



APPENDIX A

Proposal for Banking Services for City of Lawton

II. Banking Services Required

General Information:

Liberty National Bank is proposing the services of a financial institution to provide depository banking services beginning JANUARY 1, 2022. Liberty National Bank will perform banking services in accordance with the provisions approved by the City of Lawton and jointly agreed upon by both parties.

Services Required:

1. Check Processing

- a. Daily account statements on approximately 3 major accounts to include return of canceled checks if possible, and if possible, clearly readable check and deposit images. Daily statements are to be received within three working days.
 - i. Daily account statements will be provided reflecting the available balance and account activity detail, image of checks and deposits will be included in electronic format through our Business Online Banking. Access to statements will be available the next business day.
- b. Monthly account statements on approximately 17 accounts to be given to the City no later than three working days from the end of the month.
 - i. Monthly account statements will be provided reflecting the available balance and account activity detail, images of checks and deposits will be included in electronic format through our Business Online Banking. Access to statements will be available the next business day.
- c. Statements must provide collected balances, detail of adjustments and costs, and detail of debits and credits.
 - i. Account statements will reflect the available balance, detailed account activity and will include the images of the checks and deposits.
- d. The requirements for daily account statements can be changed to monthly statements, if, in the opinion of the City, an accurate USB Drive or equivalent media device is provided to clear checks and account access to bank statements and transactions by internet is available.
 - i. Electronic statements will be available the next business day after the statements process (daily & monthly) through our Business Online Banking at no cost.

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2. Automated Clearing House (ACH)

- a. Utility payments and direct payroll deposits will be provided electronically.
 - i. ACH Origination is available as part of our Cash Management Services through our Business Online Banking. Files for ACH payroll and Utility billing can be imported in any format. Customized ACH templates can be created for the City. We abide by the standards and guidelines established by the NACHA rules authority in preparation and timely submission of ACH files.

3. Cashier's Checks

- a. Provide cashier checks as needed. (approximately 12 annually)
 - i. Official checks will be provided upon request at no cost.

4. Safe Deposit Box

- a. Provide one safe deposit box if requested. (At present there is no requirement)
 - i. A safe deposit box will be provided upon request at no cost.

5. Wire Transfer Service

- a. The bank will provide wire transfer services. Wire services credits and debits notices will be provided the day following the transaction.
 - i. Wire services are available as part of our Cash Management Services through our Business Online Banking and/or with direct banker contact. Email notifications of wire credits and debits can be sent to desired recipients. Customized wire templates can be created for the City.

6. Collateral Pledge Agreements

- a. The bank will pledge collateral, as required by Oklahoma State Statutes, sufficient to cover all accounts not insured by FDIC.
 - i. Liberty National Bank will provide FDIC Insurance for covered accounts in accordance to the approved limit during the period it serves as the City of Lawton's depository institution. Liberty National Bank will follow the Oklahoma State Treasurer's rules applicable to local public entity deposits for all City of Lawton accounts.

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7. Check and Deposit Slips

- a. The bank must provide all checks and deposit slips for all City accounts. All products must be compatible with existing City equipment.
 - i. Checks and deposit slips will be provided upon request at no cost.

8. Night depository

- a. Locking bags and keys are required. (Approximately 42 – 2 for most divisions, 3 for divisions that work weekends, and for Utility Services)
 - i. Locking bags and keys will provided at no cost.

9. Packaged coins and currency

- a. The bank must provide approximately 3,000 rolls of coins annually and 2 to 6 packages of \$1, \$5, and \$10 bills daily.
 - i. Coin and currency will be available upon request at no additional cost.

10. Stop payment and returned checks

- a. Returned Checks will be automatically present a second time.
 - i. Handling of all returned checks will be presented a second time, as directed by the City.
- b. Stop Payments will be provided at no charge.
 - i. No fees will be assessed for payments stopped on checks issued by the City.

11. Automatic Investment of General Sundry Funds

- a. All collected balances will be invested and interest returned to the City on a daily basis at a rate to be specified in the proposal. The City's accounting office will be notified daily of the prior day's interest.
 - i. The interest on deposits accounts will be paid on a monthly basis. The rate will be based on the 4-wk Treasury Bill. The rate will change the first business day of each month and be established for the entire month. A notification will be sent to desired recipients of the new rate once the rate has been determined. Rate as of October 1, 2021 is 0.08%.
- b. Accounts other than general sundry funds will draw interest at a rate to be specified in the proposal.
 - i. The interest on deposits accounts will be paid on a monthly basis. The rate will be based on the 4-wk Treasury Bill. The rate will change the first business day of each month and be established for the entire month. A notification will be sent to desired recipients of the new rate once the rate has been determined. Rate as of October 1, 2021 is 0.08%.

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12. Internet Banking Services

- a. The City will be provided the ability to access account balances and transaction information via an internet connection. The system should provide the ability to initiate wire transactions, transmit ACH direct payroll deposits, access utility billing files for origination, electronically place stop payments on checks, and transfer funds within City accounts.
 - i. Business Online Banking and Cash Management Services will be provided to the City at no cost. Authorized users, depending on their established online access, can view account balances and/or transaction information, initiate ACH and/or Wire transactions, place Stop Payments on checks issued by the City, and/or Transfer funds between accounts. Our Business Online Banking system is customizable per user per account, allowing the City to implement dual control actions as desired.

Liberty National Bank recognizes the importance of having a direct contact to handle the City's accounts and accommodate all inquiries by the City of Lawton. The City of Lawton and City staff will have the direct and mobile phone numbers, along with email addresses of each of the bank's transition team.

Liberty National Bank's home office is located at 629 SW C Ave, Lawton OK 73501. Our home office is also a full-service banking center. The next nearest location is 4005 W Gore Blvd, Lawton OK 73505.

Branch Hours: Monday through Friday Lobby hours 7:55 am to 5:05 pm
(Drive-thru open 7:30 am until 6:00 pm and 9:00 am until Noon Saturdays)

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629 SW "C" Avenue, Lawton, Oklahoma 73501 ★ 580.351.2265 ★ LNBOK.com

