

Donation

Revision 2.4 released on 7/24/23
dated RFA for donations including travel donations (use employee reimbursement process for travel approvals)



CITY COUNCIL USE ONLY Date Received: _____ Committee Date: _____ 1 st Agenda Date: _____	Tracking #: _____ Committee: _____ Hearing Date: _____ 2 nd Agenda Date: _____	CITY CLERK USE ONLY <input type="checkbox"/> Scanned <input type="checkbox"/> Posted Date: 04.02.2025 Item #: 2504.00836
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All department items requiring Council approval must be submitted through the Mayor's Office.

Primary Details

Board Approval	Other Board Name	City Council Approval <input checked="" type="radio"/> Yes <input type="radio"/> No
Department Water and Sewer	Contact Name Desiree Quarles-Dobey	Email dquarles-dobey@cityoftulsa.org
id/Project Number	Project Title	Donator AWWWA
<small>Enter a Bid or Project Number (not a title or Description)</small>		Phone 918-596-9501
Travel Event Title AWWA Ace Fly-In	Traveler's Name Eric Lee	Type of Donation Travel
	Event Date 4/7/25	Donation Amount/Value \$1,311.00
		<small>City Council requires a dollar value</small>


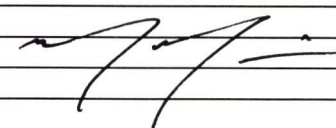
Budget

Funding Source(s)

TOTAL:

Enter the funding source(s) using the appropriate Munis funding format: Org (Allocation Code)-Object-Amount (1001211-531401-\$10.00) or Project String-Amount
144104.AbstTitle5413102.6001-4043122-541102-\$30,000.01)

Approvals

Department:		Date: 3.27.2025
Legal:	_____	Date: _____
Board:	_____	Date: _____
Mayor:		Date: APR 02 2025
Other:	_____	Date: _____

Policy Statement

Background Information
Donation from American Water Works Association to attend the AWWA Fly-In at Washington DC. AWWA pays for all travel cost.
Provide background information on the requested action.

Summary of the Requested Action
Accept donation from AWWA for Eric Lee to attend AWWA Fly-In at Washington DC.
Summarize the pertinent details of the requested action

Other Pertinent Details
Provide any additional information that should be considered when considering approval of this contract document

Processing Information for City Clerk's Office

Post Execution Processing <input type="checkbox"/> Mail vendor copy (add'l signature copies attached) <input type="checkbox"/> Must be filed with other governmental entity <input type="checkbox"/> Add'l governmental entity approval(s) required	Additional Routing and Processing Details _____
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Thanks for flying with us!

Trip summary

Flight

CONFIRMATION #
2XXLXH

APR 7 - 9
TUL DCA

FLIGHT TOTAL
\$395.35

4/7 - Washington (Reagan National)

APR 7 - 9
Tulsa, OK to Washington (Reagan National), DC

Confirmation # 2XXLXH

PASSENGERS	EST. POINTS	EXTRAS	FARE
Eric Lee Rapid Rewards® Acct # 20572553201	+ 643 PTS	—	Wanna Get Away

Departing 4/7/25 Monday Wanna Get Away (Passenger x1) \$222.49

DEPARTS	5:45 AM	TUL Tulsa, OK - TUL	FLIGHT 381 SCHEDULED AIRCRAFT Boeing 737-800 Subject to change
ARRIVES	7:00 AM	STL St. Louis, MO - STL	TRAVEL TIME 1hr 15min

stop 1: St. Louis, MO - STL



DEPARTS

8:30 AM

STL

St. Louis, MO - STL

FLIGHT

955

SCHEDULED AIRCRAFT

Boeing 737-700

Subject to change



ARRIVES

11:25 AM

DCA

Washington (Reagan National), DC -
DCA

TRAVEL TIME

1hr 55min

SUBTOTAL

\$222.49

Returning 4/9/25 Wednesday

Wanna Get Away
(Passenger x1)

\$98.77



DEPARTS

5:55 PM

DCA

Washington (Reagan National), DC -
DCA

FLIGHT

3934

SCHEDULED AIRCRAFT

Boeing 737-800

Subject to change

ARRIVES

8:15 PM

DAL

Dallas (Love Field), TX - DAL

TRAVEL TIME

3hr 20min

stop 1: Dallas (Love Field), TX - DAL



DEPARTS

9:25 PM

DAL

Dallas (Love Field), TX - DAL

FLIGHT

1981

SCHEDULED AIRCRAFT

Boeing 737 MAX8

Subject to change



ARRIVES

10:30 PM

TUL

Tulsa, OK - TUL

TRAVEL TIME

1hr 5min

SUBTOTAL

\$98.77

Taxes & fees

\$74.09

Flight total

\$395.35

Icon legend



WiFi available



Live TV available



Change planes

Helpful Information:

- Starting July 1, 2023 (12:00 a.m. CT), for Wanna Get Away® or Wanna Get Away Plus™ reward travel reservations (booked with points): If you do not cancel your reservation at least 10 minutes before the flight's original scheduled departure time, any points used for booking will be forfeited, along with any taxes and fees associated with your reward travel reservation. For Anytime or Business Select® reward travel reservations: the points used for booking will be redeposited to the purchaser's Rapid Rewards® account, and any taxes and fees associated with the reward travel reservation will be converted into a Transferable Flight Credit™ for future use.
- Please read the [fare rules](#) associated with this purchase.
- When booking with Rapid Rewards points, your points balance may not immediately update in your account.
- For more information regarding Cash + Points, visit [Southwest.com/rrterms](https://www.southwest.com/rrterms)
- REAL ID Requirement:** Do you have a **REAL ID**? Beginning May 7, 2025, you will need a state-issued **REAL ID** compliant license or identification card, or another acceptable form of ID (such as a U.S. Passport), to fly within the United States. Visit www.tsa.gov for a list of acceptable forms of ID and additional information regarding **REAL ID** requirement.

Payment summary

PAYMENT INFORMATION

AMOUNT PAID



Visa 7676
XXXXXXXXXXXX7676
Expiration: 4/28

CARD HOLDER
Lamarcela Mayo

BILLING ADDRESS
**175 E 2nd St Ste 1300
TULSA, OK US 74103**

\$395.35

Total charged

SUBTOTAL	\$321.26
TAXES & FEES	\$74.09
TOTAL DOLLARS	\$395.35

[Show price breakdown](#)



Thank you for registering for the 2025 DC Water Matters Fly-In. Should you have any questions regarding your delegation, or need to cancel your registration, please let your section leader know.

Book your hotel room: <https://book.passkey.com/e/50914992>

Important thing you can do next

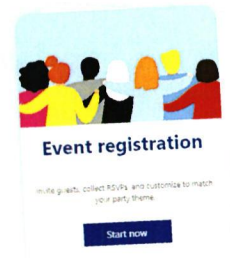
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Preliminary Fly-in Schedule:

Monday, April 7

Travel Day @ Metro Center Marriott:

5:00 - 7:00pm - Early check in

5:00 - 7:00pm - Welcome Reception for Delegates (**Not yet confirmed**)

Tuesday, April 8

Advocacy Day and Water Week Policy Forum @ multiple locations:

8:00 - 9:30am – Check in, Kick off breakfast and intro @ Metro Center Marriott

9:30 - 5:00pm - Delegates conduct advocacy meetings @ Capitol Hill

1:30 - 5:00pm - Water Week Policy Forum with NACWA/AMWA/WEF/WRF @ Hilton Washington DC National Mall The Wharf (**NEW!**)

6:00 - 8:00pm - Water Week Joint Reception @ DC Water HQ

Wednesday, April 9

Advocacy Day cont'd and Closeout @ multiple locations:

8:00 - 9:30am - Breakfast @ Metro Center Marriott

9:30am - 12pm - Delegates conduct advocacy meetings @ Capitol Hill

12:00 - 1:00pm - Debrief/closing lunch @ Metro Center Marriott

*Policy briefings and advocacy training will be conducted via webinar beforehand and recorded.

You're all set, Eric!

Confirmation number: 3222046872

We sent the details to e****@cityoftulsa.org.

Hotel Information



Hilton Garden Inn Washington DC Downtown

815 14th Street N.W.
Washington, District of Columbia 20005 USA
+1 202-783-7800

Stay Information

7 APR MON — 9 APR WED

Check-in: 3:00 PM
Check-out: 12:00 PM

Early check-in cannot be guaranteed. Contact the hotel to inquire about early check-in or late check-out.

1 room for 2 adults
1 King Bed - Non-refundable

Total room charge	\$789.15
Total taxes	\$125.87

Total for stay: \$915.02

Payment 7676 Apr 2028

Guarantee policy

Full prepayment is required for this reservation, your credit card will be charged immediately.

If you use a debit/credit card to check in, a hold may be placed on your card account for the full anticipated amount to be owed to the hotel, including estimated incidentals, through your date of check-out and such hold may not be released for 72 hours from the date of check-out or longer at the discretion of your card issuer.

Cancellation policy

If you cancel for any reason, attempt to modify this reservation, or do not arrive on your specified check-in date, your payment is non-refundable.

At check in, the front desk will verify your check-out date. Rates quoted are based on check-in date and length of stay. Should you choose to depart early, price is subject to change.

We reserve the right to cancel or modify reservations where it appears that a customer has engaged in fraudulent or inappropriate activity or under other circumstances where it appears that the reservations contain or resulted from a mistake or error.

Totals listed here are estimated based on current taxes and exchange rates (if applicable) and do not include additional fees/charges that may be incurred during your stay.

Optional services for an additional charge

Valet parking

\$59.00 / night

Pets

Pets allowed, \$75.00 non-refundable fee, 75 lbs maximum, \$75(1-4n), \$100(5+N), 2 pets max, dogs & cats only