



Together, Investing in Municipal Excellence

**STILLWATER UTILITIES AUTHORITY MEETING AGENDA**  
APRIL 21, 2025

723 S. Lewis Street, Room 1122B  
Stillwater, OK 74074  
5:30 PM

Chair Will Joyce, Vice Chair Amy Dzialowski, Trustees Christie Hawkins, Kevin Clark,  
& Tim Hardin

1. Call Meeting to Order
2. Consent Docket

Items listed on the consent docket are routine administrative matters that may be approved without discussion. The Trustees will take action on these items collectively with a single vote. The requested action is indicated for each item listed. Should a Trustee elect to discuss, amend, revise, or table any item listed on the consent docket, the item will be moved to the section of the agenda titled "Items Removed from the Consent Docket" for consideration and possible action. Additionally, a Trustee or the General Manager may simply ask the Chair to remove an item from the consent docket prior to action by the Trustees and no action will be taken on the removed item at this meeting.

|    |                                                                                                                                                                                                                                                                                                                                                                                                      |                          |
|----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| a. | Approve April 7, 2025 meeting minutes.                                                                                                                                                                                                                                                                                                                                                               |                          |
| b. | Approve Agreement between City of Stillwater, Stillwater Utilities Authority, and Independent School District No. 16 for sharing of the cost of replacement of an existing, leaking waterline in the new high school project area which requires replacement in connection with the project and will benefit the greater public by replacing older pipes; and approve the attached budget amendment. | David Barth              |
| c. | Approval of CREC Agreement to allow Electric Service and authorize the General Manager to sign the agreement                                                                                                                                                                                                                                                                                         | Loren Smith              |
| d. | Approve expenditures of \$350,000 for securing easements for the Lake McMurtry Raw Water Storage and Pipeline Project.                                                                                                                                                                                                                                                                               | SUA-25-09<br>Chris Humes |

3. Public Comment on Items not Scheduled for Public Hearings  
Stillwater City Code, Section 2-53(a) & (b), provides that taxpayers or residents of the city, or their authorized

legal representatives, may address the Trustees at a regularly scheduled meeting on any item of business listed on the meeting agenda provided they have submitted a written request prior to the meeting either online at Request to speak form or via the form found in the lobby outside Council chambers.

4. Items Removed from the Consent Docket

Items removed from the consent docket are placed on this section of the agenda for discussion, revision, amendment and/or tabling prior to action by the Trustees. The Trustees may take action, including a vote or series of votes, on items removed to this section of the agenda after the requested discussion, revision, or amendment.

5. Questions and Inquiries

6. Reports from Officers and Boards

Announcements and remarks of general interest may be made by Trustees, General Manager or General Counsel. Items of City business that may require discussion or action, including a vote or series of votes, are listed below

7. Adjourn

On April 17, 2025 at 5:20 p.m., a true and correct copy of this agenda was posted on the kiosk outside City Hall, 723 S. Lewis Street, Stillwater, OK.

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The City of Stillwater encourages participation from all citizens. If participation at any public meeting is not possible due to a disability, please notify the City Manager's office at least 48 hours prior to the meeting by calling 405.742.8243.

- Meetings are televised on AT&T U-verse channel 99 and Optimum channel 14.
- Find meeting agendas and minutes online at [Agendas and Minutes](#)
- Official minutes are archived in the City Clerk's office.

**IN ACCORDANCE WITH THE OKLAHOMA OPEN MEETING LAW THE AGENDA  
WAS POSTED APRIL 4, 2025 AT 11:25 A.M. AT THE MUNICIPAL BUILDING,  
723 SOUTH LEWIS, STILLWATER, OKLAHOMA**

**MINUTES  
STILLWATER UTILITIES AUTHORITY  
REGULAR MEETING  
COUNCIL HEARING ROOM  
723 S. LEWIS  
APRIL 7, 2025**

**PRESENT:** CHAIR WILLIAM H. JOYCE, VICE CHAIR AMY DZIALOWSKI  
TRUSTEES CHRISTIE HAWKINS, KEVIN CLARK AND TIM HARDIN  
**ABSENT:** NONE

**1. CALL MEETING TO ORDER**

Chair Joyce called the meeting to order at 6:10 p.m.

**2. CONSENT DOCKET**

- a. Approve March 24, 2025 meeting minutes.
- b. Approve the purchase of a tractor and sludge injection trailer for the wastewater treatment plant as follows: Approve the purchase of a John Deere 7R 310 Tractor via Oklahoma Statewide Contract SW0196JD from P&K Equipment in an amount not to exceed \$390,087, which includes 5% contingency; and approve the award of Bid # 5-2025 to Minnesota Ag Shoreline Specialists for the purchase of a sludge injection trailer in an amount not to exceed \$188,375, which includes 10% contingency; approve the associated budget amendments to appropriate funds; and authorize the General Manager to sign related documents.

Trustee Clark removed item b. from the Consent Docket.

MOTION BY TRUSTEE CLARK, SECOND BY TRUSTEE HAWKINS TO APPROVE THE CONSENT DOCKET MINUS ITEM B.

ROLL CALL VOTE: JOYCE-YEA, DZIALOWSKI-YEA, HAWKINS-YEA, CLARK-YEA, HARDIN-YEA.  
NAY-NONE. MOTION CARRIED WITH FIVE YEA VOTES.

**3. PUBLIC COMMENT ON AGENDA ITEMS NOT SCHEDULED FOR PUBLIC HEARING**

There were no requests to speak on agenda items not scheduled for public hearing.

**4. ITEMS REMOVED FROM CONSENT DOCKET**

- b. Approve the purchase of a tractor and sludge injection trailer for the wastewater treatment plant as follows: Approve the purchase of a John Deere 7R 310 Tractor via Oklahoma Statewide Contract SW0196JD from P&K Equipment in an amount not to exceed \$390,087, which includes 5% contingency; and approve the award of Bid # 5-2025 to Minnesota Ag Shoreline Specialists for the purchase of a sludge injection trailer in an amount not to exceed \$188,375, which includes 10% contingency; approve the associated budget amendments to appropriate funds; and authorize the General Manager to sign related documents.

Trustee Clark explained that he removed item b. from the Consent Docket so Water Utilities Director James Driskel could explain Senate Bill 3 which would make it illegal for the City to inject sludge into the ground.

Mr. Driskel explained Senate Bill 3 and answered the Trustee's questions. He reported the current equipment is reaching 15 years of use and will not make it the next two to three years until Senate Bill 3 could be passed. If the Bill passes, there is a market to resale this equipment.

MOTION BY TRUSTEE CLARK, SECOND BY TRUSTEE HAWKINS TO APPROVE ITEM B. FROM THE CONSENT DOCKET.

ROLL CALL VOTE: JOYCE-YEA, DZIALOWSKI-YEA, HAWKINS-YEA, CLARK-YEA, HARDIN-YEA. NAY-NONE. MOTION CARRIED WITH FIVE YEA VOTES.

## **5. QUESTIONS AND INQUIRIES**

None.

## **6. REPORTS FROM OFFICERS & BOARDS**

- a. Miscellaneous items from the General Counsel: No report.
- b. Miscellaneous items from the General Manager: No report.
- c. Miscellaneous items from Trustees: No report.
  - i) Discussion about scheduling items for upcoming meetings

## **7. ADJOURN**

MOTION BY TRUSTEE HARDIN, SECOND BY VICE CHAIR DZIALOWSKI TO ADJOURN THE APRIL 7, 2025 REGULAR MEETING OF THE STILLWATER UTILITIES AUTHORITY.

ROLL CALL VOTE: JOYCE-YEA, DZIALOWSKI-YEA, HAWKINS-YEA, CLARK-YEA, HARDIN-YEA. NAY-NONE. MOTION CARRIED WITH FIVE YEA VOTES.

The April 7, 2025 regular meeting of the Stillwater Utilities Authority adjourned at 6:19 p.m.

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**WILLIAM H. JOYCE, CHAIR**  
**STILLWATER UTILITIES AUTHORITY**

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**TERESA KADAVY, SECRETARY**  
**STILLWATER UTILITIES AUTHORITY**

## AGREEMENT

THIS AGREEMENT, made and entered into this \_\_\_\_ day of April 2025, by and between the **CITY OF STILLWATER, OKLAHOMA**, a municipal corporation and **STILLWATER UTILITIES AUTHORITY**, a public trust, hereinafter called "City/SUA", and **INDEPENDENT SCHOOL DISTRICT NO.16**, hereinafter called "Developer."

### WITNESSETH:

WHEREAS, Developer requested City/SUA's consideration for participation in a cost-share for the replacement of an existing, leaking waterline; and

WHEREAS, Developer's request of the City/SUA is for materials and parts for construction of the waterline on the north access road of the new Stillwater High School; with the understanding that the full cost of construction including labor, equipment and management for a complete and fully functional system will be borne by the Developer; and

WHEREAS, Developer requests the City participate in the amount of up to and not exceeding \$26,800 to cover materials such as pipe, valves, fittings, service lines, meter assemblies, and rock, pursuant to Developer's cost estimate; and

WHEREAS, this project benefits the greater public by replacing older pipes, ultimately looping a dead-end line, and improving water quality and redundancy for the area, and said improvements would cost the City in excess of \$26,800; and

WHEREAS, the project must be designed and constructed to the City's standards and ordinances including all local and state requirements governing waterlines and Developer is aware of the criteria and intends to meet such criteria.

NOW, THEREFORE, IN CONSIDERATION OF THE FOREGOING AND THE FOLLOWING MUTUAL COVENANTS AND AGREEMENTS, THE CITY AND DEVELOPER AGREE AS FOLLOWS:

1. **Reimbursement.** City agrees to pay Developer a sum not to exceed \$26,800 for materials and parts needed for the construction of 654 linear feet of a 6-inch diameter waterline from Station 5+11 to Station 11+66 as shown Sheet C301 of the approved waterline plans.
2. **Conditions.** Developer agrees to the following conditions:
  - a. Developer must comply with the City/SUA's standards, ordinances, codes and policies and all other local, state and federal requirements.
  - b. Participation by City will be on a reimbursement basis only.
  - c. Prior to reimbursement by the City, Developer must provide all documentation necessary, including as-builts, permits and provisions for city inspections, to demonstrate the waterline has been constructed in compliance with City/SUA's requirements;
  - d. Material invoices must be provided by the Developer to the City and the per item price must be equal to or less than the City/SUA's competitively bid materials and parts pricing, per the City/SUA's procurement policies.

- e. Developer must construct the waterline and any other necessary infrastructure within the existing utility easement.
  - f. Reimbursement will be due upon acceptance of the necessary dedicated infrastructure by the City Council and paid by the City/SUA within 30 days of the City Council's acceptance of said easements, deeds, and infrastructure.
3. **Indemnification.** Developer understands and acknowledges that City of Stillwater is a municipal corporation that is funded by its taxpayers and ratepayers to operate for the benefit of its citizens. Accordingly, and pursuant to Oklahoma law, City shall not indemnify nor hold Developer harmless for loss, damage, expense or liability arising from or related to this Agreement, including any attorney's fees and costs. Developer will indemnify, defend and hold the City, its employees and agents harmless from and against liability for any and all claims, demands, costs, penalties, fees (including without limitation, expert witness and attorneys' fees), damages, and liabilities whatsoever for, among other things, bodily injury, death, property damage, personal injury, economic loss and/or products liability asserted by any person or entity, resulting directly or indirectly, in whole or in part, from the acts and/or omissions of Developer and/or its employees, directors, agents, subcontractors and/or consultants arising from or connected with Developer's and/or its employees', directors', agents', subcontractors' and/or consultants' performance under this Agreement. In addition, Developer shall not limit its liability to City for actual loss or direct damages for any claim based on a material breach of this Agreement and the documents incorporated herein. City of Stillwater reserves the right to pursue all legal and equitable remedies to which it may be entitled.
4. **Insurance.** Developer shall purchase and maintain such liability and other insurance as is appropriate for the work being performed and as will provide protection from claims which may arise out of or result from Contractor's performance of the Work and Developer's other obligations under the Contract Documents, whether it is to be performed by Developer, any contractor, subcontractor or supplier, or by anyone directly or indirectly employed by any of them to perform any of the work, or by anyone for whose acts any of them may be liable.
5. **Assignment; Third Party Rights.** Because this Agreement is unique to this specific transaction, it is not assignable by either party. This Agreement is solely between the City and Developer and no third party shall acquire any rights in this Agreement or have any right to enforce it.
6. **Governing Law.** This Agreement shall be governed by the laws of the State of Oklahoma. Venue of any legal action shall be in the District Court of Payne County, Oklahoma.
7. **Entire Agreement.** The parties agree that there are no representations, understandings, stipulations, or other agreements relating to the matters contained in this Agreement. This Agreement may not be altered, waived, or amended except by a written document signed by both parties.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed on the day and year first above written.

INDEPENDENT SCHOOL DISTRICT NO. 16

By: \_\_\_\_\_  
Roberta Douglas, School Board President

MAILING ADDRESS: 314 South Lewis Street  
Stillwater, Oklahoma 74074

Date: \_\_\_\_\_

CITY OF STILLWATER, OKLAHOMA

STILLWATER UTILITIES AUTHORITY

By: \_\_\_\_\_  
Brady Moore, City Manager

By: \_\_\_\_\_  
Brady Moore, General Manager

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Approved As to Legal Form and Content:

By: \_\_\_\_\_  
Kimberly Carnley, City Attorney

**Budget Amendment Request**  
 For Budget Year \_\_\_\_\_

**Department of Finance**  
 723 S. Lewis Street/P.O. Box 1449  
 Stillwater, OK 74076-1449

Office: 405.372.0025  
 Web: stillwater.org

Date: \_\_\_\_\_

Department: \_\_\_\_\_

Requested by: \_\_\_\_\_

Explanation:

Increase:

| Account Name | Account Number<br>(xxxxxxx-xxxxx) | Project Number | Current Budget Amount | Amount of Change | New Budget Amount |
|--------------|-----------------------------------|----------------|-----------------------|------------------|-------------------|
|              | -                                 |                |                       |                  |                   |
|              | -                                 |                |                       |                  |                   |
|              | -                                 |                |                       |                  |                   |
|              | -                                 |                |                       |                  |                   |
|              | -                                 |                |                       |                  |                   |

Decrease:

|  |   |  |  |  |  |
|--|---|--|--|--|--|
|  | - |  |  |  |  |
|  | - |  |  |  |  |
|  | - |  |  |  |  |
|  | - |  |  |  |  |
|  | - |  |  |  |  |

**Net Change:** (will usually result in a total increase or decrease)

Reviewed by Department Manager: \_\_\_\_\_

Date: \_\_\_\_\_

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

Date: \_\_\_\_\_

Approved by CMO: \_\_\_\_\_

Date: \_\_\_\_\_

Approved by City Council:

☐ Yes

☐ No

Date: \_\_\_\_\_

Processed by Finance: \_\_\_\_\_

Date: \_\_\_\_\_

Set ID: \_\_\_\_\_

Date Sent to SA&I: \_\_\_\_\_

--Print on Yellow Paper--

## AGREEMENT TO ALLOW ELECTRIC SERVICE

1. This agreement, made this 2 day of APRIL, 2025, is between Central Rural Electric Cooperative, an Oklahoma cooperative/corporation ("CREC") and the Stillwater Utility Authority ("SUA"), an Oklahoma public trust, collectively "the Parties," and arises concerning a recognized need to allow SUA to provide retail electric service to a certain facility or facilities.

2. Consumer has requested service at certain facilities. CREC has services near the requested location, however, CREC and SUA have found the release would support the ability to provide service in an efficient manner which may reduce the duplication of facilities and potentially create a safer working environment. CREC hereby agrees and consents to allow SUA to provide retail electric service to existing and future facilities located within the below described area:

The Southwest Quarter (SW/4) of the Northwest Quarter (NW/4) of Section Thirty-three (33), Township Nineteen (19) North, Range Two (2) East of Indian Meridian, Payne County, State of Oklahoma, LESS AND EXCEPT tract described in Warranty Deed recorded in the Office of the Payne County Clerk in Book 982 at Page 74. See attached Survey for more detail.

3. This agreement is an agreement and resolution of a potential dispute over legal issues limited to the facts of this instance, and is intended to end and avoid legal differences without creating a precedent, business practice, routine or habit of any nature as to past or future disputes between these parties or disputes which may involve other parties. Neither party may rely on this settlement agreement in any way in dealings other than those described in the first two paragraphs of this agreement.

4. This agreement shall be binding upon the Parties and their respective successors, assigns and parent companies.

5. This agreement may be executed in counterparts.

CENTRAL RURAL ELECTRIC COOPERATIVE

By   
Shane Burgess, CEO

STILLWATER UTILITY AUTHORITY

By \_\_\_\_\_ Brady Moore, General Manager

PREPARED FOR  
**DEVIN WANZOR**  
6 YELLOW BRICK DR  
STILLWATER OK 74074  
Tel (918) 938-3899  
e-mail: [cdwanzor@gmail.com](mailto:cdwanzor@gmail.com)

# LAND SURVEY

PART OF THE SW/4 OF THE NW/4 OF  
**SECTION 33, T-19-N, R-2-E, I.M.**  
PAYNE COUNTY, OKLAHOMA  
SURVEY DATE: JUN 16, 2021  
PLAT DATE: JUN 30, 2021

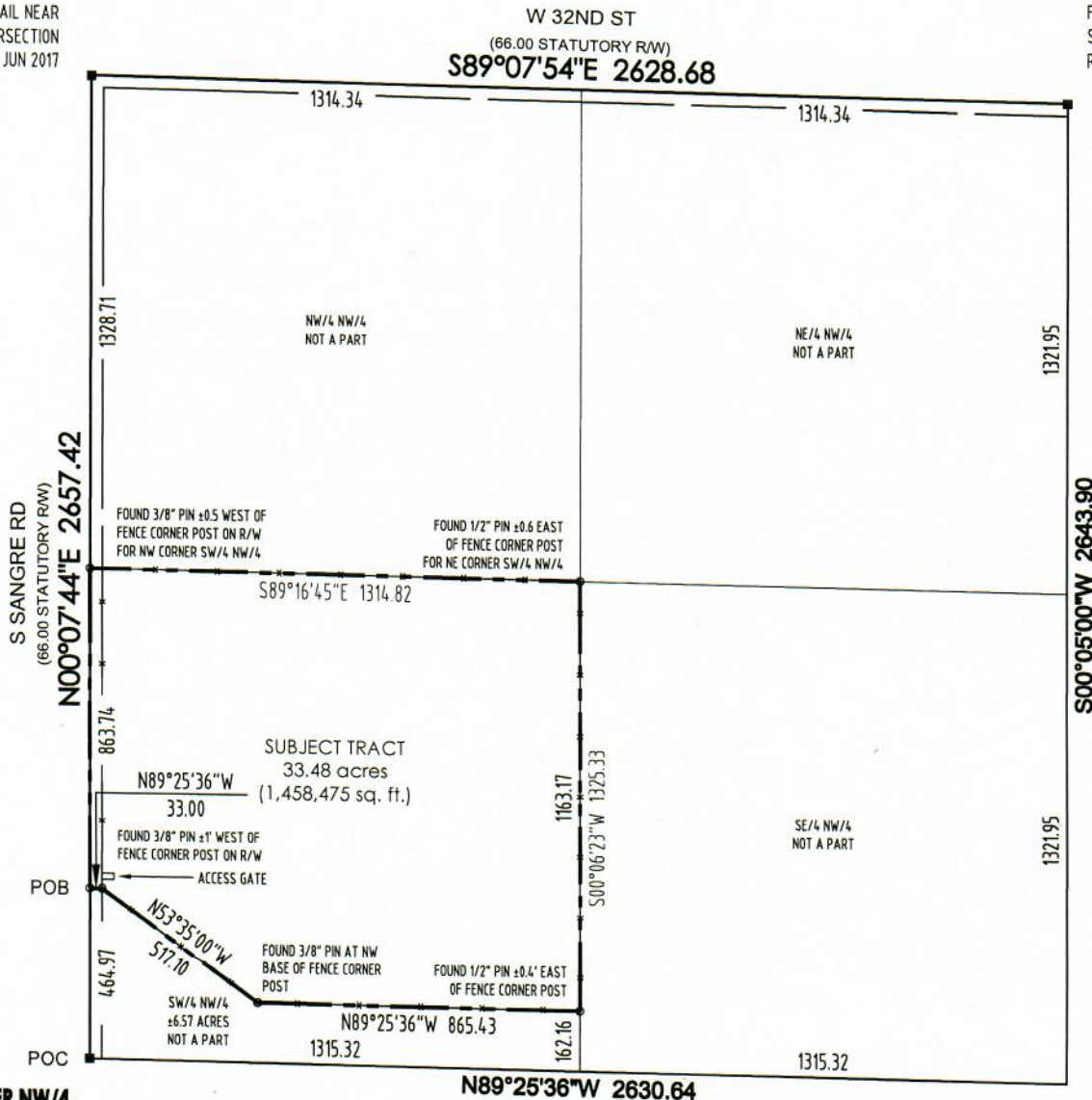
PREPARED BY  
**BOATMAN ENGINEERING, LLC**  
371126 US HIGHWAY 62 OKEMAH OK 74859  
Tel (405) 780-7461 Fax (610) 471-5658  
Certificate of Authorization No. 3523 (PE LS)  
e-mail: [bradb@boatman-eng.com](mailto:bradb@boatman-eng.com)

## NW CORNER NW/4

FOUND MAG NAIL NEAR  
ROADWAY INTERSECTION  
RE: CCR LS 1719 JUN 2017

## NE CORNER NW/4

FOUND "MAG NAIL" ±3.4  
SOUTH OF CENTERLINE  
RE: CCR LS 1576 JUL 2010



## SW CORNER NW/4

FOUND MAG NAIL NEAR  
CENTER OF ROADWAY  
RE: CCR LS 1505 AUG 2010

## CENTER OF SEC 33

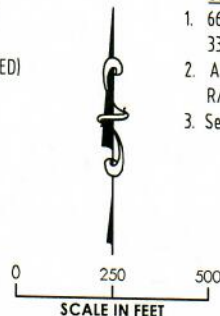
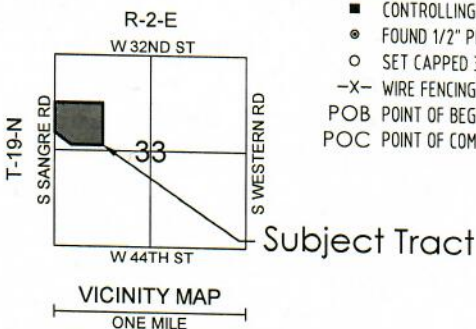
1/2" PIN  
RE: CCR LS 129 MAR 2002

According to FEMA Flood Insurance Rate Map  
40119C0228F eff. 5/16/2007 the Subject Tract lies  
entirely in Zone X, "Area of minimal flood hazard."

- LEGEND**
- CONTROLLING CORNER MONUMENT
  - FOUND 1/2" PIN (OR AS NOTED)
  - SET CAPPED 3/8" PIN (OR AS NOTED)
  - X- WIRE FENCING (APPROXIMATE)
  - POB POINT OF BEGINNING
  - POC POINT OF COMMENCING

## SURVEYOR'S NOTES

- 66.00 statutory section-line right-of-way (R/W) 33.00 on either side of all exterior section-line
- A witness monument was found or set on the R/W line at corners situated in roadways
- See additional sheet for boundary description



BASIS OF BEARINGS IS WEST LINE OF NW/4 (DEED)

21209LS (1)(2).pdf



*Brad A. Boatman*  
BRAD A. BOATMAN, R.P.L.S.  
OKLAHOMA LICENSE NO. 1588

THIS SURVEY MEETS THE MINIMUM STANDARDS FOR  
THE PRACTICE OF LAND SURVEYING AS ADOPTED BY  
THE OKLAHOMA STATE BOARD OF LICENSURE FOR  
PROFESSIONAL ENGINEERS AND LAND SURVEYORS

**REPORT TO: STILLWATER UTILITIES AUTHORITY****MEETING DATE: APRIL 21, 2025**

|                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Agenda Item:</b>                | 2.d. SUA-25-09                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Previous/Related Action:</b>    | <ul style="list-style-type: none"><li>• SUA 22-11: Raw Water Storage Alternatives</li><li>• CC 22-37: ARPA Grant Funding</li><li>• SUA 23-04: Contract Amendment No. 4</li><li>• SUA 24-60: PSA Carollo</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Background/Issue:</b>           | <p>The City's raw water delivery system has a single pump station and raw waterline to supply water from Kaw Lake to the WTP. The existing raw water storage tank at the WTP has a capacity of 4 million gallons which is approximately half of Stillwater's average daily demand.</p> <p>During the Summer of 2021, Carollo Engineers evaluated alternatives to add redundancy and additional storage to our raw water delivery system. That evaluation identified Lake McMurtry as the best alternative for storing raw water and providing a secondary source of raw water to the WTP.</p> <p>In October of 2024, Trustees authorized Carollo to design a pipeline and pump station in order to use Lake McMurtry for raw water storage. With design at 30% complete, the project team is preparing to enter the land acquisition phase for the selected pipeline alignment from the WTP to Lake McMurtry.</p> |
| <b>Proposal/Solution:</b>          | Through our PSA with Carollo, subconsultant WSB will be securing easements for the project. They have provided an estimate, including contingency, of \$350,000 for the easement purchases.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Financial Source/Impact:</b>    | Funds for easement purchases are available in the Water Fund.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Related Strategic Priority:</b> | #4 CONNECTED SPACES                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Recommended Action/Motion:</b>  | <p>Staff recommends a motion to:</p> <ul style="list-style-type: none"><li>• Approve expenditures of \$350,000 for securing easements for the Lake McMurtry Raw Water Storage and Pipeline Project;</li><li>• Authorize General Manager to execute related documents;</li><li>• Authorize total project expenditures of \$5,466,457 which includes land acquisition purchases and previous project</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

- authorizations for design, land acquisition services, permitting, bidding and contingency; and
- approve the related budget amendment.

|                      |                              |
|----------------------|------------------------------|
| <b>Prepared By:</b>  | Chris Humes                  |
| <b>Reviewed By:</b>  | Candy Staring                |
|                      | Brady Moore                  |
|                      | Teresa Kadavy                |
| <b>Submitted By:</b> | Brady Moore, General Manager |

#### **Attachments**

1. Eng BA - McMurtry Easements - Expenditure - 4.21.2025

# Budget Amendment Request

For Budget Year \_\_\_\_\_

**Department of Finance**  
723 S. Lewis Street/P.O. Box 1449  
Stillwater, OK 74076-1449

Office: 405.372.0025  
Web: stillwater.org

Date: \_\_\_\_\_

Department: \_\_\_\_\_

Requested by: \_\_\_\_\_

Explanation:

| Account Name | Account Number<br>(xxxxxxx-xxxxx) | Project Number | Current Budget Amount | Amount of Change | New Budget Amount |
|--------------|-----------------------------------|----------------|-----------------------|------------------|-------------------|
| Increase:    | -                                 |                |                       |                  |                   |
|              | -                                 |                |                       |                  |                   |
|              | -                                 |                |                       |                  |                   |
|              | -                                 |                |                       |                  |                   |
|              | -                                 |                |                       |                  |                   |
| Decrease:    | -                                 |                |                       |                  |                   |
|              | -                                 |                |                       |                  |                   |
|              | -                                 |                |                       |                  |                   |
|              | -                                 |                |                       |                  |                   |
|              | -                                 |                |                       |                  |                   |

**Net Change:** (will usually result in a total increase or decrease)

Reviewed by Department Manager: \_\_\_\_\_

Date: \_\_\_\_\_

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

Date: \_\_\_\_\_

Approved by CMO: \_\_\_\_\_

Date: \_\_\_\_\_

Approved by City Council: ☐ Yes

☐ No

Date: \_\_\_\_\_

Processed by Finance: \_\_\_\_\_

Date: \_\_\_\_\_

Set ID: \_\_\_\_\_

Date Sent to SA&I: \_\_\_\_\_

--Print on Yellow Paper--