CHICKASHA MUNICIPAL AUTHORITY

AGENDA
VIA TELECONFERENCE

TIME OF MEETING **DATE OF MEETING**
6:30 PM **APRIL 20, 2020**

1. **Call to Order / Roll Call.**

2. **Consent Docket:**

   a. Acceptance of the Minutes for the March 2, 2020 regular meeting and the Minutes of the March 9, 2020 Special Meeting.
   b. Acceptance of Claims List.
   c. Acceptance of Financials.
   d. Accept and ratify the audit report for Fiscal year Ending June 30, 2019.
   e. Accept and ratify the Annual Fee Schedule for Fiscal Year 20202021.

3. **Discussion/Approval of Items Removed from Consent Docket:**

4. **Consideration and Discussion Items:**

   a. Discussion, consideration and possible action to approve purchasing policy for Chickasha Municipal Authority.

5. **Motion for Adjournment.**

Chris Mosley, Mayor attending via videoconference

Kimberly Loggins, Vice-Mayor attending via video conference
Jim Hopkins attending via videoconference
Oscar Nelson attending via videoconference
David Sikes attending via videoconference
Joseph Molder attending via videoconference
Zachary Grayson attending via videoconference
R.P. Ashanti-Alexander attending via videoconference
Brian Gerdes attending via videoconference

To watch the meeting, you can:

1. Join the Zoom webinar. Download the Zoom app at zoom.us or in your smartphone's app store. Sign up for an account and enter the webinar ID 991 7237 0277 to join. The Password is 042020.

   OR

2. Go to chickasha.org/YouTube to watch the meeting live.

   OR

3. Dial in to the Zoom meeting to listen without video. Dial one of the following numbers:
   +1 669 900 9128
   +1 346 248 7799
   +1 646 558 8656
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City of
CHICKASHA

Meeting Type: CMA Agenda 4-20-2020

Meeting Date: 4/20/2020

Department: City Clerk **Agenda Item No. 2.a.**

AGENDA ITEM: Acceptance of the Minutes for the March 2, 2020 regular meeting and the Minutes of the March 9, 2020 Special Meeting.

I. BACKGROUND/DESCRIPTION:

II. RECOMMENDED ACTION:

Accept Minutes of the March 2, 2020 regular meeting and the Minutes of the March 9, 2020 Special meeting.

III. FISCAL INFORMATION -

IV. FUND INFORMATION:

Dept. Director: NAME, TITLE	Fund	Account	Amount
	(To)		
	FUND	ACCOUNT	AMOUNT
Meeting Date: April 20, 2020	(From)		

V. ATTACHMENTS:

1. CMA Minutes March 2, 2020
2. CMA Minutes - Special Meeting March 9, 2020

CITY OF CHICKASHA

Office of the **City Clerk**

March 2, 2020

The **REGULAR** meeting of the **CHICKASHA MUNICIPAL AUTHORITY** was held in the Council Chambers in City Hall on the 2nd day of March 2020, as specified by advance public notice with a properly prepared agenda stating the subject matter or matters to be discussed at said meeting. Chairman Mosley called the meeting to order at 7:31 p.m.

ITEM 1. **Call to Order / Roll Call**

CHAIRMAN AND TRUSTEES

PRESENT:
Chris Mosley, Chairman
Kimberly Loggins, Vice-Chairman
Oscar Nelson
Jim Hopkins
Zachary Grayson
Joseph Molder
David Sikes
R. P. Ashanti-Alexander
Tom Rose

ABSENT: None

STAFF

PRESENT:
John Noblitt, City Manager
Amanda Mullins, City Attorney
Leasa Furr, Administrative Services Director
Gene Winsett, Community Development Director
Susan M. McDaniel, City Clerk
Tracey Austin, Executive Assistant
Kathryn Rowell, Police Chief
Brian Zalewski, Fire Chief
Shae Mortimer, Marketing & Civic Engagement Manager
Jim Cowan, EDC

ITEM 2. **Consent Docket: ITEM 2a – ITEM 2b**

ITEM 2a. **Acceptance of the minutes for the February 17, 2020 regular meeting.**

ITEM 2b. **Acceptance of Claims List.**

*Motion by Trustee Nelson, second by Trustee Ashanti-Alexander to approve Consent Docket: ITEM 2a – ITEM 2b.

Roll call vote:

Ayes:"	Hopkins, Nelson, Loggins, Grayson, Molder, Sikes, Ashanti-Alexander, Rose and Mosley.
"Nays:"	None
"Abstain:"	None
Motion carried.	9-0

ITEM 3. **Discussion / Approval of Items Removed from Consent Docket:**

No action taken on Item 3.

ITEM 4. **Discussion and Consideration:**

ITEM 4 a. **Discussion, consideration and possible action to authorize the sale of surface rights only in and to a certain tract of real property described as the South 42 feet of Lot 4, Block 262 to Linda Peeples in the amount of $200.00.**

*Motion by Trustee Ashanti-Alexander, second by Trustee Nelson to authorize the sale of surface rights only in and to a certain tract of real estate property described as the South 42 feet of Lot 4, Block 262 to Linda Peeples in the amount of $200.00.

Roll call vote:

Ayes:"	Hopkins, Nelson, Loggins, Grayson, Molder, Sikes, Ashanti-Alexander, Rose and Mosley.
"Nays:"	None
"Abstain:"	None
Motion carried.	9-0

ITEM 4 b. **Discussion, consideration and possible action to award CMA-2001 Rock Island Train Depot south roof repair base bid plus alternate #2 to Heritage Hills Roofing & Construction.**

*Motion by Trustee Nelson, second by Trustee Hopkins to award CMA-2001 Rock Island Train Depot south roof repair base bid plus alternate #2 to Heritage Hills Roofing & Construction.

Roll call vote:

Ayes:"	Hopkins, Nelson, Loggins, Grayson, Molder, Sikes, Ashanti-Alexander, Rose and Mosley.
"Nays:"	None

"Abstain:"	None
Motion carried.	8-0

ITEM 5. **Motion to Adjourn.**

*Motion by Trustee Nelson, second by Trustee Hopkins to adjourn.

Meeting adjourned.

TIME: 6:44 P.M.

Chris Mosley, Chairman

ATTEST:

Susan M. McDaniel, City Clerk

(SEAL)

Approved this 20th day of April 2020.

March 9, 2020

The **SPECIAL** meeting of the **CHICKASHA MUNICIPAL AUTHORITY** was held in the Council Chambers in City Hall on the 9th day of March 2020 as specified by advance public notice with a properly prepared agenda stating the subject matter or matters to be discussed at said meeting. Mayor Mosley called the meeting to order at 5:30 p.m.

ITEM 1. **Call to Order / Roll Call/ Opening Prayer/ Pledge of Allegiance.**

MAYOR AND COUNCIL

PRESENT:
Chris Mosley, Mayor
Kimberly Loggins, Vice-Mayor
Jim Hopkins
Oscar Nelson
David Sikes
Zachary Grayson
Joseph Molder

ABSENT:
R. P. Ashanti-Alexander
Tom Rose

STAFF

PRESENT:
John Noblitt, City Manager
Debi Sterkel, City Attorney
Leasa Furr, Administrative Services Director
Tracey Austin, Executive Assistant attending via videoconference
Shae Mortimer, Marketing & Civic Engagement Manager attending via videoconference

ITEM 2. **Consideration and Discussion Item:**

ITEM 2a. **Discussion, consideration and possible action to enter into Executive Session to discuss confidential communications between the Chickasha Municipal Authority and the Chickasha Municipal Authority's Attorney concerning a pending investigation, claim or action which the Chickasha Municipal Authority with the advice of the Chickasha**

Municipal Authority's Attorney, has determined that disclosure will seriously impair the ability of the Chickasha Municipal Authority to process the claim or conduct the pending investigation, litigation, or proceeding in the public interest in compliance with its duty of confidentiality under the provisions of 25 O.S. Section 307B(4). (In the Matter of Chickasha Municipal Authority, Respondent; Complaint No. 162383, Facility No. S-10823; Permit No. OK 0026018; Problem(s): Unpermitted Discharge(s); Case No. 20-047, Oklahoma Department of Environmental Quality Water Quality Division)..

*Motion by Council Member Grayson, second by Council Member Loggins to enter into Executive Session.

Roll call vote:	
"Ayes:"	Hopkins, Sikes, Grayson, Molder, Nelson, Loggins and Mosley.
"Nays:"	None.
"Abstain:"	None.
Motion carried.	7-0

Entered into Executive Session @ 5:31 p.m.

Reconvened from Executive Session @ 5:58 p.m.

ITEM 2b. **Discussion, consideration and possible action to reconvene open session and take appropriate action on any matter discussed in Executive Session.**

*Motion by Council Member Hopkins, second by Council Member Loggins to authoritize City Manager to reject proposed consent order from the Oklahoma DEQ, Case No. 20-047.

Roll call vote:	
"Ayes:"	Hopkins, Sikes, Grayson, Molder, Nelson, Loggins and Mosley.
"Nays:"	None.
"Abstain:"	None.
Motion carried.	7-0

ITEM 3. **Motion by Council Member Hopkins and seconded by Council Member Loggins to adjourn the meeting.**

Meeting Adjourned.

CMA Special Meeting 3-9-2020
5:30 p.m.

TIME: 6:00 P.M.

Chris Mosley, Mayor

ATTEST:

Susan M. McDaniel, City Clerk

Approved this 20th day of April 2020.

City of
CHICKASHA

Meeting Type: CMA Agenda 4-20-2020

Meeting Date: 4/20/2020

Department: Finance **Agenda Item No. 2.b.**

AGENDA ITEM: Acceptance of Claims List.

I. BACKGROUND/DESCRIPTION:

II. RECOMMENDED ACTION:

Accept Claims List.

III. FISCAL INFORMATION -

IV. FUND INFORMATION:

Dept. Director: Leasa Furr, Administrative Services Director	Fund	Account	Amount
	(To)		
	FUND	ACCOUNT	AMOUNT
Meeting Date: April 20, 2020	(From)		

V. ATTACHMENTS:

City of
CHICKASHA

Meeting Type: CMA Agenda 4-20-2020

Meeting Date: 4/20/2020

Department: Finance **Agenda Item No. 2.c.**

AGENDA ITEM: Acceptance of Financials.

I. BACKGROUND/DESCRIPTION:

II. RECOMMENDED ACTION:

Accept Financials.

III. FISCAL INFORMATION -

IV. FUND INFORMATION:

Dept. Director: Leasa Furr, Administrative Services Director	Fund	Account	Amount
	(To)		
	FUND	ACCOUNT	AMOUNT
Meeting Date: April 20, 2020	(From)		

V. ATTACHMENTS:

117 N. 4th Street Chickasha, Ok. 73018 *Phone 405.222.6045* *Fax 405.222.6004*

City of
CHICKASHA

Meeting Type: CMA Agenda 4-20-2020

Meeting Date: 4/20/2020

Department: Administration **Agenda Item No. 2.d.**

AGENDA ITEM: Accept and ratify the audit report for Fiscal year Ending June 30, 2019.

I. BACKGROUND/DESCRIPTION:

Staff provided Mayor and Council with the audit report for fiscal year ending June 30, 2019 for review and information.

II. RECOMMENDED ACTION:

Accept and ratify Audit for FYI - June 30, 2019.

III. FISCAL INFORMATION -

IV. FUND INFORMATION:

Dept. Director: Leasa Furr, Administrative Services Director	Fund	Account	Amount
	(To)		
	FUND	ACCOUNT	AMOUNT
Meeting Date: April 20, 2020	(From)		

V. ATTACHMENTS:

City of
CHICKASHA

Meeting Type: CMA Agenda 4-20-2020

Meeting Date: 4/20/2020

Department: Administration **Agenda Item No. 2.e.**

AGENDA ITEM: Accept and ratify the Annual Fee Schedule for Fiscal Year 2020-2021.

I. BACKGROUND/DESCRIPTION:

II. RECOMMENDED ACTION:

Accept and ratify the Annual Fee Schedule for Fiscal Year 2020-2021.

III. FISCAL INFORMATION -

IV. FUND INFORMATION:

Dept. Director: Leasa Furr, Administrative Services Director	Fund	Account	Amount
	(To)		
	FUND	ACCOUNT	AMOUNT
Meeting Date: April 20, 2020	(From)		

V. ATTACHMENTS:

117 N. 4th Street Chickasha, Ok. 73018 Phone 405.222.6045 Fax 405.222.6004

City of
CHICKASHA

Meeting Type: CMA Agenda 4-20-2020

Meeting Date: 4/20/2020

Department: Administration **Agenda Item No. 4.a.**

AGENDA ITEM: Discussion, consideration and possible action to approve purchasing policy for Chickasha Municipal Authority.

I. BACKGROUND/DESCRIPTION:

- Over the past three years, staff has made significant changes in purchasing policy to better control spending.
- Staff has decreased average spending by 6% per year due to purchase order policy and the use of a cashback purchase card.
- Staff believes the current policy has been a detriment to efficient operations and believes new policy would allow for more fluid operation of many city services.
- Staff has done a tremendous job under current restrictions and believe they have proven themselves to be fiscally responsible.
- The Public Trusts are authorized to set their own policy independent of City Charter restrictions, as they are not City Charter entities.
- Policy has been vetted by City Attorney

II. RECOMMENDED ACTION:

Staff Recommendation – Approve purchase policy as presented.

III. FISCAL INFORMATION -

IV. FUND INFORMATION:

Dept. Director: John Noblitt, City Manager	Fund	Account	Amount
	(To)		
	FUND	ACCOUNT	AMOUNT
Meeting Date: April 20, 2020	(From)		

V. ATTACHMENTS:

1. CMA PURCHASING POLICY 4-20-2020

CHICKASHA MUNICIPAL AUTHORITY

PURCHASING POLICY

Section 9.01- Purchasing Policies and Procedures is amending to read as follows:

(a) Purpose and scope.

(1) Purpose. The purpose of this section shall be to establish procedures and guidelines for procurement of supplies, materials and services for the municipal authority. This section shall establish the internal control procedures for all vendors and municipal authority personnel to follow. Internal control is required to assist in prevention of any unauthorized purchases by the municipal authority and any evidences of collusion by vendors. Further, this section shall establish guidelines to provide the citizens and taxpayers of the city assurance that the best use of the available resources of the municipal authority is being realized.

(2) Scope. This section is intended to apply to all purchases made by the municipal authority. The provisions of this Article 4 shall not apply to any public construction contracts governed by the provisions of 61 O.S. §101, et seq, known as the "Public Competitive Bid Act. In the event that the policy with respect to credit card purchases is also applicable, both policies are to be applied. In the event of conflict between this policy and the credit card purchasing policy, the stricter provision shall apply.

(b) *Definitions.* As used in this section, the following terms and definitions shall apply:

(1) *Municipal Authority* shall mean the Chickasha Municipal Authority or its departments.

(2) *Purchases* shall mean the procurement of supplies, materials and services for the authority.

(3) *Purchase order* shall mean an approved order to purchase supplies from a vendor.

(4) *Vendor* shall mean a supplier of materials or services to the authority.

(5) *User department* shall mean a department or agency of the authority.

(6) *Blanket purchase order* shall mean an open order to purchase supplies for a specified period of time at a limited cost per purchase between the authority and a vendor.

(7) *Emergency purchase* shall mean any purchase or procurement in a case of grave public necessity to meet an unusual and unforeseen condition that could not have been included in the original budget through the use of reasonably diligent thought and attention that is: (1) a procurement made because of a public calamity that requires the immediate appropriation of money to relieve the necessity of the municipality's residents or to preserve the property of the municipality; (2) a procurement necessary to preserve or protect the public health or safety of the municipality's residents; or (3) a procurement necessary because of unforeseen damage to public machinery, equipment or other property.

(8) *Invoice* shall mean any billing from a vendor for purchases of supplies, materials or services.

(9) *Encumbrance* shall mean any unpaid obligation or agreement to purchase from a vendor by a user department, to be paid upon receipt of the merchandise.

(10) *Personal or professional services* shall mean any provided service of a professional nature, including, but not limited to, services for engineers, medical services, legal services, computer systems programmers and investigators.

(c) *Basic procedure.*

(1) Generally. Supplies or materials that are not available at any central warehouse of the authority shall be purchased by following the procedures outlined in this section. Further, replenishment of supplies at any central warehouse of the authority shall also be purchased by following these procedures.

(2) Blanket purchase orders.

a. Blanket purchase orders may be issued to vendors who frequently provide a large quantity of materials or supplies at a unit cost of less than five hundred dollars ($500.00) each. Blanket purchase orders shall be issued only by the finance department. Criteria to be used for the issuance of a blanket purchase order to a vendor shall be the responsibility of the finance department, considering the frequency of purchases made, the amount of purchases made, the location of the vendor, and the number of user departments purchasing from the vendor.

b. Local vendors with open charge accounts may be assigned blanket purchase orders in order to expedite the purchase of supplies and materials having a unit cost of less than five hundred dollars ($500.00) each.

c. All blanket purchase orders shall be approved by the city manager and the director of finance. No blanket purchase order shall be assigned by a vendor or a user department of the municipal authority.

(3) Authorization to purchase.

a. Department heads of the user department and the director of finance may approve purchases less than one thousand dollars ($1,000.00).

b. Purchases in excess of one thousand dollars ($1001.00), but less than fifty thousand dollars ($50,000), shall be approved by the director of finance and the city manager.

c. Available and sufficient funding in the user department's budgetary authority shall be the basis for all purchases. No purchases shall be made without such available of funds, except upon written authorization from the city manager, with designation of the available nondepartmental funds to be used for said purchase.

(4) Price quotations from vendors.

a. In order to obtain the best merchandise at the least possible cost to the municipal authority, the following procedures are recommended:

1. Competitive bidding by vendors shall be encouraged in order to obtain the best merchandise at the least possible cost.

2. Quantity discounts shall be utilized in order to obtain the least possible cost per unit for the purchases made by the municipal authority.

3. Use of local vendors for purchases of materials and supplies is encouraged, provided prices quoted by local vendors are within acceptable limits (limits to be determined by the user department). In order to promote price competition among local and nonlocal vendors, it is recommended that those local vendors with state purchasing contracts provide those contract prices to the municipal authority.

b. User departments shall obtain competitive price quotations from vendors. The guidelines of this section recommend the user department obtain at least three (3) price quotations from vendors for all purchases in excess of five hundred dollars ($500.00). Single supplier vendors should be duly noted by the user department.

c. Purchases for less than one thousand dollars ($1,000.00) may be obtained by verbal price quotations from vendors. Discretion is left to the user department as to whether written price quotations are requested from vendors for purchases less than one thousand dollars ($1,000.00).

d. Purchases for one thousand one dollars ($1,001.00) to fifty thousand dollars ($50,000) should be confirmed in writing by the vendor and the user department. Only written quotations will be considered.

e. Purchases in excess of fifty thousand dollars ($50,000) shall comply with state law procedures for competitive sealed bids or competitive sealed proposals and be awarded by the city council.

f. All quoted prices or bids, whether oral or written, received from any vendor by a user department in accordance with subsection (c)(4) above, shall be recorded in writing by the user department on the appropriate forms and forwarded to the purchasing officer.

(5) Emergency purchases.

a. Emergency purchases must be paid out of available departmental funds, that may be allocated for such purpose without necessitating other emergency expenditure, or must be both authorized in writing as provided in (c)(3)c above and approved by the city council, with an appropriate budget amendment, in compliance with section 61O.S. §130(B)

b. During periods of an emergency, discretion is expressly given to the city manager for authority to purchase supplies or materials, provided appropriate action to amend the budget is taken within a reasonable period of time. Emergency purchases shall not excuse noncompliance with normal purchasing procedures provided in this section, guidelines or state law.

c. Emergency purchases in excess of fifty thousand dollars ($50,000), which comply with the current emergency exemptions contained in 61O.S. §130(B) may be made without advertisement for bids, provided that the appropriate written authorization is obtained from the city manager. The city manager shall provide a written explanation of emergency purchases in excess of fifty thousand dollars ($50,000) within thirty (30) days of the expenditure. City Manager may not make emergency purchase in excess of seventy five thousand dollars ($75,000) without competitive bidding as required by 61O.S. §130(B).

(6) Purchase orders.

a. Upon acceptance of the best and most responsible bid from a bidder or vendor, a purchase order may be processed by the finance department. Such purchase order shall become the formal contractual agreement, unless another form of agreement is specified in the bid specifications and approved by the city attorney. Amendments and change orders to purchase orders shall be approved using the procedure provided herein for purchase authorization.

b. Successful vendors shall be notified by the finance department of the purchase award by the processing and distribution of the purchase order.

c. User departments shall coordinate individual needs in order to allow optimum processing time for all purchase orders. At least three (3) regular business days' processing time should be allowed by the user department in order for the finance department to process the purchase order.

d. Upon the processing of the purchase order, an encumbrance shall be established for the line item(s) of the budget for the user department. The encumbrance amount shall reduce the available budget balance in the user department's budget. No funds shall be encumbered on any line item where the approved budget amount has been exceeded, without prior approval by the city manager.

(d) *Contracts for services.* Contracts for services shall comply with the provisions of this section as provided herein, except where deviations are expressly permitted.

(e) *Bid specification procedures.* Purchases in excess of fifty thousand dollars ($50,000) shall comply with state law procedures for competitive bids or competitive sealed proposals and awarded by the city council. When the competitive sealed proposal procedure is authorized under state law, the city manager, or his designee, shall be authorized to conduct discussions, in accordance with the terms of a request for proposal, with offerors who submit proposals and who are determined to be reasonably qualified for the award of a contract. The city manager, or his designee, is directed to treat such offerors fairly and equally with respect to any opportunity for discussion and revision of proposals, to obtain the best final offers before award of the contract by the city council.

(f) *Inspection of merchandise.*

(1) Inspection of merchandise received shall be the responsibility of the user department. Merchandise damaged during shipment shall be returned to the vendor by the user department immediately, along with any description of the damages. The municipal authority shall not be responsible for payment of any damaged or defective merchandise.

(2) Shipping of merchandise shall be designated FOB destination (Chickasha), meaning that the vendor (seller) not the municipal authority (buyer) must bring action against the carrier for any damage or loss during shipping. The title to the merchandise remains with the seller until the merchandise is delivered to the buyer's destination.

(g) *Employee personal purchases prohibited.* Purchases of merchandise by employees of the municipal authority for personal use through any vendor of the municipal authority shall be prohibited. Use of a municipal authority vendor to purchase personal merchandise in order to avoid payment of sales taxes, or in order to receive a favorable price quotation or for any other reason, may be grounds for employee disciplinary action, including dismissal.

(h) *Municipal Authority employees as vendors.* Use of municipal authority employees as vendors shall be authorized only after approval by the city manager and only when such employee is the only available source for the merchandise.

(i) *Bid lists.* Official bid lists or vendor lists are not maintained by the municipal authority. Each user department shall be responsible for maintaining vendor lists for supplies purchased on a routine basis.

(j) *Gifts, gratuities and trial merchandise provided by vendors.*

(1) Gifts, gratuities, promotional items or vendor-provided meals provided to municipal authority employee, except for gifts, etc., of nominal value, shall be prohibited under this section. Acceptance of such gifts shall not bind the municipal authority in any way to purchase any merchandise from the vendor or company supplying the gift.

(2) Merchandise provided by a vendor on a trial basis shall not bind the municipal authority to any type of purchase agreement or contract. Such merchandise may subsequently either be returned to the vendor or accepted by a user department of the municipal authority.

(k) *Relationships among user departments and finance department.*

(1) The finance department shall be responsible for processing all documents related to purchasing and payment of accounts. No user department shall be authorized to enter into any contract or agreement which is in violation of this section or to make any payment to a vendor for purchases of supplies or materials. All funds and accounts shall be established by the finance department, and no user department shall maintain any fund or account separate from those funds and accounts established by the finance department.

(2) User departments shall coordinate all purchases through the finance department. Required forms shall be approved by the appropriate officials and forwarded to the finance department on a timely basis. User departments shall coordinate vendor inquiries and complaints regarding orders through the finance department. User departments may be consulted by the finance department in order to obtain clarification regarding vendor inquiries.

(3) User departments shall endeavor to assure a timely flow of purchasing documents in order to reduce emergency situations that otherwise could have been foreseen and prevented. Departments shall continually review the existing supplies on hand and request replenishment of those supplies in a timely manner.

(l) *Payment process.*

(1) Payment shall be made to vendors only after approval from the appropriate officials and in compliance with this section. User departments shall approve all payments to be made to the vendor, subsequent to the approval of all purchase requests. Payments to vendors shall be processed by the finance department.

(2) Payments shall be made in accordance with the prices and rates specified in the bid or purchase order. No payment shall be made which exceeds the approved amount, without prior authorization being received in advance from the city manager or, when required, the city council. For bids or purchases not requiring city council approval, the city manager or his designee shall approve all exceptions or additions to amounts previously authorized. For bids or purchases requiring city council approval, the city council shall approve all exceptions or additions to amounts previously authorized. When final payment has been processed by the finance department for a purchase order, the purchase order will be closed, and the encumbrance obligation removed from the user department's budget appropriations. No subsequent purchases shall be made after final payment has been processed for a closed purchase order.

(3) Payments from blanket purchase orders shall also be made in accordance with this section. All payments from blanket purchase orders shall be approved by the department head of the user department prior to payment processing to the vendor.

(4) Vendor invoices and statements shall be mailed directly to the finance department. The finance department shall be responsible for identifying all individual payment authorizations and verifying those authorizations with the vendor invoice and statement. User departments shall promptly forward all necessary payment authorizations to the finance department in order to avoid any unnecessary delays in processing payment to vendors.

(5) 61 O.S. §113.3 provides that payments, with certain exceptions, to vendors shall be made within thirty (30) days, or interest shall become due and payable to the vendor. All user departments shall endeavor to process all necessary payment authorizations in order to prevent any unnecessary accrual of interest pursuant to this provision. Any interest charges accruing to a user department as a result of this provision shall be charged against the appropriate departmental budget. If the head of the user department believes that a bona fide dispute exists with a vendor, contractor, subcontractor, or supplier about the goods delivered or the services performed that may result in a late payment, the department head shall bring the dispute to the attention of the city manager so that appropriate action may be taken.

(6) The municipal authority is exempt from all applicable local and state sales and use taxes, as provided by section 151.309, Property Tax Code, V.T.C.A. and certain federal taxes, except for taxes specifically designated by state and federal statutes or regulations. The city may provide any vendor with a tax exemption certificate.

(m) *Local government cooperative purchasing.* When it is determined to be advantageous to the municipal authority, cooperative purchasing with other governmental entities may be used. Such cooperative agreements shall be approved by all governing bodies participating in any cooperative purchasing agreement. Agreements shall clearly define the liabilities and responsibilities of each entity as to the items to be purchased and the quantity discounts to be realized through such cooperating efforts and payment terms and conditions.

(n) *Designation of purchasing officer, responsibility.* The city manager or his designee shall be designated as the purchasing officer of the city and shall be responsible for approval of purchasing transactions and activities. The purchasing officer shall develop and maintain written administrative policies and procedures for the activities of the purchasing and procurement functions. Commitment of financial and staffing resources in order to regulate the purchasing and procurement functions shall be the responsibility of the city council.

(o) *Inventories and surplus property.* Each user department shall be responsible for maintaining departmental inventories of fixed assets. On an annual basis or as requested by the city manager, the user department shall submit a detailed inventory of all departmental inventories to the city manager or his designee for verification.

(p) *Disposition of surplus and salvage property.*

(1) Definitions.

a. *Salvage property* means personal property, other than items routinely discarded as waste, that because of use, time, accident, or any other cause is so worn, damaged, or obsolete that it has no value for the purpose for which it was originally intended.

b. *Surplus property* means personal property that:

1. Is not salvage property or items routinely discarded as waste;

2. Is not currently needed by its owner;

3. Is not required for the owner's foreseeable needs; and

4. Possesses some usefulness for the purpose for which it was intended.

(2) Disposition. The city council may:

a. Periodically sell the municipal authority's surplus or salvage property by competitive bid or auction;

b. Offer the property as a trade-in for new property of the same general type if the city council considers that action to be in the best interests of the municipal authority; or

c. Order any of the property to be destroyed or otherwise disposed of as worthless or dispose of any of such property by donating the property to a civic or charitable organization located in the municipal authority, if the city council undertakes to sell that property under subsection a and is unable to do so because no bids are made; and

d. May reject any offer or bid made, if deemed by the city council or its designee to be in the best interest of the municipal authority.

(3) Notice. Notice of a sale of surplus or salvage property shall:

a. Be published by the municipal authority in the official newspaper of the municipal authority; and

b. Be published on or after the thirtieth day but before the tenth day before the date of the sale.

(4) Records. A record of each item sold and its sale price and of each item destroyed or donated shall be maintained in accordance with the municipal authority's record retention policy. User departments shall be responsible for reporting to the finance department any property determined to be surplus as of January 1 of each calendar year. Coordination of surplus items shall be done by the user department and the finance department.

Chapter 1. Amending Sec 1.02 Authorization of the City Manager to Execute Documents.

Sec. 1.02 Authorization of the City Manager to Execute Documents is amended to read as follows:

The city manager shall be authorized to execute on behalf of the municipal authority:

(1) A release of lien, when the lien has been paid in full, or has been shown not to be legally authorized or valid;
(2) A release of lis pendens when the action giving rise to the filing is no longer pending;

(3) A contract or agreement which, under the terms of this Code may be completed without specific city council action.
(4) Any document that is approved by the city council for execution by the city manager.