Signature

120 E Sycamore Street, Coweta, OK 74429

Address

A-Best Roofing

PO Box 1259

Tulsa, OK 74101

(918) 587-1426 Main

(918) 587-1440 Fax

www.abestroofing.com



POST OFFICE BOX 850 • COWETA, OKLAHOMA 74429 • PH. (918) 486-2189 • FAX (918) 486-5366 • www.cityofcoweta-ok.gov

Memorandum

To: Honorable Mayor and City Council

From: Julie Casteen, Assistant City Manager

Re: City Hall Video Security System Replacement

Date: April 2, 2020

BACKGROUND

The City Hall video security system was installed in 2011 when City Hall relocated to 310 South Broadway. The server for the system recently crashed, making the system inoperable. Quotes to replace the system were requested of two companies.

The cost to install a cloud-based system and new cameras is \$27,199.09, including a 5-year licensing fee.

The cost to install a server-based system and new cameras is \$23,035.01. Cloud services are also available at no cost, but the server must be maintained onsite. Additional maintenance costs are not included. Based on a review of historical costs, maintenance is estimated at \$500 per year, resulting in a 5-year cost comparison of approximately \$25,535.01.

Both systems include six additional cameras to provide improved coverage of the parking lot, council hallway, and cashier areas.

The cloud-based system offered by VIP Technology allows for less risk of data loss and includes frequent firmware upgrades to keep the system secure. The system may also be expanded with cellular service cameras at the Water Treatment Plant and City parks as needed. Additional benefits include a ten-year warranty on the cameras, the ability to find and share footage quickly, and remote access for police officers and other users. There is no limit to the number of users for the system.

This purchase will be funded with existing budgetary capacity within the General Fund.

STAFF RECOMMENDATION:

Staff recommends the purchase of the Verkada system through VIP Technology Solutions with 5- year license fee at a total cost of \$27,199.09.

ATTACHMENTS:

VIP Technology Solutions quote
Verkada product brochure
Advance Alarms quote



We have prepared a quote for you

New Camera System

Quote # 006486
Version 2

Prepared for:

City of Coweta

Julie Casteen
jcasteen@cityofcoweta-ok.gov

Hardware & Labor

Item	Description	Price	Qty	Ext. Price
	5MP Fixed Lens Indoor Camera w/30 Day Storage	\$684.86	5	\$3,424.30
	5MP Fixed Lens Outdoor Camera w/30 Day Storage	\$856.29	3	\$2,568.87
	5MP Zoom Lens Indoor Camera w/30 Day Storage	\$856.29	3	\$2,568.87
	5MP Zoom Lens Outdoor Camera w/30 Day Storage	\$1,027.71	3	\$3,083.13
	12MP Fisheye Camera w/30 Day Storage D80 - Fisheye	\$1,627.71	2	\$3,255.42
	L-Bracket Mount	\$110.57	3	\$331.71
	Angle Mount	\$127.71	1	\$127.71
[6] Cat6 Camera Cable Run w/Patch Cables @ \$167.50ea.				
[1] Labor to Mount/Configure Cameras and User Training @ \$1,520.00				

Subtotal: \$17,885.01

3Yr Software/Licensing

Item	Description	Price	Qty	Ext. Price
 VERKADA	3Yr Cloud License per Camera **License includes the following** • 10-Year Hardware Warranty (advanced-ship replacement) • 24x7 Verkada US based support (including phone support) • Unlimited users for software access • All new features and functionality (via firmware updates) • Cloud Archive with unlimited storage	\$427.71	16	\$6,843.36

Subtotal: **\$6,843.36**

5Yr Software/Licensing

***Optional**

Item	Description	Price	Qty	Ext. Price
 VERKADA	5Yr Cloud License per Camera **License includes the following** • 10-Year Hardware Warranty (advanced-ship replacement) • 24x7 Verkada US based support (including phone support) • Unlimited users for software access • All new features and functionality (via firmware updates) • Cloud Archive with unlimited storage	\$582.13	16	\$9,314.08

*Optional Amount: **\$9,314.08**

10Yr Software/Licensing

***Optional**

Item	Description	Price	Qty	Ext. Price
 VERKADA	10Yr Cloud License per Camera **License includes the following** • 10-Year Hardware Warranty (advanced-ship replacement) • 24x7 Verkada US based support (including phone support) • Unlimited users for software access • All new features and functionality (via firmware updates) • Cloud Archive with unlimited storage	\$1,164.99	16	\$18,639.84

*Optional Amount: **\$18,639.84**

New Camera System



Prepared by:

VIP Technology Solutions Group, LLC
Matt Horn
(918) 279-7032
Fax 9182797099
matt@viptsg.com

Prepared for:

City of Coweta
310 S Broadway
Coweta, OK 74429
Julie Casteen
jcasteen@cityofcoweta-ok.gov
(918) 486-2189

Quote Information:

Quote #: 006486
Version: 2
Delivery Date: 03/31/2020
Expiration Date: 04/25/2020

Quote Summary

Description	Amount
Hardware & Labor	\$17,885.01
3Yr Software/Licensing	\$6,843.36

Total: \$24,728.37

*Optional Expenses

Description	Amount
5Yr Software/Licensing	\$9,314.08
10Yr Software/Licensing	\$18,639.84

Optional Subtotal: \$27,953.92

This quote is valid for 30 days. Prices in the Quotation are excluding sales tax, any other taxes, fees, or duties. All applicable taxes will be assessed at time of invoicing. A tax exempt letter is required for tax exempt customers. PO# must be submitted as approval of quote with signature below. Any changes to the project scope described will be invoiced and/or credited separately and accordingly.

Additional moves, adds, or changes will be billed separately on a time and material basis. All electrical boxes and conduit must be in place where required by code or customer request.

ACCEPTANCE OF PROPOSAL

The above prices, specifications, terms and conditions are satisfactory and are hereby accepted. VIP Technology Solutions Group is authorized to do the work as specified.

Thank you for your business.

Signature

Date



Dome Series

Powerful video security built for any environment



Overview

Verkada's Dome Series delivers enterprise-grade security in a wide range of options for any indoor or outdoor environment, including image resolutions up to ultra-HD 4K. Each dome camera features a rugged, vandal-resistant design, simple installation, and 8x more processing power than the previous generation to unlock edge-based analytics for advanced people and vehicle insights.

All cameras in the Dome Series are part of Verkada's line of hybrid cloud cameras and work out-of-the-box without any additional downloads or configurations. With standard features like end-to-end encryption, onboard storage, and advanced motion-based insights, organizations are able to quickly scale their coverage and increase situational awareness across any number of locations.

The Dome Series' powerful processing delivers advanced computer vision features including Verkada's edge-based People and Vehicle Analytics. With these insights, users can quickly filter people detected based on a variety of attributes, including clothing color, gender traits, and facial matches as well as vehicles by make, model, and color. The footage is all processed directly on the camera, meaning results are nearly instant and always accessible.

Industry-Leading 10-Year Product Warranty

All Verkada hardware purchases are backed by our 10-year limited warranty. For more information, visit verkada.com/support/terms-of-sale.

Key Features

- Wide range of models for indoor and outdoor video security
- Highly durable, vandal-resistant form factor
- High-resolution image quality up to ultra-HD 4K
- Indoor models with IK08 rating
- Outdoor models with IP67 and IK10 rating
- Powerful edge-based processing for motion/tamper detection and Vehicle/People Analytics
- Low-bandwidth impact, only using 5-20 Kbps per camera at rest
- Cameras with up to 365 days of onboard storage
- 10-year warranty



Verkada's Hybrid Cloud Architecture



No NVRs or DVRs

Industrial-grade solid state storage saves up to 365 days of continuous video

Easy to Scale

Bandwidth friendly and supports thousands of cameras across unlimited locations

Centralized Management

Modern platform enables secure access on any device from anywhere in the world

The reliability of on-camera solid-state storage, with the accessibility of the cloud

Simple to Install

- No NVRs, DVRs, or servers—just a PoE connection
- Cameras come online and configure in minutes
- No added software or complexities like port forwarding

Easy to Use

- Centralized management for seamless access anywhere
- No training required to access footage and features
- Find, download, and share footage from any device

Advantages of Cloud-Managed Solution

- Secure remote access on any device anywhere
- Real-time alerts if cameras fall offline
- SAML-based integration with single-sign on (SSO) solutions
- Continuous updates with new AI features
- Instantly share live footage via SMS and email
- Live, proactive alerting based on unusual activity
- People counting and heatmaps to visualize your space

Ready For Scale

- Bandwidth-friendly, using 5-20 Kbps per camera
- Scale to thousands of cameras across all locations
- No added equipment needed to support additional cameras

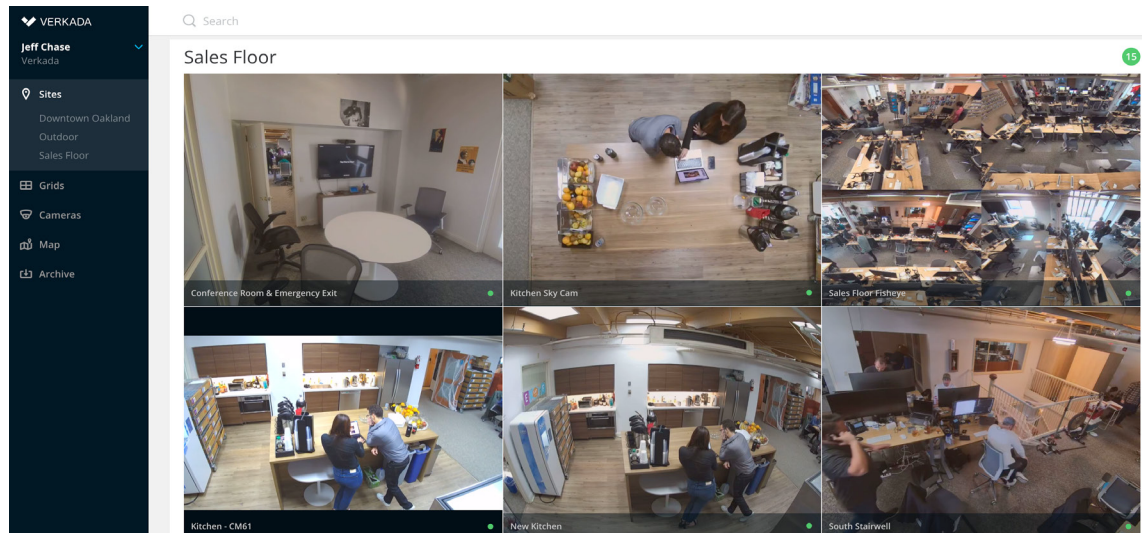
No Hidden Costs

- Hardware includes an industry-leading 10-year warranty
- Automatic firmware updates keep systems secure
- New features and enhancements are added at no additional costs



Command Platform Overview

All-in-one cloud-based management software for Verkada security cameras



Command, Verkada's cloud-based management software, is designed to deliver simple access and management for all cameras and users across all sites from virtually anywhere in the world. From Command, users can set up new cameras, create new sites, manage settings, access live and archived footage, manage users, and access the advanced features powered by Verkada's edge-based analytics.

Remote Access

- Access from any device (desktops, smartphones, tablets)
- Native apps for iOS and Android, Apple TV, and Verkada's VX51 Viewing Station

User Permissions & Account Security

- SAML/OAuth support for single sign-on
- 2-factor authentication
- User permissions can be controlled at camera, site and organization levels

Powerful Edge-Based Analytics

- Search footage by date, time, and motion
- Access People and Vehicle Analytics to simplify investigations

Archiving and Sharing

- Command licenses include unlimited cloud archiving
- Easily export any footage in a shareable MP4 format
- Create and share Live Links with first responders

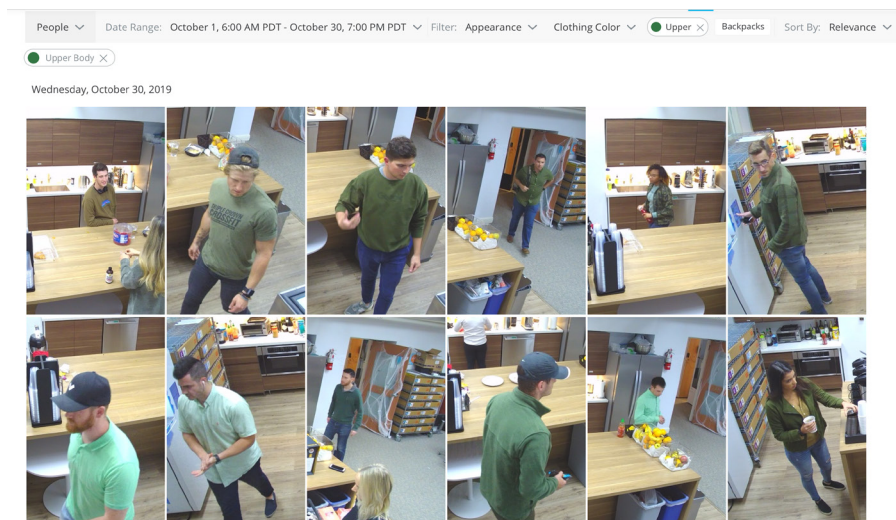
Key Features

- View and manage video from any device (desktop, smartphone, tablet)
- No 3rd party plugins, thick clients, or downloads required
- Encryption in transit and at rest
- No port-forwarding or VPNs
- Detailed user access and audit logs
- Live Link sharing
- Unlimited cloud archiving with footage exports in MP4 format
- Alerts for offline cameras, tampering, and motion detection



Verkada's People Analytics

Simplify and speed up investigations with intelligent people and face detection



Available across Verkada's Dome Series, People Analytics combines intelligent edge-based video processing with computer vision in the cloud to give users high-quality images of all individuals identified in the scene. With Verkada's centralized management platform, customers can filter people by various attributes, including date, time, appearance, clothing color, backpack detection, and facial matches.

Bring Intelligence to Investigations

Person History

- Browse through high-resolution snapshots of people detected in frame
- Save snapshots or easily access associated full-res video

Face Search

- Quickly search for matching people by selecting an existing face from your organization or by uploading an image

Investigate Anywhere

- People Analytics is available from any device and can be accessed from virtually anywhere in the world

Cross-Camera Tracking

- Easily find potential suspects or people of interest across all cameras deployed across all sites
- Create and export playback of multiple angles of a person to quickly provide evidence

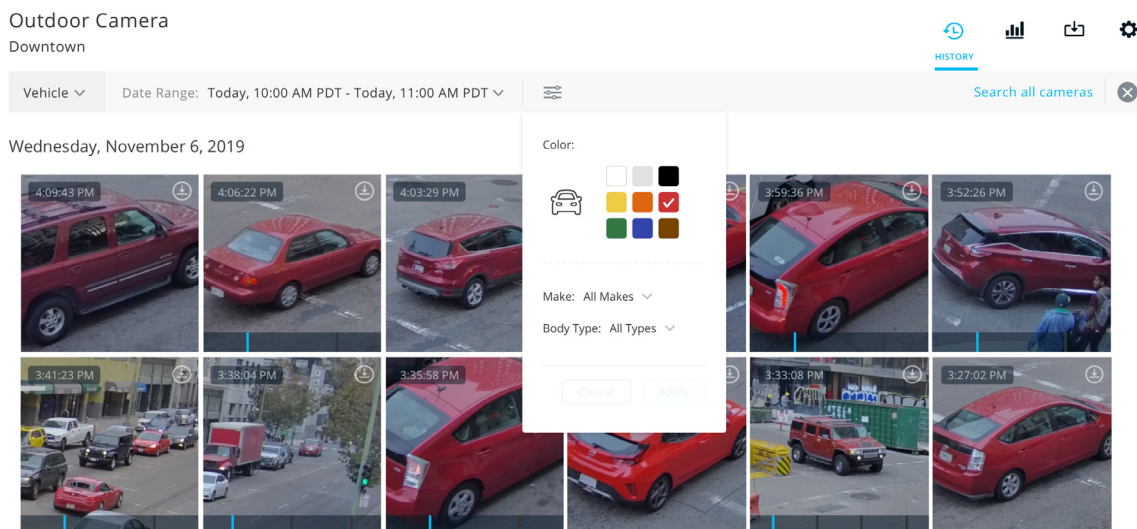
Attribute Filters

- Filter based on a range of attributes, including clothing color, gender appearance, and facial matches.



Verkada's Vehicle Analytics

Quickly search and filter to find vehicles of interest



With Verkada's Dome Series, customers have access to Vehicle Analytics — a powerful edge-based feature that gives users high-quality images of all vehicles identified in the scene. With Verkada's centralized management platform, customers can filter vehicles by date, time, vehicle make, color, and body type.

Find and Filter Vehicles with Ease

Attribute Filters

- Filter based on a range of attributes, including vehicle color, make, and body type.

Vehicle History

- Browse through high-resolution snapshots of vehicles detected in frame
- Save snapshots or easily access associated full-res video

Cross-Camera Tracking

- Easily find similar vehicles of interest across all cameras deployed across all sites
- Create and export playback of multiple angles of a vehicle to quickly provide evidence

Investigate Anywhere

- Vehicle Analytics is available from any device and can be accessed from virtually anywhere in the world



Indoor Dome Series Models



CD31 Indoor

- **Image Resolution**
2MP
- **Lens Type**
Fixed
- **Rating**
IK08
- **Onboard Storage**
15 Days



CD41 Indoor

- **Image Resolution**
5MP
- **Lens Type**
Fixed
- **Rating**
IK08
- **Onboard Storage**
30, 60, 90, 120, or 365 Days



CD51 Indoor

- **Image Resolution**
5MP
- **Lens Type**
Zoom
- **Rating**
IK08
- **Onboard Storage**
30, 60, 90, 120, or 365 Days



CD61 Indoor 4K

- **Image Resolution**
4K (8MP)
- **Lens Type**
Zoom
- **Rating**
IK08
- **Onboard Storage**
30, 60, or 90 Days



Outdoor Dome Series Models



CD31-E Outdoor

- **Image Resolution**
2MP
- **Lens Type**
Fixed
- **Rating**
IK10 and IP67
- **Onboard Storage**
15 Days



CD41-E Outdoor

- **Image Resolution**
5MP
- **Lens Type**
Fixed
- **Rating**
IK10 and IP67
- **Onboard Storage**
30, 60, 90, 120, or 365 Days



CD51-E Outdoor

- **Image Resolution**
5MP
- **Lens Type**
Zoom
- **Rating**
IK10 and IP67
- **Onboard Storage**
30, 60, 90, 120, or 365 Days



CD61-E Outdoor 4K

- **Image Resolution**
4K (8MP)
- **Lens Type**
Zoom
- **Rating**
IK10 and IP67
- **Onboard Storage**
30, 60, or 90 Days



Dome Series | Indoor Models | Tech Specs

			
CD31	CD41	CD51	CD61
Image Resolution			
2MP (1920 x 1080) HDR, WDR	5MP (2688 x 1944) HDR, WDR	5MP (2688 x 1944) HDR, WDR	4K (3840 x 2160) HDR, WDR
Lens Type			
Fixed		3x Optical Zoom	
Image Sensor			
1/2.8" Progressive CMOS			
Focal Length			
f=2.8mm		f=2.8-8mm	
Iris			
Fixed		P-Iris	
Aperture			
F1.6		F1.3-2.4	
Field of View			
Horizontal: 97° Vertical: 71° Diagonal: 128°		Horizontal: 38° to 105° Vertical 29° to 77° Diagonal 48° to 126°	Horizontal: 41° to 116° Vertical 23° to 62° Diagonal 47° to 136°
IR Range			
15m / 50ft in low light		30m / 98ft in low light	
Ratings / Certifications			
IK08, FCC, IEC60950-1			
Dimensions / Weight			
With mount plate: Ø: 146mm / 5.75in, H: 104.3mm / 4.11in ; 736g / 25.96oz Without mount plate: Ø: 146mm / 5.75in, H: 99.8mm / 3.93in ; 593g / 20.92oz			
Operating Specs			
Power: 11W (IEEE 802.3af PoE) Temperature: -10°C - 50°C (14°F - 122°F) Humidity: 90%			
Connectivity			
Ethernet: 10/100Mbps RJ-45 cable connector for Network/PoE connection			



Dome Series | Outdoor Models | Tech Specs



CD31-E



CD41-E



CD51-E



CD61-E

Image Resolution

2MP (1920 x 1080)
HDR, WDR5MP (2688 x 1944)
HDR, WDR5MP (2688 x 1944)
HDR, WDR4K (3840 x 2160)
HDR, WDR

Lens Type

Fixed

3x Optical Zoom

Image Sensor

1/2.8" Progressive CMOS

Focal Length

f=2.8mm

f=2.8-8mm

Iris

Fixed

P-Iris

Aperture

F1.6

F1.3-2.4

Field of View

Horizontal: 97°
Vertical: 71°
Diagonal: 128°Horizontal: 38° to 105°
Vertical 29° to 77°
Diagonal 48° to 126°Horizontal: 41° to 116°
Vertical 23° to 62°
Diagonal 47° to 136°

IR Range

15m / 50ft in low light

30m / 98ft in low light

Ratings / Certifications

IK10, IP67, FCC, IEC60950-1

Dimensions / Weight

With mount plate: Ø: 155mm / 6.1in, H: 114.6mm / 4.51in ; 996g / 35.13oz
Without mount plate: Ø: 155mm / 6.1in, H: 107.6mm / 4.24in ; 818g / 28.85oz

Operating Specs

Power: 12W (IEEE 802.3af PoE) ; Extended Temperature Range: 20W (IEEE 802.3at PoE)
Temperature: -20°C - 50°C / -4°F - 122°F, PoE 802.3af ; -40°C - 50°C / -40°F - 122°F, PoE 802.3at
Humidity: 90%

Connectivity

Ethernet: 10/100Mbps RJ-45 cable connector for Network/PoE connection



Ordering Information | Dome Series

Product Name	MP	WDR	Lens	Type	IR	Onboard Retention	People/Vehicle Analytics	Cost (MSRP)
CD31-15-HW	2.0	✓	Fixed	Indoor	15m	15 Days	✓	\$599
CD31-15E-HW	2.0	✓	Fixed	Outdoor	15m	15 Days	✓	\$799
CD41-30-HW	5.0	✓	Fixed	Indoor	15m	30 Days	✓	\$799
CD41-30E-HW	5.0	✓	Fixed	Outdoor	15m	30 Days	✓	\$999
CD41-60-HW	5.0	✓	Fixed	Indoor	15m	60 Days	✓	\$1,199
CD41-60E-HW	5.0	✓	Fixed	Outdoor	15m	60 Days	✓	\$1,399
CD41-90-HW	5.0	✓	Fixed	Indoor	15m	90 Days	✓	\$1,599
CD41-90E-HW	5.0	✓	Fixed	Outdoor	15m	90 Days	✓	\$1,799
CD41-120-HW	5.0	✓	Fixed	Indoor	15m	120 Days	✓	\$1,999
CD41-120E-HW	5.0	✓	Fixed	Outdoor	15m	120 Days	✓	\$2,199
CD41-365-HW	5.0	✓	Fixed	Indoor	15m	365 Days	✓	\$2,999
CD41-365E-HW	5.0	✓	Fixed	Outdoor	15m	365 Days	✓	\$3,199
CD51-30-HW	5.0	✓	Zoom	Indoor	30m	30 Days	✓	\$999
CD51-30E-HW	5.0	✓	Zoom	Outdoor	30m	30 Days	✓	\$1,199
CD51-60-HW	5.0	✓	Zoom	Indoor	30m	60 Days	✓	\$1,399
CD51-60E-HW	5.0	✓	Zoom	Outdoor	30m	60 Days	✓	\$1,599
CD51-90-HW	5.0	✓	Zoom	Indoor	30m	90 Days	✓	\$1,799
CD51-90E-HW	5.0	✓	Zoom	Outdoor	30m	90 Days	✓	\$1,999
CD51-120-HW	5.0	✓	Zoom	Indoor	30m	120 Days	✓	\$2,199
CD51-120E-HW	5.0	✓	Zoom	Outdoor	30m	120 Days	✓	\$2,399
CD51-365-HW	5.0	✓	Zoom	Indoor	30m	365 Days	✓	\$3,199
CD51-365E-HW	5.0	✓	Zoom	Outdoor	30m	365 Days	✓	\$3,399
CD61-30-HW	8.0	✓	Zoom	Indoor	30m	30 Days	✓	\$1,199
CD61-30E-HW	8.0	✓	Zoom	Outdoor	30m	30 Days	✓	\$1,599
CD61-60-HW	8.0	✓	Zoom	Indoor	30m	60 Days	✓	\$1,899
CD61-60E-HW	8.0	✓	Zoom	Outdoor	30m	60 Days	✓	\$2,299
CD61-90-HW	8.0	✓	Zoom	Indoor	30m	90 Days	✓	\$2,599
CD61-90E-HW	8.0	✓	Zoom	Outdoor	30m	90 Days	✓	\$2,999



Ordering Information | Cloud License

Product Name	Years	Cost Per Camera (MSRP)
LIC-1Y	1-year camera cloud license	\$199
LIC-3Y	3-year camera cloud license	\$499
LIC-5Y	5-year camera cloud license	\$799
LIC-10Y	10-year camera cloud license	\$1,599

Ordering Information | Accessories

Product Name	Description	Cost (MSRP)
ACC-MNT-2	Mounting arm kit for pendant cap (ACC-MNT-8)	\$89
ACC-MNT-3	Wall mounted L-shaped bracket kit	\$129
ACC-MNT-4	Pole mount adapter kit for ACC-MNT-2 and 3	\$199
ACC-MNT-7	Angle mount kit	\$149
ACC-MNT-8	Pendant cap mount kit	\$69

Ordering Information | Viewing Station

Product Name	Description	Cost (MSRP)
VX51	Viewing station hardware	\$1,999
VX51-LIC-1Y	1-year VX51 cloud license	\$499
VX51-LIC-3Y	3-year VX51 cloud license	\$1,299
VX51-LIC-5Y	5-year VX51 cloud license	\$1,999
VX51-LIC-10Y	10-year VX51 cloud license	\$3,999

For more information and to learn about a free 30-day trial, contact sales@verkada.com.



CITY OF COWETA
SERVICE ORDER AAAQ38772

Service Order No.	Type	Prepared	Due	Expires
AAAQ38772	COMM CCTV INSTALL	12/5/2019		6/2/2020
Project No.	Customer PO No.	Future Use		TCSV
AAAPROJECT30955				Jan.2016-1

Company	State Licenses	Company Notes
Advance Alarms, Inc. Morrison Alarms of Texas, Inc. www.advancealarms.com Phone (918) 251-0644 Toll-Free (877) 495-4300 FAX (918) 258-6304 1113 E. Louisville St. Broken Arrow, OK 74012	OK Lic. 0025 AR Lic. E2441 TX Lic. B15478	AR Services regulated by the department of Arkansas State Police. 1 STATE POLICE PLAZA DRIVE LITTLE ROCK, AR 72209 (501) 618-8600 Oklahoma & Arkansas residents will be provided services under the name Advance Alarms, Inc. only.
Sales Rep		Prepared By
Shannon Morrison President OK Lic. 746 AR Lic. 4832 smorrison@advancealarms.com 918-830-2850		Shannon Morrison President OK Lic. 746 AR Lic. 4832 smorrison@advancealarms.com 918-830-2850
Prepared For		Bill To
City Of Coweta Julie jcasteen@cityofcoweta-ok.gov 310 S. Broadway, Coweta, Ok 74429 Phone 918-279-7216		PO Box 850,

Primary Service Location

City Of Coweta

Julie

jcasteen@cityofcoweta-ok.gov

**310 S. Broadway
Coweta, Ok 74429**

Phone 918-279-7216

Auxiliary Service Locations

Please contact me if I can be of further assistance.

Introduction Notes

Here is the quote you requested.

Line	Qty	Description	Unit Price	Ext. Price
1		PDF INCLUDED!		
2		No Monthly Fees!		
3	1	HD NVR4 VAL 6TB 1U Rack Mnt, Windows 10		
4	6	6.0 MP Outdoor Bullet w/IR, 3.3-9mm		
5	6	Junction Box for H4A-BO-IR Bullet Camera		
6	8	6.0 MP Indoor Dome w/IR, 3.3-9mm		
7	2	12.0MP Fisheye Camera, 1.45mm F/2.2 Lens		
8	2	NPT adapter for the Fisheye Dome Camera		
9	2	Pendant Wall Arm for H4 PTZ, Fisheye, H4SL		
10	3	Labor		
11	16	ACC 7 Enterprise Edition camera license		
			SubTotal	\$22,269.60
			Shipping	\$0.00
			Tax	\$0.00
			Total	\$22,269.60

Additional cost to upgrade Police Department software to become compatible: \$765.41

Company Notes

AR Services regulated by the department of Arkansas State Police.

**1 STATE POLICE PLAZA DRIVE
LITTLE ROCK, AR 72209
(501) 618-8600**

Oklahoma & Arkansas residents will be provided services under the name Advance Alarms, Inc. only.

DISCLAIMER

IT IS UNDERSTOOD THAT ANY ALARMS, SYSTEMS, OR EQUIPMENT MONITORED THROUGH CELLULAR OR MOBILE DEVICES, BROADBAND, THE INTERNET, TELEPHONE LINES, OR OTHER ELECTRONIC DEVICES, (COLLECTIVELY "DEVICES") MAY BE INTERRUPTED AND UNRELIABLE AND THAT SERVICES CANNOT BE GUARANTEED TO BE UNINTERRUPTED OR TO BE ERROR-FREE. DEVICE INTERRUPTIONS MAY PREVENT ADVANCE ALARMS, INC. (ALSO DBA MORRISON ALARMS OF TEXAS, INC.) FROM RECEIVING SIGNALS AT THE CENTRAL MONITORING STATION(S), WHICH MAY CAUSE INTERRUPTIONS TO THE SERVICES AND/OR ERRORS.

NOTE

Additional Terms & Conditions for Services apply to the Services. Review the additional terms and conditions at legal.advancealarms.com and accept the terms below; the Terms & Conditions for Services are binding upon receipt of the Services.

LABOR AND PART COSTS ARE ESTIMATED AND ARE SUBJECT TO CHANGE BASED ON ACTUAL COSTS.

Advance Alarms, Inc. and/or Morrison Alarms of Texas, Inc. reserve the right to cancel any service orders, at any time for any reason without liability, including, but not limited to, any errors, inaccuracies, or omissions in information received from Customer or denial of access to Service Locations.

*****Alarm Permits*****

Most major municipalities require alarm system owners to register their alarm systems by filing and paying for an alarm permit through their local government. If required, it is vital that you maintain this permit in order to avoid unnecessary complications, delays, and fines when first responders are dispatched to your site. Advance Alarms, Inc. and Morrison Alarms of Texas, Inc. have no control over the status of your alarm permit. It is your responsibility to maintain this permit if it is required by your municipality.

Company Notes

AR Services regulated by the department of Arkansas State Police.

**1 STATE POLICE PLAZA DRIVE
LITTLE ROCK, AR 72209
(501) 618-8600**

Oklahoma & Arkansas residents will be provided services under the name Advance Alarms, Inc. only.

This Service Order and the Terms & Conditions for Services may be accepted digitally online or by printing this Service Order and signing below.

ACCEPTANCE			
By signing below, I agree to the Terms & Conditions for Services, referenced hereto and linked to this Service Order (and available for review and/or download at legal.advancealarms.com), which may be modified from time to time by Advance Alarms, Inc. or Morrison Alarms of Texas, Inc. and which creates a binding agreement. By signing below (or accepting this Service Order and Terms & Conditions for Services digitally online), it is understood that a binding signed agreement is created. Further, upon receipt of the Services by the company named above ("Customer"), the attached Terms & Conditions for Services and Service Order create a binding agreement upon Customer and Customer is deemed to have accepted all terms for Services.			
Date		PO No.	
Printed Name			
Signature			

Company Notes	
AR Services regulated by the department of Arkansas State Police.	1 STATE POLICE PLAZA DRIVE LITTLE ROCK, AR 72209 (501) 618-8600
Oklahoma & Arkansas residents will be provided services under the name Advance Alarms, Inc. only.	