



December 20, 2011

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John Alberts, Mayor ~ Ward 2  
Nick Grba, Vice Mayor ~ Ward 1  
Dewayne Maxey, Council Member ~ Ward 3  
Bob Bradway, Council Member ~ Ward 4  
Ken Smith, Council Member ~ At-Large  
Grayson Bottom, City Manager

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Yukon City Council / Yukon Municipal Authority Work Session  
Conference Room - Centennial Building - 12 South 5<sup>th</sup> Street  
December 20, 2011 – 6:00 p.m.

**There is no work session preceding the December 20, 2011 City Council Meeting.**

**City Council Christmas Dinner will be served on December 20, 2011 at 6:00 pm, in the Community Room of the Yukon Police Station.**

# City Council - Municipal Authority Agendas

December 20, 2011 - 7:00 p.m.

Council Chambers - Centennial Building

12 South Fifth Street, Yukon, Oklahoma

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The City of Yukon strives to accommodate the needs of all citizens, including those who may be disabled. If you would like to attend this Council meeting but find it difficult to do so because of a disability or architectural barrier, please contact City Hall at 354-1895. We will make a sincere attempt to resolve the problem. If you require a sign language interpreter at the meeting, please call or notify City Hall, 500 West Main, by noon, December 19, 2011.

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**Invocation:** Rev. Bob Younts, First United Methodist Church of Yukon

**Flag Salute:**

**Roll Call:** John Alberts, Mayor  
Nick Grba, Vice-Mayor  
Bob Bradway, Council Member  
Ken Smith, Council Member  
Dewayne Maxey, Council Member

## Presentations and Proclamations

### Visitors

(Recess as Yukon City Council and Reconvene as Yukon Municipal Authority)

#### **1A. YMA Consent Docket**

This item is placed on the agenda so the Yukon Municipal Authority, by unanimous consent, can designate those routine items they wish to be approved by one motion. If an item does not meet with the approval of all Authority Members, that item will be heard in regular order.

**The City Manager recommends a motion to approve:**

- A) The minutes of the regular meeting of December 6, 2011
- B) Payment of material claims in the amount of \$227,247.65

**ACTION** \_\_\_\_\_

**2A. Present, Discuss, and Consider accepting the Fiscal Year 2010-2011 Yukon Municipal Authority Audited Financial Report, as prepared by CBEW Professional Group, LLP**

**ACTION** \_\_\_\_\_

(Adjourn as YMA and Reconvene as Yukon City Council)

**1. Consent Docket**

This item is placed on the agenda so the City Council, by unanimous consent, can designate those routine items they wish to be approved by one motion. If an item does not meet with the approval of all Council Members, that item will be heard in regular order.

The City Manager recommends a motion that will approve:

- A) The minutes of the regular meeting of December 6, 2011
- B) Payment of material claims in the amount of \$535,504.86
- C) Payment of Invoice No. 7987, in the amount of \$26,964, to Triad Design Group, for the Piedmont Road (SH 4) from Main Street (OK 66) to Northwest Expressway (SH 3) project, to be paid from Oklahoma City Escrow Account Funds
- D) Moving the City Council meeting scheduled for Tuesday, July 3, 2012, to Monday, July 2, 2012, in order to avoid conflict with the Tribute to Veterans Ceremony
- E) The medical disability retirement of Nancy Poteet
- F) Setting the date for the next regular Council meeting for January 3, 2012, 7:00 p.m., in the Council Chambers of the Centennial Building, 12 S. Fifth St.

**ACTION** \_\_\_\_\_

**2. Reports of Boards, Commissions and City Officials**

- 3. Consider approving Resolution No. 2011–12, a Resolution authorizing the calling and holding of an election in the City of Yukon, Canadian County, Oklahoma, for the purpose of electing one Council Member from Ward 3 and one Council Member from Ward 4 for four-year terms ending in May, 2016.

**ACTION** \_\_\_\_\_

- 4. Present, Discuss, and Consider accepting the Fiscal Year 2010-2011 City of Yukon Audited Financial Report, as prepared by CBEW Professional Group, LLP

**ACTION** \_\_\_\_\_

- 5. Consider approving an expenditure of funds in the amount of \$51,933.00 for the repair of composition roofs on multiple City buildings, to be paid from insurance reimbursement funds, and awarding the bid for said repairs to Preferred Roofing, as recommended by the Community Development Director

**ACTION** \_\_\_\_\_

- 6. DISCUSSION ITEM – City of Yukon Investment Policy (John Alberts)**
- 7. DISCUSSION ITEM – City Council Code of Ethics (Ken Smith)**
  - A. Discussion regarding implementing a Code of Ethics**
- 8. City Manager’s Report – Information items only**
- 9. New Business**
- 10. Council Discussion**
- 11. Adjournment**

**Yukon Municipal Authority Minutes  
December 6, 2011**

ROLL CALL: (Present)      John Alberts, Chairman  
   Nick Grba, Vice-Chairman  
   Bob Bradway, Trustee  
   Ken Smith, Trustee  
   Dewayne Maxey, Trustee

(Recess as Yukon City Council and Reconvene as Yukon Municipal Authority)

**1A. YMA Consent Docket**

This item is placed on the agenda so the Yukon Municipal Authority, by unanimous consent, can designate those routine items they wish to be approved by one motion. If an item does not meet with the approval of all Authority Members, that item will be heard in regular order.

**The City Manager recommends a motion to approve:**

- A) The minutes of the regular meeting of November 15, 2011**
- B) Payment of material claims in the amount of \$474,013.94**

The motion to approve the YMA Consent Docket, consisting of the approval of the minutes of the regular meeting of November 1, 2011, and Payment of material claims in the amount of \$474,013.94, was made by Trustee Smith and seconded by Trustee Maxey.

**The vote:**

**AYES: Smith, Grba, Alberts, Maxey, Bradway**

**NAYS: None**

**VOTE: 5-0**

**MOTION CARRIED**

(Adjourn as YMA and Reconvene as Yukon City Council)

EXHIBIT A  
 YUKON MUNICIPAL AUTHORITY  
 (Yukon, Oklahoma)  
 SALES TAX AND UTILITY SYSTEM REVENUE BONDS  
 SERIES 2011

PAYMENT REQUISITION  
 YUKON MUNICIPAL AUTHORITY  
 CONSTRUCTION FUND  
 Project Account

TO: Bank of Oklahoma, N.A., Trustee

FROM: Yukon Municipal Authority

DATE:

Pursuant to the provisions of the General Bond Indenture dated June 1, 1996, and Supplemented by the Supplemental Bond Indenture dated January 1, 2011 by and between Yukon Municipal Authority and Bank of Oklahoma, N.A., Oklahoma, as Trustee, you are directed to pay Creditor from the Construction Fund of said Authority as indicated below, the amounts shown for the purposes set forth in this Requisition.

*Tranet Design Group  
 5020 NW 119th St.  
 Oklahoma City, OK 73134*

81-9130-16-2  
 TRUST NO.

CREDITOR

ITEM	ITEM NO.
<i>12/30/11</i>	<i>FIRE STATION</i>
<i>DATE</i>	<i>PURPOSE</i>
	<i>\$5720.00</i>
	<i>AMOUNT</i>

AUTHORIZATION AND CERTIFICATE OF GENERAL MANAGER

With reference to the above requisition, the undersigned certifies:

The above requisition is approved.

Each obligation therein has been properly incurred and is now due and unpaid and that insofar as such obligation was incurred for work, materials, equipment or supplies, such work was actually performed, and such materials, equipment or supplies were actually installed or delivered to or for the Project as evidenced by

the certificate of the supervising architect or engineer or other appropriate certification.

That obligations in the stated amounts have been incurred by the Authority and that each item is a proper charge against the Yukon Municipal Authority Construction Fund and has not been paid.

That there has not been filed with or served upon the Yukon Municipal Authority notice of any lien, right to lien, or attachment upon, or claim affecting the right to receive payment of, any of the monies payable to any of the persons, firms, or corporations named in such requisition, which has not been of such obligation.

That such requisition contains no item representing payment on account of any retained percentages which Yukon Municipal Authority is at the date of such certificate entitled to retain.

YUKON MUNICIPAL AUTHORITY

\_\_\_\_\_  
Chairman or Vice Chairman

Date

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

Date Paid \_\_\_\_\_

Authorized Officer

Submit in triplicate:

1 to Bank

1 to General Manager

1 to City



City of Yukon  
 Attn: City Treasurer  
 Michael Malmfeldt  
 P. O. Box 850500  
 Yukon, Oklahoma 73085

INVOICE # 7985  
 PROJECT # A167.00  
 STATEMENT# 18  
 DATE: November 30, 2011  
 CIT220

Re: Yukon Fire Station

Estimated Construction Cost		\$6,200,000.00
Estimated Fee	6.30%	\$390,600.00
Incentive		\$10,000.00
Disincentive		(\$10,000.00)
Construction Observation		\$75,000.00

Architectural and Engineering Services October 26 through November 25, 2011

Conceptual Plans (\$136,710.00)

Completed to Date: \$136,710.00 x 100.0% = \$136,710.00

Preliminary Plans (\$117,180.00)

Completed to Date: \$117,180.00 x 100.0% = \$117,180.00

Final Plans (\$117,180.00)

Completed to Date: \$117,180.00 x 100.0% = \$117,180.00

Award of Contract (\$19,530.00)

Completed to Date: \$19,530.00 x 0.0% = \$0.00

Construction Observation (\$75,000.00)

Inspection 964.00 Hrs. x \$55.00 = \$53,020.00

	\$424,090.00
Less Previous Billing	418,370.00
Amount Due	\$5,720.00

DESCRIPTION City of Yukon  
P.O. Box 850500  
Yukon, Oklahoma 73085

Yukon Fire Station

STATE OF OKLAHOMA

SS

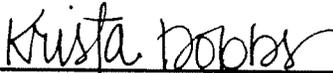
COUNTY OF OKLAHOMA

The undersigned (architect, contractor, supplier, or engineer) of lawful age, being first duly sworn on oath, says that this invoice or claim is truth and correct. Affiant further states that the (work, services, or materials) as shown by this invoice or claim have been (completed, or supplied) in accordance with the plans, specifications, orders, or requests furnished the affiant. Affiant further states that (s)he has made no payment directly or indirectly to any elected official, officer, or employee of the State of Oklahoma, any county or local subdivision of the state, of money or any other things of value to obtain payment.

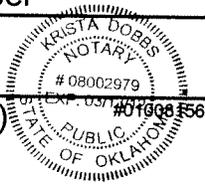
  
Architect, Supplier, Contractor, Engineer

Subscribed and sworn to before me this

30th day of November



Notary Public (or Clerk or Judge)



My Commission Expires:

March 13, 2012

EXHIBIT A  
 YUKON MUNICIPAL AUTHORITY  
 (Yukon, Oklahoma)  
 SALES TAX AND UTILITY SYSTEM REVENUE BONDS  
 SERIES 2011

PAYMENT REQUISITION  
 YUKON MUNICIPAL AUTHORITY  
 CONSTRUCTION FUND  
 Project Account

TO: Bank of Oklahoma, N.A., Trustee

FROM: Yukon Municipal Authority

DATE:

Pursuant to the provisions of the General Bond Indenture dated June 1, 1996, and Supplemented by the Supplemental Bond Indenture dated January 1, 2011 by and between Yukon Municipal Authority and Bank of Oklahoma, N.A., Oklahoma, as Trustee, you are directed to pay Creditor from the Construction Fund of said Authority as indicated below, the amounts shown for the purposes set forth in this Requisition.

*Downey Contracting, LLC  
 3217 NE 65th St.  
 Oklahoma City OK 73121*

CREDITOR	81-9130-16-2 TRUST NO.
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ITEM	ITEM NO.
<i>12/30/11</i>	<i>Fire Station</i>
DATE	PURPOSE
	<i>\$221,527.65</i>
	AMOUNT

AUTHORIZATION AND CERTIFICATE OF GENERAL MANAGER

With reference to the above requisition, the undersigned certifies:

The above requisition is approved.

Each obligation therein has been properly incurred and is now due and unpaid and that insofar as such obligation was incurred for work, materials, equipment or supplies, such work was actually performed, and such materials, equipment or supplies were actually installed or delivered to or for the Project as evidenced by

the certificate of the supervising architect or engineer or other appropriate certification.

That obligations in the stated amounts have been incurred by the Authority and that each item is a proper charge against the Yukon Municipal Authority Construction Fund and has not been paid.

That there has not been filed with or served upon the Yukon Municipal Authority notice of any lien, right to lien, or attachment upon, or claim affecting the right to receive payment of, any of the monies payable to any of the persons, firms, or corporations named in such requisition, which has not been of such obligation.

That such requisition contains no item representing payment on account of any retained percentages which Yukon Municipal Authority is at the date of such certificate entitled to retain.

YUKON MUNICIPAL AUTHORITY

\_\_\_\_\_  
Chairman or Vice Chairman

Date

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

Date Paid \_\_\_\_\_

Authorized Officer

Submit in triplicate:

1 to Bank

1 to General Manager

1 to City



Mr. Michael Malmfeldt  
City Clerk  
City of Yukon, City Hall Bldg.  
500 West Main  
Yukon Oklahoma, 73099

December 6, 2011

Re: New Yukon Fire Station, 2011

Dear Mr. Malmfeldt,

Attached, please find one copy of the Contractors Application and Certificate for Payment No. 10, in the amount of \$221,527.65. We have reviewed the application and have inspected the project and have found that, to the best of our knowledge, belief, and available information, this application and certificate for payment is in accordance with the Contract Documents. We therefore recommend payment of this application as submitted.

Payment breakdown for this project as of this date is as follows:

Contract Amount:	\$3,825,500.00
Change Orders to date:	\$ 24,688.25
<hr/>	
Sub-Total:	\$3,850,188.25

Amount Paid (including this Pay Application, less retainage)	\$2,810,152.49
Balance Remaining	\$1,040,035.76

If you have any questions, or require additional information, please advise.

Sincerely,  
Triad Design Group, Inc.

  
Randy S. Thomas, P.A.

Encl.

Cc: File A167.0  
Tammy Kretchmar

**APPLICATION AND CERTIFICATE FOR PAYMENT**

AIA DOCUMENT G702

PAGE ONE OF TWO PAGES

Owner: City of Yukon  
500 West Main  
Yukon, OK 73085

Contractor: Downey Contracting, LLC  
3217 NE 63rd Street  
Oklahoma City, OK 73121

Project: Yukon Fire Station  
1000 W. Main Street  
Yukon, OK

Architect: Triad Design Group  
3020 NW 149th Street  
Oklahoma City, OK 73134

Distribution to	
X	OWNER
X	ARCHITECT
X	CONTRACTOR

Application No: Tee (10)

Period From: 10/26/11  
Period To: 11/29/11

Project No: 3210

*[Signature]*

**CONTRACTOR'S APPLICATION FOR PAYMENT**

Application is made for Payment, as shown below, in connection with the Contract Continuation Sheet, AIA Document G703, is attached

CHANGE ORDER SUMMARY		ADDITIONS	DEDUCTIONS
Change Orders approved in previous months by Owner		\$0.00	\$0.00
Approved this Month			
Number	Date Approved		
01	08/24/11	40,480.83	
2		0.00	-\$15,792.58
<b>TOTALS</b>		<b>40,480.83</b>	<b>-15,792.58</b>
Net change by Change Orders			\$24,688.25

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

- 1. ORIGINAL CONTRACT SUM \$ 3,825,500.00
- 2. Net change by Change Orders \$ 24,688.25
- 3. CONTRACT SUM TO DATE (Line 1+/-2) \$ 3,850,188.25
- 4. TOTAL COMPLETED TO DATE (Column H on G703) \$ 2,968,055.25
- 5. RETAINAGE: \$ 147,902.76  
(Total in Column K of G703)
- 6. TOTAL EARNED LESS RETAINAGE (Line 4 less Line 5 Total) \$ 2,810,152.49
- 7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate) \$ 2,588,624.84
- 8. CURRENT PAYMENT DUE \$ 221,527.65

Contractor: Downey Contracting, LLC

State of: Oklahoma County of: Oklahoma

By: *[Signature]* Day Zimbalstein, Project Manager Date: 11/29/11

Subscribed and sworn to before me this 29th day of November, 2011  
Notary Public: *[Signature]*  
My Commission expires: 6/7/2012 Commission #: 4005093



**ARCHITECT'S CERTIFICATE FOR PAYMENT**

AMOUNT CERTIFIED \$ 221,527.65

In accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED

(Attach explanation if amount certified differs from the amount applied for.)

ARCHITECT: *[Signature]*

By: *[Signature]* Date: 12-6-2011

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

APPLICATION NUMBER:  
 APPLICATION DATE:  
 PERIOD FROM:  
 PERIOD TO:

Ten (10)  
 11/29/11  
 10/26/11  
 11/29/11

AIA Document G702, APPLICATION AND CERTIFICATE FOR PAYMENT, containing Contractor's signed Certification is attached.

In tabulations below, amounts are stated to the nearest dollar.

Use Column I on Contracts where variable retainage for line items may apply.

A ITEM No.	B DESCRIPTION OF WORK	C SCHEDULED VALUE		D COMPLETED WORK			E STORED MATERIALS			F STORED MATERIALS		G STORED MATERIALS		H TOTAL COMPLETED TO DATE & STORED MATLS		I % (H/C)		J Balance To Finish		K Retainage
		Previous Applications	Work In This Period	Work In This Period	Stored Material Prior Applications	Stored Material This Period	Stored Materials This Period	Stored Material Prior Applications	Stored Material This Period	Stored Materials This Period	%	Balance To Finish	%	Balance To Finish	Retainage					
1	Bonds & Insurance			28,000.00		0.00								28,000.00	100%	0.00			1,400.00	
2	General Conditions			360,000.00		286,500.00		0.00						286,500.00	80%	73,500.00			14,325.00	
3	Allowance 1: Unknown Site Conditions			5,000.00		0.00		0.00						0.00	0%	5,000.00			0.00	
4	Allowance 2: Incidental Changes to Building			10,000.00		0.00		0.00						0.00	0%	10,000.00			0.00	
5	Allowance 3: Erect Communications Antennae Provided by Others			8,500.00		0.00		0.00						0.00	0%	8,500.00			0.00	
6	Allowance 4: Purchase, Deliver, Install Interior and Misc Signage			4,000.00		0.00		0.00						0.00	0%	4,000.00			0.00	
7	Allowance 5: Purchase, Deliver, Install Site and Building Signage			8,500.00		0.00		0.00						0.00	0%	8,500.00			0.00	
8	Allowance 6: Electrical/Data Outlets for Furniture/Equip by Others			6,000.00		0.00		0.00						0.00	0%	6,000.00			0.00	
9	Allowance 7: Modifications to "Alert Systems" in Existing Fire Stations			18,000.00		0.00		0.00						0.00	0%	18,000.00			0.00	
10	Allowance 8: Install Corner Stone Unit provided by Others			3,000.00		0.00		0.00						0.00	0%	3,000.00			0.00	
11	Allowance 9: Purchase and Install Misc Site Lighting Fixtures			4,000.00		0.00		0.00						0.00	0%	4,000.00			0.00	
12	Allowance 10: Allowance for Brick (part of masonry line item)			3,500.00		0.00		0.00						0.00	0%	3,500.00			0.00	
13	Allowance 11: Purchase, Deliver, Install Bronze Plaque			3,200.00		0.00		0.00						0.00	0%	3,200.00			0.00	
14	Allowance 12: Upgrade Door Hardware or Keying as Directed by Owner			61,500.00		0.00		0.00						0.00	0%	61,500.00			0.00	
15	Earthwork			1,800.00		1,800.00		0.00						1,800.00	100%	0.00			3,075.00	
16	Termite Treatment			51,472.00		0.00		0.00						0.00	0%	51,472.00			0.00	
17	Landscaping			343,677.00		343,677.00		0.00						343,677.00	100%	0.00			17,183.85	
18	Concrete and Rebar			322,200.00		322,200.00		0.00						322,200.00	100%	0.00			16,110.00	
19	Masonry			363,000.00		363,000.00		0.00						363,000.00	100%	0.00			18,150.00	
20	Structural Steel			14,580.00		0.00		0.00						0.00	0%	14,580.00			0.00	
21	Stainless Steel Counters			107,420.00		107,420.00		0.00						107,420.00	100%	0.00			5,371.00	
22	Steel Erection			21,376.00		21,376.00		0.00						21,376.00	100%	0.00			1,068.80	
23	Rough Carpentry			27,188.00		25,800.00		1,388.00						27,188.00	100%	0.00			1,359.40	
24	Exterior Trim			8,800.00		8,800.00		0.00						8,800.00	100%	0.00			440.00	
25	Siding			23,853.00		0.00		0.00						0.00	0%	23,853.00			0.00	
26	Cabinets			17,070.00		0.00		0.00						0.00	0%	17,070.00			0.00	
27	Waterproofing and Joint Sealants			64,920.00		64,920.00		0.00						64,920.00	100%	0.00			3,246.00	
28	Membrane Roofing			149,776.00		149,776.00		0.00						149,776.00	100%	0.00			7,488.80	
29	Shingle Roofing and Plywood			3,950.00		3,950.00		0.00						3,950.00	100%	0.00			600.00	
30	Spray Fireproofing			18,708.00		12,000.00		6,708.00						12,000.00	64%	6,708.00			0.00	
31	Aluminum Storefront			14,708.00		14,708.00		0.00						14,708.00	100%	0.00			735.40	
32	Hollow Metal			8,200.00		0.00		0.00						0.00	0%	8,200.00			0.00	
33	Wood Doors			163,050.00		0.00		0.00						0.00	0%	163,050.00			0.00	
34	High Speed Overhead Doors			31,960.00		0.00		0.00						0.00	0%	31,960.00			0.00	
35	Aluminum Windows			41,715.00		33,500.00		8,215.00						33,500.00	78%	8,215.00			1,250.00	
36	Finish Hardware			208,003.00		201,473.00		6,530.00						201,473.00	80%	6,530.00			1,675.00	
37	Gypsum Drywall, Metal Studs, Acoustical Ceilings			66,035.00		0.00		0.00						0.00	99%	66,035.00			10,298.65	
38	Flooring			2,122.00		12,800.00		42,000.00						12,800.00	60%	42,000.00			2,740.00	
39	Painting			5,980.00		0.00		0.00						0.00	0%	5,980.00			82.50	
40	Fire Extinguishers and Cabinets			9,845.00		0.00		0.00						0.00	0%	9,845.00			0.00	
41	Flagpoles			19,330.00		0.00		0.00						0.00	0%	19,330.00			0.00	
42	Metal Lockers			3,059.00		0.00		0.00						0.00	85%	3,059.00			825.00	
43	Grid Gear Lockers			4,170.00		0.00		0.00						0.00	87%	4,170.00			132.50	
44	Toilet and Bath Accessories			3,695.00		0.00		0.00						0.00	0%	3,695.00			0.00	
45	Toilet Partitions			6,603.00		0.00		0.00						0.00	0%	6,603.00			0.00	
46	Display Case			5,145.00		0.00		0.00						0.00	0%	5,145.00			0.00	
47	Wall Protection			1,940.00		0.00		0.00						0.00	0%	1,940.00			0.00	
48	Tower Clock			14,658.00		14,658.00		0.00						14,658.00	100%	0.00			732.90	
49	Restaurant Equipment			41,060.00		39,000.00		34,000.00						39,000.00	82%	34,000.00			17,600.90	
50	Projection Screens			438,437.00		199,000.00		62,000.00						199,000.00	50%	217,437.00			11,050.00	
51	Hoists			40,480.83		32,834.83		0.00						32,834.83	81%	7,646.00			1,641.74	
52	Mechanical			(15,792.58)		(15,792.58)		0.00						(15,792.58)	100%	0.00			(789.63)	
53	Fire Suppression			3,850,188.25		2,560,918.25		198,888.00						2,560,918.25	77%	892,133.00			147,902.76	
54	Electrical			2,560,918.25		143,950.00		34,299.00						143,950.00	77%	892,133.00			147,902.76	
55	CHANGE ORDER #1																			
56	CHANGE ORDER #2																			
GRAND TOTAL				3,850,188.25		2,560,918.25		198,888.00						2,560,918.25	77%	892,133.00			147,902.76	

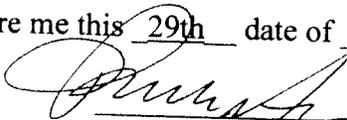
CLAIM OR INVOICE AFFIDAVIT

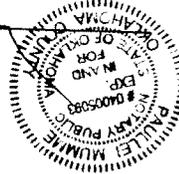
STATE OF OKLAHOMA    )  
  )  
COUNTY OF OKLAHOMA )

The undersigned (contractor), of lawful age, being first duly sworn, on oath says that this (invoice, claim or contract) is true and correct. Affiant further states that the (work, services, or materials) as shown by this invoice or claim have been (completed or supplied) in accordance with the plans, specifications, orders, or requests furnished to the affiant. Affiant further states that (s)he has made no payment, given, or donated or agreed to pay, give, or donate, either directly or indirectly, to any elected official, officer, or employee of the State of Oklahoma, of money or any other thing of value to obtain payment or award of this contract.

  
\_\_\_\_\_  
Day Zimbleman  
Downey Contracting, LLC

Subscribed and sworn to before me this 29th date of November 2011.

  
\_\_\_\_\_  
Notary Public



My Commission Expires: 6/7/2012  
My Commission Number: 04005093

**CITY OF YUKON, OKLAHOMA**



**FINANCIAL REPORT  
JUNE 30, 2011**

CITY OF YUKON  
Yukon, Oklahoma

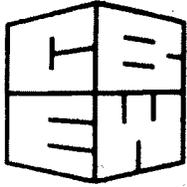
CONTENTS

	Page No.
<b>Independent Auditor's Report</b>	1-2
<b>Management's Discussion and Analysis</b>	3-11
<b>Basic Financial Statements:</b>	
<b>Government-Wide Financial Statements:</b>	
Statement of Net Assets	12
Statement of Activities and Changes in Net Assets	13
<b>Fund Financial Statements:</b>	
Balance Sheet - Governmental Funds	14
Reconciliation of the Balance Sheet of Governmental Funds to the Statement of Net Assets	15
Statement of Revenues, Expenditures and Changes in Fund Balances - Governmental Funds	16
Reconciliation of the Statement of Revenues, Expenditures and Changes in Fund Balance of Governmental Funds to the Statement of Activities	17
Statement of Net Assets - Proprietary Funds	18
Statement of Revenues, Expenses and Changes in Fund Net Assets - Proprietary Funds	19
Statement of Cash Flows - Proprietary Funds	20
Statement of Fiduciary Net Assets - Fiduciary Funds	21
<b>Notes to the Basic Financial Statements</b>	22-40
<b>Required Supplemental Information:</b>	
Budgetary Comparison Schedule – General Fund	41-42
Notes to Budgetary Comparison Schedule	43

CITY OF YUKON  
Yukon, Oklahoma

CONTENTS

	Page No.
<b>Supplemental Information:</b>	
Combining Balance Sheet – Non-Major Governmental Funds	44
Combining Statement of Revenues, Expenditures and Changes in Fund Balances – Non-Major Governmental Funds	45
Combining Statement of Fiduciary Net Assets – Agency Funds	46
Schedule of Expenditures of Federal Awards	47
<b>Reports Required by <i>Government Auditing Standards</i>:</b>	
Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards	48-49



**CBEW**  
**Professional**  
**Group, LLP**

Certified Public Accountants

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## INDEPENDENT AUDITOR'S REPORT

November 10, 2011

Honorable Board of City Commissioners  
City of Yukon  
Yukon, Oklahoma

We have audited the accompanying financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Yukon, Oklahoma, (City) as of and for the year ended June 30, 2011, which collectively comprise the City's basic financial statements as listed in the table of contents. These financial statements are the responsibility of the City's management. Our responsibility is to express opinions on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to the financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Yukon, Oklahoma, as of June 30, 2011, and the respective changes in financial position and cash flows, where applicable, thereof for the year then ended in conformity with accounting principles generally accepted in the United States of America.

In accordance with *Government Auditing Standards*, we have also issued our report dated November 10, 2011 on our consideration of the City's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be considered in assessing the results of our audit.

Management's Discussion and Analysis on pages 3-11, budgetary comparison information on pages 41 through 42 and the notes on page 43 are not a required part of the financial statements but are supplementary information required by accounting principles generally accepted in the United States of America. We have applied certain limited procedures, which consisted principally of inquiries of management regarding the methods of measurement and presentation of the required supplementary information. However, we did not audit the information and express no opinion on it.

City of Yukon  
November 10, 2011

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the City of Yukon's basic financial statements. The accompanying Schedule of Expenditures of Federal Awards and is not a required part of the basic financial statements. The combining and individual non-major governmental fund statements listed in the table of contents are presented for additional analysis and are not a required part of the basic financial statements. We subjected this information to the auditing procedures applied in the audit of the basic financial statements and, in our opinion, is fairly presented in all material respects, in relation to the basic financial statements taken as a whole.

*CBEW Professional Group, LLP*

CBEW Professional Group, LLP  
Certified Public Accountants

## **MANAGEMENT'S DISCUSSION AND ANALYSIS**

Within this section of the City of Yukon's annual financial report, management provides narrative discussion and analysis of the financial activities for the fiscal year ended June 30, 2011. The City's financial performance is discussed and analyzed within the context of the accompanying financial statements and note disclosures following this section.

### **Financial Highlights**

The City's net assets (assets minus liabilities) were \$33,934,687 in 2011 compared to \$45,391,107 in 2010.

Total net assets are comprised of the following:

1) Capital assets, net of related debt, which was \$36,352,191 in 2011 compared to \$37,139,134 in 2010, includes property and equipment, net of accumulated depreciation, increased for assets set aside in bond proceeds accounts for the purchase or construction of capital assets and reduced for outstanding debt related to the purchase or construction of capital assets.

2) Restricted net assets, which were \$7,768,413 in 2011 and \$1,667,535 in 2010. These amounts represent the amount of sales taxes that are, by ordinance, to be held in reserves until the amount in reserves reaches 25% of General Fund revenues.

3) Unrestricted net assets were \$(10,185,917) in 2011 compared to \$6,584,438 in 2010, and represent the portion of net assets available to maintain the City's continuing obligations to citizens and unsecured creditors.

Total liabilities of the City were \$45,934,756 in 2011 compared to \$35,838,945 in 2010. This includes bonds payable, notes payable and capital lease obligations of \$29,002,639 in 2011 compared to \$31,826,370 in 2010, accrued compensated absences of \$1,914,726 in 2011 compared to \$1,811,570 in 2010, and other post-employment benefits (OPEB) liability of \$13,257,820 in 2011.

Program revenues of the City were \$9,284,907 in 2011 compared to \$8,544,084 in 2010. General revenues of the City were \$21,639,176 in 2011 compared to \$20,690,689 in 2010. Of the total general revenues, tax revenues (sales, property and franchise) were \$19,657,323 in 2011 compared to \$18,776,391 in 2010.

The City's governmental funds reported a total ending fund balance of \$16,357,733 in 2011 compared to \$16,337,899 in 2010, while the unassigned fund balance totaled \$8,589,320 in 2011 compared to unreserved of \$7,848,013 in 2010.

At the end of the current fiscal year, unassigned fund balance for the General Fund, the main operating governmental fund of the City, was \$3,342,170 or 19% of total General Fund expenditures in 2011 compared to \$3,788,089 unreserved fund balance or 21% of total General Fund expenditures in 2010.

## Overview of the Financial Statements

Management's Discussion and Analysis introduces the City's basic financial statements. The basic financial statements include: (1) government-wide financial statements, (2) fund financial statements, and (3) notes to financial statements. The City also provides additional information to supplement the basic financial statements.

**Government-wide financial statements.** The City's annual report includes two government-wide financial statements. These statements provide both long-term and short-term information about the City's overall status. Financial reporting at this level uses a perspective similar to that found in the private sector with its basis in full accrual accounting and elimination or reclassification of internal activities.

The first of these government-wide statements is the *Statement of Net Assets*. This is the City-wide statement of financial position presenting information that includes all of the City's assets and liabilities, with the difference reported as net assets. Over time, increases or decreases in net assets may serve as a useful indicator of whether the financial position of the City as a whole is improving or deteriorating. Evaluation of the overall economic health of the City would extend to other non-financial factors such as diversification of the taxpayer base or the condition of City infrastructure in addition to the financial information provided in this report.

The second government-wide statement is the *Statement of Activities*. This statement reports how the City's net assets changed during the current fiscal year. All current year revenues and expenses are included regardless of when cash is received or paid. An important purpose of the design of the statement of activities is to show the financial reliance of the City's distinct activities or functions on revenues provided by the City's taxpayers.

Both government-wide financial statements distinguish governmental activities of the City that are principally supported by taxes and intergovernmental revenues, such as grants, from business-type activities that are intended to recover all or a significant portion of their costs through user fees and charges. Primary governmental activities include general government, public safety, public services, and culture and recreation. Business-type activities include water, wastewater utilities and solid waste management.

The City's financial reporting includes the funds of the City (primary government) and organizations for which the City is accountable (component units). Most of these legally separate organizations operate like City departments, serve as financing vehicles for City services (revenue bond issuers), or are governed by a board of trustees wholly comprised of the City's Mayor and Council. These organizations are blended into the primary government for financial reporting purposes.

**Fund financial statements.** A fund is an accountability unit used to maintain control over resources segregated for specific activities or objectives. The City uses funds to ensure and demonstrate compliance with finance-related laws and regulations. Within the basic financial statements, fund financial statements focus on the City's most significant funds rather than the City as a whole. Major funds are separately reported while all others are combined into a single, aggregated presentation. Individual fund data for non-major funds is provided in the form of combining statements in a later section of this report.

The City has three kinds of funds:

*Governmental funds* are reported in the fund financial statements and encompass essentially the same functions reported as governmental activities in the government-wide financial statements. However, the focus is very different with fund statements providing a distinctive view of the City's governmental funds. These statements report short-term fiscal accountability focusing on the use of spendable resources during the year and balances of spendable resources available at the end of the year. They are useful in evaluating annual financing requirements of governmental programs and the commitment of spendable resources for the near-term.

Since the government-wide focus presents the long-term view, comparisons between these two perspectives may provide insight into the long-term impact of short-term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balances provide a reconciliation to the government-wide statements to assist in understanding the differences between these two perspectives.

A budgetary comparison statement is included for the General Fund as required supplementary information. This statement demonstrates compliance with the City's adopted and final revised budget.

*Proprietary funds* are reported in the fund financial statements and generally report services for which the City charges customers a fee. There are two types of proprietary funds. *Enterprise funds* essentially encompass the same functions reported as business-type activities in the government-wide statements. Services are provided to customers external to the City. Proprietary fund statements provide both long-term and short-term financial information consistent with the focus provided by the government-wide financial statements but with more detail. *Internal service funds* report services provided within the city organization. Currently the City of Yukon does not have internal service funds.

*Fiduciary funds* are reported in the fiduciary fund financial statements, but are excluded from the government-wide reporting. Fiduciary fund financial statements report resources that are not available to fund City programs. Fiduciary fund financial statements report similarly to proprietary funds.

**Notes to financial statements.** The accompanying notes to the financial statements provide information essential to a full understanding of the government-wide and fund financial statements. The notes to the financial statements begin immediately following the basic financial statements.

**Other information.** In addition to the basic financial statements and accompanying notes, this report also presents certain required supplementary information concerning the City's progress in funding its obligation to provide pension benefits to its employees and a budgetary comparison statement for the General Fund. Other supplementary information includes combining nonmajor fund and fiduciary fund financial statements within the reporting entity. Supplementary information follows the notes to the financial statements.

Major funds and component units are reported in the basic financial statements as discussed. Combining and individual statements and schedules for non-major funds are presented in a subsequent section of this report.

## Financial Analysis of the City as a Whole

The City's net assets at **June 30, 2011** are **\$47,192,507**. The following table provides a summary of the City's net assets:

### Summary of Net Assets at June 30, 2011

	<u>Governmental Activities</u>	<u>Business-type Activities</u>	<u>Totals</u>
Current and other assets	17,082,520	6,835,100	23,917,620
Capital assets	46,075,564	9,876,259	55,951,823
<b>Total Assets</b>	<b>63,158,084</b>	<b>16,711,359</b>	<b>79,869,443</b>
Current liabilities	2,082,918	4,092,149	6,175,067
Long term liabilities	23,718,914	16,040,775	39,759,689
<b>Total Liabilities</b>	<b>25,801,832</b>	<b>20,132,924</b>	<b>45,934,756</b>
Net assets:			
Invested in capital assets, net of debt	42,716,666	(6,364,475)	36,352,191
Restricted	7,768,413	-	7,768,413
Unrestricted	(13,128,827)	2,942,910	(10,185,917)
<b>Total Net Assets</b>	<b>37,356,252</b>	<b>(3,421,565)</b>	<b>33,934,687</b>

The City's net assets at **June 30, 2010** are **\$45,391,107**. The following table provides a summary of the City's net assets:

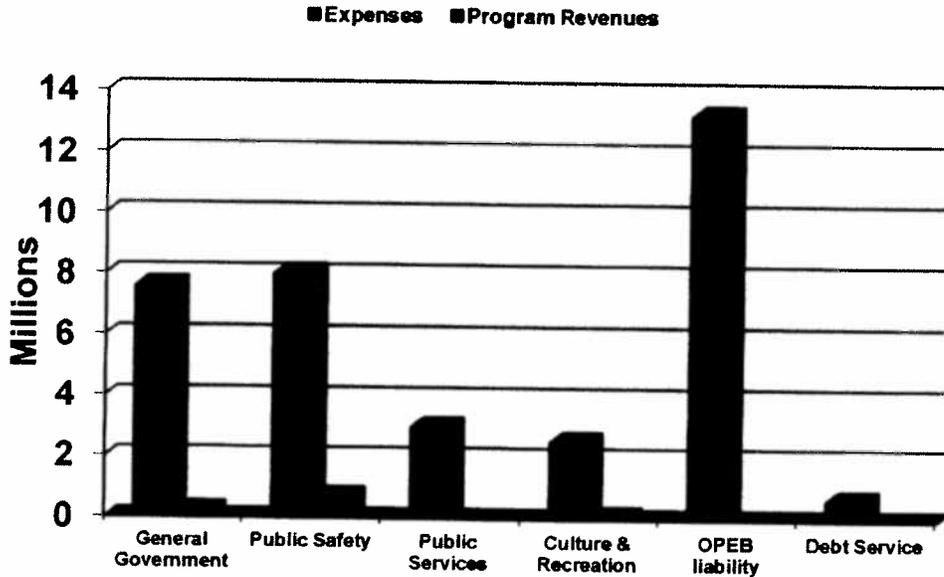
### Summary of Net Assets at June 30, 2010

	<u>Governmental Activities</u>	<u>Business-type Activities</u>	<u>Totals</u>
Current and other assets	17,440,840	6,771,678	24,212,518
Capital assets	46,903,225	10,114,309	57,017,534
<b>Total Assets</b>	<b>64,344,065</b>	<b>16,885,987</b>	<b>81,230,052</b>
Current liabilities	2,473,508	4,134,493	6,608,001
Long term liabilities	11,143,783	18,087,181	29,230,944
<b>Total Liabilities</b>	<b>13,617,271</b>	<b>22,221,674</b>	<b>35,838,945</b>
Net assets:			
Invested in capital assets, net of debt	45,008,953	(7,869,819)	37,139,134
Restricted	1,667,535	-	1,667,535
Unrestricted	4,050,306	2,534,132	6,584,438
<b>Total Net Assets</b>	<b>50,726,794</b>	<b>(5,335,687)</b>	<b>45,391,107</b>

The City reported a positive balance in net assets for governmental activities and a negative balance in net assets for business-type activities.

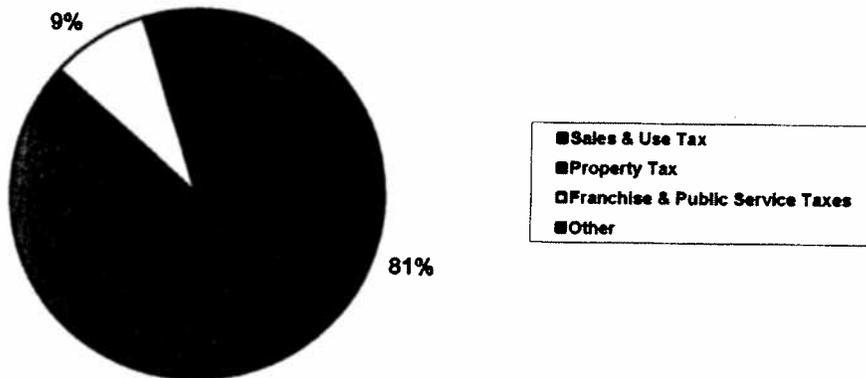
**Governmental activities.** The graph below shows the major governmental activities and their associated program revenues for the year ended June 30, 2011. You can see that all governmental activities are financed almost entirely by taxes, rather than user fees. You can also see that the OPEB liability accounts for \$13.257 million of the total \$35.127 million in governmental expenditures, while public safety activities account for approximately \$8.02 million.

**2011 Expenses and Program Revenues For Governmental Activities**

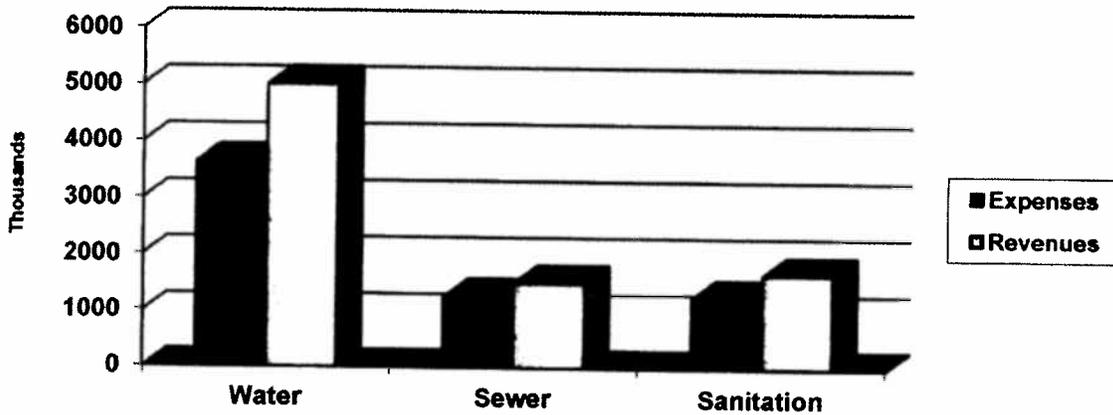


**2011 Non-Program Revenue by Source For Governmental Activities**

The next graph shows non-program revenue by source. Sales and use tax accounts for over 81 percent of non-program revenue. Property tax is only available for debt service on previously approved general obligation bond debt.



**Business-type activities.** The graph below shows the major business-type activities and their associated program revenues. Business -type activities are financed almost entirely by user fees.



### Financial Analysis of the Government's Funds

The City of Yukon uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

**Governmental funds.** The focus of the City of Yukon's governmental funds is to provide information on near-term inflows, outflows, and balances of spendable resources. This information is used to assess Yukon's financing needs. Unreserved fund balance is used to measure net resources available for spending at the end of the fiscal year.

At the end of the current fiscal year, total governmental fund balance is **\$16,357,733 in 2011** compared to \$16,337,899 in 2010. Of these amounts, **\$8,589,320 in 2011** compared to \$11,323,496 in 2010 is unassigned. The remaining balance is restricted for specific governmental fund purposes.

The General Fund is the chief operating fund of the City. Most governmental activities are funded through this fund. Unassigned fund balance was **\$3,342,170 in 2011** compared to \$7,263,572 in 2010, while total fund balance was **\$8,575,945 in 2011** compared to \$8,931,107 in 2010.

### General Fund Budgetary Highlights

The FY 2011 budget had no increases by budget adjustments.

General fund revenues were **\$377,008** less than budgeted.

Expenditures were **\$427,448** less than the final amended budget.

### Capital Asset and Debt Administration

**Capital assets.** The City of Yukon's investment in capital assets (net of accumulated depreciation) for both governmental and business-type activities totaled **\$55,951,823 in at June 30, 2011** compared to \$57,017,534 in at June 30, 2010. This investment includes land, buildings, equipment, park facilities, street and drainage improvements, water system and wastewater system improvements.

Capital asset additions during the year totaled **\$2,594,285 in 2011** compared to \$3,907,412 in 2010.

Capital asset additions in **2011** included the following:

- Street and drainage projects and improvements totaled approximately **\$1,356,000**
- Water and sewer projects and improvements totaled approximately **\$391,000**
- Purchases of machinery, equipment, and vehicles totaled approximately **\$846,000**

**Long-term debt.** The City had bonds (revenue and general obligation), capital lease obligations, and notes payable in the amount of **\$29,002,639 at June 30, 2011** compared to \$31,826,370 at June 30, 2010.

### Economic Factors and Next Year's Budgets and Rates

The City of Yukon is located west of Oklahoma City in eastern Canadian County, Oklahoma. This area of Canadian County is still experiencing above average residential and retail growth as the result of a recently completed turnpike system in the area and the growth of the Oklahoma City metropolitan area to the west. The City continues to attract significant retail business as a result of this urban spread. This growth will force the City to further accelerate improvements to roads, bridges, water, and wastewater systems, even though significant progress has already been made in improving infrastructure.

Many of our Yukon's citizens work in Oklahoma City and the surrounding municipalities. Economists with the Oklahoma State University College of Business Administration do not expect this to change and predict modest job growth in the area through the next several years.

The Yukon City Council is aware that the economic conditions of the region are important in the budgeting process. The Council is also aware that quality municipal services are important to our citizens. Accordingly, for the fiscal year **2011-2012**, the City Council General approved a **General Fund budget of \$20,257,155**. This compares to \$18,005,532 for the previous budget year. This slight increase reflects a balance between services provided and sales tax available to pay for those services. To help fund the costs of these services, the City of Yukon is continuing significant efforts to attract additional retail business.

### Contacting the City's Financial Management

This financial report is designed to provide our citizens, taxpayers, customers, investors and creditors with a general overview of the City's finances and to demonstrate the City's accountability for the money it receives. If you have questions about this report or need additional financial information, contact the City of Yukon's Finance Department.

**CITY OF YUKON**  
**Yukon, Oklahoma**

**BASIC FINANCIAL STATEMENTS**  
**June 30, 2011**

CITY OF YUKON  
STATEMENT OF NET ASSETS  
JUNE 30, 2011

	<u>Governmental Activities</u>	<u>Business-type Activities</u>	<u>Total</u>
<b>Assets:</b>			
Cash and cash equivalents	\$ 6,906,329	\$ 1,221,021	\$ 8,127,350
Accounts receivables (net)	-	1,229,701	1,229,701
Taxes receivables	3,106,716	-	3,106,716
Fines receivable	34,861	-	34,861
Grants receivable	232,485	-	232,485
Deferred charges, net of amortization	107,882	-	107,882
Due to/from other funds	-	-	-
Restricted assets:			
Cash deposit, insurance	69,918	-	69,918
Cash	6,192,476	357,694	6,550,170
Investments	427,502	3,154,880	3,582,382
Other assets	4,351	871,804	876,155
Capital assets (net)	46,075,564	9,876,259	55,951,823
<b>Total assets</b>	<b>63,158,084</b>	<b>16,711,359</b>	<b>79,869,443</b>
<b>Liabilities:</b>			
Accounts payable	437,127	311,777	748,904
Contracts payable	-	12,610	12,610
Accrued salaries	179,778	23,075	202,853
Accrued interest	144,996	55,979	200,975
Accrued compensated absences, current	465,518	43,293	508,811
Capital lease obligation, current	175,499	-	175,499
Deferred revenue	-	6,652	6,652
OPEB liability	13,257,820	-	13,257,820
Notes payable, current	-	1,668,763	1,668,763
Revenue bonds payable, current	-	1,970,000	1,970,000
General obligation bond payable, current	680,000	-	680,000
Customer deposits payable	-	348,606	348,606
Capital lease obligation, non-current	198,377	-	198,377
Accrued compensated absences, non-current	1,329,594	76,320	1,405,914
General obligation bonds payable	8,925,000	-	8,925,000
General obligation bond premium	8,123	-	8,123
Revenue bonds payable, net of unamortized bond discount	-	15,615,849	15,615,849
<b>Total liabilities</b>	<b>25,801,832</b>	<b>20,132,924</b>	<b>45,934,756</b>
<b>Net assets:</b>			
Invested in capital assets, net of related debt	42,716,666	(6,364,475)	36,352,191
Restricted	7,768,413	-	7,768,413
Unrestricted	(13,128,827)	2,942,910	(10,185,917)
<b>Total net assets</b>	<b>\$ 37,356,252</b>	<b>\$ (3,421,565)</b>	<b>\$ 33,934,687</b>

The accompanying notes are an integral part of the basic financial statements.

**CITY OF YUKON  
STATEMENT OF ACTIVITIES  
YEAR ENDED JUNE 30, 2011**

Functions/Programs:	Expenses	Program Revenues			Net (Expense) Revenue
		Charges for Services	Operating Grants and Contributions	Capital Grants & Contributions	
<b>Governmental activities:</b>					
General government	\$ 7,593,616	\$ 234,931	\$ -	\$ -	\$ (7,358,685)
Public safety:					
Police	4,633,786	719,812	-	-	(3,913,974)
Municipal court	203,440	-	-	-	(203,440)
Fire	3,045,266	-	-	-	(3,045,266)
Animal control	139,050	-	-	-	(139,050)
Public services	3,021,420	-	-	14,340	(3,007,080)
Cultural and recreation	2,555,281	106,145	-	-	(2,449,136)
OPEB liability	13,257,820	-	-	-	(13,257,820)
Interest on long term debt	677,692	-	-	-	(677,692)
<b>Total Governmental activities</b>	<b>35,127,371</b>	<b>1,060,888</b>	<b>-</b>	<b>14,340</b>	<b>(34,052,143)</b>
<b>Business-type activities:</b>					
Water	3,647,404	5,005,731	-	-	1,358,327
Sewer	1,269,377	1,523,635	-	-	254,258
Sanitation	1,265,659	1,680,313	-	-	414,654
Interest on long term debt	800,692	-	-	-	(800,692)
<b>Total Business-type activities</b>	<b>6,983,132</b>	<b>8,209,679</b>	<b>-</b>	<b>-</b>	<b>1,226,547</b>
<b>Total</b>	<b>\$ 42,110,503</b>	<b>\$ 9,270,567</b>	<b>\$ -</b>	<b>\$ 14,340</b>	<b>\$ (32,825,596)</b>

	Net (Expense) Revenue and Changes in Net Assets		
	Governmental Activities	Business-Type Activities	Total
<b>Net (expense) revenue</b>	<b>\$ (34,052,143)</b>	<b>\$ 1,226,547</b>	<b>\$ (32,825,596)</b>
<b>General revenues:</b>			
Taxes:			
Sales and use taxes	16,823,732	-	16,823,732
Property taxes	1,076,033	-	1,076,033
Franchise and public service taxes	1,757,558	-	1,757,558
Investment income	81,600	29,645	111,245
Intergovernmental	450,558	-	450,558
Miscellaneous	703,291	446,759	1,150,050
Transfers	(211,171)	211,171	-
<b>Total general revenues and transfers</b>	<b>20,681,601</b>	<b>687,575</b>	<b>21,369,176</b>
<b>Change in net assets</b>	<b>(13,370,542)</b>	<b>1,914,122</b>	<b>(11,456,420)</b>
<b>Net assets - beginning of year, restated</b>	<b>50,726,794</b>	<b>(5,335,687)</b>	<b>45,391,107</b>
<b>Net assets - end of year</b>	<b>\$ 37,356,252</b>	<b>\$ (3,421,565)</b>	<b>\$ 33,934,687</b>

The accompanying notes are an integral part of the basic financial statements.

**CITY OF YUKON  
BALANCE SHEET  
GOVERNMENTAL FUNDS  
June 30, 2011**

	General Fund	Capital Projects Fund	96 Sales Tax Capital Projects Fund	Other Governmental Funds	Total Governmental Funds
<b>Assets:</b>					
Cash and cash equivalents	\$ 2,399,697	\$ 93,936	\$ 2,613,628	\$ 1,799,068	\$ 6,906,329
Taxes receivable	3,094,150	-	-	12,566	3,106,716
Fines receivable, net of allowance	34,861	-	-	-	34,861
Grants receivable	-	-	3,926	228,559	232,485
Due from other funds	-	-	1,681,333	-	1,681,333
Restricted cash:					
Cash deposit, insurance	69,918	-	-	-	69,918
Cash	5,234,675	957,801	-	-	6,192,476
Investments	-	-	427,502	-	427,502
Other assets	4,351	-	-	-	4,351
<b>Total Assets</b>	<u>\$ 10,837,652</u>	<u>\$ 1,051,737</u>	<u>\$ 4,726,389</u>	<u>\$ 2,040,193</u>	<u>\$ 18,655,971</u>
<b>Liabilities:</b>					
Accounts payable	\$ 400,596	\$ -	\$ 19,925	\$ 16,606	\$ 437,127
Accrued salaries	179,778	-	-	-	179,778
Due to other funds	1,681,333	-	-	-	1,681,333
<b>Total Liabilities</b>	<u>2,261,707</u>	<u>-</u>	<u>19,925</u>	<u>16,606</u>	<u>2,298,238</u>
<b>Fund balance:</b>					
Restricted:	5,233,775	1,051,737	4,706,464	1,482,901	12,474,877
Assigned:	-	-	-	540,686	540,686
Unassigned:	3,342,170	-	-	-	3,342,170
<b>Total fund balances</b>	<u>8,575,945</u>	<u>1,051,737</u>	<u>4,706,464</u>	<u>2,023,587</u>	<u>16,357,733</u>
<b>Total liabilities and fund balances</b>	<u>\$ 10,837,652</u>	<u>\$ 1,051,737</u>	<u>\$ 4,726,389</u>	<u>\$ 2,040,193</u>	<u>\$ 18,655,971</u>

The accompanying notes are an integral part of the basic financial statements.

**CITY OF YUKON  
RECONCILIATION OF THE BALANCE SHEET OF GOVERNMENTAL FUNDS  
TO THE STATEMENT OF NET ASSETS  
JUNE 30, 2011**

**Total fund balance - all governmental funds**

Amounts reported for governmental activities in the statement of net assets are different because:	\$ 16,357,733
Capital assets of \$92,339,625, net of accumulated depreciation of \$46,264,064, are not financial resources and, therefore, are not reported in the funds.	46,075,564
Long-term liabilities (\$11,773,988) are not due and payable in the current period and are not reported in the funds.	(11,773,988)
OPEB liability	(13,257,820)
Accrued interest on long-term liabilities (\$144,996).	(144,996)
Deferred charges for bond issuance costs of \$153,689, net of accumulated amortization of (\$45,786), and for the premium on the General Obligation Bonds of (\$12,054), net of accumulated amortization of \$3,931, are not financial resources and, therefore, are not reported in the funds.	<u>99,759</u>
<b>Net assets of governmental activities</b>	<b><u>\$ 37,356,252</u></b>

The accompanying notes are an integral part of the basic financial statements.

**CITY OF YUKON**  
**STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES**  
**GOVERNMENTAL FUNDS**  
**YEAR ENDED JUNE 30, 2011**

	General Fund	Capital Projects Fund	96 Sales Tax Capital Projects Fund	Other Governmental Funds	Total Governmental Funds
<b>Revenues:</b>					
Taxes	\$ 18,397,878	\$ -	\$ 183,412	\$ 1,076,033	\$ 19,657,323
Intergovernmental	-	-	-	450,558	450,558
Charges for services	106,145	-	-	-	106,145
Fines and forfeitures	719,812	-	-	-	719,812
Licenses and permits	234,931	-	-	-	234,931
Investment income	56,128	6,382	8,877	10,213	81,600
Grant revenue	-	-	-	14,340	14,340
Miscellaneous	455,045	-	-	248,247	703,292
<b>Total revenues</b>	<b>19,969,939</b>	<b>6,382</b>	<b>192,289</b>	<b>1,799,391</b>	<b>21,968,001</b>
<b>Expenditures:</b>					
General government	6,897,736	-	-	-	6,897,736
Public safety:					
Police	4,235,547	-	-	60,184	4,295,731
Municipal court	203,440	-	-	-	203,440
Fire	2,797,459	-	-	-	2,797,459
Animal control	135,197	-	-	-	135,197
Public services	1,218,623	-	-	205,323	1,423,946
Cultural and recreation	2,105,955	-	-	341,429	2,447,384
Debt service	196,076	-	249,503	1,082,228	1,527,807
Capital outlay	221,759	468,844	900,712	329,099	1,920,414
<b>Total expenditures</b>	<b>18,011,792</b>	<b>468,844</b>	<b>1,150,215</b>	<b>2,018,263</b>	<b>21,649,114</b>
<b>Excess revenues over (under) expenditures</b>	<b>1,958,147</b>	<b>(462,462)</b>	<b>(957,926)</b>	<b>(218,872)</b>	<b>318,887</b>
<b>Other financing sources (uses):</b>					
Transfers in	5,819,179	-	4,759,721	197,723	10,776,623
Transfers out	(8,132,488)	(284,995)	(2,629,655)	(28,538)	(11,075,676)
<b>Total other financing sources and uses</b>	<b>(2,313,309)</b>	<b>(284,995)</b>	<b>2,130,066</b>	<b>169,185</b>	<b>(299,053)</b>
<b>Net change in fund balances</b>	<b>(355,162)</b>	<b>(747,457)</b>	<b>1,172,140</b>	<b>(49,687)</b>	<b>19,834</b>
<b>Net assets - beginning of year</b>	<b>8,931,107</b>	<b>1,799,194</b>	<b>3,534,324</b>	<b>2,073,274</b>	<b>16,337,899</b>
<b>Fund balance - end of year</b>	<b>\$ 8,575,945</b>	<b>\$ 1,051,737</b>	<b>\$ 4,706,464</b>	<b>\$ 2,023,587</b>	<b>\$ 16,357,733</b>

The accompanying notes are an integral part of the basic financial statements.

CITY OF YUKON  
**RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES,  
AND CHANGES IN FUND BALANCES OF GOVERNMENTAL FUNDS TO THE  
STATEMENT OF ACTIVITIES  
YEAR ENDED JUNE 30, 2011**

<b>Net change in fund balances - total governmental funds</b>	<b>\$ 19,834</b>
Amounts reported for governmental activities in the statement of activities are different because:	
Governmental funds report capital outlays as expenditures. However, in the statement of activities the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense. This is amount by which capital outlay expense (\$1,920,414) exceeded depreciation expense (\$2,835,957) in the current period.	(915,543)
Transfers of capital assets from proprietary funds are not reported on the governmental fund financial statements, but are reported on the statement of activities (\$87,882).	87,882
Repayment of debt principal is an expenditure in the governmental funds, but the repayment reduces long-term liabilities in the statement of net assets. There was repayments of (\$868,249).	868,249
The change in accrued interest of \$10,979 on long-term debt and the net amortization expense on debt issuance costs and premium of \$7,156.	(18,135)
Government-Wide Statement of Activities and Changes in Net Assets report OPEB liabilities in the period incurred. However, Governmental Funds do not pay on this liability. The amount of the change for the OPEB liability recorded in the current period.	(13,257,820)
Some expenses reported in the statement of activities do not require the use of current financial resources and are not reported as expenditures in governmental funds. Compensated absences increased \$155,009 in the governmental funds and are shown as an expense in the statement of activities.	<u>(155,009)</u>
<b>Change in net assets of governmental activities</b>	<b><u>\$ (13,370,542)</u></b>

**CITY OF YUKON  
STATEMENT OF NET ASSETS  
PROPRIETARY FUNDS  
JUNE 30, 2011**

	Water/ Sewer Fund	Sanitation Fund	Yukon Municipal Authority	Stormwater Fund	Total Proprietary Funds
<b>Assets:</b>					
Cash and cash equivalents	\$ 51,842	\$ 840,777	\$ (595)	\$ 328,997	\$ 1,221,021
Accounts receivable, net	-	232,417	997,284	-	1,229,701
Assessments receivable	-	-	-	-	-
Due from other funds	-	-	-	-	-
Restricted assets:					
Cash	357,694	-	-	-	357,694
Investments	-	-	3,154,880	-	3,154,880
<b>Capital assets:</b>					
Land	-	6,735	91,005	-	97,740
Construction in progress	-	-	327,401	-	327,401
Buildings	-	-	141,002	-	141,002
Infrastructure	-	-	31,671,188	-	31,671,188
Property and equipment	-	1,109,366	684,162	-	1,793,528
Less accumulated depreciation and amortization	-	(726,229)	(23,428,371)	-	(24,154,600)
<b>Other assets:</b>					
Bond issuance costs (net of amortization)	-	-	871,804	-	871,804
<b>Total assets</b>	<b>\$ 409,536</b>	<b>\$ 1,463,066</b>	<b>\$ 14,509,760</b>	<b>\$ 328,997</b>	<b>\$ 16,711,359</b>
<b>Liabilities:</b>					
Accounts payable	\$ 276,929	\$ 13,210	\$ 18,082	\$ 3,556	\$ 311,777
Contracts payable	12,610	-	-	-	12,610
Accrued salaries	11,875	9,403	-	1,797	23,075
Accrued compensated absences, current	28,808	-	-	14,485	43,293
Capital lease obligation, current	-	-	-	-	-
Deferred revenue	-	-	6,652	-	6,652
Due to other funds	-	-	-	-	-
Notes payable, current	-	-	1,668,763	-	1,668,763
Payable from restricted assets:					
Bond interest payable, current	-	-	55,979	-	55,979
Bonds payable, current	-	-	1,970,000	-	1,970,000
Customer deposits payable	348,606	-	-	-	348,606
Capital lease obligation, non-current	-	-	-	-	-
Accrued compensated absences, non-current	41,614	34,706	-	-	76,320
Bonds payable, net of unamortized bond discount	-	-	15,615,849	-	15,615,849
<b>Total liabilities</b>	<b>720,442</b>	<b>57,319</b>	<b>19,335,325</b>	<b>19,838</b>	<b>20,132,924</b>
<b>Net assets:</b>					
Invested in capital assets, net of related debt	-	389,872	(6,754,347)	-	(6,364,475)
Unrestricted	(310,906)	1,015,875	1,928,782	309,159	2,942,910
<b>Total net assets</b>	<b>(310,906)</b>	<b>1,405,747</b>	<b>(4,825,565)</b>	<b>309,159</b>	<b>(3,421,565)</b>
<b>Total liabilities and net assets</b>	<b>\$ 409,536</b>	<b>\$ 1,463,066</b>	<b>\$ 14,509,760</b>	<b>\$ 328,997</b>	<b>\$ 16,711,359</b>

The accompanying notes are an integral part of the basic financial statements.

**CITY OF YUKON**  
**STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN FUND NET ASSETS**  
**PROPRIETARY FUNDS**  
**YEAR ENDED JUNE 30, 2011**

	Water/ Sewer Fund	Sanitation Funds	Yukon Municipal Authority	Stormwater Funds	Total Proprietary Funds
<b>Operating revenues:</b>					
Water revenues	\$ -	\$ -	\$ 5,005,731	\$ -	\$ 5,005,731
Sewer revenues	-	-	1,523,635	-	1,523,635
Sanitation revenues	-	1,680,313	-	-	1,680,313
<b>Total operating revenues</b>	<u>-</u>	<u>1,680,313</u>	<u>6,529,366</u>	<u>-</u>	<u>8,209,679</u>
<b>Operating expense:</b>					
Personal services	1,028,407	728,483	-	127,600	1,884,490
Maintenance operations and contractual services	2,644,835	93,172	-	21,746	2,759,753
Materials and supplies	92,239	352,523	51,511	9,841	506,114
Depreciation and amortization	-	91,481	940,602	-	1,032,083
<b>Total operating expenses</b>	<u>3,765,481</u>	<u>1,265,659</u>	<u>992,113</u>	<u>159,187</u>	<u>6,182,440</u>
<b>Operating income before non-operating revenues, expenses and transfers</b>	<u>(3,765,481)</u>	<u>414,654</u>	<u>5,537,253</u>	<u>(159,187)</u>	<u>2,027,239</u>
<b>Non-operating revenues (expenses)</b>					
Investment income	-	-	29,645	-	29,645
Interest expense	-	-	(800,692)	-	(800,692)
Administrative fees	-	-	14,800	-	14,800
Other revenues (expense)	(69,701)	-	271,437	230,223	431,959
<b>Total nonoperating revenues (expenses)</b>	<u>(69,701)</u>	<u>-</u>	<u>(484,810)</u>	<u>230,223</u>	<u>(324,288)</u>
<b>Income (loss) before operating transfers</b>	<u>(3,835,182)</u>	<u>414,654</u>	<u>5,052,443</u>	<u>71,036</u>	<u>1,702,951</u>
<b>Transfers in</b>	6,305,851	63,507	3,031,386	6,698	9,407,442
<b>Transfers out</b>	<u>(2,527,630)</u>	<u>(274,752)</u>	<u>(6,318,889)</u>	<u>(75,000)</u>	<u>(9,196,271)</u>
<b>Change in net assets</b>	<u>(56,961)</u>	<u>203,409</u>	<u>1,764,940</u>	<u>2,734</u>	<u>1,914,122</u>
<b>Net assets - beginning of year</b>	<u>(253,945)</u>	<u>1,202,338</u>	<u>(6,590,505)</u>	<u>306,425</u>	<u>(5,335,687)</u>
<b>Net assets at end of year</b>	<u>\$ (310,906)</u>	<u>\$ 1,405,747</u>	<u>\$ (4,825,565)</u>	<u>\$ 309,159</u>	<u>\$ (3,421,565)</u>

The accompanying notes are an integral part of the basic financial statements.

CITY OF YUKON  
STATEMENT OF CASH FLOWS  
PROPRIETARY FUNDS  
YEAR ENDED JUNE 30, 2011

	Water/ Sewer Fund	Sanitation Fund	Yukon Municipal Authority	Stormwater Fund	Total Proprietary Funds
<b>Cash flows operating activities:</b>					
Cash received from customers	\$ -	\$ 1,660,785	\$ 6,318,612	\$ -	\$ 7,979,377
Cash payments to suppliers for goods and services	(2,664,407)	(481,220)	(51,246)	(32,343)	(3,229,216)
Cash payments to employees and professional contractors for services	(1,073,941)	(730,528)	-	(123,420)	(1,927,889)
Other operating revenues	(11,737)	-	-	-	(11,737)
<b>Net cash provided (used) by operating activities</b>	<b>(3,750,085)</b>	<b>449,017</b>	<b>6,267,366</b>	<b>(155,763)</b>	<b>2,810,535</b>
<b>Cash flows from non-capital financing activities:</b>					
Transfers from other funds	6,305,851	63,507	3,031,388	6,698	9,407,442
Transfers to other funds	(2,527,630)	(274,752)	(6,318,889)	(75,000)	(9,198,271)
<b>Net cash provided (used) by non-capital financing activities</b>	<b>3,778,221</b>	<b>(211,245)</b>	<b>(3,287,503)</b>	<b>(68,302)</b>	<b>211,171</b>
<b>Cash flows from capital and related financing activities:</b>					
Acquisition and construction of capital assets	-	(53,239)	(740,786)	-	(794,025)
Principal paid on bonds, notes and lease obligations	-	-	(3,697,996)	-	(3,697,996)
Interest paid on bonds, notes, and lease obligations	-	-	(737,459)	-	(737,459)
Proceeds from issuance of bonds, notes and lease obligations	-	-	1,782,514	-	1,782,514
Miscellaneous	(69,701)	-	288,229	230,223	446,751
<b>Net cash provided (used) by capital and related financing activities</b>	<b>(69,701)</b>	<b>(53,239)</b>	<b>(3,107,498)</b>	<b>230,223</b>	<b>(3,000,215)</b>
<b>Cash flows from investing activities:</b>					
Proceeds from sale of investments	-	-	41,078	-	41,076
Investment income	-	-	29,645	-	29,645
<b>Net cash provided (used) by investing activities</b>	<b>-</b>	<b>-</b>	<b>70,721</b>	<b>-</b>	<b>70,721</b>
<b>Net increase (decrease) in cash and cash equivalents</b>	<b>(41,565)</b>	<b>184,533</b>	<b>(56,914)</b>	<b>6,158</b>	<b>92,212</b>
Cash and cash equivalents at beginning of year	451,101	656,244	58,319	322,839	1,488,503
<b>Cash and cash equivalents at end of year</b>	<b>\$ 409,536</b>	<b>\$ 840,777</b>	<b>\$ (595)</b>	<b>\$ 328,997</b>	<b>\$ 1,578,715</b>
<b>Reconciliation of Cash and Cash Equivalents to the Statement of Net Assets</b>					
Cash and cash equivalents	\$ 51,842	\$ 840,777	\$ (595)	\$ 328,997	\$ 1,221,021
Restricted assets, cash	357,694	-	-	-	357,694
<b>Cash and cash equivalents at end of year</b>	<b>\$ 409,536</b>	<b>\$ 840,777</b>	<b>\$ (595)</b>	<b>\$ 328,997</b>	<b>\$ 1,578,715</b>
<b>Reconciliation of operating income (loss) to net cash provided (used) by operating activities:</b>					
Operating income (loss)	\$ (3,765,481)	\$ 414,854	\$ 5,537,253	\$ (159,187)	\$ 2,027,239
<b>Adjustments to reconcile operating income (loss) to Net cash provided (used) by operating activities</b>					
Depreciation	-	91,481	940,602	-	1,032,083
Changes in assets and liabilities:					
(Increase) decrease in accounts receivable	-	(19,548)	(210,754)	-	(230,302)
Increase (decrease) in accounts payable	72,867	(35,525)	265	(758)	36,651
Increase (decrease) in accrued salaries	3,365	4,241	-	849	8,455
Increase (decrease) in compensated absences	(48,899)	(6,288)	-	3,331	(51,854)
Increase (decrease) in liability for meter deposits	(11,737)	-	-	-	(11,737)
<b>Total adjustments</b>	<b>15,396</b>	<b>34,363</b>	<b>730,113</b>	<b>3,424</b>	<b>783,296</b>
<b>Net cash provided (used) by operating activities</b>	<b>\$ (3,750,085)</b>	<b>\$ 449,017</b>	<b>\$ 6,267,366</b>	<b>\$ (155,763)</b>	<b>\$ 2,810,535</b>

The accompanying notes are an integral part of the basic financial statements.

CITY OF YUKON  
STATEMENT OF FIDUCIARY NET ASSETS  
FIDUCIARY FUNDS  
JUNE 30, 2011

	<u>Total Agency Funds</u>
<b>Assets:</b>	
Cash and cash equivalents	\$ 415,426
Due from other funds	-
<b>Total assets</b>	<u>415,426</u>
<b>Liabilities:</b>	
Escrow liability	415,426
Due to other agencies	-
<b>Total liabilities</b>	<u>\$ 415,426</u>

The accompanying notes are an integral part of the basic financial statements.

**CITY OF YUKON**  
**Yukon, Oklahoma**

**NOTES TO THE BASIC FINANCIAL STATEMENTS**  
**June 30, 2011**

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The City of Yukon, Oklahoma (the City) complies with accounting principles generally accepted in the United States of America (GAAP) as applicable to governmental units. The Governmental Accounting Standards Board (GASB) is responsible for establishing GAAP for state and local governments through its pronouncements (Statements and Interpretations). Governments are also required to follow the pronouncements of the Financial Accounting Standards Board (FASB) issued through November 30, 1989 (when applicable) that do not conflict with or contradict GASB pronouncements. Although the City has the option to apply FASB pronouncements issued after that date to its business-type activities and enterprise funds, the City has chosen not to do so. The more significant accounting policies established in GAAP and used by the City are discussed below.

**A. Reporting Entity**

The government is a municipal corporation governed by an elected five-member council. As required by generally accepted accounting principles, these financial statements present the government and its component units, entities for which the government is considered to be financially accountable. Blended component units, although legally separate entities are, in substance, part of the government's operations and so data from these units are combined with data of the primary government. The City's blended component unit has a June 30 year-end.

**B. Measurement Focus, Basis of Accounting and Basis of Presentation – Fund Accounting**

The City's basic financial statements consist of government-wide statements, including a statement of net assets and a statement of activities, and fund financial statements, which provide a more detailed level of financial information. Basis of accounting determines when transactions are recorded in the financial records and reported on the financial statements. Government-wide financial statements are prepared using the accrual basis of accounting.

**Government-wide Financial Statements** – The statement of net assets and the statement of activities display information about the City as a whole. These statements include the financial activities of the primary government, except fiduciary funds. The activity of the internal service fund is eliminated to avoid "doubling up" revenues and expenses. The statements distinguish between those activities of the City that are governmental and those that are considered business-type activities.

The statement of net assets presents the financial condition of the governmental and business-type activities at year-end. The statement of activities presents a comparison between direct expenses and program revenues for each program or function of the City's governmental activities and for the business-type activities of the City. Direct expenses are those that are specifically associated with a service, program or department and therefore clearly identifiable to a particular function. Program revenues include charges paid by the recipient of the goods or services offered by the program, grants and contributions that are restricted to meeting the operational or capital requirements of a particular program and interest earned on program revenues are presented as general revenues of the city, with certain limited exceptions. The comparison of direct expenses with program revenues identifies the extent to which each business segment or governmental function is self-financing or draws from the general revenues of the City.

CITY OF YUKON  
Yukon, Oklahoma

NOTES TO THE BASIC FINANCIAL STATEMENTS  
June 30, 2011

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

B. Measurement Focus, Basis of Accounting and Basis of Presentation – Fund Accounting (Continued)

**Fund Financial Statements** – During the year, the City segregates transactions related to certain City functions or activities in separate funds in order to aid financial management and to demonstrate legal compliance. Fund financial statements are designed to present financial information of the City at this more detailed level. The focus of governmental and enterprise fund financial statements is on major funds. Major funds represent 10% of assets, liabilities, revenues, or expenditures of the corresponding element for all funds of that category *and* is at least 5% of the corresponding element total for all governmental and enterprise funds combined *or* is a fund that the government believes is important enough for financial statement users to be reported as a major fund. Each major fund is presented in a separate column. Non-major funds are aggregated and presented in a single column. The internal service fund is presented in a single column on the face of the proprietary fund statements. Fiduciary funds are reported by type.

**Fund Accounting** – The accounts of the City are organized and operated on the basis of funds. A fund is an independent fiscal accounting entity with a self-balancing set of accounts. Fund accounting segregates funds according to their intended purpose and is used to aid management in demonstrating compliance with finance-related legal and contractual provisions. There are three categories of funds: governmental, proprietary and fiduciary.

**Governmental Funds** – are used to account for the government's general government activities. Governmental fund types use the flow of current financial resources measurement focus and the modified accrual basis of accounting. Under the accrual basis of accounting, revenues are recognized when susceptible to accrual (i.e., when they become measurable and available). "Measurable" means the amount of the transaction can be determined and "available" means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. The government considers all revenues available if they are collected within 60 days after year-end. Expenditures are recorded when the related fund liability is incurred, except for unmatured interest on general long-term debt which is recognized when due, and certain compensated absences and claims and judgments which are recognized when the obligations are expected to be liquidated with expendable available financial resources.

Sales taxes, gasoline excise taxes and motor vehicle taxes collected and held by the state and county at year-end on behalf of the City are susceptible to accrual and are recognized as revenue. Other receipts and taxes (franchise taxes, licenses, etc.) become measurable and available when cash is received by the government and are recognized as revenue at that time.

Entitlements and shared revenues are recorded at the time of receipt or earlier if the susceptible to accrual criteria are met. Expenditure driven grants are recognized as revenue when the qualifying expenditures have been incurred and all other grant requirements have been met.

The following are the City's major governmental funds:

**General Fund** – is the general operating fund of the City. It accounts for all financial resources of the general government, except those required to be accounted for in another fund.

**Capital Projects Fund** – accounts for the receipt and disbursement of resources for the purpose of building or buying major capital assets, such as schools, public buildings, or recreational facilities. Resources may be derived from a variety of sources, including bond proceeds, loans, or grants.

**96 Sales Tax Capital Projects Fund** – accounts for capital expenditures using the proceeds of the 1996 Sales Tax. This fund also pays back debt of the 1996 Sales Tax Revenue Bonds.

CITY OF YUKON  
Yukon, Oklahoma

NOTES TO THE BASIC FINANCIAL STATEMENTS  
June 30, 2011

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

B. Measurement Focus, Basis of Accounting and Basis of Presentation – Fund Accounting (Continued)

Other governmental funds of the City that are considered non-major funds include:

Special Revenue Funds – accounts for revenues derived from specific taxes or other sources that are designated to finance particular functions or activities of the City.

Debt Service Funds – accounts for the accumulation of resources for, and the payment of, governmental activities debt principal, interest and related costs.

Yukon Community Support Fund – accounts for funds for community activities and events. This fund operates on a calendar year basis. Included in the City's statement is the trial balance for December 31, 2008.

Community Development Block Grant Fund – accounts for CDBG funds received by the City.

**Proprietary Funds** – are accounted for on the flow of economic resources measurement focus and use the accrual basis of accounting. Under this method, revenues are recorded when earned and expenses are recorded at the time liabilities are incurred. In compliance with the Governmental Accounting Standards Board (GASB) Statement No. 20 the City has applied only Financial Accounting Standards Board (FASB), Accounting Principles Board (APB) and Accounting Research Board (ARB) materials issued on or before November 30, 1989 that do not conflict with GASB. Proprietary funds are classified as either enterprise or internal service.

**Enterprise Funds** – are used to account for operations (a) that are financed and operated in a manner similar to private business enterprises, where the intent of the governing body is that the costs and expenses of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges; or (b) where the governing body has decided that periodic determination of revenues received, disbursements made, and/or net income is appropriate for capital maintenance, public policy, management control, accountability or other purposes. The City operates four enterprise funds, which are engaged in providing water, sewer and sanitation utility services:

The following are the City's major enterprise funds:

Water and Sewer Enterprise Fund – accounts for operating expenses related to providing water and sewer services.

Sanitation Enterprise Fund – collects all revenues and pays all expenses associated with providing sanitation services.

Yukon Municipal Authority – collects the revenues related to water and sewer operations. The Authority also issues debt for capital acquisitions related to water and sewer operations.

Stormwater Fund – accounts for operating expenses related to stormwater operating activities.

**Fiduciary Funds** – account for assets held by the City in a trustee capacity or as an agent for individuals, private organizations, other governmental units, and/or other funds. The accounts of the City include agency funds. Agency funds are custodial in nature (assets equal liabilities), and do not involve measurement of results of operations.

**CITY OF YUKON**  
**Yukon, Oklahoma**

**NOTES TO THE BASIC FINANCIAL STATEMENTS**  
**June 30, 2011**

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**C. Assets, Liabilities and Equity**

**1. Deposits and Investments**

The City's cash and cash equivalents are considered to be cash on hand, demand deposits and short-term investments with original maturities of three months or less from the date of acquisition.

For purposes of the statement of cash flows, cash and cash equivalents include restricted assets in revenue bond and restricted construction fund accounts at the trustee bank.

Investments are stated at cost, which approximates market unless otherwise indicated.

**2. Restricted Assets**

Certain proceeds of enterprise fund revenue bonds, as well as certain resources set aside for their repayment, are classified as restricted assets on the balance sheet because their use is limited by applicable bond covenants.

**3. Fair Value of Financial Instruments**

The City's financial instruments include cash and cash equivalents, investments, accounts receivable and accounts payable. The City's estimates of the fair value of all financial instruments do not differ materially from the aggregate carrying values of its financial instruments recorded in the accompanying balance sheet. The carrying amount of these financial instruments approximates fair value because of the short maturity of these instruments.

**4. Estimates**

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

**5. Inventories**

Inventories in both governmental funds and proprietary funds normally consist of minimal amounts of expendable supplies held for consumption. The costs of such inventories are recorded as expenditures when purchased rather than when consumed.

**6. Capital Assets and Depreciation**

The City's property, plant, equipment, and infrastructure with useful lives of more than one year are stated at historical cost, or estimated historical cost if actual is unavailable, and comprehensively reported in the government-wide financial statements. Prior to July 1, 2002, governmental funds' infrastructure assets were not capitalized. These assets (back to July 1, 1980) will be valued at estimated historical cost. The City capitalized some of the infrastructure assets in the fiscal year June 30, 2005; while the remaining infrastructure assets were valued and capitalized in the fiscal year June 30, 2007, complying with GASB 34 standards.

Proprietary and component unit capital assets are also reported in their respective fund and combining component units' financial statements.

**CITY OF YUKON  
Yukon, Oklahoma**

**NOTES TO THE BASIC FINANCIAL STATEMENTS  
June 30, 2011**

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**C. Assets, Liabilities and Equity (Continued)**

**6. Capital Assets and Depreciation (Continued)**

Donated assets are stated at fair value on the date donated. The City capitalizes assets with cost of \$5 thousand or more as purchase and construction outlays occur. The costs of normal maintenance and repairs that do not add to the asset value or materially extend useful lives are not capitalized.

Capital assets, including those of component units, are depreciated using the straight-line method. When capital assets are disposed, the cost and applicable accumulated depreciation are removed from the respective accounts, and the resulting gain or loss is recorded in operations.

Estimated useful lives, in years, for depreciable assets are as follows:

Buildings	40 years
Building Improvements	40 years
Vehicles	5 years
Office Equipment	7 - 10 years
Computer Equipment	5 years
Infrastructure	25 - 50 years

**7. Compensated Absences**

City employees are granted vacation and sick leave based upon length of employment. In the event of termination, the employee is paid for accumulated vacation leave (maximum 500 hours). Payment of sick leave is restricted to retiring employees who can be paid up to 120 days of accumulated benefits and are limited to maximum compensation equivalent of 33 to 68 days. Compensated absences are reported as accrued in the government-wide, proprietary, and fiduciary financial statements. Governmental funds report only matured compensated absences payable to currently terminating employees and is included in wages and benefits payable.

**8. Long-term Obligations**

The accounting treatment of long-term debt depends on whether the assets are used in governmental fund operations or proprietary fund operations and whether they are reported in the government-wide or fund financial statements.

All long-term debt to be repaid from governmental and business-type resources are reported as liabilities in the government-wide statements. The long-term debt consists primarily of notes payable, accrued compensated absences, and a court-assessed judgment.

Long-term debt for governmental funds is not reported as liabilities in the fund financial statements. The debt proceeds are reported as revenue and payment of principle and interest reported as expenditures. The accounting for proprietary fund is the same in the fund statements as it is in the government-wide statements.

CITY OF YUKON  
Yukon, Oklahoma

NOTES TO THE BASIC FINANCIAL STATEMENTS  
June 30, 2011

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

C. Assets, Liabilities and Equity (Continued)

9. Net Assets/Fund Balance

In the government-wide financial statement, net assets represent the difference between assets and liabilities. Net assets invested in capital assets, net of related debt, consists of capital assets, net of accumulated depreciation, reduced by the outstanding balances of any borrowing used for the acquisition, construction, or improvement of those assets. Net assets are reported as restricted when limitations on their use change the nature or normal understanding of the availability of the asset. Such constraints are either externally imposed by creditors, contributors, grantors, laws or other governments, or are imposed by law through constitutional provisions or enabling legislation.

In the fund financial statements, governmental funds report the hierarchy of fund balances. The hierarchy is based primarily on the degree of spending constraints placed upon use of resources for specific purposes versus availability of appropriation. An important distinction that is made in reporting fund balance is between amounts that are considered *nonspendable* (i.e., fund balance associated with assets that are *not in spendable form*, such as inventories or prepaid items, long-term portions of loans and notes receivable, or items that are legally required to be maintained intact (such as the corpus of a permanent fund)) and those that are *spendable* (such as fund balance associated with cash, investments or receivables).

Amounts in the *spendable* fund balance category are further classified as *restricted*, *committed*, *assigned* or *unassigned*, as appropriate.

**Restricted** fund balance represents amounts that are constrained either externally by creditors (such as debt covenants), grantors, contributors or laws or regulations of other governments; or by law, through constitutional provisions or enabling legislation.

**Committed** fund balance represents amount that are useable only for specific purposes by formal action of the government's highest level of decision-making authority. Such amounts are not subject to legal enforceability (like restricted amounts), but cannot be used for any other purpose unless the government removes or changes the limitation by taking action similar to that which imposed the commitment. The City Ordinance is the highest level of decision-making authority of the City.

**Assigned** fund balance represents amounts that are *intended* to be used for specific purposes, but are neither restricted nor committed. Intent is expressed by the governing body itself, or a subordinated high-level body or official who the governing body has delegated the authority to assign amounts to be used for specific purposes. Assigned fund balances includes all remaining spendable amounts (except negative balances) that are reported in governmental funds *other than the general fund*, that are neither restricted nor committed, and amounts in the general fund that are intended to be used for specific purpose in accordance with the provisions of the standard.

**Unassigned** fund balance is the residual classification for the general fund. It represents the amounts that have not been assigned to other funds, and that have not been restricted, committed, or assigned to specific purposes within the general fund.

CITY OF YUKON  
Yukon, Oklahoma

NOTES TO THE BASIC FINANCIAL STATEMENTS  
June 30, 2011

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

C. Assets, Liabilities and Equity (Continued)

10. Resource Use Policy

It is in the City's policy for all funds that when an expenditure/expense is incurred for purposes for which both restricted and unrestricted resources, including fund balances, are available, the City considers restricted amounts to be spent first before any unrestricted amounts are used. Furthermore, it is the City's policy that when an expenditure/expense is incurred for purposes for which committed, assigned, or unassigned resources, including fund balances, are available, the City considers committed amounts to be spent first, followed by assigned amounts and lastly unassigned amounts.

2. DETAILED NOTES CONCERNING THE FUNDS

A. Deposits and Investments

*Custodial Credit Risk*

At June 30, 2011, the City held deposits of approximately \$14,700,000 at financial institutions. These institutions are required by law to pledge securities in addition to Federal Deposit Insurance Corporation (FDIC) insurance at least equal to the amount on deposit at all times. As of June 30, 2011, the balances in cash and certificates of deposit were fully secured.

*Investment Interest Rate Risk*

The City does not have a formal investment policy that limits investment maturities as a means of managing its exposure to fair value losses arising from increasing interest rates.

*Investment Credit Risk*

The City has no policy that limits its investment choices other than the limitation of state law as follows:

- a. Direct obligations of the U.S. Government, its agencies and instrumentalities to which the full faith and credit of the U.S. Government is pledged, or obligations to the payment of which the full faith and credit of the State is pledged.
- b. Certificates of deposits or savings accounts that are either insured or secured with acceptable collateral with in-state financial institutions, and fully insured certificates of deposit or savings accounts in out-of-state financial institutions.
- c. With certain limitation, negotiable certificates of deposit, prime bankers acceptances, prime commercial paper and repurchase agreements with certain limitations.
- d. County, municipal or school district tax supported debt obligations, bond or revenue anticipation notes, money judgments, or bond or revenue anticipation notes of public trusts whose beneficiary is a county, municipality or school district.
- e. Notes or bonds secured by mortgage or trust deed insured by the Federal Housing Administrator and debentures issued by the Federal Housing Administrator, and in obligations of the National Mortgage Association.
- f. Money market funds regulated by the SEC and in which investments consist of the investments mentioned in the previous paragraphs (a.-d.).

**CITY OF YUKON  
Yukon, Oklahoma**

**NOTES TO THE BASIC FINANCIAL STATEMENTS  
June 30, 2011**

**2. DETAILED NOTES CONCERNING THE FUNDS (Continued)**

**A. Deposits and Investments (Continued)**

The investments held at June 30, 2011 are as follows:

Type	Weighted Average Maturity (Months)	Credit Rating	Market Value	Cost
Investments				
Money Market	N/A	AAAm	\$ 3,154,880	\$ 3,154,880
Certificate of deposit	6.29	N/A	427,502	427,502
Total investments			<u>\$ 3,582,382</u>	<u>\$ 3,582,382</u>

Reconciliation to Statement of Net Assets	
Governmental activities	\$ 427,502
Business-type activities	3,154,880
	<u>\$ 3,582,382</u>

*Concentration of Investment Credit Risk*

The City places no limit on the amount it may invest in any one issuer. The City has the following of credit risk: 12% in Certificates of deposit (\$427,502) and 88% in Money Market funds (\$3,195,956).

**CITY OF YUKON**  
**Yukon, Oklahoma**

**NOTES TO THE BASIC FINANCIAL STATEMENTS**  
**June 30, 2011**

**2. DETAILED NOTES CONCERNING THE FUNDS (Continued)**

**B. Capital Assets**

Primary Government capital asset activity for the year ended is as follows:

*Governmental Activities*

	Balance June 30, 2010	Additions	Transfers	Retirements/ Adjustments	Balance June 30, 2011
Capital assets not being depreciated					
Land	\$ 2,974,338	\$ -	\$ -	\$ -	\$ 2,974,338
Construction in progress	2,991,281	441,966	(1,700,642)	-	1,732,605
Total assets not being depreciated	<u>\$ 5,965,619</u>	<u>\$ 441,966</u>	<u>\$ (1,700,642)</u>	<u>\$ -</u>	<u>\$ 4,706,943</u>
Other capital assets					
Infrastructure	\$ 63,716,558	\$ 914,313	\$ 1,689,642	\$ -	\$ 66,320,513
Buildings and improvements	11,747,722	294,290	11,000	-	12,053,012
Furniture, fixtures and equipment	4,926,639	236,628	-	-	5,163,267
Vehicles	3,974,791	121,099	-	-	4,095,890
Total other capital assets	<u>84,365,710</u>	<u>1,566,330</u>	<u>1,700,642</u>	<u>-</u>	<u>87,632,682</u>
Less accumulated depreciation for					
Infrastructure	(35,519,033)	(1,572,212)	-	-	(37,091,245)
Buildings and improvements	(3,081,670)	(394,569)	-	-	(3,476,239)
Furniture, fixtures and equipment	(2,360,176)	(457,139)	-	-	(2,817,315)
Vehicles	(2,467,225)	(412,037)	-	-	(2,879,262)
Total accumulated depreciation	<u>(43,428,104)</u>	<u>(2,835,957)</u>	<u>-</u>	<u>-</u>	<u>(46,264,061)</u>
Other capital assets, net	<u>\$ 40,937,606</u>	<u>\$ (1,269,627)</u>	<u>\$ 1,700,642</u>	<u>\$ -</u>	<u>\$ 41,368,621</u>
Capital asset summary:					
Capital assets not being depreciate	\$ 5,965,619	\$ 441,966	\$ (1,700,642)	\$ -	\$ 4,706,943
Other capital assets, at cost	84,365,710	1,566,330	1,700,642	-	87,632,682
Total cost of capital assets	<u>90,331,329</u>	<u>2,008,296</u>	<u>-</u>	<u>-</u>	<u>92,339,625</u>
Less accumulated depreciation	<u>(43,428,104)</u>	<u>(2,835,957)</u>	<u>-</u>	<u>-</u>	<u>(46,264,061)</u>
Capital assets, net	<u>\$ 46,903,225</u>	<u>\$ (827,661)</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 46,075,564</u>

The amount of capital assets acquired through leases is \$588,229 with related accumulated depreciation of \$176,469.

**CITY OF YUKON**  
**Yukon, Oklahoma**

**NOTES TO THE BASIC FINANCIAL STATEMENTS**  
**June 30, 2011**

**2. DETAILED NOTES CONCERNING THE FUNDS (Continued)**

**B. Capital Assets (Continued)**

*Business-type Activities*

	Balance June 30, 2010	Additions	Transfers	Retirements/ Adjustments	Balance June 30, 2011
Capital assets not being depreciated					
Land	\$ 97,740	\$ -	\$ -	\$ -	\$ 97,740
Construction in progress	223,600	103,801	-	-	327,401
Total assets not being depreciated	<u>\$ 321,340</u>	<u>\$ 103,801</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 425,141</u>
Other capital assets					
Infrastructure	\$ 31,383,240	\$ 287,948	\$ -	\$ -	\$ 31,671,188
Buildings and improvements	-	141,002	-	-	141,002
Furniture, fixtures and equipment	763,908	53,238	-	-	817,146
Vehicles	976,381	-	-	-	976,381
Total other capital assets	<u>33,123,529</u>	<u>482,188</u>	<u>-</u>	<u>-</u>	<u>33,605,717</u>
Less accumulated depreciation for					
Infrastructure	(22,188,137)	(676,859)	-	-	(22,864,996)
Buildings and improvements	(4,097)	(2,155)	-	-	(6,252)
Furniture, fixtures and equipment	(393,468)	(74,601)	-	-	(468,069)
Vehicles	(744,851)	(70,431)	-	-	(815,282)
Total accumulated depreciation	<u>(23,330,553)</u>	<u>(824,046)</u>	<u>-</u>	<u>-</u>	<u>(24,154,599)</u>
Other capital assets, net	<u>\$ 9,792,976</u>	<u>\$ (341,858)</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 9,451,118</u>
Capital asset summary:					
Capital assets not being depreciate	\$ 321,340	\$ 103,801	\$ -	\$ -	\$ 425,141
Other capital assets, at cost	33,123,529	482,188	-	-	33,605,717
Total cost of capital assets	<u>33,444,869</u>	<u>585,989</u>	<u>-</u>	<u>-</u>	<u>34,030,858</u>
Less accumulated depreciation	<u>(23,330,553)</u>	<u>(824,046)</u>	<u>-</u>	<u>-</u>	<u>(24,154,599)</u>
Capital assets, net	<u>\$ 10,114,316</u>	<u>\$ (238,057)</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 9,876,259</u>

CITY OF YUKON  
Yukon, Oklahoma

NOTES TO THE BASIC FINANCIAL STATEMENTS  
June 30, 2011

2. DETAILED NOTES CONCERNING THE FUNDS (Continued)

B. Capital Assets (Continued)

*Depreciation expense*

Depreciation expense was charged to functions of the primary government as follows:

<b>Governmental activities:</b>	
General government	\$ 540,871
Public safety:	
Police	338,055
Fire	247,807
Animal control	3,853
Public service	1,597,474
Culture and recreation	<u>107,897</u>
<b>Governmental activities depreciation expense</b>	<u>2,835,957</u>
<b>Business-type activities:</b>	
Water and sewer	732,565
Sanitation	<u>91,481</u>
<b>Business-type activities depreciation expense</b>	<u>824,046</u>
<b>Total depreciation expense</b>	<u><u>\$ 3,660,003</u></u>

C. Long-term Debt and Capitalized Leases

The City has entered into general obligation bonds payable, revenue bonds payable and capitalized leases. The lease agreements met the criteria of a capital lease as defined by FASB Statement No. 13, *Accounting for Leases*, which defines a capital lease generally as one which transfers benefits and risks of ownership to the lessee. Capital lease payments have been reclassified and are reflected as debt service expenditures in the financial statements for the governmental funds. These expenditures are reported as expenditures on the fund financial statements.

On February 1, 1996, the City issued the \$2.750 million Revenue Refunding Bonds, Series 1996 to refund prior revenue bonds of the City. Interest on the bonds is payable semi-annually on April 1<sup>st</sup> and November 1<sup>st</sup> at rates ranging from 4 to 5.1%. Utility system revenue bonds are pledged to secure payment of these bonds.

In January 1996, residents of the City approved a 3/4 cents sales tax for the purpose of financing capital improvements for the use and benefit of the City. To accelerate the planned capital improvements program, the City issued revenue bonds and used the proceeds from the bonds to fund planned capital expenditures. Revenues from the 3/4 cent sales tax, along with utility system revenues, were in turn pledged to secure the payment of these bonds. In June, 1996 the City began issuing the bonds for these capital improvements. The dates and amounts of issuances are as follows:

June 21, 1996, the City, through the Yukon Municipal Authority, issued \$2.200 million in Sales Tax and Utility System Revenue Bonds, Series 1996. Interest on the bonds is payable semi-annually on June 1<sup>st</sup> and December 1<sup>st</sup> at rates ranging from 4.7 to 5.45%.

**CITY OF YUKON**  
**Yukon, Oklahoma**

**NOTES TO THE BASIC FINANCIAL STATEMENTS**  
**June 30, 2011**

**2. DETAILED NOTES CONCERNING THE FUNDS (Continued)**

**C. Long-term Debt and Capitalized Leases (Continued)**

January 15, 1997 the City, through the Yukon Municipal Authority, issued \$4.995 million in Sales Tax and Utility System Revenue Bonds, Series 1997. Interest on the bonds is payable semi-annually on June 1<sup>st</sup> and December 1<sup>st</sup> at rates ranging from 4.2 to 5.60%.

January 15, 1998 the City, through the Yukon Municipal Authority, issued \$4.995 million of Sales Tax and Utility System Revenue Bonds, Series 1998. Interest on the bonds is payable semi-annually on June 1<sup>st</sup> and December 1<sup>st</sup> at rates ranging from 3.8 to 4.75%.

December 1, 1999 the City, through the Yukon Municipal Authority, issued \$4.995 million of Sales Tax and Utility System Revenue and Refunding Bonds, Series 1999. Interest on the bonds is payable semi-annually on June 1<sup>st</sup> and December 1<sup>st</sup> at rates ranging from 4 to 6%.

January 15, 2005 the City, through the Yukon Municipal Authority, issued \$3.080 million of Sales Tax and Utility System Revenue Bonds, Series 2005A and \$11.180 million of Sales Tax and Utility System Revenue Bonds, Series 2005B. Interest on these bonds is payable semi-annually on June 1<sup>st</sup> and December 1<sup>st</sup> at rates ranging from 4.25 to 5%.

April 1, 2007 the City, through the Yukon Municipal Authority, issued \$7.575 million of Sales Tax and Utility System Revenue Bonds, Series 2007. Interest on these bonds is payable semi-annually on January 1<sup>st</sup> and July 1<sup>st</sup> at rates ranging from 4.125 to 5%.

June 1, 2010 the City, through the Yukon Municipal Authority, issued \$4.430 million of Sales Tax and Utility System Revenue and Refunding Bonds, Series 2010. Interest on the bonds is payable semi-annually on June 1<sup>st</sup> and December 1<sup>st</sup> at rates ranging from 2 to 3.5%.

On December 9<sup>th</sup>, 2003, the voters of the City of Yukon approved an ordinance authorizing the issuance of general obligation bonds for improvements to streets, bridges, water systems, and sanitary sewer systems. On March 1, 2004, the City issued \$4.5 million of City of Yukon General Obligation Bonds, Series 2004 for the construction and improvement of City streets and bridges. Interest on the bonds is payable semi-annually on March 1<sup>st</sup> and September 1<sup>st</sup> commencing on March 1, 2005, at rates ranging from 3 to 4.25%. The bonds will be repaid with ad valorem taxes collected on real property of taxpayers in the City of Yukon, Oklahoma

On December 9<sup>th</sup>, 2003, the voters of the City of Yukon approved an ordinance authorizing the issuance of general obligation bonds for improvements to streets, bridges, water systems, and sanitary sewer systems. On January 1, 2005, the City issued \$3.9 million of City of Yukon General Obligation Bonds, Series 2005 for the construction and improvement of City streets, bridges, water and sewer systems. Interest on the bonds is payable semi-annually on March 1<sup>st</sup> and September 1<sup>st</sup> commencing on March 1, 2006, at rates ranging from 3.50 to 4.25%. The bonds will be repaid with ad valorem taxes collected on real property of taxpayers in the City of Yukon, Oklahoma

On December 9<sup>th</sup>, 2003, the voters of the City of Yukon approved an ordinance authorizing the issuance of general obligation bonds for improvements to streets, bridges, water systems, and sanitary sewer systems. On January 1, 2006, the City issued \$4.6 million of City of Yukon General Obligation Bonds, Series 2006 for the construction and improvement of City streets, bridges, water and sewer systems. Interest on the bonds is payable semi-annually on March 1<sup>st</sup> and September 1<sup>st</sup> commencing on March 1, 2007, at rates ranging from 3.70 to 5.0%. The bonds will be repaid with ad valorem taxes collected on real property of taxpayers in the City of Yukon, Oklahoma

**CITY OF YUKON  
Yukon, Oklahoma**

**NOTES TO THE BASIC FINANCIAL STATEMENTS  
June 30, 2011**

**2. DETAILED NOTES CONCERNING THE FUNDS (Continued)**

**C. Long-term Debt and Capitalized Leases (Continued)**

On October 17, 2000, the City issued a lease payable to Canadian State Bank in the amount of \$300,000 for the purchase of a building. 120 monthly installments of \$3,256 plus interest of 5.5%.

On October 15, 2007, the City issued a lease payable to Ford Motor Credit Company in the amount of \$506,255 for the purchase of police cars. 3 annual installments of \$178,918 plus interest of 6.15%.

On January 26, 2005, the YMA issued a lease payable to The Empire Companies in the amount of \$209,560 for the purchase of 2 new refuse trucks. 60 monthly installments of \$3,989 plus interest of 5.36%.

On September 1, 2004, the YMA issued a lease payable to The Empire Companies in the amount of \$205,429 for the purchase of 2 new refuse trucks. 60 monthly installments of \$3,839 plus interest of 4.64%.

The current refunding of the YMA Sales Tax and Utility System Revenue and Refunding Bonds, Series 2001 with the YMA Sales Tax and Utility System Revenue and Refunding Bonds, Series 2010 resulted in a difference between the reacquisition price and the net carrying amount of the old debt of \$215,616. This difference, reported in the accompanying financial statements as a deduction from bonds payable, will be amortized and charged to operations through the year 2021. As a result of the refunding, the Authority reduced its aggregate debt service payments over the next 10 years by \$423,469 and obtained an economic gain (difference between the present values of the old and new debt service payments) of \$341,211.

*Changes in Long-Term Debt*

The following is a summary of changes in long-term debt for the year ended June 30, 2011:

	Balance June 30, 2010	Issued	Retired	Balance June 30, 2011	Current Portion
<b>Governmental Activities</b>					
General obligation bonds	\$ 10,285,000	\$ -	\$ (680,000)	\$ 9,605,000	\$ 680,000
Compensated absences	1,640,103	626,077	(471,068)	1,795,112	465,518
Lease obligations	562,125	-	(188,249)	373,876	175,499
<b>Total Governmental Activities</b>	<u>12,487,228</u>	<u>626,077</u>	<u>(1,339,317)</u>	<u>11,773,988</u>	<u>1,321,017</u>
<b>Business-type Activities</b>					
Revenue bonds	19,250,000	-	(1,895,000)	17,355,000	1,970,000
Notes payable	1,689,245	1,782,514	(1,802,996)	1,668,763	1,668,763
Compensated absences	171,467	3,332	(55,185)	119,614	43,293
<b>Total Business-type Activities</b>	<u>21,110,712</u>	<u>1,785,846</u>	<u>(3,753,181)</u>	<u>19,143,377</u>	<u>3,682,056</u>
<b>Total Primary Government Long-term debt</b>	<u>\$ 33,597,940</u>	<u>\$ 2,411,923</u>	<u>\$ (5,092,498)</u>	<u>\$ 30,917,365</u>	<u>\$ 5,003,073</u>

**CITY OF YUKON**  
**Yukon, Oklahoma**

**NOTES TO THE BASIC FINANCIAL STATEMENTS**  
**June 30, 2011**

**2. DETAILED NOTES CONCERNING THE FUNDS (Continued)**

**C. Long-term Debt and Capitalized Leases (Continued)**

Maturities of long-term debt are as follows:

Governmental Activities			
Year Ending June 30,	Principal	Interest	Total
2012	855,499	396,405	1,251,904
2013	878,377	362,460	1,240,837
2014	680,000	328,076	1,008,076
2015	680,000	303,588	983,588
2016	680,000	278,438	958,438
2017-2021	3,400,000	993,651	4,393,651
2022-2026	2,805,000	304,364	3,109,364
	<b>\$ 9,978,876</b>	<b>\$ 2,966,982</b>	<b>\$ 12,945,858</b>

Business Type Activities			
Year Ending June 30,	Principal	Interest	Total
2012	3,638,763	835,316	4,474,079
2013	1,585,000	603,495	2,188,495
2014	1,195,000	549,126	1,744,126
2015	1,225,000	509,338	1,734,338
2016	870,000	468,463	1,338,463
2017-2021	6,565,000	1,669,140	8,234,140
2022-2024	3,945,000	427,292	4,372,292
	<b>\$ 19,023,763</b>	<b>\$ 5,062,170</b>	<b>\$ 24,085,933</b>

**CITY OF YUKON  
Yukon, Oklahoma**

**NOTES TO THE BASIC FINANCIAL STATEMENTS  
June 30, 2011**

**D. Internal balances**

Internal balances and activity are detailed below. All internal balances and activity have been eliminated in the statements of net assets and statement of activities, respectively.

	<u>Due From</u>	<u>Due To</u>
General Fund		
96 Sales Tax Capital Projects fund	\$ 1,681,333	\$ -
96 Sales Tax Capital Projects fund		
General Fund	-	1,681,333
	<u>\$ 1,681,333</u>	<u>\$ 1,681,333</u>
	<u>Transfers From</u>	<u>Transfers To</u>
Government-wide - governmental funds		
Yukon Municipal Authority	\$ 84,882	\$ -
General Fund		
96 Sales Tax Capital Projects fund	-	4,759,721
Water & Sewer	2,435,103	71,844
Sanitation	274,752	63,507
Stormwater	75,000	6,698
General fund	3,029,995	3,029,995
Special revenue	4,329	200,722
96 Sales Tax Capital Projects fund		
General Fund	4,759,721	
Yukon Municipal Authority		2,629,655
Capital projects fund		
Yukon Municipal Authority		284,995
Special revenue		
General Fund	200,722	4,329
Yukon Municipal Authority		28,538
Water & Sewer		
General Fund	71,844	2,435,103
Yukon Municipal Authority	6,234,007	
Yukon Municipal Authority		92,527
Sanitation		
General Fund	63,507	274,752
Yukon Municipal Authority		
Water & Sewer		6,234,007
96 Sales Tax Capital Projects fund	2,629,655	
Special revenue	28,538	
Capital projects fund	284,995	
Water & Sewer	92,527	
Government-wide - governmental funds		84,882
Stormwater		
General fund	6,698	75,000
	<u>\$ 20,276,275</u>	<u>\$ 20,276,275</u>

**CITY OF YUKON  
Yukon, Oklahoma**

**NOTES TO THE BASIC FINANCIAL STATEMENTS  
June 30, 2011**

**3. OTHER INFORMATION**

**A. Employee Retirement System and Plan**

City employees participate in three retirement plans, which are discussed below:

Non-Police and Non-Fire employee retirement system

City employees (excluding police and fire) participate in the Oklahoma Municipal Retirement Fund (OMRF). OMRF plan is comprised of employees of cities, towns, or municipally owned hospitals in Oklahoma. OMRF is sponsored by the Oklahoma Municipal League. At June 30, 2011, 117 employees were participating in the plan. The City's contribution to the fund for these participants was based on 22.70% of covered salaries and totaled \$1,149,349, for the year ended June 30, 2011. As of March, 2011 the date of the most recently completed actuarial valuation, the actuarial present value of credited projected benefits was \$20,560,271. Net assets available for benefits were \$13,288,899. Unfunded liabilities, which are an obligation of the state of Oklahoma, totaled \$7,271,371.

The required contribution from the City for this plan was \$1,149,349, \$1,113,490 and \$1,108,564 for June 30, 2011, 2010 and 2009, respectively. The required contribution was 107%, 97% and 92% contributed for June 30, 2011, 2010 and 2009, respectively. At June 30, 2011 the system held no related-party investments of the City or of its related entities.

Schedule of Funding Progress

Actuarial Valuation Date	Actuarial Value of Assets (a)	Actuarial Accrued Liability (AAL)* (b)	Unfunded AAL (UAAL) (b-a)	Funded Ratio (a/b)	Covered Payroll (c)	UAAL as a Percentage of Covered Payroll ((b-a)/c)
1/1/2011	13,288,899	20,560,271	7,271,372	65%	5,063,700	144%
1/1/2010	12,180,557	18,639,529	6,458,972	65%	5,127,986	126%
1/1/2009	11,395,857	17,035,288	5,639,431	67%	5,243,415	108%

\*Covered payroll is the total annualized rate of pay as of the valuation date based on actual pay for the preceding year.

Police pension and retirement plan

The City's police officers participate in the statewide Oklahoma Police Pension and Retirement System (System). The System is funded by contributions from employers, employees and the state. The City employed 54 of the 4,368 active participants in the plan, or slightly less than 1%. The City's contribution to the system was based on 13% of covered salaries and totaled \$501,914, \$481,038 and \$425,504 for the years ending June 30, 2011, 2010 and 2009, respectively.

As of July 1, 2010, date of the most recently completed actuarial valuation, the actuarial present value of the accrued liability for all participants, including Yukon police officers, was \$1,959,900,000. Net assets available for benefits were approximately \$1,822,700,000. Unfunded liabilities, which are an obligation of the state of Oklahoma, totaled approximately \$137,200,000.

The required contribution from the City for this plan was \$501,914, \$481,038 and \$425,504 for June 30, 2011, 2010 and 2009, respectively. The required contribution was fully contributed. At June 30, 2011 the system held no related-party investments of the City or of its related entities.

**CITY OF YUKON**  
**Yukon, Oklahoma**

**NOTES TO THE BASIC FINANCIAL STATEMENTS**  
**June 30, 2011**

**3. OTHER INFORMATION**

**A. Employee Retirement System and Plan (Continued)**

Firemen's pension and retirement plan

The City's firefighters participate in the statewide Oklahoma State Firefighters Pension and Retirement System (System). The System is funded by the contribution from employers, employees and the state. The City employed 33 of the 4,079 active participants in the plan, or less than 1%. The City's contribution to the system was based on 13% of covered salaries and totaled \$257,445, \$260,335 and \$248,050, for the years ending June 30, 2011, 2010 and 2009, respectively.

As of July 1, 2010, the latest available actuarial valuation, the actuarial present value of credited projected benefits was \$2,760,300,000, and net assets available for benefits were \$1,757,800,000. Unfunded liabilities, which are an obligation of the State of Oklahoma, totaled \$1,002,500,000.

The required contribution from the City for this plan was \$257,445, \$260,335 and \$248,050 for June 30, 2011, 2010 and 2009, respectively. The required contribution was fully contributed. At June 30, 2011 the system held no related-party investments of the City or of its related entities.

**B. Other Post-Employment Benefits**

*Plan Description:* City provides post-retirement benefit options for health care, prescription drug, dental and vision benefits for retired employees and their dependents that elect to make required contributions. The benefits are provided in accordance with State law, police and firefighter's union contracts and the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA). The relationship for these benefits is not formalized in a contract or plan document, only a few sentences in the administrative policy. These benefits are considered for accounting purposes to be provided in accordance with a single employer substantive plan. A substantive plan is one in which the plan terms are understood by the City and plan members. This understanding is based on communications between the employers and plan member and the historical pattern of practice with regard to the sharing of benefit costs. Substantially all of the government's employees may become eligible for those post-retirement benefits if they reach normal retirement age while working for the City. As of June 30, 2011, 12 retired employees are receiving benefits under this plan.

*Funding Policy.* The contribution requirement of the City is an implicit subsidy. The implicit subsidy is not a direct payment from the employer on behalf of the member but rather stems from retiree contribution levels that are less than the claims cost at retiree ages. Since claims experience for employees and non-Medicare eligible retirees are pooled when determining premiums, these retired members pay a premium based on a pool of members that, on average, are younger and healthier. There is an implicit subsidy from the employee group since the premiums paid by the retirees are lower than they would have been if the retirees were insured separately. The subsidies are valued using the difference between the age-based claims costs and the premium paid by the retiree. The amount required to fund the implicit rate is based on projected pay-as-you-go financing requirements. For fiscal year 2011, the City contributed 70% of premiums of 8 retirees and 0% of premiums of 4 retirees to the plan. Plan members receiving benefits contributed \$71,712, or approximately 50 percent of the total premiums, through their required contribution of \$636 per month for retiree-only coverage and \$1,502 for retiree and spouse medical coverage, these amounts include dental and vision coverage.

**CITY OF YUKON  
Yukon, Oklahoma**

**NOTES TO THE BASIC FINANCIAL STATEMENTS  
June 30, 2011**

**3. OTHER INFORMATION (Continued)**

**B. Other Post-Employment Benefits (Continued)**

*Annual OPEB Cost and Net OPEB Obligation.* The City's annual other post-employment benefit (OPEB) cost (expense) is calculated based on the annual required contribution of the employer (ARC), an amount actuarially determined in accordance with the parameters of GASB Statement 45. The ARC represents a level of funding that, if paid on an ongoing basis, is projected to cover normal cost each year and amortize any unfunded actuarial liabilities (or funding excess) over a period not to exceed thirty years. GASB 45 requires entities with over 200 employees to have the actuarial valuation performed biennially. The following table shows the components of the City's annual OPEB cost the amount actually contributed to the plan, and changes in the City's net OPEB obligation for the year ended June 30, 2011:

Current Service Cost (\$1,560,603) + Amortization Amount (\$842,919) = Total Contribution (\$2,403,522). OPEB obligation for retired employees as determined by Actuarial is \$118,856.

Actuarial valuations of an ongoing plan involve estimates of the value of reported amounts and assumptions about the probability of occurrence of events far into the future. Examples include assumptions about future employment, mortality, and the healthcare cost trend. Amounts determined regarding the funded status of the plan and the annual required contributions of the employer are subject to continual revision as actual results are compared with past expectations and new estimates are made about the future. The schedule of funding progress presents multiyear trend information about whether the actuarial value of plan assets is increasing or decreasing over time relative to the actuarial accrued liabilities for benefits.

<u>Actuarial Valuation Date</u>	<u>Value of Assets</u>	<u>Asset Valuation Basis</u>	<u>Actuarial Accrued Liability (AAL)*</u>	<u>Unfunded AAL (UAAL)</u>	<u>Funded Ratio</u>
6/30/2011	\$ -	Actuarial	\$ 13,257,820	\$ 13,257,820	0.0%

*Actuarial Methods and Assumptions.* Projections of benefits for financial reporting purposes are based on the substantive plan (the plan as understood by the employer and the plan members) and include the types of benefits provided at the time of each valuation and the historical pattern of sharing of benefit costs between the employer and plan members to that point. The actuarial methods and assumptions used include techniques that are designed to reduce the effects of short-term volatility in actuarial accrued liabilities and the actuarial value of assets, consistent with the long-term perspective of the calculations. In June 30, 2011 actuarial valuation, since the City does not pre-fund the retiree healthcare benefits, a discount rate 5.25% was used. There were no assets to determine actuarial value of assets. The UAAL is being amortized over 30 years as level payments. The remaining amortization period at June 30, 2011 was twenty-eight years.

**C. Risk Management**

The City is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; employee health benefits; unemployment; and natural disasters. The City has established a self insurance fund to cover deductibles on claims related to destruction, theft or damage of assets. Losses related to other risks or those exceeding deductibles are covered by commercial insurance. Management believes that such coverage is sufficient to preclude any significant uninsured losses to the City. Settled claims have not exceeded this insurance coverage in any of the past three fiscal years.

CITY OF YUKON  
Yukon, Oklahoma

NOTES TO THE BASIC FINANCIAL STATEMENTS  
June 30, 2011

3. OTHER INFORMATION (Continued)

C. Risk Management (Continued)

The City is a member of the Oklahoma Municipal Assurance Group Workers' Compensation Plan (the Plan), an organization formed for the purpose of providing workers' compensation coverage through the State Insurance Fund to participating municipalities in the State of Oklahoma. In that capacity, the Plan is responsible for providing loss control services and certain fiscal activities, including obtaining contract arrangements for the underwriting, excess insurance agreements, claims processing, and legal defense for all claims submitted to it during the plan year.

As a member of the Plan, the City is required to pay fees set by the Plan according to an established payment schedule. A Loss Fund has been established from the proceeds of these fees for each participant in the Plan. The State Insurance Fund provides coverage in excess of the Loss Fund so the City's liability for claim loss is limited to the balance of that fund.

In addition to the Loss Fund, the City maintains two additional funds with the Plan. The Rate Stabilization Reserve (RSR), which can be applied against future premium increases and an Escrow Fund made up of past refunds left on deposit with the Plan. Escrow funds earn interest and are readily available for use by the governing board. In accordance with GASB No. 10, the City reports the required contribution to the pool, net of refunds, as insurance expense. The balances in the RSR Fund and the Escrow Fund were \$43,244 and \$26,674, respectively.

D. Commitments and Contingencies

The City in the past has participated in various grant programs. These programs are subject to financial and compliance audits by the grantor or its representative. Such audits could lead to requests for reimbursement to the grantor agency.

The City has certain commitments for operating leases. These leases are of immaterial amounts and are for only one-year intervals.

The City is a defendant in legal actions arising from normal governmental activities. Most of these actions are covered by insurance. Although the outcome of these lawsuits is not presently determinable, management believes that the resolution of these matters will not have a material adverse effect on the financial condition of the City.

4. SUBSEQUENT EVENTS

Management has evaluated subsequent events through November 10, 2011, which is the date the financial statements were available to be issued and has determined that no additional information needs to be added to the financial statements.

**CITY OF YUKON  
Yukon, Oklahoma**

**REQUIRED SUPPLEMENTAL INFORMATION  
June 30, 2011**

CITY OF YUKON, OKLAHOMA  
 REQUIRED SUPPLEMENTARY INFORMATION  
 BUDGETARY COMPARISON SCHEDULE  
 GENERAL FUND  
 YEAR ENDED JUNE 30, 2011  
 UNAUDITED

	Budgeted Amounts		Actual GAAP Basis	Adjustments Budget Basis	Actual Budget Basis	Variance with Final Budget Positive (Negative)
	Original	Final				
<b>REVENUES</b>						
Taxes	10,412,096	10,412,096	\$ 18,397,878	\$ (8,339,024)	10,058,854	\$ (353,242)
Charges for services	78,611	78,611	106,145		106,145	27,534
Fines and forfeitures	769,634	769,634	719,812	(3,572)	716,240	(53,394)
Licenses and permits	339,544	339,544	234,931		234,931	(104,613)
Investment income	6,712	6,712	56,128	(5,420)	50,708	43,996
Miscellaneous	393,298	393,298	455,045	964	456,009	62,711
<b>Total revenues</b>	<b>11,999,895</b>	<b>11,999,895</b>	<b>19,969,939</b>		<b>11,622,887</b>	<b>(377,008)</b>
<b>EXPENDITURES</b>						
General government						
Legislative						
Personal services	18,000	18,036	7,459		7,459	10,577
Materials and supplies	33,750	33,714	22,965		22,965	10,749
Other charges and services	1,153,690	897,896	421,476	35,248	456,724	441,172
Finance						
Personal services	300,913	320,855	333,818	(893)	332,925	(12,070)
Materials and supplies	1,400	1,400	1,139		1,139	261
Other charges and services	2,300	2,483	2,521		2,521	(38)
Engineering						
Personal services	-	-	-		-	-
Materials and supplies	-	-	-		-	-
Other charges and services	105,000	87,600	69,694	7,927	77,621	9,979
Administration						
Personal services	449,548	620,310	627,036	(1,738)	625,298	(4,988)
Materials and supplies	3,250	1,265	5,998		5,998	(4,733)
Other charges and services	9,291	5,487	4,937		4,937	550
Building Maintenance						
Personal services	312,391	308,459	318,461	(1,136)	317,325	(8,866)
Materials and supplies	19,300	18,466	21,292	(2,025)	19,267	(801)
Other charges and services	556,590	567,526	571,310	(4,296)	567,014	512
Equipment Maintenance						
Personal services	485,118	463,291	487,100	(9,380)	477,720	(14,429)
Materials and supplies	191,976	229,125	223,779	6,742	230,521	(1,396)
Other charges and services	157,654	170,209	134,568	5,269	139,837	30,372
Human Resources						
Personal services	257,134	285,654	280,962	(1,236)	279,726	5,928
Materials and supplies	4,100	2,397	2,397	-	2,397	-
Other charges and services	33,500	24,083	36,439	144	36,583	(12,500)
Insurance						
Personal services	2,256,525	2,178,570	2,032,787	(72,616)	1,960,171	218,399
Materials and supplies	-	-	-		-	-
Other charges and services	10,000	10,000	-		-	10,000
Technology						
Personal services	148,997	147,513	157,815	(9,609)	148,206	(693)
Materials and supplies	48,390	48,390	29,434		29,434	18,956
Other charges and services	454,084	454,084	510,128	1,589	511,717	(57,633)
Emergency Mgmt.						
Personal services	166,416	166,416	158,372	(445)	157,927	(10,414)
Materials and supplies	1,725	1,725	857		857	47,533
Other charges and services	11,739	11,739	434,992		434,992	19,092
Public safety						
Fire						
Personal services	2,612,964	2,612,964	2,695,725	(4,670)	2,691,055	(78,091)
Materials and supplies	52,300	52,300	52,138		52,138	162
Other charges and services	74,210	74,210	49,596	1,404	51,000	23,210
Municipal court						
Personal services	147,774	147,774	143,724	(384)	143,340	4,434
Materials and supplies	1,025	1,025	893		893	132
Other charges and services	83,315	83,315	58,822	1,232	60,054	23,261
Police						
Personal services	3,879,632	3,966,548	4,088,956	(14,321)	4,074,635	(108,087)
Materials and supplies	49,300	33,929	52,644	(297)	52,347	(18,418)

CITY OF YUKON, OKLAHOMA  
REQUIRED SUPPLEMENTARY INFORMATION  
BUDGETARY COMPARISON SCHEDULE  
GENERAL FUND  
YEAR ENDED JUNE 30, 2011  
UNAUDITED

	Budgeted Amounts		Actual GAAP Basis	Adjustments Budget Basis	Actual Budget Basis	Variance with Final Budget Positive (Negative)
	Original	Final				
Other charges and services	105,175	93,268	93,948	13,462	107,410	(14,142)
Animal control						
Personal services	115,767	115,767	116,037	(605)	115,432	335
Materials and supplies	1,770	1,770	1,751		1,751	19
Other charges and services	21,708	21,708	17,409		17,409	4,299
Public services						
Planning						
Personal services	441,297	441,297	445,042	(1,533)	443,509	(2,212)
Materials and supplies	3,155	3,155	2,176		2,176	979
Other charges and services	14,305	14,305	12,838		12,838	1,467
Street and Alley						
Personal services	658,696	618,493	636,798	4,705	641,503	(23,010)
Materials and supplies	13,800	13,611	15,414	-	15,414	(1,803)
Other charges and services	93,477	210,209	106,355	4,813	111,168	99,041
Cultural and recreation						
Park Maintenance						
Personal services	471,790	527,726	548,557	(3,680)	544,877	(17,151)
Materials and supplies	13,680	11,192	12,289	-	12,289	(1,097)
Other charges and services	30,925	23,057	21,598		21,598	1,459
Library						
Personal services	306,668	305,480	302,989	(2,205)	300,784	4,696
Materials and supplies	4,100	4,100	3,858		3,858	242
Other charges and services	11,570	12,758	32,795		32,795	(20,037)
Recreation						
Personal services	775,498	739,949	766,455	4,396	770,851	(30,902)
Materials and supplies	20,866	18,578	19,803		19,803	(1,225)
Other charges and services	170,264	156,060	149,227	-	149,227	6,833
Swimming Pool						
Personal services	89,375	54,834	64,653	(315)	64,338	(9,504)
Materials and supplies	14,283	15,048	16,597	(1,850)	14,747	301
Other charges and services	5,570	5,570	4,295	(1,328)	2,967	2,603
Robertson Activity Center						
Personal services	117,644	133,620	140,558	(1,094)	139,464	(5,844)
Materials and supplies	23,811	21,816	20,046		20,046	1,770
Other charges and services	2,285	2,265	2,235		2,235	30
Debt service	196,077	196,077	196,076		196,076	1
Capital outlay	103,551	109,937	221,759		221,759	(111,822)
Total expenditures	17,920,408	17,920,408	18,011,792	(48,725)	17,963,067	427,448
Excess (deficiency) of revenues over expenditures	(5,920,513)	(5,920,513)	1,958,147	48,725	(6,340,180)	50,440
<b>OTHER FINANCING SOURCES (USES)</b>						
Transfers in	5,866,637	5,866,637	5,819,179	(4,329)	5,814,850	51,787
Transfers out	(85,124)	(85,124)	(8,132,488)	8,132,488	-	(85,124)
Total other financing sources and uses	5,781,513	5,781,513	(2,313,309)	8,128,159	5,814,850	(33,337)
Net change in fund balances	(139,000)	(139,000)	(355,162)	8,176,884	(525,330)	83,777
Fund balances, July 1, 2010	8,931,107	8,931,107	8,931,107	(8,176,884)	8,931,107	
Fund balances, June 30, 2011	<u>\$ 8,792,107</u>	<u>\$ 8,792,107</u>	<u>\$ 8,575,945</u>	<u>\$ -</u>	<u>\$ 8,405,777</u>	<u>\$ 83,777</u>

**CITY OF YUKON  
NOTES TO BUDGETARY COMPARISON SCHEDULE  
JUNE 30, 2011  
(UNAUDITED)**

**Budget Law**

The City prepares its annual operating budget under Titles 11 of the Oklahoma Statutes. Under the provisions of these statutes, the City uses the following process when adopting their budget:

- Prior to June 1, the Mayor submits to the City Council a proposed operating budget for the fiscal year commencing the following July 1.
- Public hearings are conducted to obtain citizen comments. At least one public hearing must be held no later than 15 days prior to July 1.
- Subsequent to the public hearings but no later than seven days prior to July 1, the budget is adopted by resolution of the City Council.
- The adopted budget is filed with the Office of State Auditor and Inspector.

The legal level of control at which expenditures may not legally exceed appropriations is object category level by department within a fund. The Budget Act recognizes the following objects categories as the minimum legal level of control by department within a fund:

- Personal services
- Materials and supplies
- Other services and charges
- Capital outlay
- Debt service
- Interfund transfers

All transfers of appropriations between departments and supplemental appropriations require City Council approval. The Mayor may transfer appropriations between object categories within a department without City Council approval. Supplemental appropriations must also be filed with the Office of State Auditor and Inspector.

**Basis of Accounting**

The budget is prepared on the modified cash basis of accounting. Revenues and expenditures are reported when they result from cash transactions except for certain expenditures, which are recorded when a commitment to purchase goods or services is made (encumbered).

**CITY OF YUKON  
Yukon, Oklahoma**

**SUPPLEMENTAL INFORMATION  
June 30, 2011**

**CITY OF YUKON  
COMBINING BALANCE SHEET  
NON-MAJOR GOVERNMENTAL FUNDS  
JUNE 30, 2011**

	<b>Debt Service Fund</b>	<b>Special Revenue Fund</b>	<b>Yukon Community Support Fund</b>	<b>Community Development Block Grant Fund</b>	<b>Total Non-major Governmental Funds</b>
<b>Assets:</b>					
Cash and cash equivalents	\$ 909,381	\$ 545,685	\$ 478,434	\$ (134,432)	\$ 1,799,068
Due from other funds	-	-	-	-	-
Taxes receivable	12,566	-	-	-	12,566
Grants receivable	-	-	-	228,559	228,559
<b>Total assets</b>	<b>\$ 921,947</b>	<b>\$ 545,685</b>	<b>\$ 478,434</b>	<b>\$ 94,127</b>	<b>\$ 2,040,193</b>
<b>Liabilities</b>					
Accounts payable	\$ -	\$ 4,999	\$ -	\$ 11,607	\$ 16,606
Due to other funds	-	-	-	-	-
<b>Total liabilities</b>	<b>-</b>	<b>4,999</b>	<b>-</b>	<b>11,607</b>	<b>16,606</b>
<b>Fund balances:</b>					
Restricted for:					
Bond retirement	921,947	-	-	-	921,947
Community support	-	-	478,434	-	478,434
Community development grant	-	-	-	82,520	82,520
Unassigned, reported in:					
Special revenue funds	-	540,686	-	-	540,686
<b>Total fund balances</b>	<b>921,947</b>	<b>540,686</b>	<b>478,434</b>	<b>82,520</b>	<b>2,023,587</b>
<b>Total liabilities and fund balances</b>	<b>\$ 921,947</b>	<b>\$ 545,685</b>	<b>\$ 478,434</b>	<b>\$ 94,127</b>	<b>\$ 2,040,193</b>

**CITY OF YUKON**  
**COMBINING STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES**  
**NON-MAJOR GOVERNMENTAL FUNDS**  
**YEAR ENDED JUNE 30, 2011**

	Debt Service Fund	Special Revenue Fund	Yukon Community Support Fund	Community Development Block Grant Fund	Total Non-major Governmental Funds
<b>Revenues:</b>					
Taxes	\$ 1,076,033	\$ -	\$ -	\$ -	\$ 1,076,033
Intergovernmental	-	450,558	-	-	450,558
Investment income	8,109	9	2,095	-	10,213
Grant revenue	-	-	-	14,340	14,340
Miscellaneous	-	-	248,247	-	248,247
<b>Total revenues</b>	<u>1,084,142</u>	<u>450,567</u>	<u>250,342</u>	<u>14,340</u>	<u>1,799,391</u>
<b>Expenditures:</b>					
Public Safety:					
Police	-	60,184	-	-	60,184
Public Services	-	205,323	-	-	205,323
Cultural and Recreation	-	109,408	232,021	-	341,429
Capital Outlay	-	234,080	-	95,019	329,099
Debt Service:					
Interest and other charges	1,082,228	-	-	-	1,082,228
<b>Total Expenditures</b>	<u>1,082,228</u>	<u>608,995</u>	<u>232,021</u>	<u>95,019</u>	<u>2,018,263</u>
<b>Excess (deficiency) of revenues over expenditures</b>	<u>1,914</u>	<u>(158,428)</u>	<u>18,321</u>	<u>(80,679)</u>	<u>(218,872)</u>
<b>Other financing sources (uses):</b>					
Transfers in	-	197,723	-	-	197,723
Transfers out	-	(24,209)	-	(4,329)	(28,538)
<b>Total other financing sources (uses)</b>	<u>-</u>	<u>173,514</u>	<u>-</u>	<u>(4,329)</u>	<u>169,185</u>
<b>Net change in fund balances</b>	1,914	15,086	18,321	(85,008)	(49,687)
<b>Net assets - beginning of year</b>	<u>920,033</u>	<u>525,600</u>	<u>460,113</u>	<u>167,528</u>	<u>2,073,274</u>
<b>Fund balances - end of year</b>	<u>\$ 921,947</u>	<u>\$ 540,686</u>	<u>\$ 478,434</u>	<u>\$ 82,520</u>	<u>\$ 2,023,587</u>

**CITY OF YUKON  
 COMBINING STATEMENT OF FIDUCIARY NET ASSETS  
 AGENCY FUNDS  
 JUNE 30, 2011**

	<b>Municipal Court Fund</b>	<b>Escrow Fund</b>	<b>Total Agency Funds</b>
<b>Assets:</b>			
Cash and cash equivalents	\$ 95,894	\$ 319,532	\$ 415,426
Due from other funds	-	-	-
<b>Total assets</b>	<b>\$ 95,894</b>	<b>\$ 319,532</b>	<b>\$ 415,426</b>
<b>Liabilities:</b>			
Escrow liability	\$ 95,894	\$ 319,532	\$ 415,426
Due to other agencies	-	-	-
<b>Total liabilities</b>	<b>\$ 95,894</b>	<b>\$ 319,532</b>	<b>\$ 415,426</b>

**CITY OF YUKON  
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS  
YEAR ENDED JUNE 30, 2011**

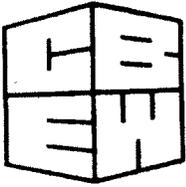
<u>Federal Grantor/Pass-Through Grantor/Program Title</u>	<u>Federal CFDA Number</u>	<u>Program or Award Amount</u>	<u>Revenue Collected</u>	<u>Federal Expend- itures</u>
<b><u>U.S. Department of Justice:</u></b>				
<b><u>Passed through the Office of Justice Programs:</u></b>				
Office of Justice Grants	16.804	<u>32,894</u>	<u>20,680</u>	<u>20,680</u>
<b><u>Office of Library Services, Institute of Museum and Library Services, National Foundation on the Arts and the Humanities:</u></b>				
<b><u>Passed through the Oklahoma Department of Libraries:</u></b>				
State Library Program	45.310	<u>19,700</u>	<u>17,730</u>	<u>19,700</u>
<b><u>U.S. Department of Homeland Security:</u></b>				
<b><u>Passed through the Oklahoma Department of Emergency Management:</u></b>				
SLA grant	63.552	4,000	4,000	4,000
FEMA - Hazard Mitigation	97.042	42,000	31,500	31,500
FEMA - EMPG	97.042	<u>10,000</u>	<u>5,000</u>	<u>7,500</u>
<b>Sub-total U.S. Department of Homeland Security</b>		<u>56,000</u>	<u>40,500</u>	<u>43,000</u>
<b>Total of Expenditures of Federal Awards</b>		<b>\$ <u>108,594</u></b>	<b>\$ <u>78,910</u></b>	<b>\$ <u>83,380</u></b>

Note A - This schedule was prepared on an accrual (GAAP) basis of accounting consistent with the preparation of the basic financial statements.

**CITY OF YUKON  
Yukon, Oklahoma**

**REPORTS REQUIRED BY *GOVERNMENT AUDITING STANDARDS*  
June 30, 2011**

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**CBEW**  
**Professional**  
**Group, LLP**

Certified Public Accountants

DON K. ETHRIDGE, CPA  
WALTER H. WEBB, CPA  
JANE FRAZIER, CPA  
CHARLES E. CROOKS, CPA  
TRISHA J. RIEMAN, CPA

206 N. HARRISON ● P.O. BOX 790 ● CUSHING, OKLAHOMA 74023 ● 918-225-4216 ● FAX 918-225-4315

**REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON  
COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL  
STATEMENTS PERFORMED IN ACCORDANCE WITH  
GOVERNMENT AUDITING STANDARDS**

November 10, 2011

Honorable Board of City Commissioners  
City of Yukon  
Yukon, Oklahoma

We have audited the accompanying financial statements of the governmental activities, business-type activities, each major fund, and the aggregate remaining fund information of the City of Yukon, Oklahoma, (City) as of and for the year ended June 30, 2011, which collectively comprise the City's basic financial statements and have issued our report thereon dated November 10, 2011. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

Internal Control over Financial Reporting

In planning and performing our audit, we considered the City's internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinion on the basic financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the City's internal control over financial reporting.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and would not necessarily identify all deficiencies in internal control that might be significant deficiencies or material weaknesses. We did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses, as defined above.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the City's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

City of Yukon  
November 10, 2011

We also noted certain additional matters that we have reported to management of the City in a separate letter dated November 10, 2011.

This report is intended solely for the information and use of management, all applicable federal and state agencies, and those other Governments from which federal financial assistance was received and is not intended to be and should not be used by anyone other than these specified parties.

*CBEW Professional Group, LLP*

CBEW Professional Group, LLP  
Certified Public Accountants

## Yukon City Council Minutes December 6, 2011

The Yukon City Council met in regular session on December 6, 2011 at 7:00 p.m. in the Council Chambers of the Centennial Building, 12 South Fifth Street, Yukon, Oklahoma.

The invocation was given by Rev. Patti McCall, First United Methodist Church.  
The flag salute was given in unison.

ROLL CALL: (Present)      John Alberts, Mayor  
                                     Nick Grba, Vice-Mayor  
                                     Bob Bradway, Council Member  
                                     Ken Smith, Council Member  
                                     Dewayne Maxey, Council Member

### OTHERS PRESENT:

Mike Segler, City Attorney	Tammy Kretchmar, Asst. City Manager
Pat Garrett, Asst. City Engineer	Doug Shivers, City Clerk
Mitch Hort, Community Development Director	Frosty Peak, Emergency Management Director
Gary Cooper, Information Technology Director	Bill Stover, Asst. Public Works Director
Kevin Jones, Fire Chief	Matt Maly, Public Works Director
Jan Scott, Parks and Recreation Director	Sara Schieman, Librarian
John Corn, Acting Police Chief	Michael Merry, Yukon Police Department
Kent Long, Yukon Fire Department	

### Presentations and Proclamations

The presentation of the Oklahoma Municipal League Honor Roll of Service 25-year service pins to Michael Merry and Kent Long was made by City Manager Bottom and Mayor Alberts.

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### Visitors

Mark Walters of 704 Villa expressed his opposition to recycling because he felt the potential existed for it to become a mandatory program, and that it could increase water use due to the cleanout of recycled items.

(Recess as Yukon City Council and Reconvene as Yukon Municipal Authority)

### 1A. YMA Consent Docket

This item is placed on the agenda so the Yukon Municipal Authority, by unanimous consent, can designate those routine items they wish to be approved by one motion. If an item does not meet with the approval of all Authority Members, that item will be heard in regular order.

**The City Manager recommends a motion to approve:**

- A) The minutes of the regular meeting of November 15, 2011**
- B) Payment of material claims in the amount of \$474,013.94**

The motion to approve the YMA Consent Docket, consisting of the approval of the minutes of the regular meeting of November 1, 2011, and Payment of material claims in the amount of \$474,013.94, was made by Trustee Smith and seconded by Trustee Maxey.

**The vote:**

**AYES: Smith, Grba, Alberts, Maxey, Bradway**

**NAYS: None**

**VOTE: 5-0**

**MOTION CARRIED**

(Adjourn as YMA and Reconvene as Yukon City Council)

### 1. Consent Docket

This item is placed on the agenda so the City Council, by unanimous consent, can designate those routine items they wish to be approved by one motion. If an item does not meet with the approval of all Council Members, that item will be heard in regular order.

**The City Manager recommends a motion that will approve:**

- A) The minutes of the regular meeting of November 15, 2011**
- B) Payment of material claims in the amount of \$517,984.58**
- C) Designating the items on the attached list from the Technology Department as surplus, and authorizing their sale, donation, or trade**
- D) Setting the date for the next regular Council meeting for December 20, 2011, 7:00 p.m., in the Council Chambers of the Centennial Building, 12 S. Fifth St.**

The motion to approve the Consent Docket, consisting of the minutes of the regular meeting of November 15, 2011; Payment of material claims in the amount of \$517,984.58; designating the items on the attached list from the Technology Department as surplus, and authorizing their sale, donation, or trade; and setting the date for the next regular Council meeting for December 20, 2011, 7:00 p.m., in the Council Chambers of the Centennial Building, 12 S. Fifth St., was made by Council Member Grba and seconded by Council Member Bradway.

**The vote:**

**AYES: Maxey, Grba, Bradway, Smith, Alberts**

**NAYS: None**

**VOTE: 5-0**

**MOTION CARRIED**

## **2. Report of Boards, Commissions and City Officials**

A report from the Library Board was given by Donelda Wheatly, Chairman. She thanked the City Manager and Council for all of the improvements that have occurred to the Library building. She gave a brief summary of the Board's role and recent activities, and introduced the Board members in attendance. Mayor Alberts thanked all of the board members for their service.

## **3. Consider approving a Development Agreement between the City of Yukon and Canadian Hills Wind, LLC, to allow a portion of an above-ground electric transmission line within the city limits**

A motion to approve a Development Agreement between the City of Yukon and Canadian Hills Wind, LLC, to allow a portion of an above-ground electric transmission line within the city limits, was made by Council Member Smith, on the condition that the language addressing the issuance of a county permit be changed to a City permit. Council Member Maxey seconded. City Attorney Segler recommended that the permits also be subject to staff approval, and Council Members Smith and Maxey agreed to further amend their actions to include Mr. Segler's recommendation.

**The vote:**

**AYES: Grba, Maxey, Smith, Alberts, Bradway**

**NAYS: None**

**VOTE: 5-0**

**MOTION CARRIED**

## **4. City Manager's Report – Information items only**

Mr. Bottom said that it had been discovered that the City had no formal policy to make investments, and that he had consulted with the Financial Advisor and gathered information to present a draft policy. He mentioned that sales tax collections were up almost 10% for the most recent month, and up about 5.75% for the year. He stated that if this trend were to continue through February, then the City would be on budget for the remainder of the fiscal year. He was pleased with this and noted that the outlet mall in Oklahoma City had not negatively impacted Yukon's sales tax collections. Mayor Alberts asked if the draft copies of the investment policy were available, and Mr. Bottom said he would be happy to provide copies.

## **5. New Business None.**

## **6. Council Discussion**

Mr. Maxey had no discussion items. Mr. Smith noted he had brought an example of a City Council Code of Ethics for Council's review, and asked for discussion on this topic at the next meeting. Mr. Bottom suggested City staff edit and return the document as changes were made. Mayor Alberts asked for a staff opinion from City Attorney Segler as well.

Mr. Grba was interested to learn that the group of students in attendance at the meeting were from the leadership class taught by Darryl Andrews at Yukon High School. Mr. Andrews gave a brief summary of the leadership class activities. Mr. Grba thanked the students for their involvement.

Mr. Bradway thanked Mr. Walters for his earlier comments on recycling and noted that charges inevitably occurred whenever "going green" activities were implemented.

Mayor Alberts also thanked Mr. Walters for his input. He then noted the success of the Chill Your Cheeks 5K run, which attracted 500 runners to Yukon. He mentioned the upcoming Sounds of the Season concert, and also encouraged everyone to shop in Yukon. He also asked for future discussion on the restructuring of term limits for the City Council.

**7. Adjournment**

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**John Alberts, Mayor**

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**Doug Shivers, City Clerk**



P.O.#	VENDOR #	NAME	DESCRIPTION	DATE	INVOICE	AMOUNT
DEPARTMENT: 01						
12-45022	01-00101	City of Yukon (BankOne)ADM	Legislative Council Dinner 10/04/11	7/2011	Logan's 108171	173.92
			Council Dinner 10/04/11	12/2011	JohnnyCarin 057391	76.57
12-46233	01-00101	City of Yukon (BankOne)ADM	Travel Expenses	11/2011	NLC JA, BB & KS	1,175.95
12-46536	01-00101	City of Yukon (BankOne)ADM	Catering Community Coffee	12/2011	TopShelf 2194	450.00
12-46734	01-15440	Frontier Country	annual membership dues	12/2011	6428A	325.00
12-46839	01-18300	HBC CPAs & Advisors	Prof Service-Oct'11	10/2011	16284	5,482.50
12-46837	01-25000	The Journal Record	req bid-CH Remodel	12/2011	740114064	31.63
12-46840	01-57405	Wanamaker Yukon, LC	EconomicDev Agreement	12/2011	Oct '11	37,000.00
12-46822	01-62000	Youth & Family Services,	Oct-Dec '11 Contribu	12/2011	Oct-Dec '11	2,500.00
12-46639	01-62200	Yukon Chamber of Commerce	Sponsorship - Banquet	11/2011	13366	1,350.00
12-46826	01-62900	Yukon Review Inc.	legal-BrdAdj/CanHillswind	12/2011	YR45963	20.75
12-46827	01-62900	Yukon Review Inc.	display-CityOfficesClosed	11/2011	YR45525	36.00
			display-CityOfficesClosed	11/2011	YR45682	36.00
DEPARTMENT TOTAL:						48,658.32
DEPARTMENT: 02						
12-46823	01-47660	Shred-It Oklahoma City	Doc.destruction-DC11	12/2011	10011057324	4.62
DEPARTMENT TOTAL:						4.62
DEPARTMENT: 03						
12-45301	01-00180	City of Yukon (BankOne)PW	Park Maintenance restrooms, ballfield	11/2011	BrooksLock 588478	54.00
			playground, pools	11/2011	Lowe's 005354	123.00
12-46427	01-00180	City of Yukon (BankOne)PW	Christmas/Park supplies	11/2011	Lowe's 007263	6.62
			Christmas/Park supplies	11/2011	PartyGalaxy 975966	81.78
			Christmas/Park supplies	12/2011	Ace 863032	8.97
			Christmas/Park supplies	12/2011	walmart 07972	22.96
12-46579	01-00180	City of Yukon (BankOne)PW	pain aid, sinus, tab	11/2011	FirstAidEx 032703	115.40
12-46668	01-00180	City of Yukon (BankOne)PW	part paym food items	12/2011	walmart 07009	94.47
			part paym food items	12/2011	walmart 07007	77.61
			part paym food items	12/2011	walmart 07008	76.87
			part paym food items	12/2011	walmart 00237A	18.12
12-46669	01-00180	City of Yukon (BankOne)PW	uniform cleaning,ren	11/2011	Clean 50519059	25.07
12-46747	01-00180	City of Yukon (BankOne)PW	uniform cleaning,ren	11/2011	Clean 50520063	25.07
12-46439	01-04475	Brewer Construction Co.	building sidewalk	11/2011	2011-47	5,560.20
12-46831	01-57600	wesco, Inc.	Auto Pkg renewal-3Q	1/2012	147069	3,000.00
12-46832	01-57600	wesco, Inc.	Property Pkg renewal-3Q	1/2012	147070	500.00
DEPARTMENT TOTAL:						9,790.14

P.O.#	VENDOR #	NAME	DESCRIPTION	DATE	INVOICE	AMOUNT
DEPARTMENT: 05 Fire Department						
12-46198	01-00105	City of Yukon (BankOne)FD	medical gloves	10/2011	MoorMd 96971842 RI	396.71
12-46400	01-00105	City of Yukon (BankOne)FD	Sisk- Blauer shirt	12/2011	S&S 31598	70.50
12-46520	01-00105	City of Yukon (BankOne)FD	Nokes-tshirts,polo,swtsts	12/2011	S&S 31698	282.50
12-46521	01-00105	City of Yukon (BankOne)FD	Provence-job shrt,mocksht	12/2011	S&S 31699	220.50
12-46522	01-00105	City of Yukon (BankOne)FD	Trumbly-swtpts,hoodie	11/2011	S&S 31690	137.50
12-46574	01-00105	City of Yukon (BankOne)FD	BDavis-tshirts,swtshirts,	11/2011	S&S 31691	423.00
12-46575	01-00105	City of Yukon (BankOne)FD	JDavis	12/2011	S&S 31704	221.00
12-46599	01-00105	City of Yukon (BankOne)FD	Christmas Dinner	11/2011	Homeland 034989	53.48
12-46600	01-00105	City of Yukon (BankOne)FD	Nokes-Swtpants	12/2011	S&S 31702	54.50
12-46602	01-00105	City of Yukon (BankOne)FD	McClurg-polo,swtptns,	12/2011	S&S 31703	338.50
12-46633	01-00105	City of Yukon (BankOne)FD	Andrews - polo,shorts,tsh	12/2011	S&S 31701	207.00
12-46634	01-00105	City of Yukon (BankOne)FD	Andrews-Extrication glove	11/2011	Galls 1638437	52.98
12-46635	01-00105	City of Yukon (BankOne)FD	weaver-streamlight	11/2011	Galls 1638440	107.99
12-46636	01-00105	City of Yukon (BankOne)FD	weaver-swtshirt	12/2011	S&S 31700	56.50
12-46644	01-37800	OK State Firefighters	Chief Jones membership	10/2011	10/31/11	56.00
12-46831	01-57600	wesco, Inc.	Auto Pkg renewal-3Q	1/2012	147069	4,000.00
12-46832	01-57600	wesco, Inc.	Property Pkg renewal-3Q	1/2012	147070	2,000.00
DEPARTMENT TOTAL:						8,678.66
DEPARTMENT: 06 Municipal Court						
12-46836	01-58110	wheatley Segler Osby & MillMun	Prosecution-Nov11	12/2011	10652	409.50
12-46835	01-58115	wheatley Segler Osby & MillMun	Prosecution-Nov11	12/2011	10652	819.00
DEPARTMENT TOTAL:						1,228.50
DEPARTMENT: 07 Community Development						
12-46590	01-00107	City of Yukon (BankOne)CMD	A Practical Guide/Everyda	11/2011	OML 6353516	85.00
12-46646	01-00107	City of Yukon (BankOne)CMD	floor heater	11/2011	Staples 69913	44.99
12-46148	01-1	Construction Indust.Board	state license - John Tayl	7/2011	O 234844	35.00
12-46641	01-1	OFMA	Cert.Flood Plain Mgr-Blal	11/2011	O 11/22/11	50.00
12-46831	01-57600	wesco, Inc.	Auto Pkg renewal-3Q	1/2012	147069	1,000.00
12-46205	01-75950	John Taylor	reimb meals-ocea con	12/2011	51	6.43
DEPARTMENT TOTAL:						1,221.42

P.O.#	VENDOR #	NAME	DESCRIPTION	DATE	INVOICE	AMOUNT
DEPARTMENT: 08						
12-45820	01-00108	City of Yukon (BankOne)LIB	Program Supplies	11/2011	HobbyLoby C 050926	11.48
12-45999	01-00108	City of Yukon (BankOne)LIB	Books-Small/Local vendors	11/2011	Hastings 4684800	81.27
			Books-Small/Local vendors	11/2011	Hastings 4696668	52.97
12-46067	01-00108	City of Yukon (BankOne)LIB	Postage for ILL	11/2011	USPS 072358	35.16
			Postage for ILL	11/2011	USPS 038667	35.18
			Postage for ILL	12/2011	USPS 605	30.21
			Postage for ILL	12/2011	USPS 829	24.85
12-45377	01-04156	Book wholesalers, Inc.	Young Adult Books	11/2011	213612D	89.85
12-46069	01-04156	Book wholesalers, Inc.	Adult Standing Order Fict	10/2011	206494D	27.59
			Adult Standing order Fict	10/2011	210593D	65.39
			Adult Standing Order Fict	10/2011	210358D	16.24
			Adult Standing Order Fict	11/2011	214511D	16.81
			Adult Standing Order Fict	11/2011	221600D	16.24
12-46168	01-1	Librarians' Choice	Children's Non Fiction	9/2011	L 1193932	329.29
12-46432	01-16230	Gale Group Inc	Large Print Standing Orde	10/2011	17342347	145.56
			Large Print Standing Orde	11/2011	17386005	149.96
			Large Print Standing Orde	11/2011	17373691	24.00
			Large Print Standing Orde	11/2011	17369771	173.55
			Large Print Standing Orde	11/2011	17374213	45.74
12-46778	01-37469	OK Library Association	Workshop Registration	12/2011	12/13/11	55.00
12-45822	01-40740	Possum Grape RHK	Adult non fiction	11/2011	197 RHK-8640	136.50
12-46585	01-44395	Recorded Books, LLC	Audio Books	9/2011	74383230 09/11	181.20
			Audio Books	10/2011	74435214	7.95
			Audio Books	10/2011	74420766	98.60
			Audio Books	10/2011	74393229	99.00
			Audio Books	10/2011	74402010	230.60
			Audio Books	11/2011	74442276	136.20
			Audio Books	11/2011	74440016	198.00
			Audio Books	11/2011	74436446	6.95
12-46433	01-47660	Shred-It Oklahoma City	Document destruction	11/2011	10011058301	9.16
12-46832	01-57600	wesco, Inc.	Property Pkg renewal-3Q	1/2012	147070	1,000.00

DEPARTMENT TOTAL: 3,530.50

P.O.#	VENDOR #	NAME	DESCRIPTION	DATE	INVOICE	AMOUNT
DEPARTMENT: 09 Administration						
12-46234	01-00101	City of Yukon (BankOne)ADM	Travel Expenses	11/2011	NLC 3966708604 GB	1,205.35
12-46735	01-00101	City of Yukon (BankOne)ADM	Lunch meeting expense-GB	12/2011	Louie's 243632	34.33
			Lunch meeting expense-GB	12/2011	Interurban 084578	23.91
12-46711	01-1	Oklahoma City All Sports	Membership Dues	12/2011	O 12/10/11	375.00
12-46823	01-47660	Shred-It Oklahoma City	Doc.destruction-DC11	12/2011	10011057324	9.25
12-46831	01-57600	wesco, Inc.	Auto Pkg renewal-3Q	1/2012	147069	200.00
DEPARTMENT TOTAL:						1,847.84
DEPARTMENT: 10 Parks & Events						
12-45355	01-00110	City of Yukon (BankOne)REC	tools,zip ties,keys	11/2011	Ace 862848	51.55
			tools,zip ties,keys	11/2011	Lowes 14323	16.38
			tools,zip ties,keys	11/2011	Ace 862831	70.96
12-45766	01-00110	City of Yukon (BankOne)REC	office supplies	12/2011	Staples 63422	60.84
12-46194	01-00110	City of Yukon (BankOne)REC	ads for Craft Fair	11/2011	Mustang News 11/30	60.00
12-46468	01-00110	City of Yukon (BankOne)REC	building light repairs	10/2011	Locke 16507755-00	25.26
			building light repairs	11/2011	Staples 59619	10.00
			building light repairs	11/2011	Ace 862887	47.40
12-46551	01-00110	City of Yukon (BankOne)REC	Kerosene	11/2011	Lowe's 14575	440.00
12-46552	01-00110	City of Yukon (BankOne)REC	PW Christmas Hams	10/2011	Sam's 9649	42.40
			PW Christmas Hams	12/2011	Sam's 5966	101.79
12-46554	01-00110	City of Yukon (BankOne)REC	Landscaping	11/2011	HomeDepot 070547	47.42
			Landscaping	11/2011	Ace 862846	45.28
12-46555	01-00110	City of Yukon (BankOne)REC	replace slide parts	11/2011	Noah's Parks 4510	465.00
12-46625	01-00110	City of Yukon (BankOne)REC	Clowns for Carnival	10/2011	ChestrClown 111911	350.00
12-46581	01-01013	A Royal Flush	Porta potties	10/2011	1603	600.00
			Porta potties	10/2011	1604	255.00
12-46557	01-09525	Dolase Bros. Company	rock for Patriot Project	10/2011	5-93877-11	141.68
12-46467	01-1	Keep Oklahoma Beautiful	Finalist Awards	11/2011	K2393	70.00
12-45878	01-32660	Mobile Mini, Inc.	storage rental Taylor	10/2011	111286567	151.06
			storage rental Taylor	11/2011	111291099	151.06
12-46566	01-32660	Mobile Mini, Inc.	Christmas mobile	11/2011	111290771	545.08
12-46558	01-36715	OK Dept of Labor	boiler inspection	9/2011	201268455 09/11	25.00
12-46553	01-46940	Sam's Club Direct-G.E. Mone	inmate present/food	11/2011	03353	81.00
			inmate present/food	11/2011	03307	31.90
12-46582	01-48290	Sod By Sherry	Bulbs for Patriot Project	11/2011	8389	90.00
12-46832	01-57600	wesco, Inc.	del 600 Maple	8/2011	142352	5,859.73-
			Property Pkg renewal-3Q	1/2012	147070	500.00
12-46191	01-62900	Yukon Review Inc.	ads for craft fair	10/2011	YR44731	60.00
			ads for craft fair	10/2011	YR44827	60.00
12-46556	01-62900	Yukon Review Inc.	thank you ad Patriot Proj	11/2011	YR45447	90.00
12-46613	01-62900	Yukon Review Inc.	Spooksville Ads	10/2011	YR44616	90.00
			Spooksville Ads	10/2011	YR44531	90.00
DEPARTMENT TOTAL:						993.67-

P.O.#	VENDOR #	NAME	DESCRIPTION	DATE	INVOICE	AMOUNT
DEPARTMENT: 11		Police Department				
12-45869	01-00111	City of Yukon (BankOne)PD	Records uniform shirts	11/2011	YuknTrophy 1111362	55.50
12-46031	01-00111	City of Yukon (BankOne)PD	calendars	11/2011	Myron 79809703	190.21
12-46082	01-00111	City of Yukon (BankOne)PD	misc office supplies	11/2011	Staples 7079711147	128.44
			misc office supplies	11/2011	Staples 7079711147	45.01
12-46405	01-00111	City of Yukon (BankOne)PD	cleaning supplies	11/2011	Staples 7079681220	124.95
			cleaning supplies	11/2011	Staples 7079695453	65.69
12-46531	01-00111	City of Yukon (BankOne)PD	promotional items	10/2011	CBS 15717	17.93
12-46588	01-00111	City of Yukon (BankOne)PD	meal-Corn,Mathews-FBINA	11/2011	Louie's 532800	26.22
12-46663	01-00111	City of Yukon (BankOne)PD	office supplies	12/2011	Staples 7080114359	167.73
			copy paper	12/2011	Staples 7080114433	344.90
12-46714	01-00111	City of Yukon (BankOne)PD	ship-return uniform item	12/2011	Staples 60929	11.23
12-46723	01-00111	City of Yukon (BankOne)PD	Corn clothing allowance	12/2011	Dillards 0014	224.96
12-46724	01-00111	City of Yukon (BankOne)PD	Corn lunch w/ Mustang	12/2011	Chili's 030970	33.80
12-46304	01-1	Prudent Publishing	greeting cards for dept	10/2011	P 11EL7952	232.44
12-46661	01-36200	OK Association of Chiefs	membership J. Corn	11/2011	11/14/11	75.00
12-46799	01-36720	OK Dept of Public Safety	OLETS user fee-Dec11	12/2011	04-1205853	350.00
12-46483	01-46940	Sam's Club Direct-G.E. Mone	Thanksgiving	11/2011	2112	364.85
12-46654	01-46940	Sam's Club Direct-G.E. Mone	prisoner meals	12/2011	3896	269.15
12-46655	01-46940	Sam's Club Direct-G.E. Mone	coffee, creamer	12/2011	3897	187.50
12-46801	01-47660	Shred-It Oklahoma City	paper shredding	12/2011	10011073563	18.49
12-46134	01-48410	Special Ops Uniforms, Inc	Gomez uniform items	11/2011	171740	279.96
12-46207	01-48410	Special Ops Uniforms, Inc	Rogers uniform items	12/2011	172232	398.94
12-46208	01-48410	Special Ops Uniforms, Inc	Graves uniform items	11/2011	171495A	289.96
12-46407	01-48410	Special Ops Uniforms, Inc	Graves boots	11/2011	171438	100.00
12-46415	01-48410	Special Ops Uniforms, Inc	Franklin uniforms	11/2011	171759	140.98
12-46458	01-48410	Special Ops Uniforms, Inc	Corn uniform items	11/2011	170685	151.98
12-46486	01-48410	Special Ops Uniforms, Inc	Merry uniform items	12/2011	172229	131.99
12-46489	01-48410	Special Ops Uniforms, Inc	wolfram uniform items	12/2011	172121	102.17
12-46589	01-48410	Special Ops Uniforms, Inc	James uniform item	12/2011	172230	359.99
12-46662	01-48410	Special Ops Uniforms, Inc	Hoskins uniform items	11/2011	171787	379.99
12-46831	01-57600	Wesco, Inc.	Auto Pkg renewal-3Q	1/2012	147069	10,468.78
12-46832	01-57600	Wesco, Inc.	Property Pkg renewal-3Q	1/2012	147070	3,000.00
12-46727	01-57776	West Yukon Animal Hospita	Rocky vet services	11/2011	0500648	36.00
			Rocky vet services	11/2011	0501957	27.50
12-46738	01-73850	Terry Prigmore	reimb patches sewn	11/2011	50212	32.00
12-46488	01-76440	Matthew Wolgram	wolfram duty gloves	11/2011	949626	65.00
DEPARTMENT TOTAL:						18,899.24

P.O.#	VENDOR #	NAME	DESCRIPTION	DATE	INVOICE	AMOUNT
DEPARTMENT: 12 Property Maintenance						
12-45295	01-00180	City of Yukon (BankOne)PW	bulbs, ballasts, mis	12/2011	Lowes 02744	139.33
			bulbs, ballasts, mis	12/2011	walmart 06994	149.25
12-46669	01-00180	City of Yukon (BankOne)PW	uniform cleaning,ren	11/2011	Clean 50519059	23.66
			hand sanit.dispenser	11/2011	Clean 50519059	3.61
12-46671	01-00180	City of Yukon (BankOne)PW	simple stove/oven	11/2011	Lowes 79408	384.07
			misc cord, parts	12/2011	Locke 16724890-00	41.98
12-46733	01-00180	City of Yukon (BankOne)PW	toilet tissue	12/2011	Massco 2238612	400.00
			latex gloves	12/2011	Massco 2238612	131.20
			pink soap	12/2011	Massco 2238612	127.36
			micro burst	12/2011	Massco 2238612	106.50
			multifold towels	12/2011	Massco 2238612	202.50
12-46747	01-00180	City of Yukon (BankOne)PW	uniform cleaning,ren	11/2011	Clean 50520063	23.66
			hand sanit.dispenser	11/2011	Clean 50520063	3.61
12-46753	01-00180	City of Yukon (BankOne)PW	coffee	12/2011	walmart 09927	41.92
12-46824	01-06750	Clearwater Enterprises, LLC	Srvccity Bldgs-11/11	12/2011	26781111	1,135.09
12-46732	01-1	Chief Kenny's	recharge fire extinguish	12/2011	C 01816	75.00
12-46829	01-37200	OK Gas & Electric	Srvcc-Comb.Bill-Nov11	12/2011	12/09/11	25,912.17
12-46830	01-37600	OK Natural Gas Co	Service City Bldgs	12/2011	12/01/11	783.22
12-46831	01-57600	wesco, Inc.	Auto Pkg renewal-3Q	1/2012	147069	2,000.00
12-46832	01-57600	wesco, Inc.	Property Pkg renewal-3Q	1/2012	147070	1,036.51
DEPARTMENT TOTAL:						32,720.64
DEPARTMENT: 13 Pools						
			Property Pkg renewal-3Q	1/2012	147070	200.00
DEPARTMENT TOTAL:						200.00
DEPARTMENT: 14 Robertson Activity Center						
12-46009	01-00115	City of Yukon (BankOne)REC	RAC Lunch	11/2011	Buy4Less 022629	25.63
			RAC Lunch	11/2011	Buy4Less 046148	19.70
			RAC Lunch	12/2011	Buy4Less 030880	22.21
12-46008	01-46940	Sam's Club Direct-G.E. Mone	RAC Lunch	12/2011	8134	218.30
12-46710	01-53540	US Food Service	RAC Lunch	11/2011	3419118	1,006.24
12-46831	01-57600	wesco, Inc.	Auto Pkg renewal-3Q	1/2012	147069	200.00
12-46832	01-57600	wesco, Inc.	Property Pkg renewal-3Q	1/2012	147070	1,000.00
DEPARTMENT TOTAL:						2,492.08

P.O.#	VENDOR #	NAME	DESCRIPTION	DATE	INVOICE	AMOUNT
DEPARTMENT: 15		Recreation Facilities				
12-46408	01-00110	City of Yukon (BankOne)REC	FlagFootball Banquet suppl	11/2011	walMart 02150	44.56
			FlagFootball Banquet suppl	11/2011	MTM 0010	55.35
			FlagFootball Banquet suppl	11/2011	MTM 0009	393.50
12-46409	01-00110	City of Yukon (BankOne)REC	FlagFootball Banquet awar	11/2011	Cici's 000099	400.00
12-46548	01-00110	City of Yukon (BankOne)REC	TLC Graduation	12/2011	walmart 03910	73.74
			TLC Graduation	12/2011	walmart 04867	21.88
12-46549	01-00110	City of Yukon (BankOne)REC	Rec Trac Conference fee	11/2011	vermont 34413	25.00
12-46550	01-00110	City of Yukon (BankOne)REC	Home School PE Equipment	11/2011	s&s 7159847	74.77
12-46610	01-00110	City of Yukon (BankOne)REC	BBall Shirts	12/2011	skis Tees 000001	80.00
12-46611	01-00110	City of Yukon (BankOne)REC	Membership supplies	12/2011	VistaPrint 8w3w3-5	89.64
			Membership supplies	12/2011	SupplyTree 92974	107.91
12-46716	01-00110	City of Yukon (BankOne)REC	TLC Christmas supplies	12/2011	walmart 04868	15.66
12-45584	01-00115	City of Yukon (BankOne)REC	Flag Football	8/2011	Foxvalley 10037530	133.41
			Flag Football	8/2011	BSN 94171156	170.34
12-46624	01-1	Tom's Speedy Lock and Key	Keys	11/2011	T 57206	137.50
			Keys	11/2011	T 57213	45.00
12-46729	01-1	Tom's Speedy Lock & Key	Re key lockers	12/2011	T 57271	22.00
12-46286	01-46940	Sam's Club Direct-G.E. Mone	Mummy/Son supplies	10/2011	3439	24.90
12-46627	01-46940	Sam's Club Direct-G.E. Mone	Coffee Supplies	12/2011	5646	145.33
12-46612	01-53450	United Linen - Uniform Re	Mops and Mats	12/2011	1457429	70.68
12-46831	01-57600	wesco, Inc.	Auto Pkg renewal-3Q	1/2012	147069	100.00
12-46832	01-57600	wesco, Inc.	Property Pkg renewal-3Q	1/2012	147070	1,000.00
DEPARTMENT TOTAL:						3,231.17
DEPARTMENT: 16		Fleet Maintenance				
12-45139	01-00180	City of Yukon (BankOne)PW	parts to repair vehicles	11/2011	Napa 486519	36.20
			parts to repair vehicles	11/2011	Napa 486348	36.20
			parts to repair vehicles	12/2011	Napa 487098	17.29
			parts to repair vehicles	12/2011	Napa 487098	32.28
			parts to repair vehicles	12/2011	Napa 487098	13.49
			parts to repair vehicles	12/2011	Napa 487627	27.55
			parts to repair vehicles	12/2011	Napa 487627	103.46
			parts to repair vehicles	12/2011	Napa 487627	90.53
			parts to repair vehicles	12/2011	Napa 487627	113.98
			parts to repair vehicles	12/2011	Napa 487627	9.69
12-45515	01-00180	City of Yukon (BankOne)PW	oil and lubricants	11/2011	Napa 486544	9.29
			oil and lubricants	11/2011	OREily 0343-193237	46.68
			oil and lubricants	12/2011	Chappell 0343259	390.89
			oil and lubricants	12/2011	Napa 487731	31.14
12-45810	01-00180	City of Yukon (BankOne)PW	parts to repair vehs	11/2011	OREily 0343-193016	360.35
			parts to repair vehs	12/2011	OREily 0343-193909	143.25
			parts to repair vehs	12/2011	OREily 0343-195372	205.27
12-46326	01-00180	City of Yukon (BankOne)PW	parts to repair vehicles	11/2011	BethanyImp 76702B	232.42
			parts to repair vehicles	11/2011	The Shop 677769	190.95
			parts to repair vehicles	11/2011	Baker's 23202	150.00
			parts to repair vehicles	11/2011	HarleyDav 446760	189.86
12-46579	01-00180	City of Yukon (BankOne)PW	ointment, tibiotic	11/2011	FirstAidEx 032703	64.65

P.O.#	VENDOR #	NAME	DESCRIPTION	DATE	INVOICE	AMOUNT
DEPARTMENT: 16 Fleet Maintenance						
12-46665	01-00180	City of Yukon (BankOne)PW	wire crimper	11/2011	Oreily 0343-191979	19.99
12-46668	01-00180	City of Yukon (BankOne)PW	part paym food items	12/2011	walmart 07010	233.28
			part paym food items	12/2011	walmart 00791	23.52
			part paym food items	12/2011	walmart 00027	23.20
12-46669	01-00180	City of Yukon (BankOne)PW	uniform cleaning,ren	11/2011	Clean 50519059	18.12
12-46746	01-00180	City of Yukon (BankOne)PW	motor for heater	12/2011	Grainger 114495595	172.58
			15 mfp cap	12/2011	Grainger 114495595	9.50
12-46747	01-00180	City of Yukon (BankOne)PW	uniform cleaning,ren	11/2011	Clean 50520063	18.12
12-46623	01-18150	Hampel Oil Distributors,	Inunleaded fuel	11/2011	90342628	6,974.21
			diesel fuel	11/2011	90342628	603.57
12-46666	01-18150	Hampel Oil Distributors,	Inunleaded fuel	12/2011	90345646	6,807.68
			diesel fuel	12/2011	90345646	1,164.09
12-46831	01-57600	Wesco, Inc.	Auto Pkg renewal-3Q	1/2012	147069	1,500.00
12-46832	01-57600	wesco, Inc.	Property Pkg renewal-3Q	1/2012	147070	2,000.00
DEPARTMENT TOTAL:						22,063.28
DEPARTMENT: 17 Human Resources						
12-46777	01-00117	City of Yukon (BankOne)HR	Christmas envelopes	12/2011	staples 02988	54.43
12-46720	01-35050	Occupational Health Centers	drug test inj care	11/2011	254151985	40.50
12-46788	01-35050	Occupational Health Centers	drug test	12/2011	254158060	40.50
12-46823	01-47660	Shred-It Oklahoma City	Doc.destruction-DC11	12/2011	10011057324	4.62
DEPARTMENT TOTAL:						140.05
DEPARTMENT: 18 Animal Control						
12-46713	01-00111	City of Yukon (BankOne)PD	nozzles/reel Animal Contr	12/2011	Lowe's 15236	28.57
12-46239	01-1	Ok Animal Control Assoc.	Spiva annual training	10/2011	O FS11-97	150.00
12-46831	01-57600	Wesco, Inc.	Auto Pkg renewal-3Q	1/2012	147069	1,000.00
12-46832	01-57600	wesco, Inc.	Property Pkg renewal-3Q	1/2012	147070	2,000.00
12-46726	01-57776	West Yukon Animal Hospita	vet services	11/2011	0501656	36.20
12-46725	01-63150	Yukon Veterinary Hospital,	vet services	12/2011	123520	134.00
DEPARTMENT TOTAL:						3,348.77

P.O.#	VENDOR #	NAME	DESCRIPTION	DATE	INVOICE	AMOUNT
DEPARTMENT: 19 Street Department						
12-46579	01-00180	City of Yukon (BankOne)PW	gauze, bandage etc	11/2011	FirstAidEx 032703	48.00
12-46592	01-00180	City of Yukon (BankOne)PW	12" red led	11/2011	Gades 0058665-IN	195.00
			12" green arrow	11/2011	Gades 0058665-IN	149.00
12-46593	01-00180	City of Yukon (BankOne)PW	lights, batteries	11/2011	Actionsaf 00170276	390.00
12-46668	01-00180	City of Yukon (BankOne)PW	part paym food items	12/2011	walmart 00027	183.32
12-46669	01-00180	City of Yukon (BankOne)PW	uniform cleaning,ren	11/2011	Clean 50519059	32.25
12-46745	01-00180	City of Yukon (BankOne)PW	batteries -case	12/2011	ActionSfty 0170396	48.00
12-46747	01-00180	City of Yukon (BankOne)PW	uniform cleaning,ren	11/2011	Clean 50520063	32.25
12-46756	01-00180	City of Yukon (BankOne)PW	2 traffic counters	12/2011	Napa 487369	306.00
			clamps 8	12/2011	Napa 487369	7.60
12-46831	01-57600	wesco, Inc.	Auto Pkg renewal-3Q	1/2012	147069	5,000.00
12-46832	01-57600	wesco, Inc.	Property Pkg renewal-3Q	1/2012	147070	1,500.00
DEPARTMENT TOTAL:						7,891.42
DEPARTMENT: 22 Insurance						
12-46833	01-37468	OK Municipal Assurance	workComp11-12 1Q	1/2012	3rd Qtr 11-12	53,251.85
DEPARTMENT TOTAL:						53,251.85
DEPARTMENT: 23 Technology						
12-45076	01-00123	City of Yukon (BankOne)TEC	T1 Service NV'11	11/2011	AT&T 0721704840-11	1,198.00
12-45082	01-00123	City of Yukon (BankOne)TEC	internet/cable srv-NV11	11/2011	Cox 11/18/11	404.95
12-46527	01-00123	City of Yukon (BankOne)TEC	Otterbox iPhone4 Case	11/2011	Amazon 00289229520	26.51
			Otterbox iPhone4 Case	11/2011	Amazon 00289229520	211.04
			Otterbox iPhone4 Case	11/2011	Amazon 21935498929	194.94
			Otterbox iPhone4 Case	11/2011	Amazon 21935498929	48.02
			Otterbox iPhone4 Case	11/2011	Amazon 00248545889	59.97
			Shipping	11/2011	Amazon 00289229520	64.87
12-46606	01-00123	City of Yukon (BankOne)TEC	PoweEdge T310 Server	11/2011	Dell 2002943584353	3,940.10
12-46647	01-00123	City of Yukon (BankOne)TEC	Mob Phone Srvc-NV'11	11/2011	AT&T 287018940185X	5,265.85
12-46652	01-00123	City of Yukon (BankOne)TEC	Manual for iPad 2	11/2011	Amazon 10374776721	13.63
			Guide download Apps	11/2011	Amazon 10374776721	13.46
			iPad 2 Guide	11/2011	Amazon 10374776721	9.99
			iPad 2 for Dummies	11/2011	Amazon 10374776721	14.95
			Shipping	11/2011	Amazon 10374776721	6.96
12-46653	01-00123	City of Yukon (BankOne)TEC	Scripton to iPhone Life	11/2011	iPhoneLf IF4567803	24.97
12-46774	01-00123	City of Yukon (BankOne)TEC	HP Officejet Printer	12/2011	CDW-G C210834	275.75
12-46775	01-00123	City of Yukon (BankOne)TEC	Targus Stylus	12/2011	CDW-G C190740	11.68
12-46786	01-00123	City of Yukon (BankOne)TEC	Surge Protector	12/2011	Lowes 13256	55.88
12-46795	01-00123	City of Yukon (BankOne)TEC	iPhone 4 Stylus	12/2011	Amazon 00248838033	8.55
12-46614	01-02237	BMI Systems Corporation	PD copier lease NV11	11/2011	CNIN101635BMI	1,046.00
			PD base copies NV11	11/2011	CNIN101635BMI	353.11
			Pdbillable cop NV11	11/2011	CNIN101635BMI	23.30
12-46572	01-06710	Coast To Coast Computer Pro	CC531A Cyan	11/2011	A827956	89.00
			CC532A Yellow	11/2011	A827956	89.00
			CC533A Magenta	11/2011	A827956	89.00
			CE505A Black	11/2011	A827956	69.00

P.O.#	VENDOR #	NAME	DESCRIPTION	DATE	INVOICE	AMOUNT
DEPARTMENT: 23		Technology				
12-46649	01-1	Gritware, LLC	Web Track 3-User	11/2011	G 3077	208.25
			100PC Audit Licenses	11/2011	G 3077	68.25
12-46615	01-30810	MAC Systems	Monitor Alarm System	11/2011	8312	108.00
12-46648	01-40840	Presidio Networked	Network Srvc JL'10	7/2010	40025293	250.00
			Network Srvc N-D '10	12/2010	40100348	1,312.50
			Network Srvc JA'11	2/2011	40110316	187.50
12-46717	01-42990	Public Surplus	Nov '11 auction fees	11/2011	342876	28.72
12-46743	01-48885	Superior Office Systems	Copier Rental Charge	12/2011	694	498.00
			PRbillable Cop DC'11	12/2011	694	58.62
			PR basecopiesDC'11	12/2011	694	56.20
			CC basecopies DC'11	12/2011	694	21.81
			RAC basecopies DC'11	12/2011	694	27.29
12-46478	01-50323	TimeCentre	Timecentre software Renew	12/2011	INV00002673	1,617.00
12-46650	01-60351	Xerox Corporation	D242V CH lease NV'11	11/2011	058430088	1,341.73
12-46744	01-60351	Xerox Corporation	W5675 CH lease NV'11	12/2011	058654599	1,425.12
			WCP232 CMDleaseNV'11	12/2011	058654597	262.87
			W5030 CRTlease DC'11	12/2011	058654598	280.82
			W5030 LIB leaseNV'11	12/2011	058654594	177.01
			W5030 PW lease NV'11	12/2011	058654600	272.40
DEPARTMENT TOTAL:						21,810.57
DEPARTMENT: 25		Emergency Management				
12-46785	01-00123	City of Yukon (BankOne)TEC	ship EOC Unit box-repair	12/2011	Staples 70161	55.80
12-46117	01-00174	City of Yukon (BankOne)EM	Desk Tack Board	11/2011	OfficeConcep 21897	70.00
			Desk Tack Board	11/2011	OfficeConcep 21897	119.00
DEPARTMENT TOTAL:						244.80
FUND TOTAL:						240,260.20

P.O.#	VENDOR #	NAME	DESCRIPTION	DATE	INVOICE	AMOUNT
DEPARTMENT: 01		96 SALES TAX IMPROVEMENTS				
12-46411	01-00180	City of Yukon (BankOne)PW	Remodel Project	12/2011	Crosslands 12-2-11	5.00-
			Remodel Project	12/2011	Crosslands 12-3-11	10.00
			Remodel Project	12/2011	Crosslands 12-6-11	70.00
12-46657	01-1	Carrot-Top Industries	US/OK/YPD flags	12/2011	C CI1149736	124.67
12-46781	01-1	Smart Technologies Inc.	Fire St. Cabling Project	11/2011	S 713601	6,338.00
12-46825	01-50700	Triad Design Group	A&E Mustang/66-wag	11/2011	7988	5,244.60
DEPARTMENT TOTAL:						11,782.27
FUND TOTAL:						11,782.27

P.O.#	VENDOR #	NAME	DESCRIPTION	DATE	INVOICE	AMOUNT
DEPARTMENT: 23 Special Events						
12-46841	01-00102	City of Yukon (BankOne)FIN	backdrop rental-EmpChrist	12/2011	BakerPhoto 33754	60.00
12-45536	01-00180	City of Yukon (BankOne)PW	Supplies-Christmas/Pk	1/2011	walmart 00281	22.31
			Supplies-Christmas/Pk	12/2011	BarkerSteel 140465	311.10
			Supplies-Christmas/Pk	12/2011	Ace 862687	99.90
			Supplies-Christmas/Pk	12/2011	walmart 04447	5.76
12-46437	01-01020	AAA/Bon Appetit Catering	Cater-Christmas Party	12/2011	12/09/11	5,362.00
DEPARTMENT TOTAL:						5,861.07
DEPARTMENT: 42 Insurance & Misc Reimb						
12-46651	01-00123	City of Yukon (BankOne)TEC	Iphone 4	11/2011	AT&T 11/29/11	759.43
DEPARTMENT TOTAL:						759.43
DEPARTMENT: 43 Mabel Fry						
12-46740	01-00108	City of Yukon (BankOne)LIB	Books-Local vendors	12/2011	Scholastic 0000204	152.21
12-46790	01-1	Yukon Historical Society	Books	12/2011	Y 12/12/11	100.00
DEPARTMENT TOTAL:						252.21
DEPARTMENT: 44 Library State Aid						
12-45473	01-37469	OK Library Association	Cert.Fee-Julie Gochenour	11/2011	11/01/11	20.00
DEPARTMENT TOTAL:						20.00
DEPARTMENT: 67 Police Department						
12-46656	01-00111	City of Yukon (BankOne)PD	hams-Shop with a Cop	12/2011	Homeland 063887	902.26
12-46672	01-00111	City of Yukon (BankOne)PD	Shop with a Cop gifts	12/2011	Target 12/10/11	1,626.23
			Shop with a Cop gifts	12/2011	Target 12/10/11	5,053.94
12-46715	01-00111	City of Yukon (BankOne)PD	training	12/2011	DaylightDnts 48008	38.33
12-46417	01-1	Genesis	CPR Training	11/2011	J 111	510.00
DEPARTMENT TOTAL:						8,130.76
FUND TOTAL:						15,023.47

FUND: 70 - Water &amp; Sewer Enterprise

P.O.#	VENDOR #	NAME	DESCRIPTION	DATE	INVOICE	AMOUNT
DEPARTMENT: 01 Utility Billing						
12-46833	01-37468	OK Municipal Assurance	WorkComp11-12 3Q	1/2012	3rd Qtr 11-12	3,000.00
12-46823	01-47660	Shred-It Oklahoma City	Doc.destruction-DC11	12/2011	10011057324	27.75
12-46757	01-53901	U S Post Office	Bulk Postage-Nov'11	12/2011	Nov '11	3,500.00
DEPARTMENT TOTAL:						6,527.75
DEPARTMENT: 02 water Distribution						
12-45139	01-00180	City of Yukon (BankOne)PW	parts to repair vehicles	12/2011	Napa 487098	12.24
			parts to repair vehicles	12/2011	Napa 487627	3.78
12-45810	01-00180	City of Yukon (BankOne)PW	parts to repair veh's	12/2011	OReily 0343-193909	20.46
			parts to repair veh's	12/2011	OReily 0343-193909	95.43
			parts to repair veh's	12/2011	OReily 0343-193909	76.49
12-46012	01-00180	City of Yukon (BankOne)PW	non durable supplies	11/2011	Lowes 001860	24.68
			non durable supplies	12/2011	ICM OK801539PW	72.00
			water line repairs	12/2011	HDSupply 4154104	65.50
12-46326	01-00180	City of Yukon (BankOne)PW	parts to repair vehicles	11/2011	Ace 862929	17.00
			parts to repair vehicles	11/2011	Ace 862941	24.34
12-46579	01-00180	City of Yukon (BankOne)PW	wipes, burn jell, et	11/2011	FirstAidEx 032703	58.15
12-46642	01-00180	City of Yukon (BankOne)PW	concrete - pallet	11/2011	Lowes 02545	197.40
			meter cans, saddle	11/2011	HD Supply 4123584	523.00
			curb, copper	11/2011	HD supply 4123656	1,098.50
12-46667	01-00180	City of Yukon (BankOne)PW	36-42" tv wall mt	12/2011	walmart 06405	398.00
12-46668	01-00180	City of Yukon (BankOne)PW	part paym food items	12/2011	walmart 00804	149.96
12-46669	01-00180	City of Yukon (BankOne)PW	uniform cleaning,ren	11/2011	Clean 50519059	40.47
12-46718	01-00180	City of Yukon (BankOne)PW	tap saddles	12/2011	HD supply 4132598	68.14
12-46747	01-00180	City of Yukon (BankOne)PW	uniform cleaning,ren	11/2011	Clean 50520063	40.47
12-46623	01-18150	Hampel Oil Distributors,	Inunleaded fuel	11/2011	90342628	719.10
			diesel fuel	11/2011	90342628	215.45
12-46666	01-18150	Hampel Oil Distributors,	Inunleaded fuel	12/2011	90345646	777.26
			diesel fuel	12/2011	90345646	322.16
12-46833	01-37468	OK Municipal Assurance	WorkComp11-12 3Q	1/2012	3rd Qtr 11-12	6,600.00
12-46831	01-57600	wesco, Inc.	Auto Pkg renewal-3Q	1/2012	147069	5,000.00
12-46832	01-57600	wesco, Inc.	Property Pkg renewal-3Q	1/2012	147070	1,000.00
DEPARTMENT TOTAL:						17,619.98

P.O.#	VENDOR #	NAME	DESCRIPTION	DATE	INVOICE	AMOUNT
DEPARTMENT: 03		Treatment and supply				
12-46834	01-06375	City of Oklahoma City	Water Usage-Nov'11	12/2011	12/08/11	68,391.50
12-46279	01-1	Diving Services	diving services	11/2011	D 2011130	2,895.00
12-46838	01-55800	Veolia Water North America	Service for Dec '11	12/2011	9430	94,127.34
12-46832	01-57600	wesco, Inc.	Property Pkg renewal-3Q	1/2012	147070	1,500.00
DEPARTMENT TOTAL:						166,913.84
FUND TOTAL:						191,061.57

P.O.#	VENDOR #	NAME	DESCRIPTION	DATE	INVOICE	AMOUNT
DEPARTMENT: 01		Sanitation				
12-45139	01-00180	City of Yukon (BankOne)PW	parts to repair vehicles	12/2011	Napa 487098	17.33
12-46544	01-00180	City of Yukon (BankOne)PW	rivets	11/2011	Fastenal OKELR1797	74.60
12-46579	01-00180	City of Yukon (BankOne)PW	eyewash, bandaids	11/2011	FirstAidEx 032703	42.85
12-46622	01-00180	City of Yukon (BankOne)PW	44 gal trash can	11/2011	Lowe's 02682	41.88
			galvanized trash can	11/2011	Lowe's 02760	24.98
12-46668	01-00180	City of Yukon (BankOne)PW	part paym food items	12/2011	walmart 08685	93.07
			part paym food items	12/2011	Bass Pro 12/03/11	115.81
			part paym food items	12/2011	DollarGeneral 9496	95.84
12-46669	01-00180	City of Yukon (BankOne)PW	uniform cleaning,ren	11/2011	Clean 50519059	8.13
12-46670	01-00180	City of Yukon (BankOne)PW	11r22.5 tire	12/2011	T&W Tire 4841016	2,040.80
			waste fee	12/2011	T&W Tire 4841016	28.00
12-46747	01-00180	City of Yukon (BankOne)PW	uniform cleaning,ren	11/2011	Clean 50520063	8.13
12-46623	01-18150	Hampel Oil Distributors, In	unleaded fuel	11/2011	90342628	139.52
			diesel fuel	11/2011	90342628	2,590.98
12-46666	01-18150	Hampel Oil Distributors, In	unleaded fuel	12/2011	90345646	145.43
			diesel fuel	12/2011	90345646	2,161.66
12-46789	01-36840	OK Environ Mgmt Authority	landfill fees	11/2011	0000033183	24,969.36
12-46751	01-36843	OK Environ Mgmt Authority	Nov'11 citizen fees	11/2011	0000033181	730.00
12-46833	01-37468	OK Municipal Assurance	WorkComp11-12 3Q	1/2012	3rd Qtr 11-12	5,400.00
12-46831	01-57600	Wesco, Inc.	Auto Pkg renewal-3Q	1/2012	147069	7,000.00
12-46832	01-57600	Wesco, Inc.	Property Pkg renewal-3Q	1/2012	147070	800.00
DEPARTMENT TOTAL:						46,528.37
DEPARTMENT: 02		Recycling				
12-46828	01-36841	OK Environ Mgmt Authority	Recycle Bins Oct'11	10/2011	0000033027	150.00
			Recycle Bins Nov'11	11/2011	0000034525	225.00
DEPARTMENT TOTAL:						375.00
FUND TOTAL:						46,903.37

P.O.#	VENDOR #	NAME	DESCRIPTION	DATE	INVOICE	AMOUNT
DEPARTMENT: 01		Stormwater				
12-46626	01-00173	City of Yukon (BankOne)SW	4HeadLight for CD car	11/2011	AWDirect 15314244	244.91
12-46749	01-00173	City of Yukon (BankOne)SW	Ambar Litebar-SW Trailers	12/2011	SW Trailer AI97835	640.14
12-46623	01-18150	Hempel Oil Distributors, Inunleaded		11/2011	90342628	103.17
12-46666	01-18150	Hempel Oil Distributors, Inunleaded		12/2011	90345646	58.01
12-46721	01-31670	Meshak & Associates, PLC	Master Drainage Plan	11/2011	3	2,062.50
12-46833	01-37468	OK Municipal Assurance	workCompl1-12 3Q	1/2012	3rd Qtr 11-12	1,200.00
12-46722	01-39920	Pinnacle Mapping Technology	Topograph/planimetric map	11/2011	Plainmetri 11/8/11	2,990.00
			Topograph/planimetric map	11/2011	Contoures 11/08/11	8,900.00
			Topograph/planimetric map	11/2011	EdgePavem 11/08/11	1,100.00
			Topograph/planimetric map	11/2011	ParkingLo 11/08/11	1,100.00
			Topograph/planimetric map	11/2011	Sidewalks 11/08/11	1,100.00
			Topograph/planimetric map	11/2011	BldFtprts 11/08/11	3,400.00
			Topograph/planimetric map	11/2011	Driveways 11/08/11	2,100.00
			Topograph/planimetric map	11/2011	Vegetation 11/08/1	2,100.00
			Topograph/planimetric map	11/2011	AutoCAD 11/08/11	160.00
			Topograph/planimetric map	11/2011	DtaCvrtGe 11/08/11	800.00
12-46808	01-47660	Shred-It Oklahoma City	Doc.destruction-DC11	12/2011	10011057329	9.24
12-46831	01-57600	Wesco, Inc.	Auto Pkg renewal-3Q	1/2012	147069	500.00
12-46809	01-76180	Anna waggoner	Fall '11 Tuition reimb	12/2011	Fall 2011	795.00
DEPARTMENT TOTAL:						29,362.97
FUND TOTAL:						29,362.97

P.O.#	VENDOR #	NAME	DESCRIPTION	DATE	INVOICE	AMOUNT
DEPARTMENT: 11		Police Grants				
12-46531	01-00111	City of Yukon (BankOne)PD	promotional items	10/2011	CBS 15716	457.00
			promotional items	10/2011	CBS 15717	413.13
			promotional items	11/2011	NNWI 186368953	240.88
DEPARTMENT TOTAL:						1,111.01
FUND TOTAL:						1,111.01
GRAND TOTAL:						535,504.86



City of Yukon  
 Attn: City Treasurer  
 Mr. Michael Malmfeldt  
 P. O. Box 850500  
 Yukon, Oklahoma 73085

Invoice No. 7987  
 Project No. E180.00  
 Statement #: 23  
 Date: November 30, 2011  
 CIT220

Re: Piedmont Road (SH 4) from Main Street (OK 66) to Northwest Expressway (SH 3)

Fee \$1,348,200.00  
 Construction Observation 75,000.00  
 (Not to Exceed)

Engineering Services October 26 through November 25, 2011

Survey (25%) (\$337,050.00)

Completed to Date: \$337,050.00 x 100.0% = \$337,050.00

Preliminary Plans (25%) (\$337,050.00)

Completed to Date: \$337,050.00 x 98.0% = 330,309.00

Final Plans (40%) (\$539,280.00)

Completed to Date: \$539,280.00 x 44.0% = 237,283.20

As-Builts (10%) (\$134,820.00)

Completed to Date: \$134,820.00 x 0.0% = 0.00

Construction Observation (Not to Exceed \$75,000.00)

	\$904,642.20
Less Previous Billing	877,678.20
Amount Due	\$26,964.00

DESCRIPTION City of Yukon  
P.O. Box 850500  
Yukon, Oklahoma 73085

STATE OF OKLAHOMA SS  
COUNTY OF OKLAHOMA

The undersigned (architect, contractor, supplier, or engineer) of lawful age,  
being first duly sworn on oath, says that this invoice or claim is truth and correct.

Affiant further states that the (work, services, or materials) as shown by this  
invoice or claim have been (completed, or supplied) in accordance with the  
plans, specifications, orders, or requests furnished the affiant. Affiant further  
states that (s)he has made no payment directly or indirectly to any elected  
official, officer, or employee of the State of Oklahoma, any county or local  
subdivision of the state, of money or any other things of value to obtain payment.

*[Handwritten Signature]*  
Architect, Supplier, Contractor, Engineer

Subscribed and sworn to before me this

30th day of November

*[Handwritten Signature]*  
Notary Public (or Clerk or Judge)



My Commission Expires: March 13, 2012

**AUTHORIZATION FOR ACCESS BY PATIENT OR DISCLOSURE OF  
PROTECTED HEALTH INFORMATION**

Name: Nancy Poteet Social Security #: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

I hereby authorize the use or disclosure of the Protected Health Information (PHI) described below to be provided to or obtained by the following:

**Name & Address of Employer to Receive Protected Healthcare Information:**  
City of Yukon PO Box 850500 Yukon, OK 73085

**Name & Address of Individual/Facility/Company to Disclose Protected Healthcare Information:**  
Dr. Farhan Qureshi  
Dr. Salaman Zubuar

**Information authorized for use or disclosure, or to be obtained:** All medical information concerning this patient

**The information will be obtained, used, or disclosed for the following purpose(s):** Disability Determination

**I understand:**

- I may revoke this authorization at any time, in writing, except revocation will not apply to information already used or disclosed in response to this authorization. I may revoke this document by presenting my written revocation as provided in the Notice of Privacy Practices. Unless revoked or otherwise indicated, the automatic expiration date will be one year from the date of signature or upon occurrence of the following event: \_\_\_\_\_
- I release the entities listed above, their agents and employees from any liability in connection with the use or disclosure of the protected health information covered by this authorization. The entity authorized to disclose the information will not be compensated by the recipient for the disclosure, except for the cost of copying and mailing as authorized by law.
- Information used or disclosed pursuant to this authorization may be subject to redisclosure by the recipient and no longer protected by federal law. However, the recipient may be prohibited from disclosing substance abuse information under the Federal Substance Abuse Confidentiality Requirements.
- I have the right to inspect the health information to be released and I may refuse to sign this authorization.
- Unless the purpose of this authorization is to determine payment of a claim for benefits, the requesting entity will not condition the provision of treatment or payment for my care on my signing this authorization.

**I understand that my medical information may indicate that I have a communicable or venereal disease which may include, but is not limited to, diseases such as hepatitis, syphilis, gonorrhea or the human immunodeficiency virus, also known as Acquired Immune Deficiency Syndrome (AIDS). I further understand that my medical information may indicate that I have or have been treated for psychological or psychiatric conditions or substance abuse.**

Nancy Poteet  
Signature of Patient or Legal Representative

11-1-2011  
Date

\_\_\_\_\_  
Description of Legal Representative's Authority

**NOTICE OF RIGHTS:** Information in your medical record that you have or may have a communicable or venereal disease is made confidential by law and cannot be disclosed without your permission except in limited circumstances including disclosure to persons who have had risk exposures, disclosure pursuant to an order of the court of the Department of Health, disclosure among health care providers or disclosure for statistical or epidemiological purposes. When such information is disclosed, it cannot contain information from which you could be identified unless disclosure of that identifying information is authorized by you, by an order of the court or the Department of Health or by law.



DB 4.32

**PHYSICIAN'S CERTIFICATE OF DISABILITY**

This is to certify that I have examined the following named claimant and my report covering the nature and extent of his disability is as follows:

Name of Claimant Nancy Poterf Age      Gender Female  
Address 1128 Folkstoner Dr. city Vukon State Oklahoma  
Diagnosis (Explain in detail): Multiple Sclerosis, and Dizziness

1. On what date did illness begin or injury occur? 6-20-11
2. When did you first treat the claimant: 6-20-11 Where? Office
3. How long prior to your first examination was the illness contracted? 6-20-11
4. To what do you attribute origin of illness?      Is it chronic?
5. Is this illness a primary condition or is it secondary to, complicated with, or a sequence of some other illness? Primary
6. Has illness or injury necessitated hospitalization? YES From 6-3-11 To 6-6-11
7. Has illness or injury necessitated confinement within the house? YES
8. Was the illness or injury of such severity as to disable claimant for the duties of his position?  
Yes, she has dizziness and blurred vision
9. Does the illness or injury now prevent any gainful employment by the claimant? YES  
If not, what limitations exist with respect to the type of work he can do? She is going blind in her left eye
10. How long will claimant be unable to be gainfully employed? once diagnosis takes full effect.
11. In your opinion, is this individual totally and permanently disabled so as to be prevented thereby, now and throughout the remainder of his life from engaging in any occupation or employment for remuneration or profits? yes.



DB 4.32  
Page 2

**PHYSICIAN'S CERTIFICATE OF DISABILITY**

I, a practicing physician, duly registered as such under the laws of the State of \_\_\_\_\_ do hereby certify that my answers to the foregoing questions are true and complete to the best of my knowledge and belief.

Signed \_\_\_\_\_ Date \_\_\_\_\_  
*[Signature]*  
Salman Zubair, M.D.  
Print Name

Address S35 NW 9th Ste 235  
City Oklahoma City, OK  
State, Zip Oklahoma 73102  
Phone (405) 222-6227

State of \_\_\_\_\_  
 County of \_\_\_\_\_  
 The foregoing document was signed and sworn to (or affirmed) before me on \_\_\_\_\_ (date)  
 by \_\_\_\_\_ (name(s) of person(s) making statement).  
 Signature of Notary \_\_\_\_\_ My commission expires: \_\_\_\_\_  
 (Seal)



PHYSICIAN'S CERTIFICATE OF DISABILITY

This is to certify that I have examined the following named claimant and my report covering the nature and extent of his disability is as follows:

Name of Claimant Nancy E. Poteet Age \_\_\_\_\_ Gender F  
Address 1128 Folkstone Drive City YUKON State OK 73099  
Diagnosis (Explain in detail): multiple sclerosis

1. On what date did illness begin or injury occur? 05.26.11
2. When did you first treat the claimant: 05.26.11 Where? Canadian Valley Hosp.
3. How long prior to your first examination was the illness contracted? ~ 4 mos prior
4. To what do you attribute origin of illness? unknown Is it chronic? yes
5. Is this illness a primary condition or is it secondary to, complicated with, or a sequence of some other illness? primary condition
6. Has illness or injury necessitated hospitalization? yes From 5.6.11 To 5.30.11
7. Has illness or injury necessitated confinement within the house? yes
8. Was the illness or injury of such severity as to disable claimant for the duties of his position?  
yes
9. Does the illness or injury now prevent any gainful employment by the claimant? yes  
If not, what limitations exist with respect to the type of work he can do? \_\_\_\_\_
10. How long will claimant be unable to be gainfully employed? lifetime
11. In your opinion, is this individual totally and permanently disabled so as to be prevented thereby, now and throughout the remainder of his life from engaging in any occupation or employment for remuneration or profits? yes

*[Handwritten signature]*

**PHYSICIAN'S CERTIFICATE OF DISABILITY**

I, a practicing physician, duly registered as such under the laws of the State of OKLAHOMA, do hereby certify that my answers to the foregoing questions are true and complete to the best of my knowledge and belief.

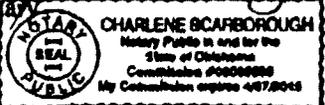
Signed [Signature] Date 12-15-11  
Dr. Farhan M. Qureshi, M.D.  
Print Name

Address \_\_\_\_\_  
City \_\_\_\_\_  
State, Zip \_\_\_\_\_  
Phone \_\_\_\_\_  
FARHAN M. QURESHI, M.D.  
Canadian Valley Regional Hospital  
1205 Health Center Parkway, Ste. 210  
Yukon, Oklahoma 73099

State of Oklahoma  
County of Canadian

The forgoing document was signed and sworn to (or affirmed) before me on 15th Dec 11 (date)  
by Dr Farhan M. Qureshi (name(s) of person(s) making statement).

Signature of Notary [Signature] My commission expires: 4/7/2015

(Seal) 

## Report of Boards, Commissions and Committees

Titles and members of various boards, commissions and committees that are appointed by the Mayor and City Council are listed below, as well as the expiration date of their term and the ward they represent. All terms expire June 30th.

Planning Commission			Spanish Cove		
Earline Smaistrila	Ward 1	2014	Larry Taylor, Representative		
Larry Taylor	Ward 2	2014	OK Environmental Management Auth.		
Bob Doggett	Ward AL	2015			
Terry Beaver	Ward 3	2012	Jim Crosby, Representative		
Michael McEachern	Ward 4	2012	Dewayne Maxey, Alternate		
Board of Adjustment/Board of Appeal			Canadian County Alliance		
Sherry Huston	Ward 1	2014	Dewayne Maxey, Representative		
Ken Smith	Ward 2	2014	Jim Crosby, Alternate		
Buddy Carpenter	Ward AL	2015	Senior Citizens		
Joe Horn	Ward 3	2012			
Russ Kline	Ward 4	2012			
			Ray Wright, Representative		
			John Alberts, Alternate		
Park Board			ACOG		
Joe Edwards	Ward 1	2014	Bob Bradway, Representative		
D.E. Brower	Ward 2	2014	John Tipps, Alternate		
Ed Hatley	Ward AL	2015	COWRA		
Ward Larson	Ward 3	2012			
Joe Baumann	Ward 4	2012			
			Genie Vinson, Representative		
			Larry Taylor, Alternate		
Library Board			Sister City Committee		
Charlotte Novak*		2011	Illona Morris		
Donelda Wheatly*		2011	Terry Beaver		
Lee Wells	Ward 2/1	2014	Nancy Novosad		
Joyce Roman	Ward 2	2014	Edwin Shedeck		
Ginger LaCroix	Ward AL	2015	Recycling Committee		
Jeanne Riggs	Ward 3	2012			
Margaret Albrecht	Ward 4	2012			
Traffic Commission			Carole Garner		Rick Bolin
Charles Lee	Ward 1	2014	Dennis Beringer		Beverly Kofoed
	Ward 2	2014	Genie Vinson		Gary LaRue
John Knuppel	Ward AL	2015			
Jay Tallant	Ward 3	2012			
Emil Albrecht	Ward 4	2012			

\*Members of Ladies' Library Club are appointed by same

**RESOLUTION NO. 2011 - 12**

**A RESOLUTION AUTHORIZING THE CALLING AND HOLDING OF AN ELECTION IN THE CITY OF YUKON, CANADIAN COUNTY, OKLAHOMA, FOR THE PURPOSE OF ELECTING ONE COUNCIL MEMBER FROM WARD 3 AND ONE COUNCIL MEMBER FROM WARD 4 FOR FOUR-YEAR TERMS ENDING IN MAY, 2016.**

**WHEREAS**, it is deemed necessary to call a Primary Election on Tuesday, March 6, 2012, to nominate candidates for a General Election to elect a City Council Member to succeed the Council Member For Ward 3, and to elect a City Council Member to succeed the Council Member For Ward 4, whose terms are expiring; and

**WHEREAS**, if no candidate receives a majority of the votes cast in the Primary Election, it is deemed necessary to call a General Election on Tuesday, April 3, 2012, for the purpose of electing a Council Member for Ward 3 and/or a Council Member for Ward 4 for four (4) year terms expiring in 2016; and

**WHEREAS**, any candidates for City Council Member shall be qualified voters of the City at the time of their election and shall be elected by a majority vote of the qualified electors in their respective wards; and

**WHEREAS**, the filing period, according to the Charter of the City of Yukon, Oklahoma, shall open at 8:00 a.m. January 9, 2012, and close at 4:30 p.m. January 11, 2012; and

**WHEREAS**, the absentee ballots shall be provided in accordance with state law.

**BE IT RESOLVED BY THE CITY OF YUKON, OKLAHOMA:**

**Section 1:** That a Primary Election shall be held on Tuesday, March 6, 2012, for the purpose of nominating candidates to stand for election in the General Election provided for herein for the purpose of election of a Council Member for Ward 3 and a Council Member for Ward 4 for four (4) year terms expiring in 2016.

**Section 2:** That, if necessary, a General Election shall be held on Tuesday, April 5, 2011, for the purpose of electing a Council Member for Ward 3 and/or a Council Member for Ward 4 for four (4) year terms ending in 2016.

**Section 3:** That each candidate for City Council Member shall be a qualified voter of the City, and a resident of the ward for which he is a candidate.

**Section 4:** That each candidate for Council Member shall file a declaration of candidacy with the secretary of the County Election Board and that the filing period, according to the Charter of the City of Yukon, shall open at 8:00 a.m. Monday, January 9, 2012, and close at 4:30 p.m. Wednesday, January 11, 2012.

**Section 5:** That the Council Member for Ward 3 and Council Member for Ward 4 shall be elected by a popular vote of the qualified voters of the respective wards, and only voters residing in the City who have the qualifications prescribed for voters by the State Constitution and Law and who are registered as required by law may vote in the City election; and

**Section 6:** That absentee ballots shall be provided in accordance with state law.

Passed and approved this 20th day of December, 2011

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John Alberts, Mayor

---

Douglas A. Shivers, City Clerk



John Alberts , Mayor & Council Member Ward II  
Nick Grba, Vice Mayor & Council Member Ward I  
Bob Bradway, Council Member Ward IV  
Dewayne Maxey, Council Member Ward III  
Ken Smith, Council Member At Large

**From the Office of the  
Community Development  
Director  
Mitchell Hort**

MEMO TO: City Manager, Grayson Bottom  
City Clerk, Doug Shivers  
City Council

FROM: Mitchell Hort, Planning Director

DATE: December 14, 2011

RE: Recommendation to accept roof bid from Preferred Roofing

The City of Yukon sought roof bids to be submitted to the City Clerks offices by November 8, 2011 for multiple city buildings to have the composition roofs replaced.

We have since learned after bids were requested that the Timberline Elk shingle style Weatherwood had a name change to GAF Elk Timberline HD Lifetime High Definition Shingles style Weatherwood. This is the same shingle according to the roofing manufacture the only thing that changed was the name of the product.

We are recommending that we award the bid to Preferred Roofing in the amount of \$51,933.00 since they bid the product that was requested.

The lowest bid was submitted by SRI Construction LLC and submitted a bid of \$50,998.00 which included an Owens Corning roofing material. We felt this did not meet all of the requirements that were requested in the bid.

After the completion of this roofing project we will start the bidding process to replace the roof on the waste transfer station located at 5<sup>th</sup> and Ash Street that was damaged in the same storm event.



**City of Yukon  
Roof Replacement Bids**

November 8, 2011 2:00PM, City Clerk's Office, City Hall

Location / Bldg		SRI Construction	Preferred Roofing	J&K Roofers
Fire Station #1	A) Station Building	20,459.00	23,492.00	22,901.90
	B) Storage Building	3,665.00	557.50	629.40
Kimbell Park	A) Bath House	9,109.00	5,450.00	5,892.00
	B) Picnic Shelter	1,079.00	1,267.00	1,465.20
	C) Picnic Shelter	1,189.00	1,267.00	1,465.20
Freedom Trail Playground	A) Restroom	1,520.00	1,943.00	2,250.20
	B) Picnic Shelter	843.00	817.50	939.70
	C) Playground shelter	325.00	348.50	290.05
	D) Playground shelter	325.00	348.50	290.50
	E) Playground shelter	325.00	348.50	290.05
Community Center	A) Storage Building	1,324.00	1,788.50	1,353.50
	B) Picnic Shelter	2,132.00	3,933.50	3,085.50
	C) Picnic Shelter	2,899.00	2,794.00	4,343.10
Chisholm Trail Park	A) Gazebo-South Side	5,329.00	7,059.00	7,741.70
Sunrise Park	A) Concession Stand	475.00	518.50	548.50
<b>TOTAL BID</b>		<b>50,998.00</b>	<b>51,933.00</b>	<b>53,486.50</b>

**No response from:**

Ridge Runner Roofing

*Johnny*

## Bid Sheet

Please use this form. Simply mark "No Bid" if you do not wish to submit a bid.

Company Name: PREFERRED ROOFING  
 Address: 7127 N.W. 39<sup>th</sup> EXPRESSWAY  
BETHANY, OK 73008  
 Contact: BILL FELAND Phone: 405-792-2222  
 email address: b.feland@cox.net Fax: 405-792-2224

Please list all bid amounts for all locations/buildings separately.

**Note:** Bid will be awarded to one (1) Bidder for a total to include all locations/buildings.

Fire Station #1	302 S. 5th Street	A) Station Building	<u>23,492.00</u>
		B) Storage Building	<u>557.50</u>
Kimbell Park	525 S. 7 <sup>th</sup> Street	A) Bath House	<u>5,450.00</u>
		B) Picnic Shelter	<u>1,267.00</u>
		C) Picnic Shelter	<u>1,267.00</u>
Freedom Trail Playground	2101 S. Holly Avenue	A) Restroom	<u>1,943.00</u>
		B) Picnic Shelter	<u>817.50</u>
		C) Playground shelter	<u>348.50</u>
		D) Playground shelter	<u>348.50</u>
		E) Playground shelter	<u>348.50</u>
Community Center	2200 S. Holly	A) Storage Building	<u>1,788.50</u>
		B) Picnic Shelter <i>behind C.C.</i>	<u>3,933.50</u>
		C) Picnic Shelter <i>by lake</i>	<u>2,794.00</u>
Chisholm Trail Park	500 W. Vandament	A) Gazebo-South Side	<u>7,059.00</u>
Sunrise Park	2802 N. Yukon Parkway	A) Concession Stand	<u>518.50</u>
<b>Total Bid for all Locations/Buildings:</b>			<b><u>\$ 51,933.00</u></b>

Agree to have all Roof Replacements completed no later than March 1, 2012: YES BLF

Non-Collusion Affidavit attached: YES City of Yukon Contractor's License #: 0000146

Proof of Worker Compensation and Liability Insurance attached: YES

Signed: Bill Feland Date: 11/8/11  
*for Preferred*



## Bid Instructions

The City of Yukon is requesting sealed bids for Roof Replacements for various city buildings. The bids shall be in accordance with the following instructions:

1. All bids will be submitted in a sealed envelope or packet marked "**SEALED BID – ROOF REPLACEMENTS.**"
2. The City of Yukon shall have the authority to reject the bid package or any and all bids and any part or provision of a bid or the bid proposal when it is deemed to be in the best interest of the city. The city also reserves the right to waive any irregularity of the bidding process. Additionally, the city has the authority to direct the readvertisement or resolicitation of any bid.
3. Bids shall be submitted no later than **2:00 p.m., Tuesday, November 8, 2011**, in the City Clerk's Office, City Hall, 500 West Main, Yukon, Oklahoma. Bids may also be mailed to P.O. Box 850500, Yukon, Oklahoma 73085. All bids will be opened at 2:00 p.m., Tuesday, November 8, 2011, in the Centennial Building, 12 South 5<sup>th</sup> Street, Yukon, Oklahoma.
4. Faxed bids will not be accepted. **Please provide an original and one copy of your bid.**
5. American, Oklahoma and Yukon owned firms are encouraged to submit a proposal. The City reserves the right to award the bid to a business located within the corporate limits of the City of Yukon if the eligible business submits a bid that is within five (5) percent of the lowest apparent bid.
6. There will be a **Mandatory Pre-Bid Meeting / Site Walk-Through** on Thursday, November 3, 2011 at 1:30 p.m. at the ~~Centennial Building~~, 10 S. 5<sup>th</sup> Street, Yukon, Oklahoma. Attendance at the pre-bid meeting is mandatory. *Community Development Office*
7. Please complete the non-collusion affidavit and submit with your bid.
8. Additional information may be received by contacting Cheryl Dunn, Purchasing Agent, at [cdunn@cityofyukonok.gov](mailto:cdunn@cityofyukonok.gov) or 405-354-1895, 500 W. Main, Yukon, Oklahoma 73099.

## Special Provisions

1. **Payment:**  
The City shall make partial payments to the successful bidder based on progress. The successful bidder shall submit invoices as each project location is completed. These invoices shall reflect a statement of work completed less a 5% retainage on the amount due. Upon completion of all project locations, the successful bidder shall submit a final invoice to include retainages withheld for all locations.
2. **Sales Tax:**  
This project is exempt from sales tax. All bids made shall be assumed to have been made based on such exemption as effective on the bid date.
3. **Building Permit:**  
Building Permits will be required for each building and/or location. Building Permit fee will be waived for this project only.



Roof Replacement Bid Specifications

**Fire Station #1**

302 S. 5th Street

A) Station Building

B) Storage Building

Remove shingles to deck and dispose in an approved location.
Decking shall be cleaned smooth, re-nailed and repaired as needed.
Comply with the requirements of the attached Asphalt Roofing Shingles System General Requirements
Replace all plumbing vent flashings with an approved metal penetration flashing. (Asphalt Roofing Shingles System General Requirements 3.14 Penetration flashing)
Prefinished galvanized steel drip edge (1 1/2"x 1 1/2", 26 gauge) shall be installed around the perimeter of the roof. (Matching building trim)
All decking shall be covered with a new 15# felt before shingle replacement.
All valleys shall have an underlayment (Asphalt Roofing Shingles System General Requirements 3.10 B Valley Construction)
Replace skylight in storage building with an equal.
Replace with a 30 year Prestige High Definition Elk shingle, <b>Style: Weatheredwood</b> and or approved equal with matching Elk Z ridge installed per manufactures installation instructions.
All valleys shall be laid in a closed valley California style valley cut.
<b>Note:</b> All shingles and appurtenances shall be hand nailed with a nail that doesn't penetrate to the underside of roof decking. (Inside ceiling is the underside of deck in Fire Station #1)
Contractor will be required to provide a 5 year warranty on labor and materials.
Manufacturer will be required to provide a 5 year warranty on materials to be free of defects.
Proof of Workman's Comp Certificate
Proof of \$500,000 General Liability
Affidavit/Lien Waiver stating labor, supplies, etc. have been paid.



Roof Replacement Bid Specifications

**Kimbell Park**

525 S. 7<sup>th</sup> Street

- A) Bath House
- B) Picnic Shelter
- C) Picnic Shelter

Remove shingles to deck and dispose in an approved location.
Decking shall be cleaned smooth, re-nailed and repaired as needed.
Comply with the requirements of the attached Asphalt Roofing Shingles System General Requirements
Replace all plumbing vent flashings with an approved metal penetration flashing. (Asphalt Roofing Shingles System General Requirements 3.14 Penetration flashing)
Prefinished galvanized steel drip edge (1 ½"x 1 ½", 26 gauge) shall be installed around the perimeter of the roof. (Matching building trim)
All decking shall be covered with a new 15# felt before shingle replacement.
All valleys shall have an underlayment (Asphalt Roofing Shingles System General Requirements 3.10 B Valley Construction)
Replace with a 30 year Prestige High Definition Elk shingle, <b>Style: Weatheredwood</b> and or approved equal with matching Elk Z ridge installed per manufactures installation instructions.
All shingles and appurtenances shall be hand nailed
Contractor will be required to provide a 5 year warranty on labor and materials.
Manufacturer will be required to provide a 5 year warranty on materials to be free of defects.
Proof of Workman's Comp Certificate
Proof of \$500,000 General Liability
Affidavit/Lien Waiver stating labor, supplies, etc. have been paid.



Roof Replacement Bid Specifications

**Freedom Trail Playground**

2101 S. Holly Avenue

- A) Restroom
- B) Picnic Shelter
- C) Playground shelter
- D) Playground shelter
- E) Playground shelter

Remove shingles to deck and dispose in an approved location.
Decking shall be cleaned smooth, re-nailed and repaired as needed.
Comply with the requirements of the attached Asphalt Roofing Shingles System General Requirements
Replace all plumbing vent flashings with an approved metal penetration flashing. (Asphalt Roofing Shingles System General Requirements 3.14 Penetration flashing)
Prefinished galvanized steel drip edge (1 1/2"x 1 1/2", 26 gauge) shall be installed around the perimeter of the roof. (Matching building trim)
All decking shall be covered with a new 15# felt before shingle replacement.
All valleys shall have an underlayment (Asphalt Roofing Shingles System General Requirements 3.10 B Valley Construction)
Replace with a 30 year Prestige High Definition Elk shingle, <b>Style: Weatheredwood</b> and or approved equal with matching Elk Z ridge installed per manufactures installation instructions.
All shingles and appurtenances shall be hand nailed
Contractor will be required to provide a 5 year warranty on labor and materials.
Manufacturer will be required to provide a 5 year warranty on materials to be free of defects.
Proof of Workman's Comp Certificate
Proof of \$500,000 General Liability
Affidavit/Lien Waiver stating labor, supplies, etc. have been paid.



Roof Replacement Bid Specifications

**Community Center**

2200 S. Holly

A) Storage Building

Remove shingles to deck and dispose in an approved location.
Decking shall be cleaned smooth, re-nailed and repaired as needed.
Comply with the requirements of the attached Asphalt Roofing Shingles System General Requirements
Prefinished galvanized steel drip edge (1 1/2"x 1 1/2", 26 gauge) shall be installed around the perimeter of the roof. (Matching building trim)
All decking shall be covered with a new 15# felt before shingle replacement.
Replace with a 25 year Prestige High Definition Elk shingle, <b>Style: Weathered Gray</b> installed per manufactures installation instructions.
All shingles and appurtenances shall be hand nailed
Contractor will be required to provide a 5 year warranty on labor and materials.
Manufacturer will be required to provide a 5 year warranty on materials to be free of defects.
Proof of Workman's Comp Certificate
Proof of \$500,000 General Liability
Affidavit/Lien Waiver stating labor, supplies, etc. have been paid.

B) Picnic Shelter

C) Picnic Shelter

Remove shingles to deck and dispose in an approved location.
Decking shall be cleaned smooth, re-nailed and repaired as needed.
Comply with the requirements of the attached Asphalt Roofing Shingles System General Requirements
Prefinished galvanized steel drip edge (1 1/2"x 1 1/2", 26 gauge) shall be installed around the perimeter of the roof. (Matching building trim)
Step flashing is required to meet the manufacturer's requirements and Asphalt Roofing Shingles System General Requirements.
All decking shall be covered with a new 15# felt before shingle replacement.
Replace with a 30 year Prestige High Definition Elk shingle, <b>Style: Weatheredwood</b> and or approved equal with matching Elk Z ridge installed per manufactures installation instructions.
All shingles and appurtenances shall be hand nailed
Contractor will be required to provide a 5 year warranty on labor and materials.
Manufacturer will be required to provide a 5 year warranty on materials to be free of defects.
Proof of Workman's Comp Certificate
Proof of \$500,000 General Liability
Affidavit/Lien Waiver stating labor, supplies, etc. have been paid.



Roof Replacement Bid Specifications

**Chisholm Trail Park**

500 W. Vandament

A) Gazebo-South Side

Remove shingles to deck and dispose in an approved location.
Decking shall be cleaned smooth, re-nailed and repaired as needed.
Comply with the requirements of the attached Asphalt Roofing Shingles System General Requirements
Prefinished galvanized steel drip edge (1 1/2"x 1 1/2", 26 gauge) shall be installed around the perimeter of the roof. (Matching building trim)
All decking shall be covered with a new 15# felt before shingle replacement.
Replace with a 30 year Prestlge High Definition Elk shingle, <b>Style: Weatheredwood</b> and or approved equal with matching Elk Z ridge installed per manufactures installation instructions.
All shingles and appurtenances shall be hand nailed
Contractor will be required to provide a 5 year warranty on labor and materials.
Manufacturer will be required to provide a 5 year warranty on materials to be free of defects.
Proof of Workman's Comp Certificate
Proof of \$500,000 General Liability
Affidavit/Lien Waiver stating labor, supplies, etc. have been paid.



Roof Replacement Bid Specifications

**Sunrise Park**  
2802 N. Yukon Parkway

A) Concession Stand

Remove shingles to deck and dispose in an approved location.
Decking shall be cleaned smooth, re-nailed and repaired as needed.
Comply with the requirements of the attached Asphalt Roofing Shingles System General Requirements
Prefinished galvanized steel drip edge (1 1/2"x 1 1/2", 26 gauge) shall be installed around the perimeter of the roof. (Matching building trim)
All decking shall be covered with a new 15# felt before shingle replacement.
Replace with a 25 year Prestige High Definition Elk shingle, <b>Style: Weathered Gray</b> and or approved equal with matching Elk Z ridge installed per manufactures installation instructions.
All shingles and appurtenances shall be hand nailed
Contractor will be required to provide a 5 year warranty on labor and materials.
Manufacturer will be required to provide a 5 year warranty on materials to be free of defects.
Proof of Workman's Comp Certificate
Proof of \$500,000 General Liability
Affidavit/Lien Waiver stating labor, supplies, etc. have been paid.

The City of Yukon reserves the right to waive minor technicalities under these specifications.

NON-COLLUSION AFFIDAVIT

STATE OF OK )

)

ss:

)

COUNTY OF CANADIAN )

The undersigned (architect, contractor, supplier or engineer), of lawful age, being first duly sworn, on oath says that this invoice or claim is true and correct. Affiant further states that the (work, services or materials) as shown by this invoice or claim have been (completed or supplied) in accordance with the plans, specifications, orders or requests furnished the Affiant. Affiant further states that he has made no payment directly or indirectly to any elected official, officer, or employee of the State of Oklahoma, any county or local subdivision of the state, of money or any other thing of value to obtain payment.

Company Name: Preferred Roofing

Print Name of Signer: BILL FELAND

Bill Feland

Contractor, Supplier or Engineer Signature

Subscribed and sworn to before this 8th day of November, 20 11

Notary Public Andrea N. Bailey (seal)

My commission expires: 11/24/2013



# ACORD™ CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
11/08/2011

<b>PRODUCER</b> Bridge Insurance Partners LLC 12221 Merit Drive Suite 1100 Dallas, TX 75251	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.												
<b>INSURED</b> Preferred Roofing Foam & Coating, Inc. 7127 NW 39th Expressway, Ste. A Bethany, OK 73008	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th style="width:80%;">INSURERS AFFORDING COVERAGE</th> <th style="width:20%;">NAIC #</th> </tr> <tr> <td>INSURER A: <b>Gemini Insurance Company</b></td> <td></td> </tr> <tr> <td>INSURER B: <b>Hanover Lloyds Insurance Compan</b></td> <td></td> </tr> <tr> <td>INSURER C: <b>Travelers Property &amp; Casualty</b></td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> </table>	INSURERS AFFORDING COVERAGE	NAIC #	INSURER A: <b>Gemini Insurance Company</b>		INSURER B: <b>Hanover Lloyds Insurance Compan</b>		INSURER C: <b>Travelers Property &amp; Casualty</b>		INSURER D:		INSURER E:	
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INSURER E:													

**COVERAGES**

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR	ADD'L	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
A		<b>GENERAL LIABILITY</b> <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> OCCUR <hr/> GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	VIGP012660	10/13/11	10/13/12	EACH OCCURRENCE <b>\$1,000,000</b> DAMAGE TO RENTED PREMISES (Ea occurrence) <b>\$50,000</b> MED EXP (Any one person) <b>\$5,000</b> PERSONAL & ADV INJURY <b>\$1,000,000</b> GENERAL AGGREGATE <b>\$2,000,000</b> PRODUCTS - COMP/OP AGG <b>\$2,000,000</b>
B		<b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS	6416583	09/11/2011	09/11/2012	COMBINED SINGLE LIMIT (Ea accident) <b>\$1,000,000</b> BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ GARAGE LIABILITY <input type="checkbox"/> ANY AUTO OTHER THAN AUTO ONLY: EA ACC \$ AGG \$ EXCESS/UMBRELLA LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE DEDUCTIBLE \$ RETENTION \$
		<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below				WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
C		<b>OTHER Equipment</b>	6600325P85A	09/19/2011	09/19/2012	<b>Limit - \$144,950</b>

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

**CERTIFICATE HOLDER**

**CANCELLATION**

City of Yukon  
 10 South 5th Street  
 Yukon, OK 73099

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE



# ACORD CERTIFICATE OF LIABILITY INSURANCE

CERTIFICATE NO. / DATE  
 AC11-200659-1044744  
 11/3/2011 10:11:32AM

**PRODUCER**  
 Highpoint Risk Services LLC  
 5501 LBJ FREEWAY, SUITE 1200  
 Dallas, TX 75240  
 (800) 728-0623 (972) 404-0380  
 Fax: (972) 404-0380

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

### INSURERS AFFORDING COVERAGE

**INSURED:** AMS Staff Leasing l/c/f:  
 PREFERRED ROOFING FOAM & COATING, INC.  
 7127 NW 39th EXPRESSWAY SUITE A  
 BETHANY, OK 73008  
 (405) 792-2222 Fax: (405) 792-2224

INSURER A: DALLAS NATIONAL INSURANCE COMPANY  
 INSURER B:  
 INSURER C:  
 INSURER D:  
 INSURER E:

### COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

NSR TR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
	<b>GENERAL LIABILITY</b> <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC				EACH OCCURRENCE \$ FIRE DAMAGE (Any One Fire) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMPOP AGG \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS				COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<b>GARAGE LIABILITY</b> <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN EA ACC \$ AUTO ONLY: AGG \$
	<b>EXCESS LIABILITY</b> <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE  DEDUCTIBLE \$ RETENTION \$				EACH OCCURRENCE \$ AGGREGATE \$ \$ \$ \$
A	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>	DWC02000508	06/20/2011	06/20/2012	<input checked="" type="checkbox"/> WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 100000 E.L. DISEASE - EA EMPLOYEE \$ 100000 E.L. DISEASE - POLICY LIMIT \$ 100000
	<b>OTHER</b> <input type="checkbox"/>				LIMITS \$ LIMITS \$

**DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS**

1. This certificate remains in effect, provided the client's account is in good standing with AMS Staff Leasing. Coverage is not provided for any employee for which the client is not reporting wages to AMS Staff Leasing. Applies to 100% of the employees of AMS Staff Leasing leased to PREFERRED ROOFING FOAM & COATING, INC., effective 06/20/2011.

**CERTIFICATE HOLDER**

ADDITIONAL INSURED; INSURER LETTER:

**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE

LINGO CONSTRUCTION SERVICES, INC  
 PO BOX 850369  
 YUKON, OK 73085

*Have ordered for City of Yukon on cert. & have cert. on file for licensing. Bill Jelard*

*[Signature]*



Better Business Bureau

In Central Oklahoma

Print this full report

## BBB BUSINESS REVIEW

BBB ACCREDITED BUSINESS SINCE 03/30/2009

### Preferred Roofing, Inc.

(405) 792-2222

[View Additional Phone Numbers](#)

7127 NW 39th Expressway Suite A, Bethany, OK 73008

<http://www.preferred-roofing.com>



**A+** On a scale of A+ to F  
[Reason for Rating](#)  
[BBB Ratings System](#)  
[Overview](#)

### BBB Accreditation

A BBB Accredited Business since 03/30/2009

BBB has determined that Preferred Roofing, Inc. meets [BBB accreditation standards](#), which include a commitment to make a good faith effort to resolve any consumer complaints. BBB Accredited Businesses pay a fee for accreditation review/monitoring and for support of BBB services to the public.

BBB accreditation does not mean that the business' products or services have been evaluated or endorsed by BBB, or that BBB has made a determination as to the business' product quality or competency in performing services.

### Reason for Rating

BBB rating is based on 16 factors. [Get the details about the factors considered.](#)

Factors that *raised* Preferred Roofing, Inc.'s rating include:

- Length of time business has been operating.
- No complaints filed with BBB.
- BBB has sufficient background information on this business.

### Customer Complaints Summary

0 complaints closed with BBB in last 3 years | 0 closed in last 12 months

Complaint Type	Total Closed Complaints
Advertising / Sales Issues	0
Billing / Collection Issues	0
Problems with Product / Service	0
Delivery Issues	0
Guarantee / Warranty Issues	0
<b>Total Closed Complaints</b>	<b>0</b>

### Industry Comparison [Chart](#)

Roofing Contractors

### Government Actions

BBB knows of no significant government actions involving Preferred Roofing, Inc..

What government actions does BBB report on?

### Advertising Review

BBB has nothing to report concerning Preferred Roofing, Inc.'s advertising at this time.

What is BBB Advertising Review?

### Additional Information

BBB file opened: 03/30/2009  
Business started: 01/01/1993

#### Licensing

Effective January 1, 2011, the state of Oklahoma requires companies in the roofing industry to register with the state's Construction Industries Board. To learn more about the law and registration, visit the board's website at [www.ok.gov/cib/](http://www.ok.gov/cib/)

#### Contact Information

Primary Contact: Mr. Bill Feland (President)  
Vern Cowhead (Manager)

#### Number of Employees

5

#### Business Category

Roofing Contractors

#### Products & Services

This company offers roofing and repair, residential only.

#### BBB Program Participation

This company participates in the BBB Identification Program and has agreed to use special procedures including arbitration, if necessary, to resolve disputes.

#### Industry Tips

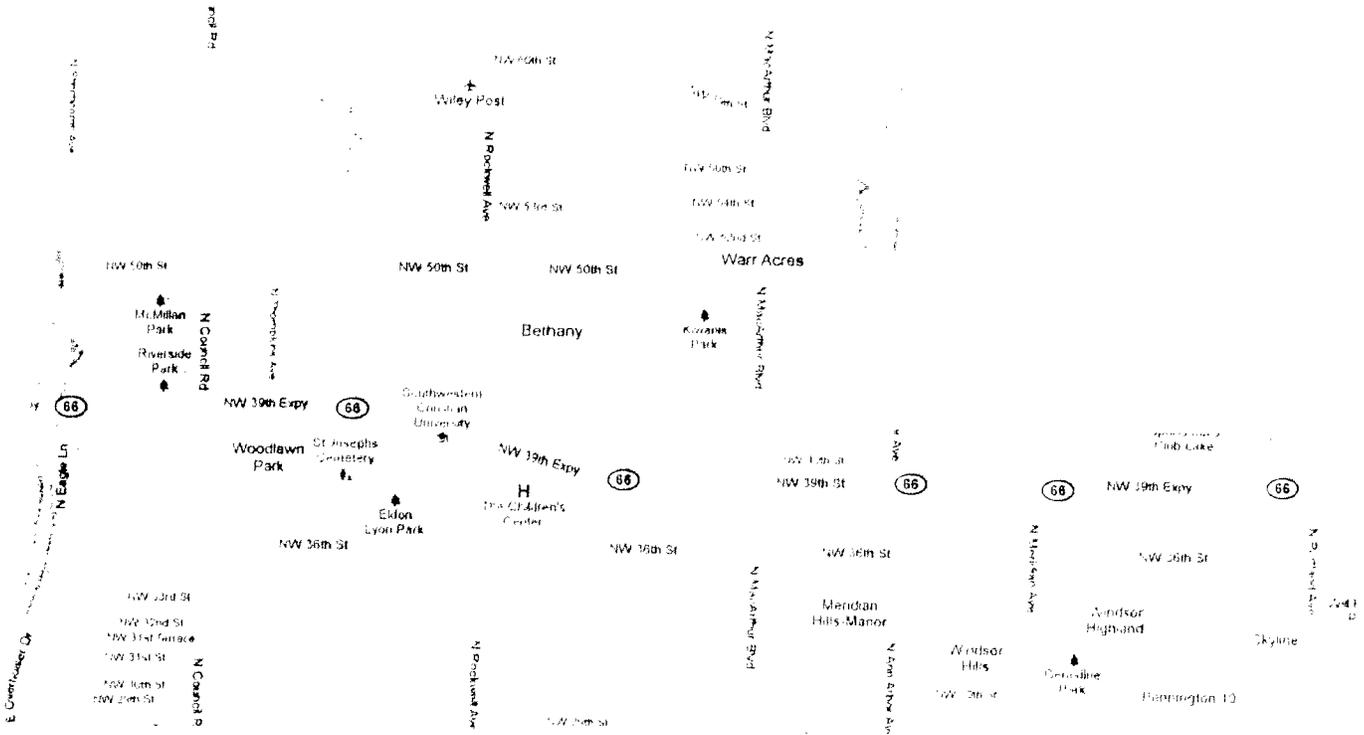
Home Contractors: Tip-offs to Potential Rip-offs



### MAP & DIRECTIONS

### Map & Directions

**Address for Preferred Roofing, Inc.**  
7127 NW 39th Expressway Suite A  
Bethany, OK 73008





# OVERVIEW OF BBB GRADE

BBB letter grades represent the BBB's opinion of the business. The BBB grade is based on BBB file information about the business. In some cases, a business' grade may be lowered if the BBB does not have sufficient information about the business despite BBB requests for that information from the business.

BBB assigns letter grades from A+ (highest) to F (lowest). In some cases, BBB will not grade the business (indicated by an NR, or "No Rating") for reasons that include insufficient information about a business or ongoing review/update of the business' file.

BBB Business Reviews generally explain the most significant factors that raised or lowered a business' grade.

BBB grades are not a guarantee of a business' reliability or performance, and BBB recommends that consumers consider a business' grade in addition to all other available information about the business.

## GRADING ELEMENTS

BBB grades are based on information in BBB files with respect to the following factors:

### 1. Business' complaint history with BBB.

The BBB grade takes into account the following information with respect to closed complaints that relate to a business' marketplace activities:

Number of complaints filed with BBB against the business

If complaints have been filed, whether BBB considers them to be of a serious nature

If complaints have been filed, whether the business has appropriately responded to them in BBB's opinion

If complaints have been filed, whether the business resolved the complaints in a timely manner to the customer's satisfaction

If complaints have been filed, whether BBB's opinion is that business made a good faith effort to resolve complaints if the customer was not satisfied with the resolution

If complaints have been filed, whether BBB's opinion is that business has failed to resolve the underlying cause(s) of a pattern of complaints.

BBB analysis of a business' complaint history generally takes into account the business' size if BBB has reliable information from the business to establish its size. If BBB cannot reliably determine business size, it will consider business to fall within BBB's smallest size category.

### 2. Type of business.

A business' BBB grade is lowered if, in BBB's opinion, the business falls within either of the following two categories:

Types of business that, in BBB experience, are believed to operate in violation of the law or materially misrepresent their products/services. Businesses that fall within this category will always get an F grade.

Types of business that, in BBB experience, are likely to generate marketplace concerns or a high level of customer dissatisfaction because of the inherent nature of the products/services offered. Businesses that fall within this category can get no higher than a C grade.

### 3. Time in business.

A business' BBB grade is based in part on the length of time the business has been operating. Time in business is most frequently determined from information provided by the business; while BBB expects businesses to provide accurate information, BBB will verify information if BBB

has reason to believe provided information is not accurate. If the business has been asked for time in business information but does not provide it to BBB, BBB will consider business to have started at the time BBB opened its file on the business unless BBB file indicates an earlier time.

**4. Background information on business in BBB files.**

A business' BBB grade is lowered if:

BBB does not have basic background information on the business. BBB routinely requests background information on businesses. While businesses are under no legal obligation to provide BBB with information, the failure of a business to provide background information may lead to a lowered grade.

BBB does not have a clear understanding of the business and its practices. This includes situations where BBB has conflicting information about the business and the business is not able to resolve the conflict to BBB's satisfaction.

**5. Failure to honor commitments to BBB.**

A business' BBB grade is lowered if:

Business does not honor its commitments to BBB, including commitments to abide by mediation settlement or arbitration award.

BBB revoked the business' BBB accreditation due to business' failure to comply with its commitment to follow BBB accreditation standards.

**6. Licensing and government actions known to BBB.**

A business' BBB grade is lowered when BBB has knowledge of the following:

Failure of the business to have required competency licensing (i.e., licensing that requires a competency assessment or can be taken away based on misconduct by business).

Government actions against the business that relate to its marketplace activities and, in BBB's opinion, raise questions about the business' ethics or its reliability in providing products/services.

BBB routinely checks required competency licensing and government actions before a business is accredited by BBB. BBB does not routinely check required competency licensing and government actions for businesses that do not seek BBB accreditation, although in some cases BBB learns of these matters through its marketplace research.

**7. Advertising issues known to BBB.**

A business' BBB grade is lowered when the business does not, in BBB's opinion, appropriately respond to BBB advertising challenges that relate to:

Misuse of the BBB name or BBB marks; or  
Potential advertising issues identified by BBB.

BBB advertising challenges are made at BBB's discretion when it receives complaints from consumers about advertising or when BBB identifies questionable advertising through its monitoring of local media.

## GRADING POINTS

This chart shows the maximum number of points that can be earned or deducted in the BBB grading system. Please note there are some categories in which businesses can only lose points, and for those categories a "0" is indicated as the maximum number of points that can be awarded.

**Element****Range of points that can be earned or deducted (maximum to minimum)**

1. Type of Business	0 to -41
2. Time in Business	8 to -10
3. Competency Licensing	0 or -41
4. Complaint Volume	20 to 2
5. Unanswered Complaints	20 to -21
6. Unresolved Complaints	10 to 1
7. Serious Complaints	15 to 0
8. Complaint Analysis	8 to -12
9. Complaint Resolution Delayed	0 or -5
10. Failure to Address Complaint Pattern	0 or -5
11. Government Action	0 to -30
12. Advertising Review	0 to -41
13. Background Information	5 or 0
14. Clear understanding of business	0 or -5
15. Mediation/arbitration	0 to -41
16. Revocation	0 or -10

[Back to Top](#)

## Scarlett Ouren

---

**From:** b.feland@cox.net  
**Sent:** Friday, December 02, 2011 3:36 PM  
**To:** Scarlett Ouren  
**Subject:** Preferred Roofing -GAF Certification  
**Attachments:** GAF Certification letter.docx

Scarlet,

Attached is the certification letter from GAF. Please call if you have any questions.

Thanks, Bill

--

Preferred Roofing  
Foam & Coating, Inc.  
Bill Feland, President



***"Your Best And Safest Choice"***  
***Quality You Can Trust Since 1886***

Daryll King  
Territory Manager  
Edmond, OK. 73025  
Ph 405-431-9922  
Fax 405-562-3976  
e-mail [dking@gaf.com](mailto:dking@gaf.com)

Dec 2, 2011

Cc: Preferred Roofing Inc.  
Bill Feland  
7127 NW 39<sup>th</sup> Expressway  
Bethany, OK. 73008

To whom it may concern,

This letter is to confirm that Preferred Roofing Inc. (CE22790) is an active member in the GAF Certified Contactor Program. Please contact me if you have any questions regarding their certification.

Thanks,

Daryll King  
GAF  
Oklahoma Steep Slope Territory Manager  
[dking@gaf.com](mailto:dking@gaf.com)  
405-431-9922

## Scarlett Ouren

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**From:** b.feland@cox.net  
**Sent:** Monday, November 28, 2011 4:33 PM  
**To:** Scarlett Ouren  
**Subject:** Roof Bids  
**Attachments:** References-Commercial Shingles.doc

Scarlet, This email will follow our conversation from earlier today. I am attaching a reference list for shingle work. All of the individuals listed have had us do their roofing for 10+ years, on multiple buildings and complexes. As I told you, our certified applicator credentials are coming from GAF and I should have them to you in the next day or so. Our office has grown and in moving around, these credentials have gotten misplaced. I will forward these to you as soon as I receive them from GAF. If any further requirements, please email me back or call me at the office at 792-2222. Thank you. Bill

--  
Preferred Roofing  
Foam & Coating, Inc.  
Bill Feland, President



Preferred Roofing Foam & Coating, Inc.  
7127 N.W. 39th Expressway, Suite A  
Bethany, OK 73008  
(405) 792-2222 Office (405) 792-2224 Fax

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**Foam and Coating References:**

Mrs. Dana Hare  
DMG Management  
2429 Westport Drive  
Norman, OK 73069  
405-364-4114

Have roofed multiple buildings, including entire shingled apartment complexes.

W.C. Dorsey  
Holiday International  
607 N. Broadway  
OKC, OK 73102  
405-235-8080

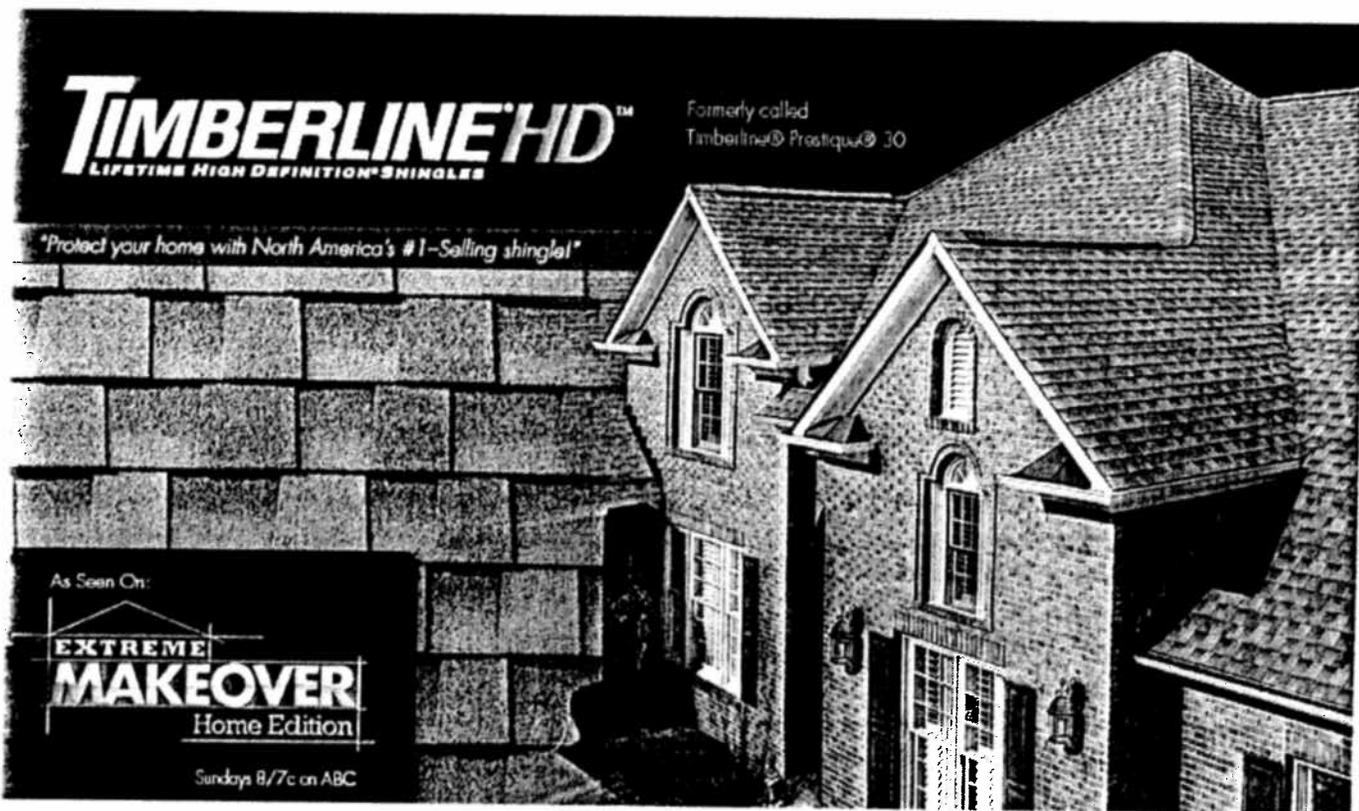
Have roofed multiple buildings, with some being shingle work.

Mrs. Kay Dossier  
Carpet Concepts  
8200 N. Glade  
OKC, OK 73132  
405-722-7373

Have roofed multiple buildings, with most being shingle work.

Mrs. Elaine Kemler  
M & E Properties  
P.O. Box 6468  
Norman, OK 73069  
405-329-2310

Have roofed multiple buildings, with most being shingle work.



[Timberline HD Product Information](#)

[Timberline HD Shingle Colors](#)

[Timberline HD Photo Gallery](#)

[Timberline HD Instructions, Data Sheets, Codes](#)

## Timberline® HD™ Lifetime High Definition® Shingles

(formerly called Timberline® Prestique® 30)

"Value And Performance In A Genuine **Wood Shake Look**"

### For Homeowners

- **Great Value...**

Architecturally stylish but practically priced—with a lifetime ltd. warranty.

- **Beautiful Look...**

Features GAF's patented "High Definition" color blends and enhanced shadow effect for a genuine wood shake look.

- **Safer...**

Class A fire listing from Underwriters Laboratories, the highest rating possible

- **High Performance...**

Designed with Advanced Protection™ technology, which minimizes the use of natural resources while providing superior protection for your home (visit [www.gaf.com/aps](http://www.gaf.com/aps) to learn more).

- **Stays In Place...**

Dura Grip® adhesive seals each shingle tightly and reduces the risk of shingle blow-off. Shingles warranted to withstand winds up to 130 mph.¹

### Nearby Homes With This Shingle

Enter your zip code to see where our shingles have been installed in your area!

[See Shingles Near Me](#)

Click on the map icons for address information. You can even click through to Google StreetView to view the property



■ **Peace of Mind...**

Lifetime ltd. transferable warranty with Smart Choice® Protection (non-prorated material and installation labor coverage) for the first ten years.<sup>2</sup>

■ **Perfect Finishing Touch...**

Use premium Timbertex® ridge cap shingles (in the West, use premium Rldglass® ridge cap shingles).

**For Professionals**

■ **More Referrals...**

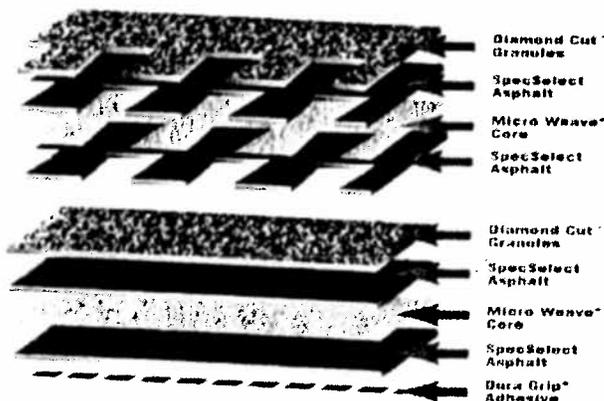
People will know that you're installing North America's #1-selling laminated shingles!

■ **Less Chance Of Call-Backs...**

Durable, wind-resistant shingles carry 130 mph ltd. wind coverage!<sup>1</sup>



**The many layers of a Timberline® HD™ Shingle**



■ **Diamond Cut™ Granules...**

Multi-faceted design and light-reflective construction add dimension and depth to the shingle

■ **UV Blocker (Granules)...**

Protects against damaging sunlight which improves the durability and extends the life of the shingle

■ **Color Lock™ Ceramic Firing (Granules)...**

Maintains the true color of the shingle longer

■ **Dura Grip® Adhesive...**

Locks the shingles in place on the roof, gripping tight in even strong gale force winds

■ **SpecSelect Grading System (Asphalt)...**

Use of finest quality asphalt improves weathering in harsh conditions

■ **Micro Weave® Core...**

**Specifications**

- Fiberglass asphalt shingle
- Lifetime ltd. transferable warranty<sup>2</sup>
- Smart Choice® protection for the first 10 years<sup>2</sup>
  - 130 mph ltd. wind warranty<sup>1</sup>
  - Listed Class A Fire – UL 790
  - Passes ASTM D7158, Class H
    - ASTM D3018 Type 1
    - ASTM D3161 Type 1, Class F
      - ASTM D3462<sup>4</sup>
- StainGuard® Algae Discoloration ltd. warranty (available in most areas)
- Energy Star Qualified (white only)
  - Dade County approved<sup>3</sup>
  - Florida Building Code approved
- Texas Department of Insurance approved<sup>3</sup>
  - ICC Approved<sup>3</sup>
  - CSA A123.5-99<sup>5</sup>
- Approximately 64 Pieces/Sq.
- Approximately 3 Bundles/Sq.
- Approximately 256 Nails/Sq.
  - 5 5/8" exposure

<sup>1</sup> This wind coverage requires special installation; see ltd. warranty for details

<sup>2</sup> See ltd. warranty for complete coverage and restrictions. The word "lifetime" means as long as the original individual owner of a single family detached residence (or the second owner in certain circumstances) owns the property where the shingles are installed. For owners/structures (e.g., a church) not meeting above criteria, warranty term is 40 years.

<sup>3</sup> Applies to some plants

<sup>4</sup> Periodically tested by independent and internal labs to ensure compliance with ASTM D3462 at time of manufacture. Test results obtained after sale may vary depending on storage and roof top conditions.

Offers a superior strength foundation that resists cracking and splitting

<sup>5</sup> Refers to shingles sold in Canada only.

- **FiberTech<sup>®</sup> Components (Core)...**

Incorporates fibers that are non-combustible, providing a UL Class A fire rating

# Application Instructions

Timberline® HD™, Timberline® Natural Shadow™, Timberline® Ultra  
HD™, Timberline® Cool Series, Timberline® American Harvest™,  
Timberline® ArmorShield™ II

Updated: 12/11



*Quality You Can Trust...  
From North America's  
Largest Roofing  
Manufacturer!™*

[www.gaf.com](http://www.gaf.com)



Quality You Can Trust... From  
North America's Largest Roofing Manufacturer!  
¡Calidad En La Que Usted Puede Confiar... Del  
Fabricante De Techos Más Grande De Norteamérica!  
Une Qualité à Laquelle Vous Pouvez Vous Fier...  
Du Plus Gros Fabricant de Toitures en Amérique du Nord!

## INSTALLATION INSTRUCTIONS • INSTRUCCIONES DE INSTALACIÓN • INSTRUCTIONS D'INSTALLATION



### GENERAL INSTRUCTIONS

- **ROOF DECKS:** Use minimum 3/8" (10mm) plywood or OSB decking as recommended by APA-The Engineered Wood Assn. Wood decks must be well-seasoned and supported having a maximum 1/8" (3mm) spacing, using minimum nominal 1"(25mm) thick lumber, a maximum 6" (152mm) width, having adequate nail-holding capacity and a smooth surface. Do NOT fasten shingles directly to insulation or insulated deck unless authorized in writing by GAF. Roof decks and existing surfacing material must be dry prior to application of shingles.
- **UNDERLAYMENT (LEAK BARRIER):** Install GAF leak barrier at the eaves in localities where leaks may be caused by water backing up behind ice or debris dams.
- **UNDERLAYMENT (ROOF DECK PROTECTION):** Underlayment beneath shingles has many benefits, including helping to prevent wind-driven rain from reaching the interior of the building and to prevent sap in some wood decking from reacting with asphalt shingles. Underlayment is also required by many code bodies and is required to maintain the shingles' UL Class A fire rating. When an underlayment is installed, use a breather-type underlayment, such as GAF Shingle-Mate® or Deck-Armor™ underlayments. GAF Tiger Paw™ underlayment, with its moisture control design, can also be used. Always have a design professional review ventilation requirements when using a moisture control underlayment.
- **FASTENERS:** Use only zinc-coated steel or aluminum, 10-12 gauge, barbed, deformed, or smooth shank roofing nails with heads 3/8" (10mm) to 7/16" (12mm) in diameter. Fasteners should be long enough to penetrate at least 3/4" (19mm) into wood decks or just through the plywood decks. Fasteners must be driven flush with the surface of the shingle. Overdriving will damage the shingle. Raised fasteners will interfere with the sealing of the shingles and can back out.
- **ASPHALT PLASTIC CEMENT:** Use asphalt plastic cement conforming to ASTM D4586 Type I or II.
- **WIND RESISTANCE/HAND SEALING:** These shingles have a special thermal sealant that firmly bonds the shingles together after application when exposed to sun and warm temperatures. Shingles installed in fall or winter may not seal until the following spring. If shingles are damaged by winds before sealing or are not exposed to adequate surface temperatures, or if the self-sealant gets dirty, the shingles may never seal. Failure to seal under these circumstances results from the nature of self-sealing shingles, and is not a manufacturing defect. If shingles are to be applied during PROLONGED COLD periods or in areas where airborne dust or sand can be expected before sealing occurs, the shingles MUST be hand sealed. See Nailing Instructions / Hand Sealing.
- **MANSARD AND STEEP SLOPE APPLICATIONS:** For roof slopes greater than 21" per foot (1750mm/m), shingle must be hand sealed. DO NOT use on vertical side walls.
- **RELEASE FILM:** Plastic film strips are present either on the back or face of each shingle. The film strips are to prevent shingles from sticking together while in the bundle. Do not remove the film strip before or during the application.
- **THROUGH VENTILATION:** For optimal shingle life and to help prevent mold growth, all roof structures must have through ventilation to prevent entrapment of moisture-laden air behind roof sheathing. Ventilation must be designed to meet or exceed current F.H.A., H.U.D., or local code minimum requirements. Note: Minimum net free ventilation area of 1 sq. foot per 150 sq. feet (1 sq. meter per 150 sq. meters) of ceiling area is required. When vents are located at the eaves and near the roof's peak (balanced) for maximum air flow, ventilation may be reduced to 1 sq. foot per 300 sq. feet (1 sq. meter per 300 sq. meters).
- **EXPOSED METAL:** Paint all exposed metal surfaces (flashing, vents, etc.) with matching GAF Shingle-Match™ roof accessory paint for best appearance.
- **NOTE:** All drawings not drawn to scale.

### INSTRUCCIONES GENERALES

- **PLATAFORMAS BASE DE TECHOS:** Use una plataforma base de 3/8" (10mm) de madera terciada u madera aglomerada orientada (OSB por sus siglas en inglés) como mínimo según lo recomendado por la Asociación Americana de Madera Terciada (APA por sus siglas en inglés). Las cubiertas de madera deben estar bien preparadas y apoyadas, con un espacio máximo de 1/8" (3mm), con un espesor mínimo nominal de 1"(25mm), con un ancho máximo de 6" (152mm), y una capacidad de retención de clavos adecuada y una superficie suave. NO asegure las tejas directamente al aislante o a la plataforma base aislada a menos que sea autorizado por escrito por GAF. Las plataformas base de techo y material de superficie existentes deben estar secas antes de la aplicación de las tejas.
- **CAPA BASE (barrera contra goteras):** Instale barrera de filtraciones de GAF en los aleros en lugares donde el estancamiento de agua detrás de hielo o desechos podría causar filtraciones.
- **CAPA BASE (PROTECCIÓN PARA CUBIERTAS DE TECHOS):** La capa base debajo de las tejas tiene muchos beneficios, incluyendo el ayudar a evitar que la lluvia arrastrada por el viento alcance el interior del edificio y evitar que la savia de algunas plataformas de madera reaccione con las tejas asfálticas. La capa base también es requerida por muchos códigos de construcción para mantener la calificación Clase A de UL contra incendios. Donde vaya a instalar una capa base, use una de tipo respirable como las capas base ShingleMate® o Deck-Armor™ de GAF. También se puede utilizar la capa base Tiger Paw™ de GAF, con su diseño de control de la humedad. Siempre pida a un profesional en diseño que revise los requisitos de ventilación cuando utilice una capa base con diseño de control de la humedad.
- **SUJETADORES:** Use únicamente clavos de techado de acero o aluminio galvanizados, de calibre 10-12, arponados, deformados o con espiga suave con cabezas de 3/8" (10mm) a 7/16" (12mm) de diámetro. Los sujetadores deben ser suficientemente largos como para penetrar al menos 3/4" (19mm) en las plataformas base de techos o apenas a través de las plataformas base de madera terciada. Los sujetadores deben ser clavados a nivel con la superficie de la teja. Clavar en exceso puede dañar la teja. Los clavos sobresalientes interferirán con el sellado de las tejas, y pueden doblarse hacia atrás.

- **CEMENTO PLÁSTICO ASFÁLTICO:** Use cemento plástico asfáltico conforme a los Tipos I o II de ASTM D4586.
- **RESISTENCIA AL VIENTO / SELLADO A MANO:** Estas tejas tienen un sellador térmico especial que firmemente une las tejas entre sí después de la aplicación, cuando quedan expuestas al sol y a temperaturas cálidas. Las tejas instaladas en otoño o invierno pueden no sellar hasta la primavera siguiente. Si las tejas son dañadas por los vientos antes de sellar o no son expuestas a temperaturas de superficie adecuadas, o si el auto-sellante se ensucia, las tejas podrían no sellar jamás. La imposibilidad de sellar bajo estas circunstancias resulta de la naturaleza de las tejas auto-sellantes y no es un defecto de fábrica. Si las tejas deben ser aplicadas durante períodos PROLONGADOS DE FRÍO o en áreas donde se puede esperar la presencia de polvo o arena en el aire antes que el sellado ocurra, las tejas DEBEN ser selladas a mano. Ver instrucciones de clavado/sellado a mano.
- **APLICACIONES EN BUHARDILLAS Y PENDIENTES ESCARPADAS:** Para pendientes de techos superiores a las 21" por pie (1750mm/m), la teja debe ser sellada a mano. NO usar en paredes laterales verticales.
- **PELÍCULA SEPARADORA:** Las tiras separadoras de plástico están presentes o bien en la parte posterior o en la cara de cada teja. Las telas separadoras sirven para evitar que las tejas se peguen entre sí estando en el manojo. No retire la banda de película antes o durante la aplicación.
- **VENTILACIÓN PASANTE:** Para la vida útil óptima de las tejas y para ayudar a prevenir el crecimiento de moho, todas las estructuras del techo deben tener ventilación continua para evitar el atrapamiento de aire cargado de humedad detrás del revestimiento del techo. La ventilación debe estar diseñada para cumplir o exceder los requerimientos mínimos actualizados de la F.H.A., H.U.D. o los requerimientos de códigos locales. Nota: Se requiere un área mínima de ventilación libre de red de 1 pie cuadrado por cada 150 pies cuadrados (1 metro cuadrado por cada 150 metros cuadrados) de cielorraso. Cuando las ventilaciones estén colocadas en los aleros y cerca del pico del techo (balanceadas) para un máximo flujo de aire, la ventilación puede reducirse a 1 pie cuadrado por cada 300 pies cuadrados (1 metro cuadrado por cada 28 metros cuadrados).
- **METAL EXPUESTO:** Pinte todas las superficies de metal expuesto (vierteaguas, ventilaciones, etc.) con la pintura de accesorio para techos GAF Shingle-Match™ para una mejor apariencia.
- **NOTA:** Las ilustraciones no están hechas a escala.

## INSTRUCTIONS GÉNÉRALES

- **PLATELAGES DE TOIT:** Utiliser du platelage en contreplaqué ou en OSB d'un minimum de 10mm (3/8po) tel que recommandé par APA - The Engineered Wood Assn. Les platelages en bois doivent être bien asséchés et supportés et avoir un espacement minimum de 1/8po (3mm), être construits avec du bois d'oeuvre d'une largeur nominale minimale de 1po (25mm) d'épaisseur, une largeur maximale de 6po (152mm) ayant une capacité de support des clous adéquate ainsi qu'une surface lisse. NE pas fixer les bardeaux directement sur l'isolant ou sur des platelages isolés sauf si autorisé par écrit par GAF. Les platelages de toit et les matériaux de surface existants doivent être secs avant l'application de bardeaux.
- **MEMBRANE DE PROTECTION (PARE-FUITE):** Installer du pare-fuite de GAF aux avant-toits dans les localités où des fuites pourraient être causées par de l'eau qui s'accumulerait derrière des amoncellements de débris ou de glace.
- **MEMBRANE DE PROTECTION (PROTECTION DE PLATELAGE DE TOIT):** La membrane de protection sous les bardeaux comporte plusieurs avantages, notamment le fait de contribuer à empêcher la pluie portée par le vent de pénétrer à l'intérieur du bâtiment et d'empêcher la sève contenue dans certains platelages en bois de réagir avec les bardeaux d'asphalte. Une feuille de protection est aussi exigée par plusieurs corps réglementaires et est requise pour maintenir un classement de résistance au feu de Classe A. Là où une feuille de protection sera utilisée, utiliser une feuille de protection qui respire comme Shingle-Mate<sup>MD</sup> ou Deck-Armor<sup>MC</sup> de GAF. La membrane de protection Tiger Paw<sup>MC</sup> GAF avec son design de contrôle d'humidité peut aussi être utilisée. Assurez-vous toujours qu'un professionnel du design révisé les exigences en ventilation lors de l'utilisation d'une membrane de protection au design à contrôle d'humidité.
- **ATTACHES/FIXATIONS:** Utiliser uniquement des clous en acier galvanisé ou en aluminium, de calibre 10-12, à tige indentée, déformés ou des clous à toiture à tige lisse avec des têtes de 10mm à 12mm (3/8po - 7/16po) de diamètre. Les clous doivent être assez longs pour pénétrer d'au moins 19mm (3/4po) dans le platelage du toit ou juste au travers du platelage du toit. Les clous doivent être entraînés à effleurement avec la surface du bardeau. Trop les enfoncer endommagera le bardeau. Les clous relevés vont interférer avec la résistance aux vents des bardeaux.
- **CIMENT PLASTIQUE ASPHALTE:** Utiliser du ciment plastique asphalté qui est conforme à ASTM D4586 Type I ou II.
- **RÉSISTANCE AUX VENTS / SCHELLEMENT A LA MAIN:** Ces bardeaux offrent un scellant thermique spécial qui colle fermement les bardeaux ensemble après application lorsque exposés au soleil et aux températures chaudes. Les bardeaux installés en automne ou en hiver peuvent ne pas sceller avant le printemps suivant. Si les bardeaux sont endommagés par les vents avant le scellement ou qu'ils ne sont pas exposés à des températures de surface adéquates, ou si l'auto-scellant est sale, les bardeaux peuvent ne jamais se sceller. Le manquement à sceller dans de telles circonstances résulte de la nature même des bardeaux autoadhésifs et non pas d'un vice de fabrication. Si des bardeaux doivent être appliqués durant des périodes de FROID PROLONGÉ ou dans des endroits où la poussière dans l'air peut être anticipée avant le scellement, les bardeaux DOIVENT être scellés à la main. Voir les instructions de Clouage / Scellement à la main.
- **APPLICATIONS AUX MANSARDES ET AUX PENTES FORTES:** Pour des pentes de toiture de plus de 1750mm/m (21po par pied, le bardeau doit être scellé à la main. Ne PAS utiliser sur des murs verticaux.
- **PELLICULE DE DÉGAGEMENT:** Les bandes de pellicule de plastique sont présentes tant au verso ou à l'endos de chaque bardeau. Les bandes de film sont destinées à empêcher les bardeaux de s'agglutiner les uns aux autres lorsqu'ils sont groupés par lot. Ne pas retirer la bande de pellicule avant ou durant l'application.
- **AÉRATION DE BÂTIMENT:** Pour une durée de vie optimale du bardeau et pour aider à prévenir la croissance de moisissure, toutes les structures du toit doivent avoir suffisamment de ventilation pour prévenir l'emprisonnement d'air vicié humide derrière le platelage de toit. La ventilation doit être conçue pour répondre ou dépasser les exigences actuelles des normes minimales F.H.A./H.U.D ou celles associées au code local de construction. Remarque: Une surface de ventilation libre minimale de 1m<sup>2</sup> par 150m<sup>2</sup> (1pi<sup>2</sup> par 150pi<sup>2</sup>) de surface de plafond est requise. Lorsque les événements sont situés aux avant-toits et près du faite (dans une configuration bien équilibrée) pour un débit d'air maximum, la ventilation peut être réduite à 1m<sup>2</sup> par 300m<sup>2</sup> (1pi<sup>2</sup> par 300pi<sup>2</sup>).
- **MÉTAL EXPOSÉ:** Peindre toutes les surfaces en métal exposées (solin, événements, etc.) avec de la peinture pour accessoires Shingle-Match<sup>MC</sup> GAF appariée pour une meilleure apparence.
- **REMARQUE:** Noter que toutes ces illustrations ne sont pas dessinées à l'échelle.

# NAILING INSTRUCTIONS / HAND SEALING

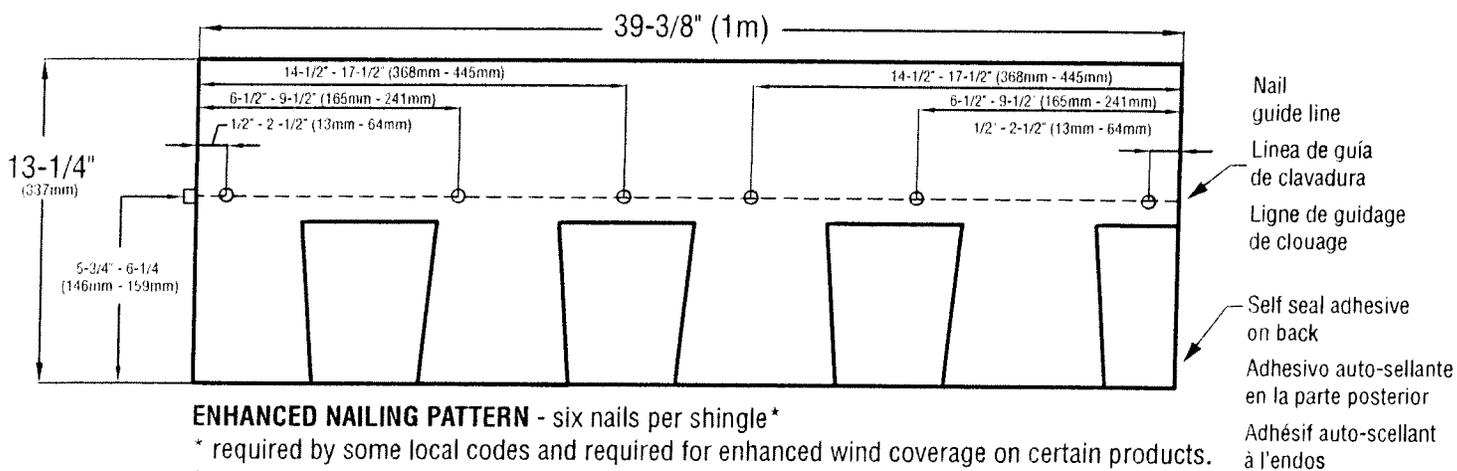
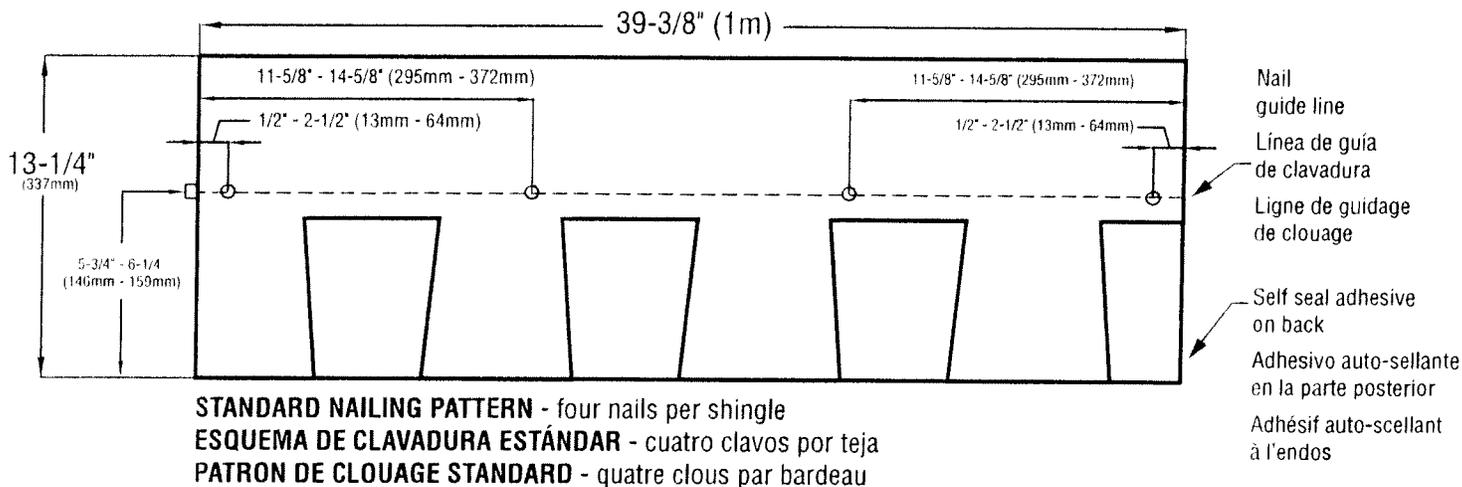
## INSTRUCCIONES DE CLAVADURA / SELLADO A MANO

### INSTRUCTIONS DE CLOUAGE / SCÉLLEMENT À LA MAIN

These shingles **MUST** be nailed a nominal 6" (152mm) from bottom of shingle, above the cut-outs, as shown. Nails must not be exposed. To hand seal and to insure immediate sealing, apply 4 quarter-sized dabs of shingle tab adhesive on the back of the shingle 1" (25mm) and 13" (330mm) in from each side and 1" (25mm) up from bottom of the shingle. Press shingle firmly into the adhesive. **CAUTION:** Apply **ONLY** a thin uniform layer of asphalt plastic cement less than 1/8" (3mm) thick. Excess amounts can cause blistering of the shingles and may soften the asphalt in underlayments and leak barriers, resulting in the asphalt dripping and staining.

Estas tejas **DEBEN** clavarse un nominal 6" (152mm) de la parte inferior de la teja, por encima de los recortes, como se muestra. Clavos no deben ser expuestos. Para entregar sello y para asegurar sellado inmediato, aplica 4 toques suaves cuarto-calibrados de adhesivo de etiqueta de tablilla en la espalda de la tablilla 1" (25 Mm) y 13" (330 Mm) en de cada lado y 1" (25 Mm) arriba de fondo de la tablilla. Presione firmemente sobre el adhesivo **ATENCIÓN:** Aplique solamente una capa fina y uniforme de cemento asfáltico de plástico menos de 1/8"(3mm) de espesor. Cantidades excesivas puede causar ampollas de la culebrilla y puede ablandar el asfalto en las capas de base y las barreras de fugas, lo que resulta en el asfalto de goteo y las manchas.

Ces bardeaux doivent être cloués à une distance nominale de 152mm (6po) de leur base, au-dessus des portions découpées, comme indiqué. Les clous ne doivent pas être exposés. Pour transmettre le cachet et assurer sceller immédiat, appliquer 4 taches de quart-calibré d'adhésif d'étiquette de bardeau sur le dos du bardeau 1" (25 mm) et 13" (330 mm) en de chaque côté et 1" (25 mm) en haut du fond du bardeau. Pour assurer sceller immédiat, appuyer le bardeau fermement dans l'adhésif. **PRUDENCE :** S'appliquer **SEULEMENT** une couche uniforme mince d'asphalte ciment en plastique moins que 1/8" (3 mm) épais. Les quantités supplémentaires peuvent causer peler des bardeaux et peuvent amollir l'asphalte dans GAF underlayments et les barrières de fuite de GAF, avoir pour résultat l'asphalte qui dégoutte et tacher.



**MODELO DE CLAVADURA AUMENTADO - seis clavos por teja\***  
 \* requerido por algunos códigos locales y requerido para cobertura aumentada contra el viento en ciertos productos.  
 Garantía limitada See para los detalles

**PATRON DE CLOUAGE ACCRU - six clous par bardeau\***  
 \* requis par certains codes locaux pour une couverture accrue contre les vents sur certains produits.  
 Garantie limitée See pour des détails

# INSTALLING UNDERLAYMENT

## INSTALANDO LA CAPA BASE

### INSTALLATION DE LA MEMBRANE DE PROTECTION

#### UNDERLAYMENT: FOR ROOF SLOPES 2:12 TO LESS THAN 4:12

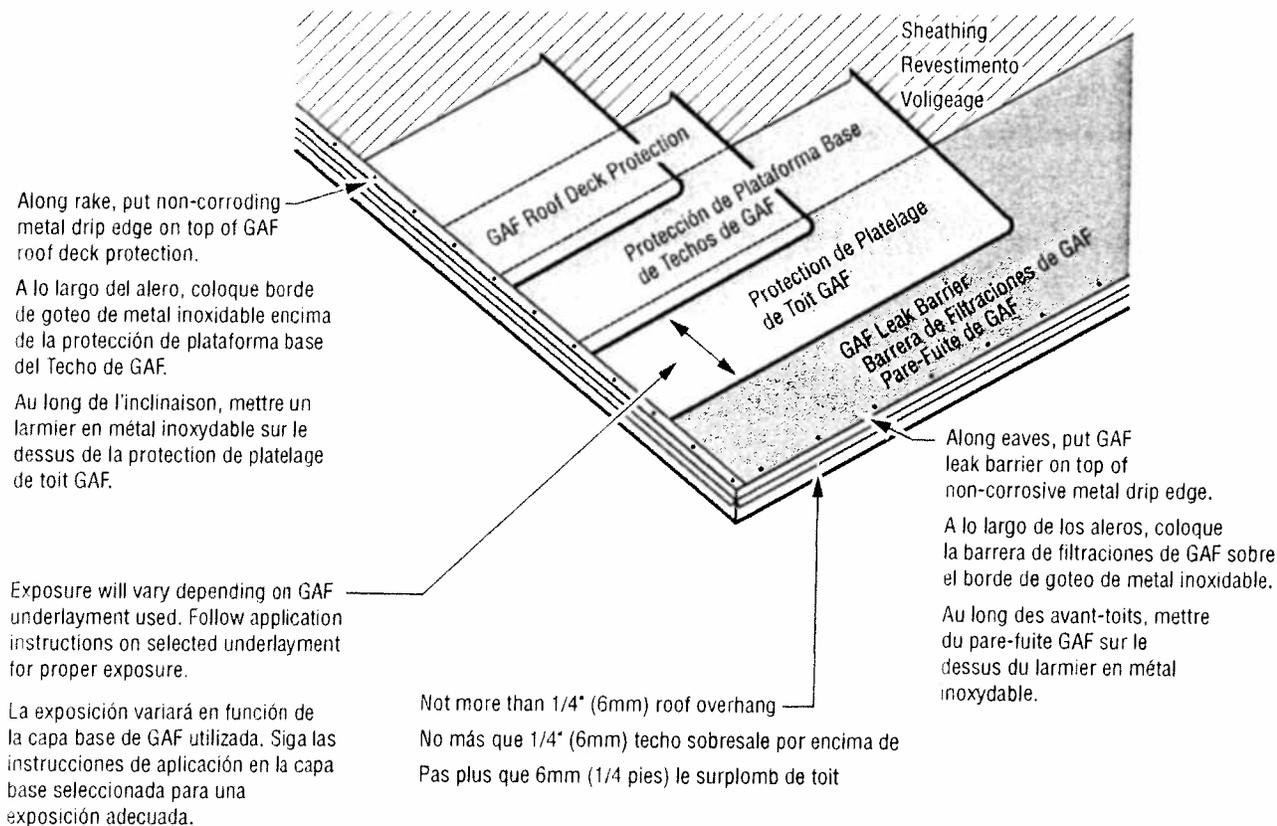
**Application of eave flashing:** At eaves and where ice dams can be expected, use one layer of GAF Leak Barrier. Eave flashing must not overhang the eave edge by more than 1/4" (6mm) and should extend 24" (610mm) beyond the inside wall line. Where ice dams or debris dams are not expected, install 2 plies of GAF Roof Deck Protection. **Application of underlayment:** Completely cover the deck with two layers of GAF Roof Deck Protection as shown. Use only enough nails to hold underlayment in place until covered by shingles.

#### CAPA BASE: PARA TECHOS CON PENDIENTES DE 2:12 A MENOS DE 4:12

**Aplicación de vierteaguas para aleros:** En los aleros y donde se pueda esperar la presencia de estancamientos de hielo, use una capa de Barrera de Filtraciones de GAF. El vierteaguas para aleros no debe sobresalir el borde del techo más de 1/4" (6mm) y extenderse 24" (610mm) más allá de la línea interior de la pared. Donde no se esperen estancamientos de hielo o escombros, instale 2 pliegues de Protección de Plataformas Base de Techos de GAF. **Aplicación de capa base:** Cubra completamente la plataforma base con dos capas de Protección para Plataformas Base de Techo de GAF como se muestra. Use solamente la cantidad suficiente de clavos como para sostener la capa base en su lugar hasta que la haya cubierto con las tejas.

#### MEMBRANE DE PROTECTION: POUR PENTE DE TOIT DE 2:12 À MOINS DE 4:12

**Application de solin d'avant-toit:** Au niveau des avant-toits et aux endroits où les accumulations de glace peuvent survenir, veuillez utiliser une couche GAF Leak Barrier. Le solin d'avant-toit ne doit pas surplomber le rebord de l'avant-toit de plus de 1/4po (6mm) et doit s'étendre à plus de 24po (610mm) au-delà de la ligne du mur intérieur. Lorsque vous n'anticipez pas d'accumulation de glace ou de débris, veuillez installer 2 couches de GAF Roof Deck Protection. **Application d'une membrane de protection:** Recouvrir complètement la plateforme du toit avec deux couches GAF Roof Deck Protection, tel que spécifié ci-contre. Utiliser suffisamment de clous pour maintenir en place la membrane de protection jusqu'à ce qu'elle soit recouverte de bardeaux.



## UNDERLAYMENT: FOR ROOF SLOPES 4:12 OR MORE

**Application of eave flashing:** At eaves and where ice dams can be expected, use one layer of GAF Leak Barrier. Eave flashing must extend 24" (610mm) beyond the inside wall line. **Application of underlayment:** Cover deck with one layer of GAF roof deck protection installed without wrinkles. Use only enough nails to hold underlayment in place until covered by shingles.

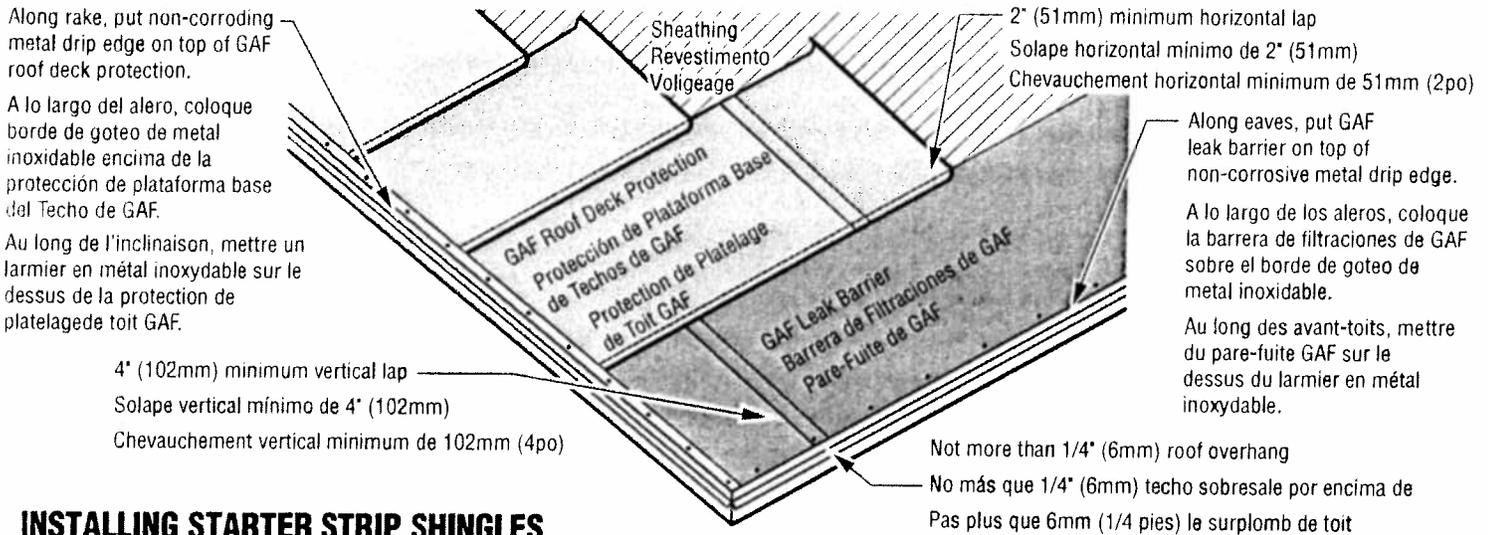
## CAPA BASE: PARA TECHOS CON PENDIENTES DE 4:12 O MÁS

**Aplicación de vierteaguas para aleros:** En los aleros y donde se pueda esperar la presencia de estancamientos de hielo, use una capa de Barrera de Filtraciones de GAF. El vierteaguas para aleros extenderse 24" (610mm) más allá de la línea interior de la pared.

**Aplicación de capa base:** Cubra la plataforma base con una capa de capa base de GAF instalada sin arrugas. Use solamente la cantidad suficiente de clavos como para sostener la capa base en su lugar hasta que la haya cubierto con las tejas.

## MEMBRANE DE PROTECTION: FOR ROOF PENTES DE 4:12 OU PLUS

**Application de solin d'avant-toit:** Au niveau des avant-toits et aux endroits où les accumulations de glace peuvent survenir, veuillez utiliser une couche GAF Leak Barrier. Le solin d'avant-toit doit s'étendre de 24po (610mm) au-delà de la ligne du mur intérieur. **Application d'une membrane de protection:** Couvrir le platelage avec une couche de protection de platelage de toit GAF installée sans plissement. Utiliser suffisamment de clous pour maintenir en place la membrane de protection jusqu'à ce qu'elle soit recouverte de bardeaux.



## INSTALLING STARTER STRIP SHINGLES

## INSTALACIÓN DE TEJAS DE HILADA INICIAL

## INSTALLATION DES BARDEAUX DE BANDE DE DÉPART

### STARTER COURSE

Use GAF starter strip shingles along the eaves and rake. Apply as shown. **NOTE:** GAF starter strip shingles are recommended at the rakes for best performance and required for enhanced warranty coverage on certain products (see limited warranties for details). Refer to application instructions for the selected starter strip shingles.

### HILADA INICIAL

Use tejas de hilera inicial de GAF en los aleros. Aplicar como se muestra las inclinaciones. **NOTA:** Se recomienda usar tejas de hilera inicial de GAF en las inclinaciones para mejor rendimiento y se requiere para cobertura de la garantía contra el viento en ciertos productos (consulte la garantía limitada para detalles). Siga las instrucciones de aplicación de tejas de hilera inicial.

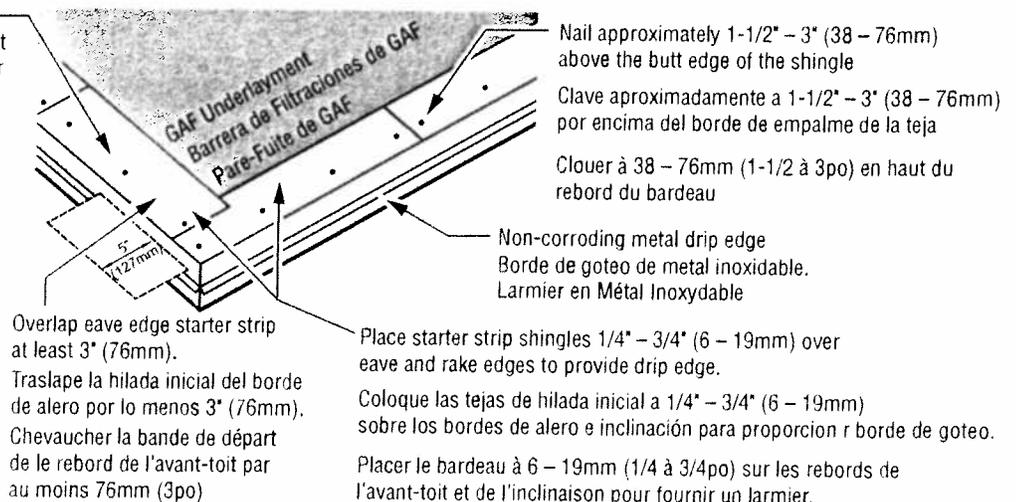
### RANG DE DÉPART

Utiliser les bardeaux de bande de départ de GAF le long des avant-toits et inclinaison. Appliquer tel qu'indiqué. **REMARQUE:** Les bardeaux de bande de départ GAF sont recommandés aux inclinaisons pour une meilleure performance et sont requis pour une couverture de garantie accrue contre les vents sur certains produits (voir la garantie limitée pour les détails). Suivre les instructions d'application des bardeaux de bande de départ.

For maximum wind resistance along rakes, install any GAF starter strip shingles which contain sealant or cement shingles to underlayment and each other in a 4" (102mm) width of asphalt plastic cement.

Para máxima resistencia al viento a lo largo de LAS INCLINACIONES, instale cualquier teja de hilada inicial de GAF con conteniendo sellador o cemento las tejas a la capa base y entre sí en un ancho de 4" (102mm) de cemento plástico asfáltico.

Pour une résistance maximale contre les vents le long des inclinaisons, installer des bardeaux de bande de départ GAF avec scellant ou coller les bardeaux à la membrane de protection et l'un à l'autre dans une largeur de ciment plastique asphalé de 4po (102mm).



# INSTALLING SHINGLES

## INSTALACIÓN DE TEJAS

### INSTALLATION DES BARDEAUX

#### FIRST COURSE

Shingle exposure should be 5-5/8" (143mm)

#### PRIMERA HILADA

La exposición de la tablilla debe ser 5-5/8" (143mm)

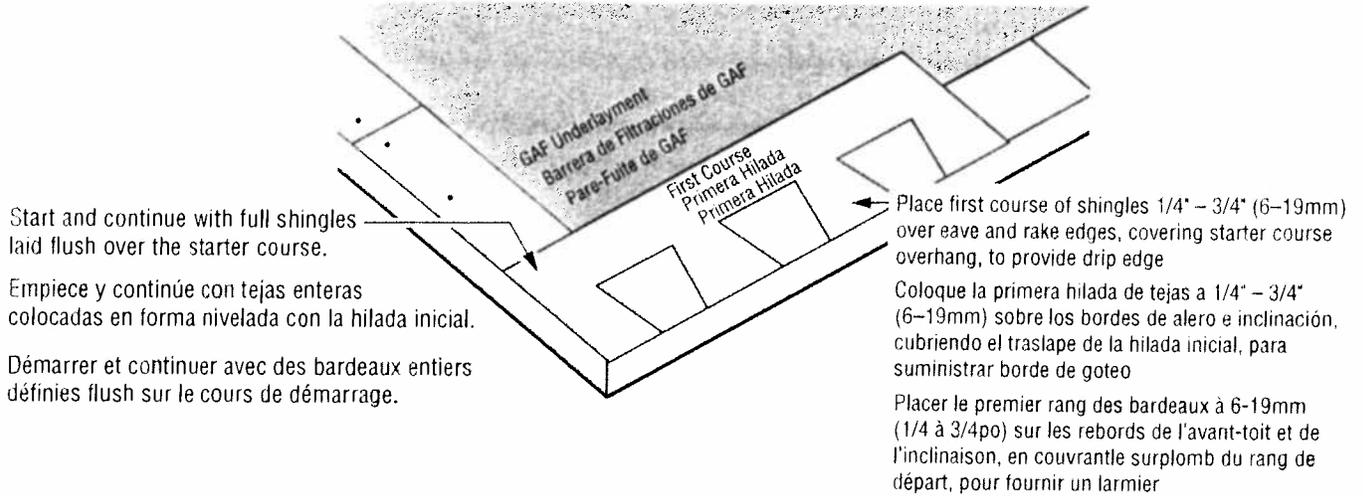
#### PREMIER RANG

L'exposition de bardeau devrait être 143mm (5-5/8po)

Start at either rake and lay in either direction

Comience en cualquier inclinación y coloque en cualquier dirección

Débuter à l'une ou l'autre des inclinaisons et étendre dans les deux directions



#### SECOND COURSE

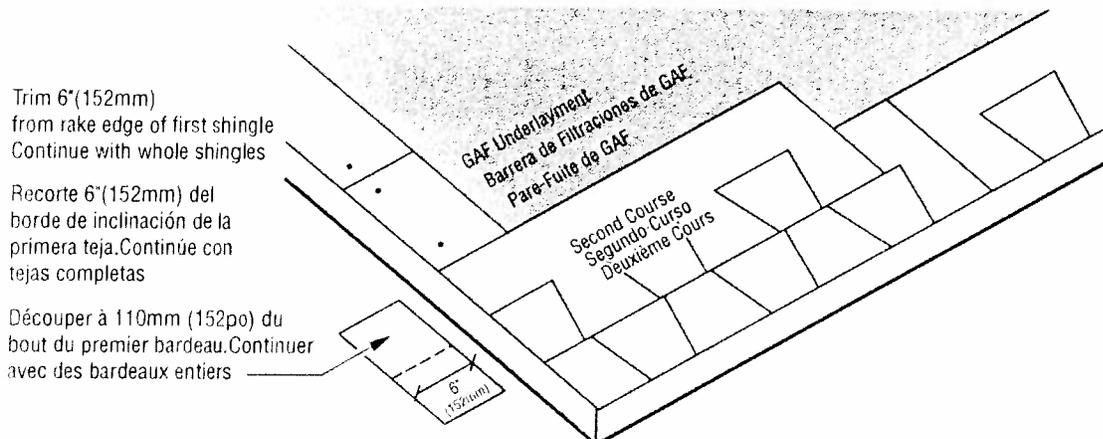
Position the shingles in the second and subsequent courses flush with the tops of the wide cut-outs. This results in a 5-5/8" (143mm) exposure.

#### SEGUNDA HILADA

Coloque las tejas en la segunda hilada y subsiguientes a ras con las partes superiores de los cortes amplios. Esto resulta en una exposición de 5-5/8" (143mm).

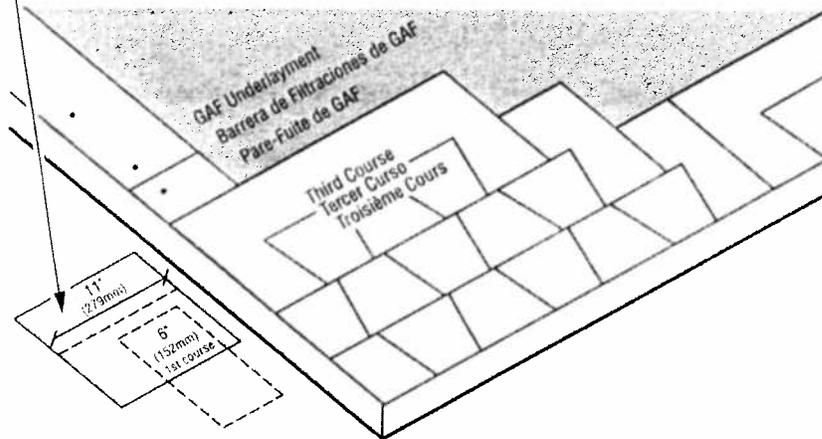
#### SECOND RANG

Positionner les bardeaux dans le second rang et les rangs subséquents à effleurement avec les dessus des larges découpes. Cela résulte en un pareau de 143mm (5-5/8po).



**THIRD COURSE  
TERCERA HILADA  
TROISIÈME RANG**

Trim 11" (279mm)  
from rake end of first shingle  
Recorte 11" (279mm) del  
borde de inclinación  
de la primera teja  
Découper à 279mm  
(11po) du bout du  
premier bardeau



**4TH COURSE AND REMAINING**

Strike a chalk line about every 6 courses to check parallel alignment with eaves.

**4TA. HILADA Y RESTANTES**

Trace una línea de tiza aproximadamente cada 6 hiladas para controlar la alineación paralela con los aleros.

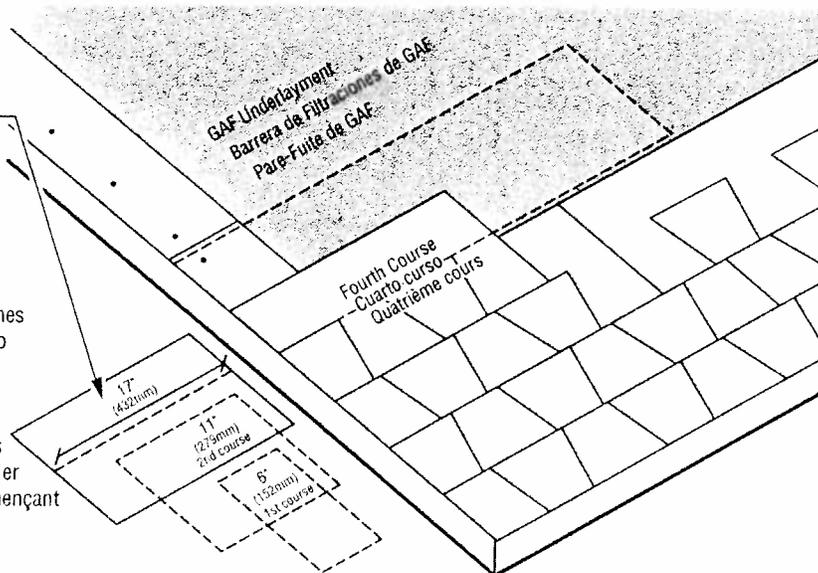
**4ÈME RANG ET LES RANGS RESTANTS**

Tracer une ligne de craie à environ tous les 6 rangs pour vérifier l'alignement en parallèle avec les avant-toits.

Trim 17" (432mm) from rake end  
of first shingle. Continue with whole shingles.  
Repeat the 1st - 4th course instructions on  
the remaining courses, starting the fifth  
course with a full shingle.

Recorte 17" (432mm) del lado que va  
al borde en la primera teja. Continúe con tejas  
completas. Repita de la 1ra a la 4ta instrucciones  
de hilada en las hiladas restantes, comenzando  
la quinta hilada con una teja completa.

Découper à 432mm (17po) de la fin de  
râteau de premier bardeau. Continuer avec des  
bardeaux entiers. Répéter les instructions du 1er  
au 4ème rang sur les rangs restants, en commençant  
au cinquième rang avec un bardeau entier.



# INSTALLING ROOF ACCESSORIES AND DETAILS

## INSTALACIÓN DE ACCESORIOS Y DETALLES DE TECHO

### INSTALLATION DES PRODUITS ROOF ACCESSORIES ET DÉTAILS.

#### VENTILATION

Install GAF ventilation products for optimal shingle life. See General Instructions and the "Through Ventilation" section. Follow the application instructions for the selected ventilation products.

#### VENTILACIÓN

Instale productos de ventilación de GAF para una óptima vida útil de la teja. Consulte las Instrucciones Generales y la sección "A Través de la Ventilación". Siga las instrucciones de aplicación de los productos de ventilación seleccionados.

#### VENTILATION

Installer des produits de ventilation GAF pour une durée de vie optimale. Voir les Instructions Générales dans la section «Aération de Bâtiment». Suivre les instructions d'application pour les produits de ventilation sélectionnés.

#### RIDGE CAP SHINGLES

Install GAF ridge cap shingles following the application instructions shown on the GAF ridge cap shingle wrapper or cut hip & ridge shingles from these full shingles, and apply as shown. Position laps away from prevailing wind direction.

#### TEJAS DE TOPES DE BORDE

Instale las tejas de tope de borde de GAF siguiendo las instrucciones de aplicación que figuran en el envoltorio de las tejas de tope de borde de GAF o corte las tejas de cumbrera y borde de estas tejas completas, y aplique como se muestra. Coloque los solapes lejos de la dirección del viento predominante.

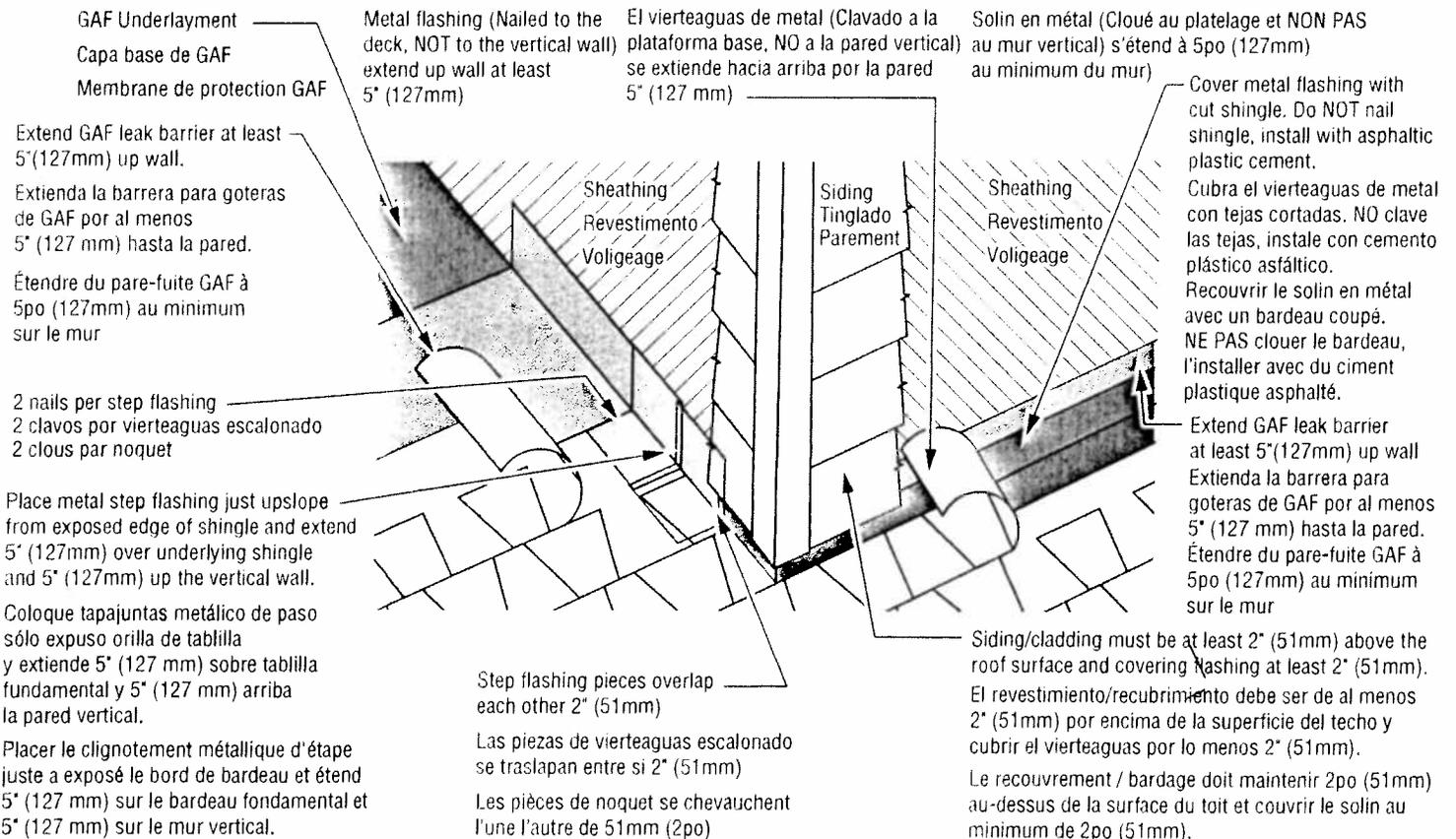
#### BARDEAU DE FAÏTAGE

Installez des bardeaux de faitage en suivant les instructions d'application spécifiées sur leur emballage GAF ou découper des bardeaux de hanche et de faite sur des bardeaux pleins que vous appliquerez comme suit. Positionner les chevauchements éloignés des vents dominants.

#### WALL FLASHING (Sloped Roof to Wall)

#### VIERTEAGUAS DE PARED (Techo en Pendiente hacia la Pared)

#### SOLINS MURAUX (de Toit en Pente à Mur)



## CHIMNEY FLASHING AND CRICKETS

Cover deck around chimney and over wood crickets with GAF roof deck protection. DO NOT run GAF roof deck protection up sides of chimney. Install leak barrier over GAF roof deck protection and up sides of chimney at least 5» (127 mm). Install shop fabricated metal cricket flashings (shown) after underlayments are installed. Seal shingles to the metal flanges (see drawing below). Treat large wooden crickets like a separate roof and install valleys, shingles, hip and ridge shingles and step flashing.

## VIERTAGUAS DE CHIMENEA Y DESVIADOR

Cubra alrededor de la chimenea y sobre los desviadores en pico de madera con protección de plataforma de techos de GAF. NO coloque protección de plataforma base de techos de GAF por los laterales de la chimenea. Instale la barrera de filtraciones sobre la protección de plataforma de techos de GAF y a los costados de la chimenea a un mínimo de 5» (127mm). Instale los vierteaguas de los desviadores de metal fabricados (que se muestran) después de instalar las capas base. Selle las tejas a las bridas de metal (ver ilustración debajo). Trate los desviadores grandes de madera como un techo por separado e instale los valles, tejas, tejas de cumbres y bordes y vierteaguas de paso.

## SOLIN DE CHEMINÉE ET DOS D'ÂNE

Couvrir le platelage autour de la cheminée et sur les dos d'âne en bois avec de la protection pour platelage de toit de GAF. NE PAS faire courir de la protection de platelage de toit GAF sur les côtés de la cheminée. Installer du pare-fuite sur la protection de platelage de toit GAF et sur les côtés de la cheminée à un minimum de 5po (127mm). Installer des dos d'âne pour cheminée en métal fabriqués en usine (illustré) après que les membranes de protection soient installées. Sceller les bardeaux aux brides de métal (voir les illustrations ci-dessous). Traiter les gros dos d'âne en bois comme une toiture séparée et installer des noues, bardeaux, bardeaux de faitière et d'arêtiers et noquet.

Extend non-corroding metal counter flashing over base flashing.

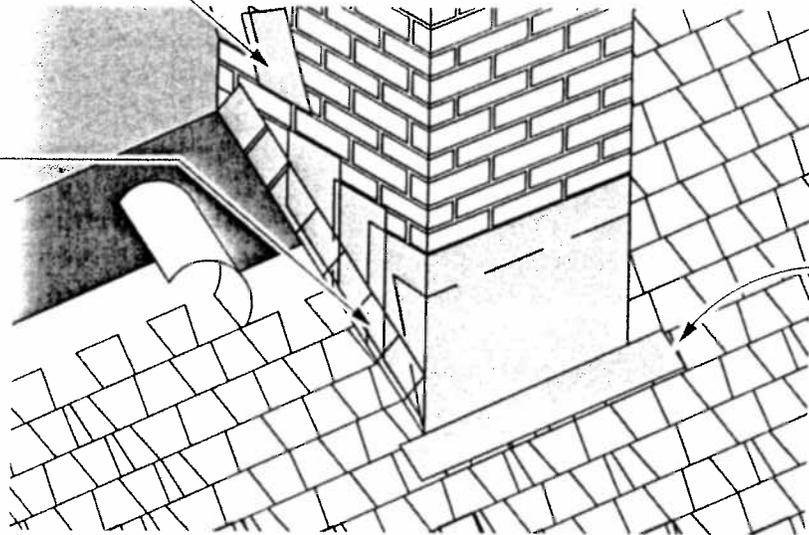
Extienda contravierteaguas de metalinoxidable sobre vierteaguas de base.

Etendre contre solin en metal inoxydable sur le solin de base.

Use one piece metal non-corroding step flashing for each course. Seal overlying shingles to step flashing with asphalt plastic cement.

Utilice un metal de pedazo tapajuntas no-corroendo de paso para cada curso. Selle tabilllas que recubre para dar un paso destellar con asfalto cemento plástico.

Utiliser un métal de morceau clignotement d'étape non-corrodant pour chaque cours. Sceller des bardeaux recouvrir pour marcher clignoter avec l'asphalte ciment en plastique.

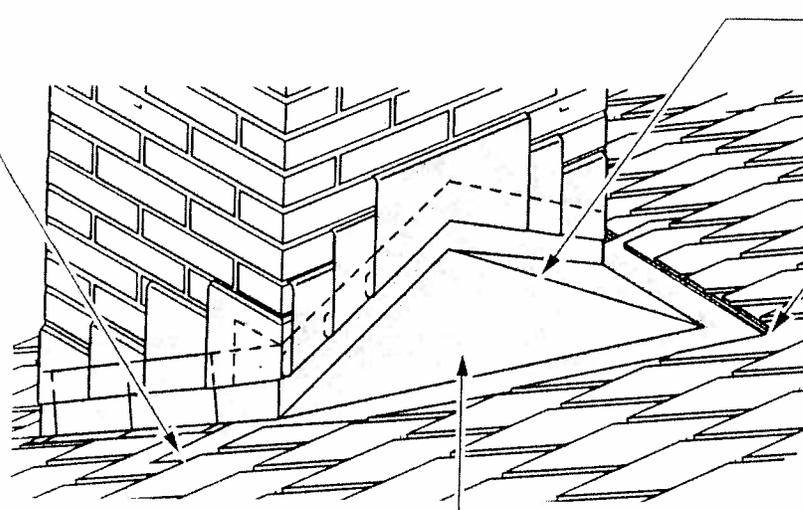


4" (102mm) min.  
4" (102mm) mín.  
102mm (4po) min.

Seal shingles to metal flange with asphalt plastic cement.

Selle las tejas a la brida de metal con cemento del plástico del asfalto.

Sceller les bardeaux à la bride de métal avec du ciment de plastique d'asphalte



Cricket ridge should be at least 12" (305mm).

El borde de los desviadores debe estar a por lo menos 12" (305 mm).

Le pli du dos d'âne doit être au minimum de 12po (305mm)

Cricket flange should be at least 18" (457mm) up roof deck.

La brida de los desviadores debe estar a por lo menos 18" (457mm) por la cobertura del techo.

La bride du dos d'âne doit être au minimum à 18po (457mm) sur le platelage de toit

Cricket should extend at least 6" (152 mm) up the back of the chimney and extend at least 12" (305 mm) up the roof deck.

Los desviadores deben extenderse a por lo menos 6" (152 mm) hasta la parte posterior de la chimenea y extenderse a por lo menos 12" (305 mm) hasta la cubierta del techo.

Les dos d'âne doivent s'étendre au minimum de 6po (152mm) vers l'arrière de la cheminée et s'étendre au minimum de 12po (305mm) vers le plan du toit.

### VALLEY CONSTRUCTION – OPEN

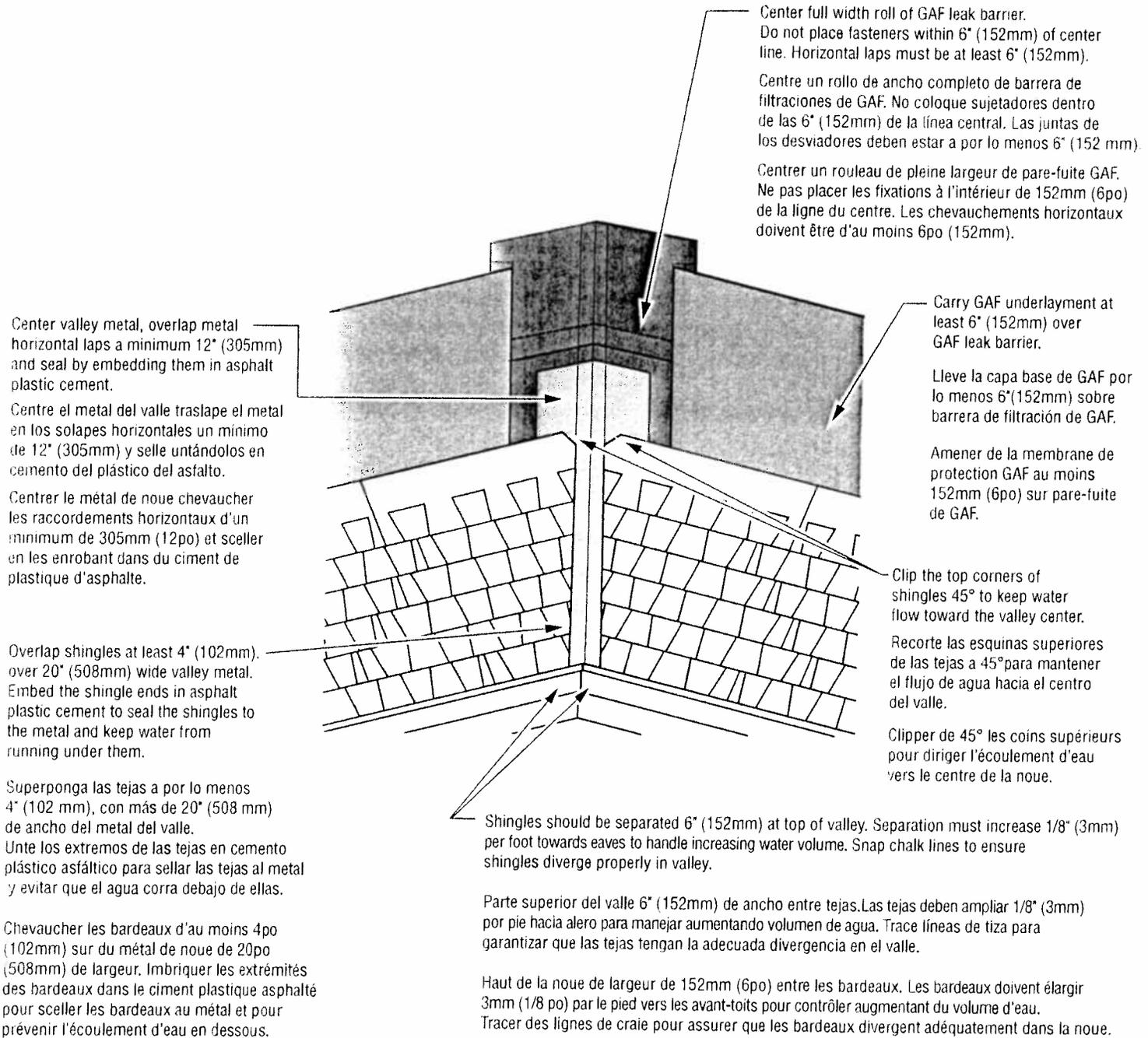
Use minimum 20" (508mm) wide aluminum, galvanized steel, copper, or other non-corroding, non-staining metals (24 gauge minimum). Long valleys or local building codes may require wider metal. Nail the metal on the edges so the nail heads hold it in place. Do not puncture the metal. Nailing through the metal may cause leaking and buckling due to movement.

### CONSTRUCCIÓN DEL VALLE – DE CORTE ABIERTO

Use un ancho mínimo de 20" (508mm) de aluminio, acero galvanizado, cobre y otro metal inoxidable que no manche (calibre 24 como mínimo). Los valles largos o los códigos locales de construcción pueden requerir un metal más ancho. Clave el metal en los bordes de modo tal que las cabezas de los clavos sostengan el metal en su lugar. No perforo el metal. Clavar a través del metal puede causar filtraciones y ampollamiento debidos al movimiento

### CONSTRUCTION DE NOUE – NOUE OUVERTE

Utiliser de l'aluminium de largeur de 20po (508mm), de l'acier galvanisé, du cuivre ou autres métaux qui ne tachent pas et ne rouillent pas, (de calibre 24 au minimum). Des noues plus longues ou les codes locaux peuvent nécessiter un métal plus large. Clouer le métal sur les rebords afin que les têtes de clous le tiennent en place. Ne pas percer le métal. Clouer au travers du métal peut causer des fuites et des bombements dus au mouvement.



## VALLEY CONSTRUCTION – CLOSED CUT

### CONSTRUCCIÓN DEL VALLE – CORTE CERRADO

### CONSTRUCTION DE NOUE FERMÉE – COUPE FERMÉE

Extend end of shingle at least 12" (305mm) beyond valley center line. Before nailing, firmly press shingles down at valley center to conform to valley shape. Nail, putting extra fastener in top corner of shingle. Due to the extreme water volume in valleys, nails near the center can leak.

Extienda la teja del extremo por los menos 12" (305mm) más allá de la línea del centro del valle. Antes de clavar, presione firmemente las tejas sobre el centro del valle para ajustarse a la forma del valle. Clavo, poniendo un sujetador adicional en la esquina superior de la teja. Debido al volumen extremo de agua en los valles, los clavos cercanos al centro pueden tener filtraciones.

Étendre le bout du bardeau d'au moins 305mm (12po) dépassé la ligne centrale de la noue. Avant de clouer, appuyer fermement sur le bardeau au centre de la noue pour apparier la forme de la noue. Clouer, en plaçant une fixation additionnelle sur le coin supérieur du bardeau. En raison du volume important d'eau dans les noues, les clous près du centre peuvent causer une fuite.

Carry GAF underlayment at least 6" (152mm) over GAF leak barrier.

Lleve la capa base de GAF por lo menos 6" (152mm) sobre barrera de filtración de GAF.

Amener de la membrane de protection GAF au moins 152mm (6po) sur pare-fuite de GAF.

Run starter strip across valley at least 12" (305mm) and weave with opposite side starter strip and shingle.

Haga correr la hilada inicial por todo el valle 12" (305mm) como mínimo y entrelace con la hilada inicial y teja de hilada inicial del lado opuesto.

Courir une bande de départ au travers de la noue d'un minimum de 12po (305mm) et joindre avec la bande de départ et le bardeau du côté opposé

Center full width roll of GAF leak barrier. Do not place fasteners within 6" (152mm) of center line. Horizontal laps must be at least 6" (152mm).

Centre un rouleau de ancho completo de barrera de filtraciones de GAF. No coloque sujetadores dentro de las 6" (152mm) de la línea central. Las juntas de los desviadores deben estar a por lo menos 6" (152 mm).

Centrer un rouleau de pleine largeur de pare-fuite GAF. Ne pas placer les fixations à l'intérieur de 152mm (6po) de la ligne du centre. Les chevauchements horizontaux doivent être d'au moins 6po (152mm).

Overlying shingles must be cut so they are 2" (52mm) away from valley center line. Clip shingle corners 45° to keep water flow in the valley center. Seal the valley shingles to each other using plastic roof cement.

Las tejas superpuestas deben ser cortadas para tener 2" (52 mm) de distancia de la línea central del valle. Recorte las esquinas de las tejas a 45° para mantener el flujo de agua en el centro del valle. Selle las tejas de valle entre sí utilizando cemento plástico para techo.

Les bardeaux qui chevauchent doivent être coupés de sorte qu'ils sont éloignés de 2po (52mm) de la ligne du centre de noue. Clipper les coins de bardeau à 45° pour garder l'écoulement d'eau dans le centre de la noue. Sceller les bardeaux de noue l'un à l'autre avec du ciment plastique asphalté.

CAUTION: Do NOT place nails closer than 6" (152 mm) to the valley center line.

EL CUIDADO: NO coloque clavos más cerca que 6" (152mm) al valle la línea central.

PRUDENCE: NE pas placer des clous plus près que 152mm (6po) à la ligne de centre de vallée.

**IMPORTANT NOTE:** Do NOT use a "California Valley" (shingles installed parallel to the valley center line), which can cause leaking.

**NOTA IMPORTANTE:** No use un "Valle de California" (tejas instaladas en forma paralela a la línea central del valle), el cual podría provocar filtraciones.

**REMARQUE IMPORTANTE:** Ne pas utiliser de « Noue California » (bardeaux installés en parallèle avec la ligne de centre de la noue), cela peut causer des fuites.

## PRECAUTIONARY NOTES

1. These shingles are fiberglass, self-sealing asphalt shingles. Because of the natural characteristics of the high quality waterproofing material used, these shingles will be stiff in cold weather and flexible in hot weather.
2. These shingles are particularly tough and may require additional effort to trim to fit on the roof. Curved blade utility knives are more effective than straight blade utility knives in cutting these shingles. Using a circular saw equipped with carbide-tipped blades is also effective.
3. Regardless of the tool used, always wear proper protective gear, i.e. gloves, eye protection, etc., follow all safety procedures and use tools carefully to prevent personal injury when working with these products.
4. Handle carefully. Shingles can easily be broken in cold weather or their edges damaged in hot weather. Do not drop bundles on edge or on other bundles to separate shingles. Do not load bundles across a hip or ridge. Do not bend bundles over shoulder for carrying. Premium shingles with heavier weight may cause cracks at sharp bend points.
5. Store on flat surface in a covered, ventilated area—maximum temperature 110°F (43°C). Do not store near steam pipes, radiators, etc., or in sunlight.
6. Do not store double stacked pallets on a long-term basis. If double stacking is required for short periods, use slip sheets of 1/2" (13mm) plywood cut to the pallet size to minimize damage. Long-term double stacked storage, especially in hot weather, can result in possible sticking, staining and distortion of the shingles.

**IMPORTANT: Repair leaks promptly to avoid adverse effects, including mold growth.**

### RE-ROOFING

If old asphalt shingles are to remain in place, nail down or cut away all loose, curled or lifted shingles and replace with new, and just before applying the new roofing, sweep the surface clean of all loose debris. Since any irregularities may show through the new shingles, be sure the underlying shingles provide a smooth surface. Fasteners must be long enough to penetrate the wood deck at least 3/4" (19mm) or just through plywood. Follow above instructions for application.

**NOTE:** Shingles can be applied over wood shingles if the surface can be made smooth enough. This may include cutting back old shingles at eaves and rakes, installing new wood edging strips as needed, and the use of beveled wood strips. Install #30 underlayment to maintain Class A rating.

For technical support, call 1-800-766-3411 or visit our website at [www.gaf.com](http://www.gaf.com).

## NOTAS DE PRECAUCIÓN

1. Estas tejas son tejas asfálticas autosellantes de fibra de vidrio. Debido a las características naturales del material impermeable de alta calidad utilizado, estas tejas serán duras en climas fríos y flexibles en climas cálidos.
2. Estas tejas son particularmente duras y pueden requerir un esfuerzo adicional en el recorte para encajarlas al techo. Los cuchillos utilitarios de hoja curva son más efectivos que los cuchillos utilitarios de hoja recta para cortar estas tejas. También es efectivo usar una sierra circular equipada con hojas con puntas de carburo.
3. Independientemente de la herramienta utilizada, siempre use equipos de protección adecuados, es decir, guantes, protección para los ojos, etc., siga todos los procedimientos de seguridad y utilice las herramientas con cuidado para evitar lesiones personales cuando trabaje con estos productos.
4. Manipule con cuidado. Las tejas pueden romperse fácilmente en climas fríos o sus bordes pueden dañarse en climas cálidos. No arroje los manojos sobre el borde o encima de otros manojos para separar las tejas. No cargue los manojos sobre un caballete o borde. No doble los manojos sobre los hombros para transportarlos. El peso superior puede causar grietas en los puntos de pliegue afilados.
5. Almacene en un área cubierta y ventilada – temperatura máxima 110°F (43°C). No almacene cerca de tuberías de vapor, radiadores, etc., o a la luz del sol.
6. No almacene palets de apilado doble en períodos largos de tiempo. Si se requiere apilado doble durante períodos breves, es preciso utilizar láminas deslizantes de 1/2" (13mm) de madera terciada cortadas al tamaño del palet para minimizar los daños. El almacenamiento de apilado doble a largo plazo, especialmente en climas cálidos, puede resultar en posible pegado, manchado y distorsión de las tejas.

**IMPORTANT: Repare las filtraciones rápidamente para evitar efectos adversos, incluyendo el crecimiento de moho.**

### RE-TECHADO

Si es preciso que las viejas tejas asfálticas permanezcan en su lugar, clave o corte cualquier teja suelta, curvada o levantada y reemplácela con una nueva, y justo antes de aplicar el nuevo techo, barra la superficie hasta dejarla libre de cualesquiera residuos sueltos. Dado que cualquier irregularidad podría notarse a través de las nuevas tejas, asegúrese que las tejas subyacentes tengan una superficie lisa. Los sujetadores deben tener el largo suficiente como para penetrar la plataforma base de madera por lo menos 3/4" (19mm) o a través de la madera terciada. Siga el resto de las instrucciones detalladas arriba para la aplicación.

**NOTA:** Las tejas pueden ser aplicadas sobre tejas de madera si la superficie puede ser suficientemente alisada. Esto puede incluir cortar las tejas viejas en los aleros e inclinaciones e instalar nuevos bordes de madera según sea necesario y el uso de hiladas de madera biseladas. Instale capa base #30 para mantener la calificación de Clase A.

Para soporte técnico, llame al 1-800-766-3411 o visite nuestro sitio Web en [www.gaf.com](http://www.gaf.com).

## REMARQUES DE PRÉCAUTION

1. Ces bardeaux sont en fibre de verre et sont des bardeaux auto-scellants. En raison des caractéristiques naturelles du matériau imperméabilisant de haute qualité utilisé, ces bardeaux seront rigides en température froide et flexibles en température élevée.
2. Ces bardeaux sont particulièrement résistants et ils pourraient nécessiter des efforts additionnels pour les découper pour ajuster au toit. Des couteaux utilitaires à lame incurvée sont plus efficaces que des couteaux utilitaires à lame droite pour la découpe de ces bardeaux. Il peut aussi être très efficace d'utiliser une scie circulaire munie d'une lame à pointe au carbure.
3. Peu importe l'outil utilisé, assurez-vous de toujours porter les accessoires de protection adéquats, comme des gants, lunettes de protection, etc. De plus, suivez toutes les procédures de sécurité et servez-vous des outils d'une manière sécuritaire afin de prévenir toute blessure corporelle lors du travail avec ces produits.
4. Manipulez avec soin. Les tejas peuvent rompre facilement en climats froids ou leurs bords peuvent se détacher en climats chauds. Ne jetez pas les manojos sur le bord ou au-dessus d'autres manojos pour séparer les tejas. Ne chargez pas les manojos sur un chevalet ou bord. Ne doublez pas les manojos sur les épaules pour les transporter. Les tejas de qualité supérieure avec un poids plus élevé peuvent causer des fissures aux points de pliure affilés.
5. Entrez sur une surface plane, dans un endroit couvert et ventilé – à une température maximale de 43°C (110°F). Ne pas entreposer près de conduites de vapeur, du chauffage, etc., ou au soleil.
6. Ne pas ranger des palettes empilées en double pour une longue période. Si un empilage en double est requis pour de courtes périodes, il est nécessaire de glisser un contreplaqué de 13mm (1/2po) découpé à la taille des palettes entre les palettes pour minimiser les dommages. Le rangement à long terme en empilage en double, spécialement en température chaude, peut résulter possiblement en collement, distorsion ou en tache sur les bardeaux.

**IMPORTANT: Réparez les fuites prestement afin d'éviter les effets néfastes tels que la formation de moisissure.**

### RÉFÉCTION DE TOITURE

Si des vieux bardeaux d'asphalte doivent demeurer en place, clouer ou couper tout bardeau lâche, incurvé ou soulevé et remplacer avec du neuf, et juste avant d'appliquer le nouveau recouvrement, balayer la surface pour qu'elle soit libre de tout débris. Puisque toute irrégularité va paraître au travers des nouveaux bardeaux, assurez-vous que les bardeaux sous-jacents offrent une surface lisse. Les fixations doivent être suffisamment longues pour pénétrer le platelage de toit d'au moins 19mm (3/4po) ou juste au travers du contreplaqué. Suivre les instructions ci-dessous pour l'application.

**REMARQUE:** Les bardeaux peuvent être installés sur des bardeaux de bois si la surface peut être suffisamment aplanie. Ceci peut nécessiter la taille des vieux bardeaux aux avant-toits et aux inclinaisons ainsi que l'installation de nouvelles plates-bandes en bois, au besoin, et l'utilisation de bandes en bois biseautées. Installez une membrane de protection #30 pour maintenir une cote de Classe A.

Pour du soutien technique, appelez au 1-800-766-3411 ou visitez notre site Web au [www.gaf.com](http://www.gaf.com)

# **GAF Shingle Products**

## **ICC Evaluation Report**

Updated: 4/08



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DIVISION: 07—THERMAL AND MOISTURE PROTECTION  
Section: 07310—Shingles

REPORT HOLDER:

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EVALUATION SUBJECT:

GAF-ELK SHINGLE ROOF COVERING SYSTEMS

## 1.0 EVALUATION SCOPE

Compliance with the following codes:

- 2006 *International Building Code*® (IBC)
- 2006 *International Residential Code*® (IRC)
- 1997 *Uniform Building Code*™ (UBC)
- 1999 *Standard Building Code*® (SBC)

Properties evaluated:

- Weather resistance
- Fire classification
- Wind resistance

## 2.0 USES

The GAF-ELK asphalt shingles described in this report comply with ASTM D 3462 and meet the requirements for Class A roof coverings when the shingles are installed as described in this report.

## 3.0 DESCRIPTION

### 3.1 Shingles:

**3.1.1 General:** The GAF-ELK asphalt shingles are available as three-tab, five-tab and laminated asphalt shingle roof coverings. See Table 1 and Figure 1 for recognized product names, manufacturing locations, overall dimensions, installed weights, maximum exposure to the weather and fastening details. The shingles are self-sealing by means of spots of adhesive located on either the weather side or the underside.

**3.1.2 Three-tab Shingles and Five-tab Shingles:** Three-tab and Five-tab shingles are composed of a single layer of fiberglass mat, impregnated and coated with asphalt on both sides, and surfaced with mineral roofing granules on the weather side and a mineral release agent on the underside.

**3.1.3 Laminated Shingles:** Laminated shingles are composed of multiple thicknesses of coated and surfaced fiberglass mat, cut and bonded together in different patterns. The weather side is surfaced with mineral roofing granules, and the underside is surfaced with a mineral release agent.

### 3.1.4 Hip and Ridge Shingles:

**3.1.4.1 Field-cut Hip and Ridge Shingles:** Hip and ridge shingles may be field-cut from Royal Sovereign shingles. The field-cut hip and ridge shingles are compatible with any of the GAF-ELK shingles recognized in this report.

**3.1.4.2 Z<sup>®</sup> Ridge:** The shingles are supplied in 13<sup>1</sup>/<sub>4</sub>-inch-wide-by-39<sup>3</sup>/<sub>8</sub>-inch-long (337 mm by 1000 mm) strips that are scored for separation into four hip or ridge shingles, each measuring 13<sup>1</sup>/<sub>4</sub> inches (337 mm) wide by 9<sup>27</sup>/<sub>32</sub> inches (250 mm) long, for installation with a 5<sup>7</sup>/<sub>8</sub>-inch (143 mm) exposure.

**3.1.4.3 Seal-A-Ridge:** The shingles are supplied in either 12-inch-wide-by-36 inch-long (305 by 914 mm) strips or 13<sup>1</sup>/<sub>4</sub>-inch-wide-by-39<sup>3</sup>/<sub>8</sub>-inch-long (337 mm by 1000 mm) strips that are scored for separation into three or four equal-length hip and ridge shingles, respectively. When scored for three shingles, each shingle must measure approximately 12 inches (305 mm) long for a 6<sup>2</sup>/<sub>3</sub>-inch (169 mm) exposure; when scored for four shingles, each shingle must measure approximately 13<sup>1</sup>/<sub>4</sub> inches long (337 mm) for a 5<sup>7</sup>/<sub>8</sub>-inch (143 mm) exposure. Seal-A-Ridge hip and ridge are also labeled as Seal-A-Ridge ArmorShield. Seal-A-Ridge ArmorShield has a 5-inch (127 mm) exposure.

**3.1.4.4 Ridglass SBS High Profile Hip and Ridge:** The Ridglass SBS High Profile Hip and Ridge shingles consist of a fiberglass mat coated with SBS rubber-modified asphalt material and with embedded granules over the mat on the weather-exposed side of the sheet and sand surfacing on the underside. The shingles are supplied in 8-, 10- and 12-inch (203, 254 and 305 mm) widths and 16<sup>1</sup>/<sub>2</sub>-inch (419 mm) lengths for installation with a 7<sup>3</sup>/<sub>4</sub>-inch (197 mm) exposure.

### 3.1.5 Starter Shingles:

**3.1.5.1 General:** Starter Strip shingles are factory-made shingles used under the first course of shingles.

**3.1.5.2 Prostart Starter Strip:** The shingles are supplied in 13-inch-by-38-inch-long (330 by 965 mm) strips that are scored for separation into two 6<sup>1</sup>/<sub>2</sub>-inch-by-38-inch (165 mm by 965 mm) strips. The mineral surfacing is on the weather side, with fine mineral granules on the underside. The self-sealing strip edge is applied facing up and along the roof eave or rake edge.

**3.1.5.3 Grande Starter:** The shingles are supplied in 13-inch-by-38-inch-long (330 by 965 mm) strips. The mineral surfacing is on the weather side, with fine mineral granules on the underside.

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### 3.2 Fasteners:

Fasteners must comply with ASTM F 1667 and must be minimum No. 12 gage [0.105 inch (2.67 mm) diameter shank],  $\frac{7}{16}$ -inch-diameter-head (9.5 mm), galvanized, stainless steel, aluminum or copper barbed-, deformed-, or smooth-shank roofing nails. In jurisdictions enforcing the UBC, minimum No. 16 gage [0.08 inch (1.5 mm)],  $\frac{15}{16}$ -inch-crown-width (23.8 mm), corrosion-resistant staples may be used when approved by the code official, for any of the shingles recognized in this report except for the Timberline ArmorShield II, Camelot and Grand Slate shingles, and the SBS High Profile Hip and Ridge shingles. Fasteners must be of sufficient length to penetrate  $\frac{3}{4}$  inch (19.1 mm) into the sheathing, or through the sheathing, whichever is less.

### 3.3 Underlayment:

Underlayment must comply with ASTM D 226 Type I or Type II, or ASTM D 4869 Type I or Type II, or ASTM D 6757. In jurisdictions adopting the UBC, underlayment must comply with ASTM D 226 Type I or Type II, or ASTM D 4869 Type I or Type II, or underlayment must be recognized in a current ICC-ES evaluation report as complying with the ICC-ES Acceptance Criteria for Nonasphaltic Fiberglass-based Roof Underlayment (AC160), and must be recognized for use with Class A asphalt shingles. In jurisdictions adopting the IBC or IRC, in areas where there has been a history of ice forming along the eaves causing a backup of water, an ice dam membrane in accordance with IBC Section 1507.2.8.2 or IRC Section R905.2.7.1 must be provided.

### 3.4 Asphalt Cement:

Asphalt roofing cement used for hand-sealing the shingles must comply with ASTM D 4586, Type I, Class I, or Type II, Class I.

## 4.0 INSTALLATION

### 4.1 New Construction:

**4.1.1 General:** When installed on new construction in accordance with this section, the shingles are a Class A roof covering. The shingles, underlayment and flashings must be installed in accordance with IBC Section 1507.2, IRC Section R905.2, SBC Section 1507.3 or UBC Table 15-B-1, except as noted in this report. Except for Slateline shingles, where the roof deck must be code-complying, minimum  $\frac{15}{32}$ -inch-thick (11.9 mm) exterior-grade plywood, the roof deck must be code-complying, minimum  $\frac{3}{8}$ -inch-thick (9.5 mm) exterior-grade plywood;  $\frac{7}{16}$ -inch-thick (11.1 mm) oriented strand board (OSB); or nominally 1-inch-by-6-inch (25 by 152 mm) lumber installed as solid sheathing conforming to IBC Sections 2304.7.2 and 2308.10.8, SBC Sections 2301.4.3 and 2309.3, or UBC Sections 2312.2 and 2320.12.9. Minimum roof slope must be 2:12 (16.7 percent).

Installation of Country Manslon, Grand Sequoia, Grand Canyon or Slateline shingles on roof slopes greater than 20:12 (167 percent), or in high-wind applications at any roof slope, is beyond the scope of this report.

#### 4.1.2 Application:

**4.1.2.1 Standard Fastening:** Each shingle must be fastened to the roof deck with a minimum of four fasteners, one of which is located 1 inch (25.4 mm) in from each edge, and the balance evenly spaced across the width of the shingle, except for roof slopes of 20:12 (167 percent) and over, where six fasteners must be used. Fasteners must be placed on the fastener line(s). See Figure 1 of this report for typical fastening details. Each course of shingles must be offset from the preceding course as shown in the manufacturer's published installation instructions.

**4.1.2.2 High-wind Fastening:** The shingles must be fastened with a minimum of six No. 12 gage roofing nails, described in Section 3.2, placed as shown in Figure 1, when required under the following conditions:

**4.1.2.2.1 IBC:** When the roof is installed in applications where the basic wind speed (3-second gust) is 110 mph (177 km/h) or greater.

**4.1.2.2.2 IRC:** When the roof is installed in areas where the basic wind speed is 110 mph (3-second gust) (177 km/h) or greater, as defined in IRC Figure R301.2(4).

**4.1.2.2.3 SBC:** When the roof is installed in applications where the basic wind speed (fastest mile) is 90 mph (145 km/h) or greater.

**4.1.2.2.4 UBC:** In areas exposed to conditions where the basic (fastest mile) wind speed exceeds 80 mph (129 km/h), on structures a maximum of 40 feet (12 192 mm) in height, in Exposure B areas; but where the maximum basic (fastest mile) wind speed is not greater than 110 mph (177 km/h), on structures a maximum of 30 feet (9144 mm) in height, in Exposure B areas. See UBC Section 1620.

**4.1.2.3 Shingle Hand-sealing:** In colder climates or wind regions where it is questionable whether the spots of factory-applied adhesive will activate and seal the shingles, or for slopes greater than 20:12 (167 percent), the shingles must be hand-sealed to the satisfaction of the code official. Hand-sealing consists of applying a minimum of three 1-inch-diameter (25.4 mm) spots of asphalt roofing cement on the unexposed surface, equally spaced across each shingle. For three-tab and five-tab shingles, one spot of asphalt roofing cement is placed under each corner of each tab (two spots per tab); the tab shall then be pressed into the cement. For laminated shingles, four equally spaced spots of asphalt roofing cement are placed under the exposed portion of the shingle; the shingle shall then be pressed into the cement.

**4.1.2.4 Hip and Ridge Shingles:** Hip and ridge shingles must be placed evenly over hips and ridges (or over shingle-over ridge vents), and fastened to the roof deck with two fasteners, described in Section 3.2 of this report, located on either side of the shingle, on the fastener line shown in Figure 1. When used in areas requiring high-wind fastening in accordance with Section 4.1.2.2 of this report, Ridge SBS High Profile Hip and Ridge shingles must be fastened with four fasteners, and three  $\frac{1}{2}$ -inch-diameter (12.7 mm) spots of asphalt cement on the unexposed surface on both sides of the shingle. Staples must not be used to fasten the SBS High Profile Hip and Ridge shingles.

### 4.2 Installation—Reroofing:

When installed over existing Class A or Class C asphalt shingle roofs in accordance with this section, the shingles described in this report are recognized as a Class A roof covering. The existing asphalt shingle roof covering must be inspected in accordance with the provisions and limitations of Section 1510 of the IBC, Section R907 of the IRC, Section 1510 of the SBC, or Sections 1515 and 1516 of Appendix Chapter 15 of the UBC, as applicable. Prior to the reroofing, hip and ridge covering must be removed. Except as noted in this section, the shingles must be installed in accordance with Section 4.1 of this report. Fasteners must be of sufficient length to penetrate  $\frac{3}{4}$  inch (19.1 mm) into the sheathing, or through the sheathing, whichever is less. Flashing and edging must comply with the following, as applicable:

- IBC: Sections 1510.5 and 1510.6.
- IRC: Sections R907.5 and R907.6.
- SBC: Sections 1510.5 and 1510.6.
- UBC: Section 1520 of Appendix Chapter 15.

## 5.0 CONDITIONS OF USE

The GAF-ELK asphalt shingle roof covering systems described in this report comply with, or are suitable alternatives to what is specified in, those codes listed in Section 1.0 of this report, subject to the following conditions:

- 5.1 The shingles must be manufactured, identified, and installed in accordance with the applicable codes, this report, and the manufacturer's published installation instructions. In the event of a conflict between this report and the manufacturer's published installation instructions, this report governs.
- 5.2 Application must be in accordance with Section 4.1.2 of this report.
- 5.3 Installation of Country Mansion, Grand Sequoia, Grand Canyon or Slateline shingles on roof slopes greater than 20:12 (167 percent), or in high-wind applications at any roof slope, is beyond the scope of this report.
- 5.4 The GAF-ELK shingle products are manufactured in Dallas, Texas; Fontana, California; Mt. Vernon, Indiana; Shafter, California; Ennis, Texas; Fresno, California; and Tuscaloosa, Alabama, under a quality control program with inspections by Underwriters Laboratories Inc. (AA-668).

## 6.0 EVIDENCE SUBMITTED

- 6.1 Data in accordance with ASTM D 3462 and, for jurisdictions enforcing the UBC, the ICC-ES Acceptance Criteria for Roofing Systems with Asphalt Shingles Made with Glass Felt (AC127), dated July 1999.
- 6.2 Reports of dynamic wind resistance testing in accordance with ASTM D 3161, modified to use a wind speed of 110 mph (177 km/h).
- 6.3 Reports of testing in accordance with ASTM E 108 (UBC Standard 15-2).
- 6.4 Quality control manuals.

## 7.0 IDENTIFICATION

Each bundle of shingles must bear a label with the name and address of the GAF Materials Corporation or GAF-ELK Corporation manufacturing plant location; the product name; the roof classification (Class A); the installation instructions; the evaluation report number (ESR-1475); a reference indicating compliance with ASTM D 3161 Class F; and the name of the inspection agency (Underwriters Laboratories Inc.).

Additionally, in accordance with ASTM D 3462, each bundle of shingles must be marked with the area of roof surface covered and the style, type and color of the product.

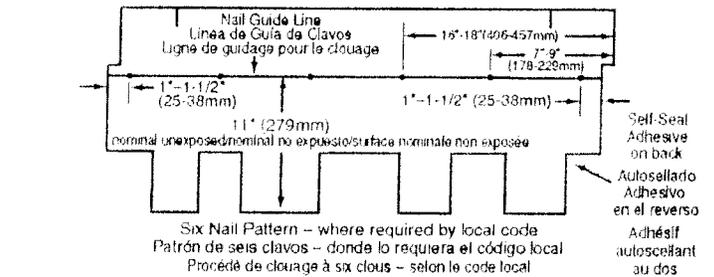
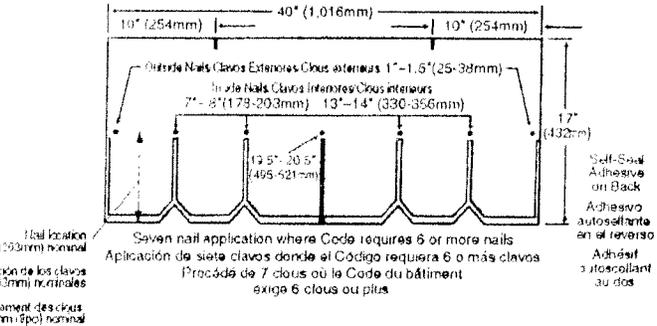
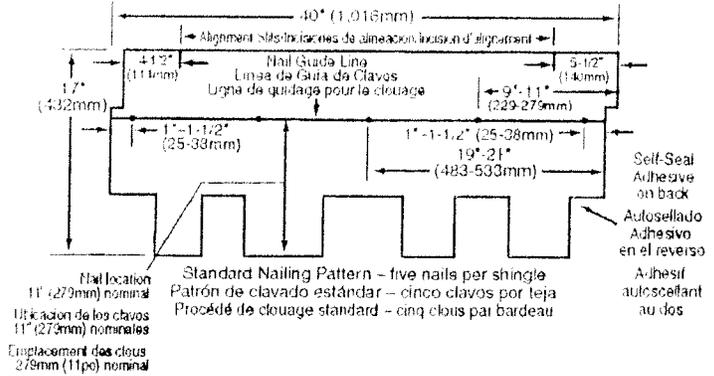
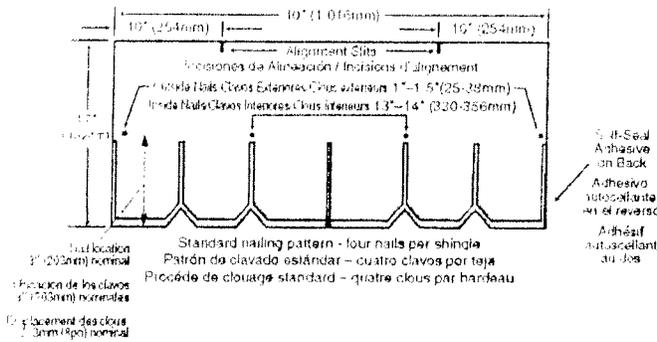
TABLE 1—GAF-ELK SHINGLES - PRODUCT DESCRIPTIONS AND MANUFACTURING LOCATIONS

SHINGLE	SHINGLE TYPE	PLANT LOCATION <sup>1</sup>	DIMENSIONS (width x height) (Inches)	MAXIMUM EXPOSURE TO THE WEATHER (in.)	LOCATION OF NAIL LINE <sup>1</sup> (Inches)
Country Mansion	Laminated	Mt. Vernon, IN	17 x 40	7½	8
Grand Sequoia	Laminated	Fontana, CA	17 x 40	53	11
Grand Canyon	Laminated	Fontana, CA	17 x 40	53	11
Stateline	Five-tab	Mt. Vernon, IN	17 x 40	7½	8½
Timberline-Prestique Lifetime	Laminated	Dallas, TX; Fontana, CA Ennis, TX Shafter, CA Tuscaloosa, AL	13¼ x 39¾	5½	8
Timberline Natural Shadow	Laminated	Dallas, TX; Fontana, CA Ennis, TX Shafter, CA Tuscaloosa, AL	13¼ x 39¾	5½	8
Timberline-Prestique 30	Laminated	Dallas, TX; Fontana, CA Ennis, TX Shafter, CA Tuscaloosa, AL	13¼ x 39¾	5½	8
TIMBERLINE-Prestique 40 Timberline Cool Color Series	Laminated	Dallas, TX; Fontana, CA Ennis, TX Shafter, CA Tuscaloosa, AL	13¼ x 39¾	5½	8
Timberline ArmorShield II	Laminated	Tuscaloosa, AL	13¼ x 39¾	5½	8
Capstone	Laminated	Tuscaloosa, AL	12¼ x 39½	5	5½
Grand Slate	Laminated	Mt. Vernon, IN	17 x 40	8	9
Camelot	Laminated	Mt. Vernon, IN	17 x 34½	7½	8
Prostart Starter	Starter strip	Tuscaloosa, AL	13 x 38	N/A	N/A
Grande Starter	Starter strip	Tuscaloosa, AL	13 x 38	N/A	N/A
Seal-A-Ridge	Hip and Ridge	Fontana, CA	13¼ x 39¾	5½	N/A
		Tuscaloosa, AL	12 x 38	6½	N/A
Seal-A-Ridge ArmorShield	Hip and Ridge	Tuscaloosa, AL	12 x 38	5	N/A
Z-Ridge	Hip and Ridge	Ennis, TX Shafter, CA	13¼ x 39¾	5½	N/A
Ridgless SBS High Profile Hip and Ridge	Hip and Ridge	Fresno, CA	8, 10, or 12 wide x 16½	7 3/4	N/A
Royal Sovereign	Three-tab	Mt. Vernon, IN; Fontana, CA	13¼ x 39¾	5½	6
		Mt. Vernon, IN; Fontana, CA; Dallas, TX	12 x 38	5	5½
Royal Sovereign	Hip and Ridge	Mt. Vernon, IN; Fontana, CA	13¼ x 13½	See Footnote 2	N/A
		Mt. Vernon, IN; Fontana, CA; Dallas, TX	12 x 12	See Footnote 2	N/A

For SI: 1 Inch = 25.4 mm.

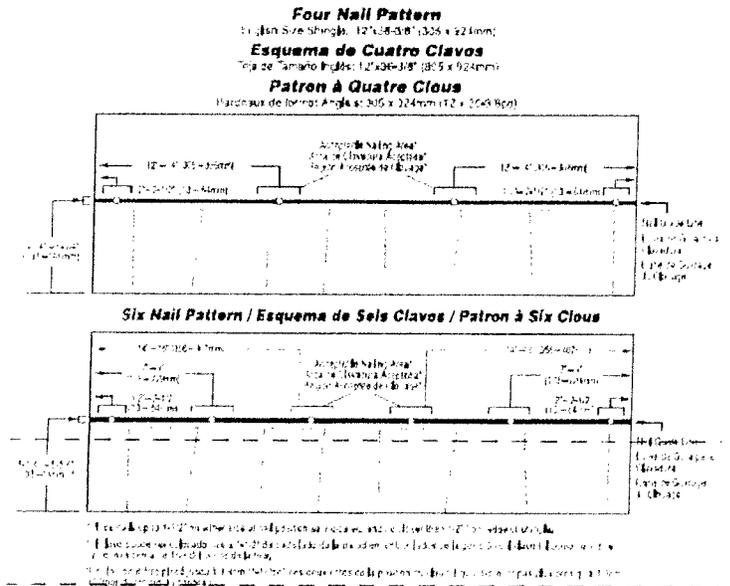
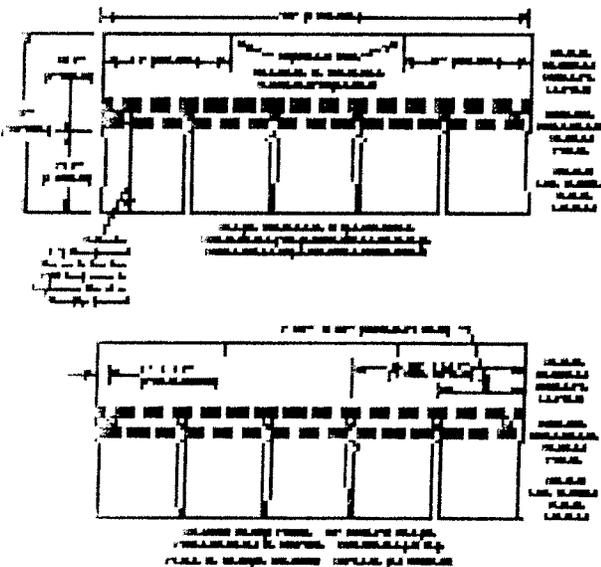
n/a = Not applicable

<sup>1</sup>"nail line" = distance from lowermost edge of shingle to target nail location. See Figure 1.<sup>2</sup>Weather exposure shall not exceed that permitted for the field of the roof.<sup>3</sup>Products manufactured at the Tuscaloosa, Alabama, facility may also be manufactured with modified asphalt and carry the designation "with FLX."



**GAF ELK CountryMansion**

**GAF ELK Grand Canyon GRAND SEQUOIA**



**GAF ELK SLATELINE**

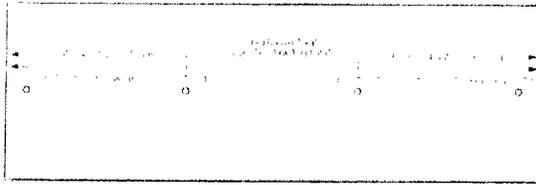
**TIMBERLINE PRESTIQUE**  
 HIGH DEFINITION SHINGLES



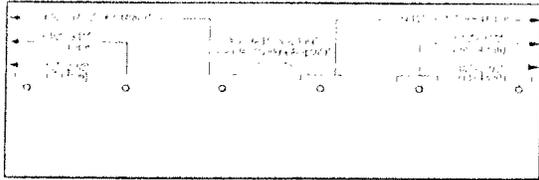
For SI: 1 inch = 25.4 mm.

FIGURE 1—TYPICAL INSTALLATION DETAILS

**Four Nail Pattern** (Metric Size Shingle 13.14" x 36.34" (334mm x 924mm))  
**Esquema de Cuatro Clavos** Teja de Tamaño Métrico 13.14" x 36.34" (334mm x 924mm)



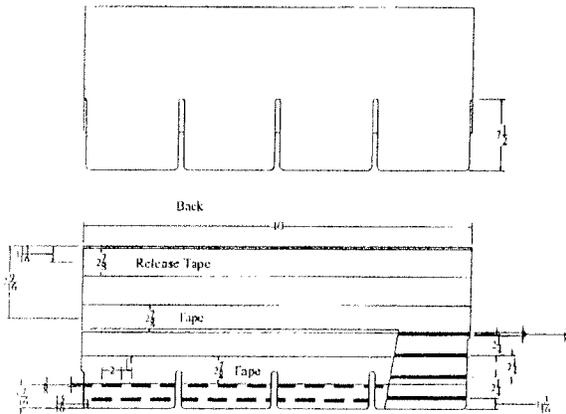
**Six Nail Pattern / Esquema de Clavadura de Seis Clavos**



Use the number of nails and nail spacing shown on the label for the shingle you are installing. Do not use a different nail spacing than that shown on the label.



Top

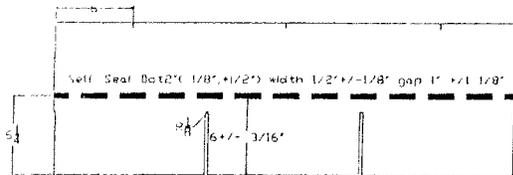


Self Seal Dots as shown  
two rows 2 X 3/8 dots  
1" gap between

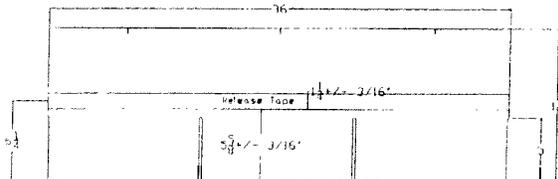
Laminating Adhesive 4 rows  
3/8" wide located as shown



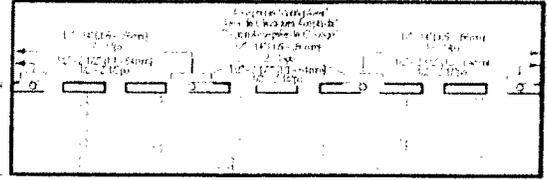
Shingle Face



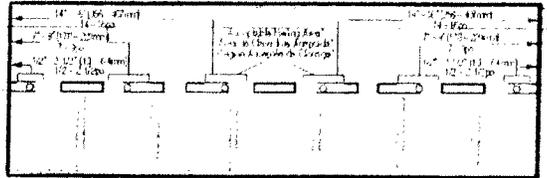
Shingle Back



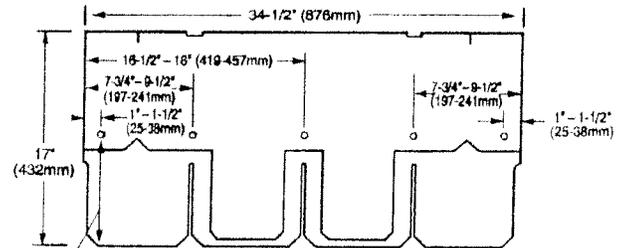
**Four Nail Pattern** (Metric Size Shingle 13.14" x 36.34" (334mm x 924mm))  
**Esquema de Cuatro Clavos** Teja de Tamaño Métrico 13.14" x 36.34" (334mm x 924mm)  
**Patron à Quatre Clous** Teja de Taille Métrique 334 x 924 (mm)



**Six Nail Pattern / Esquema de Seis Clavos / Patron à Six Clous**

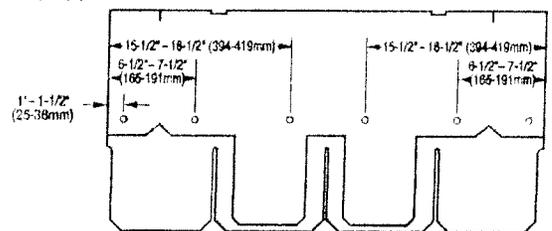


Use the number of nails and nail spacing shown on the label for the shingle you are installing. Do not use a different nail spacing than that shown on the label.



**Standard Nailing Pattern - five nails per shingle**  
**Patrón Estándar de Clavado - cinco clavos por teja**  
**Patron de Clouage Standard - cinq clous par bardeau**

Nail location  
8-1/2" (216mm) nominal  
Ubicación de los clavos  
8-1/2" (216mm) nominales  
Emplacement des clous  
216mm (8-1/2po) nominal



**Six Nail Pattern - Where Required By Local Code**  
**Patrón de Seis Clavos - Donde lo Requiera el Código Local**  
**Patron à Six Clous - Là où c'est Requie par le Code Local**



FIGURE 1—TYPICAL INSTALLATION DETAILS (Continued)

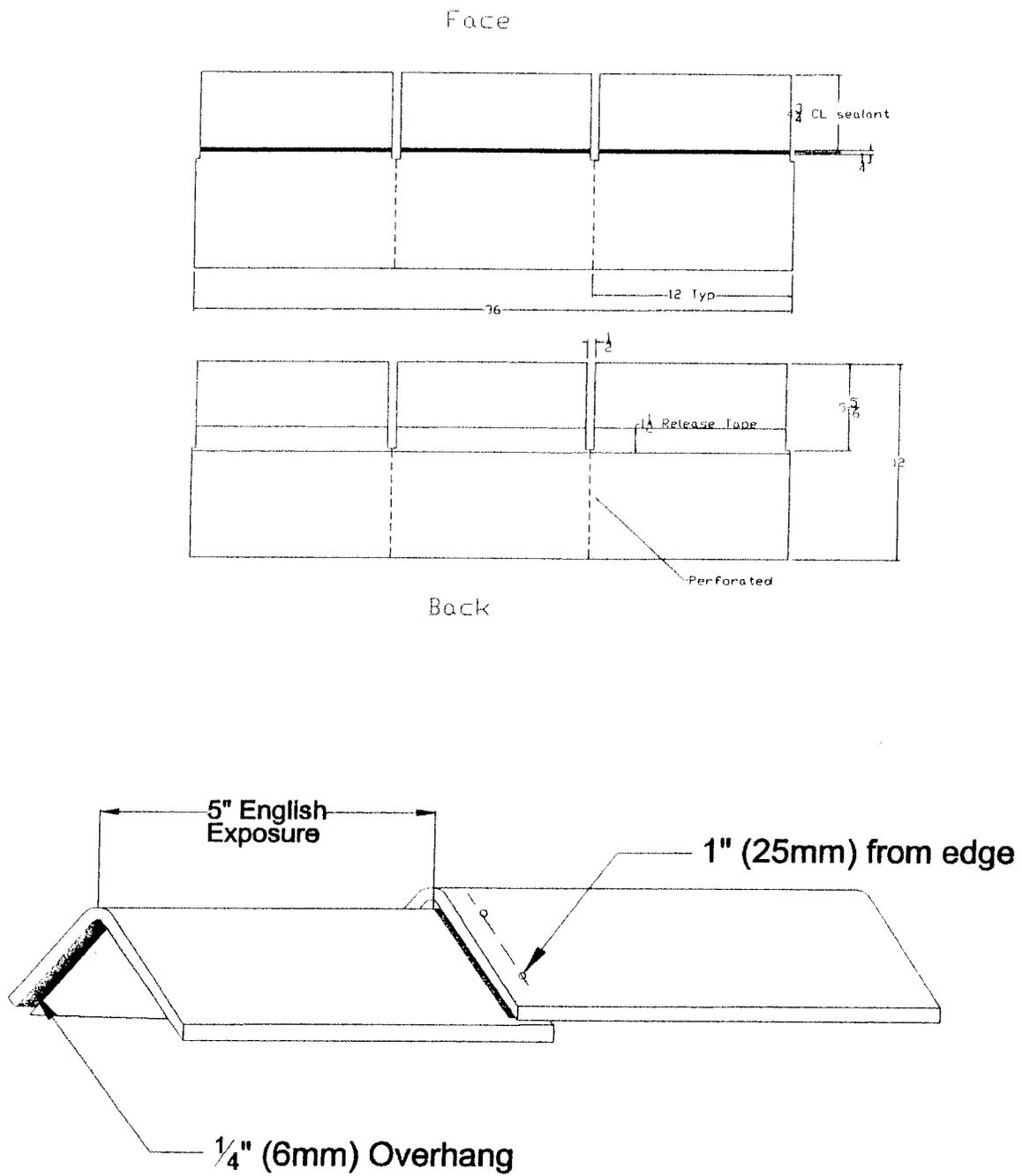
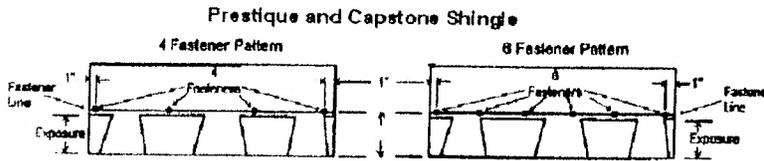
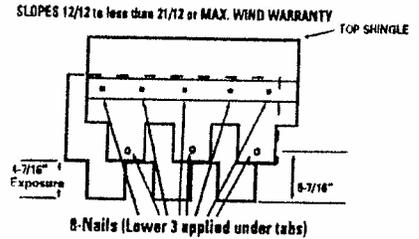
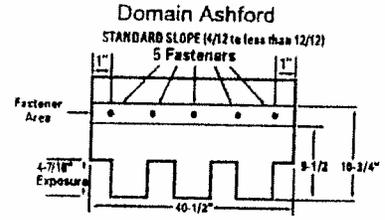


FIGURE 1—TYPICAL INSTALLATION DETAILS (Continued)

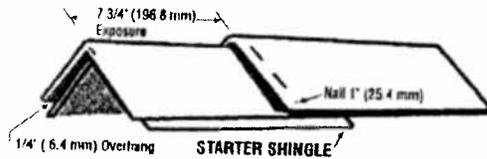
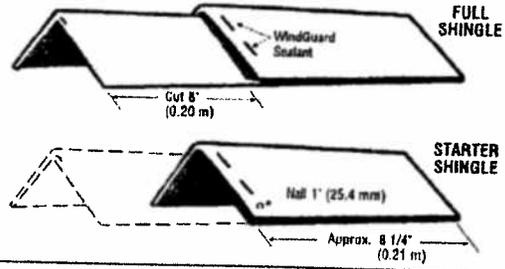


Ridglass

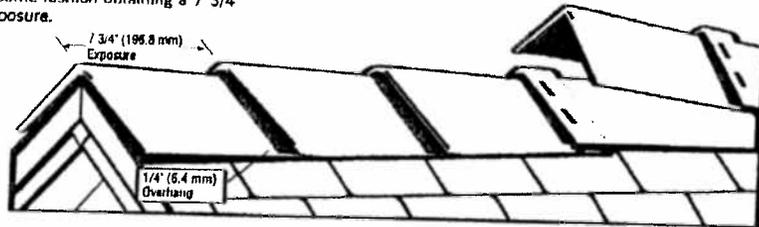


**SBS High Profile Hip & Ridge Installation**

- 1. NAILING:** Nails must be corrosion resistant with heads a minimum of 3/8" (9.5 mm) in diameter. All fasteners must penetrate at least 3/4" (19.1 mm) into the wood deck or completely through plywood sheathing.
- 2. STARTER SHINGLE INSTALLATION:** To create a starter shingle, cut off the 8" (0.20 m) exposed portion of a full hip and ridge shingle leaving the dimensional fold portion, which will be approximately 8 1/4" (0.21 m) long. Starting at the eaves for hips and opposite the prevailing wind for ridges, install starter shingle. Fasten through the dimensional fold with one nail on each side of starter shingle.
- 3. HIP AND RIDGE INSTALLATION:** Beginning with a complete hip and ridge shingle, cover starter shingle with the 8" (0.20 m) exposed portion overlapping the front end of the starter shingle by 1/4" (6.4 mm) and nail into place. One nail should be applied on each side of hip and ridge shingle 9" (0.23 m) back from exposed end and 1" (25.4 mm) in from each side.



To proceed, overlap the first hip and ridge shingle extending 1/4" (6.4 mm) past dimensional fold with complete hip and ridge shingle, then nail shingle through dimensional fold. Continue installation in same fashion obtaining a 7 3/4" (196.8 mm) finished exposure.



**COLD WEATHER**

When applying in cold climate (under 50°F / 10°C), unpack carton on the roof and allow the shingles to warm before application.

FIGURE 1—TYPICAL INSTALLATION DETAILS (Continued)



Bid Sheet

Please use this form. Simply mark "No Bid" if you do not wish to submit a bid.

Company Name: S.R.T. Construction LLC

Address: P.O. Box 200  
Hinton OK 73047

Contact: Angela Gregory Phone: 405-642-8445 / 443-852  
email address: sri.construction@yukon.com Fax: 846-885-3686

Please list all bid amounts for all locations/buildings separately.  
Note: Bid will be awarded to one (1) Bidder for a total to include all locations/buildings.

Fire Station #1	302 S. 5th Street	A) Station Building	<u>20,459<sup>00</sup></u>
		B) Storage Building	<u>3665<sup>00</sup></u>
Kimbell Park	525 S. 7th Street	A) Bath House	<u>4109<sup>00</sup></u>
		B) Picnic Shelter	<u>1079<sup>00</sup></u>
		C) Picnic Shelter	<u>1189<sup>00</sup></u>
Freedom Trail Playground	2101 S. Holly Avenue	A) Restroom	<u>1520<sup>00</sup></u>
		B) Picnic Shelter	<u>843<sup>00</sup></u>
		C) Playground shelter	<u>325<sup>00</sup></u>
		D) Playground shelter	<u>325<sup>00</sup></u>
		E) Playground shelter	<u>325<sup>00</sup></u>
Community Center	2200 S. Holly	A) Storage Building	<u>1324<sup>00</sup></u>
		B) Picnic Shelter	<u>2132<sup>00</sup></u>
		C) Picnic Shelter	<u>2899<sup>00</sup></u>
Chisholm Trail Park	500 W. Vandament	A) Gazebo-South Side	<u>5329<sup>00</sup></u>
Sunrise Park	2802 N. Yukon Parkway	A) Concession Stand	<u>475<sup>00</sup></u>
Total Bid for all Locations/Buildings:			<u>50,998<sup>00</sup></u>

Agree to have all Roof Replacements completed no later than March 1, 2012: yes/all  
Non-Collusion Affidavit attached: y/a/g City of Yukon Contractor's License #: 0002733 / a/g  
Proof of Worker Compensation and Liability Insurance attached: yes/a/g

Signed: Angela Gregory Date: 11/8/2011

**NON-COLLUSION AFFIDAVIT**

STATE OF Oklahoma )

)

ss:

COUNTY OF Caddo )

)

The undersigned (architect, contractor, supplier or engineer), of lawful age, being first duly sworn, on oath says that this invoice or claim is true and correct. Affiant further states that the (work, services or materials) as shown by this invoice or claim have been (completed or supplied) in accordance with the plans, specifications, orders or requests furnished the Affiant. Affiant further states that he has made no payment directly or indirectly to any elected official, officer, or employee of the State of Oklahoma, any county or local subdivision of the state, of money or any other thing of value to obtain payment.

Company Name: SRI Construction, LLC

Print Name of Signer: Angela Gregory

Angela Gregory  
Contractor, Supplier or Engineer Signature

Subscribed and sworn to before this 8<sup>th</sup> day of Nov., 20 11

[Signature]  
Notary Public



My commission expires: 2/8/13



The Source for Workers' Compensation Insurance

CERTIFICATE OF INSURANCE

FORM UN6

CERTIFICATE ISSUED TO:

CITY OF YUKON  
10 S 5TH ST  
YUKON OK 73085

THIS IS TO CERTIFY THAT POLICY NUMBER 02308647 11 1 ISSUED IN THE NAME OF:

SRI CONSTRUCTION LLC  
PO BOX 204  
HINTON OK 73047

IS IN FORCE ON THE DATE HEREOF, AS FOLLOWS:  
CERTIFICATE OF INSURANCE APPLIES ONLY TO LOCATIONS AND OPERATIONS  
WITHIN THE STATE OF OKLAHOMA AND EXTRA TERRITORIAL JURISDICTION.  
THIS POLICY DOES NOT COVER INJURIES TO RESIDENTS OF OTHER STATES  
WHILE PERFORMING WORK IN THAT OTHER STATE UNLESS SUCH WORKER IS  
HIRED IN OKLAHOMA AND SPECIFICALLY AFFORDED COVERAGE BY ENDORSEMENT.

KIND OF INSURANCE: WORKERS COMPENSATION AND EMPLOYERS LIABILITY

POLICY PERIOD: EFFECTIVE: 08 01 11 AT 12:01 A.M.  
EXPIRES: 08 01 12 AT 12:01 A.M.

THIS CERTIFICATE OF INSURANCE NEITHER AFFIRMATIVELY NOR NEGATIVELY AMENDS  
EXTENDS OR ALTERS THE COVERAGE AFFORDED IN THE POLICY DESCRIBED HEREIN.

LIMITS OF LIABILITY:

WORKERS COMPENSATION INSURANCE: FULLY COMPLIES WITH THE REQUIREMENTS OF  
THE STATE LAWS OF OKLAHOMA.

EMPLOYERS LIABILITY INSURANCE:

BODILY INJURY BY ACCIDENT 100,000 EACH ACCIDENT  
BODILY INJURY BY DISEASE 100,000 EACH EMPLOYEE  
BODILY INJURY BY DISEASE 500,000 POLICY LIMIT

THE DESCRIBED POLICY IS A STANDARD OKLAHOMA WORKERS COMPENSATION AND EMPLOYERS  
LIABILITY POLICY APPROVED BY THE STATE PROPERTY AND CASUALTY RATE BOARD. IN  
THE EVENT OF ANY MATERIAL CHANGE IN, OR CANCELLATION OF SAID POLICY THE  
UNDERSIGNED COMPANY WILL GIVE A 10 DAY WRITTEN NOTICE TO THE PARTY TO WHOM  
THIS CERTIFICATE IS ISSUED, BUT FAILURE TO GIVE SUCH NOTICE SHALL IMPOSE NO  
OBLIGATION NOR LIABILITY UPON THE COMPANY. SIGNED 11-04-11 AT ITS  
OKLAHOMA CITY, OKLAHOMA OFFICE.

COMPSOURCE OKLAHOMA

UNDERWRITER

FAX 866-885-3686

SR



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

11/03/2011

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b>		<b>CONTRACT NUMBER</b>	
M.J. KELLY SPRINGFIELD, 4415 E. Sunshine		PHONE (A/C No. Ext):	
Springfield MO 65809		FAX (A/C No.):	
<b>INSURED</b>		<b>INSURER(S) AFFORDING COVERAGE</b>	
SRI Construction LLC PO Box 204		INSURER A: Colony Insurance Company	
Hinton OK 73047		INSURER B:	
		INSURER C:	
		INSURER D:	
		INSURER E:	
		INSURER F:	

### COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

TYPE OF INSURANCE	ADDITIONAL INSURERS	POLICY NUMBER	POLICY EFF. DATE (MM/DD/YYYY)	POLICY EXP. DATE (MM/DD/YYYY)	LIMITS
<b>GENERAL LIABILITY</b> <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC		GL3803795	10/19/2011	10/19/2012	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Per occurrence) \$ 50,000 MED EXP (Any one person) \$ 1,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ INCLUDED
<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS					COMBINED SINGLE LIMIT (Per accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$
<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/ MEMBER EXCLUDED? (Mandatory in AK) Y/N <input type="checkbox"/> N/A					WC STATUTORY LIMITS <input type="checkbox"/> OTHER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

### CERTIFICATE HOLDER

City of Yukon  
10 S 5th St.

Yukon

OK 73085

### CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

*[Signature]*  
Surplus Lines Licensee's Signature

AGENCY CUSTOMER ID: 1290258

LOC #: \_\_\_\_\_



### ADDITIONAL REMARKS SCHEDULE

Page 2 of 2

AGENCY M.J. KELLY SPRINGFIELD		NAMED INSURED SRI Construction LLC	
POLICY NUMBER SEE CERTIFICATE		PO Box 204	
CARRIER SEE CERTIFICATE	NAIC CODE	Hinton, OK, 73047	
		EFFECTIVE DATE: SEE CERTIFICATE	

#### ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,  
 FORM NUMBER: 25 FORM TITLE: CERTIFICATE OF LIABILITY INSURANCE

### Company Profile



## Sri Construction

1309 Clearwater Drive  
Norman, OK 73071-4333map

Ads by Google

[Angie's List Local Rating](#) Read Local Ratings & Reviews Find Reliable Roofers in Your Area!

[www.AngiesList.com/Roofers](http://www.AngiesList.com/Roofers)

Website: Information not found

Phone: (405) 360-1011

### About Sri Construction

Is this your company? [Claim This Profile](#)

Sri Construction in Norman, OK is a private company categorized under Home Builders. Our records show it was established in 2007 and incorporated in Oklahoma. Current estimates show this company has an annual revenue of \$77,000 and employs a staff of approximately 1.

#### Business Categories

Single-family housing construction in Norman, OK Single-Family House Construction New Single-Family Housing Construction (except Operative Builders)

### Company Contacts

Is this your company? [Claim This Profile](#)



Angela Gregory  
Principal

[Search for more contacts](#)

### Sri Construction Business Information

#### Business Information

<b>Location Type</b>	Single Location	<b>State of Incorporation</b>	Oklahoma
<b>Annual Revenue</b>	\$77,000	<b>SIC Code</b>	1521, General Contractors-Single-Family Houses
<b>Employees</b>	1 1-99	<b>NAICS Code</b>	236115, New Single-Family Housing Construction (except Operative Builders)
<b>Years in Business</b>	4		

#### Products or Services

### Other Companies on Manta

John Crenshaw Construction LLC  
Home Builders in Norman, OK

Smith Construction, J  
Home Builders in Norman, OK

Holco Construction Spec  
Home Builders in Norman, OK

Harris Homes Creations Inc  
Home Builders in Norman, OK

Cleveland County Coop Extension Service  
Home Builders in Norman, OK

### Related Searches

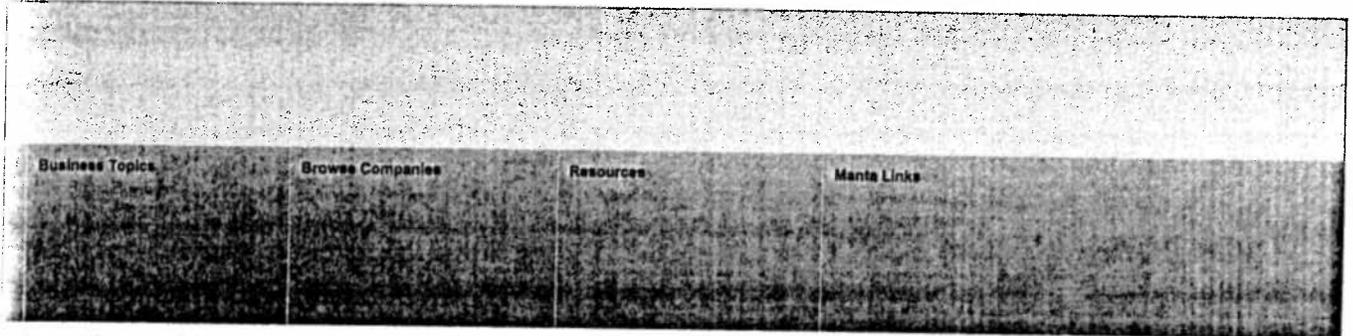
Other companies that match "Sri Construction"

Jobs in Norman, OK

All U.S. Home Builders

Click on the reports tab at the top of the page to research company background, detailed company profile report and financial reports for Sri Construction. Reports often include a complete predictive and historical analysis with payment and financial information, information on the company's operations, profitability and stability of its financials, details on the company's history, the business background of its management, special events and recent news items. Clicked on Construction financial and company reports. Data above provided by D&B © Dun and Bradstreet, Inc. All rights Reserved.

Companies by Location: Norman, OK



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**SRI CONSTRUCTION L.L.C.**  
**PO BOX 204**  
**HINTON, OK 73047**  
**1-866-885-3686 FAX**  
**SRI.CONSTRUCTION@YAHOO.COM**

SRI CONSTRUCTION L.L.C.  
PO BOX 204  
Hinton, OK 73047  
1-866-885-3686 Fax

November 29, 2011

To: City Of Yukon,

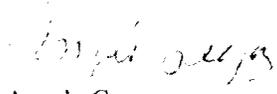
To Whom it may concern,

S.R.I. Construction is a small minority owned company. We are a licensed Owens Corning Preferred roofing contractor and licensed General contractor here in Oklahoma. We are also a EPA and DEQ certified lead firm here in Oklahoma. We pride are selves in quality work and have worked hard for our certification.

We have listed below some of our bigger jobs and clients. We average over 5,000 Squares a year in shingles and have enclosed some reference's. If you need any further references please feel free to contact us. We have also enclosed a copy of our Owens Corning Certification.

1. Rockwood Baptist Church - Associate Pastor Mark Hogue  
2515 S Grand Blvd, OKC  
405-740-9714
2. Mr. & Mrs. Jim Polly  
10300 Pickford Ct. Okc  
405-388-6009
3. Penny Smith  
2905 SE 96<sup>th</sup> St, OKC  
1-580-618-5314
4. Tony Pereira  
713 Nighthawk Dr., Norman Ok  
405-201-8660
5. Cheesbro Roofing Inc  
1024 S Nova Road, Ormond Beach, FL 32174  
1-386-677-9175
6. Dillard's - Norman Ok - Sooner fashion Mall- Zack Metheny  
405-840-8495

Sincerely,

A handwritten signature in cursive script, appearing to read "Angela Gregory".

Angela Gregory  
SRI Construction, LLC



# PREFERRED CONTRACTOR

THIS CERTIFIES THAT

SRI Construction LLC  
NAME

1505 Wind Hill Road, Norman, Oklahoma 73071  
ADDRESS

October 2010  
MEMBER SINCE

210652  
ID NUMBER

## HAS BEEN APPROVED BY OWENS CORNING TO BE A PREFERRED CONTRACTOR

- Has met the standards set forth by Owens Corning
- Is licensed and insured as required by state and local laws
- Provides the highest-quality products and customer service
- Has been in business three years under current business name
- Has passed the Owens Corning Baseline Installation Test

Jeff Carpenter  
JEFF CARPENTER  
CONTRACTOR DEVELOPMENT LEADER  
RESIDENTIAL ROOFING

October 2010  
DATE



# *Cheesbro Roofing Inc.*

CCC013492

1024 South Nova Road, Ormond Beach, FL 32174

Phone: (386) 677-9175

Fax: (386) 677-9171

August 29, 2005

Re: Jeff Gregory dba SRI Construction

To Whom It May Concern:

We employed the services of Jeff Gregory from November 2004 through April 2005.

Mr. Gregory and his employees replaced the shingle roofing on approximately 6,000 square, from 2/12 slopes up to 12/12 slopes on residential homes and schools. We found Mr. Gregory very capable of running the projects from start to finish including replacing damaged wood and the installation of soffit and fascia. All projects were completed in a very professional manner.

Mr. Gregory was very helpful to the school boards, home owners and to our firm. Should the need arise again to sub-contract any of our residential work or schools we would not hesitate to contact him for his services.

Should you need to contact me, I can be reached at 386-677-9175.

Sincerely,

Marti Thompson  
Corporate Secretary

**From:** Regina Pereira (regina.g.pereira@gmail.com)  
**To:** sri.construction@yahoo.com  
**Date:** Tue, January 12, 2010 8:08:07 PM  
**Subject:** Testimonial...

Dear Jeff and Angela,

Tony and I just wanted to take an opportunity to thank you sooooo much for doing such a wonderful job on our home. I have already recommended your company to my friends who are having work done. It meant so much that you were able to take over the negotiations with our insurance company so that we did not have to handle all of the phone calls and answering difficult questions. We love that the prices on our features and supplies were way below our expectations! We were impressed with the efficiency in which your crews worked, having it all done in two days was AWESOME! The crew was polite and the clean up was very thorough. I cannot think of anything negative! It was GREAT. We will never call anyone else for the things we need done around our house! Your children are so polite and professional, you have done a good job with them!

Our improvements look like they have been there all along, like they belonged to the house already! Thanks in large part to your personal consultation! I really appreciate the passion that comes from your heart to provide quality services at fair prices for families! That is the stuff that dreams are made of!

I wish the best for you and yours for this new year! May 2010 be the best yet!

With all our regards!  
Tony, Regina and Jade Pereira  
Norman, Oklahoma

## *Dillard's Inc.*

SOONER MALL • 3499 W. MAIN • NORMAN, OKLAHOMA 73072

Dear SRL,

I would like to thank you for the great job. Repairs looks great, also wanted to say tht you were very professional. I was also impressed on how quickly you were able to get the job done.

Thanks Again,



Zack Metheny

**Mitchell Hort**

---

**From:** SRI [sri.construction@yahoo.com]  
**Sent:** Thursday, December 08, 2011 11:02 AM  
**To:** Mitchell Hort  
**Subject:** SRI Construction, LLC

Hi Mr.Hort,

I am emailing you today to let you know what kind of shingles we will be using on the roof bid project . They will be Owens Corning Oakridge 30 year and Owens Corning 3 tab. This is a comparable to the Elk.

Please let me know if this is satisfactory to your specs.

Also do you know if we are awarded the job and if so when can we start.

Have a great day.

Angela Gregory  
SRI Construction, LLC  
405-371-9921  
405-371-9243  
Fax 866-885-3686

Sent from my iPad



INNOVATIONS FOR LIVING™



# Oakridge Shingles

New!

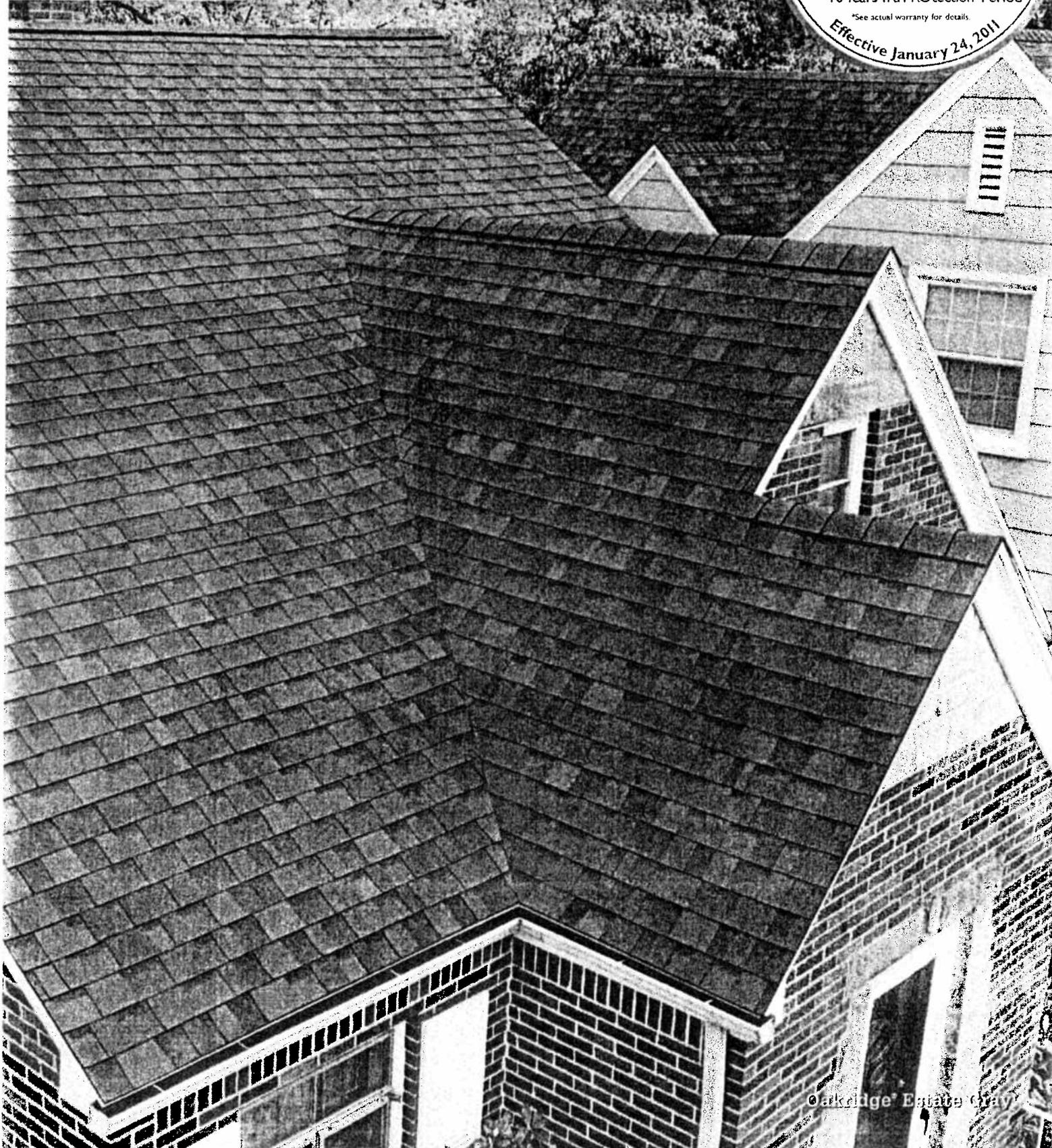
**Limited LIFETIME WARRANTY**

**OAKRIDGE® SHINGLES**

- 110/130 MPH Wind Warranty\*
- 15 Years Wind Warranty\* Length
- 10 Years Tru PROtection® Period

\*See actual warranty for details

Effective January 24, 2011



© Oakridge Estate Gray



INNOVATIONS FOR LIVING

## Home sweet home

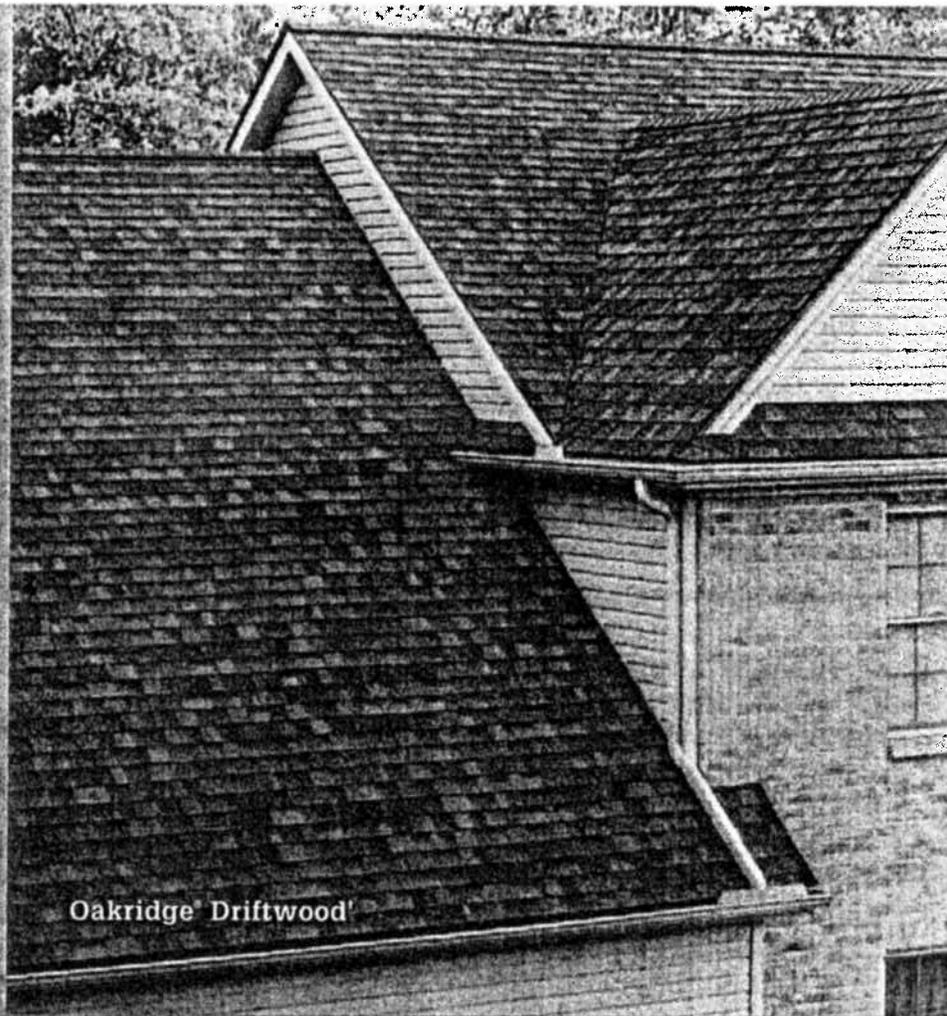
It's the place where you want to feel the most comfortable. Safe. Protected. But no matter how much you love your house, it seems the work is never completely done. And if purchasing a new roof is on your to-do list, it may seem like a daunting task.

But you don't have to worry about it anymore. We're here to help.

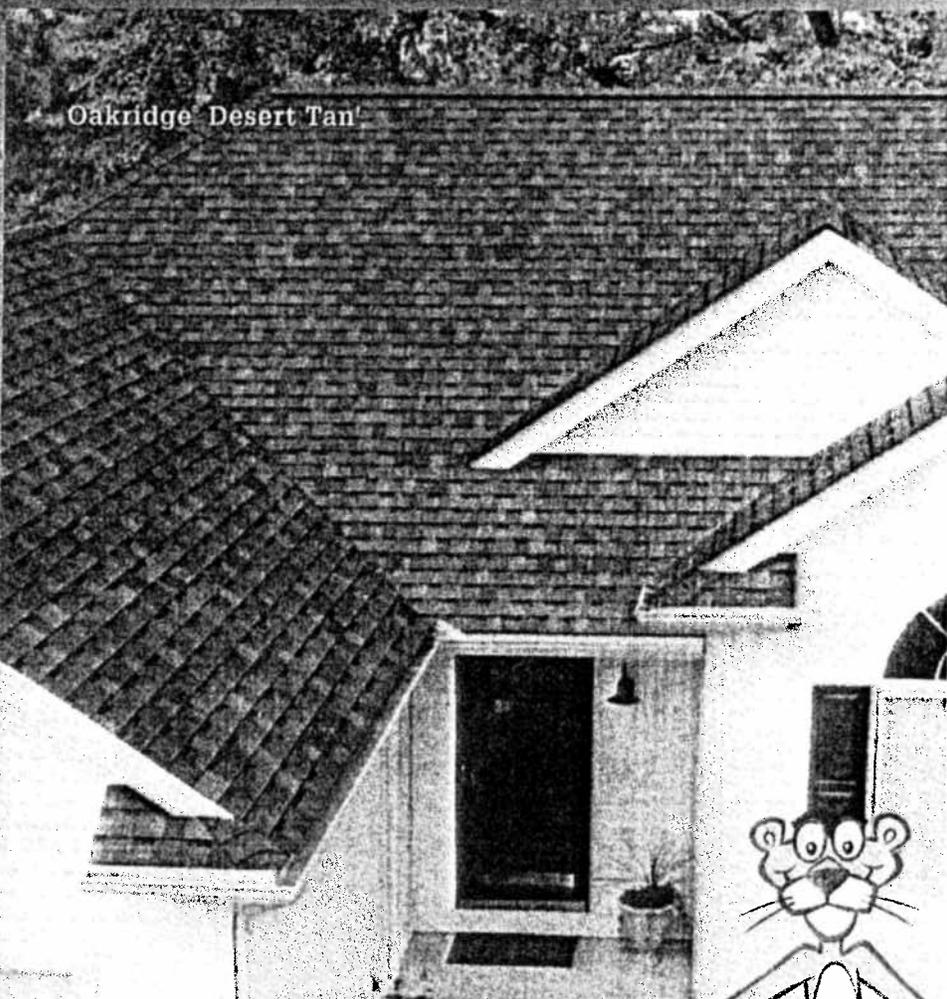
You can feel confident about choosing our roofing products—Owens Corning® has been a recognized leader in the building materials industry for over 65 years. We're known for making homes more comfortable, beautiful and durable. And it's likely you've invited our mascot, The Pink Panther™, into your home already—our building products and famous PINK Insulation® have been used in millions of homes across the country.

Owens Corning® and your contractor can make this a positive experience—an opportunity, really. This is your chance to choose a roof that not only has outstanding performance, but also has exceptional beauty. One that can transform the look of your entire home. So for years to come, you'll feel great every time you pull in the driveway.

Safe. Protected. Home.

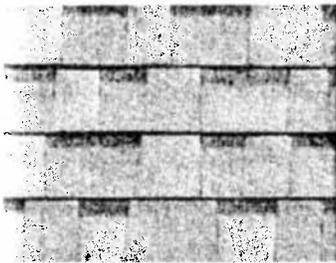


Oakridge® Driftwood®



Oakridge® Desert Tan®

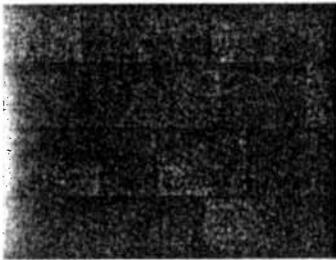
# Oakridge Shingles



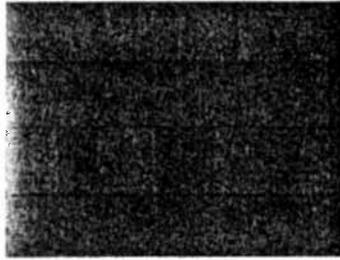
Amber\*



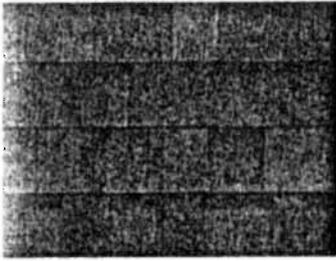
Desert Tan\*



Brownwood\*



Teak\*



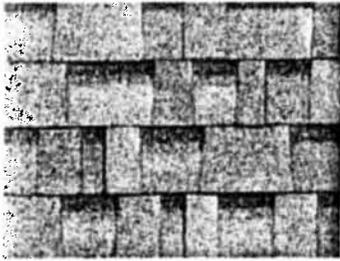
Driftwood\*



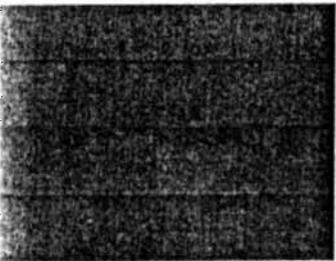
Onyx Black\*



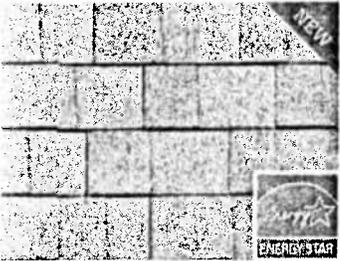
Estate Gray\*



Sierra Gray\*



Chateau Green\*



Shasta White\*

Oakridge® shingles have a warm, inviting look in popular colors for a step up from traditional three-tab shingles. A 30-Year Limited Warranty\* with 70-MPH Wind Resistance Limited Warranty\* adds to this shingle's appeal, along with our Algae Resistance Limited Warranty.

## ENERGY STAR® is for roofs too



Similar to the energy-efficient appliances in your home, roofing products can provide energy-saving qualities. Owens Corning® Oakridge roofing shingles in Shasta White can help reduce your energy bills when installed properly. These shingles reflect solar energy, decreasing the amount of heat transferred to a home's interior—and the amount of air conditioning needed to keep it comfortable. Actual savings will vary based on geographic location and individual building characteristics. Call 1-800-GET-PINK® or 1-888-STAR-YES for more information.

## Product Attributes

### Warranty Length\*

30-Year Limited

### Wind Resistance Limited Warranty\*

70 MPH

### Algae Resistance Limited Warranty\*

10 Years

### Tru PROtection® Non-Prorated

### Limited Warranty\* Period

5 Years

## Oakridge® Shingles Product Specifications

Nominal Size	13 1/2" x 39 3/4"
Exposure	5 1/2"
Shingles per Square	64
Bundles per Square	3
Coverage per Square	98.4 sq. ft.

## Applicable Standards and Codes

ASTM E 108, Class A Fire	ASTM D 3462
ASTM D 3161, Class F Wind	ASTM D 228
ASTM D 7158, Class H Wind	UL 790, Class A
ASTM D 3018, Type 1	

\* See actual warranty for complete details, limitations and requirements.

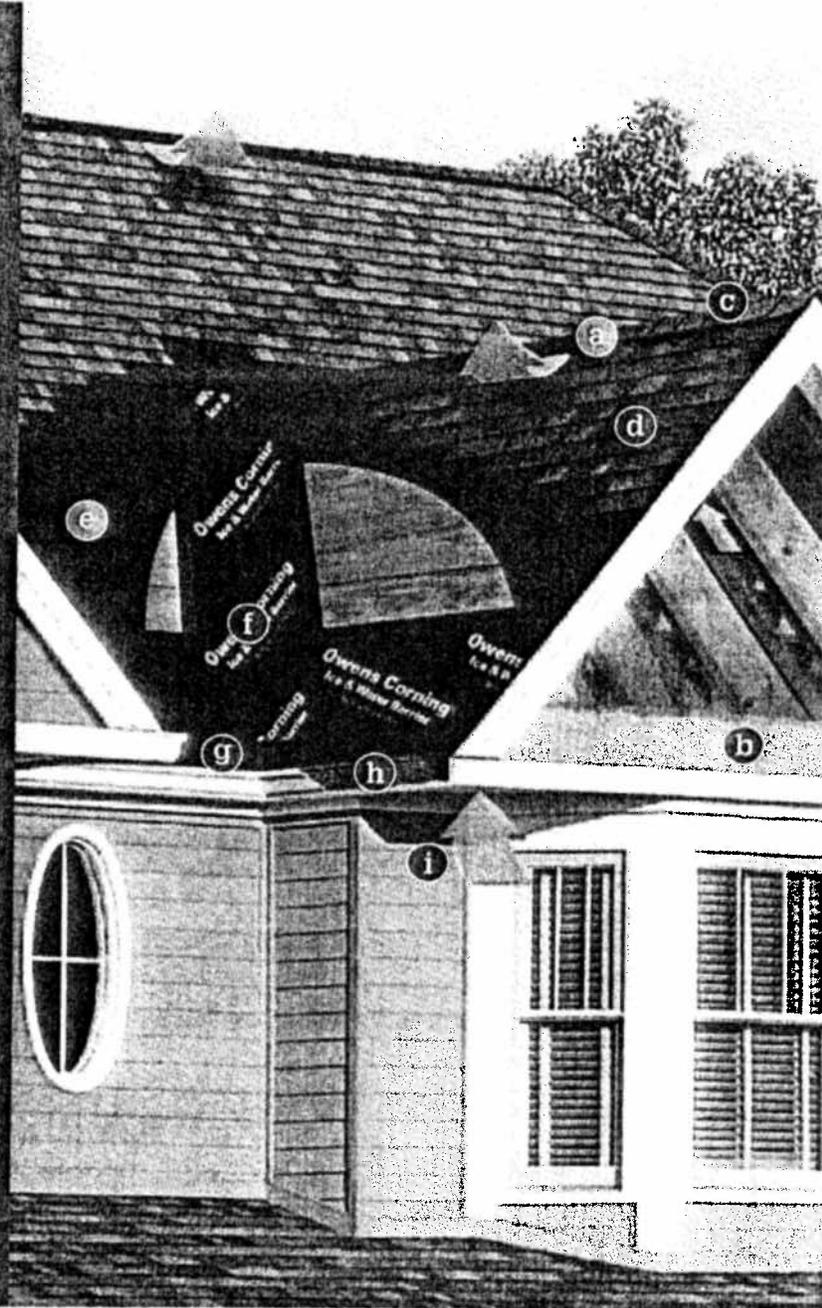
† Owens Corning strives to accurately reproduce photographs of shingles. Due to manufacturing variances, the limitations of the printing process and the variations in natural lighting, actual shingle colors and granule blends may vary from the photo. The pitch of your roof can also impact how a shingle looks on your home. We suggest that you view a roofing display or several shingles to get a better idea of the actual color. To accurately judge your shingle and color choice, we recommend that you view it on an actual roof with a pitch similar to your own roof prior to making your final selection. Color availability subject to change without notice. Ask your professional roofing contractor for samples of colors available in your area.

VENTILATION SYSTEMS  
ROOFING

## The essentials for a healthy roofing system.

It takes more than just shingles to create a high-performance roof. It requires a system of products working together. Owens Corning® Roofing Essentials® Accessory Products work with our shingles to make up a roofing system that helps provide maximum durability for your roof. And the most protection for your home.

- a VentSure® Ventilation Products.** Help protect a roof from premature failure by helping remove heat and moisture from the attic. 
- b PINK Fiberglas® Blown-In Insulation.** Tiny air pockets trapped in the insulation resist the passage of heat flow.
- c Owens Corning® Hip & Ridge Shingles.** Help protect the ridge vent and add an attractive, finished look to a roof's hips and ridges.
- d Owens Corning® Shingles.** Add durable beauty to a home. Shingles are the first line of defense against the elements.
- e Owens Corning® Underlayment Products.** Add an extra layer of protection between the shingles and the roof deck to help prevent damage from wind-driven rain.
- f WeatherLock® Self-Sealing Ice & Water Barrier Products.** Help guard vulnerable areas where water can do the most damage to a roof: eaves, valleys, dormers and skylights.
- g Owens Corning® Starter Shingle Products.** The first step in the proper installation of shingles.
- h RapidFlow® Gutter Drainage Protection.** Keeps leaves and other debris from clogging gutters, while allowing water to flow freely off of the roof and through gutters.
- i Undereave Ventilation Products.** Help prevent moisture buildup in the attic by working with ridge vents to keep air moving.



## Looking for more color on your roof?

Consider our Designer Colors Collection, the latest addition to our Duration® Series shingles product line. They offer the same exceptional performance—in five unique colors you won't find elsewhere. Ask your contractor how our Designer Colors Collection can transform the look of your home.

Want to know more about Owens Corning® products or find an Owens Corning® Preferred Contractor in your area?

It's easy to reach us.

**1-800-GET-PINK®**  
[www.roofing.owenscorning.com](http://www.roofing.owenscorning.com)



**OWENS CORNING ROOFING AND ASPHALT LLC**  
ONE OWENS CORNING PARKWAY  
TOLEDO, OHIO, USA 43659

**1-800-GET-PINK®**  
[www.roofing.owenscorning.com](http://www.roofing.owenscorning.com)

Pub. No. 10011020-C. Printed in U.S.A. July 2010. THE PINK PANTHER® & © 1984-2010 Metro-Goldwyn-Mayer Studios Inc. All Rights Reserved. The color PINK is a registered trademark of Owens Corning. © 2010 Owens Corning.

(U.S. only)

Preferred Contractors are independent contractors and are neither affiliates nor agents of Owens Corning.





# Oakridge<sup>®</sup> Shingles Installation Instructions

Instrucciones Para La Instalación De Tejas Oakridge<sup>®</sup>

## Application Instructions

Before installing this product, check local building codes for their roofing requirements.

These shingles are designed for new or re-roofing work over any properly built and supported wood roof deck having adequate nail holding capacity and a smooth surface. Check local building codes.

### Precautionary Note:

The manufacturer will not be responsible for problems resulting from any deviation from the recommended application instructions and the following precautions:

**Roof Top Loading:** Lay shingle bundles flat. Do not bend over the ridge.

**Roof Deck:** • 6" Maximum roof deck boards • Minimum  $\frac{3}{8}$ " plywood • Minimum  $\frac{1}{16}$ " OSB

Regardless of deck type used, the roofing installer must:

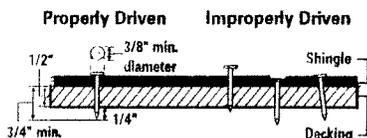
1. Install the deck material in strict compliance with the deck manufacturer's instructions.
2. Prevent the deck from getting wet before, during and after installation.

**Ventilation:** Must meet or exceed FHA Minimum Property Standards.

**Handling:** Use extra care in handling shingles when the temperature is below 40°F.

**Storage:** Store in a covered ventilated area at a maximum temperature of 110°F. Bundles should be stacked flat. Protect shingles from weather when stored at the job site. Do not store near steam pipes, radiators, etc.

**Fastener requirement:** Use galvanized steel, stainless steel, or aluminum nails minimum 12 gauge shank with  $\frac{1}{8}$ " diameter head. Owens Corning Roofing recommends that fasteners comply with ASTM F 1667. Check local building codes.



All Fasteners must penetrate at least  $\frac{1}{4}$ " into the wood deck or completely through sheathing.

**Notice:** Owens Corning Roofing recommends the use of nails as the preferred method of attaching shingles to wood decking or other nailable surface.

## Instrucciones de aplicación

Antes de colocar este producto, verifique los códigos locales de construcción para conocer los requisitos de su techo.

Estas tejas han sido diseñadas para la construcción de techos nuevos o el arreglo de techos existentes sobre plataformas de madera correctamente construidas y que poseen una capacidad de sujeción de clavos y una superficie lisa. Consulte los códigos de construcción local

### Aviso importante:

El fabricante no se hará responsable por los problemas que surjan como consecuencia de no seguir exactamente las instrucciones de instalación recomendadas y de los siguientes avisos importantes:

**Carga sobre los techos:** Coloque los paquetes de tejas de manera plana sobre el techo. No los doble sobre la cumbrera.

**Plataforma del techo:** • Tablas de la plataforma del techo de 6 pulg. de máximo •  $\frac{1}{2}$  pulg. como mínimo de madera triplay •  $\frac{1}{16}$  pulg. como mínimo para paneles de fibra orientada

Cualquiera que sea el tipo de superficie utilizada, el instalador del techo debe:

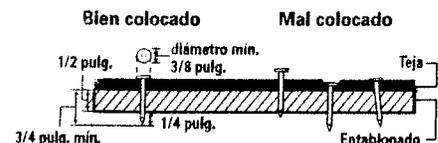
1. Instalar el material de la plataforma siguiendo estrictamente las instrucciones del fabricante.
2. Evitar que la plataforma se moje antes, durante y después de la instalación.

**Ventilación:** Debe cumplir o exceder las normas mínimas para propiedades, establecidas por el FHA.

**Uso:** Tenga mucho cuidado al usar y colocar las tejas cuando la temperatura sea inferior a los 40°F.

**Almacenamiento:** Almacene en un área cubierta y ventilada a una temperatura que no sobrepase los 110°F/43°C. Almacenar en forma plana. Proteja las tejas del clima cuando las almacene en el lugar de trabajo. No las almacene cerca de tuberías de vapor, radiadores, etc.

**Requisito de sujetador:** Use clavos de acero galvanizado, acero inoxidable o de aluminio, de calibre 12 como mínimo, con un diámetro de cabeza de  $\frac{1}{8}$  pulg. Owens Corning Roofing recomienda que los sujetadores cumplan con la norma ASTM F 1667. Consulte los códigos de construcción locales.



Todos los sujetadores deben penetrar al menos  $\frac{1}{4}$  pulg. en la plataforma del techo de madera o atravesar completamente los revestimientos de madera triplay.

**Aviso:** Owens Corning Roofing recomienda el uso de clavo como método preferido para fijar tejas a superficies de madera u otras superficies aptas para clavos.

### CAUTION

**ROOF SURFACE MAY BE SLIPPERY:** Especially when wet or icy. Use a fall protection system when installing. Wear rubber soled shoes. Walk with care.

**FALLING HAZARD:** Secure area below work and materials on roof. Unsecured materials may slide on roof. Place on level plane or secure to prevent sliding. Wear a hard hat.

**WARNING:** This product contains a chemical known to the State of California to cause cancer.

### CUIDADO

**EL TECHO PUEDE ESTAR RESBALOSO:** Especialmente cuando está mojado o cubierto de hielo. Al realizar la instalación, utilice un sistema de protección contra las caídas. Utilice zapatos con suela de goma. Camine con cuidado.

**PELIGRO DE CAÍDA DE OBJETOS:** Asegure el área que se encuentra debajo de la zona de trabajo y los materiales que están sobre el techo. Los materiales que no estén sujetos pueden caer del techo. Colóquelos en un lugar sin pendiente o sujételos para que no se caigan. Use un casco resistente.

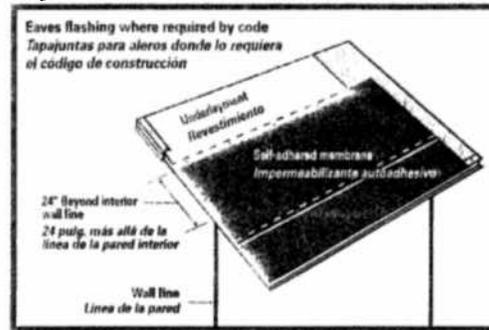
**ADVERTENCIA:** Este producto contiene una sustancia química consid-

## Specialty Eave Flashing:

Where required by code.

WeatherLock® underlayment or equivalent eave and flashing membrane applied to a point at least 24" beyond interior wall line. See manufacturer's installation instructions. See Fig. 1.

Fig. 1 Specialty Eave Flashing  
Tapajuntas especial para aleros



## Tapajuntas especial para aleros:

Donde lo requiera el código. Revestimiento WeatherLock® o impermeabilizante equivalente para aleros y tapajuntas instaladas hasta un punto de al menos 24 pulg. pasando la línea de la pared interior. Consulte las instrucciones de instalación del fabricante. Ver la Fig. 1.

## 2 Underlayment:

### Standard Slope (4" in 12" or more)

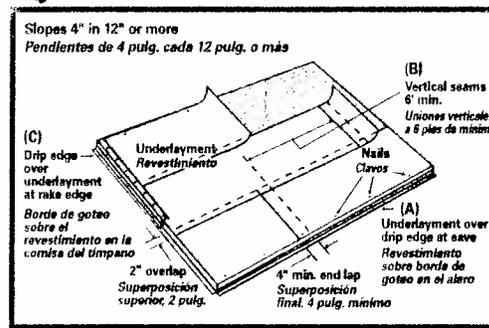
Application of underlayment, metal drip edges, and eaves flashing: See Fig. 2.

(A) Apply one layer of underlayment over metal drip edge at eaves. Use only enough fasteners to hold in place.

(B) Overlap successive courses 2". Overlap course ends 4". Side laps are to be staggered 6' apart.

(C) Apply metal drip edge over underlayment at rake.

Fig. 2 Underlayment Standard Slope  
Pendiente estándar del revestimiento



## 2 Revestimiento:

### Pendiente estándar (4 pulg. cada 12 pulg. o más)

Instalación del revestimiento, bordes de goteo metálicos y tapajuntas de aleros: Ver la Fig. 2.

(A) Instale una sección del revestimiento sobre el goterón metálico del alero. Utilice la cantidad estrictamente necesaria de sujetadores para mantenerla en su lugar.

(B) Sobreponga las hileras siguientes 2 pulg. Sobreponga los extremos de las hileras 4 pulg. Los empalmes laterales deben escalonarse a 6 pies de distancia.

(C) Instale el borde de goteo de metal sobre el revestimiento en la cornisa.

## 3 Underlayment:

### Low Slope (2" in 12" to less than 4" in 12")

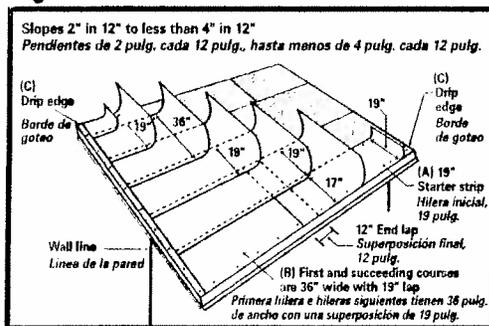
Application of underlayment, metal drip edges, and eaves flashing: See Fig. 3.

(A) Apply 19" starter strip of underlayment over metal drip edge at eaves. Use only enough fasteners to hold it in place.

(B) Use 36" strip of underlayment for remaining courses, overlapping each course 19". Side laps are to be staggered 6' apart.

(C) Apply metal drip edge over underlayment at rake.

Fig. 3 Underlayment Low Slope  
Pendiente baja del revestimiento



## 3 Revestimiento:

### Pendiente baja (2 pulg. cada 12 pulg. a menos de 4 pulg. cada 12 pulg.)

Instalación del revestimiento, bordes de goteo metálicos y tapajuntas de aleros: Ver la Fig. 3.

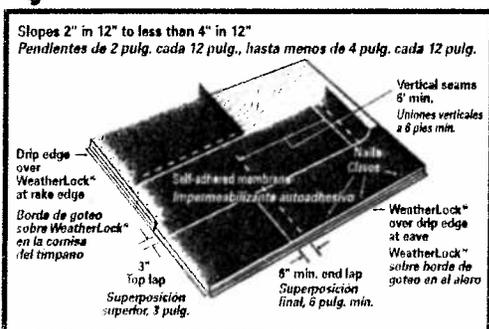
(A) Instale una sección inicial de 19 pulg. de revestimiento sobre el goterón metálico del alero. Utilice la cantidad estrictamente necesaria de sujetadores para mantenerla en su lugar.

(B) Use una sección de revestimiento de 36 pulg. para el resto de las hileras, sobreponiendo cada hilera 19 pulg. Los empalmes laterales deben escalonarse a 6 pies de distancia.

(C) Instale el borde de goteo de meta sobre el revestimiento en la cornisa.

Or WeatherLock® self-adhered underlayment or equivalent with a standard over lap of 3" and metal drip edge. See Fig. 3A.

Fig. 3A Underlayment Low Slope  
Pendiente baja del revestimiento



Or membrana autoadherente WeatherLock® o equivalente con una superposición estándar de 3 pulg. y borde de escurrimiento. Ver la Fig. 3A.

#### 4 Shingle Fastening:

Place fasteners  $6\frac{1}{8}$ " from bottom edge of each shingle and 1" from each end.

**Standard Pattern** Use four fasteners. See Fig. 4.

**Six Nail Pattern** Use six fasteners. See Fig. 4A.

**Mansard or Steep Slope Fastening Pattern.** Place fasteners  $6\frac{1}{8}$ " from bottom edge to secure both layers of the shingle. See Fig. 4B.

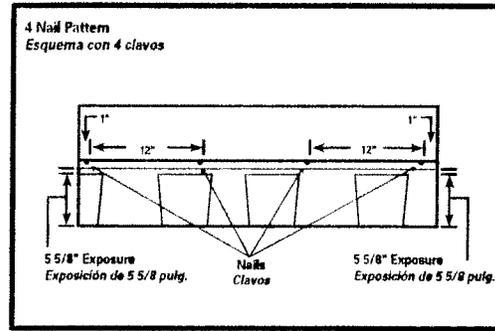


**REQUIRED:** For slopes exceeding 60 degrees or 21 inches per foot, use six fasteners and four spots of asphalt roof cement per shingle. Apply immediately; one 1" diameter spot of asphalt roof cement **under** each shingle tab. Center asphalt roof cement 2" up from bottom edge of shingle tab. See Fig. 4B.

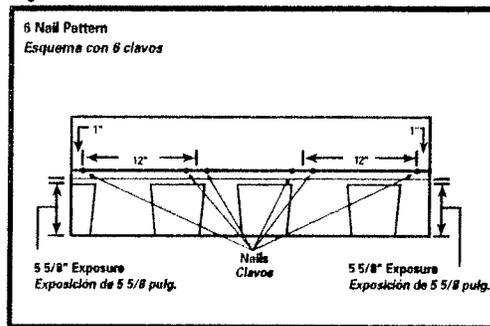
**Roof Cement** where required must meet ASTM D-4586 Type I or II (Asbestos Free).

Six nail fastening pattern is required for maximum wind warranty. In addition, Owens Corning™ Starter Shingles are required along the eave and rake. (See Starter Shingle instructions for details.)

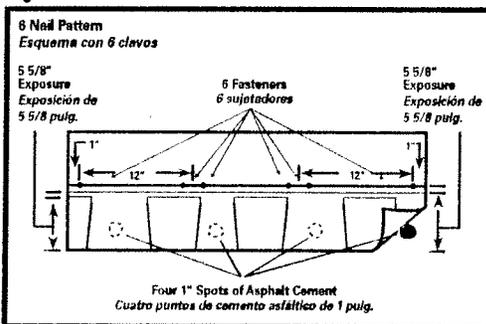
**Fig. 4** Standard Fastening Pattern  
*Esquema de instalación estándar*



**Fig. 4A** Six Nail Fastening Pattern  
*Esquema de instalación con seis clavos*



**Fig. 4B** Mansard or Steep Slope Fastening Pattern  
*Esquema de instalación en pendientes pronunciadas o mansardas*



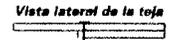
#### 4 Sujeción de las tejas:

Coloque los sujetadores a  $6\frac{1}{8}$  pulg. partir del borde inferior de cada teja a 1 pulg. de cada extremo.

**Esquema estándar.** Utilice cuatro sujetadores. Ver la Fig. 4.

**Esquema con seis clavos** Para 6 sujetadores. Ver la Fig. 4A.

**Esquema de instalación en pendientes pronunciadas o mansardas.** Coloque los sujetadores a  $6\frac{1}{8}$  pulg. del borde inferior para ajustar ambas capas de la teja. Ver la Fig. 4B.



**REQUISITO:** Para pendientes de más de 60 grados o 21 pulg. por pie, utilice seis sujetadores y cuatro cantidades pequeñas de cemento asfaltado por teja. Instale inmediatamente una sección con 1 pulg. de diámetro de cemento asfaltado **debajo** de cada lengüeta de las tejas. Asegúrese de que el cemento asfaltado esté centrado 2 pulg. por encima del borde inferior de la lengüeta de la teja. Ver la Fig. 4B.

Cuando sea necesario utilizar **cemento para techos**, éste debe cumplir con la norma ASTM D-4586 Tipo I ó II (sin asbestos).

El esquema de fijación de seis clavos es obligatorio para la garantía máxima contra vientos. Además, es necesario instalar las tejas para la hilera inicial de Owens Corning™ en las cornisas de timpano y los aleros. (Consulte las instrucciones de las tejas para la hilera inicial para obtener información detallada).

## 5 Shingle Application:

These shingles are applied with a 6 1/2" offset, with 5 5/8" exposure, over prepared roof deck, starting at the bottom of the roof and working across and up. This will blend shingles from one bundle into the next and minimize any normal shade variation. Application with offsets of 4" or 8" are also acceptable.

Caution must be exercised to assure that end joints are no closer than 2" from fastener in the shingle below and that side laps are no less than 4" in succeeding courses. Refer to course application steps for specific instructions.

### Starter Course:

Use an Owens Corning™ Starter shingle product or trim 5 5/8" from the starter course shingle. Trim 6 1/2" off the rake of the starter course shingle and flush with the drip edge along the rake and eaves edge, and continue across the roof. Use 5 fasteners for each shingle, placed 2" to 3" up from eaves edge. See Fig. 5. (If no drip edge is used, shingles must extend a minimum of 1/2" and no more than 1" from rake and eaves edge.)

### First Course:

Apply first course starting with the full shingle even with the starter course. See Fig. 5A. Fasten securely according to fastening instructions. See Fig. 4.

### Second Course:

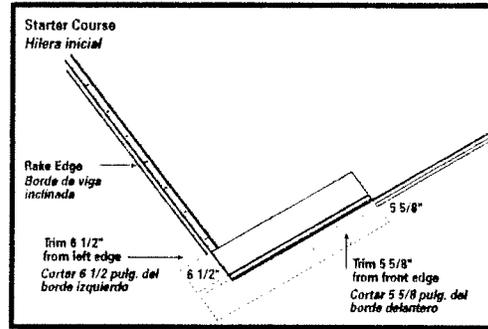
Remove 6 1/2" from the left end of this shingle and apply the remaining piece over and above the first course shingle and flush with edge of the first course with 5 5/8" exposure. See Fig. 5B. Fasten securely according to fastening instructions. See Fig. 4.

### Third Course:

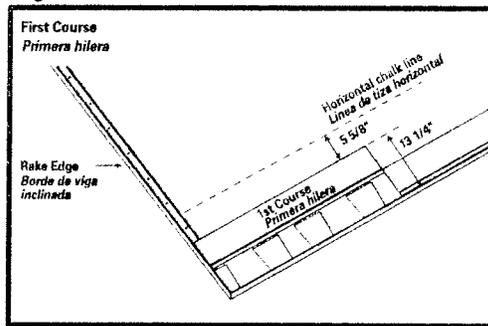
Remove 13" from the left end of this shingle and apply the remaining piece over and above the second course shingle flush with edge of the second course with 5 5/8" exposure. See Fig. 5C. Fasten securely according to fastening instructions. See Fig. 4.

(continued on next page)

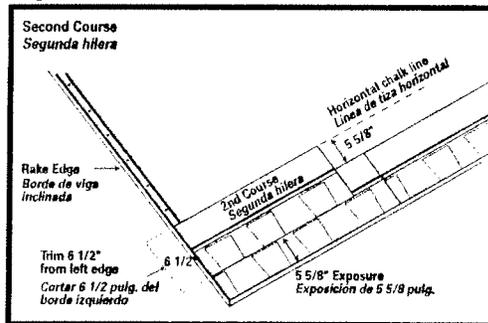
**Fig. 5** Shingle Application  
Instalación de tejas



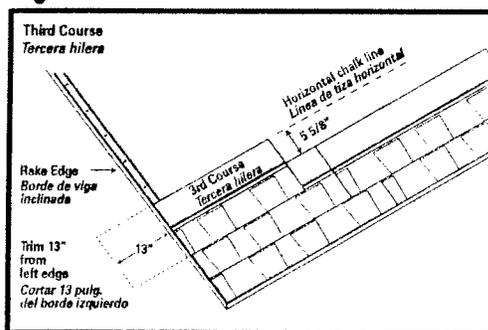
**Fig. 5A** Shingle Application  
Instalación de tejas



**Fig. 5B** Shingle Application  
Instalación de tejas



**Fig. 5C** Shingle Application  
Instalación de tejas



## 5 Instalación de las tejas:

Estas tejas se instalan con un desplazamiento de 6 1/2 pulg., con un superficie expuesta de 5 5/8 pulg., sobre plataformas de techos preparadas. La colocación comienza por la parte inferior del techo y se realiza en forma transversal hacia arriba. De esta manera, las tejas de un paquete se mezclan con las del siguiente y se reducen al mínimo las variaciones normales de tonalidad. También se pueden instalar tejas con un desplazamiento de 4 ó 8 pulg.

Asegúrese de que las uniones de los extremos no se encuentren a menos de 2 pulg. del sujetador de la teja que se encuentra más abajo, y que las superposiciones laterales no sean de menos de 4 pulg. en las hileras siguientes. Consulte los pasos de instalación de hileras para ver las instrucciones específicas.

### Hilera inicial:

Utilice un rollo de inicio o corte 5 5/8 pulg. de la teja de la hilera inicial. Corte 6 1/2 pulg. desde la viga inclinada en la teja de la hilera inicial y extiéndalo más allá de la viga inclinada y el borde del alero, y continúe a lo ancho del techo. Utilice 5 sujetadores para cada teja, colocados a una distancia de entre 2 y 3 pulg. del borde del alero. Ver la Fig. 5. (Si no utiliza un borde de goteo, las tejas deben extenderse un mínimo de 1/2 pulg. y un máximo de 1 pulg. de la viga inclinada y el borde del alero.)

### Primera hilera:

Coloque la primera hilera comenzando con la teja entera alineada con la hilera inicial. Ver la Fig. 5A. Sujete firmemente de acuerdo con las instrucciones de sujeción. Ver la Fig. 4.

### Segunda hilera:

Quite 6 1/2" pulg. del borde izquierdo de esta teja y aplique la pieza restante sobre y por encima de la teja de la primera hilera y al ras del borde de la primera hilera, con 5 5/8 pulg. de exposición. Ver la Fig. 5B. Sujete firmemente de acuerdo con las instrucciones de sujeción. Ver la Fig. 4.

### Tercera hilera:

Quite 13 pulg. del borde izquierdo de esta teja y aplique la pieza restante sobre y por encima de la teja de la segunda hilera y al ras del borde de la segunda hilera, con 5 5/8 pulg. de exposición. Ver la Fig. 5C. Sujete firmemente de acuerdo con las instrucciones de sujeción. Ver la Fig. 4.

(continúa en la página siguiente)

## 5 Shingle Application (cont.):

### Fourth Course:

Remove 19½" from the left end of this shingle and apply the remaining piece over and above the third course shingle and flush with edge of the third course with 5⅝" exposure. See Fig. 5D. Fasten securely according to fastening instructions. See Fig. 4.

### Fifth Course:

Remove 26" from the left end of this shingle and apply the remaining piece over and above the fourth course shingle and flush with edge of the fourth course with 5⅝" exposure. See Fig. 5E. Fasten securely according to fastening instructions. See Fig. 4.

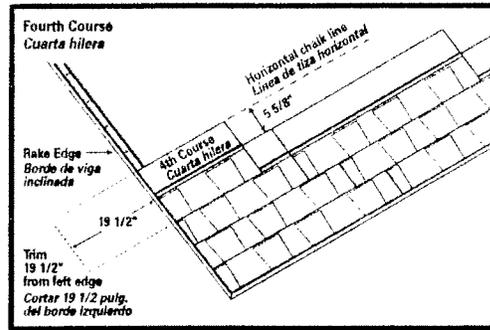
### Sixth Course:

Remove 32½" from the left end of this shingle and apply the remaining piece over and above the fifth course shingle and flush with edge of the fifth course with 5⅝" exposure. See Fig. 5F. Fasten securely according to fastening instructions. See Fig. 4.

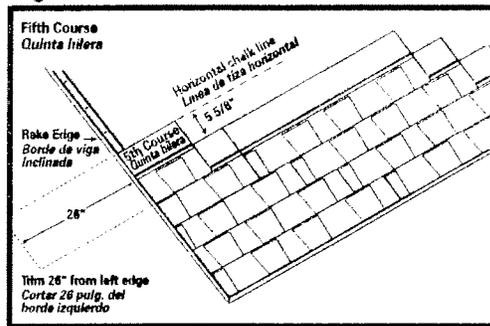
### Succeeding Courses:

For succeeding courses, repeat first through sixth course. See Fig. 5G.

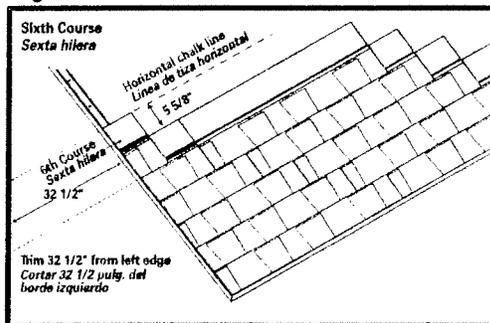
**Fig. 5D** Shingle Application  
Instalación de tejas



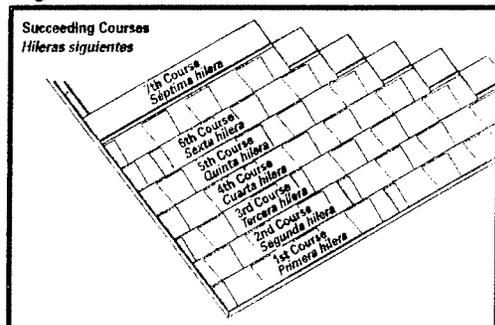
**Fig. 5E** Shingle Application  
Instalación de tejas



**Fig. 5F** Shingle Application  
Instalación de tejas



**Fig. 5G** Shingle Application  
Instalación de tejas



## 5 Instalación de las tejas (cont.):

### Cuarta hilera:

Quite 19½ pulg. del borde izquierdo de esta teja y aplique la pieza restante sobre y por encima de la teja de la tercera hilera y al ras del borde de la tercera hilera, con 5⅝ pulg. de exposición. Ver la Fig. 5D. Sujete firmemente de acuerdo con las instrucciones de sujeción. Ver la Fig. 4.

### Quinta hilera:

Quite 26 pulg. del borde izquierdo de esta teja y aplique la pieza restante sobre y por encima de la teja de la cuarta hilera y al ras del borde de la cuarta hilera, con 5⅝ pulg. de exposición. Ver la Fig. 5E. Sujete firmemente de acuerdo con las instrucciones de sujeción. Ver la Fig. 4.

### Sexta hilera:

Quite 32½ pulg. del borde izquierdo de esta teja y aplique la pieza restante sobre y por encima de la teja de la quinta hilera y al ras del borde de la quinta hilera, con 5⅝ pulg. de exposición. Ver la Fig. 5F. Sujete firmemente de acuerdo con las instrucciones de sujeción. Ver la Fig. 4.

### Hileras siguientes:

Para las hileras siguientes, repita los pasos que se indican desde la primera hasta la sexta hilera. Ver la Fig. 5G.

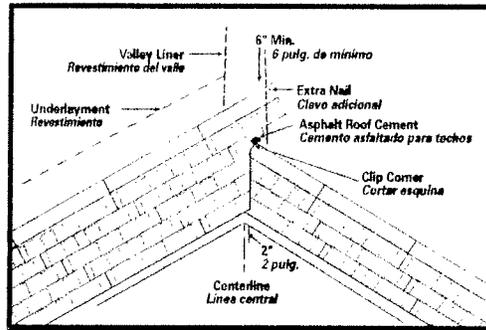
## 6 Valley Construction: Closed-Cut Valley

See Fig. 6.

A closed-cut valley can be used as an alternative to woven and open valley and is applied as follows:

Lay a 36" wide valley liner of self-adhered membrane underlayment or equivalent. A 36" wide minimum 50 lb. smooth surface roll roofing can also be used as a valley liner. Lay all shingles on one side of valley and across center line of valley a minimum of 12". Fasten a minimum of 6" away from center line on each side of valley. Strike a chalk line 2" from the center line of the unshingled side. Apply shingles on the unshingled side up to the chalk line and trim, taking care not to cut the underlying shingles. Clip upper corners of these shingles, cement and fasten. Both woven and metal valleys are acceptable alternatives.

**Fig. 6** Closed-Cut Valley Construction  
Construcción del valle con corte cerrado



## 6 Construcción del valle: Valle cerrado

Ver la Fig. 6.

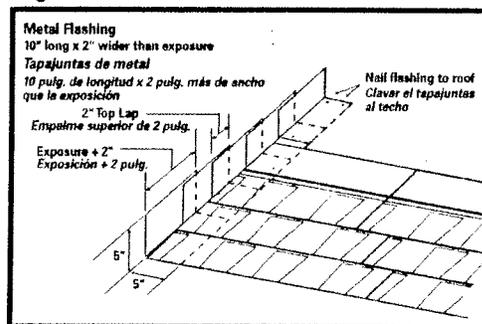
Un valle con corte cerrado puede ser usado como alternativa a un valle tejido o abierto y se coloca de la siguiente manera:

Coloque en el valle un impermeabilizante autoadhesivo o equivalente con 36 pulg. de ancho. Para revestir el valle, también se puede utilizar un rollo de techado de 36 pulg. de ancho y un mínimo de 50 libras. Coloque todas las tejas sobre un lado del valle y a través de la línea central del valle al menos 12 pulg. Sujete a un mínimo de 6 pulg. de la línea central cada lado del valle. Marque una línea de tiza a 2 pulg. de la línea central del lado que no tiene tejas. Coloque las tejas del lado que no tiene tejas hasta la línea de tiza y recorte, con cuidado de no cortar las tejas que se encuentran debajo. Una los extremos superiores de estas tejas, coloque cemento y sujete. Se pueden utilizar valles de tejido o metal.

## 7 Step Flashing:

Use 10" long and 2" wider than expected exposure corrosion-resistant metal where roof planes butt against vertical sidewalls or chimneys. See Fig. 7.

**Fig. 7** Step Flashing  
Tapajuntas escalonado



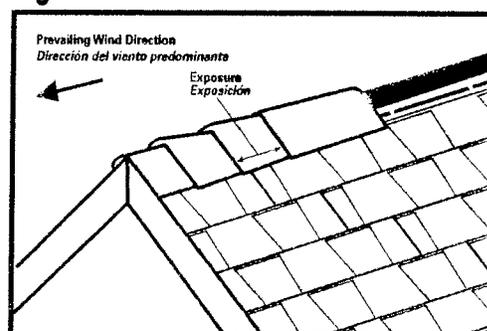
## 7 Revestimiento escalonado:

Utilice metal resistente a la corrosión con una exposición de 10 pulg. de longitud y de 2 pulg. más de ancho que la exposición esperada en los puntos en los que los planos del techo se unan a las paredes laterales verticales o a chimeneas. Ver la Fig. 7.

## 8 Hip & Ridge Application:

Use corresponding Owens Corning™ Hip & Ridge shingles to best complement shingle color. Follow specific application instructions as printed on the Hip & Ridge shingle package. See Fig. 8.

**Fig. 8** Hip & Ridge Application  
Instalación de caballetes y cumbreiras



## 8 Aplicación para caballete y cumbreira

Utilice Owens Corning™ tejas para caballetes y cumbreiras. Siga las instrucciones de instalación del paquete de caballetes y cumbreiras. Ver la Fig. 8.

For more information on Owens Corning™ roofing products, or any of our wide range of building products and systems, it's easy to reach us.

**1-800-GET-PINK® | [www.roofing.owenscorning.com](http://www.roofing.owenscorning.com)**



**OWENS CORNING ROOFING AND ASPHALT, LLC**  
ONE OWENS CORNING PARKWAY  
TOLEDO, OHIO, USA 43869

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[www.roofing.owenscorning.com](http://www.roofing.owenscorning.com)

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## **Mitchell Hort**

---

**From:** Sri Construction [sri.construction@yahoo.com]  
**Sent:** Monday, December 12, 2011 9:40 AM  
**To:** Mitchell Hort  
**Subject:** Re: SRI Construction, LLC

Hi Mr. Hort,

We just got off the phone with you today, Monday 12/12/2011.

We will be using Durations Premium 130 mph wind rating. We also only use 30 lb felt paper which is over and above your specifications.

If you need any more information please call or email us.

Thank you,

Angela Gregory,  
SRI Construction, LLC  
405-371-9921  
405-371-9243  
866-885-3686 fax  
[Sri.construction@Yahoo.com](mailto:Sri.construction@Yahoo.com)

Sent from Yahoo! Mail on Android



INNOVATIONS FOR LIVING™



# Duration Series Shingles with SureNail Technology

New!

Limited **LIFETIME WARRANTY**

### DURATION SHINGLES



- 130 MPH Wind Warranty\*
- 15 Years Wind Warranty\* Length
- 10 Years Tru PROtection\* Period

\*See actual warranty for details.  
Effective January 24, 2011

Duration® Premium Amber

## Product Attributes

### Warranty Length

Limited Lifetime - Duration® Premium

30-Year Limited-Duration

### Wind Resistance Limited Warranty

130 MPH - Duration® Premium

110 MPH - Duration

### Algae Resistance Limited Warranty

10 Years

### Tru PROtection® Non-Prorated Limited Warranty Period

10 Years - Duration® Premium

5 Years - Duration

## Duration® Series Shingles Product Specifications

	Duration® Premium	Duration®
Nominal Size	13 1/4" x 39 1/2"	13 1/4" x 39 1/2"
Exposure	5 1/2"	5 1/2"
Shingles per Square	64	64
Bundles per Square	4	3
Coverage per Square	98.4 sq. ft.	98.4 sq. ft.

## Applicable Standards and Codes

ASTM E 108, Class A Fire

ASTM D 3482

ASTM D 3151, Class F Wind

ASTM D 229

ASTM D 7158, Class H Wind

UL 790, Class A

ASTM D 3018, Type 1

130 MPH wind resistance only applies to Duration® Premium shingles. 110 MPH wind resistance only applies to Duration shingles. See actual warranty for complete details, limitations and requirements.

Color blends is a term that describes the intensity and amount of colored granules on the shingle, which can be more visible over the entire roof deck than in a small photographic swatch.

Owens Corning strives to accurately reproduce photographs of shingles. Due to manufacturing variances, the limitations of the printing process and the variations in natural lighting, actual shingle colors and granule blends may vary from the photo. The pitch of your roof can also impact how a shingle looks on your home. We suggest that you view a roomer display or several shingles to get a better idea of the actual color. To accurately judge your shingle and color choice, we recommend that you view it on an actual roof with a pitch similar to your own roof prior to making your final selection. Color availability subject to change without notice. Ask your professional roofing contractor for samples of colors available in your area.

Tru-Bond is a proprietary premium weathering-grade asphalt sealant that is blended by Owens Corning.

50-Year Limited Warranty on commercial projects.

SureNail Technology Patents Pending.

ENERGY STAR and the ENERGY STAR mark are registered trademarks of the U.S. Environmental Protection Agency.



INNOVATIONS FOR LIVING®

## Home sweet home.

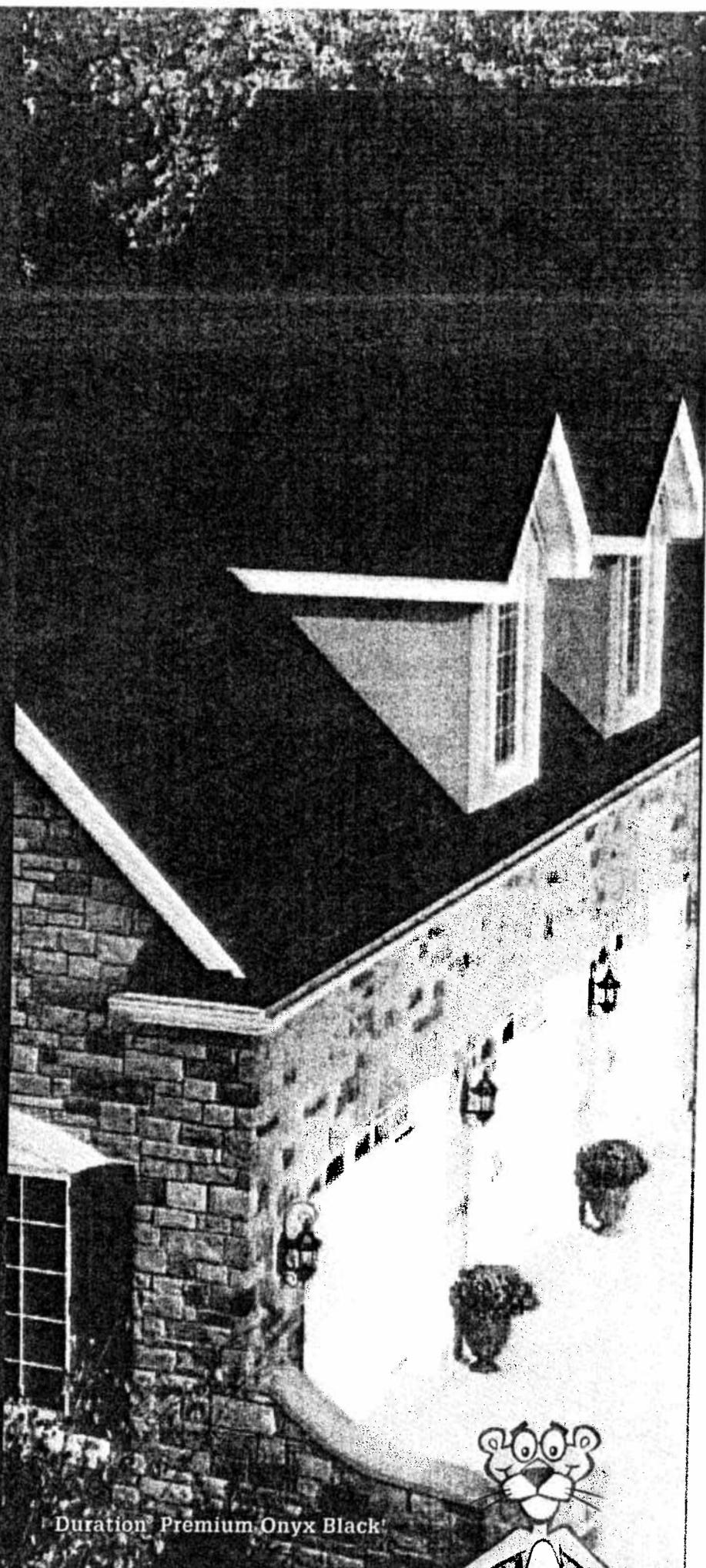
It's the place where you want to feel the most comfortable. Safe. Protected. But no matter how much you love your house, it seems the work is never completely done. And if purchasing a new roof is on your to-do list, it may seem like a daunting task.

But you don't have to worry about it anymore. We're here to help.

You can feel confident about choosing our roofing products—Owens Corning has been a recognized leader in the building materials industry for over 65 years. We're known for making homes more comfortable, beautiful and durable. And it's likely you've invited our mascot, The Pink Panther,™ into your home already—our building products and famous PINK Insulation have been used in millions of homes across the country.

Owens Corning and your contractor can make this a positive experience—an opportunity, really. This is your chance to choose a roof that not only has outstanding performance, but also has exceptional beauty. One that can transform the look of your entire home. So for years to come, you'll feel great every time you pull in the driveway.

Safe. Protected. Home.

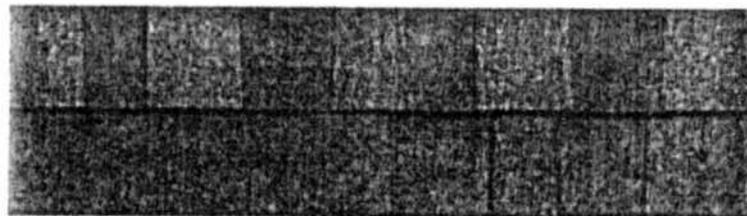
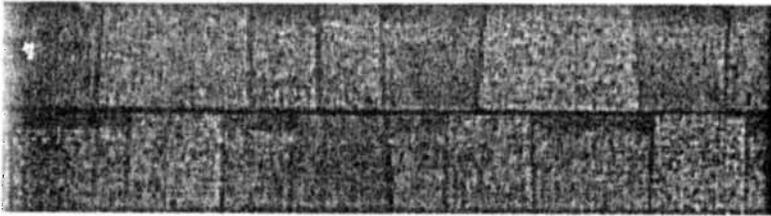


Duration® Premium Onyx Black™

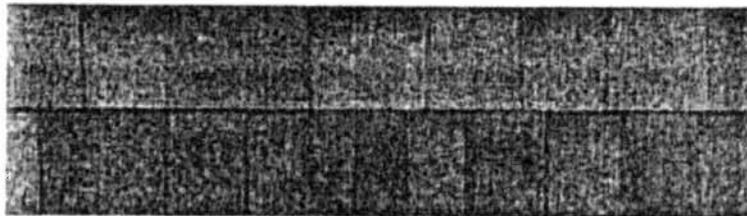
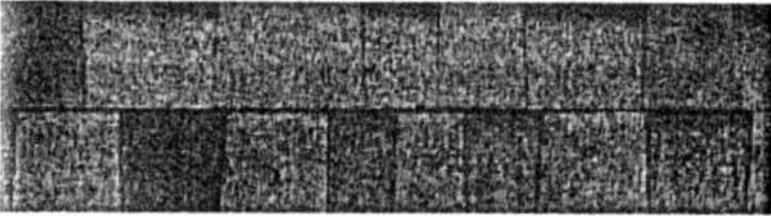




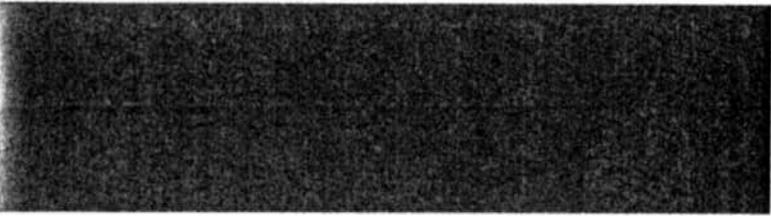
Brownwood



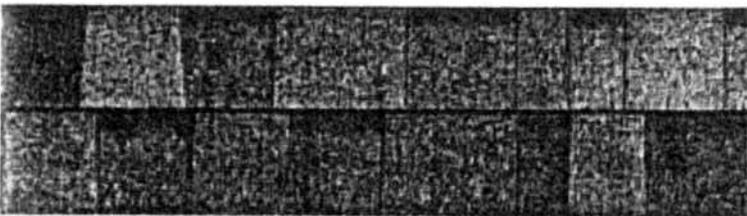
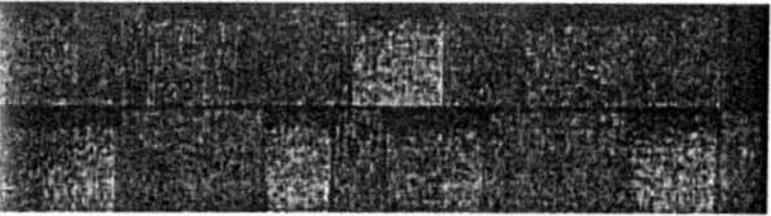
Teak



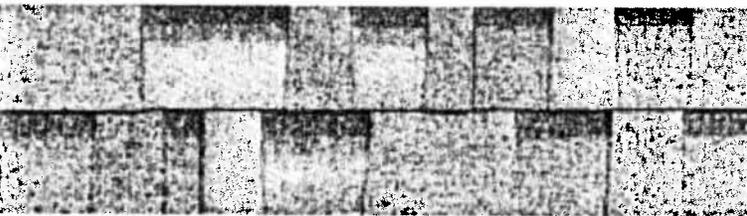
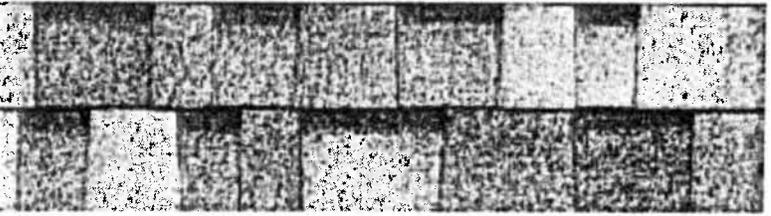
Driftwood



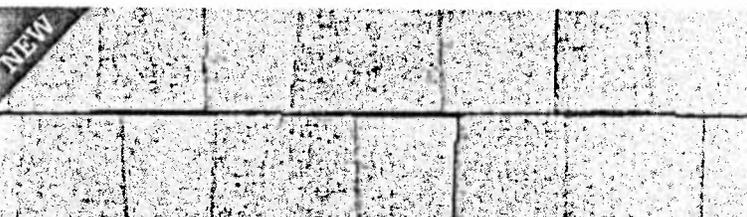
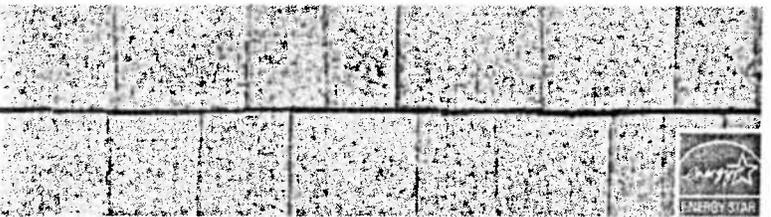
Onyx Black



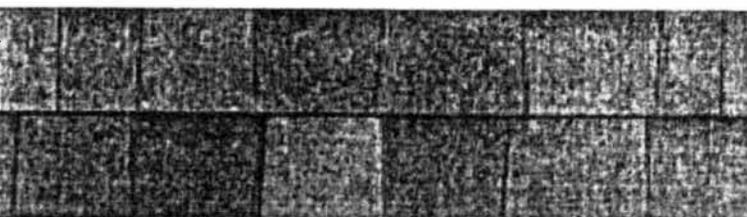
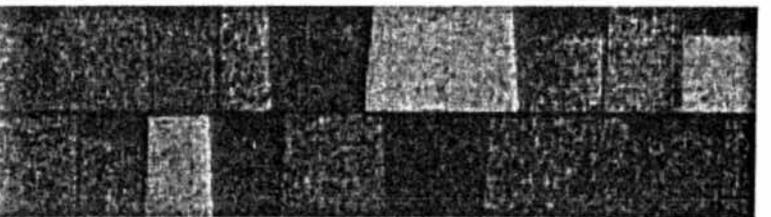
Estate Gray



Sierra Gray



Shasta White



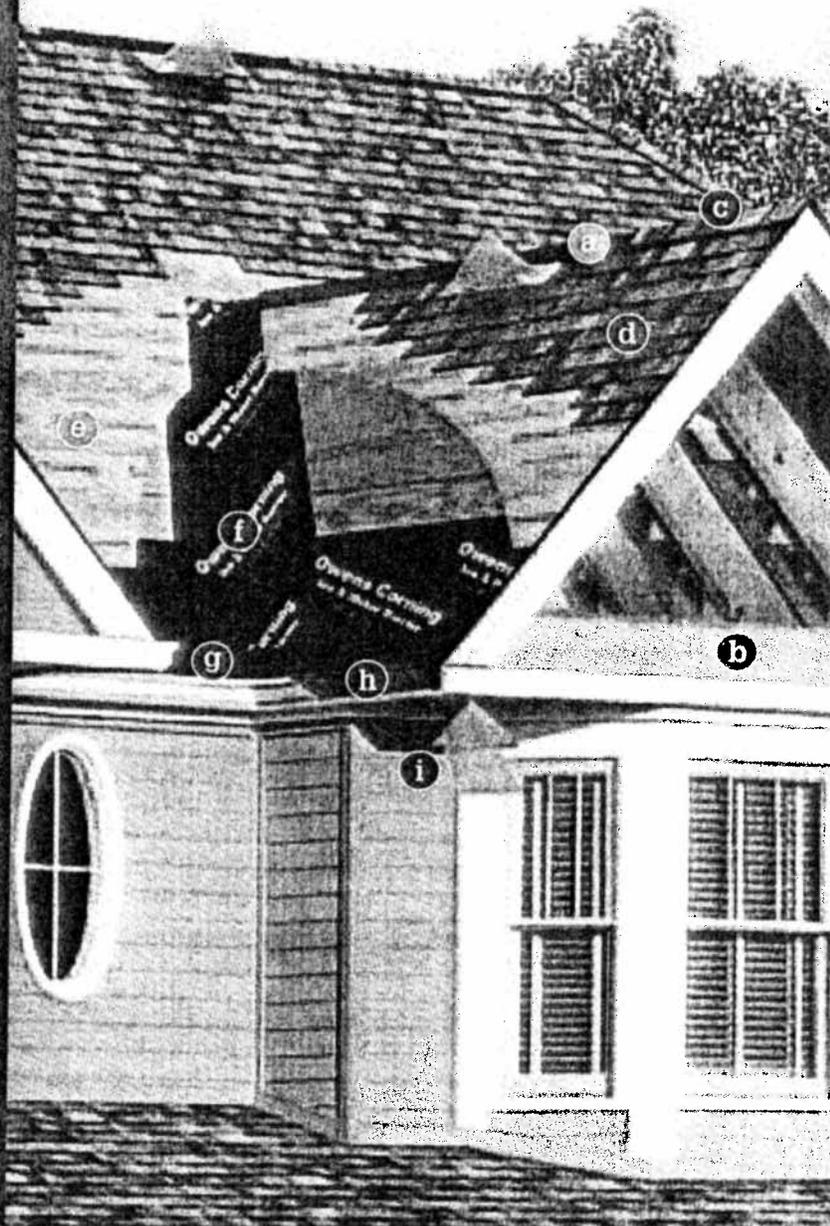
Colonial Slate



## The essentials for a healthy roofing system.

It takes more than just shingles to create a high-performance roof. It requires a system of products working together. Owens Corning® Roofing Essentials® Accessory Products work with our shingles to make up a roofing system that helps provide maximum durability for your roof. And the most protection for your home.

- a VentSure® Ventilation Products.** Help protect a roof from premature failure by helping remove heat and moisture from the attic. 
- b PINK® Fiberglas® Blown-In Insulation.** Tiny air pockets trapped in the insulation resist the passage of heat flow.
- c Owens Corning® Hip & Ridge Shingles.** Help protect the ridge vent and add an attractive, finished look to a roof's hips and ridges.
- d Owens Corning® Shingles.** Add durable beauty to a home. Shingles are the first line of defense against the elements.
- e Owens Corning® Underlayment Products.** Add an extra layer of protection between the shingles and the roof deck to help prevent damage from wind-driven rain.
- f WeatherLock® Self-Sealing Ice & Water Barrier Products.** Help guard vulnerable areas where water can do the most damage to a roof: eaves, valleys, dormers and skylights.
- g Owens Corning® Starter Shingle Products.** The first step in the proper installation of shingles.
- h RapidFlow® Gutter Drainage Protection.** Keeps leaves and other debris from clogging gutters, while allowing water to flow freely off of the roof and through gutters.
- i Owens Corning® Undereave Ventilation Products.** Help prevent moisture buildup in the attic by working with ridge vents to keep air moving.



## Looking for more color on your roof?

Consider our Designer Colors Collection, the latest addition to our *Duration Series* shingles product line. They offer the same exceptional performance—in five unique colors you won't find elsewhere.

Want to know more about Owens Corning® products or find an Owens Corning® Preferred Contractor in your area? It's easy to reach us: **1-800-GET-PINK®** | [www.roofing.owenscorning.com](http://www.roofing.owenscorning.com)



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(Houston, Irving, Memphis)

Preferred Contractors are independent contractors and are neither affiliates nor agents of Owens Corning.





# Duration Series Shingles Installation Instructions

Instrucciones Para La Instalación De Tejas Duration Series

## Application Instructions

Before installing this product, check local building codes for their roofing requirements.

These shingles are designed for new or reroofing work over any properly built and supported wood roof deck having adequate nail holding capacity and a smooth surface. Check local building codes.

## Precautionary Note:

The manufacturer will not be responsible for problems resulting from any deviation from the recommended application instructions and the following precautions:

**Roof Top Loading:** Lay shingle bundles flat. Do not bend over the ridge.

**Roof Deck:** • 6" Maximum roof deck boards • Minimum  $\frac{1}{4}$ " plywood • Minimum  $\frac{1}{8}$ " OSB

Regardless of deck type used, the roofing installer must:

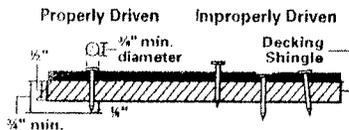
1. Install the deck material in strict compliance with the deck manufacturer's instructions.
2. Prevent the deck from getting wet before, during and after installation.

**Ventilation:** Must meet or exceed FHA Minimum Property Standards.

**Handling:** Use extra care in handling shingles when the temperature is below 40°F.

**Storage:** Store in a covered, ventilated area at a maximum temperature of 110°F. Stack in a flat fashion (maximum of 13 bundles high). Protect shingles from weather when stored at the job site. Do not store near steam pipes, radiators, etc.

**Nails** must be corrosion-resistant, 11- or 12-gauge, with heads at least  $\frac{1}{8}$ " in diameter. **Staples** must be 16-gauge minimum,  $\frac{1}{16}$ " minimum crown width, and sufficient length to penetrate  $\frac{1}{4}$ " into wood decking or through APA-rated roof sheathing. Staples are to be corrosion-protected.



All Fasteners must penetrate at least  $\frac{1}{4}$ " into the wood deck or completely through sheathing.

**Notice:** Owens Corning recommends the use of nails as the preferred method of attaching shingles to wood decking or other nailable surface.

## Instrucciones de aplicación

Antes de instalar este producto, consulte los códigos de construcción locales para informarse sobre los requisitos de techado.

Estas tejas han sido diseñadas para la construcción de techos nuevos o el arreglo de techos existentes sobre estructuras de madera construidas correctamente y que poseen una capacidad adecuada de sujeción de clavos y una superficie lisa. Consulte los códigos de construcción locales.

## Nota de precaución:

El fabricante no será responsable de problemas que sean consecuencia de no seguir exactamente las instrucciones de aplicación recomendadas y las siguientes precauciones:

**Carga sobre techo:** Coloque los paquetes de tejas de manera plana sobre el techo. No los doble sobre la cumbrera.

**Superficie del techo:** • Tablas de superficie de techo de 6 pulg. máximo •  $\frac{1}{8}$  pulg. como mínimo de madera terciada •  $\frac{1}{16}$  pulg. como mínimo para paneles de fibra orientada

Cualquiera sea el tipo de superficie utilizada, el instalador debe:

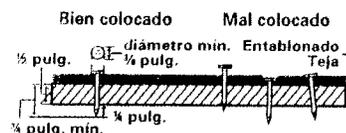
1. Instalar el material de la superficie siguiendo estrictamente las instrucciones del fabricante de la superficie.
2. Evitar que la superficie se moje antes, durante y después de la instalación.

**Ventilación:** Debe cumplir o exceder las normas mínimas para propiedades establecidas por el FHA.

**Manipulación:** Tenga mucho cuidado al manipular las tejas cuando la temperatura sea inferior a los 40°F.

**Almacenaje:** En un área cubierta y ventilada a una temperatura no mayor de 110°F. Apilar de manera plana (un máximo de 13 paquetes de altura). Proteja las tejas del clima cuando las almacene en el lugar de trabajo. No las almacene cerca de tuberías de vapor, radiadores, etc.

Los clavos deben ser inoxidable, de calibre 11 ó 12, con cabezas de por lo menos  $\frac{3}{8}$  pulg. de diámetro. Las grapas deben ser, como mínimo, de calibre 16, con un ancho de corona de al menos  $\frac{1}{16}$  pulg. y una longitud suficiente para penetrar  $\frac{1}{4}$  pulg. en la superficie de madera o a través de un revestimiento de techo que cumpla con las normas APA. Las grapas deben ser inoxidables.



Todos los sujetadores deben penetrar al menos  $\frac{1}{4}$  pulg. en la superficie de madera o atravesar completamente en los recubrimientos de madera terciada.

**Aviso:** Owens Corning recomienda el uso de clavos como método preferido para fijar tejas a superficies de madera u otras superficies aptas para clavos.

**Caution:** Roof surface may be slippery, especially when wet or icy. Use a fall protection system when installing. Wear rubber-soled shoes. Walk with care.

**Falling Hazard:** Secure area below work and materials on roof. Unsecured materials may slide on roof. Place on level plane or secure to prevent sliding. Wear a hard hat.

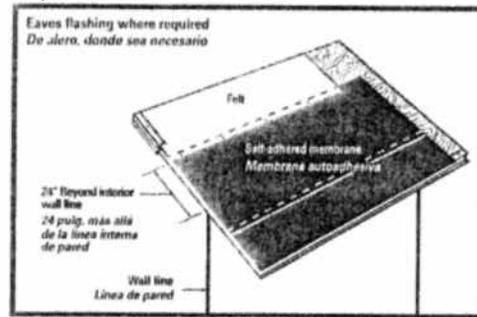
**El Cuidado:** El techo puede estar resbaloso, especialmente cuando está mojado o helado. Utilice un sistema de protección contra caídas durante la instalación. Use zapatos de hule. Camine con cuidado.

**Peligro de caída de objetos:** Por favor asegure el área que se encuentra debajo de la zona de trabajo y amarre los materiales al techo. Los materiales que no estén sujetos pueden resbalarse del techo. Colóquelos en un lugar que no tenga pendiente, o sujételos para prevenir que se resbalen. Use un casco resistente.

### Specialty Eave Flashing:

WeatherLock® Underlayment or equivalent eave and flashing membrane applied to a point at least 24" beyond interior wall line. See manufacturer's installation instructions where required by code. See Fig. 1.

Fig. 1 Specialty Eave Flashing  
Revestimiento especial para alero



### Revestimiento especial para alero:

Membrana autoadhesiva WeatherLock® o membrana equivalente para alero y bordes aplicada en un punto al menos 24 pulg. más allá de la línea de la pared interior. Consulte las instrucciones de instalación del fabricante donde lo requiera el código de construcción. Consulte la Fig. 1.

### 2 Underlayment:

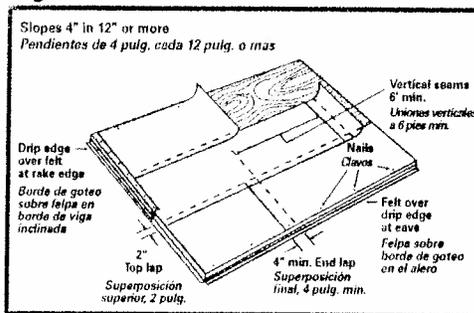
#### Standard Slope (4" in 12" or more)

Application of underlayment and metal drip edges: See Fig. 2.

#### Low Slope (2" in 12" to less than 4" in 12")

Application of underlayment and metal drip edges: See Fig. 2A.

Fig. 2 Underlayment Standard Slope  
Pendiente estándar del impermeabilizante



### 2 Impermeabilizante:

#### Pendiente estándar (4 pulg. cada 12 pulg. o más)

Aplicación de impermeabilizante y bordes de goteo metálicos: Consulte la Fig. 2.

#### Pendiente baja (2 pulg. en 12 pulg. a menos de 4 pulg. en 12 pulg.)

Aplicación de impermeabilizante y bordes de goteo metálicos: Consulte la Fig. 2A.

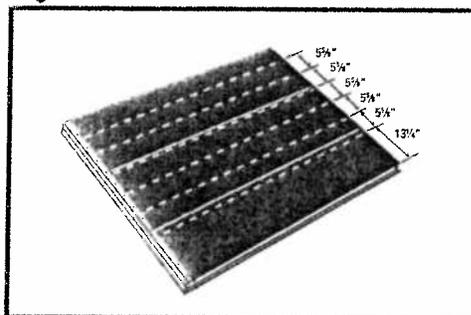
Fig. 2A Underlayment Low Slope  
Pendiente baja del impermeabilizante



### 3 Chalk Lines:

To aid in shingle alignment, it is recommended that chalk lines be snapped on the exposed surface of the underlayment prior to shingle application. See Fig. 3.

Fig. 3 Chalk Lines  
Líneas de tiza



### 3 Líneas de tiza:

Para facilitar la alineación de las tejas, se recomienda hacer marcas de tiza (utilizando sogas impregnadas en tiza) sobre la superficie expuesta del impermeabilizante antes de colocar las tejas. Consulte la Fig. 3.

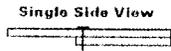
#### 4 Shingle Fastening: Standard Fastening Pattern

See Fig. 4.

Fasteners must be placed in the SureNail<sup>®</sup> fastening area. See Fig. 4.

#### Mansard or Steep Slope Fastening Pattern

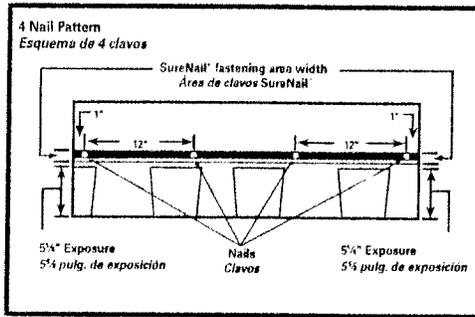
Place fasteners 6 1/4" from bottom edge to secure both layers of the shingle. See Fig. 4A.



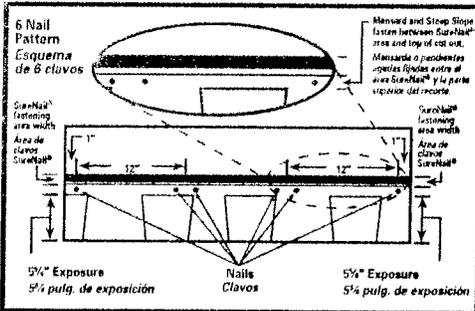
**REQUIRED:** For slopes exceeding 60 degrees or 21 inches per foot, use six fasteners and four spots of asphalt plastic cement per shingle. Apply immediately; one 1" diameter spot of asphalt plastic cement **under** each shingle tab. Center asphalt plastic cement 2" up from bottom edge of shingle tab. See Fig. 4A.

**Roof Cement** where required must meet ASTM D-4586 Type I or II (Asbestos Free).

**Fig. 4 Standard Fastening Pattern**  
*Esquema de fijación estándar*



**Fig. 4A Mansard or Steep Slope Fastening Pattern**  
*Esquema de fijación para mansardas o pendientes agudas*



#### 4 Fijación de tejas: Esquema de fijación estándar

Consulte la Fig. 4.

Los sujetadores se deben colocar en el área de sujeción SureNail<sup>®</sup>. Consulte la Fig. 4.

#### Esquema de fijación en pendientes pronunciadas o mansardas

Coloque los sujetadores a 6 1/4 pulg. del borde inferior para asegurar ambas capas de tejas. Consulte la Fig. 4A.



**REQUISITOS:** Para pendientes de más de 60 grados o 21 pulg. por pie, utilice seis sujetadores y cuatro pequeñas cantidades de cemento plástico asfaltado por teja. Inmediatamente, aplique una pequeña cantidad de cemento plástico asfaltado de 1 pulg. de diámetro **debajo** de cada lengüeta de las tejas. Asegúrese de que el cemento plástico asfaltado esté centrado 2 pulg. por encima del borde inferior de la lengüeta de la teja. Consulte la Fig. 4A.

Quando sea necesario utilizar **cemento para techos**, éste debe cumplir con la norma ASTM D-4586 Tipo I ó II (sin asbestos).

#### 5 Shingle Application:

Owens Corning Duration<sup>™</sup> Series shingles are applied with a 6 1/2" offset, with 5 1/8" exposure, over prepared roof deck, starting at the bottom of the roof and working across and up. This will blend shingles from one bundle into the next and minimize any normal shade variation. Application with offsets of 4" or 5" are also acceptable.

Caution must be exercised to assure that end joints are no closer than 2" from fastener in the shingle below and that side laps are no less than 4" in succeeding courses. Refer to course application steps for specific instructions.

(continued on next page)

#### 5 Aplicación de las tejas:

Tejas de la serie Duration<sup>™</sup> de Owens Corning se aplican con un desplazamiento de 6 1/2 pulg., con una superficie expuesta de 5 1/8 pulg., sobre estructuras base de techos preparadas. La colocación comienza por la parte inferior del techo y se realiza en forma transversal hacia arriba. De esta manera, las tejas de un paquete se mezclan con las del siguiente y se reducen al mínimo las variaciones normales de tonalidad. También se pueden aplicar tejas con un desplazamiento de 4 ó 5 pulg.

Asegúrese de que las uniones de los extremos no se encuentren a menos de 2 pulg. del sujetador de la teja que se encuentra más abajo y que las superposiciones laterales no sean de menos de 4 pulg. en las hileras siguientes. Consulte los pasos de aplicación de hileras para ver las instrucciones específicas.

(continúa en la página siguiente)

## 5 Shingle Application (cont.):

### Starter Course:

Use starter roll or trim  $5\frac{1}{4}$ " from the starter course shingle. Trim  $6\frac{1}{2}$ " off the rake of the starter course shingle and flush with the drip edge along the rake and eaves edge, and continue across the roof. Use 5 fasteners for each shingle, placed 2" to 3" up from eaves edge. See Fig. 5. (If no drip edge is used, shingles must extend a minimum of  $\frac{1}{2}$ " and no more than 1" from rake and eaves edge.)

### First Course:

Apply first course starting with the full shingle even with the starter course. See Fig. 5A.

Fasten securely according to fastening instructions. See Fig. 4.

### Second Course:

Remove  $6\frac{1}{2}$ " from the left end of this shingle and apply the remaining piece over and above the first course shingle and flush with edge of the first course with  $5\frac{1}{8}$ " exposure. See Fig. 5B.

Fasten securely according to fastening instructions. See Fig. 4.

### Third Course:

Remove 13" from the left end of this shingle and apply the remaining piece over and above the second course shingle flush with edge of the second course with  $5\frac{1}{8}$ " exposure. See Fig. 5C.

Fasten securely according to fastening instructions. See Fig. 4.

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Fig. 5 Shingle Application  
Aplicación de tejas

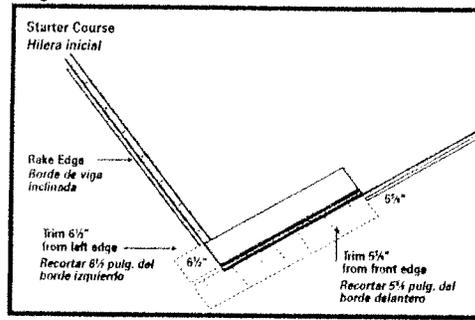


Fig. 5A Shingle Application  
Aplicación de tejas

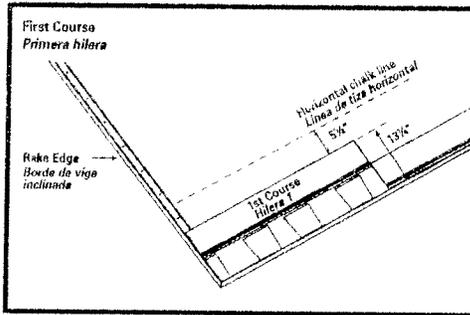


Fig. 5B Shingle Application  
Aplicación de tejas

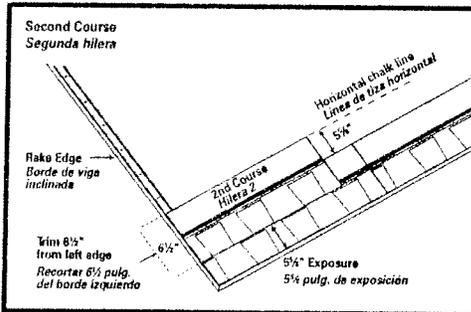
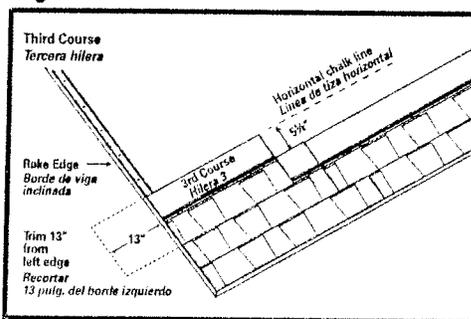


Fig. 5C Shingle Application  
Aplicación de tejas



## 5 Aplicación de las tejas (cont.):

### Hilera inicial:

Utilice un rollo de inicio o corte a  $5\frac{1}{4}$  pulg. de la teja de la hilera inicial, de manera que el sellador esté alineado con el borde del alero. Corte  $6\frac{1}{2}$  pulg. desde la viga inclinada en la teja de la hilera inicial y extienda. Más allá de la viga inclinada y el borde del alero, y continúe a lo ancho del techo. Utilice 5 sujetadores para cada teja, colocados a una distancia de entre 2 y 3 pulg. del borde del alero. Consulte la Fig. 5. (Si utiliza un borde de goteo, las tejas deben extenderse un mínimo de  $\frac{1}{2}$  pulg. y un máximo de 1 pulg. de la viga inclinada y el borde del alero.)

### Primera hilera:

Coloque la primera hilera comenzando con la teja cortada alineada con la hilera inicial. Consulte la Fig. 5A.

Sujete firmemente de acuerdo con las instrucciones de sujeción. Consulte la Fig. 4.

### Segunda hilera:

Quite  $6\frac{1}{2}$  pulg. del borde izquierdo de esta teja y aplique la pieza restante sobre y por encima de la teja de la primera hilera y al ras del borde de la primera hilera, con  $5\frac{1}{8}$  pulg. de exposición. Consulte la Fig. 5B.

Sujete firmemente de acuerdo con las instrucciones de sujeción. Consulte la Fig. 4.

### Tercera hilera:

Quite 13 pulg. del borde izquierdo de esta teja y aplique la pieza restante sobre y por encima de la teja de la segunda hilera y al ras del borde de la segunda hilera, con  $5\frac{1}{8}$  pulg. de exposición. Consulte la Fig. 5C.

Sujete firmemente de acuerdo con las instrucciones de sujeción. Consulte la Fig. 4.

(continúa en la página siguiente)

## 5 Shingle Application (cont.):

### Fourth Course:

Remove 19½" from the left end of this shingle and apply the remaining piece over and above the third course shingle and flush with edge of the third course with 5⅝" exposure. See Fig. 5D.

Fasten securely according to fastening instructions. See Fig. 4.

### Fifth Course:

Remove 26" from the left end of this shingle and apply the remaining piece over and above the fourth course shingle and flush with edge of the fourth course with 5⅝" exposure. See Fig. 5E.

Fasten securely according to fastening instructions. See Fig. 4.

### Sixth Course:

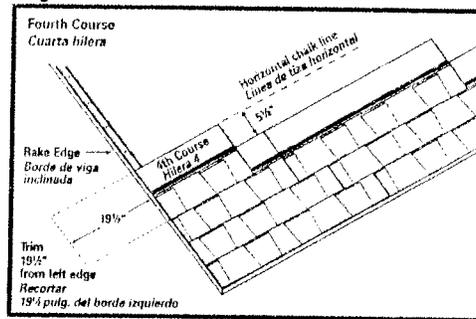
Remove 32½" from the left end of this shingle and apply the remaining piece over and above the fifth course shingle and flush with edge of the fifth course with 5⅝" exposure. See Fig. 5F.

Fasten securely according to fastening instructions. See Fig. 4.

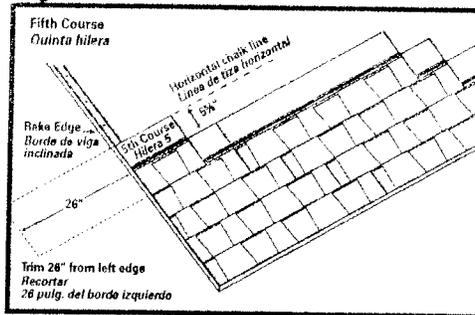
### Succeeding Courses:

For succeeding courses, repeat first through sixth course. See Fig. 5G.

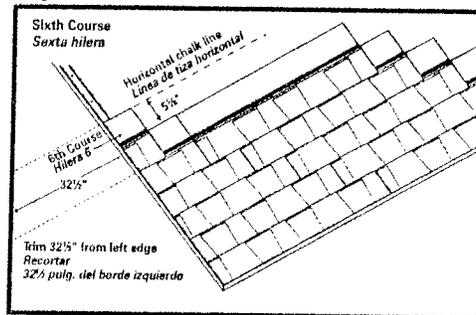
**Fig. 5D** Shingle Application  
Aplicación de tejas



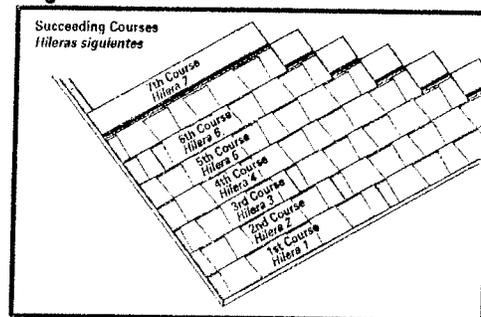
**Fig. 5E** Shingle Application  
Aplicación de tejas



**Fig. 5F** Shingle Application  
Aplicación de tejas



**Fig. 5G** Shingle Application  
Aplicación de tejas



## 5 Aplicación de las tejas (cont.):

### Cuarta hilera:

Quite 19½ pulg. del borde izquierdo de esta teja y aplique la pieza restante sobre y por encima de la teja de la tercera hilera y al ras del borde de la tercera hilera, con 5⅝ pulg. de exposición. Consulte la Fig. 5D.

Sujete firmemente de acuerdo con las instrucciones de sujeción. Consulte la Fig. 4.

### Quinta hilera:

Quite 26 pulg. del borde izquierdo de esta teja y aplique la pieza restante sobre y por encima de la teja de la cuarta hilera y al ras del borde de la cuarta hilera, con 5⅝ pulg. de exposición. Consulte la Fig. 5E.

Sujete firmemente de acuerdo con las instrucciones de sujeción. Consulte la Fig. 4.

### Sexta hilera:

Quite 32½ pulg. del borde izquierdo de esta teja y aplique la pieza restante sobre y por encima de la teja de la quinta hilera y al ras del borde de la quinta hilera, con 5⅝ pulg. de exposición. Consulte la Fig. 5F.

Sujete firmemente de acuerdo con las instrucciones de sujeción. Consulte la Fig. 4.

### Hileras siguientes:

Para las hileras siguientes, repita los pasos que se indican desde la primera hasta la sexta hilera. Consulte la Fig. 5G.

## 6 Valley Construction:

### Closed-Cut Valley See Fig. 6.

A closed-cut valley can be used as an alternative and is applied as follows:

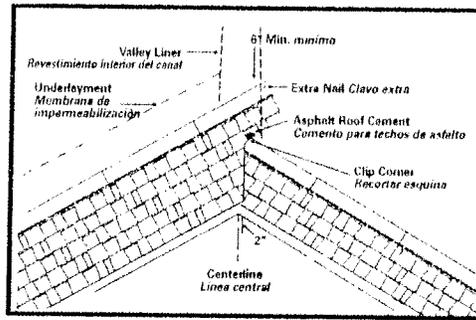
Lay a 36"-wide valley liner of self-adhered membrane underlayment or equivalent. A 36"-wide minimum 50-lb. smooth surface roll roofing can also be used as a valley liner.

Lay all shingles on one side of valley and across center line of valley a minimum of 12". Fasten a minimum of 6" away from center line on each side of valley.

Strike a chalk line 2" from the center line of the unshingled side. Apply shingles on the unshingled side up to the chalk line and trim, taking care not to cut the underlying shingles. Clip upper corners of these shingles, cement and fasten.

Both woven and metal valleys are acceptable alternatives.

**Fig. 6** Closed-Cut Valley Construction  
Construcción con canal de corte cerrado



## 6 Construcción del canal:

### Canal con corte cerrado

Consulte la Fig. 6.

Como alternativa, se puede utilizar una limahoya con canal cerrado que se aplica de la siguiente manera:

Coloque un revestimiento de limahoya de impermeabilizante de membrana autoadhesiva o equivalente de 36 pulg. de ancho. Para revestir la limahoya, también se puede utilizar un rollo de techado de superficie lisa de 36 pulg. de ancho y un mínimo de 50 libras.

Coloque todas las tejas sobre un lado del canal y a través de la línea central del canal al menos 12 pulg. Sujete a un mínimo de 6 pulg. desde la línea central a cada lado del canal.

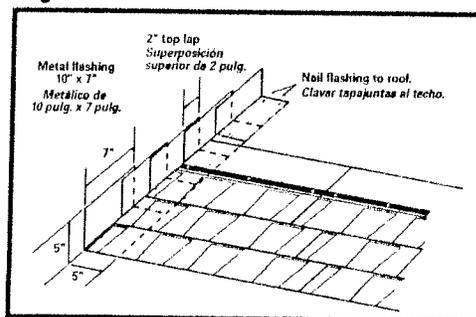
Marque una línea de tiza a 2 pulg. de la línea central del lado que no tiene tejas. Coloque las tejas del lado que no tiene tejas hasta la línea de tiza y recorte, con cuidado de no cortar las tejas que se encuentran debajo. Una los extremos superiores de estas tejas, coloque cemento y sujete.

Se pueden utilizar canales de tejido o metal.

## 7 Step Flashing:

Use 10" x 7" corrosion-resistant metal where roof planes butt against vertical sidewalls or chimneys. See Fig. 7.

**Fig. 7** Step Flashing  
Escalonado



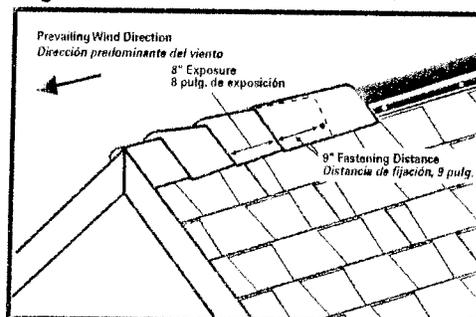
## 7 Revestimineto escalonado:

Utilice metal resistente a la corrosión de 10 x 7 pulg. en los puntos en los que los planos del techo se unan a las paredes laterales verticales o a chimeneas. Consulte la Fig. 7.

## 8 Hip & Ridge Application:

Use High Ridge Hip & Ridge shingles. Follow application instructions as printed on the High Ridge Hip & Ridge carton. See Fig. 8.

**Fig. 8** Hip & Ridge Application  
Preparación de las tejas para caballetes y cumbreiras



## 8 Colocación de caballetes y cumbreiras:

Utilice tejas para lima tesa y cumbreira. Siga las instrucciones de colocación del envoltorio. Consulte la Fig. 8.

For more information on Owens Corning roofing products or any of our wide range of building products and systems, it's easy to reach us.

1-800-GET-PINK™ | [www.owenscorning.com](http://www.owenscorning.com)



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TOLEDO, OHIO, USA 43659

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Bid Sheet

Please use this form. Simply mark "No Bid" if you do not wish to submit a bid.

Company Name: J & K Roofers & Construction  
 Address: P.O. Box 850025  
Yukon, OK, 73085  
 Contact: Dennis Sides Phone: 405-354-0741  
 email address: sidesdennis@gmail.com Fax: 405-789-1147

Please list all bid amounts for all locations/buildings separately.  
 Note: Bid will be awarded to one (1) Bidder for a total to include all locations/buildings.

Fire Station #1	302 S. 5th Street	A) Station Building	<u>\$ 22,901.90</u>
		B) Storage Building	<u>629.40</u>
Kimbell Park	525 S. 7 <sup>th</sup> Street	A) Bath House	<u>5,892.00</u>
		B) Picnic Shelter	<u>1,465.20</u>
		C) Picnic Shelter	<u>1,465.20</u>
Freedom Trail Playground	2101 S. Holly Avenue	A) Restroom	<u>2,250.20</u>
		B) Picnic Shelter	<u>939.70</u>
		C) Playground shelter	<u>290.05</u>
		D) Playground shelter	<u>290.05</u>
		E) Playground shelter	<u>290.05</u>
Community Center	2200 S. Holly	A) Storage Building	<u>1,353.50</u>
		B) Picnic Shelter	<u>3,085.50</u>
		C) Picnic Shelter	<u>4,343.10</u>
Chisholm Trail Park	500 W. Vandament	A) Gazebo-South Side	<u>7,741.70</u>
Sunrise Park	2802 N. Yukon Parkway	A) Concession Stand	<u>548.50</u>
<b>Total Bid for all Locations/Buildings:</b>			<b><u>\$ 53,486.05</u></b>

Agree to have all Roof Replacements completed no later than March 1, 2012: yes

Non-Collusion Affidavit attached: yes City of Yukon Contractor's License #: 0000108

Proof of Worker Compensation and Liability Insurance attached: yes

Signed: Dennis Sides Date: 11-8-11

**NON-COLLUSION AFFIDAVIT**

STATE OF OKLAHOMA )

)

SS:

)

COUNTY OF CANADIAN )

The undersigned (architect, contractor, supplier or engineer), of lawful age, being first duly sworn, on oath says that this invoice or claim is true and correct. Affiant further states that the (work, services or materials) as shown by this invoice or claim have been (completed or supplied) in accordance with the plans, specifications, orders or requests furnished the Affiant. Affiant further states that he has made no payment directly or indirectly to any elected official, officer, or employee of the State of Oklahoma, any county or local subdivision of the state, of money or any other thing of value to obtain payment.

Company Name: J & K ROOFERS & CONSTRUCTION

Print Name of Signer: DENNIS SIDES

*Dennis Sides*

Contractor, Supplier or Engineer Signature

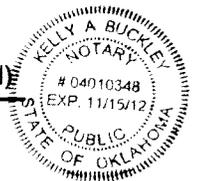
Subscribed and sworn to before this

7<sup>th</sup> day of November, 20 11

Notary Public

*Kelly A. Buckley*

(seal)



My commission expires:

11-15-2012



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
6/19/2011

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Citywide Insurance Group 8101 NW 10th St Ste C1  Oklahoma City OK 73127		<b>CONTACT CSR</b> PHONE (A/C No. Excl) (866) 222-6833 FAX (A/C No.) (866) 848-8138 E-MAIL ADDRESS:	
<b>INSURED</b> J & K Construction Inc PO Box 850025  Yukon OK 73085		<b>INSURER(S) AFFORDING COVERAGE</b> INSURER A: Midlands management Corp INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	

**COVERAGES** CERTIFICATE NUMBER: CL116190006 REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSTR	TYPE OF INSURANCE	ADDITIONAL	POLICY NUMBER	POLICY EFF	POLICY EXP	LIMITS
A	GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GENTL. AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJ. <input type="checkbox"/> LOC		CBC10000395300	6/25/2011	6/25/2012	EACH OCCURRENCE \$ 500,000 DAMAGE TO RENTED PREMISES (Per occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 500,000 GENERAL AGGREGATE \$ 1,000,000 PRODUCTS - COMPROP AGG \$ 1,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS					COMBINED SINGLE LIMIT (Per accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED. <input type="checkbox"/> RETENTIONS					EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in WA) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A			WC STATUTORY LIMIT <input type="checkbox"/> OTHER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)  
 General Contractor: Residential remodeling

<b>CERTIFICATE HOLDER</b>  City of Yukon Community Development PO Box 850500 Yukon, OK 73085	<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE  Angela Webb/PW <i>Angela Webb</i>
---	---

**AFFIDAVIT OF EXEMPT STATUS UNDER THE WORKERS' COMPENSATION ACT**

State of Oklahoma )

County of CANADIAN )

I, DENNIS SIDES state under oath as follows:

1. I, DENNIS SIDES (Name of individual) operating as J & K ROOFERS + CONSTR (independent contractor's business name), have agreed to provide services to CITY OF YUKON (Contractor) during calendar year 2011.
2. I have read, signed and attached the Exempt Status Fact Sheet and understand that an Independent Contractor is one who engages to perform certain services for another, according to his own manner, method, free from control and direction of his contractor in all matters connected with the performance of the service, except as to the result or product of the work.
3. I understand that based upon the representations in this Affidavit of Exempt Status, I am requesting **CompSource Oklahoma's Policyholder** to consider my business to be that of an independent contractor; **that I am not an employee under the Workers' Compensation Act** and the policy issued by **CompSource Oklahoma**; and that no premium be charged for the services performed by my business during the policy year.
4. **I am an independent contractor, not an employee of the contractor. I do not want workers' compensation insurance and understand that I am not eligible for Workers' Compensation benefits.**
5. I will obtain workers' compensation and employers' liability insurance for my employees if I have employees, unless they are otherwise exempt from the requirements of the Workers' Compensation Act.
6. I have read, signed and attached the Exempt Status Fact Sheet describing what is an Independent Contractor and the information provided is not the result of force, threats, coercion, compulsion or duress.
7. I understand that the execution of the affidavit shall establish a rebuttable presumption that the executor is not an employee for purposes of the Workers' Compensation Act.
8. I understand that the execution of an affidavit shall not affect the rights or coverage of any employee of the individual executing the affidavit.
9. I understand that knowingly providing false information on an Affidavit of Exempt Status Under the Workers' Compensation Act shall constitute a misdemeanor punishable by a fine not to exceed One Thousand Dollars (\$1,000.00).

Date 11-7-11 Name DENNIS SIDES Title OWNER

Signature [Handwritten Signature] Business Name J & K ROOFERS construction

Notary Public

Signed and sworn to before me on this 7th day of November, 2011 by Dennis Sides

[Handwritten Signature] My Commission Expires: 11-15-2012 My Commission # 04010348



**\*\*\*\*GIVE THE SIGNED FORM TO YOUR GENERAL CONTRACTOR\*\*\*\***

This form is to be signed and notarized at the start of a job/project for this contractor and is good for the job/project or any similar job/project performed for the contractor for one year from the date of notary.

For domestic servants, trucking owner/operators, and other exemptions, please contact CompSource Oklahoma at 405-232-7663 ext. 5102.

Note: Employers who knowingly and willfully require an employee or subcontractor to execute an affidavit when the employer knows that the employee or subcontractor is required to be covered under a workers' compensation insurance policy shall be liable for a civil penalty of up to \$1,000.00 per offense. (36 OS §§924.5)

It is a crime to falsify the information on this form.

## EXEMPT STATUS FACT SHEET

An independent contractor is defined by law as one who engages to perform certain services for another, according to his own manner, method, free from control and direction of his contractor in all matters connected with the performance of the service, except as to the result or product of the work.

**Below are statements to help you decide if you are an independent contractor. No one statement is controlling, and your status is based on all the facts in your situation. If a statement describes your situation, then check the box. If at least six of the statements below do not describe your business, you should not sign the attached Affidavit of Exempt Status Under the Workers' Compensation Act.**

1. The nature of the contract between you and the contractor shows you are independent from the contractor. For example: Is there a written contract where you agree that you are an independent contractor? Are you a corporation or limited liability company? Do you maintain commercial general liability insurance or other business insurance?
2. The contractor exercises very little control over your work. For example: By the agreement, can the contractor exercise control on the details of the work or your independence? Do you exercise control over most of the details of the work? Do you create plans or specifications for the job? Do you set your own work hours?
3. You are engaged in a distinct occupation or business for others. For example: Do you work for companies or individuals other than the Contractor? Do you work for competitors of the Contractor? Does your business have a logo or uniform?
4. Your job is the kind of occupation where the work is usually performed by a specialist without supervision, and not under the direction of the contractor. For example: Is your work supervised by the Contractor?
5. Your occupation requires special skills, license, education or training.
6. The contractor does not supply the things needed to perform your job such as the tools and the place of work. For example: Do you supply any of the materials or tools for the work? Do you operate a vehicle owned by the contractor? Was the work performed at your business or the contractor's business location or jobsite? Do you wear a uniform supplied by the contractor?
7. The length of the job and how long you have worked for the Contractor does not show that you are really an employee. For example: Is this a one-time job, or will you be doing this for the contractor regularly?
8. You are paid as a separate contractor, not as an employee. For example: Do you invoice the Contractor for your services? Are you paid by the job? Do you file a federal income tax return for your business? Do you expect to receive an IRS Form 1099 from the Contractor? Does the Contractor pay your expenses?
9. Your work is not the regular business of the employer. For example: Is your work customarily done in the Contractor's line of business or as part of the Contractor's daily work? Have you ever been an employee of the Contractor? Do you work with other people hired by the Contractor on the work you perform?
10. You do not consider yourself an employee of the contractor. For example: Will the Contractor withhold taxes or monies from your payment? Have you ever been an employee of the Contractor? Have you or your employees ever filed an insurance claim against the Contractor?
11. You do not have the right to terminate the relationship without liability. For example: If you quit before the job is finished, is there a penalty?

**Based upon these factors, do you believe that you are an independent contractor with exempt status?**

YES  
(Write YES or NO)

Signature

Ken Sides  
(INDEPENDENT CONTRACTOR/EXECUTOR)

Note: Employers who knowingly and willfully require an employee or subcontractor to execute an affidavit when the employer knows that the employee or subcontractor is required to be covered under a workers' compensation insurance policy shall be liable for a civil penalty of up to \$1,000.00 per offense. (36 OS §§924.5)

**It is a crime to falsify the information on this form.**



Better Business Bureau®

In Central Oklahoma

## BBB BUSINESS REVIEW

THIS BUSINESS IS NOT BBB ACCREDITED

### J and K Roofers

(405) 354-0741

2116 Everglade Court, Yukon, OK 73099



On a scale of **A+** to **F**  
Reason for Rating  
BBB Ratings System Overview

### BBB Accreditation

J and K Roofers is not BBB Accredited.

Businesses are under no obligation to seek BBB accreditation, and some businesses are not accredited because they have not sought BBB accreditation.

To be accredited by BBB, a business must apply for accreditation and BBB must determine that the business meets BBB accreditation standards, which include a commitment to make a good faith effort to resolve any consumer complaints. BBB Accredited Businesses must pay a fee for accreditation review/monitoring and for support of BBB services to the public.

### Reason for Rating

BBB rating is based on 16 factors. Get the details about the factors considered.

Based on BBB files, this business has a BBB Rating of No Rating. The reason is as follows:

This business is not currently rated. BBB does not have sufficient information to issue a rating for this business.

We do not have a report on this company. This may mean that the company is new to our area. Or, we have not had sufficient activity to warrant developing a report.

### Customer Complaints Summary

0 complaints closed with BBB in last 3 years | 0 closed in last 12 months

Complaint Type	Total Closed Complaints
Advertising / Sales Issues	0
Billing / Collection Issues	0
Problems with Product / Service	0
Delivery Issues	0
Guarantee / Warranty Issues	0
<b>Total Closed Complaints</b>	<b>0</b>

### Government Actions

BBB knows of no significant government actions involving J and K Roofers.

What government actions does BBB report on?

### Advertising Review

BBB has nothing to report concerning J and K Roofers' advertising at this time.

What is BBB Advertising Review?

### Additional Information

The BBB maintains a report on a firm based on inquiry or complaint activity.

The BBB has not received a sufficient volume of requests for information, nor has the BBB received complaints on this firm to warrant the maintenance of a report. The information provided, however limited, is presented to assist you in your purchasing decisions or for any other purpose you deem relevant.

The BBB suggests you read and understand company promotional materials and contracts and check company references and licensing, where applicable.

BBB file opened: 06/18/1999

### Licensing

Effective January 1, 2011, the state of Oklahoma requires companies in the roofing industry to register with the state's Construction Industries Board. To learn more about the law and registration, visit the board's website at [www.ok.gov/cib/](http://www.ok.gov/cib/)

### Contact Information

Primary Contact: Mr. John Miller (Owner)

### Business Category

Roofing Contractors

### Industry Tips

Home Contractors: Tip-offs to Potential Rip-offs



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In Central Oklahoma



Better Business Bureau®

In Central Oklahoma

## BBB BUSINESS REVIEW

CONSUMER COMPLAINTS

THIS BUSINESS IS NOT BBB ACCREDITED

**J and K Roofers**

Phone: (405) 354-0741

### Customer Complaints Summary

0 complaints closed with BBB in last 3 years | 0 closed in last 12 months

Complaint Type	Total Closed Complaints
Advertising / Sales Issues	0
Billing / Collection Issues	0
Problems with Product / Service	0
Delivery Issues	0
Guarantee / Warranty Issues	0
<b>Total Closed Complaints</b>	<b>0</b>

### Industry Comparison | [Chart](#)

Roofing Contractors

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In Central Oklahoma

**J&K Roofers Inc.**

P.O. Box 850025  
Address Line 2  
Yukon, Ok. 73085  
Canadian

Phone 405-3540741  
Fax 405-7891147

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November 29, 2011

City of Yukon

Job references for sealed bid roof replacements

Parkway Construction 1609-1617 Professional Circle Yukon, Ok.

Diamond Apts. 210 W. North St. Minco, Ok.

J&K Restaraunt 1622 E. Hwy. 66 Elreno, Ok.

Sincerely,

Dennis Sides





**"Your Best And Safest Choice"**  
**Quality You Can Trust Since 1886**

Darryl King  
Territory Manager  
Edmond, OK. 73025  
Ph: 405-431-8922  
Fax: 405-582-3976  
e-mail: [dking@gaf.com](mailto:dking@gaf.com)

Nov. 29, 2011

Cc: J&K Roofers Inc  
Dennis Sides  
PO Box 850025  
Yukon, OK. 73085

To whom it may concern,

This letter is to confirm that J&K Roofers Inc. is an active member in the GAF Certified Contactor Program. Please contact me if you have any questions regarding their enrollment.

Thanks,

Darryl King  
GAF  
Oklahoma Steep Slope Territory Manager  
[dking@gaf.com](mailto:dking@gaf.com)  
405-431-9922

THE CITY OF YUKON, OKLAHOMA & THE YUKON MUNICIPAL  
AUTHORITY'S INVESTMENT POLICY  
For the Operating Funds  
of the City of Yukon & Yukon Municipal Authority

TABLE OF CONTENTS

I.	Policy
II.	Prudence
III.	Objective
IV.	Responsibility
V.	Ethics and Conflicts of Interest
VI.	Authorized Institutions
VII.	Authorized & Suitable Investments
VIII.	Maturities and Diversification
IX.	Performance Standards
X.	Collateralization
XI.	Internal Control
XII.	Record Keeping and Reporting
XIII.	Certification
XIV.	Investment Policy Adoption

## I. Policy:

This Investment Policy ("Policy") is adopted pursuant to Title 62 O.S. §348.1 through Section 348.3 ("Investment of Funds Act") and constitutes the written investment policy directing the investment of funds of the City of Yukon, Oklahoma ("City") and the Yukon Municipal Authority ("YMA").

The Yukon City Charter and state law provide for differing conflict of interest provisions concerning municipalities and public trust authorities. To ensure compliance with these regulations, the investments of the City shall be separately pooled and invested from the funds of the YMA. For purpose of this Policy and simplicity, the terms City, City Manager, City Attorney, City Clerk, City Council shall be used when referring to City and YMA investments, instead of the proper reference of YMA, Trust Manager, Trust Attorney, Secretary and Board of Trustees, respectively.

This Policy applies to all financial assets of the City and YMA that are accounted for in the City and YMA's Annual Financial Report, together with any additional Funds that are hereinafter created by action of the City, unless specifically exempted, but shall not apply to Police and Fire Pension Funds and employee retirement funds, which are managed and administered through a third party administrator and are exempt from this Policy.

The public monies of the City will be invested in a manner which will provide the highest investment return possible with special consideration to maximizing safety of investments and managing reasonable liquidity procedures to meet the daily cash flow demands of the City while conforming to the Oklahoma Constitution, the laws of the State of Oklahoma and the Yukon City Charter.

## II. Prudence:

The "prudent investor rule" shall be applied in the context of managing the City's overall portfolio; namely, the Treasurer shall invest in investments which are authorized by the Investment of Funds Act using the judgment and care under the circumstances then prevailing that persons of prudence, discretion and intelligence exercise in the management of their own affairs, not in regard to speculation but in regard to the permanent disposition of their funds, considering the probable income as well as the probable safety of their capital. (See 60 O.S. §175.70). The Treasurer, or designees, acting in accordance this Policy,

and exercising due diligence, shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

### III. Objective:

The investment objective of the City is to invest available cash in accordance with the following order of priority:

#### A. Safety:

Safety of principal is the foremost objective of the City's investment program. Investments of the City shall be undertaken in a manner that seeks to ensure the preservation of capital of the portfolio. This objective will be to minimize credit risk and interest rate risk.

#### B. Liquidity:

Criteria for investing the public funds will be to meet the operational and organizational needs of the City through availability of funds.

#### C. Return on Investment:

The rate of return on the invested funds will be so that the prevailing interest rate is comparable to the market and economic climate of the City at the time the transaction is executed taking into account the City's investment risk constraints and the cash flow characteristics of the portfolio.

### IV. Responsibility:

The City Council delegates management responsibility of the investment program to the Treasurer and his/her designee, under the direction of the City Manager. This responsibility includes compliance with the Policy, performance monitoring and reporting, market value review and reporting, review of eligible investment institutions, determination of investable cash, placement of investments, preparation of appropriate accounting entries and preparation of periodic investment reports to the City Council.

The City Council also delegates responsibility to the Treasurer or designee

to maintain written procedures to implement the terms and conditions of the Policy. These procedures may concern authorized investment institutions and financial dealers, safekeeping, depository, and wire transfer agreements and other contracts of this nature.

V. Ethics and Conflicts of Interest:

The City Council, City Manager, City Treasurer or designee, and all officers and employees of the City shall comply with all provisions of the Oklahoma Constitution, Yukon City Charter and state law pertaining to public monies and conflicts of interest. Such provisions include but are not limited to Article X, Section 11 of the Oklahoma Constitution ("Officer Receiving Interest, profit or perquisites"), 11 O.S. §8-113 ("Certain Officers and Employees Prohibited from Conducting certain business with the municipality"), 60 O.S. §178.8 ("Conflict of Interest – Transactions Exempt"), and 62 O.S. 371 ("Contracts with Officers Void"). These provisions are incorporated herein as if fully set out. In some instances, the conflict could prohibit a given transaction. In other instances, the officer or employee is required to fully disclose the conflict of interest. The officers and employees should consult the City Attorney concerning any potential conflict of interest and may rely in good faith upon any written City Attorney opinion. Even if the matter does not involve one of the above conflict of interest provisions, officers and employees should refrain from personal business activity that could conflict with their proper execution of this Policy, or which could impair their ability to make impartial investment decisions. Officer, employees and investment officials shall disclose any material financial interests in financial institutions that conduct business with the City or the YMA.

VI. Authorized Institutions:

The Treasurer shall deposit city funds in institutions which comply with all other aspects of the investment policies set forth herein. Preference shall be given first to institutions whose primary corporate offices lie within the boundaries of the City of Yukon; however, discretion to deposit monies in other authorized investment institutions shall be given to the Treasurer in order to maximize the effectiveness of City investments.

## VII. Authorized & Suitable Investments

Investments of the City's monies will be limited to those investment types authorized by the Constitution and the laws of the State of Oklahoma for the investment of public funds; namely:

- A. Obligations of the United States government, its agencies and instrumentalities;
- B. Collateralized or insured certificates of deposit and other evidences of deposit at banks, savings banks, savings and loan associations and credit unions located in this state, or fully insured certificates of deposit at banks, savings banks, savings and loan associations and credit unions located out of state;
- C. Negotiable certificates of deposit issued by a nationally or state-chartered bank, a savings bank, a savings and loan association or a state-licensed branch of a foreign bank. Purchases of negotiable Certificates of deposit shall not exceed ten percent (10%) of the surplus funds of the city which may be invested pursuant to this section. Not more than one-half (1/2) of the ten percent (10%) limit shall be invested in any one financial institution specified in this paragraph;
- D. Prime banker's acceptances which are eligible for purchase by the Federal Reserve System and which do not exceed two hundred seventy (270) days maturity. Purchases of prime banker's acceptances shall not exceed ten percent (10%) of the surplus funds of the city which may be invested pursuant to this section. Not more than one-half (1/2) of the ten percent (10%) limit shall be invested in any one commercial bank pursuant to this paragraph;
- E. Prime commercial paper which shall not have a maturity that exceeds one hundred eighty (180) days nor represent more than ten percent (10%) of the outstanding paper of an issuing corporation. Purchases of prime commercial paper shall not exceed seven and one-half percent (7 1/2%) of the surplus funds of the City which may be invested pursuant to this section;
- F. Repurchase agreements that have underlying collateral consisting of those items specified in paragraphs A through E of this subsection; and

G. Money market funds regulated by the Securities and Exchange Commission and which investments consist of those items and those restrictions specified in paragraphs A through F of this subsection.

VIII. Maturities and Diversification:

The City will diversify its investment portfolio. To eliminate risk of loss resulting from the over-concentration of assets in a specific maturity, issuer, or class of securities, all cash and cash equivalent assets shall be diversified by maturity, issuer and class of security as is deemed prudent by the Treasurer. Except in cases of specifically matched cash flows, for debt service payments, payroll, or other cash flow considerations as determined by the Treasurer or designee, the portfolio will be structured within the following guidelines:

Maturity Limitations  
Percentage of Total Invested Principal

	<u>Maximum %</u>	<u>Minimum %</u>
0-1 year	100%	10%
1-3 years	75%	0%
3-5 years	75%	0%

Investment Type Limitations  
Percentage of Total Invested Principal

	<u>Maximum %</u>	<u>Minimum %</u>
Repurchase Agreements	50%	0%
U.S. Treasury Securities	75%	0%
Certificates of Deposit	100%	0%
Money Market Funds	100%	0%
Savings Accounts	100%	0%

To the extent possible, the City will attempt to match its investments with anticipated cash flow requirements, while maintaining adequate liquidity for meeting monthly operating needs. Unless matched to a specific cash flow, the City will not directly invest in securities maturing more than five (5) years from the date of purchase or in accordance with state and local statutes and ordinances. Reserve funds and other funds with longer-term investment horizons, may be invested in securities exceeding five (5) years if the maturities of such investments are made to coincide as nearly as practicable with the expected use of funds. The Treasurer or designee may accept the collateralization of its surplus cash, certificates of deposit and repurchase agreements using longer dated securities provided such maturity dates do not exceed ten (10) years.

IX. Performance Standards:

The investment portfolio will be designed to obtain a market average rate of return during budgetary and economic cycles, taking into account the City's investment risk constraints and cash flow needs. Given this strategy, the basis used by the Treasurer or designee to determine whether market yields are being achieved shall be the one (1) year U.S. Treasury Bill and the average Fed Funds rate and/or periodic polling of one (1) year maturity CD rates offered by area financial institutions, including but not limited to those financial institutions located or with branches in Yukon, Mustang, Bethany, El Reno, and Oklahoma City.

X. Collateralization:

The Treasurer or designee is authorized by statute to invest in certain securities when those securities are collateralized, as evidenced by pledge of joint custody. In all cases of collateralization, the collateral shall be held by a third party custodian, with whom the City has a current custodial agreement or be held in the name of both parties by the Federal Reserve Bank servicing Oklahoma. The custodian shall issue a custody receipt to the Treasurer or designee identifying the security and stating that it is pledged to the City.

In order to anticipate market changes and provide a level of security for all funds, the collateralization level will be 100% of market value of principal and accrued interest. Collateral will be limited to securities

allowable for investments by state laws as provided in Article VII herein.

The Treasurer or designee shall verify as appropriate, and at least quarterly, that the market value of collateral pledged is sufficient to cover the security and any additional deposits at the institution. The Treasurer or designee shall have the discretion to refuse any instrument as inappropriate collateral, notwithstanding the specific provisions of this Policy, so long as such collateral protects 100% of the value of the City's monies for the term of the investment.

XI. Internal Control:

The Treasurer or designee shall establish an annual process of audit review by an external auditor. This review will provide internal control by assuring compliance with this Policy and implementing policies and procedures.

XII. Record Keeping and Reporting:

All investment transactions will be recorded in the City's general ledger accounting system. Records of the Treasurer or designee and Finance Department shall be reconciled on at least a monthly basis. The Treasurer or designee will reconcile at least semi-annually the confirmations in custody to the safekeeping statements submitted by the safekeeping institutions. Each safekeeping institution shall be under contractual agreement to provide such services. Records will be maintained in an appropriate investment tracking system.

XIII. Certification:

A copy of this Policy will be provided upon request to the senior management of any financial institution which is approved to transact business with the City in order that it is apprised of the policies of the City.

XIV. Investment Policy Adoption:

The City investment policy shall be adopted by approval of the City Council (see section I, paragraph 2). Any changes to this policy shall also require approval of the City Council.