



**AGENDA FOR THE REGULAR MEETING
OF THE MOORE CITY COUNCIL
MOORE PUBLIC WORKS AUTHORITY
THE MOORE RISK MANAGEMENT BOARD
AND THE MOORE ECONOMIC DEVELOPMENT AUTHORITY
JANUARY 16, 2024 – 6:30 P.M.
301 N. BROADWAY**

The City of Moore encourages participation from all its citizens. If participation at any public meeting is not possible due to a disability (such as a hearing or speech disability) notification to the City Clerk at least forty-eight (48) hours prior to the scheduled public meeting is encouraged to allow the City to make the necessary accommodations.

1) CALL TO ORDER

- A) Roll Call
- B) Pledge of Allegiance

2) CONSENT DOCKET:

- A) Receive and approve the minutes of the regular City Council meeting held January 2, 2024. **Page 6**
- B) Accept 800.05 sq. ft. of Permanent Right-of-Way and 400.08 sq. ft. of Temporary Construction Easement from Kevin R. Reiff and Pamela J. Reiff for construction of the S. Bryant and SE 4th Street & Drainage Improvement Project. **Page 11**
- C) Accept 1,248.28 sq. ft. of Permanent Right-of-Way and 1,662.49 sq. ft. of Temporary Construction Easement from Leonard C. Mason and Cheryl Faye Mason for construction of the S. Bryant and SE 4th Street & Drainage Improvement Project. **Page 20**
- D) Adopt Resolution No. 72(23) approving the December 2023 Community Development Block Grant – Disaster Recovery (CDBG-DR) Program Internal Audit Report. **Page 29**

- E) Approve a one-year contract extension with Weaver & Tidwell, LLP for CDBG-DR internal audit services. **Page 30**
- F) Approve and ratify claims and expenditures for FY 2023-2024 in the amount of \$3,573,419.21. **Page 31**

ACTION: _____

- 3) Consider approval of a new job description for Financial Technology Support Specialist in the Finance Department and assign it to Pay Grade 111 of the salary table approved by City Council on June 20, 2016 and in accordance with the budget approved by City Council for Fiscal Year 23-24. **Human Resources Page 71**

ACTION: _____

- 4) Consider approval of a revised job description for Recreation Coordinator in the Parks and Recreation Department, change the job title to Program Coordinator, and assign it to Pay Grade 110 of the salary table approved by City Council on June 20, 2016 and in accordance with the budget approved by City Council for Fiscal Year 23-24. **Human Resources Page 77**

ACTION: _____

- 5) Consider approval of a revised job description for Environmental Services Manager in the Community Development Department and assign it to Pay Grade 117 of the salary table approved by City Council on June 20, 2016 and in accordance with the budget approved by City Council for Fiscal Year 23-24. **Human Resources Page 84**

ACTION: _____

- 6) Consider approval of an Agreement with Halff Associates, Inc. in the amount of \$340,690 for professional engineering services for the Main Street Reconstruction Project from Broadway Avenue to Eastern Avenue. **Management Page 92**

ACTION: _____

- 7) Consider approval of Change Order No. 2 with Allen Contracting in the amount of \$14,234 for Traffic Striping and a Signal Controller Upgrade for the Eastern Avenue Reconstruction Project from SE 4th Street to SE 19th Street. **Management Page 123**

ACTION: _____

- 8) Consider approval of Amendment No. 1 in the amount of \$31,000 to the Agreement with Freese and Nichols for additional hydraulic analysis and structural design of the drainage system for the SW 19th Street and Santa Fe Avenue Intersection Reconstruction Project. **Management Page 128**

ACTION: _____

- 9) Consider awarding a contract in the amount of \$67,100 to KC Demolition and Dirt Work for demolition of the Tillison Cabinet Shop located at 137 SE 4th Street for construction and maintenance of the SE 4th Street Railroad Underpass Project. **Management Page 134**

ACTION: _____

- 10) Consider approval of Ordinance No. 1047(24) amending Part 12, Chapter 2, Article A, Section 12-206(E) of the Moore Land Development Code by Removing "Tattoo and/or Body Piercing Parlors" from the Retail Sales and Services: Restricted use unit classification and adding the same to Personal Services: Restricted use unit classification; providing for severability; and providing for a repealer. **Community Development Page 142**

ACTION: _____

- 11) Consider authorizing the budgeted purchase of (3) Harris XL-185M mobile radios and (4) Harris XL-95 portable radios from L3 Harris in the amount of \$27,528.35 using the City of Norman's contract as the lowest quote. **Fire Page 145**

ACTION: _____

RECESS THE CITY COUNCIL MEETING AND CONVENE THE MOORE PUBLIC WORKS AUTHORITY MEETING.

- 12) CONSENT DOCKET:

- A) Receive and approve the minutes of the regular Moore Public Works Authority meeting held January 2, 2024.
- B) Approve and ratify claims and expenditures for FY 2023-2024 in the amount of \$1,662,734.78. **Page 149**

ACTION: _____

RECESS THE MOORE PUBLIC WORKS AUTHORITY MEETING AND CONVENE THE MOORE RISK MANAGEMENT MEETING:

13) CONSENT DOCKET:

- A) Receive and approve the minutes of the regular Moore Risk Management meeting held January 2, 2024
- B) Approve and ratify claims and expenditures for FY 2023-2024 in the amount of \$35,811.63. **Page 156**

ACTION: _____

RECESS THE MOORE RISK MANAGEMENT MEETING AND CONVENE THE MOORE ECONOMIC DEVELOPMENT AUTHORITY MEETING:

14) ROLL CALL

15) CONSENT DOCKET:

- A) Receive and approve the minutes of the regular Moore Economic Development Authority meeting held December 18, 2023. **Page 164**

ACTION: _____

RECESS THE MOORE ECONOMIC DEVELOPMENT AUTHORITY MEETING AND RECONVENE THE CITY COUNCIL MEETING:

16) NEW BUSINESS:

- A) Citizens' forum for items not on the agenda.
- B) Items from the City Council/Trustees.
- C) Items from the City/Trust Manager.

17) EXECUTIVE SESSION:

Section 307, Title 25, Oklahoma Statutes permits the public body to meet in executive session for certain specified reasons under certain specified conditions. It is the opinion of the City Attorney that the City Council may consider and adopt a motion to meet in executive session to discuss the following item(s):

- A) Discuss, consider, and if deemed appropriate, take possible action regarding pending class action litigation against 3M Company and E.I. Dupont de Nemours and Company, and other defendants, involving Per- and Polyfluoroalkyl Substances ("PFAS") filed in United States District Court, District of South Carolina; and authorization for legal counsel and staff to take action as necessary and appropriate in the interest of the City of Moore as authorized by 25 Okla. Stat. § 307(B)(4).

- B) Convene to Executive Session.
- C) Reconvene from Executive Session.
- D) Action

18) ADJOURNMENT

POSTED THIS 9TH DAY OF JANUARY 2024 AT 2:00 P.M. ON THE BULLETIN BOARD OF CITY HALL, LOCATED AT 301 NORTH BROADWAY, MOORE, OKLAHOMA. NAME OF PERSON POSTING THIS NOTICE.

Rhonda Baxter

RHONDA BAXTER, EXECUTIVE ASSISTANT

**MINUTES OF THE REGULAR MEETING OF
OF THE MOORE CITY COUNCIL
THE MOORE PUBLIC WORKS AUTHORITY
AND THE MOORE RISK MANAGEMENT BOARD
JANUARY 2, 2024 – 6:30 P.M.**

The City Council of the City of Moore met in the City Council Chambers, 301 North Broadway, Moore, Oklahoma on January 2, 2024 at 6:30 p.m. with Vice-Mayor Melissa Hunt presiding.

Adam Webb
Councilman, Ward I

Kathy Griffith
Councilwoman, Ward I

Melissa Hunt
Councilwoman, Ward II

Vacant
Councilman, Ward II

Jason Blair
Councilman, Ward III

Louie Williams
Councilman, Ward III

PRESENT: Griffith, Blair, Williams, Webb, Hunt
ABSENT: Lewis

STAFF MEMBERS PRESENT: City Manager, Brooks Mitchell; Assistant City Manager, Jerry Ihler; City Attorney, Brian Miller; City Clerk, Vanessa Kemp; Community Development Director, Elizabeth Weitman; Emergency Management Director, Gayland Kitch; Finance Director, John Parker; Fire Chief Greg Herbster; Human Resource Director, Christine Jolly; Information Technology Director, David Thompson; Parks and Recreation Director, Sue Wood; Police Chief Todd Gibson; Police Sergeant David Dickinson; Public Affairs Director, Deidre Ebrey; Public Works Director, Tony Mensah; and Veolia Water Project Manager, Robert Pistole.

Audio recording of the meeting did not begin until the reading of the Consent Docket.

Agenda Item Number 2 being:

CONSENT DOCKET:

- A) RECEIVE AND APPROVE THE MINUTES OF THE REGULAR CITY COUNCIL MEETING HELD DECEMBER 18, 2023.
- B) ADOPT RESOLUTION NO. 67(23) APPROVING THE DECEMBER 2023 COMMUNITY DEVELOPMENT BLOCK GRANT – DISASTER RECOVERY (CDBG-DR) PROGRAM INTERNAL AUDIT REPORT.
- C) APPROVE AND RATIFY CLAIMS AND EXPENDITURES FOR FY 2023-2024 IN THE AMOUNT OF \$4,904,196.06.

Councilman Williams moved to approve the Consent Docket in its entirety, second by Councilman Blair Motion carried unanimously.

Ayes: Griffith, Blair, Williams, Webb, Hunt
Nays: None
Absent: Lewis

Agenda Item Number 3 being:

CONSIDER AUTHORIZING THE PURCHASE AND INSTALLATION OF A KWIK-WALL FOLDING PANEL PARTITION FOR THE MOORE POLICE ADVANCEMENT CENTER FROM MURRAY WOMBLE, INC., AS A SOLE SOURCE PROVIDER, IN THE AMOUNT OF \$38,805.00.

Police Chief Todd Gibson stated that the proposed purchase was for a partition that when needed could be used to divide a large classroom at the Moore Police Advancement Center into two smaller classrooms. He noted that the purchase would be from Murray Womble, Inc. as a sole source provider.

Councilman Webb moved to authorize the purchase and installation of a Kwik-Wall folding panel partition for the Moore Police Advancement Center from Murray Womble, Inc., as a sole source provider, in the amount of \$38,805.00, second by Councilman Williams. Motion carried unanimously.

Ayes: Griffith, Blair, Williams, Webb, Hunt
Nays: None
Absent: Lewis

Agenda Item Number 4 being:

CONSIDER AUTHORIZING THE PURCHASE AND INSTALLATION OF A 40-PANEL SIMULATOR TRAINING ROOM MOVEABLE WALL AND DOOR SYSTEM FOR THE MOORE POLICE ADVANCEMENT CENTER FROM MOBILE POLICE TRAINING STRUCTURES, AS A SOLE SOURCE PROVIDER, IN THE AMOUNT OF \$51,620.00.

Police Chief Todd Gibson advised that the proposed purchase of a 40-panel simulator training room moveable wall and door system would be used at the Moore Police Advancement Center for force-on-force training scenarios. Chief Gibson stated that the movable wall system would allow for the scenarios to be changed. The purchase would be made through Mobile Police Training Structures as a sole source provider.

Councilman Webb moved to authorize the purchase and installation of a 40-panel simulator training room moveable wall and door system for the Moore Police Advancement Center from Mobile Police Training Structures, as a sole source provider, in the amount of \$51,620.00, second by Councilman Williams. Motion carried unanimously.

Ayes: Griffith, Blair, Williams, Webb, Hunt
Nays: None
Absent: Lewis

Agenda Item Number 5 being:

CONSIDER APPROVAL OF A UTILITY RELOCATION AGREEMENT WITH OKLAHOMA GAS GATHERING, LLC FOR THE RELOCATION AND RE-BORING OF A 6" GAS LINE UNDER SE 4TH STREET WEST OF THE BNSF RAILROAD TRACKS FOR CONSTRUCTION AND MAINTENANCE OF THE SE 4TH STREET RAILROAD

UNDERPASS PROJECT IN THE ESTIMATED AMOUNT OF \$217,675.45 TO BE PAID BY THE CITY OF MOORE.

Jerry Ihler, Assistant City Manager, stated that the proposed agreement with Oklahoma Gas Gathering ("OGG") is for the relocation of a 6" steel pipe located west of the railroad tracks and east of Randall's Heat & Air as part of the SE 4th Street railroad underpass project. Mr. Ihler advised that the line would be lowered from its current depth of 6' to a depth of 36' at its lowest point. He advised that the cost is calculated based on the total length of pipe and ownership of the right-of-way. Oklahoma Gas Gathering must pay to cross the City's right-of-way; however, the City is responsible for the relocation of the remaining pipe in the private OGG right-of-way. Therefore, the City's share would be 72.5% of the total cost or \$217,675.45.

Councilman Williams moved to approve a Utility Relocation Agreement with Oklahoma Gas Gathering, LLC for the relocation and re-boring of a 6" gas line under SE 4th Street west of the BNSF railroad tracks for construction and maintenance of the SE 4th Street Railroad Underpass Project in the estimated amount of \$217,675.45 to be paid by the City of Moore, second by Councilwoman Griffith. Motion carried unanimously.

Ayes: Griffith, Blair, Williams, Webb, Hunt
Nays: None
Absent: Lewis

Addendum Item Number 5.1 being:

CONSIDER AUTHORIZING THE ENGINE OVERHAUL OF FIRE ENGINE NO. 3 FROM RUSH TRUCKS, AS A SOLE SOURCE PROVIDER, IN THE AMOUNT OF \$41,820.22.

Tony Mensah, Public Works Director, advised that Fire Engine 3 has been out of service for approximately two to three months. It was taken to Rush Trucks for a diagnostic of needed repairs which was originally estimated to cost \$21,000. However, after work began on the engine it was determined that additional repairs were necessary requiring a complete overhaul of the engine. This resulted in the amount of the cost estimate increasing to a total amount of \$41,820.22.

Councilman Williams moved to authorize the engine overhaul of Fire Engine No. 3 from Rush Trucks, as a sole source provider, in the amount of \$41,820.22, second by Councilman Webb. Motion carried unanimously.

Ayes: Griffith, Blair, Williams, Webb, Hunt
Nays: None
Absent: Lewis

THE CITY COUNCIL MEETING WAS RECESSED AND THE MOORE PUBLIC WORKS AUTHORITY MEETING WAS CONVENED AT 6:36 P.M.

Agenda Item Number 6 being:

CONSENT DOCKET:

- A) RECEIVE AND APPROVE THE MINUTES OF THE REGULAR MOORE PUBLIC WORKS AUTHORITY MEETING HELD DECEMBER 18, 2023.

- B) APPROVE AND RATIFY CLAIMS AND EXPENDITURES FOR FY 2023-2024 IN THE AMOUNT OF \$1,349,938.03.

Trustee Williams moved to approve the consent docket in its entirety, second by Trustee Griffith. Motion carried unanimously.

Ayes: Griffith, Blair, Williams, Webb, Hunt
Nays: None
Absent: Lewis

THE MOORE PUBLIC WORKS AUTHORITY MEETING WAS RECESSED AND THE MOORE RISK MANAGEMENT MEETING WAS CONVENED AT 6:37 P.M.

Agenda Item Number 7 being:

CONSENT DOCKET:

- A) RECEIVE AND APPROVE THE MINUTES OF THE REGULAR MOORE RISK MANAGEMENT MEETING HELD DECEMBER 18, 2023.
- B) APPROVE AND RATIFY CLAIMS AND EXPENDITURES FOR FY 2023-2024 IN THE AMOUNT OF \$408,495.57.

Trustee Williams moved to approve the consent docket in its entirety, second by Trustee Webb. Motion carried unanimously.

Ayes: Griffith, Blair, Williams, Webb, Hunt
Nays: None
Absent: Lewis

THE MOORE RISK MANAGEMENT MEETING WAS RECESSED AND THE CITY COUNCIL MEETING RECONVENED WITH VICE-MAYOR MELISSA HUNT PRESIDING AT 6:37 P.M.

Agenda Item Number 8 being:

NEW BUSINESS:

- A) CITIZENS' FORUM FOR ITEMS NOT ON THE AGENDA.

There were no citizens to speak.

- B) ITEMS FROM THE CITY COUNCIL/MPWA TRUSTEES.

There were no items from the City Council.

- C) ITEMS FROM THE CITY/TRUST MANAGER.

There were no items from the City Manager.

Agenda Item Number 9 being:

ADJOURNMENT

Councilman Williams moved to adjourn the City Council meeting, second by Councilwoman Griffith. Motion carried unanimously.

Ayes: Griffith, Blair, Williams, Webb, Hunt
Nays: None
Absent: Lewis

The City Council, Moore Public Works Authority, and Moore Risk Management meetings were adjourned at 6:38 p.m.

TRANSCRIBED BY:

RHONDA BAXTER, Executive Assistant

FOR:

KATHY GRIFFITH, MPWA Secretary

These minutes passed and approved as noted this ____ day of _____, 2024.

ATTEST:

VANESSA KEMP, City Clerk



SUMMARY OF ACQUISITION

CITY: Moore, PROJECT: South Bryant Ave. Street Rehabilitation PARCEL(S) 3A, 3

PROPERTY LOCATION: Section 13, Township 10N, Range 3W, Cleveland County

BUYER: **City of Moore, Oklahoma**

SELLER: PROPERTY OWNER(S), NAME AND ADDRESS:

Kevin R. Reiff and Pamela J. Reiff
405 S. Bryant Ave
Moore, OK 73160

ASSIGNMENT: Kevin R. Reiff and Pamela J. Reiff, husband and wife

MORTGAGES AND LIENS: None

IMPROVEMENTS: None

DAMAGES: None

PROPERTY OWNER(S)/SELLER(S) WILL EXECUTE AND SUBMIT TO THE BUYER, THE FOLLOWING DOCUMENTS:

Permanent Right-of-Way for Parcel 3A for 0.02 Acres

Temporary Construction Easement for Parcel 3.0 for 0.009 Acres

ACQUISITION AMOUNT FOR LAND, IMPROVEMENTS AND DAMAGES: \$5,980.00

BUYER AND SELLER AGREE:

Payment includes any and all damages.

The Seller is responsible for constructing the new mailbox.

The City's contractor will repair/restore the irrigation system at their own cost if it is damaged during construction.

UPON RECEIPT OF SIGNED DOCUMENTS, BUYER, WILL PREPARE THE FOLLOWING:

Check in the amount of \$5,980.00 to Kevin R. Reiff and Pamela J. Reiff

Check in the amount of _____ to _____

Check in the amount of _____ to _____

Kevin R. Reiff
PROPERTY OWNER
Kevin R. Reiff

12/21/2023
DATE

Pamela J. Reiff
PROPERTY OWNER
Pamela J. Reiff

12/21/2023
DATE

Lauren Mueggenborg
ACQUISITION AGENT
Lauren Mueggenborg

12/21/2023
DATE



Project: South Bryant Ave. Street Rehabilitation
City of Moore
Parcel #: 3A

Permanent Roadway EASEMENT

KNOW ALL MEN BY THESE PRESENTS:

That Kevin R. Reiff and Pamela J. Reiff, husband and wife

of Cleveland County, State of Oklahoma, hereinafter called the Grantors (whether one or more), for and in consideration of the sum of ten (10) dollars (\$ 10.00) and other good, valuable and sufficient considerations, do hereby grant, bargain, sell, convey and dedicate unto the City of Moore, Oklahoma hereinafter called the Grantee, a perpetual easement over, under, and across the following described lots or parcels of land, to-wit:

See attached Exhibit "A" – Legal Description

For the same considerations hereinbefore recited, this easement is granted for the purpose of enabling said Grantee, its officers, agents, contractors, and employees, now or at any time in perpetuity and at its discretion, to go upon, construct, build, maintain, and regulate a public highway of facilities necessary and incidental thereto, including the airspace above and removal of any and all dirt, rock, gravel, sand and other road building materials, reserving and excepting unto said Grantors the mineral rights therein provided, however, that any explorations or development of said reserved mineral rights shall not directly or indirectly interfere with the use of said land for the purposes herein granted; and reserving unto said Grantors the right of ingress and egress to said public highway from the remaining lands of the Grantors.

To have and to hold said above described premises unto the said City of Moore, Oklahoma free, clear and discharged from any and all claims of damages or injury that may be sustained directly or indirectly to the remaining lands of the Grantors by reason of the construction and maintenance of a public highway and all highway excavations, embankments, structures, bridges, drains, sight distance of safety areas and other facilities that may now or hereafter be, in the discretion of the grantee, necessary for the construction and maintenance of a public highway and incidental facilities over, across or along the above described tract of land; the supervision and control of said public highway to be in such municipality, county or other agency of the State of Oklahoma as has or may have jurisdiction thereof by the laws of the State of Oklahoma; and said Grantee, its officers, agents, contractors and employees are hereby granted free access to said property for the purpose of entering upon, constructing, maintaining or regulating the use of said public highway and incidental facilities.

Said Grantors hereby covenant and warrant that at the time of delivery of these presents they are the owners in fee simple of the above-described premises and that same are free and clear of all liens and claims whatsoever, except None

The undersigned Grantors hereby designate and appoint themselves as agent to execute the claim and receive the compensation herein named.

IN WITNESS WHEREOF, the Grantors herein named have hereunto set their hands and seals this the 21st day of December, 2023.

Kevin R. Reiff
Kevin R. Reiff
Pamela J. Reiff
Pamela J. Reiff



Individual Acknowledgement

Individual Acknowledgement

Trust/LLC/Corporation Acknowledgement

Trust/LLC/Corporation Acknowledgement

State of Oklahoma)
County of Cleveland) §

Before me, _____ a Notary Public in and for this State, on this ____ day of _____, personally appeared Kevin R. Reiff and Pamela J. Reiff

to me known to be the identical person(s) who executed the within and foregoing instrument, and acknowledged to me that _____ they executed the same as _____ their free and voluntary act and deed for the uses and purposes therein set forth.

Witness my hand and seal the day and year last above written.

My Commission expires: 11-17-2026
Commission No. 22015527

Lauren Mueggenborg
Notary Public

State of _____)
County of _____) §

Before me, _____ in and for this State, on this ____ day of _____, personally appeared _____

to me known to be the identical person(s) who executed the within and foregoing instrument, and acknowledged to me that _____ executed the same as _____ free and voluntary act and deed for the uses and purposes therein set forth.

Witness my hand and seal the day and year last above written.

My Commission expires: _____
Commission No. _____ Notary Public

State of _____)
County of _____) §

Before me, _____ in and for this State, on this ____ day of _____, personally appeared _____ to

me known to be the identical person who subscribed the name of the maker thereof to the foregoing instrument as its _____, and acknowledged to me that _____ executed the same as _____ free and voluntary act and deed, and as the free and voluntary act and deed of the _____ for the uses and purposes therein set forth.

Witness my hand and seal the day and year last above written.

My Commission expires: _____
Commission No. _____ Notary Public

State of _____)
County of _____) §

Before me, _____ in and for this State, on this ____ day of _____, personally appeared _____ to

me known to be the identical person who subscribed the name of the maker thereof to the foregoing instrument as its _____, and acknowledged to me that _____ executed the same as _____ free and voluntary act and deed, and as the free and voluntary act and deed of the _____ for the uses and purposes therein set forth.

Witness my hand and seal the day and year last above written.

My Commission expires: _____
Commission No. _____ Notary Public

STATE OF OKLAHOMA)
) ss.
COUNTY OF CLEVELAND)

NOW, on this _____, the City Council of the City of Moore, State of Oklahoma, a municipal corporation, acting for and in behalf of said municipal corporation, during regular session, does hereby approve and accept from the named Grantor this delivered easement and directs the City Manager and Clerk of said City of Moore to indicate the same by their signatures and seal of the City of Moore, State of Oklahoma.

CITY OF MOORE, OKLAHOMA

Glenn Lewis, Mayor

Brooks Mitchell, City Manager

(SEAL)

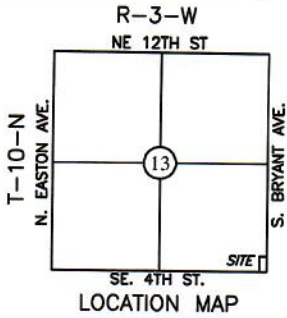
ATTEST:

CITY CLERK

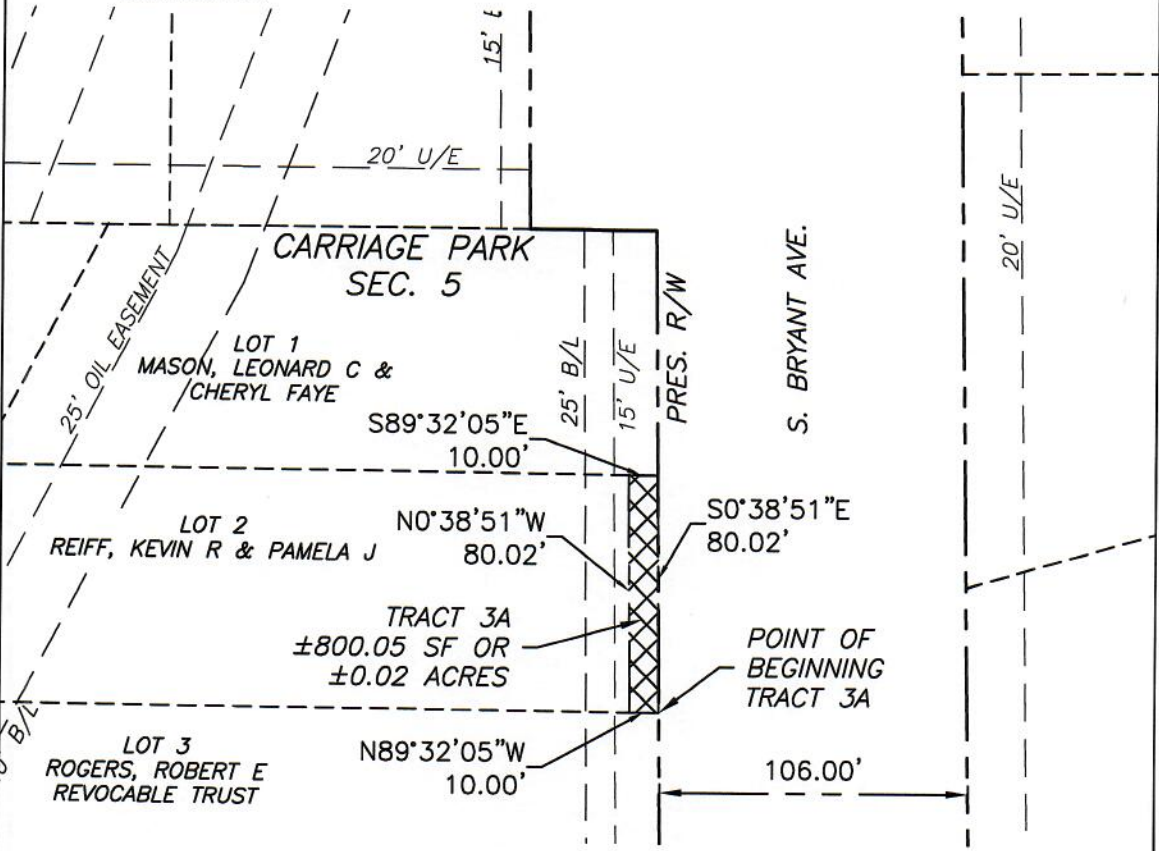
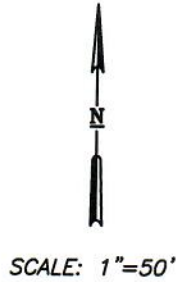
Approved as to form and legality this _____ day of _____, 20____.

CITY ATTORNEY

RIGHT-OF-WAY EASEMENT EXHIBIT A



SURVEYOR
Meshek & Associates, LLC
 1437 South Boulder Ave. Ste. 1550
 Tulsa, Oklahoma 74119
 Certificate of Authorization No. 1478
 Expires June 30, 2025



LEGAL DESCRIPTION

PART OF LOT 2, BLOCK 1, CARRIAGE PARK ADDITION, SEC. 5, BEING A PART OF SEC. 13, T-10-N, R-3-W, I.M. CLEVELAND COUNTY, OKLAHOMA, MORE PARTICULARLY DESCRIBED AS:

BEGINNING AT THE SOUTHEAST CORNER OF SAID LOT 2, BLOCK 1, CARRIAGE PARK ADDITION, SEC. 5.; THENCE N89°32'05"W ALONG THE SOUTH LINE OF SAID LOT 2 A DISTANCE OF 10.00 FEET; THENCE N00°38'51"W A DISTANCE OF 80.02 FEET TO A POINT ON THE NORTH LINE OF SAID LOT 2; THENCE S89°32'05"E ALONG THE NORTH LINE OF SAID LOT 2 A DISTANCE OF 10.00 FEET TO A POINT ON THE EXISTING WEST RIGHT-OF-WAY LINE OF S. BRYANT AVE.; THENCE S00°38'51"E ALONG SAID RIGHT-OF-WAY A DISTANCE OF 80.02 FEET TO THE POINT OF BEGINNING, CONTAINING 800.05 SF OR 0.02 ACRES MORE OR LESS.

SURVEYOR'S CERTIFICATION

I, MICHAEL ROYCE, A PROFESSIONAL LAND SURVEYOR IN THE STATE OF OKLAHOMA, DO HEREBY STATE THAT THE ABOVE MAP REPRESENTS A SURVEY PERFORMED IN THE FIELD AND IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF AS OF THIS DATE. THIS EXHIBIT MEETS THE OKLAHOMA MINIMUM STANDARDS FOR THE PRACTICE OF LAND SURVEYING AS ADOPTED BY THE OKLAHOMA STATE BOARD OF LICENSURE FOR PROFESSIONAL ENGINEERS AND LAND SURVEYORS

Michael Royce
 MICHAEL ROYCE PLS# 1627
 NO. CA 1487
 EXP. 06/30/2025

06/05/23
 DATE OF SIGNATURE





Project: South Bryant Ave. Street Rehabilitation
City of Moore
Parcel #: 3.0

TEMPORARY CONSTRUCTION EASEMENT

KNOW ALL MEN BY THESE PRESENTS:

THAT Kevin R. Reiff and Pamela J. Reiff, husband and wife
of Cleveland County, State of Oklahoma, for and in consideration of the sum of one (1)----- DOLLARS
(\$ 1.00) and other good, valuable and consideration, has/have this day sold to the City of Moore, Oklahoma a temporary
easement over the following described land, to-wit:

See attached Exhibit "A" – Legal Description

It is a condition of this easement that it shall not be filed for record and that all rights conveyed to the City of Moore, Oklahoma and the Transportation Commission by this instrument shall terminate upon completion of the project.

Grantor(s) hereby covenant(s) and warrant(s) that at the time of execution of this easement, Kevin R. Reiff and Pamela J. Reiff owner(s) in fee simple of the above described tract that said tract is free and clear of all liens of any nature whatsoever except none

The undersigned owner(s) hereby designate and appoint themselves
as agent to execute the claim and receive the compensation herein named for said right-of-way.

IN WITNESS WHEREOF, the Grantor(s) herein named have hereunto set their hands and seals this the 21st
day of December, 2023 .

[Signature]
Kevin R. Reiff
[Signature]
Pamela J. Reiff



State of Oklahoma)
) §
County of Cleveland)

Before me, _____ a Notary Public in and for this State, on this 21st day of December, 2023, personally appeared Kevin R. Reiff and Pamela J. Reiff

to me known to be the identical person(s) who executed the within and foregoing instrument, and acknowledged to me that _____ they _____ executed the same as _____ their _____ free and voluntary act and deed for the uses and purposes therein set forth.

Witness my hand and seal the day and year last above written.

My Commission expires: 11-17-2026
Commission No. 22015527

Lauren Mueggenborg
Notary Public

Individual Acknowledgement

State of Oklahoma)
) §
County of _____)

Before me, _____ in and for this State, on this ____ day of _____, _____, personally appeared _____

to me known to be the identical person(s) who executed the within and foregoing instrument, and acknowledged to me that _____ executed the same as _____ free and voluntary act and deed for the uses and purposes therein set forth.

Witness my hand and seal the day and year last above written.

My Commission expires: _____
Commission No. _____ Notary Public

Individual Acknowledgement

State of Oklahoma)
) §
County of _____)

Before me, _____ in and for this State, on this ____ day of _____, _____, personally appeared _____ to me known to be the identical person who subscribed the name of the maker thereof to the foregoing instrument as its _____, and acknowledged to me that _____ executed the same as _____ free and voluntary act and deed, and as the free and voluntary act and deed of the _____ for the uses and purposes therein set forth.

Witness my hand and seal the day and year last above written.

My Commission expires: _____
Commission No. _____ Notary Public

Trust/LLC/Corporation Acknowledgment

State of Oklahoma)
) §
County of _____)

Before me, _____ in and for this State, on this ____ day of _____, _____, personally appeared _____ to me known to be the identical person who subscribed the name of the maker thereof to the foregoing instrument as its _____, and acknowledged to me that _____ executed the same as _____ free and voluntary act and deed, and as the free and voluntary act and deed of the _____ for the uses and purposes therein set forth.

Witness my hand and seal the day and year last above written.

My Commission expires: _____
Commission No. _____ Notary Public

Trust/LLC/Corporation Acknowledgment

STATE OF OKLAHOMA)

) ss.

COUNTY OF CLEVELAND)

NOW, on this _____, the City Council of the City of Moore, State of Oklahoma, a municipal corporation, acting for and in behalf of said municipal corporation, during regular session, does hereby approve and accept from the named Grantor this delivered easement and directs the City Manager and Clerk of said City of Moore to indicate the same by their signatures and seal of the City of Moore, State of Oklahoma.

CITY OF MOORE, OKLAHOMA

Glenn Lewis, Mayor

Brooks Mitchell, City Manager

(SEAL)

ATTEST:

CITY CLERK

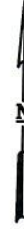
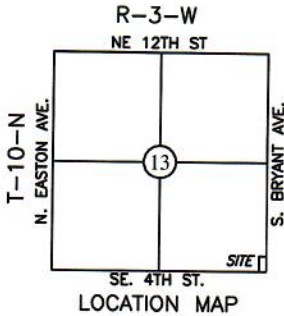
Approved as to form and legality this _____ day of _____, 20____.

CITY ATTORNEY

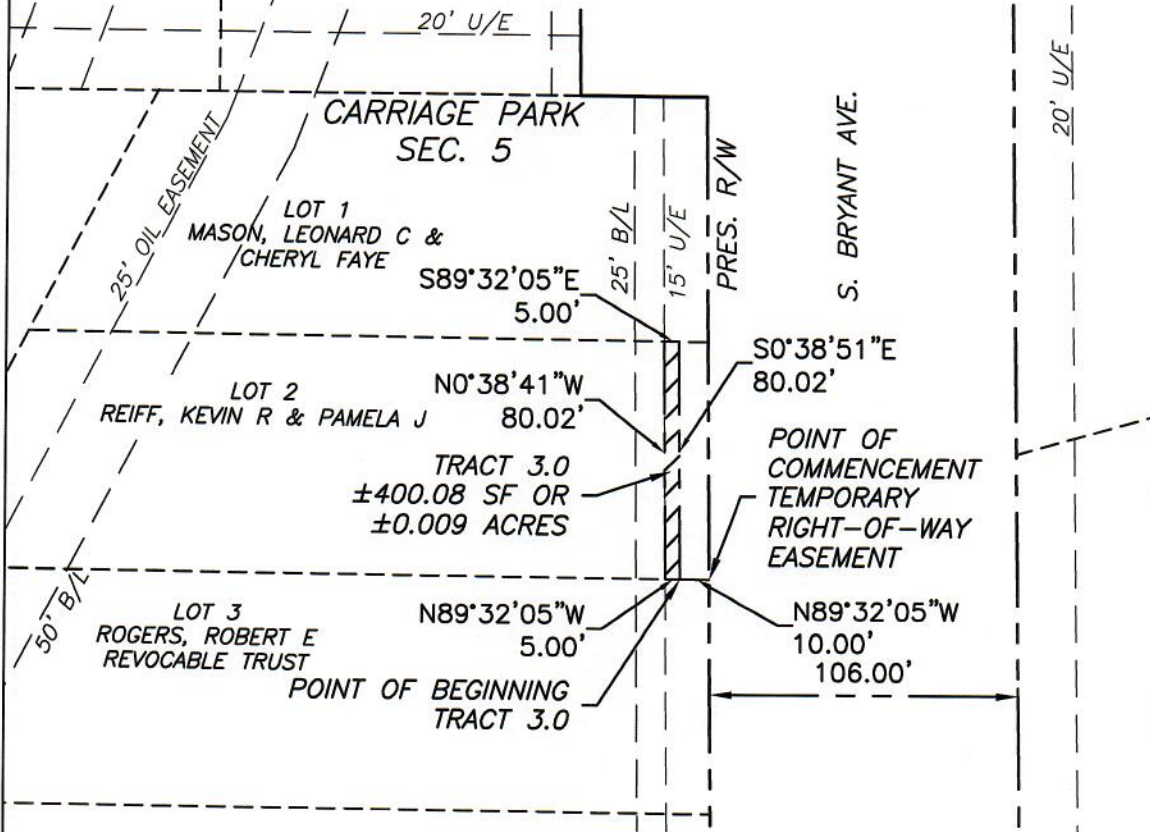
TEMPORARY RIGHT-OF-WAY EASEMENT EXHIBIT A

SURVEYOR

Meshek & Associates, LLC
1437 South Boulder Ave. Ste. 1550
Tulsa, Oklahoma 74119
Certificate of Authorization No. 1478
Expires June 30, 2025



SCALE: 1"=50'



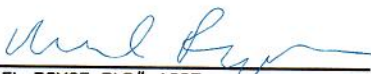
LEGAL DESCRIPTION

PART OF LOT 2, BLOCK 1, CARRIAGE PARK ADDITION, SEC. 5, BEING A PART OF SEC. 13, T-10-N, R-3-W, I.M. CLEVELAND COUNTY, OKLAHOMA, MORE PARTICULARLY DESCRIBED AS:

COMMENCING AT THE SOUTHEAST CORNER OF SAID LOT 2, BLOCK 1, CARRIAGE PARK ADDITION, SEC. 5; THENCE N89°32'05"W ALONG THE SOUTH LINE OF SAID LOT 2 A DISTANCE OF 10.00 FEET TO THE POINT OF BEGINNING; THENCE CONTINUING ALONG SAID SOUTH LINE N89°32'05"W A DISTANCE OF 5.00 FEET; THENCE N00°38'41"W A DISTANCE OF 80.02 FEET TO A POINT ON THE NORTH LINE OF SAID LOT 2; THENCE S89°32'04"E ALONG THE NORTH LINE OF SAID LOT 2 A DISTANCE OF 5.00 FEET; THENCE S00°38'51"E A DISTANCE OF 80.02 FEET TO THE POINT OF BEGINNING, CONTAINING 400.08 SF OR 0.009 ACRES MORE OR LESS.

SURVEYOR'S CERTIFICATION

I, MICHAEL ROYCE, A PROFESSIONAL LAND SURVEYOR IN THE STATE OF OKLAHOMA, DO HEREBY STATE THAT THE ABOVE MAP REPRESENTS A SURVEY PERFORMED IN THE FIELD AND IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF AS OF THIS DATE. THIS EXHIBIT MEETS THE OKLAHOMA MINIMUM STANDARDS FOR THE PRACTICE OF LAND SURVEYING AS ADOPTED BY THE OKLAHOMA STATE BOARD OF LICENSURE FOR PROFESSIONAL ENGINEERS AND LAND SURVEYORS


MICHAEL ROYCE PLS# 1627
NO. CA 1487
EXP. 06/30/2025

06/05/23
DATE OF SIGNATURE





SUMMARY OF ACQUISITION

CITY: Moore, PROJECT: South Bryant Ave. Street Rehabilitation PARCEL(S) 4A, 4

PROPERTY LOCATION: Section 13, Township 10N, Range 3W, Cleveland County

BUYER: City of Moore, Oklahoma

SELLER: PROPERTY OWNER(S), NAME AND ADDRESS:

Leonard C. Mason and Cheryl Faye Mason
401 S. Bryant Ave
Moore, OK 73160

ASSIGNMENT: Leonard C. Mason and Cheryl Faye Mason, husband and wife

MORTGAGES AND LIENS: None

IMPROVEMENTS: None

DAMAGES: None

PROPERTY OWNER(S)/SELLER(S) WILL EXECUTE AND SUBMIT TO THE BUYER, THE FOLLOWING DOCUMENTS:

Permanent Right-of-Way for Parcel 4A for 0.03 Acres

Temporary Construction Easement for Parcel 4.0 for 0.04 Acres

ACQUISITION AMOUNT FOR LAND, IMPROVEMENTS AND DAMAGES: \$9,200.00

BUYER AND SELLER AGREE:

Payment includes any and all damages.

The tree located at approx. Sta. 14+75 LT 15' will be removed by the City.

The driveway at Sta. 14+45.75 LT will be widened to the north by approx. 12'.

The Seller is responsible for constructing the new mailbox.

The City's contractor will repair/restore the irrigation system at their own cost if it is damaged during construction.

UPON RECEIPT OF SIGNED DOCUMENTS, BUYER, WILL PREPARE THE FOLLOWING:

Check in the amount of \$9,200.00 to Leonard C. Mason and Cheryl Faye Mason

Check in the amount of _____ to _____

Check in the amount of _____ to _____

Leonard C. Mason
PROPERTY OWNER

Leonard C. Mason

12-21-2023
DATE

Cheryl Faye Mason
PROPERTY OWNER

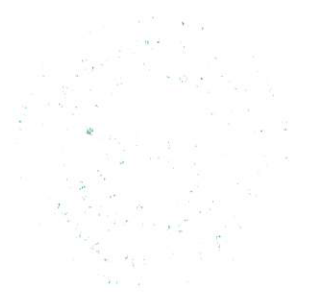
Cheryl Faye Mason

12-21-2023
DATE

Lauren Mueggenborg
ACQUISITION AGENT

Lauren Mueggenborg

12-21-2023
DATE



Project: South Bryant Ave. Street Rehabilitation
City of Moore
Parcel #: 4A

Permanent Roadway EASEMENT

KNOW ALL MEN BY THESE PRESENTS:

That Leonard C. Mason and Cheryl Faye Mason, husband and wife
of Cleveland County, State of Oklahoma, hereinafter called the Grantors (whether one or more),
for and in consideration of the sum of ten (10) dollars -----(\$ 10.00)
and other good, valuable and sufficient considerations, do hereby grant, bargain, sell, convey and dedicate unto the
City of Moore, Oklahoma hereinafter called the Grantee, a perpetual easement over, under, and across the following
described lots or parcels of land, to-wit:

See attached Exhibit "A" – Legal Description

For the same considerations hereinbefore recited, this easement is granted for the purpose of enabling said Grantee, its officers, agents, contractors, and employees, now or at any time in perpetuity and at its discretion, to go upon, construct, build, maintain, and regulate a public highway of facilities necessary and incidental thereto, including the airspace above and removal of any and all dirt, rock, gravel, sand and other road building materials, reserving and excepting unto said Grantors the mineral rights therein provided, however, that any explorations or development of said reserved mineral rights shall not directly or indirectly interfere with the use of said land for the purposes herein granted; and reserving unto said Grantors the right of ingress and egress to said public highway from the remaining lands of the Grantors.

To have and to hold said above described premises unto the said City of Moore, Oklahoma free, clear and discharged from any and all claims of damages or injury that may be sustained directly or indirectly to the remaining lands of the Grantors by reason of the construction and maintenance of a public highway and all highway excavations, embankments, structures, bridges, drains, sight distance of safety areas and other facilities that may now or hereafter be, in the discretion of the grantee, necessary for the construction and maintenance of a public highway and incidental facilities over, across or along the above described tract of land; the supervision and control of said public highway to be in such municipality, county or other agency of the State of Oklahoma as has or may have jurisdiction thereof by the laws of the State of Oklahoma; and said Grantee, its officers, agents, contractors and employees are hereby granted free access to said property for the purpose of entering upon, constructing, maintaining or regulating the use of said public highway and incidental facilities.

Said Grantors hereby covenant and warrant that at the time of delivery of these presents they are the owners in fee simple of the above-described premises and that same are free and clear of all liens and claims whatsoever, except None

The undersigned Grantors hereby designate and appoint themselves
as agent to execute the claim and receive the compensation herein named.

IN WITNESS WHEREOF, the Grantors herein named have hereunto set their hands and seals this the 21st
day of December, 2023

Leonard C. Mason
Leonard C. Mason
Cheryl Faye Mason
Cheryl Faye Mason



Individual Acknowledgement

Individual Acknowledgement

Trust/LLC/Corporation Acknowledgement

Trust/LLC/Corporation Acknowledgement

State of Oklahoma)
County of Cleveland) §

Before me, _____ a Notary Public in and for this State, on this ____ day of _____, personally appeared Leonard C. Mason and Cheryl Faye Mason

to me known to be the identical person(s) who executed the within and foregoing instrument, and acknowledged to me that _____ they executed the same as _____ their free and voluntary act and deed for the uses and purposes therein set forth.

Witness my hand and seal the day and year last above written.

My Commission expires: 11-17-2026
Commission No. 22015527

Lauren Mueggenborg
Notary Public

State of _____)
County of _____) §

Before me, _____ in and for this State, on this ____ day of _____, personally appeared _____

to me known to be the identical person(s) who executed the within and foregoing instrument, and acknowledged to me that _____ executed the same as _____ free and voluntary act and deed for the uses and purposes therein set forth.

Witness my hand and seal the day and year last above written.

My Commission expires: _____
Commission No. _____ Notary Public

State of _____)
County of _____) §

Before me, _____ in and for this State, on this ____ day of _____, personally appeared _____ to me known to be the identical person who subscribed the name of the maker thereof to the foregoing instrument as its _____, and acknowledged to me that _____ executed the same as _____ free and voluntary act and deed, and as the free and voluntary act and deed of the _____ for the uses and purposes therein set forth.

Witness my hand and seal the day and year last above written.

My Commission expires: _____
Commission No. _____ Notary Public

State of _____)
County of _____) §

Before me, _____ in and for this State, on this ____ day of _____, personally appeared _____ to me known to be the identical person who subscribed the name of the maker thereof to the foregoing instrument as its _____, and acknowledged to me that _____ executed the same as _____ free and voluntary act and deed, and as the free and voluntary act and deed of the _____ for the uses and purposes therein set forth.

Witness my hand and seal the day and year last above written.

My Commission expires: _____
Commission No. _____ Notary Public

STATE OF OKLAHOMA)
) ss.
COUNTY OF CLEVELAND)

NOW, on this _____, the City Council of the City of Moore, State of Oklahoma, a municipal corporation, acting for and in behalf of said municipal corporation, during regular session, does hereby approve and accept from the named Grantor this delivered easement and directs the City Manager and Clerk of said City of Moore to indicate the same by their signatures and seal of the City of Moore, State of Oklahoma.

CITY OF MOORE, OKLAHOMA

Glenn Lewis, Mayor

Brooks Mitchell, City Manager

(SEAL)

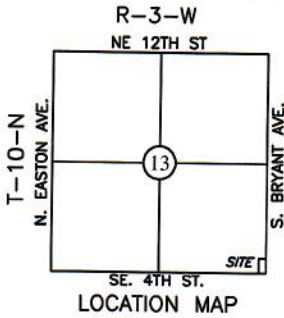
ATTEST:

CITY CLERK

Approved as to form and legality this _____ day of _____, 20____.

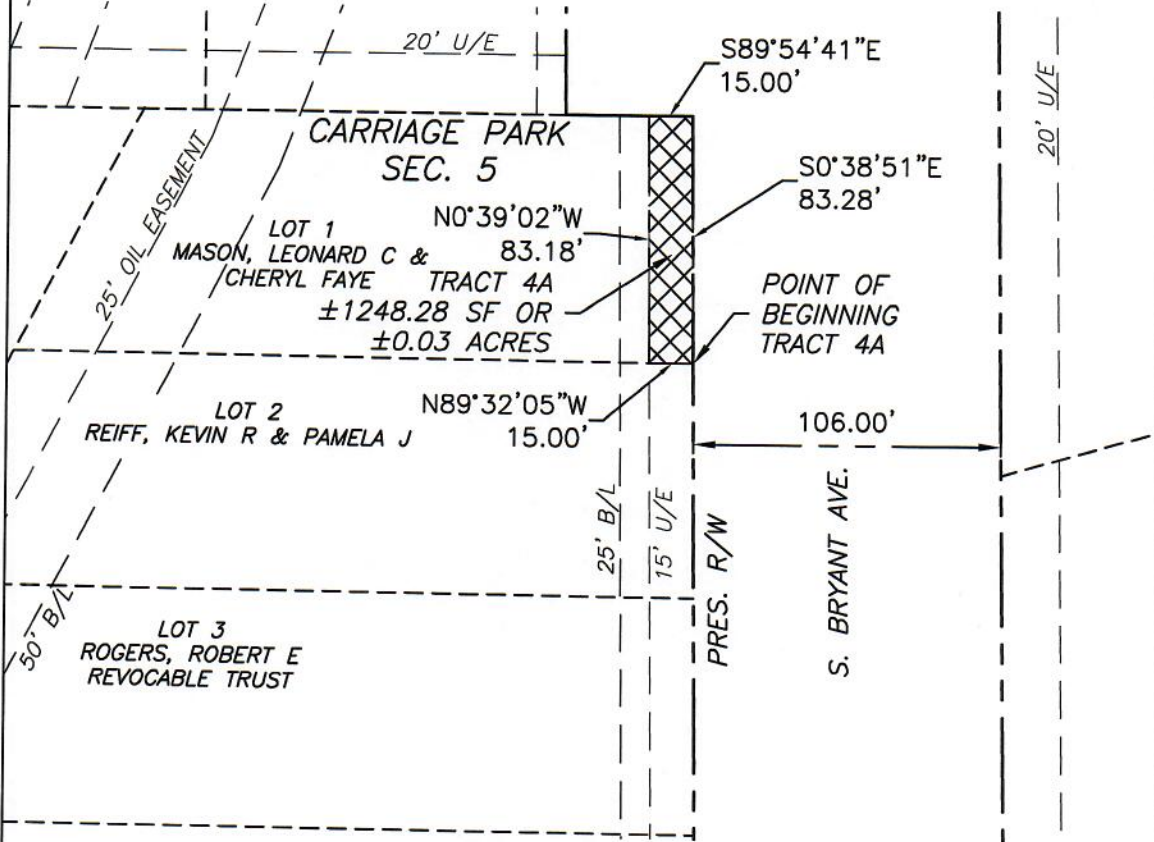
CITY ATTORNEY

**RIGHT-OF-WAY
EASEMENT EXHIBIT A**



SURVEYOR
Meshek & Associates, LLC
 1437 South Boulder Ave. Ste. 1550
 Tulsa, Oklahoma 74119
 Certificate of Authorization No. 1478
 Expires June 30, 2025

N
 SCALE: 1"=50'



LEGAL DESCRIPTION

PART OF LOT 1, BLOCK 1, CARRIAGE PARK ADDITION, SEC. 5, BEING A PART OF SEC. 13, T-10-N, R-3-W, I.M. CLEVELAND COUNTY, OKLAHOMA, MORE PARTICULARLY DESCRIBED AS:

BEGINNING AT THE SOUTHEAST CORNER OF SAID LOT 1, BLOCK 1, CARRIAGE PARK ADDITION, SEC. 5.; THENCE N89°32'05"W ALONG THE SOUTH LINE OF SAID LOT 1 A DISTANCE OF 15.00 FEET; THENCE N00°39'02"W A DISTANCE OF 83.18 FEET TO A POINT ON THE NORTH LINE OF SAID LOT 1; THENCE S89°54'41"E ALONG THE NORTH LINE OF SAID LOT 1 A DISTANCE OF 15.00 FEET TO A POINT ON THE EXISTING WEST RIGHT-OF-WAY LINE OF S. BRYANT AVE.; THENCE S00°38'51"E ALONG SAID RIGHT-OF-WAY A DISTANCE OF 83.28 FEET TO THE POINT OF BEGINNING, CONTAINING 1248.28 SF OR 0.03 ACRES MORE OR LESS.

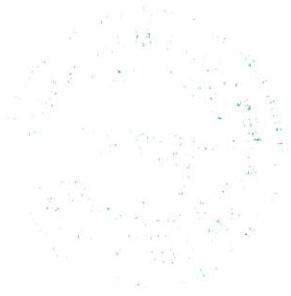
SURVEYOR'S CERTIFICATION

I, MICHAEL ROYCE, A PROFESSIONAL LAND SURVEYOR IN THE STATE OF OKLAHOMA, DO HEREBY STATE THAT THE ABOVE MAP REPRESENTS A SURVEY PERFORMED IN THE FIELD AND IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF AS OF THIS DATE. THIS EXHIBIT MEETS THE OKLAHOMA MINIMUM STANDARDS FOR THE PRACTICE OF LAND SURVEYING AS ADOPTED BY THE OKLAHOMA STATE BOARD OF LICENSURE FOR PROFESSIONAL ENGINEERS AND LAND SURVEYORS

Michael Royce
 MICHAEL ROYCE PLS# 1627
 NO. CA 1487
 EXP. 06/30/2025

06/05/23
 DATE OF SIGNATURE





Project: South Bryant Ave. Street Rehabilitation
City of Moore
Parcel #: 4.0

TEMPORARY CONSTRUCTION EASEMENT

KNOW ALL MEN BY THESE PRESENTS:

THAT Leonard C. Mason and Cheryl Faye Mason, husband and wife
of Cleveland County, State of Oklahoma, for and in consideration of the sum of one (1)----- DOLLARS
(\$ 1.00) and other good, valuable and consideration, has/have this day sold to the City of Moore, Oklahoma a temporary
easement over the following described land, to-wit:

See attached Exhibit "A" – Legal Description

It is a condition of this easement that it shall not be filed for record and that all rights conveyed to the City of Moore, Oklahoma and the Transportation Commission by this instrument shall terminate upon completion of the project.

Grantor(s) hereby covenant(s) and warrant(s) that at the time of execution of this easement, Leonard C. Mason and Cheryl Faye Mason owner(s) in fee simple of the above described tract that said tract is free and clear of all liens of any nature whatsoever except _____

The undersigned owner(s) hereby designate and appoint themselves
as agent to execute the claim and receive the compensation herein named for said right-of-way.

IN WITNESS WHEREOF, the Grantor(s) herein named have hereunto set their hands and seals this the _____
21st day of December, 2022.

Leonard C. Mason
Leonard C. Mason
Cheryl Faye Mason
Cheryl Faye Mason



Individual Acknowledgement

State of Oklahoma)
County of Cleveland) §

Before me, _____ a Notary Public _____ in and for this State, on this _____ day of _____, _____, personally appeared Leonard C. Mason and Cheryl Faye Mason

to me known to be the identical person(s) who executed the within and foregoing instrument, and acknowledged to me that _____ they _____ executed the same as _____ their _____ free and voluntary act and deed for the uses and purposes therein set forth.

Witness my hand and seal the day and year last above written.

My Commission expires: 11-17-2026
Commission No. 22015527

Lauren Muegggenborg
Notary Public

State of Oklahoma)
County of _____) §

Individual Acknowledgement

Before me, _____ in and for this State, on this _____ day of _____, _____, personally appeared _____

to me known to be the identical person(s) who executed the within and foregoing instrument, and acknowledged to me that _____ executed the same as _____ free and voluntary act and deed for the uses and purposes therein set forth.

Witness my hand and seal the day and year last above written.

My Commission expires: _____
Commission No. _____ Notary Public

State of Oklahoma)
County of _____) §

Trust/LLC/Corporation Acknowledgement

Before me, _____ in and for this State, on this _____ day of _____, _____, personally appeared _____ to me known to be the identical person who subscribed the name of the maker thereof to the foregoing instrument as its _____, and acknowledged to me that _____ executed the same as _____ free and voluntary act and deed, and as the free and voluntary act and deed of the _____ for the uses and purposes therein set forth.

Witness my hand and seal the day and year last above written.

My Commission expires: _____
Commission No. _____ Notary Public

State of Oklahoma)
County of _____) §

Trust/LLC/Corporation Acknowledgement

Before me, _____ in and for this State, on this _____ day of _____, _____, personally appeared _____ to me known to be the identical person who subscribed the name of the maker thereof to the foregoing instrument as its _____, and acknowledged to me that _____ executed the same as _____ free and voluntary act and deed, and as the free and voluntary act and deed of the _____ for the uses and purposes therein set forth.

Witness my hand and seal the day and year last above written.

My Commission expires: _____
Commission No. _____ Notary Public

STATE OF OKLAHOMA)
) ss.
COUNTY OF CLEVELAND)

NOW, on this _____, the City Council of the City of Moore, State of Oklahoma, a municipal corporation, acting for and in behalf of said municipal corporation, during regular session, does hereby approve and accept from the named Grantor this delivered easement and directs the City Manager and Clerk of said City of Moore to indicate the same by their signatures and seal of the City of Moore, State of Oklahoma.

CITY OF MOORE, OKLAHOMA

Glenn Lewis, Mayor

Brooks Mitchell, City Manager

(SEAL)

ATTEST:

CITY CLERK

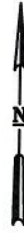
Approved as to form and legality this _____ day of _____, 20____.

CITY ATTORNEY

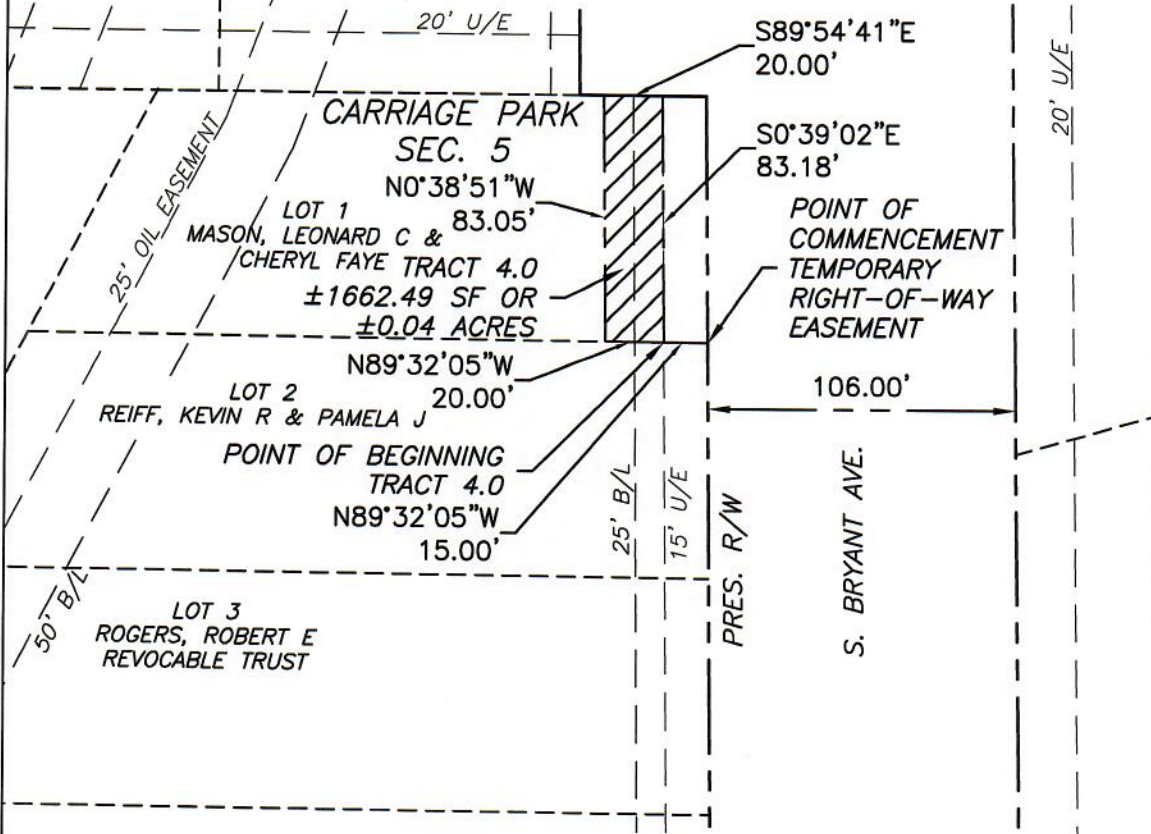
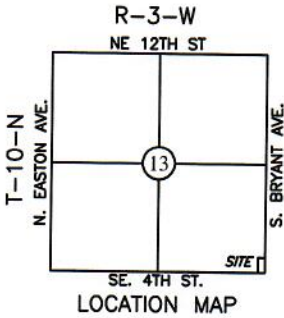
**TEMPORARY
RIGHT-OF-WAY
EASEMENT EXHIBIT A**

SURVEYOR

Meshek & Associates, LLC
1437 South Boulder Ave. Ste. 1550
Tulsa, Oklahoma 74119
Certificate of Authorization No. 1478
Expires June 30, 2025



SCALE: 1"=50'




LEGAL DESCRIPTION

PART OF LOT 1, BLOCK 1, CARRIAGE PARK ADDITION, SEC. 5, BEING A PART OF SEC. 13, T-10-N, R-3-W, I.M. CLEVELAND COUNTY, OKLAHOMA, MORE PARTICULARLY DESCRIBED AS:

COMMENCING AT THE SOUTHEAST CORNER OF SAID LOT 1, BLOCK 1, CARRIAGE PARK ADDITION, SEC. 5; THENCE N89°32'05"W ALONG THE SOUTH LINE OF SAID LOT 1 A DISTANCE OF 15.00 FEET TO A POINT ON AN EXISTING PLATTED EASEMENT ALSO BEING THE POINT OF BEGINNING; THENCE CONTINUING ALONG SAID SOUTH LINE N89°32'05"W A DISTANCE OF 20.00 FEET; THENCE N00°38'51"W A DISTANCE OF 83.05 FEET TO A POINT ON THE NORTH LINE OF SAID LOT 1; THENCE S89°54'41"E ALONG THE NORTH LINE OF SAID LOT 1 A DISTANCE OF 20.00 FEET TO A POINT ON AN EXISTING PLATTED EASEMENT; THENCE S00°39'02"E ALONG SAID PLATTED EASEMENT A DISTANCE OF 83.18 FEET TO THE POINT OF BEGINNING, CONTAINING 1662.49 SF OR 0.04 ACRES MORE OR LESS.

SURVEYOR'S CERTIFICATION

I, MICHAEL ROYCE, A PROFESSIONAL LAND SURVEYOR IN THE STATE OF OKLAHOMA, DO HEREBY STATE THAT THE ABOVE MAP REPRESENTS A SURVEY PERFORMED IN THE FIELD AND IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF AS OF THIS DATE. THIS EXHIBIT MEETS THE OKLAHOMA MINIMUM STANDARDS FOR THE PRACTICE OF LAND SURVEYING AS ADOPTED BY THE OKLAHOMA STATE BOARD OF LICENSURE FOR PROFESSIONAL ENGINEERS AND LAND SURVEYORS


MICHAEL ROYCE PLS# 1627
NO. CA 1487
EXP. 06/30/2025

06/05/23
DATE OF SIGNATURE



RESOLUTION 72(23)

RESOLUTION APPROVING THE DECEMBER 2023 COMMUNITY DEVELOPMENT BLOCK GRANT-DISASTER RECOVERY INTERNAL AUDIT REPORT

WHEREAS, the City has hired Weaver and Tidwell, LLP to complete an internal audit for the Community Development Block Grant-Disaster Recovery

WHEREAS, Weaver and Tidwell, LLP has provided an internal audit report for the months of September 2023 through October 2023 and the City has responded and prepared a course of action

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and City Council of the City of Moore, Oklahoma, as follows:

ADOPTED, this 16th Day of January 2024, at a regularly scheduled meeting of the governing body in compliance with the Open Meeting Act, 25 O.S. SS301-314 (2001).

MELISSA HUNT, VICE MAYOR

VANESSA KEMP, CITY CLERK

Approved as to form and legality this 16th day of January, 2024.

BRIAN MILLER, CITY ATTORNEY



City of Moore Oklahoma

This extension is made by City of Moore and Weaver Advisory (Weaver & Tidwell, L.L.P), parties to the agreement for Internal Audit Services for the Community Development Block Grant Disaster Recovery (the "Agreement") dated January 17, 2022.

As stated in Section 1 of Exhibit A of the agreement:

"The term may be extended in increments of one year for up to four years from the initial Contract date upon the written agreement of the City and the Consultant."

This will extend the current contract to **January 17, 2025**.

The total professional fees for the engagement period of **January 17, 2024 – January 17, 2025** to perform semi-annual internal audits will be no more than **\$24,198.75** and are based on the following hourly billing rates:

Position:	Hourly Rate:
Engagement Partner	\$355
Technical Review Partner	\$355
Partner – SME – Business Processes	\$355
Partner – SME – Grant Administration	\$355
Partner – SME – IT Processes	\$355
Senior Governance Consultant	\$270
Manager	\$200
Senior Associate	\$170
Associate	\$150

We also understand that the City of Moore will reimburse Weaver & Tidwell, L.L.P for all reasonable expenses incurred in performing our Services on this engagement (including, but not limited to, our reasonable travel, airfare, meals, lodging, and mileage expenses).

All other terms of the original agreement dated **January 17, 2022** shall remain binding.

IN WITNESS WHEREOF, each party has caused this extension to be executed on the date indicated below,

The City of Moore:

Melissa Hunt, Vice Mayor

Date


Vanessa Kemp, City Clerk

Date

Brian Miller, City Attorney

Date

Weaver & Tidwell, L.L.P:



Bradon Tanous, Partner, Risk Advisory Services

01/04/2024

Date

**CLAIMS FOR APPROVAL
FISCAL YEAR 2023-2024
COUNCIL MEETING JANUARY 16, 2024**

CITY OF MOORE

Payroll of December 17, 2023 to December 30, 2023		\$	1,216,211.81
Payroll Related Claims		\$	406,513.41
GO Street Bonds 2010 (Ratification 12-28-23)	(04)	\$	13,295.15
GO Street Bonds 2010 (Ratification 01-04-24)		\$	132,521.32
General Fund (Ratification 12-28-23)	(06)	\$	263,196.49
General Fund (Ratification 01-03-24CC)		\$	11,436.41
General Fund (Ratification 01-04-24)		\$	359,199.74
Special Revenue Fund (Ratification 12-28-23)	(08)	\$	24,563.38
Special Revenue Fund (Ratification 01-04-24)		\$	62,500.00
Debt Service Fund (Ratification 01-04-24)	(09)	\$	293,890.63
Stormwater Systems (Ratification 01-04-24)	(11)	\$	51,257.20
Public Safety/Streets Sales Tax (Ratification 01-04-24)	(12)	\$	515,713.59
Parks Sales Tax (Ratification 12-28-23)	(13)	\$	223,100.09
CDBG-DR (Ratification 01-03-24CC)	(15)	\$	19.99
	Fund Total	\$	<u>3,573,419.21</u>

MOORE PUBLIC WORKS AUTHORITY

MPWA OWRB (Ratification 01-04-24)	(01)	\$	20,840.80
Moore Risk Management (Ratification 12-28-23)	(02)	\$	543,668.08
Moore Risk Management (Ratification 01-04-24)		\$	175,392.76
Moore Public Works (Ratification 12-28-23)	(05)	\$	348,749.07
Moore Public Works (Ratification 01-04-24)		\$	574,084.07
	Fund Total	\$	<u>1,662,734.78</u>

ALL FUNDS GRAND TOTAL	\$	<u><u>5,236,153.99</u></u>
------------------------------	-----------	-----------------------------------

**CLAIMS FOR RATIFICATION
Fiscal Year 2023-2024
DISTRIBUTION DECEMBER 28, 2023
COUNCIL MEETING JANUARY 16, 2024**

CITY OF MOORE

GO Street Bonds	(04)	\$	13,295.15
General Fund	(06)	\$	263,196.49
Special Revenue Fund	(08)	\$	24,563.38
Parks/Public Works Sales Tax	(13)	\$	223,100.09
	Fund Total	\$	<u>524,155.11</u>

MOORE PUBLIC WORKS AUTHORITY

Moore Risk Management	(02)	\$	543,668.08
Moore Public Works	(05)	\$	348,749.07
	Fund Total	\$	<u>892,417.15</u>

ALL FUNDS GRAND TOTAL **\$ 1,416,572.26**

CLAIMS FOR RATIFICATION

MOORE CITY COUNCIL

COUNCIL MEETING JANUARY 16, 2024

Moore City Council
General Fund 2023-2024
Vendor & Employee Claims

Moore, OK Purchase Order Claim Register



Fund: 04 - Street Bond Improvements

Check Run : 122823

Department: 534 - 2022 GO Streets/Animal Shelter

P.O. #	Vendor #	Name	Summary Description	Date	Invoice	Amount
223181	735 EST, INC.		PROFESSIONAL ENGINEERING DESIGN SERVS-	12/11/2023	101842	8,774.80
		04035340 - 54315 - 12015	Engineering			
223181	735 EST, INC.		PROFESSIONAL ENGINEERING DESIGN SERVS-	12/11/2023	101842	4,520.35
		04035340 - 54315 - 12016	Engineering			
Department Total :						13,295.15
Fund Total :						13,295.15

Moore, OK Purchase Order Claim Register



Fund: 06 - General Fund

Check Run : 122823

Department: 000 - Undesignated

P.O. #	Vendor #	Name	Summary Description	Date	Invoice	Amount
242323	1208	NETWORK SERVICES COMPANY	FAC inventory custodial restock	12/11/2023	101646	2,510.93
	6 - 12051 -		Inventory Building Maintenance			
241847	1208	NETWORK SERVICES COMPANY	FAC custodial inventory restock	11/8/2023	101652	31.92
	6 - 12051 -		Inventory Building Maintenance			
242185	1208	NETWORK SERVICES COMPANY	FAC custodial inventory restock	11/29/2023	101653	3,081.61
	6 - 12051 -		Inventory Building Maintenance			
Department Total :						5,624.46

Department: 035 - General Government

P.O. #	Vendor #	Name	Summary Description	Date	Invoice	Amount
242334	92	NORMAN TRANSCRIPT	24(23), 25(23), 26(23) ORDINANCE PUBLICATION	12/7/2023	101281	10.95
	06010350 - 52000 -		Printing & Publications			
242334	92	NORMAN TRANSCRIPT	24(23), 25(23), 26(23) ORDINANCE PUBLICATION	12/7/2023	101282	11.10
	06010350 - 52000 -		Printing & Publications			
242334	92	NORMAN TRANSCRIPT	24(23), 25(23), 26(23) ORDINANCE PUBLICATION	12/7/2023	101283	10.95
	06010350 - 52000 -		Printing & Publications			
242333	92	NORMAN TRANSCRIPT	19 (23) ORDINANCE PUBICATION	12/7/2023	101284	11.55
	06010350 - 52000 -		Printing & Publications			
242332	92	NORMAN TRANSCRIPT	DEQ PN/DEL REAL FOODS LLC PUBLICATION	12/7/2023	101285	34.65
	06010350 - 52000 -		Printing & Publications			
242335	262	LIBERTY FLAGS, INC.	4x6 US POLY FLAGS	12/7/2023	101333	264.00
	06010350 - 51000 -		General Office Supplies			
242421	72	LOWE'S BUSINESS ACCOUNT	Refrigerator,water hose,microwave,del. fee MPAC	12/14/2023	101697	1,211.38
	06010350 - 52800 -		Contingency			
242465	72	LOWE'S BUSINESS ACCOUNT	Supplies for focal wall trng room at MPAC	12/18/2023	101700	2,528.72
	06010350 - 52800 -		Contingency			
240451	103	OKLAHOMA GAS & ELECTRIC	ELECTRICITY	12/15/2023	101763	102.84
	06010350 - 52100 -		Electricity			
240173	882	SAFEGUARD PEST CONTROL, INC	SPRAYING OF CITY HALL	12/1/2023	101865	60.00
	06010350 - 52545 -		Misc Services & Charges			
240175	882	SAFEGUARD PEST CONTROL, INC	SPRAYING OF 224 S CHESTNUT	12/4/2023	101870	25.00
	06010350 - 52545 -		Misc Services & Charges			
Department Total :						4,271.14

Department: 043 - Finance

P.O. #	Vendor #	Name	Summary Description	Date	Invoice	Amount
242336	2748	SUNDANCE OFFICE SUPPLY, INC.	toners for John Parker	12/11/2023	101460	85.65
	06010430 - 51000 -		General Office Supplies			
Department Total :						85.65

Moore, OK Purchase Order Claim Register



Fund: 06 - General Fund

Check Run : 122823

Department: 044 - Information Technology

P.O. #	Vendor #	Name	Summary Description	Date	Invoice	Amount
242070	3164	AMAZON.COM SALES, INC.	Open PO for Amazon	12/9/2023	101607	55.26
		06010440 - 51150 -	Minor Equipment			
240202	730	COX COMMUNICATIONS, INC	UNDERCOVER INTERNET	12/15/2023	101811	74.95
		06010440 - 52135 -	Internet Expense			
241140	2552	SESAC, INC	2023 MUSIC LICENSE FEE	1/1/2024	101815	1,888.00
		06010440 - 52485 -	IT Licenses & Permits			
Department Total :						2,018.21

Department: 050 - Municipal Court

P.O. #	Vendor #	Name	Summary Description	Date	Invoice	Amount
242355	3164	AMAZON.COM SALES, INC.	EPSON 542 ALL COLORS	12/11/2023	101459	95.90
		06020500 - 51000 -	General Office Supplies			
Department Total :						95.90

Department: 051 - Police

P.O. #	Vendor #	Name	Summary Description	Date	Invoice	Amount
240185	882	SAFEGUARD PEST CONTROL, INC	SPRAYING OF PUBLIC SAFETY BLDG	12/1/2023	101868	110.00
		06020510 - 52360 -	Professional Services			
242450	74	MATTOCKS PRINTING CO. LLC	8x11 tri fold brochures for distribution (500)	12/21/2023	101903	286.50
		06020510 - 52000 -	Printing & Publications			
242501	599	SPECTRUM PAINT COMPANY INC	5 gal bucket paint	12/19/2023	101904	161.97
		06020510 - 52260 -	Building Maintenance/Repair			
242503	31	CLEVELAND COUNTY SHERIFF'S OFFICE	Jail bill 11/1-11/30/23 38 prisoners,59 days	12/20/2023	101905	3,585.43
		06020510 - 52320 -	Prisoner Care			
Department Total :						4,143.90

Department: 052 - Communications/Dispatch

P.O. #	Vendor #	Name	Summary Description	Date	Invoice	Amount
242544	38	DEPT OF PUBLIC SAFETY	OLETS Bill November 2023	12/20/2023	101906	1,720.00
		06020520 - 52205 -	Other Rentals & Fees			
Department Total :						1,720.00

Department: 053 - Emergency Management

P.O. #	Vendor #	Name	Summary Description	Date	Invoice	Amount
242358	3614	NORTH AMERICAN RESCUE HOLDINGS LLC	50 CERT tourniquets	12/20/2023	101912	1,158.00
		06020530 - 52005 -	Dues, Mbrshps, Mtgs & Training			
Department Total :						1,158.00

Department: 054 - Fire

P.O. #	Vendor #	Name	Summary Description	Date	Invoice	Amount
242031	1755	HOME DEPOT CREDIT SERVICES	Bolts for Toggle on E-2	12/6/2023	101230	3.37
		06020540 - 51070 -	Parts			
242031	1755	HOME DEPOT CREDIT SERVICES	Bar for Hanging Pots Station #4 / spray bottles FD	12/6/2023	101467	120.73
		06020540 - 51010 -	Janitorial/Custodial Supplies			

Moore, OK Purchase Order Claim Register



Fund: 06 - General Fund

Check Run : 122823

Department: 054 - Fire

P.O. #	Vendor #	Name	Summary Description	Date	Invoice	Amount
242357	1755	HOME DEPOT CREDIT SERVICES	Tools for MFD Station #4	12/11/2023	101468	317.26
		06020540 - 51160 -	Minor Safety Equipment			
234938	26	CHIEF FIRE & SAFETY, INC	Misc Adapters & Valves for E-2A	12/15/2023	101556	2,130.22
		06020540 - 51070 -	Parts			
240451	103	OKLAHOMA GAS & ELECTRIC	ELECTRICITY	12/15/2023	101763	455.52
		06020540 - 52100 -	Electricity			
242254	4029	BANNER FIRE EQUIPMENT, INC	1" FxF Super Swivel for B-3	11/30/2023	101791	81.00
		06020540 - 51070 -	Parts			
242484	882	SAFEGUARD PEST CONTROL, INC	Pest Control for Station #1 & Admin	8/16/2023	101793	135.00
		06020540 - 52260 -	Building Maintenance/Repair			
242484	882	SAFEGUARD PEST CONTROL, INC	Pest Control for Station #2	8/16/2023	101794	78.00
		06020540 - 52260 -	Building Maintenance/Repair			
242484	882	SAFEGUARD PEST CONTROL, INC	Pest Control for Station #4	8/22/2023	101795	78.00
		06020540 - 52260 -	Building Maintenance/Repair			
242484	882	SAFEGUARD PEST CONTROL, INC	Pest Control for Station #3	8/22/2023	101796	78.00
		06020540 - 52260 -	Building Maintenance/Repair			
242484	882	SAFEGUARD PEST CONTROL, INC	Pest Control for Training Center	8/16/2023	101797	50.00
		06020540 - 52260 -	Building Maintenance/Repair			
242484	882	SAFEGUARD PEST CONTROL, INC	Pest Control for Station #3	11/10/2023	101800	78.00
		06020540 - 52260 -	Building Maintenance/Repair			
242484	882	SAFEGUARD PEST CONTROL, INC	Pest Control for Station #4	11/10/2023	101801	78.00
		06020540 - 52260 -	Building Maintenance/Repair			
242484	882	SAFEGUARD PEST CONTROL, INC	Pest Control for Station #1 & Admin	11/10/2023	101802	135.00
		06020540 - 52260 -	Building Maintenance/Repair			
242484	882	SAFEGUARD PEST CONTROL, INC	Pest Control for Station #2	11/10/2023	101803	78.00
		06020540 - 52260 -	Building Maintenance/Repair			
242484	882	SAFEGUARD PEST CONTROL, INC	Pest Control for Training Center	11/17/2023	101804	50.00
		06020540 - 52260 -	Building Maintenance/Repair			
242341	3911	QUINTON ZIMA	Tabletop Supplies for MFD maintaining tables	11/15/2023	101810	54.46
		06020540 - 52260 -	Building Maintenance/Repair			
242341	3911	QUINTON ZIMA	Reimbursement for moving blankets	11/9/2023	101821	19.54
		06020540 - 52260 -	Building Maintenance/Repair			
242341	3911	QUINTON ZIMA	Bending of Tabletops for MFD	11/9/2023	101823	50.00
		06020540 - 52260 -	Building Maintenance/Repair			
242462	4072	CHARLES IMHOFF	NW SE Bay Door Repairs @ #3	12/21/2023	101835	1,284.80
		06020540 - 52260 -	Building Maintenance/Repair			
242305	4072	CHARLES IMHOFF	Replacement of Springs NW Bay Door Sta #4	12/21/2023	101836	584.00

Moore, OK Purchase Order Claim Register



Fund: 06 - General Fund Check Run : 122823

Department: 054 - Fire

P.O. #	Vendor #	Name	Summary Description	Date	Invoice	Amount
		06020540 - 52260 -	Building Maintenance/Repair			
242377	2319	L&K MEDICAL, INC	Medical Gloves for MFD all Stations	12/13/2023	101852	595.00
		06020540 - 51060 -	Medical Supplies			
240680	394	METRO TURF	Repairs to PPV Fan E-2 (tune up/ stop switch)	12/11/2023	101861	130.94
		06020540 - 52255 -	Minor Equip Maint/Lease			
242374	139	WADE'S APPLIANCE	Pump Motor Station #2 Dishwasher	10/13/2023	101877	145.37
		06020540 - 52255 -	Minor Equip Maint/Lease			
Department Total :						6,810.21

Department: 064 - Public Works

P.O. #	Vendor #	Name	Summary Description	Date	Invoice	Amount
242191	2380	CINTAS CORPORATION #2	CONTRACT FY2023/2024 FOR UNIFORM CLEANING, MATS	12/6/2023	101241	195.80
		06040640 - 52355 -	Contract Services			
242191	2380	CINTAS CORPORATION #2	CONTRACT FY2023/2024 FOR UNIFORM CLEANING, MATS	12/6/2023	101242	183.70
		06040640 - 52355 -	Contract Services			
242191	2380	CINTAS CORPORATION #2	CONTRACT FY2023/2024 FOR UNIFORM CLEANING, MATS	12/6/2023	101243	263.59
		06040640 - 52355 -	Contract Services			
242191	2380	CINTAS CORPORATION #2	CONTRACT FY2023/2024 FOR UNIFORM CLEANING, MATS	12/6/2023	101244	38.01
		06040640 - 52355 -	Contract Services			
241583	1797	ATC HOLDCO	2024 FREIGHTLINER 108SD PLUS MODEL	12/11/2023	101408	109,914.00
		06040640 - 53000 -	Equipment			
240134	570	RED BAKER PROPANE, INC.	FILLING/EXCHANGING PROPANE TANKS	12/11/2023	101447	84.60
		06040640 - 51105 -	Street Materials			
241400	72	LOWE'S BUSINESS ACCOUNT	MISCELLANEOUS SUPPLIES FOR STREET DEPARTMENT	12/11/2023	101496	313.83
		06040640 - 51250 -	Misc. Materials & Supplies			
242387	1943	CINTAS FIRST AID AND SAFETY #418	EYEWASH STATION INSPECTION AND SERVICE	12/6/2023	101507	189.63
		06040640 - 52255 -	Minor Equip Maint/Lease			
242296	2923	WARREN PRODUCTS, INC.	CALENDARS FOR 2024-PUBLIC WORKS	12/6/2023	101521	16.85
		06040640 - 51000 -	General Office Supplies			
240148	3203	HASKELL LEMON CONSTRUCTION COMPANY	SS 1-H TACK COAT FOR POTHOLE PATCHER	12/11/2023	101526	79.20
		06040640 - 51105 -	Street Materials			
240091	554	BARTON BOLT & SUPPLY, LLC	NUTS BOLTS MISCELLANEOUS PARTS	12/6/2023	101615	0.76
		06040640 - 51070 -	Parts			
242416	3863	A & A LAWN CARE SERVICE LLC	TEMP WORK FOR CITY OF MOORE STREET DEPARTMENT	12/11/2023	101616	2,400.00
		06040640 - 52350 -	Temporary Labor			
242257	599	SPECTRUM PAINT COMPANY INC	PAINT FOR NEW STREET BUILDING	12/7/2023	101621	30.78
		06040640 - 51105 -	Street Materials			

Moore, OK Purchase Order Claim Register



Fund: 06 - General Fund

Check Run : 122823

Department: 064 - Public Works

P.O. #	Vendor #	Name	Summary Description	Date	Invoice	Amount
242257	599	SPECTRUM PAINT COMPANY INC 06040640 - 51105 -	PAINT FOR NEW STREET BUILDING Street Materials	12/7/2023	101622	332.69
240103	2913	CRAFCO, INC 06040640 - 51105 -	PAVEMENT EQUIPMENT, SAFETY GEAR, PARTS Street Materials	12/7/2023	101654	4,326.58
241400	72	LOWE'S BUSINESS ACCOUNT 06040640 - 51250 -	MISCELLANEOUS SUPPLIES FOR STREET DEPARTMENT Misc. Materials & Supplies	12/6/2023	101671	116.79
240451	103	OKLAHOMA GAS & ELECTRIC 06040640 - 52100 -	ELECTRICITY Electricity	12/15/2023	101763	1,364.07
242057	3164	AMAZON.COM SALES, INC. 06040640 - 51070 -	3/8"HOSE BARBX 1/4" MALE NPT Parts	11/12/2023	101818	37.11
240189	882	SAFEGUARD PEST CONTROL, INC 06040640 - 52360 -	SPRAYING STREETS, PUBLIC WORKS, GARAGE Professional Services	12/1/2023	101871	25.00
240189	882	SAFEGUARD PEST CONTROL, INC 06040640 - 52360 -	SPRAYING STREETS, PUBLIC WORKS, GARAGE Professional Services	12/1/2023	101872	20.00
240189	882	SAFEGUARD PEST CONTROL, INC 06040640 - 52360 -	SPRAYING STREETS, PUBLIC WORKS, GARAGE Professional Services	12/4/2023	101874	70.00
240451	103	OKLAHOMA GAS & ELECTRIC 06040640 - 52100 -	ELECTRICITY Electricity	12/18/2023	101916	49.71
242548	697	ACTION SAFETY SUPPLY CO. 06040640 - 53100 -	TRAFFIC STRIPING MULTIPLE LOCATIONS Street Striping	11/29/2023	101917	84,926.45
242400	258	SUNSTATE EQUIPMENT CO 06040640 - 52200 -	EQUIPMENT RENTAL Equipment Rental	12/8/2023	101919	1,147.00
241506	189	O'REILLY AUTOMOTIVE INC 06040640 - 51105 -	SUPPLIES FOR STREET DEPARTMENT EQUIPMENT ETC Street Materials	12/7/2023	101922	71.22

Department Total : 206,197.37

Department: 065 - Animal Welfare

P.O. #	Vendor #	Name	Summary Description	Date	Invoice	Amount
241966	3240	LSBW, LLC 06040650 - 52390 -	VET CARE FOR SHELTER ANIMALS Veterinarian Services	12/7/2023	101399	273.98
241966	3240	LSBW, LLC 06040650 - 52390 -	VET CARE FOR SHELTER ANIMALS Veterinarian Services	12/11/2023	101401	253.00
242078	1068	PETSMART, INC 06040650 - 51065 -	shelter supplies and animal food Animal Shelter Supplies	12/6/2023	101407	74.90
242074	312	GOLD STAR GRAPHICS 06040650 - 51225 -	uniforms new staff Uniform Acquisition/Rental	12/7/2023	101534	716.50
240239	1734	WALMART COMMUNITY 06040650 - 51065 -	shelter supplies Animal Shelter Supplies	12/19/2023	101849	42.88
240239	1734	WALMART COMMUNITY 06040650 - 51065 -	shelter supplies Animal Shelter Supplies	12/22/2023	101850	10.97

Moore, OK Purchase Order Claim Register



Fund: 06 - General Fund

Check Run : 122823

Department: 065 - Animal Welfare

P.O. #	Vendor #	Name	Summary Description	Date	Invoice	Amount
241962	3047	365 WORX, INC 06040650 - 52350 -	TEMP. SERVICE (RITA RIZZO) Temporary Labor	12/22/2023	101853	601.92
240183	882	SAFEGUARD PEST CONTROL, INC 06040650 - 52355 -	SPRAYING OF ANIMAL SHELTER Contract Services	12/1/2023	101862	35.00
Department Total :						2,009.15

Department: 068 - Fleet Maintenance

P.O. #	Vendor #	Name	Summary Description	Date	Invoice	Amount
242232	887	S&S TOOLS DBA SNAP-ON TOOLS 06040680 - 51150 -	Replacing welder's helmet & lens & welder's vest Minor Equipment	12/6/2023	101259	367.25
242084	3189	INDUSTRIAL TRUCK EQUIPMENT, INC. 06040680 - 52354 -	SPRAY ON BED LINERS FOR CITY VEHICLES Outsource Labor	12/7/2023	101261	530.00
240101	1751	EXPRESS OIL CHANGE 06040680 - 52354 -	OIL CHANGES FOR CITY VEHICLES Outsource Labor	12/7/2023	101263	34.99
242113	4065	REEVES CHEMICAL LLC 06040680 - 51250 -	CAR CLEANING SUPPLIES FOR CITY VEHICLES Misc. Materials & Supplies	12/6/2023	101265	296.00
242108	189	O'REILLY AUTOMOTIVE INC 06040680 - 51070 -	PARTS FOR CITY VEHICLES Parts	12/7/2023	101266	11.40
241809	779	SOUTHERN TIRE MART 06040680 - 51070 -	TIRES FOR CITY VEHICLES Parts	12/7/2023	101292	2,516.00
240098	779	SOUTHERN TIRE MART 06040680 - 51070 -	TIRES FOR CITY VEHICLES Parts	12/7/2023	101293	314.50
241067	2025	M & N DEALERSHIPS XII LLC 06040680 - 52354 -	REPAIRS TO CITY VEHICLES Outsource Labor	12/7/2023	101294	50.00
241067	2025	M & N DEALERSHIPS XII LLC 06040680 - 52354 -	REPAIRS TO CITY VEHICLES Outsource Labor	12/7/2023	101295	100.00
240101	1751	EXPRESS OIL CHANGE 06040680 - 52354 -	OIL CHANGES FOR CITY VEHICLES Outsource Labor	12/11/2023	101373	34.99
242108	189	O'REILLY AUTOMOTIVE INC 06040680 - 51070 -	PARTS FOR CITY VEHICLES Parts	12/8/2023	101427	85.93
242108	189	O'REILLY AUTOMOTIVE INC 06040680 - 51070 -	PARTS FOR CITY VEHICLES Parts	12/8/2023	101428	49.99
242108	189	O'REILLY AUTOMOTIVE INC 06040680 - 51070 -	PARTS FOR CITY VEHICLES Parts	12/11/2023	101429	19.32
240105	3720	GERARDO ESTRADA 06040680 - 52354 -	TIRE REPAIRS AND CHANGE OUTS ON SANITATION VEHICL Outsource Labor	12/6/2023	101440	220.00
240105	3720	GERARDO ESTRADA 06040680 - 52354 -	TIRE REPAIRS AND CHANGE OUTS ON SANITATION VEHICL Outsource Labor	12/6/2023	101441	65.00
240105	3720	GERARDO ESTRADA 06040680 - 52354 -	TIRE REPAIRS AND CHANGE OUTS ON SANITATION VEHICL Outsource Labor	12/7/2023	101442	100.00

Moore, OK Purchase Order Claim Register



Fund: 06 - General Fund

Check Run : 122823

Department: 068 - Fleet Maintenance

P.O. #	Vendor #	Name	Summary Description	Date	Invoice	Amount
240105	3720	GERARDO ESTRADA	TIRE REPAIRS AND CHANGE OUTS ON SANITATION VEHICL	12/6/2023	101443	80.00
		06040680 - 52354 -	Outsource Labor			
240105	3720	GERARDO ESTRADA	TIRE REPAIRS AND CHANGE OUTS ON SANITATION VEHICL	12/8/2023	101444	140.00
		06040680 - 52354 -	Outsource Labor			
242108	189	O'REILLY AUTOMOTIVE INC	PARTS FOR CITY VEHICLES	12/11/2023	101503	143.50
		06040680 - 51070 -	Parts			
Department Total :						5,158.87

Department: 069 - Building Maintenance

P.O. #	Vendor #	Name	Summary Description	Date	Invoice	Amount
240214	72	LOWE'S BUSINESS ACCOUNT	MATERIALS AND SUPPLIES ET AL	12/7/2023	101415	44.06
		06040690 - 51100 -	Building Materials			
240214	72	LOWE'S BUSINESS ACCOUNT	MATERIALS AND SUPPLIES ET AL	12/8/2023	101416	42.42
		06040690 - 51100 -	Building Materials			
240214	72	LOWE'S BUSINESS ACCOUNT	MATERIALS AND SUPPLIES ET AL	12/8/2023	101417	-3.32
		06040690 - 51100 -	Building Materials			
240964	71	LOCKE SUPPLY, INC.	MATERIALS AND SUPPLIES ET AL	12/7/2023	101419	31.63
		06040690 - 51100 -	Building Materials			
240964	71	LOCKE SUPPLY, INC.	MATERIALS AND SUPPLIES ET AL	12/11/2023	101420	224.29
		06040690 - 51100 -	Building Materials			
240964	71	LOCKE SUPPLY, INC.	MATERIALS AND SUPPLIES ET AL	12/11/2023	101462	56.40
		06040690 - 51100 -	Building Materials			
240964	71	LOCKE SUPPLY, INC.	MATERIALS AND SUPPLIES ET AL	12/11/2023	101463	2.90
		06040690 - 51100 -	Building Materials			
240964	71	LOCKE SUPPLY, INC.	MATERIALS AND SUPPLIES ET AL	12/11/2023	101464	4.22
		06040690 - 51100 -	Building Materials			
240964	71	LOCKE SUPPLY, INC.	MATERIALS AND SUPPLIES ET AL	12/11/2023	101465	45.03
		06040690 - 51100 -	Building Materials			
240212	69	JOHNSTONE SUPPLY INC	MISCELLANEOUS SHOP TOOLS, TRUCK TOOLS, ET. AL.	12/7/2023	101639	2.44
		06040690 - 51150 -	Minor Equipment			
242293	486	TRINITY COMMERCIAL SALES	BUILDING MATERIALS FOR NEW STREET BUILDING	12/6/2023	101661	440.00
		06040690 - 51100 -	Building Materials			
240214	72	LOWE'S BUSINESS ACCOUNT	MATERIALS AND SUPPLIES ET AL	11/2/2023	101924	6.17
		06040690 - 51100 -	Building Materials			
Department Total :						896.24

Moore, OK Purchase Order Claim Register



Fund: 06 - General Fund

Check Run : 122823

Department: 070 - Parks & Recreation Admin

P.O. #	Vendor #	Name	Summary Description	Date	Invoice	Amount
240494	1705	SAMS CLUB DIRECT	(B) The Station - Special event supplies	12/6/2023	101385	74.90
		06050700 - 52515 -	Special Events			
240451	103	OKLAHOMA GAS & ELECTRIC	ELECTRICITY	12/15/2023	101763	3,813.00
		06050700 - 52100 -	Electricity			
240187	882	SAFEGUARD PEST CONTROL, INC	PEST CONTROL SERV FOR COMMUNITY CENTER	12/4/2023	101875	60.00
		06050700 - 52360 -	Professional Services			
Department Total :						3,947.90

Department: 071 - Senior Citizen Service

P.O. #	Vendor #	Name	Summary Description	Date	Invoice	Amount
240150	3139	DANIELLE G. MITCHELL	Contract Instructor Chair Yoga	12/23/2023	101856	25.00
		06050710 - 52590 -	Program Instructors			
242297	3571	RICHARD GONZALEZ	Contract Services Bus Driver	12/23/2023	101858	498.75
		06050710 - 52355 -	Contract Services			
240184	882	SAFEGUARD PEST CONTROL, INC	SERVICE - BRANDT SENIOR CENTER	12/1/2023	101863	35.00
		06050710 - 52355 -	Contract Services			
240184	882	SAFEGUARD PEST CONTROL, INC	SERVICE - BRANDT SENIOR CENTER	10/24/2023	101864	60.00
		06050710 - 52355 -	Contract Services			
Department Total :						618.75

Department: 073 - Parks & Recreation Activities

P.O. #	Vendor #	Name	Summary Description	Date	Invoice	Amount
240085	1705	SAMS CLUB DIRECT	(B) Supplies/snacks for classes/camps	12/14/2023	101596	113.84
		06050730 - 52585 -	Recreation Classes			
242511	3123	RAYVIN BURRESS	3 Day Volleyball Camp (Christmas Break) 122323	12/21/2023	101770	180.00
		06050730 - 52590 -	Program Instructors			
242513	4062	MARIAH TAYLOR	3 Day Basketball Camp Assistant (Christmas)122323	12/21/2023	101771	150.00
		06050730 - 52590 -	Program Instructors			
242512	4027	JACQUELINE MARIE NELSON	Christmas Break Art Camp 12-23-23	12/21/2023	101798	268.75
		06050730 - 52590 -	Program Instructors			
242525	1112	ANTONIO TAYLOR	3 Day Basketball Camp Christmas Break 122323	12/21/2023	101808	645.00
		06050730 - 52590 -	Program Instructors			
Department Total :						1,357.59

Department: 074 - Parks & Cemetery Maintenance

P.O. #	Vendor #	Name	Summary Description	Date	Invoice	Amount
242294	1208	NETWORK SERVICES COMPANY	Stock for RR cleaning	12/8/2023	101390	2,380.41
		06050740 - 51010 -	Janitorial/Custodial Supplies			
240011	72	LOWE'S BUSINESS ACCOUNT	(B) Parks Maintenance materials/supplies	12/13/2023	101613	37.92
		06050740 - 51250 -	Misc. Materials & Supplies			
240011	72	LOWE'S BUSINESS ACCOUNT	(B) Parks Maintenance materials/supplies	12/13/2023	101614	61.95

Moore, OK Purchase Order Claim Register



Fund: 06 - General Fund

Check Run : 122823

Department: 074 - Parks & Cemetery Maintenance

P.O. #	Vendor #	Name	Summary Description	Date	Invoice	Amount
		06050740 - 51250 -	Misc. Materials & Supplies			
240011	72	LOWE'S BUSINESS ACCOUNT	(B) Parks Maintenance materials/supplies	12/18/2023	101731	36.23
		06050740 - 51250 -	Misc. Materials & Supplies			
242410	254	PRO POWER EQUIPMENT	(B) Parks- parts/labor for minor equipment repair	12/13/2023	101900	251.75
		06050740 - 52255 -	Minor Equip Maint/Lease			
Department Total :						2,768.26

Department: 075 - Moore Recreation Center

P.O. #	Vendor #	Name	Summary Description	Date	Invoice	Amount
240848	3164	AMAZON.COM SALES, INC.	(B) The Station - Office supplies	12/9/2023	101382	82.79
		06050750 - 51000 -	General Office Supplies			
240361	2380	CINTAS CORPORATION #2	(B) Parks & Rec - Contract uniform cleaning	12/6/2023	101383	91.68
		06050750 - 52355 -	Contract Services			
240361	2380	CINTAS CORPORATION #2	(B) Parks & Rec - Contract uniform cleaning	12/6/2023	101384	186.84
		06050750 - 52355 -	Contract Services			
240848	3164	AMAZON.COM SALES, INC.	(B) The Station - Office supplies	12/6/2023	101388	20.99
		06050750 - 51000 -	General Office Supplies			
240848	3164	AMAZON.COM SALES, INC.	(B) The Station - Office supplies	12/6/2023	101389	18.28
		06050750 - 51000 -	General Office Supplies			
240010	3373	OKLAHOMA FITNESS REPAIR	(B) The Station - Fitness equipment repair	12/7/2023	101391	999.61
		06050750 - 52255 -	Minor Equip Maint/Lease			
242198	1208	NETWORK SERVICES COMPANY	(B) The Station - Ron's custodial supplies	12/11/2023	101394	2,446.00
		06050750 - 51010 -	Janitorial/Custodial Supplies			
240848	3164	AMAZON.COM SALES, INC.	(B) The Station - Office supplies	12/8/2023	101397	15.18
		06050750 - 51000 -	General Office Supplies			
242184	3035	BRYAN'S FLOORING LLC	Repair tile on Main and West hall	12/7/2023	101402	575.00
		06050750 - 53020 -	Building Remodel			
241906	74	MATTOCKS PRINTING CO. LLC	The Station - Activities & Events Overview (1500)	12/6/2023	101405	1,646.50
		06050750 - 52000 -	Printing & Publications			
242438	1705	SAMS CLUB DIRECT	The Station - Items for part-time staff function	12/15/2023	101589	152.55
		06050750 - 52155 -	Marketing & Promotional			
240416	1705	SAMS CLUB DIRECT	(B) Concessions Resale - Recreation side	12/15/2023	101593	165.84
		06050750 - 51275 -	Items Purchased for Resale			
241874	1705	SAMS CLUB DIRECT	(B) The Station - Misc. supplies	12/13/2023	101594	189.68
		06050750 - 51250 -	Misc. Materials & Supplies			
242379	3164	AMAZON.COM SALES, INC.	The Station - FM transmitter	12/9/2023	101608	159.99
		06050750 - 51150 -	Minor Equipment			
240416	1705	SAMS CLUB DIRECT	(B) Concessions Resale - Recreation side	12/18/2023	101733	386.78
		06050750 - 51275 -	Items Purchased for Resale			
240188	882	SAFEGUARD PEST CONTROL, INC	SPRAYING THE STATION	12/1/2023	101876	165.00

Moore, OK Purchase Order Claim Register



Fund: 06 - General Fund

Check Run : 122823

Department: 075 - Moore Recreation Center

P.O. #	Vendor #	Name	Summary Description	Date	Invoice	Amount
		06050750 - 52360 -	Professional Services			
242538	3214	SJ INNOVATIONS LLC	The Station security - 12/3/23-12/16/23	12/19/2023	101888	6,405.35
		06050750 - 52353 -	Security			
Department Total :						13,708.06

Department: 077 - Library

P.O. #	Vendor #	Name	Summary Description	Date	Invoice	Amount
242516	3515	CORNER COPY & PRINTING, LLC	Story Walk Posters Dec. 2023 - Moore Library	12/7/2023	101778	243.75
		06050770 - 52000 -	Printing & Publications			
240174	882	SAFEGUARD PEST CONTROL, INC	SPRAYING PUBLIC LIBRARY	12/1/2023	101866	60.00
		06050770 - 52545 -	Misc Services & Charges			
240174	882	SAFEGUARD PEST CONTROL, INC	SPRAYING PUBLIC LIBRARY	11/27/2023	101867	45.00
		06050770 - 52545 -	Misc Services & Charges			
Department Total :						348.75

Department: 080 - Community Development/Planning

P.O. #	Vendor #	Name	Summary Description	Date	Invoice	Amount
240186	882	SAFEGUARD PEST CONTROL, INC	PEST CONTROL FOR RECYCLE CENTER	12/1/2023	101869	45.00
		06060800 - 52360 -	Professional Services			
242251	2807	DAHILL OFFICE TECHNOLOGY CORPORATION	Copy Machine Maintenance and Copies	11/7/2023	101911	98.30
		06060800 - 52265 -	Offie Equipment Maint/Repair			
Department Total :						143.30

Department: 083 - Capital Planning & Resiliency

P.O. #	Vendor #	Name	Summary Description	Date	Invoice	Amount
241996	3164	AMAZON.COM SALES, INC.	STREET BUILDING	11/7/2023	101814	114.78
		06030830 - 51000 -	General Office Supplies			
Department Total :						114.78
Fund Total :						263,196.49

Moore, OK Purchase Order Claim Register



Fund: 08 - Special Revenue Fund

Check Run : 122823

Department: 218 - Hotel/Motel Tax

P.O. #	Vendor #	Name	Summary Description	Date	Invoice	Amount
242493	1754	ARBOR IMAGE LLC	Veterans Park tree maintenance and removal	12/22/2023	101902	2,295.00
	08052180 - 55210 -		Veterans Park Improvements			
Department Total :						2,295.00

Department: 220 - Transportation Impact Fees

P.O. #	Vendor #	Name	Summary Description	Date	Invoice	Amount
234437	3516	TEIM DESIGN GROUP, PLLC	NW 27TH STREET AND SHIELDS BLVD INTERSECTION	12/7/2023	101362	22,268.38
	08032200 - 55425 -		Transportation Impact Projects			
Department Total :						22,268.38
Fund Total :						24,563.38

Moore, OK Purchase Order Claim Register



Fund: 13 - 1/4 Cent Sales Tax

Check Run : 122823

Department: 565 - Public Works Sales Tax

P.O. #	Vendor #	Name	Summary Description	Date	Invoice	Amount
221185	125	SILVER STAR CONSTRUCTION 13045650 - 54300 -	PUBLIC WORKS FACILITY- CIVIL WORK Construction	11/30/2023	101909	54,385.92
221185	125	SILVER STAR CONSTRUCTION 13045650 - 54300 -	PUBLIC WORKS FACILITY- CIVIL WORK Construction	11/30/2023	101910	168,714.17
Department Total :						223,100.09
Fund Total :						223,100.09

**CLAIMS FOR RATIFICATION
Fiscal Year 2023-2024
DISTRIBUTION JANUARY 03, 2024
COUNCIL MEETING JANUARY 16, 2024**

CITY OF MOORE

General Fund	(06)	\$	11,436.41
CDBG - DR	(15)	\$	19.99
	Fund Total	\$	<u>11,456.40</u>

MOORE PUBLIC WORKS AUTHORITY

	Fund Total	\$	<u>-</u>
--	-------------------	-----------	-----------------

	ALL FUNDS GRAND TOTAL	\$	<u><u>11,456.40</u></u>
--	------------------------------	-----------	--------------------------------

CLAIMS FOR RATIFICATION

MOORE CITY COUNCIL

COUNCIL MEETING JANUARY 16, 2024

Moore City Council
General Fund 2023-2024
Vendor & Employee Claims

Moore, OK Purchase Order Claim Register



Fund: 06 - General Fund Check Run : 010324CC

Department: 044 - Information Technology

P.O. #	Vendor #	Name	Summary Description	Date	Invoice	Amount
242572	1516	FIRST FIDELITY BANK, NA 06010440 - 52485 -	CITY CREDIT CARD IT Licenses & Permits	12/18/2023	101972	3,423.86
Department Total :						3,423.86

Department: 051 - Police

P.O. #	Vendor #	Name	Summary Description	Date	Invoice	Amount
242572	1516	FIRST FIDELITY BANK, NA 06020510 - 52005 -	CITY CREDIT CARD Dues, Mbrshps, Mtgs & Training	12/18/2023	101972	505.00
Department Total :						505.00

Department: 053 - Emergency Management

P.O. #	Vendor #	Name	Summary Description	Date	Invoice	Amount
242572	1516	FIRST FIDELITY BANK, NA 06020530 - 52110 -	CITY CREDIT CARD Telephone	12/18/2023	101972	150.00
Department Total :						150.00

Department: 070 - Parks & Recreation Admin

P.O. #	Vendor #	Name	Summary Description	Date	Invoice	Amount
242572	1516	FIRST FIDELITY BANK, NA 06050700 - 52515 -	CITY CREDIT CARD Special Events	12/18/2023	101972	2,601.12
Department Total :						2,601.12

Department: 073 - Parks & Recreation Activities

P.O. #	Vendor #	Name	Summary Description	Date	Invoice	Amount
242572	1516	FIRST FIDELITY BANK, NA 06050730 - 52585 -	CITY CREDIT CARD Recreation Classes	12/18/2023	101972	95.96
Department Total :						95.96

Department: 075 - Moore Recreation Center

P.O. #	Vendor #	Name	Summary Description	Date	Invoice	Amount
242572	1516	FIRST FIDELITY BANK, NA 06050750 - 52000 -	CITY CREDIT CARD Printing & Publications	12/18/2023	101972	3,498.20
242572	1516	FIRST FIDELITY BANK, NA 06050750 - 52005 -	CITY CREDIT CARD Dues, Mbrshps, Mtgs & Training	12/18/2023	101972	789.97
242572	1516	FIRST FIDELITY BANK, NA 06050750 - 52355 -	CITY CREDIT CARD Contract Services	12/18/2023	101972	79.94
242572	1516	FIRST FIDELITY BANK, NA 06050750 - 52515 -	CITY CREDIT CARD Special Events	12/18/2023	101972	121.36
Department Total :						4,489.47

Department: 076 - Aquatic Park

P.O. #	Vendor #	Name	Summary Description	Date	Invoice	Amount
242572	1516	FIRST FIDELITY BANK, NA 06050760 - 52006 -	CITY CREDIT CARD Training	12/18/2023	101972	171.00
Department Total :						171.00
Fund Total :						11,436.41

Moore, OK Purchase Order Claim Register



Fund: 15 - CDBG DR GRANT

Check Run : 010324CC

Department: 100 - HUD Grant

P.O. #	Vendor #	Name	Summary Description	Date	Invoice	Amount
242572	1516	FIRST FIDELITY BANK, NA 1501100A - 52360 -	CITY CREDIT CARD Professional Services	12/18/2023	101972	19.99
Department Total :						19.99
Fund Total :						19.99

**CLAIMS FOR RATIFICATION
Fiscal Year 2023-2024
DISTRIBUTION JANUARY 04, 2024
COUNCIL MEETING JANUARY 16, 2024**

CITY OF MOORE

GO Street Bonds	(04)	\$	132,521.32
General Fund	(06)	\$	359,199.74
Special Revenue Fund	(08)	\$	62,500.00
Debt Service Fund	(09)	\$	293,890.63
Stormwater Systems	(11)	\$	51,257.20
Public Safety/Streets Sales Tax	(12)	\$	515,713.59
	Fund Total	\$	<u>1,415,082.48</u>

MOORE PUBLIC WORKS AUTHORITY

MPWA OWRB	(01)	\$	20,840.80
Moore Risk Management	(02)	\$	175,392.76
Moore Public Works	(05)	\$	574,084.07
	Fund Total	\$	<u>770,317.63</u>

ALL FUNDS GRAND TOTAL **\$ 2,185,400.11**

CLAIMS FOR RATIFICATION

MOORE CITY COUNCIL

COUNCIL MEETING JANUARY 16, 2024

Moore City Council
General Fund 2023-2024
Vendor & Employee Claims

Moore, OK Purchase Order Claim Register



Fund: 04 - Street Bond Improvements

Check Run : 010424

Department: 533 - 2021 GO Street/Drainage

P.O. #	Vendor #	Name	Summary Description	Date	Invoice	Amount
241174	934	VEOLIA WATER NORTH AMERICA 04035330 - 54300 - 12001	REPAIR & MAINTENANCE (costs in excess) Construction	11/22/2023	102026	21,160.00
241174	934	VEOLIA WATER NORTH AMERICA 04035330 - 54300 - 12005	REPAIR & MAINTENANCE (costs in excess) Construction	11/22/2023	102026	33,308.00
Department Total :						54,468.00

Department: 534 - 2022 GO Streets/Animal Shelter

P.O. #	Vendor #	Name	Summary Description	Date	Invoice	Amount
242522	125	SILVER STAR CONSTRUCTION 04035340 - 54300 - 12011	Special Projects Lockhoma-Invoice 34245-Oct 2023 Construction	10/31/2023	101831	78,053.32
Department Total :						78,053.32
Fund Total :						132,521.32

Moore, OK Purchase Order Claim Register



Fund: 06 - General Fund

Check Run : 010424

Department: 000 - Undesignated

P.O. #	Vendor #	Name	Summary Description	Date	Invoice	Amount
	1	ONE TIME PAY VENDOR	Bond Refund 231704822 J.Charpentier	12/12/2023	101574	70.00
	6 - 21030 -		Refunds Payable			
	1	ONE TIME PAY VENDOR	Bond Refund 231703845 A.Dick	12/12/2023	101575	70.00
	6 - 21030 -		Refunds Payable			
	1	ONE TIME PAY VENDOR	Bond Refund 231704423 M.Farmer	12/12/2023	101576	70.00
	6 - 21030 -		Refunds Payable			
	1	ONE TIME PAY VENDOR	Bond Refund 231705832 V.Cross	12/12/2023	101577	70.00
	6 - 21030 -		Refunds Payable			
	1	ONE TIME PAY VENDOR	Bond Refund 231704218 D.Bauder	12/14/2023	101578	70.00
	6 - 21030 -		Refunds Payable			
240851	1030	OKLA UNIFORM BLDG CODE COMMISSION	State Building Permit Fee Surcharge	11/30/2023	101970	728.00
	6 - 20335 -		State Surcharge			
240198	725	CLEET	PENALTY ASSESSMENT FEES	12/1/2023	102105	8,099.08
	6 - 20205 -		CLEET Fees Outstanding			
240791	1301	OKLA BUREAU OF NARCOTICS	NARC FEES	12/1/2023	102106	50.00
	6 - 20220 -		Bureau Narc Drug Edu Fund			
240642	342	OKLAHOMA STATE BUREAU	AFIS/FORENSIC FEES	12/1/2023	102107	16,881.63
	6 - 20205 -		CLEET Fees Outstanding			
Department Total :						26,108.71

Department: 005 - Fines, Forfeitures & Seizures

P.O. #	Vendor #	Name	Summary Description	Date	Invoice	Amount
240198	725	CLEET	PENALTY ASSESSMENT FEES	12/1/2023	102105	-65.24
	06020050 - 45000 -		Court Fines & Fees			
240642	342	OKLAHOMA STATE BUREAU	AFIS/FORENSIC FEES	12/1/2023	102107	-490.13
	06020050 - 45000 -		Court Fines & Fees			
Department Total :						-555.37

Department: 035 - General Government

P.O. #	Vendor #	Name	Summary Description	Date	Invoice	Amount
240079	104	OKLAHOMA MUNICIPAL LEAGUE	2023-2024 OML ANNUAL SERVICE FEE RENEWAL	1/1/2024	101435	19,579.14
	06010350 - 52005 -		Dues, Mbrshps, Mtgs & Training			
240374	3706	PIERCE COUCH HENDRICKSON BAYSINGER & GREEN, LLP	LEGAL SERVICES	12/13/2023	101478	658.00
	06010350 - 52370 - 15440		Legal Expense			
240374	3706	PIERCE COUCH HENDRICKSON BAYSINGER & GREEN, LLP	LEGAL SERVICES	12/13/2023	101479	775.10
	06010350 - 52370 - 15445		Legal Expense			
240374	3706	PIERCE COUCH HENDRICKSON BAYSINGER & GREEN, LLP	LEGAL SERVICES	12/13/2023	101481	1,476.50
	06010350 - 52370 - 15435		Legal Expense			
240451	103	OKLAHOMA GAS & ELECTRIC	ELECTRICITY	12/21/2023	101915	59.60
	06010350 - 52100 -		Electricity			

Moore, OK Purchase Order Claim Register



Fund: 06 - General Fund Check Run : 010424

Department: 035 - General Government

P.O. #	Vendor #	Name	Summary Description	Date	Invoice	Amount
240200	1727	OKLAHOMA NATURAL GAS	NATURAL GAS, COMBINED	12/22/2023	101989	854.14
		06010350 - 52105 -	Natural Gas			
240421	1872	WRIGHT EXPRESS FSC	CITY WIDE FUEL USAGE	12/31/2023	101992	98.02
		06010350 - 51075 -	Fuel			
242632	1516	FIRST FIDELITY BANK, NA	Public Affairs Visa Card 1193 Due	12/18/2023	102132	50.00
		06010350 - 52000 -	Printing & Publications			
Department Total :						23,550.50

Department: 040 - Managerial

P.O. #	Vendor #	Name	Summary Description	Date	Invoice	Amount
242284	2923	WARREN PRODUCTS, INC.	2024 CALENDARS	12/6/2023	102075	22.00
		06010400 - 51000 -	General Office Supplies			
242284	2923	WARREN PRODUCTS, INC.	2024 CALENDARS	12/6/2023	102076	16.50
		06010400 - 51000 -	General Office Supplies			
Department Total :						38.50

Department: 043 - Finance

P.O. #	Vendor #	Name	Summary Description	Date	Invoice	Amount
242399	3164	AMAZON.COM SALES, INC.	5160 AVERY LABELS FOR CITY CLERK	12/17/2023	101736	26.99
		06010430 - 51000 -	General Office Supplies			
242534	76	CRAWFORD & ASSOCIATES P.C	PROFESSIONAL SERVICES THRU 12/15/2023	12/15/2023	101878	625.00
		06010430 - 52365 -	Accounting & Audit Expense			
242378	2923	WARREN PRODUCTS, INC.	2024 CALENDARS FOR CUST SERV	12/14/2023	101898	111.14
		06010430 - 51000 -	General Office Supplies			
241458	3971	UNDERGROUND VAULTS & STORAGE, INC	STORAGE CHARGES FOR PAYROLL AND FINANCE	11/30/2023	102077	17.12
		06010430 - 52545 -	Misc Services & Charges			
241458	3971	UNDERGROUND VAULTS & STORAGE, INC	STORAGE CHARGES FOR PAYROLL AND FINANCE	11/30/2023	102078	96.43
		06010430 - 52545 -	Misc Services & Charges			
Department Total :						876.68

Department: 044 - Information Technology

P.O. #	Vendor #	Name	Summary Description	Date	Invoice	Amount
240671	944	CELLCO PARTNERSHIP	Verizon bill for July-December 2023	12/15/2023	101837	12,920.99
		06010440 - 52130 -	Wireless Tech Licenses			
241131	2068	LEVANT TECHNOLOGIES	Annual Web hosting: www.historyofmoore.com	1/1/2024	101988	144.00
		06010440 - 52485 -	IT Licenses & Permits			
Department Total :						13,064.99

Department: 045 - Human Resources

P.O. #	Vendor #	Name	Summary Description	Date	Invoice	Amount
242394	3164	AMAZON.COM SALES, INC.	OFFICE FURNITURE FOR HR	12/15/2023	101983	632.79
		06010450 - 51000 -	General Office Supplies			
241180	3971	UNDERGROUND VAULTS & STORAGE, INC	STORAGE FOR HR PERSONNEL FILES	11/30/2023	101984	19.58

Moore, OK Purchase Order Claim Register



Fund: 06 - General Fund

Check Run : 010424

Department: 045 - Human Resources

P.O. #	Vendor #	Name	Summary Description	Date	Invoice	Amount
		06010450 - 52355 -	Contract Services			
Department Total :						652.37

Department: 046 - Public Affairs

P.O. #	Vendor #	Name	Summary Description	Date	Invoice	Amount
242383	3164	AMAZON.COM SALES, INC.	MOUNTING POSTER ADHESIVE DOTS	12/13/2023	101485	23.97
		06010460 - 51000 -	General Office Supplies			
240169	834	DOTMAN GRAPHIC DESIGN INC	Web development from July 1st to June 30th, 2024	1/1/2024	101982	1,400.00
		06010460 - 52150 -	Web Site Development & Mainten			
Department Total :						1,423.97

Department: 050 - Municipal Court

P.O. #	Vendor #	Name	Summary Description	Date	Invoice	Amount
242396	3031	INFORMATION AND TRAINING INTERNATIONAL LLC	Spanish Interpreter for Court	12/14/2023	101510	152.40
		06020500 - 52360 -	Professional Services			
Department Total :						152.40

Department: 051 - Police

P.O. #	Vendor #	Name	Summary Description	Date	Invoice	Amount
242568	4045	WILDCAT PRECISION LLC	Surgeon rifle repair Matt Melton	12/19/2023	101949	550.00
		06020510 - 52755 -	Emergency Response Team			
242559	689	DUDLEY, KYLE	Clothing allowance 2024 Kyle Dudley	12/28/2023	101950	400.00
		06020510 - 51225 -	Uniform Acquisition/Rental			
242549	1075	OTIS ELEVATOR COMPANY	Maintenance Service 1/1-12/31/24	12/11/2023	101951	4,906.20
		06020510 - 52205 -	Other Rentals & Fees			
242372	3819	M.J. DONOVAN ENTERPRISES, INC.	Police graphic kit for 2016 F350	12/21/2023	101953	624.00
		06020510 - 51070 -	Parts			
242571	1069	KYLE JOHNSON	TUITION REIMBURSEMENT FOR KYLE JOHNSON	12/28/2023	101955	697.50
		06020510 - 52007 -	Tuition Reimbursement			
242474	563	FERGUSON ENTERPRISES INC.	Part to fix men's urinal downstairs	12/27/2023	101959	237.31
		06020510 - 52260 -	Building Maintenance/Repair			
240421	1872	WRIGHT EXPRESS FSC	CITY WIDE FUEL USAGE	12/31/2023	101992	15,001.19
		06020510 - 51075 -	Fuel			
242391	3920	RANDALL SCOTT ASHBROOK	Vinyl removal installation new graphics F350 P/U	12/31/2023	102000	425.00
		06020510 - 51070 -	Parts			
242576	2689	PIVOT, INC	CIC Services 1st qtr 2024 INVOICE 8616	12/29/2023	102001	4,500.00
		06020510 - 52535 -	City Share Intervention Ctr			
241677	448	SPECIAL OPS UNIFORMS	2 shirt/2 pants Robinson, 2 shirts/2 pants Yost	12/13/2023	102002	159.98
		06020510 - 51225 -	Uniform Acquisition/Rental			

Moore, OK Purchase Order Claim Register



Fund: 06 - General Fund

Check Run : 010424

Department: 051 - Police

P.O. #	Vendor #	Name	Summary Description	Date	Invoice	Amount
242618	1705	SAMS CLUB DIRECT	Cookie tray - award,promotion & 20 yr svc ceremon	1/2/2024	102087	24.46
		06020510 - 51250 -	Misc. Materials & Supplies			
Department Total :						27,525.64

Department: 052 - Communications/Dispatch

P.O. #	Vendor #	Name	Summary Description	Date	Invoice	Amount
242552	3446	J GRIFFIN CONSULTING LLC	Polygraph dispatch applicant Jessica Shepard	12/22/2023	101952	175.00
		06020520 - 52360 -	Professional Services			
242624	3683	GUARDIAN ALLIANCE TECHNOLOGIES, INC.	PSA & SOCIAL MEDIA SCREENINGS APPLICANTS	12/31/2023	102085	210.00
		06020520 - 52360 -	Professional Services			
Department Total :						385.00

Department: 053 - Emergency Management

P.O. #	Vendor #	Name	Summary Description	Date	Invoice	Amount
242361	4073	WINEGARD COMPANY	Starlink priority svc, 12 months	12/15/2023	101691	3,480.00
		06020530 - 52110 -	Telephone			
240421	1872	WRIGHT EXPRESS FSC	CITY WIDE FUEL USAGE	12/31/2023	101992	288.13
		06020530 - 51075 -	Fuel			
Department Total :						3,768.13

Department: 054 - Fire

P.O. #	Vendor #	Name	Summary Description	Date	Invoice	Amount
241929	3518	CORE HEALTH & FITNESS LLC	Exercise Equipment for MFD	7/6/2023	100394	1,200.00
		06020540 - 53000 -	Equipment			
242340	3138	BEDFORD CAMERA AND VIDEO, INC.	2023 Portrait Array for MFD	12/14/2023	101829	274.80
		06020540 - 51250 -	Misc. Materials & Supplies			
240120	3164	AMAZON.COM SALES, INC.	Various Items for MFD (Amazon)	12/14/2023	101854	21.99
		06020540 - 51150 -	Minor Equipment			
241608	1705	SAMS CLUB DIRECT	Supplies for MFD Janitorial / Office	12/12/2023	101884	93.13
		06020540 - 51010 -	Janitorial/Custodial Supplies			
242305	4072	CHARLES IMHOFF	Replacement of Springs NW Bay Door Sta #4	12/21/2023	101940	2,777.50
		06020540 - 52260 -	Building Maintenance/Repair			
242462	4072	CHARLES IMHOFF	NW SE Bay Door Repairs @ #3	12/26/2023	101942	847.30
		06020540 - 52260 -	Building Maintenance/Repair			
242376	1705	SAMS CLUB DIRECT	Various Items for MFD all Stations	12/13/2023	101943	386.78
		06020540 - 51010 -	Janitorial/Custodial Supplies			
242376	1705	SAMS CLUB DIRECT	Various Items for MFD all Stations	11/30/2023	101944	189.32
		06020540 - 51010 -	Janitorial/Custodial Supplies			
240452	103	OKLAHOMA GAS & ELECTRIC	ELECTRICITY COMBINED	12/16/2023	101979	29.63
		06020540 - 52100 -	Electricity			
240421	1872	WRIGHT EXPRESS FSC	CITY WIDE FUEL USAGE	12/31/2023	101992	5,261.64
		06020540 - 51075 -	Fuel			
Department Total :						11,082.09

Moore, OK Purchase Order Claim Register



Fund: 06 - General Fund

Check Run : 010424

Department: 060 - Street Improvements

P.O. #	Vendor #	Name	Summary Description	Date	Invoice	Amount
242041	125	SILVER STAR CONSTRUCTION 06030600 - 53127 -	N MOORE AVE (I-35 TO SHIELDS BLVD) ROAD IMPROVEME Street Improvements	11/30/2023	101932	33,063.60
242041	125	SILVER STAR CONSTRUCTION 06030600 - 53127 -	N MOORE AVE (I-35 TO SHIELDS BLVD) ROAD IMPROVEME Street Improvements	10/31/2023	101933	87,303.76
Department Total :						120,367.36

Department: 064 - Public Works

P.O. #	Vendor #	Name	Summary Description	Date	Invoice	Amount
242365	600	CONSTRUCTION INDUSTRIES BOARD 06040640 - 52005 -	OK CONS. IND. BOARD LICENSE RENEWAL JEFFREY SIMMO Dues, Mbrshps, Mtgs & Training	12/13/2023	101461	200.00
242384	1214	MOORE TAG AGENCY, INC 06040640 - 52545 -	new vehicle tag Misc Services & Charges	12/13/2023	101474	51.00
242384	1214	MOORE TAG AGENCY, INC 06040640 - 52545 -	new vehicle tag Misc Services & Charges	12/13/2023	101475	51.00
241400	72	LOWE'S BUSINESS ACCOUNT 06040640 - 51250 -	MISCELLANEOUS SUPPLIES FOR STREET DEPARTMENT Misc. Materials & Supplies	12/14/2023	101497	-24.59
240131	344	P & K EQUIPMENT, INC 06040640 - 51070 -	PARTS FOR MOWERS Parts	12/15/2023	101518	854.45
241388	4015	EXPRESS SERVICES INC 06040640 - 52350 -	TEMP WORK FOR CITY OF MOORE STREET DEPARTMENT Temporary Labor	12/12/2023	101519	822.40
242315	859	HARD HAT SAFETY & GLOVE LLC 06040640 - 51020 -	SAFETY GLOVES, ECT FOR PUBLIC WORKS Safety Supplies	12/13/2023	101524	352.50
242257	599	SPECTRUM PAINT COMPANY INC 06040640 - 51105 -	PAINT FOR NEW STREET BUILDING Street Materials	12/13/2023	101623	44.16
242042	154	TRAFFIC SIGNALS INC. 06040640 - 52354 -	TRAFFIC SIGNAL/SCHOOL ZONE LIGHT REPAIRS ET Outsource Labor	12/13/2023	101642	500.00
240102	2604	AKTION CLUB OF SANTA FE PLACE 06040640 - 52350 -	CREWS CLEANING UP RIVERWALK AREA Temporary Labor	12/15/2023	101644	638.00
242347	2748	SUNDANCE OFFICE SUPPLY, INC. 06040640 - 51000 -	PUBLIC WORKS OFFICE SUPPLIES General Office Supplies	12/13/2023	101655	43.18
242347	2748	SUNDANCE OFFICE SUPPLY, INC. 06040640 - 51000 -	PUBLIC WORKS OFFICE SUPPLIES General Office Supplies	12/12/2023	101656	57.30
242413	3164	AMAZON.COM SALES, INC. 06040640 - 52545 -	SIGNAGE FOR NEW PW GATE Misc Services & Charges	12/17/2023	101659	44.97
242191	2380	CINTAS CORPORATION #2 06040640 - 52355 -	CONTRACT FY2023/2024 FOR UNIFORM CLEANING, MATS Contract Services	12/13/2023	101662	195.80
242191	2380	CINTAS CORPORATION #2 06040640 - 52355 -	CONTRACT FY2023/2024 FOR UNIFORM CLEANING, MATS Contract Services	12/13/2023	101663	183.70

Moore, OK Purchase Order Claim Register



Fund: 06 - General Fund

Check Run : 010424

Department: 064 - Public Works

P.O. #	Vendor #	Name	Summary Description	Date	Invoice	Amount
242191	2380	CINTAS CORPORATION #2	CONTRACT FY2023/2024 FOR UNIFORM CLEANING, MATS	12/13/2023	101664	263.59
		06040640 - 52355 -	Contract Services			
242191	2380	CINTAS CORPORATION #2	CONTRACT FY2023/2024 FOR UNIFORM CLEANING, MATS	12/13/2023	101665	38.01
		06040640 - 52355 -	Contract Services			
241506	189	O'REILLY AUTOMOTIVE INC	SUPPLIES FOR STREET DEPARTMENT EQUIPMENT ETC	12/15/2023	101703	149.28
		06040640 - 51105 -	Street Materials			
241506	189	O'REILLY AUTOMOTIVE INC	SUPPLIES FOR STREET DEPARTMENT EQUIPMENT ETC	12/15/2023	101704	5.10
		06040640 - 51105 -	Street Materials			
241400	72	LOWE'S BUSINESS ACCOUNT	MISCELLANEOUS SUPPLIES FOR STREET DEPARTMENT	12/13/2023	101710	74.03
		06040640 - 51250 -	Misc. Materials & Supplies			
240451	103	OKLAHOMA GAS & ELECTRIC	ELECTRICITY	12/20/2023	101859	93.80
		06040640 - 52100 -	Electricity			
240189	882	SAFEGUARD PEST CONTROL, INC	SPRAYING STREETS, PUBLIC WORKS, GARAGE	12/14/2023	101873	25.00
		06040640 - 52360 -	Professional Services			
241388	4015	EXPRESS SERVICES INC	TEMP WORK FOR CITY OF MOORE STREET DEPARTMENT	11/8/2023	101883	812.12
		06040640 - 52350 -	Temporary Labor			
240451	103	OKLAHOMA GAS & ELECTRIC	ELECTRICITY	12/21/2023	101915	177.64
		06040640 - 52100 -	Electricity			
241506	189	O'REILLY AUTOMOTIVE INC	SUPPLIES FOR STREET DEPARTMENT EQUIPMENT ETC	12/14/2023	101921	59.98
		06040640 - 51105 -	Street Materials			
242567	4015	EXPRESS SERVICES INC	TEMP WORK FOR CITY OF MOORE STREET DEPARTMENT	11/14/2023	101947	657.92
		06040640 - 52350 -	Temporary Labor			
242567	4015	EXPRESS SERVICES INC	TEMP WORK FOR CITY OF MOORE STREET DEPARTMENT	11/21/2023	101960	781.28
		06040640 - 52350 -	Temporary Labor			
240452	103	OKLAHOMA GAS & ELECTRIC	ELECTRICITY COMBINED	12/16/2023	101979	480.59
		06040640 - 52100 -	Electricity			
240452	103	OKLAHOMA GAS & ELECTRIC	ELECTRICITY COMBINED	12/16/2023	101979	61,633.65
		06040640 - 52520 -	Street Lighting			
240200	1727	OKLAHOMA NATURAL GAS	NATURAL GAS, COMBINED	12/22/2023	101989	1,088.08
		06040640 - 52105 -	Natural Gas			
240421	1872	WRIGHT EXPRESS FSC	CITY WIDE FUEL USAGE	12/31/2023	101992	2,418.08
		06040640 - 51075 -	Fuel			
240425	3191	DENNIS A BOTHELL	PROFESSIONAL SERVICE AGREEMENT DENNIS BOTHELL	1/2/2024	102057	864.00
		06040640 - 52360 -	Professional Services			

Department Total : 73,636.02

Department: 065 - Animal Welfare

P.O. #	Vendor #	Name	Summary Description	Date	Invoice	Amount
240237	72	LOWE'S BUSINESS ACCOUNT	shelter supplies / hoses/ etc.	12/15/2023	101535	207.87

Moore, OK Purchase Order Claim Register



Fund: 06 - General Fund

Check Run : 010424

Department: 065 - Animal Welfare

P.O. #	Vendor #	Name	Summary Description	Date	Invoice	Amount
		06040650 - 51065 -	Animal Shelter Supplies			
241671	72	LOWE'S BUSINESS ACCOUNT	New equipment (new shelter)	12/12/2023	101536	838.25
		06040650 - 51150 -	Minor Equipment			
241671	72	LOWE'S BUSINESS ACCOUNT	New equipment (new shelter)	12/12/2023	101537	249.65
		06040650 - 51150 -	Minor Equipment			
241671	72	LOWE'S BUSINESS ACCOUNT	New equipment (new shelter)	12/15/2023	101538	707.53
		06040650 - 51150 -	Minor Equipment			
241966	3240	LSBW, LLC	VET CARE FOR SHELTER ANIMALS	12/15/2023	101539	200.50
		06040650 - 52390 -	Veterinarian Services			
241966	3240	LSBW, LLC	VET CARE FOR SHELTER ANIMALS	12/14/2023	101540	58.50
		06040650 - 52390 -	Veterinarian Services			
241966	3240	LSBW, LLC	VET CARE FOR SHELTER ANIMALS	12/12/2023	101541	359.93
		06040650 - 52390 -	Veterinarian Services			
241966	3240	LSBW, LLC	VET CARE FOR SHELTER ANIMALS	12/13/2023	101542	58.50
		06040650 - 52390 -	Veterinarian Services			
242302	2923	WARREN PRODUCTS, INC.	2024 Calendars for shelter	12/14/2023	101543	125.00
		06040650 - 51000 -	General Office Supplies			
242366	3164	AMAZON.COM SALES, INC.	foam sprayer/spray nozzles/files/new shelter	12/15/2023	101851	1,462.18
		06040650 - 51065 -	Animal Shelter Supplies			
240200	1727	OKLAHOMA NATURAL GAS	NATURAL GAS, COMBINED	12/22/2023	101989	630.06
		06040650 - 52105 -	Natural Gas			
240421	1872	WRIGHT EXPRESS FSC	CITY WIDE FUEL USAGE	12/31/2023	101992	713.87
		06040650 - 51075 -	Fuel			
Department Total :						5,611.84

Department: 068 - Fleet Maintenance

P.O. #	Vendor #	Name	Summary Description	Date	Invoice	Amount
240101	1751	EXPRESS OIL CHANGE	OIL CHANGES FOR CITY VEHICLES	12/12/2023	101426	34.99
		06040680 - 52354 -	Outsource Labor			
240101	1751	EXPRESS OIL CHANGE	OIL CHANGES FOR CITY VEHICLES	12/13/2023	101455	38.49
		06040680 - 52354 -	Outsource Labor			
240023	2025	M & N DEALERSHIPS XII LLC	PARTS FOR CITY VEHICLES	12/13/2023	101494	323.74
		06040680 - 51070 -	Parts			
241685	1346	WINGFOOT COMMERCIAL TIRE SYSTEMS, LLC	TIRES FOR CITY VEHICLES ET AL	12/12/2023	101495	715.60
		06040680 - 51070 -	Parts			
241581	3189	INDUSTRIAL TRUCK EQUIPMENT, INC.	TRANSFERRING EQUIPMENT FROM UNIT 95634 TO 22603	12/14/2023	101498	10,602.16
		06040680 - 52354 -	Outsource Labor			
240105	3720	GERARDO ESTRADA	TIRE REPAIRS AND CHANGE OUTS ON SANITATION VEHICL	12/13/2023	101499	140.00

Moore, OK Purchase Order Claim Register



Fund: 06 - General Fund

Check Run : 010424

Department: 068 - Fleet Maintenance

P.O. #	Vendor #	Name	Summary Description	Date	Invoice	Amount
		06040680 - 52354 -	Outsource Labor			
240105	3720	GERARDO ESTRADA	TIRE REPAIRS AND CHANGE OUTS ON SANITATION VEHICL	12/13/2023	101500	80.00
		06040680 - 52354 -	Outsource Labor			
240105	3720	GERARDO ESTRADA	TIRE REPAIRS AND CHANGE OUTS ON SANITATION VEHICL	12/13/2023	101501	80.00
		06040680 - 52354 -	Outsource Labor			
240105	3720	GERARDO ESTRADA	TIRE REPAIRS AND CHANGE OUTS ON SANITATION VEHICL	12/13/2023	101502	160.00
		06040680 - 52354 -	Outsource Labor			
242108	189	O'REILLY AUTOMOTIVE INC	PARTS FOR CITY VEHICLES	12/12/2023	101504	7.86
		06040680 - 51070 -	Parts			
242108	189	O'REILLY AUTOMOTIVE INC	PARTS FOR CITY VEHICLES	12/12/2023	101505	55.70
		06040680 - 51070 -	Parts			
242368	3567	CH&W LLC	TIRES FOR CITY VEHICLES	12/15/2023	101513	2,546.76
		06040680 - 51070 -	Parts			
240019	908	RUSH TRUCK CENTER OF OKC, INC	PARTS FOR CITY VEHICLES	12/14/2023	101515	14.74
		06040680 - 51070 -	Parts			
241809	779	SOUTHERN TIRE MART	TIRES FOR CITY VEHICLES	12/15/2023	101516	2,516.00
		06040680 - 51070 -	Parts			
242397	779	SOUTHERN TIRE MART	TIRES FOR CITY VEHICLES Including 09153	12/15/2023	101517	1,261.00
		06040680 - 51070 -	Parts			
240105	3720	GERARDO ESTRADA	TIRE REPAIRS AND CHANGE OUTS ON SANITATION VEHICL	12/14/2023	101554	230.00
		06040680 - 52354 -	Outsource Labor			
242415	3720	GERARDO ESTRADA	TIRE REPAIRS AND CHANGE OUTS ON SANITATION VEHICL	12/14/2023	101557	140.00
		06040680 - 52354 -	Outsource Labor			
240092	592	J & R EQUIPMENT LLC	PARTS FOR CITY VEHICLES	12/15/2023	101564	193.97
		06040680 - 51070 -	Parts			
240019	908	RUSH TRUCK CENTER OF OKC, INC	PARTS FOR CITY VEHICLES	12/15/2023	101565	59.22
		06040680 - 51070 -	Parts			
240621	1824	PAT'S TOWING, INC	TOWING OF CITY VEHICLES	12/15/2023	101781	363.19
		06040680 - 52354 -	Outsource Labor			
242415	3720	GERARDO ESTRADA	TIRE REPAIRS AND CHANGE OUTS ON SANITATION VEHICL	12/15/2023	101805	140.00
		06040680 - 52354 -	Outsource Labor			
240022	1525	MOORE OIL & LUBE LLC	OIL CHANGES FOR CITY VEHICLES	12/7/2023	101927	70.45
		06040680 - 52354 -	Outsource Labor			
240421	1872	WRIGHT EXPRESS FSC	CITY WIDE FUEL USAGE	12/31/2023	101992	422.92
		06040680 - 51075 -	Fuel			
241374	46	FARRINGTON TRUCK TOWING	TOWING LARGE VEHICLES, SANITATION TRUCKS ET.AL.	11/22/2023	102046	540.00
		06040680 - 52354 -	Outsource Labor			
242108	189	O'REILLY AUTOMOTIVE INC	PARTS FOR CITY VEHICLES	11/29/2023	102097	9.99
		06040680 - 51070 -	Parts			

Moore, OK Purchase Order Claim Register



Fund: 06 - General Fund

Check Run : 010424

Department: 068 - Fleet Maintenance

P.O. #	Vendor #	Name	Summary Description	Date	Invoice	Amount
242108	189	O'REILLY AUTOMOTIVE INC 06040680 - 51070 -	PARTS FOR CITY VEHICLES Parts	11/30/2023	102098	6.68
242108	189	O'REILLY AUTOMOTIVE INC 06040680 - 51070 -	PARTS FOR CITY VEHICLES Parts	12/1/2023	102099	38.79
242108	189	O'REILLY AUTOMOTIVE INC 06040680 - 51070 -	PARTS FOR CITY VEHICLES Parts	12/8/2023	102100	73.18
242108	189	O'REILLY AUTOMOTIVE INC 06040680 - 51070 -	PARTS FOR CITY VEHICLES Parts	12/8/2023	102101	-73.18

Department Total : 20,792.25

Department: 069 - Building Maintenance

P.O. #	Vendor #	Name	Summary Description	Date	Invoice	Amount
240964	71	LOCKE SUPPLY, INC. 06040690 - 51100 -	MATERIALS AND SUPPLIES ET AL Building Materials	12/12/2023	101466	18.87
242367	3164	AMAZON.COM SALES, INC. 06040690 - 51250 -	DIAMOND POLISHING PADS Misc. Materials & Supplies	12/13/2023	101514	23.97
240214	72	LOWE'S BUSINESS ACCOUNT 06040690 - 51100 -	MATERIALS AND SUPPLIES ET AL Building Materials	12/13/2023	101627	24.52
240214	72	LOWE'S BUSINESS ACCOUNT 06040690 - 51100 -	MATERIALS AND SUPPLIES ET AL Building Materials	12/13/2023	101628	64.50
240214	72	LOWE'S BUSINESS ACCOUNT 06040690 - 51100 -	MATERIALS AND SUPPLIES ET AL Building Materials	12/13/2023	101629	44.96
240214	72	LOWE'S BUSINESS ACCOUNT 06040690 - 51100 -	MATERIALS AND SUPPLIES ET AL Building Materials	12/14/2023	101630	155.63
240214	72	LOWE'S BUSINESS ACCOUNT 06040690 - 51100 -	MATERIALS AND SUPPLIES ET AL Building Materials	12/14/2023	101631	6.27
240214	72	LOWE'S BUSINESS ACCOUNT 06040690 - 51100 -	MATERIALS AND SUPPLIES ET AL Building Materials	12/14/2023	101632	58.61
240214	72	LOWE'S BUSINESS ACCOUNT 06040690 - 51100 -	MATERIALS AND SUPPLIES ET AL Building Materials	12/12/2023	101712	3.78
240421	1872	WRIGHT EXPRESS FSC 06040690 - 51075 -	CITY WIDE FUEL USAGE Fuel	12/31/2023	101992	490.80

Department Total : 891.91

Department: 070 - Parks & Recreation Admin

P.O. #	Vendor #	Name	Summary Description	Date	Invoice	Amount
240494	1705	SAMS CLUB DIRECT 06050700 - 52515 -	(B) The Station - Special event supplies Special Events	12/19/2023	101730	184.19
240451	103	OKLAHOMA GAS & ELECTRIC 06050700 - 52100 -	ELECTRICITY Electricity	12/21/2023	101915	312.62
240452	103	OKLAHOMA GAS & ELECTRIC	ELECTRICITY COMBINED	12/16/2023	101979	326.47

Moore, OK Purchase Order Claim Register



Fund: 06 - General Fund

Check Run : 010424

Department: 070 - Parks & Recreation Admin

P.O. #	Vendor #	Name	Summary Description	Date	Invoice	Amount
		06050700 - 52100 -	Electricity			
240200	1727	OKLAHOMA NATURAL GAS	NATURAL GAS, COMBINED	12/22/2023	101989	1,055.32
		06050700 - 52105 -	Natural Gas			
Department Total :						1,878.60

Department: 071 - Senior Citizen Service

P.O. #	Vendor #	Name	Summary Description	Date	Invoice	Amount
240150	3139	DANIELLE G. MITCHELL	Contract Instructor Chair Yoga	12/30/2023	101937	25.00
		06050710 - 52590 -	Program Instructors			
241397	3571	RICHARD GONZALEZ	Contract Services Bus Driver	12/30/2023	101977	322.50
		06050710 - 52355 -	Contract Services			
240452	103	OKLAHOMA GAS & ELECTRIC	ELECTRICITY COMBINED	12/16/2023	101979	617.12
		06050710 - 52100 -	Electricity			
240200	1727	OKLAHOMA NATURAL GAS	NATURAL GAS, COMBINED	12/22/2023	101989	386.62
		06050710 - 52105 -	Natural Gas			
Department Total :						1,351.24

Department: 073 - Parks & Recreation Activities

P.O. #	Vendor #	Name	Summary Description	Date	Invoice	Amount
242405	2324	QUICKSCORES, LLC	(B) Basketball/Volleyball scheduling fees	12/14/2023	101603	406.00
		06050730 - 52545 -	Misc Services & Charges			
Department Total :						406.00

Department: 074 - Parks & Cemetery Maintenance

P.O. #	Vendor #	Name	Summary Description	Date	Invoice	Amount
240164	3854	HERITAGE LANDSCAPE SUPPLY GROUP, INC	(B) Parks Maintenance - Chemicals, fertilizer	12/14/2023	101604	2,421.03
		06050740 - 51055 -	Chemicals			
240011	72	LOWE'S BUSINESS ACCOUNT	(B) Parks Maintenance materials/supplies	12/19/2023	101890	155.18
		06050740 - 51250 -	Misc. Materials & Supplies			
240011	72	LOWE'S BUSINESS ACCOUNT	(B) Parks Maintenance materials/supplies	12/20/2023	101891	15.16
		06050740 - 51250 -	Misc. Materials & Supplies			
240011	72	LOWE'S BUSINESS ACCOUNT	(B) Parks Maintenance materials/supplies	12/21/2023	101892	44.98
		06050740 - 51250 -	Misc. Materials & Supplies			
240156	1863	SITEONE LANDSCAPE SUPPLY	(B) Parks Maintenance - Chemicals, fertilizer	12/27/2023	101901	2,213.88
		06050740 - 51055 -	Chemicals			
242570	882	SAFEGUARD PEST CONTROL, INC	PEST CONTROL FOR 1917 NE 12TH	12/4/2023	101954	45.00
		06050740 - 52360 -	Professional Services			
240421	1872	WRIGHT EXPRESS FSC	CITY WIDE FUEL USAGE	12/31/2023	101992	1,717.47
		06050740 - 51075 -	Fuel			
240474	726	EUREKA WATER COMPANY	(B) Park Maint. - Monthly hot/cold cooler rental	12/31/2023	102084	17.49
		06050740 - 52255 -	Minor Equip Maint/Lease			
240473	726	EUREKA WATER COMPANY	(B) Monthly water refills for Park Maintenance	12/6/2023	102086	7.45

Moore, OK Purchase Order Claim Register



Fund: 06 - General Fund

Check Run : 010424

Department: 074 - Parks & Cemetery Maintenance

P.O. #	Vendor #	Name	Summary Description	Date	Invoice	Amount
		06050740 - 51250 -	Misc. Materials & Supplies			
Department Total :						6,637.64

Department: 075 - Moore Recreation Center

P.O. #	Vendor #	Name	Summary Description	Date	Invoice	Amount
242385	1214	MOORE TAG AGENCY, INC	2 tags	12/13/2023	101476	19.00
		06050750 - 51150 -	Minor Equipment			
242385	1214	MOORE TAG AGENCY, INC	2 tags	12/13/2023	101477	19.00
		06050750 - 51150 -	Minor Equipment			
240084	1222	BOSS PRINT DESIGN, INC	(B) The Station - Signs, banners, etc.	12/15/2023	101600	24.00
		06050750 - 52000 -	Printing & Publications			
242356	3164	AMAZON.COM SALES, INC.	The Station - Equipment for building maintenance	12/13/2023	101605	463.95
		06050750 - 51150 -	Minor Equipment			
240848	3164	AMAZON.COM SALES, INC.	(B) The Station - Office supplies	12/12/2023	101606	18.99
		06050750 - 51000 -	General Office Supplies			
240848	3164	AMAZON.COM SALES, INC.	(B) The Station - Office supplies	12/13/2023	101610	61.80
		06050750 - 51000 -	General Office Supplies			
240361	2380	CINTAS CORPORATION #2	(B) Parks & Rec - Contract uniform cleaning	12/13/2023	101612	186.84
		06050750 - 52355 -	Contract Services			
240361	2380	CINTAS CORPORATION #2	(B) Parks & Rec - Contract uniform cleaning	12/13/2023	101728	142.62
		06050750 - 52355 -	Contract Services			
242380	3164	AMAZON.COM SALES, INC.	(B) The Station - Birthday party package supplies	12/15/2023	101732	1,377.23
		06050750 - 51250 -	Misc. Materials & Supplies			
242486	1705	SAMS CLUB DIRECT	Items for Parks & Recreation staff function	12/19/2023	101889	538.81
		06050750 - 52155 -	Marketing & Promotional			
240451	103	OKLAHOMA GAS & ELECTRIC	ELECTRICITY	12/21/2023	101915	6,388.03
		06050750 - 52100 -	Electricity			
242598	2053	COURTNEY AINSWORTH	Group Ex Instructor 12.30.23	12/30/2023	102049	450.00
		06050750 - 52590 -	Program Instructors			
242610	3978	IRMA LETICIA ARAGON	Group Ex Instructor 12.30.23	12/30/2023	102050	25.00
		06050750 - 52590 -	Program Instructors			
242602	2633	BRIGHTON CARGAL	Group Ex Instructor 12.30.23	12/30/2023	102051	25.00
		06050750 - 52590 -	Program Instructors			
242600	2207	BERRY, TAMARA R	Group Ex Instructor 12.30.23	12/30/2023	102052	125.00
		06050750 - 52590 -	Program Instructors			
242595	2033	IRINA S CHEVIS	Group Ex Instructor 12.30.23	12/30/2023	102054	50.00
		06050750 - 52590 -	Program Instructors			
242607	2963	SHERRIL L EDGE	Group Ex Instructor 12.30.23	12/30/2023	102055	50.00
		06050750 - 52590 -	Program Instructors			
242611	3979	JOSIE GARRARD	Group Ex Instructor 12.30.23	12/30/2023	102056	75.00
		06050750 - 52590 -	Program Instructors			

Moore, OK Purchase Order Claim Register



Fund: 06 - General Fund

Check Run : 010424

Department: 075 - Moore Recreation Center

P.O. #	Vendor #	Name	Summary Description	Date	Invoice	Amount
242599	2057	PATRICIA HARTSOOK 06050750 - 52590 -	Group Ex Instructor 12.30.23 Program Instructors	12/30/2023	102058	25.00
242596	2045	SHERRI R KING 06050750 - 52590 -	Group Ex Instructor 12.30.23 Program Instructors	12/30/2023	102059	300.00
242605	2865	GRACIELA LOPEZ-HERNANDEZ 06050750 - 52590 -	Group Ex Instructor 12.30.23 Program Instructors	12/30/2023	102061	50.00
242606	2879	DESTINY OLIGANGA 06050750 - 52590 -	Group Ex Instructor 12.30.23 Program Instructors	12/30/2023	102062	50.00
242603	2673	NATALLIA POTTER BUCHANKOVA 06050750 - 52590 -	Group Ex Instructor 12.30.23 Program Instructors	12/30/2023	102063	150.00
242608	3642	JENNA E SEELEY 06050750 - 52590 -	Group Ex Instructor 12.30.23 Program Instructors	12/30/2023	102064	50.00
242601	2404	KAZUMI SMITH 06050750 - 52590 -	Group Ex Instructor 12.30.23 Program Instructors	12/30/2023	102065	75.00
242597	2046	ROBERT L SUMMERS 06050750 - 52590 -	Group Ex Instructor 12.30.23 Program Instructors	12/30/2023	102066	225.00
242609	3892	KRISTI AILEEN WALKER 06050750 - 52590 -	Group Ex Instructor 12.30.23 Program Instructors	12/30/2023	102067	100.00
242604	2783	GLORIA WRIGHT 06050750 - 52590 -	Group Ex Instructor 12.30.23 Program Instructors	12/30/2023	102068	75.00
242623	3136	VICTORIA L TRI 06050750 - 52590 -	Group Ex Instructor 12.30.23 Program Instructors	12/30/2023	102083	75.00
242614	71	LOCKE SUPPLY, INC. 06050750 - 51250 -	Misc parts for repair Misc. Materials & Supplies	1/2/2024	102095	42.12
242629	2140	HRISTINA MILCHEVA BROWN 06050750 - 52590 -	Group Ex Instructor 12.30.23 Program Instructors	12/30/2023	102131	50.00
Department Total :						11,307.39

Department: 077 - Library

P.O. #	Vendor #	Name	Summary Description	Date	Invoice	Amount
240200	1727	OKLAHOMA NATURAL GAS 06050770 - 52105 -	NATURAL GAS, COMBINED Natural Gas	12/22/2023	101989	513.93
Department Total :						513.93

Department: 080 - Community Development/Planning

P.O. #	Vendor #	Name	Summary Description	Date	Invoice	Amount
242392	3164	AMAZON.COM SALES, INC. 06060800 - 51000 -	Calendars and supplies General Office Supplies	12/15/2023	101761	180.48
240897	1697	MESHEK & ASSOCIATES, PLC 06060800 - 52360 -	Moore On-Call Engineering Services Professional Services	12/1/2023	101974	3,882.50
240421	1872	WRIGHT EXPRESS FSC 06060800 - 51075 -	CITY WIDE FUEL USAGE Fuel	12/31/2023	101992	42.86
Department Total :						4,105.84

Moore, OK Purchase Order Claim Register



Fund: 06 - General Fund

Check Run : 010424

Department: 081 - Inspections

P.O. #	Vendor #	Name	Summary Description	Date	Invoice	Amount
242408	1214	MOORE TAG AGENCY, INC 06060810 - 52545 -	TAGS FOR 2 NEW MAVERICKS Misc Services & Charges	12/15/2023	101571	51.00
242408	1214	MOORE TAG AGENCY, INC 06060810 - 52545 -	TAGS FOR 2 NEW MAVERICKS Misc Services & Charges	12/15/2023	101572	51.00
240421	1872	WRIGHT EXPRESS FSC 06060810 - 51075 -	CITY WIDE FUEL USAGE Fuel	12/31/2023	101992	422.06
Department Total :						524.06

Department: 082 - Code Enforcement

P.O. #	Vendor #	Name	Summary Description	Date	Invoice	Amount
240421	1872	WRIGHT EXPRESS FSC 06060820 - 51075 -	CITY WIDE FUEL USAGE Fuel	12/31/2023	101992	259.12
242404	4054	PLAINS MOVING, LLC 06060820 - 52355 -	Abatements Contract Services	12/19/2023	102137	469.64
242404	4054	PLAINS MOVING, LLC 06060820 - 52355 -	Abatements Contract Services	12/19/2023	102138	615.15
242404	4054	PLAINS MOVING, LLC 06060820 - 52355 -	Abatements Contract Services	12/18/2023	102139	1,430.00
242404	4054	PLAINS MOVING, LLC 06060820 - 52355 -	Abatements Contract Services	12/27/2023	102140	328.14
Department Total :						3,102.05
Fund Total :						359,199.74

Moore, OK Purchase Order Claim Register



Fund: 08 - Special Revenue Fund

Check Run : 010424

Department: 218 - Hotel/Motel Tax

P.O. #	Vendor #	Name	Summary Description	Date	Invoice	Amount
241566	3484	KB ELECTRIC, LLC	Install Musco Sports Lighting Poles at Parmele	12/29/2023	102009	62,500.00
	08052180 - 55270 -		Parmelee Park Improvements			
Department Total :						62,500.00
Fund Total :						62,500.00

Moore, OK Purchase Order Claim Register



Fund: 09 - Debt Service Fund

Check Run : 010424

Department: 506 - 2015B Park GO Bonds

P.O. #	Vendor #	Name	Summary Description	Date	Invoice	Amount
242419	666	BANK OF OKLAHOMA 09085060 - 54005 -	2015 BONDS, MOORE0KGO15B Bond Interest	12/18/2023	101592	25,412.50
242419	666	BANK OF OKLAHOMA 09085060 - 54165 -	2015 BONDS, MOORE0KGO15B Paying Agent	12/18/2023	101592	125.00
Department Total :						25,537.50

Department: 507 - 2016 PARK GO BONDS

P.O. #	Vendor #	Name	Summary Description	Date	Invoice	Amount
242428	666	BANK OF OKLAHOMA 09085070 - 54000 -	2016 BONDS, MOOR0817G016 Bond Principal	12/18/2023	101591	255,000.00
242428	666	BANK OF OKLAHOMA 09085070 - 54005 -	2016 BONDS, MOOR0817G016 Bond Interest	12/18/2023	101591	13,228.13
242428	666	BANK OF OKLAHOMA 09085070 - 54165 -	2016 BONDS, MOOR0817G016 Paying Agent	12/18/2023	101591	125.00
Department Total :						268,353.13
Fund Total :						293,890.63

Moore, OK Purchase Order Claim Register



Fund: 11 - 1/8 Cent Sales Tax

Check Run : 010424

Department: 350 - 1/8 ST Water/SW/Drainage

P.O. #	Vendor #	Name	Summary Description	Date	Invoice	Amount
241174	934	VEOLIA WATER NORTH AMERICA	REPAIR & MAINTENANCE (costs in excess)	11/22/2023	102026	51,257.20
		11043500 - 53075 -	Water Systems Improvements			
Department Total :						51,257.20
Fund Total :						51,257.20

Moore, OK Purchase Order Claim Register



Fund: 12 - 1/2 Cent Sales Tax

Check Run : 010424

Department: 580 - Public Safety Equipment

P.O. #	Vendor #	Name	Summary Description	Date	Invoice	Amount
242139	4029	BANNER FIRE EQUIPMENT, INC 12025800 - 53000 -	Wildland Nameplates (Coats) for Recruits 23-1 Equipment	12/15/2023	101830	330.00
241763	448	SPECIAL OPS UNIFORMS 12025800 - 53000 -	Uniforms for new hires starting in November Equipment	12/20/2023	102003	703.43
234584	448	SPECIAL OPS UNIFORMS 12025800 - 53000 -	uniforms new hires x 6 Equipment	6/19/2023	102005	4,975.96
234584	448	SPECIAL OPS UNIFORMS 12025800 - 53000 -	uniforms new hires x 6 Equipment	7/13/2023	102006	1,515.36
234584	448	SPECIAL OPS UNIFORMS 12025800 - 53000 -	uniforms new hires x 6 Equipment	12/20/2023	102007	45.00
234584	448	SPECIAL OPS UNIFORMS 12025800 - 53000 -	uniforms new hires x 6 Equipment	12/20/2023	102092	45.00
234584	448	SPECIAL OPS UNIFORMS 12025800 - 53000 -	uniforms new hires x 6 Equipment	8/3/2023	102094	41.82
Department Total :						7,656.57

Department: 582 - Residential Streets

P.O. #	Vendor #	Name	Summary Description	Date	Invoice	Amount
242520	125	SILVER STAR CONSTRUCTION 12035820 - 53155 -	Ward Two - Invoice 34323 - November 2023 Res Str Construct - Ward 2	11/30/2023	101832	359,714.76
242519	125	SILVER STAR CONSTRUCTION 12035820 - 53150 -	Ward One - Invoice 34322 - November 2023 Res Str Construct - Ward 1	11/30/2023	101833	34,142.85
242521	125	SILVER STAR CONSTRUCTION 12035820 - 53160 -	Ward Three - Invoice 34325 - November 2023 Res Str Construct - Ward 3	11/30/2023	101834	114,199.41
Department Total :						508,057.02
Fund Total :						515,713.59

CITY OF MOORE

Job Description

Financial Technology Support Specialist

Job Code: TBD
Exempt: No
Department: Finance
Reports To: Finance Director
Location: City Administration Office
Date Prepared: December 1, 2023
Date Revised:

GENERAL DESCRIPTION OF POSITION

The Financial Technology (FinTech) Support Specialist is responsible for promoting the effective use of the administrative finance systems and technologies used within the City and will assist with query and report development and other independent projects to support financial reporting needs. This position will provide system administration, technical support, troubleshooting, process documentation for users, and training across all City departments.

The position will also assist with the development and implementation of financial internal control policies and procedures, including providing training and instruction to users at all levels.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Assist finance system users with identifying and analyzing reporting needs by researching solutions, fulfilling report requests, and working closely with users and the Information Technology Department to ensure reporting needs are met; coordinate with users to analyze and determine hardware, software, and/or system functional specifics. This duty is performed daily, about 45% of the time.
2. Guide users in the correct methods for using the financial systems and technologies available to them including implementation of new or never-used features; respond to requests for assistance from users by responding to inquiries, fulfilling requests, and coordinating system access and authorizations, when appropriate. This duty is performed daily, approximately 15% of the time.
3. Ensure seamless integration of technology solutions with existing financial processes across City departments; plan and coordinate future financial system projects and improvements in accounting software, payment processing platforms, and financial analytics by working with vendors to evaluate, select, and integrate new solutions. This duty is performed as needed, approximately 10% of the time.
4. Monitor finance system performance in order to troubleshoot issues and ensure data accuracy and integrity; develop and maintain documentation related to system configuration, workflow, and procedures. This duty is performed as needed, approximately 5% of the time.
5. Assist with a variety of highly complex administrative functions, including software conversion, payroll file uploads, software support and training, and the planning, research, and coordination of special projects and programs. This duty is performed daily, approximately 15% of the time.

6. Apply and use basic accounting principles and effective communication, time-management, and problem-solving skills to: provide financial system technical support to users; develop financial reports and queries; develop documentation and training; and independently complete special projects and assignments as assigned. This duty is performed as needed, approximately 10% of the time.
7. Assist in the preparation of the annual budget and budget book; perform various accounting and budget duties including invoice creation, special reports, and bank reconciliations; assist with financial data analysis and reporting. This duty is performed as needed, approximately 5% of the time.
8. Operate a variety of office equipment including telephones, computers, copy machines, and facsimile machines; input and retrieve data and text.
9. Receive and respond to incoming calls; screen mail, telephone calls, and visitors; assist citizens and visitors with information.
10. Good attendance is required.
11. Works in a manner safe to the individual and other people; keeps work area clean and safe; follows safety rules and safe work practices; uses safety equipment as required.
12. Confidentiality is required.
13. Perform any other related duties as required or assigned.

INITIATIVE AND INGENUITY

SUPERVISION RECEIVED

Under direction where a definite objective is set up and the employee plans and arranges their own work, referring only unusual cases to the supervisor.

PLANNING

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work; may also occasionally assist in the planning of work assignments performed by others within a limited area of operation.

DECISION MAKING

Performs work operations that permit frequent opportunities for decision-making of minor importance and also frequent opportunities for decision-making of major importance; the latter of which would affect the work operations of other employees and/or clientele to a moderate degree.

MENTAL DEMAND

Close mental demand. Operations requiring close and continuous attention for control of operations. Operations require intermittent direct thinking to determine or select the most applicable way of handling situations regarding the organization's administration and operations; and also to determine or select material and equipment where highly variable sequences are involved.

ANALYTICAL ABILITY / PROBLEM-SOLVING

Directed. Supervisory and/or professional skills using structured practices or policies and directed as to execution and review. Interpolation of learned things in moderately varied situations where reasoning and decision-making are essential.

SUPERVISORY RESPONSIBILITIES

Does not supervise.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

Occasionally responsible for the organization's property where carelessness, error, or misappropriation would result in moderate damage or moderate monetary loss to the organization. The total value for the above would range from \$5,000 to \$150,000.

ACCURACY

Probable errors would not likely be detected until they reached another department, office or patron, and would then require considerable time and effort to correct the situation. Frequently, possibility of error that would affect the organization's prestige and relationship with the public to a limited extent, but where succeeding operations or supervision would normally preclude the possibility of a serious situation arising as a result of the error or decision.

ACCOUNTABILITY

FREEDOM TO ACT

Directed. Freedom to complete duties as defined by wide-ranging policies and precedents with mid to upper-level managerial oversight.

ANNUAL MONETARY IMPACT

Very small. Job creates a monetary impact for the organization up to an annual level of \$100,000.

IMPACT ON END RESULTS

Moderate impact. Job has a definite impact on the organization's end results. Participates with others in taking action for a department and/or total organization.

PUBLIC CONTACT

Extensive contacts with various diversified sectors of the public environment; wherein, the contacts are of extreme importance and failure to exercise proper judgment can lead to substantial losses to the organization.

EMPLOYEE CONTACT

Contacts of considerable importance with the department of office, such as those required in coordination of effort, or frequent contacts with other departments or offices, generally in the normal course of

performing duties; consulting on problems which necessitate judgment and tact in presentation to obtain cooperation or approval of action to be taken. Also, important contacts with associates as required in advanced positions, plus frequent contact with senior-level internal officials (department heads and members of City management).

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Regular use of complex machines and equipment; specialized or advanced software programs.

WORKING CONDITIONS

Periodically exposed to such elements as noise, intermittent standing, walking, occasionally pushing, carrying, or lifting; but none are present to the extent of being disagreeable.

ENVIRONMENTAL CONDITIONS

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

The noise level in the work environment is usually moderate.

PHYSICAL ACTIVITIES

The physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

Semi-repetitive, low physical. Semi-repetitive type work which requires periods of concentration for varied time cycles as prescribed by the tasks.

While performing the functions of this job, the employee is regularly required to sit, use hands to finger, handle, feel, talk, or hear; and occasionally required to stand, walk, and reach with hands and arms. The employee must frequently lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision; distance vision; and color vision.

ADDITIONAL INFORMATION

Knowledge of:

- Basic office practices and procedures
- Basic principles of business letter writing and basic report preparation
- Technical and statistical report writing
- Policies and procedures of the department
- English usage, spelling, grammar and punctuation
- Principles and procedures for filing documents, including confidential documents
- Pertinent federal, state, and local laws, codes, and regulations
- Office equipment, computers, word processing, database, and spreadsheet applications

Ability to:

- Interpret and explain department policies and procedures
- Enter a variety of data and information into assigned computer programs
- Respond to citizen inquiries with effective interpersonal politeness
- Operate and use modern office equipment
- Perform routine mathematical calculations
- Understand and carry out oral and written directions
- Communicate clearly and concisely, both orally and in writing
- Establish and maintain effective working relationships with those contacted in the course of work
- Maintain effective audio-visual discernment and perception needed for making observations, communicating with others, reading and writing, and operating assigned equipment
- Maintain effective mental capacity which permits making sound decisions, using good judgment, and utilizing other intellectual capabilities
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include sitting for extended periods of time and operating assigned equipment
- Establish and maintain effective working relationships
- Exercise good judgment in evaluating situations and choosing an appropriate course of action
- Interpret and apply relevant laws, ordinances, policies, and procedures
- Establish and maintain effective working relationships with those contacted in the course of business
- Discreetly handle sensitive and confidential information
- Work independently, meet deadlines, and prioritize work

Education and Experience Requirements:

Education:

A bachelor's degree is required with a major in accounting, business, computer information systems, or a closely related field.

Experience:

Two years of documented experience using basic accounting systems, combined with knowledge and use of the functional and technical aspects of financial systems software. Experience with Tyler Technologies systems is preferred.

WORKING CONDITIONS

Employee must lift items such as supply boxes. Requires vertically transferring items weighing up to ten (10) pounds.

Employee must carry supplies from one location to another. Requires horizontally transferring items weighing up to ten (10) pounds.

Employee must sit at a workstation for periods of time. Requires tolerance of seated posture for prolonged periods.

Employee must operate a keyboard. Requires use of hands and fingers for inputting information into a computer system.

Employee must view a computer screen. Requires use of eyes to read computer screen continuously throughout the day.

Employee works in a City building at a workstation.

Employee must tolerate a working environment with inside controlled temperatures.

Employee may be required to travel from the office to various sites around the City in a City vehicle.

DRAFT

CITY OF MOORE

Job Description

Recreation-Program Coordinator

Job Code: 7620
Exempt: No
Department: Parks & Recreation
Reports To: Recreation and Events Manager
Location: Parks & Recreation Facilities and Grounds
Date Prepared: January 18, 2016
Date Revised: December 22, 2023

GENERAL DESCRIPTION OF POSITION

The Recreation-Program Coordinator is responsible for the management, direction, and coordination of all programs, some special events, and activities of the Parks and Recreation Department. Incumbent will schedule, train, and supervise staff while developing and maintaining good relationships with the citizens. The Recreation-Program Coordinator is responsible for establishing and maintaining cleanliness and safety practices and procedures. Responsibilities include adult and youth recreation programming in all recreation facilities; City-wide special events; club development; and the development of programming in the Station Recreation Center (Child Watch and Kids Club)-and Moore Community Center (Summer Day Camp). The Recreation-Program Coordinator will provide staff assistance to the Recreation and Events Manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Organizes, schedules, supervises and evaluates recreationprogram staff. Assign priorities and work. Trains and instructs recreation personnel. Coordinates activities and acts on employee problems. Recruits, interviews, and recommends management and staff selections. This duty is performed daily, about 5% of the time.
2. Plans, organizes, schedules, supervises, performs, and arranges recreation facilities maintenance and equipment operations. Prepares equipment, supply repair inventories, and cost estimates. This duty is performed daily, about 5% of the time.
3. Plan and coordinate recreation programming including but not limited to creative arts, performing arts, special interests, recreation camps, Child Watch, Kids Club, summer day camp, and facility-based special events, etc. This duty is performed daily, about 2535% of the time.
4. Plan and coordinate outdoor activity programs and special events such as Play in the Park, one-day meet and greet events, Fishing Derby, the Halloween Festival, etc. This duty is performed daily, about 2515% of the time.
5. Assist in budget development and monitoring. This duty is performed annually.

6. Monitors safety issues and security of the facility. This duty is performed daily.
7. Plans, designs, and implements a variety of recreation-related programs. This duty is performed as needed, about 20% of the time.
8. Plans, designs, and implements a variety of art classes and programs for the multi-purpose room. This duty is performed as needed, about 20% of the time.
9. Analyzes and evaluates, or assists in evaluation/analyzing, operations, and facilities for recreation operations needs and improvement. Assists in developing policies and procedures for recreation functions including but not limited to work rules, fees/charges, hours of operation, contract services, etc. Plans, recommends, and/or implements employee training programs. This duty is performed daily.
10. Ensures compliance with regulatory mandates and standards for health, safety, customers, contractors, and employees. This duty is performed daily.
11. Participates in ongoing training and development. Attends and participates in relevant seminars, workshops, and conventions. This duty is performed daily.
12. Ensures operations of recreation facilities comply with cleanliness and safety standards. Monitors operations for clean and safe operations. Resolves or recommends resolution to problems. This duty is performed daily.
13. Good attendance and punctuality is required. This duty is performed daily.
14. Works in a manner safe to the individual and other people; keeps work area clean and safe; follows safety rules and safe work practices; uses safety equipment as required. This duty is performed daily.
15. Assist in operations at The Station. This duty is performed daily.
16. Confidentiality is required upon specific notification to the employee. This duty is performed daily.
17. Perform any other related duties as required or assigned.

INITIATIVE AND INGENUITY

SUPERVISION RECEIVED

Under direction where a definite objective is set up and the employee plans and arranges own work, referring only unusual cases to supervisor.

PLANNING

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work; may also occasionally assist in the planning of work assignments performed by others within a limited area of operation.

DECISION MAKING

Performs work operations that allow frequent opportunities for decision-making of minor importance and also frequent opportunities for decision-making of major importance; the latter of which would affect the work operations of other employees and/or clientele to a moderate degree.

MENTAL DEMAND

Close mental demand. Operations requiring close and continuous attention for control of operations. Operations requiring intermittent direct thinking to determine or select the most applicable way of handling situations regarding the organization's administration and operations; and also to determine or select material and equipment where highly variable sequences are involved.

ANALYTICAL ABILITY / PROBLEM-SOLVING

Directed. Supervisory and/or professional skills using structured practices or policies and directed as to execution and review. Interpolation of learned things in moderately varied situations where reasoning and decision-making are essential.

SUPERVISORY RESPONSIBILITIES

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities may include but are not limited to interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.

Supervises a small group (3-715-25) of seasonal employees, ~~usually~~ of lower classifications. Assigns and checks work; assists and instructs as required and performs same work as those supervised, or closely related work, a portion of the time. Content of the work supervised is of a non-technical nature, but presents numerous situations to which policies and precedents must be interpreted and applied.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

Occasionally responsible for organization's property where carelessness, error, or misappropriation would result in moderate damage or moderate monetary loss to the organization. The total value for the above would range from \$5,000 to \$150,000.

ACCURACY

Probable errors of internal and external scope would have a moderate effect on the operational efficiency of the organizational component concerned. Errors might possibly go undetected for a considerable period of time, thereby creating an inaccurate picture of an existing situation. Could cause further errors, losses, or embarrassment to the organization. The possibility for error is always present due to requirements of the job.

ACCOUNTABILITY

FREEDOM TO ACT

Directed. Freedom to complete duties as defined by wide-ranging policies and precedents with mid to upper-level managerial oversight.

ANNUAL MONETARY IMPACT

The amount of annual dollars generated based on the job's essential duties/responsibilities. Examples would include direct dollar generation, departmental budget, proper handling of organization funds, expense control, and savings from new techniques or reduction in manpower.

None. Job does not create any dollar monetary impact for the organization.

IMPACT ON END RESULTS

Modest impact. Job has some impact on the organizations end results, but still from an indirect level. Provides assistance and support services that facilitates decision-making by others.

PUBLIC CONTACT

Regular contacts with patrons, either within the office or in the field. May also involve occasional self-initiated contacts to patrons. Lack of tact and judgment may result in a limited type of problem for the organization.

EMPLOYEE CONTACT

Contacts with other departments or offices and also frequently with individuals in middle-level positions; consulting on problems that necessitate judgment and tact in presentation to obtain cooperation or approval of action to be taken. Also, important contacts with associates as required in advanced supervisory jobs.

USE OF MACHINES, EQUIPMENT, AND/OR COMPUTERS

Regular use of complex machines and equipment (desktop/laptop computer and software, road and production machines and equipment, driver's license/cdl, etc.)

WORKING CONDITIONS

Outside working environment, wherein there are disagreeable working conditions part of the time.

ENVIRONMENTAL CONDITIONS

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made

to enable individuals with disabilities to perform essential functions.

While performing the functions of this job, the employee is occasionally exposed to outdoor weather conditions. The noise level in the work environment is usually moderate.

PHYSICAL ACTIVITIES

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

Moderate diversity, moderately physical. Work activities that allow for a moderate amount of diversity in the performance of tasks that require somewhat diversified physical demands of the employee.

While performing the functions of this job, the employee is regularly required to use hands to finger, handle, or feel; talk or hear; frequently required to stand, walk, sit, and reach with hands and arms; and occasionally required to climb or balance, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds; frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision; distance vision; color vision; peripheral vision; depth perception; and the ability to adjust focus.

ADDITIONAL INFORMATION

Knowledge of:

- Procedures for planning and implementing a variety of special community events and activities
- Methods and techniques of organizing and implementing events activities
- State codes and regulations of health and safety practices in operating public facilities
- Pertinent, federal, state, and local laws, codes, and regulations

Ability to:

- Concentrate and pay close attention to detail
- Coordinate, organize, and implement recreation activities and events
- Prepare and distribute publicity concerning new or ongoing recreation offerings
- Identify methods to maximize service effectiveness and efficiency
- Communicate clearly and concisely, both orally and in writing
- Establish and maintain effective working relationships with public groups, agencies, school officials, the media, and others contacted in the course of work
- Maintain effective audio-visual discernment and perception needed for making observations, communicating with others, reading and writing, operating assigned equipment
- Maintain effective mental capacity which permits: making sound decisions, using good judgment, and utilizing other intellectual capabilities
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following: sitting for extended periods of time, operating assigned equipment
- Make effective decisions concerning safety and maintenance
- Evaluate and prepare reports, papers, and other documents appropriate to the division; maintain and update records and manuals

- Work well independently
- Interpret and apply applicable federal, state, and local policies, laws, and regulations
- Communicate clearly and concisely, both orally and in writing
- Work flexible hours, including weekends, evenings, holidays, and special events

Experience and Education Guidelines

Education: A Bachelor’s degree in Recreation Management or a closely related field;

AND

Experience: Three years’ experience in the development, organization, and management of indoor youth sports leagues in a recreation center or similar type facility setting, including experience with special event development and management and in program development for indoor classes and programs;

OR

an equivalent combination of education and experience.

Experience with PC-based applications including Word, Excel, and internet browsers preferred

License or Certification:

First Aid, CPR/AED certification, or ability to obtain within first 6 months of employment is required.

Possession of, or ability to obtain, a valid Oklahoma C driver's license may be required.

NOTE: Additional requirements to possess or obtain specific licenses, certifications, or specialized education and training relevant to the area of assignment may also be required, at the discretion of management.

WORKING CONDITIONS

Environmental Conditions:

Office/park environment; exposure to computer screens; work with others and alone; frequent contact with the public.

Performs duties approximately 25% outdoors exposed to temperature extremes, dirt, dust, noise, etc., and 75% in office environment.

Physical Conditions:

Essential and other important responsibilities and duties require maintaining the physical condition necessary for standing, walking, and sitting for prolonged periods; physical and manual dexterity; may be required to operate assigned vehicle. Must be able to perform attached essential job functions.

Employee must lift items such as supply boxes. Requires vertically transferring items weighing up to 25 pounds.

Employee must tolerate sitting at a workstation for periods of time. Requires a tolerance of seated posture for prolonged periods.

Employee must operate a keyboard. Requires use of hands and fingers for inputting information into computer system.

Employee must view computer screen. Requires use of eyes to read computer screen continuously throughout the day.

DRAFT

CITY OF MOORE
Job Description

Environmental Services Manager

Job Code: ~~607390~~
Exempt: No
Department: Community Development
Reports To: Community Development Director
Location: ~~Community Development Office~~ Recycling Center
Date Prepared: January 15, 2016
Date Revised: ~~May 05, 2016~~ December 22, 2023

GENERAL DESCRIPTION OF POSITION

To perform a variety of technical ~~on-site~~ inspections ~~at various stages of construction and professional work~~ to enforce compliance with stormwater pollution and erosion control as required by the Oklahoma Department of Environmental Quality Phase II permit; to monitor ~~and control~~ construction operations to ensure compliance with applicable environmental specifications, city ordinances and regulations; provide information and assistance to inform and educate developers, contractors and the general public ~~to resolve about~~ issues relating to stormwater quality; to ~~assist the Community Development Director in implementing manage~~ the implementation of the City's Stormwater ~~Pollution Prevention Management Plan and Lake Thunderbird Total Maximum Daily Load (TMDL) Plan~~; to manage the Recycle Moore Center and City's recycling program; and to perform a variety of technical tasks related to the service and programs of the Community Development Department.

May be required to work early mornings, evenings, and weekends as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Inspect erosion control methods used during various stages of development and construction of both commercial and residential projects to ensure compliance with applicable codes, ordinances and regulations. This duty is performed daily, about ~~17~~15% of the time.
2. Prepares educational materials for distribution and participates in public education and outreach activities at various special events, educational workshops, and special speakers at area schools. This duty is performed annually, about 5~~1~~% of the time.
3. Maintains detailed records necessary to demonstrate compliance with the program such as inspection records, phone logs, enforcement actions, and permit lists. This duty is performed daily, about 10% of the time.
4. Organizes and attends construction site meetings with developers, engineers, builders, contractors, and owners to suggest Best Management Practices for each site. This duty is performed as needed, about 15% of the time.

- ~~5. Responds to citizen complaints and request including site visits and follow-up correspondence. This duty is performed daily, about 15% of the time.~~
- ~~6.5. Investigates non-compliance; conducts enforcement actions; issues violation notices or citations as necessary; coordinates with abatement contractor; monitors changes and ensures compliance; responds to citizen complaints and requests including site visits and follow-up correspondence. This duty is performed as needed, about ~~10~~15% of the time.~~
- ~~7.6. Reviews Stormwater Pollution Prevention Plans and Erosion and Sediment Control Plans. This duty is performed daily, weekly, about ~~10~~5% of the time.~~
- ~~8.7. Educates municipal employees in methods that will help curtail pollution at municipal sites. This duty is performed annually, about 1% of the time.~~
- ~~9.8. Attends conferences, workshops, and area-wide meetings with subject matter related to area of responsibility and stays current on latest techniques and methods. This duty is performed- annually/quarterly, about ~~1~~2% of the time.~~
- ~~10.9. Manages City recycling facility, including scheduling for recyclables pickup, ensuring adequate staffing of the recycling facility, and providing for a safe and clean environment at the recycling facility. This duty is performed daily, about 20% of the time.~~
- ~~10. Coordinates volunteers and school groups for educational and public outreach field trips. This duty is performed annually, about 1% of the time. Performs industrial facility inspections to determine if Best Management Practices are correctly installed, properly maintained, and correctly placed. Reviews documentation and determines compliance with local, state, and federal stormwater discharge permits. This duty is performed quarterly, about 5% of the time.~~
- ~~11.10. Conducts environmental screenings and samplings of stormwater runoff and other potential environmental contaminants and aids in the elimination of such. This duty is performed annually, about 1% of the time. Monitors and evaluates the water quality of creeks and streams within Moore by collecting samples, performing field analysis, and/or reviewing analytical laboratory reports. Performs dry-weather field screening at the City's stormwater outfalls; determines source of dry weather flows by source tracking. This duty is performed quarterly, about 5% of the time.~~
- ~~12. Assists in developing and distributing public education and outreach materials including brochures, flyers, newspaper articles, newsletters, website content and public service announcements. This duty is performed annually, about 1% of the time.~~
- ~~13.11. Assists in the compilations and preparation of the NPDESA Phase II Annual Report submitted to the ODOEQ. This duty is performed annually/monthly, about ~~10~~5% of the time.~~
- ~~14.12. Assists in the evaluation of the activities being performed by the City and is responsible for the accountability, general effectiveness, and quality of Stormwater Quality Management activities; under the program and recommends modification or additions to enhance the program's effectiveness. This duty is performed annually, about ~~1~~5% of the time.~~

~~15.13.~~ Prepares Budget, goals, and objective recommendations for Community Development Director, and administer the same. This duty is performed annually, about 1% of the time.

~~16.14.~~ ~~ood~~ Good attendance is required. This duty is performed daily.

~~17.15.~~ Works in a manner safe to the individual and other people; keeps work area clean and safe; follows safety rules and safe work practices; uses safety equipment as required. This duty is performed daily.

~~18.16.~~ Confidentiality is required upon specific notification to the employee. This duty is performed daily.

~~19.17.~~ Perform any other related duties as required or assigned.

INITIATIVE AND INGENUITY

SUPERVISION RECEIVED

Under direction where a definite objective is set up and the employee plans and arranges own work, referring only unusual cases to supervisor.

PLANNING

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work; may also occasionally assist in the planning of work assignments performed by others within a limited area of operation.

DECISION MAKING

Performs work operations which permit frequent opportunities for decision-making of minor importance and also frequent opportunities for decision-making of major importance, either of which would affect the work operations of small organizational component and the organization's clientele.

MENTAL DEMAND

Close mental demand. Operations requiring close and continuous attention for control of operations. Operations require intermittent direct thinking to determine or select the most applicable way of handling situations regarding the organization's administration and operations; also to determine or select material and equipment where highly variable sequences are involved.

ANALYTICAL ABILITY / PROBLEM-SOLVING

Directed. Supervisory and/or professional skills using structured practices or policies and directed as to execution and review. Interpolation of learned things in moderately varied situations where reasoning and decision-making are essential.

SUPERVISORY RESPONSIBILITIES

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities may include but are not limited to interviewing, hiring, and training employees; planning, assigning and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.

Supervises a small group (1-3) of employees in the same or lower classification. Assigns and checks work; assists and instructs as required, but performs same work as those supervised, or closely related work, most of the time. Content of the work supervised is non-technical and does not vary in complexity to any great degree.

Supervises the following departments: [Recycling Operations](#)

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

Occasionally responsible for organization's property where carelessness, error, or misappropriation would result in moderate damage or moderate monetary loss to the organization. The total value for the above would range from \$150,000 to \$1,000,000.

ACCURACY

Probable errors would not likely be detected until they reached another department, office or patron, and would then require considerable time and effort to correct the situation. Frequently, possibility of error that would affect the organization's prestige and relationship with the public to a limited extent, but where succeeding operations or supervision would normally preclude the possibility of a serious situation arising as a result of the error or decision.

ACCOUNTABILITY

FREEDOM TO ACT

Directed. Freedom to complete duties as defined by wide-ranging policies and precedents with mid to upper-level managerial oversight.

ANNUAL MONETARY IMPACT

The amount of annual dollars generated based on the job's essential duties/responsibilities. Examples would include direct dollar generation, departmental budget, proper handling of organization funds, expense control, and savings from new techniques or reduction in manpower.

Very small. Job creates a monetary impact for the organization up to an annual level of \$100,000.

IMPACT ON END RESULTS

Moderate impact. Job has a definite impact on the organization's end results. Participates with others

in taking action for a department and/or total organization.

PUBLIC CONTACT

Regular contacts with patrons where the contacts are initiated by the employee. Involves both furnishing and obtaining information and, also, attempting to influence the decisions of those persons contacted. Contacts of considerable importance and of such nature, that failure to exercise proper judgment may result in important tangible or intangible losses to the organization.

EMPLOYEE CONTACT

Contacts with other departments or offices and also frequently with individuals in middle-level positions; consulting on problems that necessitate judgment and tact in presentation to obtain cooperation or approval of action to be taken. Also, important contacts with associates as required in advanced supervisory jobs, plus frequent contact with senior-level internal officials.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Regular use of complex machines and equipment (desktop/laptop computer and software, road and production machines and equipment, driver's license/cdl, etc.)

WORKING CONDITIONS

Outside working environment, where there are disagreeable working conditions part of the time.

ENVIRONMENTAL CONDITIONS

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the functions of this job, the employee is frequently exposed to outdoor weather conditions; and occasionally exposed to fumes or airborne particles. The noise level in the work environment is usually moderate.

PHYSICAL ACTIVITIES

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

Moderate diversity, moderately physical. Work activities allow for a moderate amount of diversity in the performance of tasks which require somewhat diversified physical demands of the employee.

While performing the functions of this job, the employee is frequently required to stand, walk, sit, use hands to finger, handle, or feel, talk or hear; occasionally required to reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, taste or smell. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision; distance vision; color vision; peripheral vision; depth perception; and ability to adjust focus.

ADDITIONAL INFORMATION

Knowledge of:

- Complex principles and techniques of erosion control and ~~up-to-date~~up-to-date BMPs
- Principles of stormwater pollution and pollution prevention
- Development practices related to ~~earth-changing~~earth-changing operations
- Accepted safety standards, policies, and procedures
- ~~Basic~~Intermediate computer operations, including Microsoft Office software
- Pertinent federal, state, and local laws, codes, and regulations

Ability to:

- Inspect construction sites to determine compliance with established stormwater and erosion control regulations; determine most appropriate measures to meet field conditions and applicable standards; enforce environmental codes and standards
- Read, interpret, and apply applicable federal, state, and local laws, codes, and regulations
- Read and interpret site plans, drainage plans, erosion control plans, and other related maps and plans and apply them to current and proposed codes or local regulations
- Determine if construction techniques conform to City code requirements
- Apply technical knowledge to detect deviations from plans, regulations and standard erosion control practices
- Make mathematical computations rapidly and accurately
- Interpret and explain stormwater quality codes and basic stormwater quality and erosion control principals and terms
- Understand and follow oral and written instructions
- Communicate clearly and concisely, both orally and in writing
- Establish and maintain effective working relationships with those contacted in the course of work
- Maintain effective audio-visual discernment and perception needed for: making observations, communicating with others, reading and writing, operating assigned equipment
- Maintain effective mental capacity which permits: making sound decisions, using good judgment, utilizing other intellectual capabilities
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following: sitting for extended periods of time, operating assigned equipment

Education and Experience Requirements:

Education:

An associate's degree in environmental science, geography, sustainability, construction science or a related field. ~~Experience: Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:~~

Experience:

Five years of increasingly responsible experience in environmental science, construction, sustainability, or related fields. Experience: Three to five years of increasingly responsible experience in construction site management, environmental science, or related fields

Education:

High school diploma or equivalent, supplemented with specialized training in the stormwater management, environmental sciences, or related field

ADDITIONAL REQUIREMENTS:

The selected candidate will be required to successfully pass a post-offer drug screen and background investigation.

Must have a valid Oklahoma driver's license, or be able to acquire one prior to the first day of employment.

Within the first 12 months of employment, must be able to obtain Municipal Stormwater Inspector Certification; Construction Stormwater Certification; and Qualified Preparer of Stormwater Pollution Prevention Plan Certification.

WORKING CONDITIONS

Environmental Conditions:

Office and field environment: travel from site to site; construction site environment; exposure to noise, dust, and inclement weather conditions; work in creeks and streams; work on uneven surfaces; and work around heavy construction equipment and heavy flows of traffic; contact with potentially aggressive code violators. May be required to work early mornings, evenings, and weekends as needed.

Physical Conditions:

Essential and other important functions may require maintaining physical condition necessary for standing, walking, sitting, carrying, bending, stooping, and climbing for prolonged periods, moderate to heavy lifting; being able to operate an assigned vehicle; general manual dexterity; and visual acuity to conduct inspections. Must be able to perform attached essential job functions.

Employee must climb ladders; stand, stoop, and crawl; walk to different areas of buildings and construction sites, including uneven ground; and tolerate a working environment with inside controlled temperatures and outside ambient temperatures.

Employee must lift items such as supply boxes, and carry items from one location to another. Requires vertically and horizontally transferring items weighing up to 25 pounds.

Employee works outside driving a City vehicle, sometimes up to 6 hours in an 8-hour workday. Employees must tolerate climbing in and out of a vehicle throughout that time, sitting in the vehicle, and a working environment with outside ambient temperatures, including excessive heat and cold, and precipitation.

Employee must sit at a workstation for periods of time. Requires tolerance of seated posture for prolonged periods.

Employee must operate a keyboard. Requires use of hands and fingers for inputting information into computer system.

Employee must view computer screen. Requires use of eyes to read computer screen continuously throughout the day.

DRAFT

**STANDARD
FORM OF AGREEMENT
BETWEEN CITY OF MOORE
AND ENGINEER
FOR
PROFESSIONAL SERVICES**



Issued By
CITY MANAGEMENT DEPARTMENT
In conjunction with the
CITY'S LEGAL DEPARTMENT

CITY HALL, 301 N. Broadway
Moore, Oklahoma

AGREEMENT
BETWEEN
CITY OF MOORE AND ENGINEER
FOR
PROFESSIONAL SERVICES

FOR

MAIN STREET
RECONSTRUCTION PROJECT
(Broadway Avenue to Eastern Avenue)

CITY OF MOORE
CLEVELAND COUNTY, OKLAHOMA

DATE: January 16, 2024

PREPARED BY:
Half Associates, Inc.
City of Moore

TABLE OF CONTENTS

Page No.

IDENTIFICATION OF THE PARTIES AND GENERAL DESCRIPTION OF THE PROJECT.....	4
1. SECTION 1 - BASIC SERVICES OF ENGINEER	4
1.1. General.....	4
1.2. Survey Services.....	11
1.3. Preliminary Design Phase.....	11
1.4. Right of Way Design Phase	11
1.5. Utility Relocation Phase	11
1.6. Final Design Phase.....	12
1.7. Advertisement and Bidding Phase.....	14
1.8. Construction Phase.....	14
2. SECTION 2 - OWNER'S RESPONSIBILITIES	15
3. SECTION 3 - PERIOD OF SERVICES.....	16
4. SECTION 4 - PAYMENTS TO ENGINEER	17
4.1. Methods of Payment for Services of Engineer.....	17
4.2. Times of Payment.....	18
EXHIBIT "A" SCOPE OF SERVICES.....	21
EXHIBIT "B" LUMP SUM FEE REQUEST	30

**AGREEMENT
BETWEEN
CITY OF MOORE AND ENGINEER
FOR
PROFESSIONAL SERVICES**

THIS IS AN AGREEMENT made as of the 16th day of January in the year 2024 by and between the City of Moore, A Municipal Corporation in the State of Oklahoma (hereinafter called OWNER), and Halff Associates, Inc. (hereinafter called ENGINEER). OWNER intends to employ a professional ENGINEER to provide professional engineering services and prepare contract documents for the MAIN STREET RECONSTRUCTION PROJECT (Broadway Avenue to Eastern Avenue), hereinafter referred to as the PROJECT.

The OWNER and ENGINEER in consideration of their mutual covenants herein agree in respect of the performance of professional engineering services by ENGINEER and the payment for those services by OWNER, as set forth below.

ENGINEER shall serve as OWNER's professional engineering representative in those phases of the Project to which this Agreement applies, and will give consideration and advice to OWNER during the performance of his services.

1. SECTION 1 - BASIC SERVICES OF ENGINEER

1.1. General

- 1.1.1. ENGINEER shall perform professional services as hereinafter stated which include normal civil and surveying activities as more fully set forth and describe in ENGINEER's written proposal and/or scope of work (the "Scope of Services" attached hereto as Exhibit A.
- 1.1.2. Laws, Licenses and Permits. The ENGINEER shall comply with all Federal, State and local laws, regulations and ordinances applicable to the Agreement and Engineer's performance of the Scope of Services.

- 1.1.3. Worker's Compensation Law. The ENGINEER shall comply with the Oklahoma Worker's Compensation Law and file a copy of his Worker's Compensation Insurance Policy, or, if a self-insurer, a copy of the Industrial Commission's Order of Authorization with the OWNER.
- 1.1.4. ENGINEER's Liability. The ENGINEER shall assume responsibility for and save the OWNER harmless from claims for injury to, or death of persons, or damage to property to the extent arising from the ENGINEER's negligent acts, errors, or omissions, or those of their agents or employees, arising out of performance of the work.
- 1.1.5. Non-collusion. The ENGINEER warrants that they have not employed or retained any company or person, other than a bona fide employee working solely for the ENGINEER to solicit or secure this contract, and that they have not paid or agreed to pay any company, political group, or person, other than a bona fide employee working solely for the ENGINEER, any fee, commission, percentage, brokerage fee, gifts, or any other consideration, contingent upon or resulting from the award of this contract. For breach of violation of this warranty, the OWNER shall have the right to annul this contract without liability, or at its discretion to deduct from the contract price or consideration, or otherwise recover the full amount of such price or consideration, or otherwise recover the full amount of such fee, commission, percentage, brokerage fee, gift, or contingent fee.
- 1.1.6. Services Furnished, Performed and Submitted. The ENGINEER shall furnish all engineering services, labor and equipment as may be required in the performance of the Scope of Services, except as otherwise provided herein, and all work performed and submitted under this Agreement shall be done in a manner acceptable to the OWNER, and the ENGINEER shall sign the plans submitted to the OWNER and affix his Oklahoma seal thereto as proof that he is a Registered Professional Engineer in the State of Oklahoma.
- 1.1.7. Coordination of Work. The ENGINEER will coordinate their engineering work with other engineers, if any, performing the immediately adjoining engineering work, and shall furnish and share survey and plan data in such a manner as will facilitate and expedite the completion of contracts in adjacent engineering work.
- 1.1.8. Maintaining All Records. The ENGINEER shall maintain all books, documents, papers, accounting records, and other evidence pertaining to cost incurred in the performance of this Agreement and to make such materials available to their respective offices at all reasonable times, during the term of this Agreement and for five (5) years from the date final payment under this Agreement is received by ENGINEER, for inspection by authorized representatives of the

OWNER. Copies thereof shall be furnished if requested and the OWNER shall pay a reasonable cost of reproduction.

- 1.1.9. Responsibility for Accuracy. The ENGINEER will be held responsible for accuracy of engineering details and quantities of work to be performed. Plans received for review by the OWNER shall be accompanied by a written statement that a prior detailed check has been made. Frequent occurrence of irregularities in engineering details or quantities will be basis for withholding future engineering contracts from said ENGINEER or termination of this Agreement upon failure to remedy the problem within a reasonable period of time. The ENGINEER shall furnish design data with computations for all improvements as set forth in the Scope of Services. The ENGINEER will be held responsible for any mistakes or omissions in the work of the ENGINEER, which appear during the final review by the OWNER or during construction and will be required to do any work necessary to correct the mistakes or omissions in their work, without additional compensation.
- 1.1.10. Major Revisions. For any major revisions ordered in writing by the OWNER in the PROJECT after the final survey has been completed, a supplemental agreement for additional payment shall be entered into between the parties hereto. For any major revision in the character or scope of the work in design ordered in writing by the OWNER after performance of a substantial amount of work on the plans, a supplemental agreement will be negotiated on the basis of all costs related to the salaries of employees for the time directly chargeable to the Agreement, the salaries of principals for the time they are productively engaged in work necessary to fulfill the term of this Agreement, direct non-salary cost incurred in fulfilling the terms of this Agreement and the ENGINEER's overhead or indirect costs to the extent they are properly allowable to the agreement plus a lump sum for profit.
- 1.1.11. Right to Terminate. The OWNER reserves the right to terminate this Agreement at any time, and if this Project should be abandoned, or the processing of same indefinitely postponed, or this Agreement is terminated for any other reasons, the ENGINEER shall be paid for all services rendered and all costs incurred up to the date of ENGINEER's receipt of OWNER's notice of termination. Prior to the award of this Agreement to the ENGINEER, the OWNER shall confirm to the ENGINEER and provide satisfactory proof that funds for the amount due hereunder has been authorized, allocated, and reserved for payment of the ENGINEER's fee.
- 1.1.12. Right to Delete. The OWNER reserves the right to delete any portion of the Scope of Services that has not been performed by ENGINEER at any time upon written notice to ENGINEER, and if such is done the

total engineering fee shall be reduced in the same ratio as the estimated cost of the work deleted compares to the estimated cost of the work as originally planned, or when appropriate, the engineering fee shall be recomputed for the reduced scope of work in the same manner used for determining the original contract fee, provided that if work has already been accomplished on that portion of the contract to be deleted the ENGINEER shall be paid for the deleted portion on the basis of the estimated percentage of completion of such portion.

- 1.1.13. Non-Discrimination. The ENGINEER will comply with all the requirements pertaining to the Section 3 Clause of the 1968 Housing and Urban Development Act (Affirmative Action Plan).
- 1.1.14. Assignments and Subleases. ENGINEER shall not assign, sublease, subcontract, transfer or convey any interest in this Agreement without the express and prior written consent of the OWNER. The ENGINEER's interest hereunder shall not be assignable in bankruptcy or by operation of law. In the event a transfer is approved by OWNER, any document by which an interest is granted shall indicate that the person acquiring the interest takes subject to the terms of this Agreement. OWNER may prescribe any conditions to such an assignment or transfer.
- 1.1.15. Waiver. No waiver of default by OWNER or ENGINEER of any terms, covenants or conditions herein to be performed, kept or observed by ENGINEER or OWNER shall be construed to be or act as a waiver of any subsequent default of any terms, covenants or conditions herein contained.
- 1.1.16. Merger. It is mutually understood and agreed by the parties hereto that this Agreement and the Scope of Services provided by ENGINEER together contain all the covenants, agreements, stipulations, and provisions agreed upon by said parties, and no agent or employee of either party to this Agreement has any authority to alter or change the terms hereof, except as provided herein, and neither party is or shall be bound by any statement or representation not in conformity herewith.

If in the event that any portion or portions of this Agreement are adjudged unlawful by a court of competent jurisdiction, the judgment of such court shall not affect the validity of the remaining portions hereof, which shall be and remain in full force and effect during the term of this Agreement.

- 1.1.17. Enforceability; Choice of Law; Choice of Forum. Litigation arising out of or connected with this Agreement may be instituted and maintained in the courts of the state of Oklahoma only, and the parties

consent to jurisdiction over their person and over the subject matter of any such litigation.

- 1.1.18. Key Personnel. The ENGINEER shall have designated certain key personnel to be assigned specifically to the performance of this work (such as project manager, lead designer, operations specialist, etc.).
- 1.1.19. At the time of Agreement ratification, the OWNER shall have the right to specify those project key personnel for whom the ENGINEER shall not be allowed to substitute other personnel without prior written permission of the OWNER.
- 1.1.20. Detailed Scope of Services. A detailed scope of services is attached as Exhibit "A", which is hereby incorporated into this contract.
- 1.1.21. Insurance. The ENGINEER shall procure and maintain during the life of this agreement insurance of the types of minimum amounts as follows:

Worker's Compensation in full compliance with statutory requirements of Federal and State of Oklahoma law and Employer's Liability coverage in the amount of the statutory limit.

Automobile Liability

Combined Single Limit (Bodily Injury and Property\$ 500,000
Damage)

General Liability

Each Occurrence\$1,000,000
Aggregate\$2,000,000

Professional Liability

Each Claim Made.....\$1,000,000
Annual Aggregate\$2,000,000

Excess of Umbrella Liability

Per Occurrence.....\$1,000,000
General Aggregate\$1,000,000

Certificate evidencing such insurance shall be furnished to the OWNER and shall contain the following statement: "The insurance evidenced by this certificate will not be canceled or altered except after ten (10) calendar days from receipt by the OWNER of written notice thereof." Should the insurance outlined above be canceled for any reason, and the Engineer fails to procure additional insurance, the OWNER shall have the right to purchase equivalent insurance coverage and charge the cost of that insurance against any amounts due the ENGINEER under the terms of this Agreement.

Said insurance shall be written by a company or companies licensed to do business in the State of Oklahoma.

1.1.22. Drug-Free Workplace

1.1.22.1. Definitions. As used in this clause, “controlled Substance” means a controlled substance in schedules I through V of section 202 of the Controlled Substance Act (21 U.S.C. 812) and as further defined in regulation 21 CFR 1308.11-1308.15. “Conviction” means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes. “Criminal drug statute” means a Federal or non-Federal criminal statute involving manufacture, distribution, dispensing, possession or use of any controlled substance.

“Drug-free workplace” means the site(s) for the performance of work done by the Contractor in connection with a specific contract at which employees of the contractor are prohibited from engaging in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance.

“Employee” means an employee of a Contractor directly engaged in the performance of work under a government contract.

“Directly engaged” is defined to include all direct cost employees and any other employee who has other than a minimal impact or involvement in contract performance.

1.1.22.2. The ENGINEER, if other than an individual, shall--within thirty (30) calendar days after award (unless a longer period is agreed to in writing) for contracts of thirty (30) calendar days or more performance duration; or as soon as possible for contracts of less than thirty (30) calendar days of performance duration--

1. Publish a statement notifying its employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the ENGINEER’s workplace and specifying the actions that will be taken against employees for violation of such prohibition;
2. Establish an ongoing drug-free awareness program to inform such employees about –
 - (i) The dangers of drug abuse in the workplace
 - (ii) The ENGINEER’s policy of maintaining a drug-free workplace

- (iii) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (iv) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.
3. Provide all employees engaged in performance of the contract with a copy of the statement required by subparagraph 1.1.21.2.1. of this clause:
 4. Notify such employees in writing of the statement required by subparagraph 1.1.21.2.1. of this clause, that as a condition of continued employment of this contract, the employee will
 - (i) Abide by the terms of the statement; and
 - (ii) Notify the employer in writing of the employee's conviction under a criminal drug statute for a violation occurring in the workplace no later than five (5) days after such conviction.
 5. Notify the contracting officer in writing within ten (10) days after receiving notice under subdivision 1.1.21.2.4. (ii) of this clause from an employee or otherwise receiving actual notice of such conviction. The notice shall include the position title of the employee.
 6. Within thirty (30) calendar days after receiving notice under subdivision 1.1.21.2.4. (ii) of this clause of a conviction, take one (1) of the following actions with respect to any employee who is convicted of a drug abuse violation occurring in the workplace.
 - (i) Take appropriate personnel action against such employee, up to and including termination; or
 - (ii) Require such employee to satisfactorily participate in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency.
 7. Make a good faith effort to maintain a drug-free workplace through implementation of subparagraphs 1.1.21.2.1. through 1.1.21.2.6. of this clause.

1.1.22.3. The ENGINEER, if an individual, agrees by award of the contract or acceptance of a purchase order, not to engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in the performance of this contract.

1.1.22.4. In addition to other remedies available to the Owner, the ENGINEER's failure to comply with the requirements of paragraphs 1.1.21.2. and 1.1.21.3. of this clause may, pursuant to FAR 23.506, render the ENGINEER subject to suspension of contract payments, termination of the contract for default, and suspension or debarment.

1.2. Survey Services

After written authorization to proceed, the ENGINEER shall:

- 1.2.1. Provide all ground topographic and land tie surveying required for the design and right-of-way acquisition for the project, as described in Exhibit "A".
- 1.2.2. Provide Utility Location Services (SUE Service) to determine the location of detectable underground utilities, as described in Exhibit "A".

1.3. Preliminary Design Phase.

After written authorization to proceed with the Preliminary Design Phase, ENGINEER shall:

- 1.3.1. In consultation with the OWNER and on the basis of the detailed scope of services (Exhibit "B") and the accepted report, prepare preliminary design documents consisting of final design criteria, preliminary drawings and outline specifications.
- 1.3.2. Based on the preliminary design plans, submit an opinion of probable cost for the project including construction cost, contingencies, compensation for all professionals and consultant services.
- 1.3.3. Furnish three (3) copies of the above preliminary design plans and present and review them in person with the OWNER.

1.4. Right-of-way Design Phase.

After approval of the Preliminary Design Phase, the ENGINEER shall proceed with the Right-of-Way Phase:

- 1.4.1. The ENGINEER shall proceed with determination of necessary right-of-way acquisitions and development of right-of-way documents.
- 1.4.2. In consultation with the OWNER and on the basis of the detailed scope of services (Exhibit "B"), prepare right-of-way plans showing required new right-of-way limits and easement documents.
- 1.4.3. Furnish three (3) copies of the above right-of-way plans and right-of-way documents and present and review them in person with the OWNER.

1.5. Utility Relocation Phase

1.5.1. Utility Relocation Phase.

After approval of the Right-of-way Design Phase, the ENGINEER shall proceed with the Utility Relocation Phase:

- 1.5.1.1. The ENGINEER shall conduct these services in parallel with the right-of-way and final design phases.
- 1.5.1.2. Schedule and hold field meetings with all utility providers included on the Call-OKIE listing for the project area.
- 1.5.1.3. Obtain proposals/relocation agreements from all impacted utility providers.
- 1.5.1.4. In consultation with the OWNER, issue work orders for utility relocation construction operations.

1.6. Final Design Phase.

After written authorization to proceed with the Final Design Phase, ENGINEER shall:

- 1.6.1. On the basis of the accepted Right-of-way design documents, incorporate contract documents, final plans, quantities, construction estimates and specifications to show the character and scope of the work to be performed by Contractors on the PROJECT.
- 1.6.2. Furnish to OWNER such documents and design data as may be required for, and assist in the preparation of, the required documents so that OWNER may obtain approvals of such governmental authorities as have jurisdiction over design criteria applicable to the PROJECT and assist in obtaining such approvals by participating in submissions to and negotiations with appropriate authorities.
- 1.6.3. Advise OWNER of any adjustments to his latest opinion of probable project cost caused by changes in design requirements or construction costs and furnish a revised opinion of probable project cost based on the drawings and specifications.
- 1.6.4. Prepare bid forms, notice to bidders, instruction to bidders, general conditions and supplementary conditions and assist in the preparation of other related documents.
- 1.6.5. Furnish three (3) copies of the above documents and present and review them in person with OWNER.
- 1.6.6. Furnish five (5) copies of the approved final design documents to the OWNER.
- 1.6.7. Assist OWNER in acquisition of the required local, State and Federal government permits (Health Department, ODOT, etc.) and private permits (railroad, utility, etc.). The ENGINEER shall at no additional cost to

OWNER provide sets of construction plans and specifications as may be necessary for application of such permits.

1.7. Advertising and Bidding Phase.

After written authorization to proceed with the Advertising and Bidding Phase, ENGINEER shall:

- 1.7.1. Assist OWNER in obtaining bids or negotiating proposals for the construction contract. The ENGINEER shall supply prospective bidders with the project plans and contract documents for a fee to be retained by the ENGINEER to cover the costs for reproduction, etc.; the amount of the fee to be agreed upon by the ENGINEER and the OWNER. The ENGINEER shall record the name, address and telephone number of each prospective bidder obtaining the contract documents.
- 1.7.2. Attend the Pre-Bid Conference to assist the OWNER in answering any questions pertaining to the project which the prospective bidders may have.
- 1.7.3. Consult with and advise OWNER as to the acceptability of subcontractors and other persons or organizations proposed by the contractor(s) (hereinafter called "Contractor(s)") for those portions of the work as to which such acceptability is required by the contract documents.
- 1.7.4. Consult with and advise OWNER as to the acceptability of substitute materials and equipment proposed by Contractor(s) when substitution is permitted by the contract documents.
- 1.7.5. Assist OWNER in evaluating bids or proposals and in assembling and awarding contracts.

1.8. Construction Phase.

During the Construction Phase, the ENGINEER shall:

- 1.8.1. Consult with and advise OWNER. All of OWNER's instructions to Contractor(s) will be issued through the Assistant City Manager or his designated representative.
- 1.8.2. Make monthly visits to the PROJECT site to observe as an experienced and qualified design professional, the progress and quality of the executed work and to determine in general if the work is proceeding in accordance with the contract document; they shall not be required to make exhaustive or continuous on-site inspections to check the quality or quantity of work; they shall not be responsible for the means, methods, techniques, sequences or procedures of construction selected by Contractor(s) or the safety precautions and programs incident to the work of Contractor(s). Their efforts will be directed toward providing assistance to OWNER in determining that the completed PROJECT will conform to the contract documents; but they shall not be responsible for the failure of Contractor(s) to perform construction work in accordance with the contract documents. During such visits and on the basis of their on-site observations, they shall provide OWNER written reports on the progress, performance and quality of the work. The ENGINEER shall endeavor to guard OWNER against defects and deficiencies in the work of Contractor(s) and may recommend to OWNER the disapproval or rejection of work as failing to conform to the contract documents.
- 1.8.3. Review and approve shop drawings and samples, the results of tests and inspections and other data which any Contractor is required to submit, but only for conformance with the design concept of the PROJECT and compliance with the information given in the contract documents; advise OWNER regarding the acceptability of substitute materials and equipment proposed by Contractor(s); and receive and review (for general content as required by the specifications) maintenance and operating instructions, schedules, guarantees, bonds and certificates of inspection which are to be assembled by Contractor(s) in accordance with the contract documents.
- 1.8.4. Conduct, when notified by OWNER, a final inspection of the PROJECT and provide the OWNER a written report indicating the ENGINEER's opinion as to the conformance of the completed work to the contract documents, quality of the work performed, performance of the Contractor(s) and a list of any deficient items.
- 1.8.5. Perform such additional services as may be set forth under this phase of the work as shown in Exhibit "A".

2. SECTION 2 - OWNER'S RESPONSIBILITIES

OWNER shall:

- 2.1. Provide full information as to his requirements for the PROJECT.
- 2.2. Assist the ENGINEER by placing at their disposal all available information pertinent to the PROJECT including previous reports and any other data relative to design and construction of the PROJECT.
- 2.3. Examine all studies, reports, sketches, estimates, specifications, drawings, proposals, and other documents presented by the ENGINEER and render in writing decisions pertaining within a reasonable time so as not to delay the services of the ENGINEER.
- 2.4. Pay all advertising costs incident to obtaining bids or proposals from Contractor(s).
- 2.5. Return to the ENGINEER submitted project documents for OWNER's review on which the ENGINEER has not substantially addressed previously noted provisions and comments. The ENGINEER's contract time will not be suspended for submission of PROJECT documents which do not contain substantial revisions.
- 2.6. Provide a testing firm and pay all costs for testing, as required for design of the PROJECT, unless specified otherwise.
- 2.7. Designate in writing a person to act as OWNER's representative with respect to the work to be performed under this Agreement. Such person shall have complete authority to transmit instructions, receive information and interpret and define OWNER's policies and decisions with respect to materials, equipment, elements, and systems pertinent to ENGINEER's services.
- 2.8. Issue all instructions to the ENGINEER; act as interpreter of the requirements of the contract documents and judge of the performance thereunder by the parties thereto and shall make decisions on all claims of the ENGINEER relating to the execution and progress of the work and all other matters and questions related thereto.
- 2.9. In consultation with the ENGINEER, issue all instructions to Contractor(s); prepare routine change orders as required; require, if deemed appropriate, special inspection or testing of the work; act as interpreter of the requirements of the contract documents and judge of the performance thereunder by the parties thereto and shall make decisions on all claims of OWNER and Contractor(s) relating to the execution and progress of the work and all other matters and questions related thereto.
- 2.10. Have the Assistant City Manager or their designated representative, based on his on-site observations and project inspection reports, determine the amounts owing to Contractor(s).

- 2.11. Conduct an inspection to determine if the PROJECT is substantially complete and a final inspection to determine if the project has been completed in accordance with the contract documents and if each Contractor has fulfilled all of his obligations thereunder so that OWNER may approve, in writing, final payment to each Contractor.

3. SECTION 3 - PERIOD OF SERVICES

- 3.1. The provisions of 3.2. through 3.11. inclusive, and the various rates of compensation for ENGINEER's services provided for elsewhere in this Agreement have been agreed to in anticipation of the orderly and continuous progress of the project through completion of the Construction Phase. ENGINEER's obligation to render services hereunder will extend for a period which may be reasonably required for the design, award of contracts and construction of the Project.
- 3.2. The PROJECT Scope of Services shall be completed by the schedule set forth in Exhibit "A" following authorization to proceed. This schedule assumes authorization to proceed is received January 19, 2024. Specific time frames and requirements for completion of various items within the basic scope of services shall be completed as specified in the following paragraphs:
 - 3.2.1. The services called for in the Survey Services and Preliminary Design Phase shall be completed by April 12, 2024, in accordance with Exhibit "A".
 - 3.2.2. The services called for in the Right-of-way Design Phase shall be completed by June 21, 2024, in accordance with Exhibit "A".
 - 3.2.3. After acceptance by OWNER of the right-of-way design plans and revised opinion of probable Project Cost, indicating any specific modifications or changes desired by the OWNER, and written authorization from OWNER, ENGINEER shall proceed with the performance of the services called for in the Final Design Phase, so as to deliver final contract documents and a revised opinion of PROJECT by January 19, 2025, in accordance with Exhibit "A".
 - 3.2.4. ENGINEER's services under the Preliminary Design Phase, Right-of-way Design Phase, and Final Design Phase shall each be considered complete at the date when the submissions for that phase have been accepted and approved by the OWNER.
 - 3.2.5. After acceptance of OWNER of the Contract Documents and ENGINEER's most recent opinion of probable Project Cost and upon written authorization to proceed, ENGINEER shall proceed with performance of the services called for in the Advertising and Bidding Phase. This Phase shall terminate and the services to be rendered thereunder shall be considered complete upon award of the construction contract.

- 3.2.6. The Construction Phase will commence with the execution of the awarded construction contract for the work of the PROJECT or any part thereof and will terminate upon written approval by Assistant City Manager or their designated representative of final payment of the contract.
- 3.2.7. In the event that the work of the PROJECT is to be performed under more than one contract, OWNER and ENGINEER shall, prior to commencement of the Final Design Phase, develop a schedule for performance of ENGINEER's services during the Final Design and Advertising and Bidding Phases in order to sequence and coordinate properly such services as applicable to the work under such separate contracts. This schedule is to be prepared whether or not the work under such contracts is to proceed concurrently and is to be attached as an exhibit to and made a part of this agreement and the provisions of paragraphs 3.4. and 3.5. will be modified accordingly.
- 3.3. If OWNER has requested significant modifications or changes in the PROJECT, the time of performance of ENGINEER's services shall be adjusted appropriately.
- 3.4. If ENGINEER is delayed at any time in the progress of any phase of the PROJECT by any act or neglect of the OWNER, or by any separate contractor employed by the OWNER, or by any act or neglect of regulatory agencies, or by labor disputes, fire, unusual delay in transportation, adverse weather conditions not reasonably anticipatable, unavoidable casualties, or any causes beyond the ENGINEER's control, then the completion date shall be extended by supplemental agreement (each an "Amendment") for a reasonable time equaling the amount of delay.
- 3.5. Waiver in Case of Delay. In the event of delay in proceeding with the work hereunder or any portion thereof, whether such delay be caused by the OWNER or any other agency, the ENGINEER hereby agrees that he will not exert any claim against the OWNER by reason of such delay, and all such claims are hereby waived.

4. SECTION 4 - PAYMENTS TO ENGINEER

- 4.1. Methods of Payment for Services of Engineer.
 - 4.1.1. Services as a Witness. The OWNER and ENGINEER mutually agree that in the event OWNER desires for ENGINEER to perform expert witness services, such services shall be set forth in an Amendment or other separate agreement and subject to such terms and fees agreed upon at such time.
 - 4.1.2. For services described herewith, exclusive of fees for services as witnesses, the ENGINEER will be paid the fee(s) as outlined in Exhibit "B".

4.2. Times of Payment.

4.2.1. ENGINEER shall submit monthly statements for services rendered. Compensation will be based on the ENGINEER's estimate of the proportion of the total services actually completed at the time of billing and agreed upon by the Assistant City Manager or their designated representative. The OWNER shall make prompt payment within thirty (30) calendar days of receipt of invoice.

4.2.2. OWNER shall, upon conclusion of the Preliminary Design, Final Design, Advertising and Bidding Phase, and Construction Phase services, pay according to the Phases and unit quantities set forth in Exhibit "B" Basis of Compensation.

Additional cost to the OWNER caused by error or omission of items in the construction documents will not be included in final construction cost for determination of the ENGINEER's fee unless the ENGINEER is instructed by the OWNER to prepare the additional contract documents to address the error or omission.

4.2.3. ENGINEER shall submit to the OWNER, prior to commencement of the Advertising and Bidding Phase, deliverables including digital files of the project in PDF format, relevant project drawings in CAD format, and specifications referenced in the final plans.

4.2.4. Prior to receiving final payment, the ENGINEER shall also submit to OWNER one (1) set of ½ size "As-Built Record Drawings" (hereinafter referred to "As-Builts") plans including digital files in PDF and CAD format. The "As-Built" drawings shall represent any changes that occurred during construction. The OWNER shall supply to the ENGINEER all changes that occurred during construction, in sufficient detail to allow the ENGINEER to prepare the "As-Built" drawings, unless the ENGINEER is responsible for construction management.

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

On Behalf of ENGINEER:

(FOR CORPORATIONS ONLY)

Half Associates, Inc.
Name of Corporation

By _____
Title _____

ATTEST:

Title _____

(AFFIX SEAL)

(FOR PARTNERSHIPS AND PROPRIETORSHIPS)

Name of Partnership or Proprietorship

By _____

Title _____

COUNTY OF CLEVELAND }
STATE OF OKLAHOMA }

Before me the undersigned, a Notary Public in and for said state, on this ____ day of _____, 2024, personally appeared _____, a member of the partnership/proprietorship _____ to me known to be the identical person who executed the within and foregoing instrument on behalf of said partnership/proprietorship and acknowledged to me that _____ (he/she) executed the same as _____ (his/her) free and voluntary act and deed, and for the free and voluntary act and deed of said partnership/proprietorship, for the uses and purposes therein set forth.

Notary Public

My Commission Expires _____

Survey Services Included:

- ENGINEER shall establish controls and land tie surveys for the project in accordance with State requirements. ENGINEER shall coordinate with City Survey Departments to coordinate said controls and land ties with known records. Permanent benchmarks shall be set in locations as to not be disturbed by construction activities. Should benchmarks be destroyed during construction, replacement thereof shall be at client's expense.
- ENGINEER shall perform a Design Survey for the project area shown in Figure 1. The design survey shall collect horizontal and vertical locations of topographic features including edges of pavement, curbs, sidewalks, bridges, vegetation, structures, or other existing features within the project area. Underground utilities shall be located in conjunction with the painted marks of SUE locates and OKIE 811 Tickets.
- ENGINEER shall provide topographic surveys of existing drainage structures within the project area including culverts, headwalls, flumes, storm sewer manholes, and concrete channel liners. The drainage survey shall locate storm drain structures that flow onsite to offsite locations.
- ENGINEER shall locate the Present Right-of-Way and permanent easements parallel and having influence along the alignment of main street and connecting side streets.
- The design survey shall be of sufficient quality and detail for development of an accurate, existing ground 3D surface model of the entire project for use by designers.
- All survey shall be tied to the NAD83, Oklahoma State Plane (North Zone) Coordinates and shall conform to the Minimum Standards for Property Boundary and Topographic surveys for the State of Oklahoma.
- Railroad Right-of-Way features and topography have been included within the survey limits area of Figure 1. Surveyor assumes project delays in coordination and communication with railroad officials to obtain legal access to said areas and may affect the delivery schedule of final survey product. Fees associated with permits, applications, and meetings related to railroad survey task shall be reimbursable with a not to exceed amount of \$5,000.

Utility Location (SUE) Services

ENGINEER will perform SUE in accordance with ASCE/UESI/CI 38-22 "Standard Guideline for Investigating and Documenting Existing Utilities." This standard defines the following Quality Levels:

Quality Level-A:

Precise horizontal and vertical location of utilities obtained by the actual exposure (or verification of previously exposed and surveyed utilities) and subsequent measurement of subsurface utilities, usually at a specific point. Minimally intrusive excavation equipment is typically used to minimize the potential for utility damage. A precise horizontal and vertical location, as well as other utility attributes, is shown on plan documents.

Quality Level-B:

Information obtained through the application of appropriate surface geophysical methods to determine the existence and approximate horizontal position of subsurface utilities. Quality Level-B data should be reproducible by surface geophysics at any point of their depiction. This information is surveyed to applicable tolerances defined by the project and reduced onto plan documents.

Quality Level-C:

Information obtained by surveying and plotting visible above-ground utility features and by using professional judgment in correlating this information to Quality Level-D information.

Quality Level-D:

Information derived from existing records or oral recollections.

Quality Level-A Utility Test Holes (Vacuum Excavation):

Quality Level-A Test Holes are not part of this Scope of Services.

Quality Level-B Utility Designating:

Halff will designate the approximate horizontal position of conductive/toneable utilities within the project limits using geophysical prospecting equipment and mark using paint and/or pin flags. We anticipate the designation of approximately 25,000 linear feet of utilities including buried communication, electric, natural gas, petroleum pipeline, traffic signal, water, wastewater/sanitary sewer, and storm drain/storm sewer. Electronic depths of will be provided for toneable utilities. Designation of irrigation lines, HDPE lines, gathering lines, asbestos concrete and/or PVC lines, as well as PVC lines without tracer wire or access are not part of this Scope of Services.

Because of limited utility record information and the possibility of non-conductive/un-toneable utilities, Halff cannot guarantee all utilities will be found and marked within the project limits.

Quality Level-C Surveying:

Quality Level-C Utility Designation paint markings, pin flags, and above ground utility appurtenances will be surveyed and tied utilizing project survey control provided by the City of Moore.

Quality Level-D Records Research:

Any available Records will be provided to Halff by the City of Moore. Halff will perform additional record research as needed to successfully complete the project.

Because there are situations where the utility does not have a metallic composition, a metallic tracer line attached, or access to insert a tracer line, the approximate location of the utility may be determined by the use of utility records and direct correspondence with the utility owner/representative. In these areas, the information will be considered Quality Level-D, depicted according to utility record information only.

SUE Manager / Professional Engineer:

A SUE Field Manager will be on-site for a portion of this project for field crew supervision, field quality control, and coordination with on-site personnel. A Professional Engineer will be responsible for QA/QC, management of the contract, signing the final deliverables and coordination with the project team.

SUE Deliverables / CADD:

Deliverables for the Quality Level-B 2D Utility Designation will be 11-in. x 17-in. SUE plan sheets depicting the findings of the investigation. Electronic files will be provided in MicroStation and/or AutoCAD format along with PDFs.

Right-of-Entry:

Right-of-Entry is not part of this Scope of Services as work is anticipated within the existing road right-of-way. If right-of-entry is required, it will be performed and provided to Halff by the City of Moore. Halff will coordinate with property owner(s) once right-of-entry has been obtained.

Due to uncontrollable factors such as ground conditions, weather, and safety hazards, Halff reserves the right to request more time to facilitate field efforts should one of these circumstances exist.

Work to be performed in Right-of-Way shall be performed Monday through Friday, 9 am to 4 pm and Saturday and Sunday, 7 am to 7 pm barring weather.

Geotechnical Investigations and Pavement Recommendations

The scope of services for the geotechnical investigations and pavement recommendations is written under the understanding the project includes the reconstruction of Main Street from Broadway to the west side of Eastern Avenue in Moore, OK. Minor grade changes near the RR-Xing are anticipated. The remainder of the alignment is anticipated to be at-grade.

Based on our understanding of the project scope, the scope of services will include advancing a total of six (6) shallow borings/cores spaced along Main Street within the proposed pavement reconstruction extents to a minimum depth of 3 feet below the existing pavement. Soil samples will be obtained directly from auger cuttings. Additionally, Dynamic Cone Penetrometer testing (DCP) will be performed in each boring to a depth of 3 feet. Traffic Control will be provided and conform to MUTCD. We will also coordinate the field activities with the City of Moore to determine the best time and date to complete the field work.

Anticipated laboratory tests will include moisture content, Atterberg limits, soluble sulfates and sieve analysis. Groundwater levels, if encountered, will be measured during, and immediately after completion of drilling operations. The borings will be plugged per Oklahoma Water Resources Board (OWRB) requirements. The borings will be located in the field by an Engineer using the plans to be provided or by GPS coordinates/google earth imagery.

The data report will have a log of boring, laboratory test results, a boring location diagram, and a summary of the field procedures and will include a pavement design using HMA and

PCC pavement sections. It will be prepared under the supervision of and signed by a registered Professional Engineer in the State of Oklahoma.

II. PRELIMINARY DESIGN PHASE

- A. Preparation of preliminary construction plans
 - 1. Plan preparation complying with 30 percent design plans.
 - 2. Typical Section
 - Pavement type & thickness design
 - Sub-grade type & thickness design
 - Section widths & other pertinent dimensions
 - 3. Identify impact on existing utilities and proposed relocations
 - Private utilities (gas, electric, telephone, television)
 - Public water & sewer facilities
 - 4. Preliminary drainage design, as needed
 - Drainage areas
 - Hydrologic & hydraulic analyses
 - Inlet, pipe & channel size requirements
- B. Preliminary right-of-way requirements, as needed
- C. Preliminary construction schedule
- D. Preliminary estimate of cost
- E. City Plan in Hand review meeting

III. DRAINAGE STUDY

A drainage study will be completed to evaluate the capacity of the existing drainage structures. The report will include recommendations for sizing of the final drainage structures. This study will be completed during the Preliminary Design Phase.

IV. RIGHT-OF-WAY PHASE

Upon approval of the Preliminary Plans, ENGINEER will develop Right-of-Way Plans (60%), easements, and an updated Preliminary Construction Estimate. At this time, new right-of-way purchases are anticipated on the north side of the roadway for the addition of the sidewalk and near the railroad to accommodate the grade adjustments.

The Right-of-Way acquisition and staking services, if required, will be negotiated upon completion of the Right-of-Way plans once the exact number of type of acquisitions is determined.

V. UTILITY RELOCATION PHASE

The Engineer shall coordinate the relocation of privately and publicly owned utilities. The Engineer shall be responsible for determining those utilities requiring relocation and for furnishing such information regarding the proposed construction as well as enable those utility companies to adequately determine the extent of their required relocation effort. The Engineer shall also confer with the utility companies to determine that their proposed relocation will, in fact, not interfere with the proposed construction.

VI. FINAL DESIGN PHASE

- A. Upon written approval of the Right-of-Way and Utility Phase, the Final Design Phase shall commence.
- B. Construction plans for the roadway and utility relocation projects shall be prepared in accordance with ODOT and City of Moore requirements.
 - 1. Title Sheet
 - 2. Typical Sections
 - 3. Summary Sheets
 - 4. Pay Quantities & General Notes
 - 5. Geometric Layout Sheets, if required
 - 6. Plan & Profile Sheets
 - 7. City Owned Utility Relocation Plan and Profiles
 - 8. Pavement Marking & Sign Details
 - 9. Drainage Map & Layout Plans
 - 10. Joint Details, if required
 - 11. Drainage Structure Details, if required
 - 12. Erosion Control Plan
 - 13. Construction Sequencing and Traffic Control Plans
 - 14. Traffic Signal Plans/Details
 - 15. Cross Sections
 - 16. Sidewalk/Multi-Use Trail Details meeting ADA requirements
- C. Specifications in accordance with City of Moore requirements
 - 1. Preparation of City of Moore Contract Documents/General Conditions and Technical Specifications for relocation of City owned utilities
- D. Permits
 - 1. Prepare & process any permits for the City's signature which may be required by any pertinent agency.

VII. TASK ORDER SERVICES

Waterline Relocation Plans

- The City will provide GIS data on the existing water line, and the City's water line maintenance contractor (Veolia Water) will provide field locates. The water line is 12" in diameter.
- The water line re-alignment includes a submittal to the Oklahoma DEQ for a obtaining a construction permit. As part of that submittal, the required modeling efforts will be provided by Veolia Water and the City of Moore for inclusion in the ODEQ permit.
- Additionally, a utility crossing permit will be needed for the re-aligned water line to cross the BNSF Railroad. Preparing that application and coordinating with the railroad company is included in the scope of work.
- Deliverables for the waterline re-alignment include the following:
 - 30% - proposed horizontal re-alignment route will be included in shown on the roadway plan sheets for the preliminary plan submittal. No water line sheets to be produced/included in the 30% design.
 - 60% - Upon completion of the re-pavement design 60% deliverable (including any revisions based upon QC review comments), the top of pavement elevations for Main Street and the associated sidewalks will be set. Using that information, the water line team will provide preliminary P&P sheets for inclusion in the plan set as prepared by the re-pavement design team. This will be included in the overall project 90% deliverable. This deliverable will also include standard City of Moore specifications related to the waterline component for inclusion in the project bidding document draft as prepared by the roadway design team.
 - 100% - final plan sheets and specifications will be prepared based upon QC comments received on the 70% set and provided to the roadway design team for inclusion in the final contract documents as prepared by the roadway design team.
- It is anticipated that the following sheets will be produced by the waterline design team for inclusion in the overall plan set:
 - 1 - General Notes and Summary of Quantities (for the water line component only)
 - 2 thru 4 - Waterline Plan and Profile Sheets (Scale: 1" =30')
 - 5 thru 15 - Standard Water Detail Sheets (maximum, some of which are City of Moore standard details)
 - Record Drawings – upon completion of the construction, any as-built revisions noted by the Contractor will be appropriately noted in the water line plans sheets or specification as applicable and provided to the roadway design team for inclusion in the overall Record Drawing set.
- Assumptions: The following items are assumed. If these assumptions turn out to be false, then additional compensation will be required.
 - Construction phase services will be negotiated during the construction phase of the project.

- Standard Details for the water line will be the City of Moore standard details, as supplemented with Half standards where needed.
- Specifications for the water line will be per the City of Moore standard specifications, as supplemented with City of Oklahoma specifications, as needed for the project.
- CAD work to be done in AutoCAD/Civil 3D software.
- Permit application fees are NOT included in the fee.

Right-of-way Easement Documents

- Should new right-of-way acquisition be needed for the completion of this project. ENGINEER will provide legal descriptions and accompanying depiction of all proposed rights-of-way at a cost of \$1,500 per exhibit.
- For the purposes of this contract, 6 easements were assumed.

VIII. OTHER SERVICES, TO BE NEGOTIATED BY SUPPLEMENTAL

Right-of-way Staking

- The ENGINEER shall proceed with negotiations of a supplemental for necessary right-of-way staking services and complete the same.

Right-of-way Acquisition

- The ENGINEER shall proceed with negotiations of a supplemental for necessary right-of-way acquisitions services and complete the same.

Project Management during Construction

- Attendance at all pertinent meetings such as, but not limited to Pre-Bid Conference and the Pre-Work Conference
- Coordination as required by the City of Moore
- Prepare and submit change orders as required
- Prepare and submit as-built plans per City of Moore requirements

Project Management during Construction for City Owned Utility Relocation

- Attendance at all pertinent meetings such as, but not limited to, Pre-Bid Conference and the Pre-Work Conference and Final Inspection.
- Evaluation of bids and approval of all construction submittals
- Periodic project inspection during the relocation process, as agreed upon by the Owner and Engineer
- Evaluation and recommendation for all Change Order requests by the contractor
- Written monthly project status reports

Construction Management, Inspection, and Testing

The intent of this phase of the scope is for ENGINEER to perform Construction Management, Inspection, and Testing functions according to the requested Level of Service to supplement the City's inspection and management duties. This may include providing full Resident Engineering Services including engineering oversight, construction inspection, materials sampling and testing, final residency audits, construction survey, contract administration and project management.

ENGINEER will perform or will cause to be performed complete and timely on-site project management and/or inspection of all work performed by prime contractors and any approved sub-contractors in accordance with all applicable plans, specifications and special provisions. Inspection will be conducted to observe and document compliance with the specifications and will be performed in accordance with City policies and procedures, and consistent with industry standards. The project management and/or inspection services provided to the City may include but not necessarily limited to providing all plan reviews, utility relocation verifications, survey, inspection, project documentation, initial residency audits, change orders, D.B.E. tracking, materials testing and certifications including final certification.

The scope of services will be further defined by a Level of Service as specified in the Project Authorization issued to ENGINEER by the City prior to the beginning of any work related to the project. ENGINEER will provide a detailed estimate of the fees based on the requested task or Level of Service, the estimated labor costs using the average hourly rate for the class in the latest fee schedule, and the estimated man-hours for each classification, any required Sub-Consultant fees and any approved direct expenses as a supplemental.

EXHIBIT "B"

LUMP SUM FEE REQUEST

For providing the services described in the scope of services.

BASE SERVICES FEE

SURVEY SERVICES	\$ <u>56,790</u>	LSUM
RAILROAD PERMIT	\$ <u>5,000</u>	HOURLY/UNIT
UTILITY LOCATION SERVICES (SUE)	\$ <u>26,900</u>	HOURLY/UNIT
GEOTECHNICAL INVESTIGATIONS AND PAVEMENT DESIGN	\$ <u>15,000</u>	HOURLY/UNIT
PRELIMINARY DESIGN PHASE	\$ <u>47,100</u>	LSUM
DRAINAGE STUDY	\$ <u>15,000</u>	LSUM
RIGHT-OF-WAY PHASE	\$ <u>25,900</u>	LSUM
UTILITY RELOCATION PHASE	\$ <u>22,000</u>	LSUM
FINAL DESIGN PHASE	\$ <u>40,000</u>	LSUM
CONSTRUCTION BIDDING PHASE	\$ <u>8,000</u>	LSUM
AS-BUILTS	\$ <u>10,000</u>	LSUM
<i>TOTAL BASE FEE</i>	\$ <u>271,690</u>	

TASK ORDER SERVICES

WATERLINE RELOCATION PLANS	\$ <u>60,000</u>	LSUM
RIGHT-OF-WAY EASEMENT DOCUMENTS \$1,500 PER EASEMENT	\$ <u>9,000</u>	UNIT, EACH
<i>TOTAL TASK ORDER SERVICES FEE</i>	\$ <u>69,000</u>	

TOTAL CONTRACT AMOUNT \$ 340,690

OTHER SERVICES, TO BE NEGOTIATED BY SUPPLEMENTAL

RIGHT-OF-WAY STAKING	\$ <u> TBD </u> HOURLY/UNIT
RIGHT-OF-WAY ACQUISITION, FUTURE SUPPLEMENTAL	\$ <u> TBD </u> HOURLY/UNIT
PROJECT MANAGEMENT DURING CONSTRUCTION	\$ <u> TBD </u> LSUM
PROJECT MANAGEMENT DURING CONSTRUCTION FOR CITY OWNED UTILITY RELOCATION	\$ <u> TBD </u> HOURLY/UNIT
CONSTRUCTION MANAGEMENT, INSPECTION, AND TESTING, FUTURE SUPPLEMENTAL	\$ <u> TBD </u> HOURLY/UNIT
TOTAL OTHER SERVICES FEE	\$ <u> TBD </u>



January 03, 2024

Allen-Moore-Letter 058

Jerry Ihler, P.E.
Assistant City Manager
City of Moore
301 N. Broadway
Moore, OK 73160

RE: **City of Moore**
Project Number 2023-003
Rehabilitation of Eastern Avenue
SE 19th Street to SE 4th Street
Allen Job # 22-019

Subject: **Change Order No. 02**

Mr. Ihler,

The following additional items of work are respectfully submitted for your review and processing for payment as Change Order No. 02.

Line No.	Item Description	Unit	Quantity	Unit Price	Line No. Amount
02-01	Traffic Stripe Additional Mobilization	EA	1.00	\$2,200.00	\$2,200.00
02-02	Traffic Stripe (Multi-Polymer) (8" Wide)	LF	900.00	\$1.76	\$1,584.00
02-03	Signal System Controller Upgrade	EA	1.00	\$10,450.00	\$10,450.00

CHANGE ORDER NO. 02 TOTAL \$14,234.00

Documentation is attached.

Sincerely,

Clay Ingwerson

Clay Ingwerson
Allen contracting, Inc.



P: 918-682-1900 F: 918-682-9993 - PO BOX 602 - MUSKOGEE, OK, 74402

CERTIFIED DBE - OKARKS - TERO CERTIFIED

QUOTE INVALID IF NOT SIGNED BELOW AND RETURNED TO DTCl					
PROJECT:	EASTERN AVE WIDENING & RECONSTRUCTION		CD	360	
LOCATION:	CITY OF MOORE		ESTIMATOR	JEREMY FIELDS 405-248-7078	
BID DATE:	August 26, 2022				
LINE	DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	EXTENDED
	REMOVE & RESET EXISTING	EA	2.00	\$1,000.00	\$2,000.00
	SHEET ALUMINUM SIGNS	SF	104.00	\$35.00	\$3,640.00
	2 1/2" SQUARE TUBE POST	LF	228.00	\$11.00	\$2,508.00
	# TRAFFIC STRIPE (MULTI-POLYMER)(6" WIDE)	LF	27,968.00	\$0.78	\$21,815.04
	# TRAFFIC STRIPE (MULTI-POLYMER)(24" WIDE)	LF	1,365.00	\$6.50	\$8,872.50
	# TRAFFIC STRIPE (MULTI-POLYMER)(ARROWS)	EA	26.00	\$200.00	\$5,200.00
	CONSTRUCTION TRAFFIC CONTROL	LS	1.00	\$32,500.00	\$32,500.00
	MOBILIZATION	LS	1.00	\$7,500.00	\$7,500.00
	TOTAL				\$84,035.54

ACCEPTANCE PAGE
TERMS, CONDITIONS AND NOTES

NO RETAINAGE IS TO BE WITHHELD.

THIS QUOTE DOES NOT INCLUDE BOND. IF BOND IS REQUIRED, ADD \$7.50 PER THOUSAND TO THE TOTAL OF THIS QUOTE.
(MINIMUM \$700.00)

ALL TRAFFIC CONTROL MOVE-INS REQUIRE MINIMUM 7 DAYS WRITTEN AND/OR ELECTRONIC NOTICE. ALL PERMANENT ITEM WORK REQUIRES MINIMUM 14 DAYS WRITTEN AND/OR ELECTRONIC NOTICE IN ORDER TO SCHEDULE. SCHEDULE MUST BE MUTUALLY AGREED UPON BETWEEN CONTRACTOR AND DTCl.

FINAL QUANTITY ESTIMATES MUST BE MUTUALLY AGREED UPON IN WRITING BETWEEN PRIME CONTRACTOR AND DIRECT TRAFFIC CONTROL, INC.

CONTRACTOR IS RESPONSIBLE FOR DAILY SETUP, MAINTENANCE, RELOCATION AND REMOVAL OF TRAFFIC CONTROL DEVICES.

#INCLUDES ONE MOVE-IN ONLY. ADDITIONAL MOVE-INS \$2,000.00 EA.

#CLEANING ROADWAY PRIOR TO STRIPING IS NOT INCLUDED IN THIS BID. IF REQUIRED, WRITTEN OR ELECTRONIC APPROVAL IS NEEDED AND CLEANING WILL BE PERFORMED AT \$300.00 PER HOUR.

TRAFFIC CONTROL DRAWINGS ARE NOT INCLUDED IN THIS BID. IF REQUIRED, TRAFFIC CONTROL PLANS ARE \$150.00 EACH.

TEMPORARY PAVEMENT MARKINGS ARE NOT INCLUDED IN THIS BID.

CONSTRUCTION TRAFFIC CONTROL IS A MINIMUM BID BASED ON 360 CALENDAR DAYS. ALL DAYS OVER CALENDAR DAYS WILL BE BILLED AT \$00.00 PER DAY REGARDLESS OF REASON-INCLUDING BUT NOT LIMITED TO WEATHER, UTILITY DELAYS OR LIQUIDATED DAMAGES. THESE CHARGES AND ANY SIGNS DAY CHARGES ARE THE RESPONSIBILITY OF THE CONTRACTOR AND ARE DUE UPON RECEIPT

FLAGGERS, TMA'S, MESSAGE BOARDS & PORTABLE SIGNALS ARE NOT INCLUDED IN THIS BID.

NOTE: DTCl WILL NOT BE RESPONSIBLE FOR ANY DAMAGE TO PERMANENT ITEMS BY OTHERS AFTER INSTALLATION.

ALL ITEMS ON THIS QUOTE ARE TIED.

DTCl WILL PROVIDE INSURANCE BASED ON THE REQUIREMENTS DEFINED BY ODOT SPECIAL PROVISION 107-12(A-B)09. ANY ADDITIONAL INSURANCE COVERAGE REQUIREMENTS MAY BE OBTAINED AT ADDITIONAL COST TO THE CONTRACTOR.

CONTRACTOR ACCEPTANCE: The listed prices, specifications, terms and conditions are accepted, contingent on award of contract. This quote should be included as part of the subcontract agreement on this project.

Accepted this 11th Day of October, 2022
Firm: Allen Contracting, Inc.

Signature: *Clay Ingwerson*

Name: Clay Ingwerson

clay.ingwerson@allen-contracting.com



P: 918-682-1900 F: 918-682-9993 - PO BOX 602 - MUSKOGEE, OK, 74402

CERTIFIED DBE - OK/AR/KS - TERO CERTIFIED

QUOTE INVALID IF NOT SIGNED BELOW AND RETURNED TO DTCI

PROJECT: EASTERN AVE WIDENING & RECONSTRUCTION
 LOCATION: CITY OF MOORE CD 360
 BID DATE: August 26, 2022 ESTIMATOR JEREMY FIELDS 405-248-7078

LINE	DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	EXTENDED
CO #	TRAFFIC STRIPE (MULTI-POLYMER)(8" WIDE)	LF	900.00	\$1.60	\$1,440.00
TOTAL					\$1,440.00

**ACCEPTANCE PAGE
 TERMS, CONDITIONS AND NOTES**

NO RETAINAGE IS TO BE WITHHELD.

THIS QUOTE DOES NOT INCLUDE BOND. IF BOND IS REQUIRED, ADD \$7.50 PER THOUSAND TO THE TOTAL OF THIS QUOTE.
 (MINIMUM \$100.00)

ALL TRAFFIC CONTROL MOVE-INS REQUIRE MINIMUM 7 DAYS WRITTEN AND/OR ELECTRONIC NOTICE. ALL PERMANENT ITEM WORK REQUIRES MINIMUM 14 DAYS WRITTEN AND/OR ELECTRONIC NOTICE IN ORDER TO SCHEDULE. SCHEDULE MUST BE MUTUALLY AGREED UPON BETWEEN CONTRACTOR AND DTCI.

FINAL QUANTITY ESTIMATES MUST BE MUTUALLY AGREED UPON IN WRITING BETWEEN PRIME CONTRACTOR AND DIRECT TRAFFIC CONTROL, INC.

CONTRACTOR IS RESPONSIBLE FOR DAILY SETUP, MAINTENANCE, RELOCATION AND REMOVAL OF TRAFFIC CONTROL DEVICES.

#INCLUDES ONE MOVE-IN ONLY. ADDITIONAL MOVE-INS \$2,000.00 EA.

#CLEANING ROADWAY PRIOR TO STRIPING IS NOT INCLUDED IN THIS BID. IF REQUIRED, WRITTEN OR ELECTRONIC APPROVAL IS NEEDED AND CLEANING WILL BE PERFORMED AT \$300.00 PER HOUR.

TRAFFIC CONTROL DRAWINGS ARE NOT INCLUDED IN THIS BID. IF REQUIRED, TRAFFIC CONTROL PLANS ARE \$150.00 EACH.

TEMPORARY PAVEMENT MARKINGS ARE NOT INCLUDED IN THIS BID.

CONSTRUCTION TRAFFIC CONTROL IS A MINIMUM BID BASED ON 360 CALENDAR DAYS. ALL DAYS OVER CALENDAR DAYS WILL BE BILLED AT \$00.00 PER DAY REGARDLESS OF REASON-INCLUDING BUT NOT LIMITED TO WEATHER, UTILITY DELAYS OR LIQUIDATED DAMAGES. THESE CHARGES AND ANY SIGNS DAY CHARGES ARE THE RESPONSIBILITY OF THE CONTRACTOR AND ARE DUE UPON RECEIPT

FLAGGERS, TMA'S, MESSAGE BOARDS & PORTABLE SIGNALS ARE NOT INCLUDED IN THIS BID.

NOTE: DTCI WILL NOT BE RESPONSIBLE FOR ANY DAMAGE TO PERMANENT ITEMS BY OTHERS AFTER INSTALLATION.

ALL ITEMS ON THIS QUOTE ARE TIED.

DTCI WILL PROVIDE INSURANCE BASED ON THE REQUIREMENTS DEFINED BY ODOT SPECIAL PROVISION 107-12(A-B)09. ANY ADDITIONAL INSURANCE COVERAGE REQUIREMENTS MAY BE OBTAINED AT ADDITIONAL COST TO THE CONTRACTOR.

CONTRACTOR ACCEPTANCE: The listed prices, specifications, terms and conditions are accepted, contingent on award of contract. This quote should be included as part of the subcontract agreement on this project.

Sign _____
 Print _____
 Date _____



**TLS
GROUP, INC**

P.O. Box 14788
Oklahoma City, OK 73113
(405) 524-1341

To: Allen Contracting, Inc.	Contact: Clay Ingwerson
Address: P.O. Box 1178 Oklahoma City, OK 73101	Phone: (405) 677-4450 Fax: (405) 677-5006
Project Name: Eastern Ave. Widening & Reconstruction	Bid Number: 2023-003
Project Location: Eastern Ave, Moore, OK	Bid Date: 12/15/2023
Addendum #: 1	

The following is a quotation for the above subject project.

Line #	Item Description	Estimated Quantity	Unit	Unit Price	Total Price
Section 03 - TLS Change Order #01					
03001	SIGNAL SYSTEM CONTROLLER UPGRADE	1.00	EACH	\$9,500.00	\$9,500.00
Total Price for above Section 03 - TLS Change Order #01 Items:					\$9,500.00
Total Bid Price:					\$9,500.00

Notes:

- This change order includes a new controller and conflict monitor for 19th & Eastern.
- All notes from our original quote letter apply to this change order.

Payment Terms:

Terms for Payment are NET 30 days from date of our invoice.

<p>ACCEPTED: The above prices, specifications and conditions are satisfactory and hereby accepted.</p> <p>Buyer: _____</p> <p>Signature: _____</p> <p>Date of Acceptance: _____</p>	<p>CONFIRMED: TLS</p> <p>Authorized Signature: _____</p> <p>Estimator: Walter Floyd (405) 524-1341 estimating@tlsokc.com</p>
---	--



**TLS
GROUP, INC**

REQUEST FOR INFORMATION

RFI #: 1

**TLS Group, Inc.
TLS-122019 - Moore, Eastern Ave**

DATE: 11/14/2023 UTC

TO: Clay Ingwerson
Allen Contracting, Inc.

FROM: Abisai Hernandez
TLS Group, Inc.

PHONE: (405) 677-4450

PHONE: (405) 615-1905

EMAIL: clay.ingwerson@allen-contracting.com

EMAIL: ahernandez@tlsokc.com

CC:

DUE BY: 11/28/2023 UTC

SUBJECT: CONTRILLER & MMU, 19TH & EASTERN

**DRAWING REFERENCE:
SPEC SECTION:**

QUESTION

The plans call for the existing controller cabinet at 19th & Eastern to remain on this project. In the process of actuating the signals in their final configuration, it has come to our attention that the existing controller and malfunction management unit (MMU) are not able to run the Flashing Yellow Arrow movement. Please review the suggestion and action taken below. Should TLS submit a change order for non-existing pay items? Or use existing?

SUGGESTION:

We had to install a temporary controller and MMU from our stock to make the signals run as shown in the plans. We respectfully request a change order to pay for new equipment that will meet City of Moore standards and specifications.

DRAWINGS

RESPONSES

City of Moore**301 N Broadway Ave
Moore, Oklahoma 73160****AMENDMENT NO. #1****FNI PROJECT NO. MOK22232****CLIENT CONTRACT REFERENCE -----****DATE: 12/1/2023**

Project Name: SW 19th Street and Santa Fe Avenue Intersection Reconstruction Project**Description of Services Added/Deleted:**

This amendment adds services to include simple hydraulic analysis and structural design of the structures crossing and adjacent to SW 19th Street at Station 40+50 (RT). Shown on Figure 1, the existing conditions have a 21" RCP, two 6'x5' RCBs and a 5'x3' RCB discharging into an open area that also captures remaining adjacent surface runoff. The open area drainage is then picked up by three 48" CMPs that connect to a junction box approximately 60-feet SE of the open area. The design for the proposed special drainage structure includes a skewed reinforced concrete box extension with a irregular shaped non-standard junction box and the top surface being integrated with the pedestrian trail.

Professional engineering services shall include, but are not limited to the following:

- I. DRAINAGE ANALYSIS
 - a. Perform analysis of existing pipes to determine flow rate capacity and provide equivalent flow areas for proposed conditions.
 - b. Perform hydraulic analysis to appropriately size the proposed junction to convey existing conditions.
 - c. Create hydrologic data tables and plan sheets.

- II. DRAINAGE STRUCTURAL DESIGN & GEOMETRIC LAYOUT
 - a. The CAD production of the following sheets:
 - i. S-1 Structural General Notes
 - ii. S-2 Junction Box Top Plan and Sectional Plan
 - iii. S-3 Junction Box Sections
 - iv. Junction Box Details
 - b. Plan sheets included with 90% and 100% deliverables.
 - c. FNI Standard specifications will be used.

- III. GEOTECHNICAL INVESTIGATION & ANALYSIS
 - a. The ENGINEER will subcontract with Arrowhead Engineering to provide the drilling, testing and data report in accordance with the following attachments.

Amended Deliverables: This work will be added to the deliverables as defined in the original contract.

Amended Schedule: Per the original project schedule. Design per this amendment will be executed to catch the drainage design up to the current plan percent complete.

Compensation shall be amended as follows: A lump sum amount of Thirty-One Thousand Dollars (\$31,000).

Basic Services - FNI (LS):	\$ 25,225.00
Geotechnical Services – Arrowhead Engineering (LS):	\$ 5,775.00
Current Contract Amount:	\$297,965.00
Amount of this Amendment:	\$31,000.00
Revised Total Amount Authorized:	\$328,965.00

The above described services shall proceed upon execution of this amendment. All other provisions, terms and conditions of the Professional Services Agreement which are not expressly amended shall remain in full force and effect.

FREESE AND NICHOLS, INC.

CITY OF MOORE

BY: 

BY: _____

BRANDON HUXFORD

Print Name

Print Name

TITLE: VICE PRESIDENT/PRINCIPAL

TITLE: _____

DATE: 12/1/23

DATE: _____



Figure 1. Existing Conditions.



Arrowhead Engineering Company
5171 84th Ave. SE
Noble, OK 73068
405.310.8467
www.arrowheadengineering.us

November 14, 2023

Eric Waggoner, PE
Freese & Nichols, Inc.
3600 NW 138th St., Suite 202
Oklahoma City, OK 73134

**RE: *Geotechnical Investigation for Junction Box Replacement
Near Sante Fe & SW19th Intersection
Moore, OK***

Arrowhead Engineering Co, LLC is pleased to submit the following proposal for a geotechnical for the above referenced project.

Project Information

As part of the improvements we understand a junction box near the intersection of Santa Fe & SW 19th will be replaced. To design the structure, a test boring is needed to determine the foundation bearing capacity and lateral earth pressures.

Scope of Geotechnical Services

Based on our understanding of the project, we have prepared the following scope of services:

- A. Drill one (1) exploratory soil test boring near the existing junction box to evaluate and identify subsurface soils. The boring will be drilled to a depth of 20 feet.
- B. The boring will be drilled using a ATV-mounted drilling rig and advanced using standard rotary drilling equipment with continuous-flight augers (solid or hollow stem) or rotary wash methods. Subsurface samples will be collected using 3-inch diameter Shelby tubes for cohesive soils and a 2-inch diameter split-spoon sampler in conjunction with the Standard Penetration Test (SPT) for intermediate and non-cohesive soils. Rock and rock-like materials will be tested in situ using the SPT or the Texas Cone Penetrometer (TCP) for harder bedrock materials.
- C. Groundwater observations within the boring will be recorded at the time of drilling and at the completion of drilling and sampling.
- D. The boring will be backfilled with granular bentonite upon completion of drilling and sampling.

- **Santa Fe & SW 19th St.**
 - **Moore, OK**
 - **Cleveland County, OK**
 - **November 14, 2023**
- E. Coordination regarding access permission and utility clearance will be conducted prior to initiating the field exploration. It is assumed that the necessary permission to access the drill location will be obtained by the Owner. Utility clearance at each location will be obtained by notifying the Oklahoma One-Call system through coordination with the appropriate Owner's utility/public works department.
 - F. It is assumed that the boring location will be accessible with an ATV-mounted drilling rig.
 - G. Soil samples recovered will be tested to determine the moisture content. Soil classification (Atterberg Limits and gradation) will be determined on 3 samples.
 - H. The borings will be located in the field by an Engineer using the plans to be provided or by GPS coordinates/google earth imagery. Vertical control established in the project plans will be used to obtain surface elevations of the borings, if available at the time of our field work. It is anticipated the project control datum will be provided.
 - I. The data report will have a log of boring, laboratory test results, a boring location diagram, and a summary of the field procedures. Foundation bearing pressures and lateral earth pressures for design of junction box walls will be included in the report. If relevant a general discussion of expected construction related issues as well as earthwork and site preparation related recommendations for use during development of the plans and specifications. The report will be prepared by, under the supervision of, and signed by a registered Professional Engineer in the State of Oklahoma.

Proposed Fee

Based on the outlined Scope of Services provided above, the cost of these services will be \$5,250 (Lsum). If the scope of work needs to be adjusted, or additional services are necessary that are not covered herein, we will contact the Consultant/Engineer/Owner to discuss the need for a supplemental agreement.

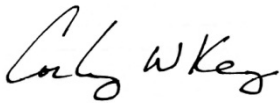
- Santa Fe & SW 19th St.
- Moore, OK
- Cleveland County, OK
- November 14, 2023

General

Should you have any questions regarding this cost estimate please contact me at (405) 310-8467. If you are in agreement with proposal, please provide a Notice to Proceed by emailing it to corby@arrowheadengineering.us

Sincerely,

Arrowhead Engineering Co, LLC



Corby W. Key, PE
President

NOTICE TO PROCEED

By: _____

Name & Signature of Officer

For: _____

Name and Address of Firm if different than addressed

Date: _____

KC Demolition and Dirt work



Charlie 405-532-0565

Keith 405-996-6960

Client: City of Moore

Attn: Chad Denson

• Project: 137 SE 4th

Scope of Work:

KC Demolition and Dirt work will perform the following work/tasks:

* Will remove and haul off 22,500 sq ft building, slab, and foundation

* Alternates = \$26,300

* Capping of sewer \$350

* Sign \$250

* Additional dirt \$10,000

* Sod \$9,000

*Temp fencing \$5,700

*Asphalt/concrete, removal of parking lot, and disposal \$1,000

Total: \$40,800 + \$26,300 = \$67,100

Accepted _____

Title _____ Date _____

-Payment due upon completion of work

Keith
1-5-24

137 SE 4th Street

#	Item	Quantity	Item SS	Price
	Capping of Sanitary Sewer	1		350.00
	Mobilization		included	
	Temporary fencing	1		5700.00
	Bldg Demo Removal and Disposal	1		40,800
	Concrete/Asphalt parking lot removal & Disposal	1		1,000.00
	import and place dirt to backfill foundation	1		10.000
	Installation of Sod over disturbed area	1		9,000.00
	Sign Removal	1		250.00
	Labor		included	
	Insurance		included	
	Other (Please Label)			

KC Demo & Dirt Work

\$ 67,100.00

Kent *ny* 1-5-24

Demolition

M & M Wrecking, Inc.

Land Clearing
Excavation

Industrial
Commercial/Residential
Exterior/Interior

860 So. County line Rd.
Blanchard, OK 73010
Ph.: (405)392-4362, Fax: (405)392-3362

Date: January 5, 2024 Phone: (405) 793-5052 Fax: _____

To: City of Moore - Chad Denson

Email: cdenson@cityofmoore.com

Job Name/Site: <u>137 SE 4th</u>	Job # 23-331
----------------------------------	-----------------

We agree to furnish all labor, material, and insurance necessary to complete the proposed work in accordance with the following:

**BID INCLUDES AND IS LIMITED TO THE FOLLOWING ITEMS:
SCOPE OF WORK:**

M&M Wrecking, Inc. will demo and remove structure and foundation as set forth on the attached "Itemized bid sheet" requested and furnished by the City.

M&M Wrecking, Inc. will legally dispose of all debris generated by demo. Proposal is based on utilizing track and heavy equipment on property and one mobilization to complete task. Disturbed areas will be rough graded upon completion using dirt on site, and/or backfilled, and/or sodded per chosen alternate.

Proposal excludes repair of anything unknown or unmarked underground and removal of any hazardous material if present.

M & M Wrecking Inc. will perform all work indicated in "scope of work" for the sum of:

\$76,305.00 (Seventy-Six Thousand Three Hundred Five dollars and no/100) *

* Total if all alternates are accepted.

Excludes see page 2
SEE ATTACHED PAGE (2) FOR ADDITIONAL INFORMATION

M & M WRECKING, INC.

Jobsite Site/Name: 137 SE 4th

EXCLUDES:

If any of these excludes are in the includes, then the includes will override the excludes.

- Removal of cellars or basements.
- Maintenance on silt fence.
- Any under cutting of any kind.
- Fine grading or filling of any planters at a later date.
- Storm water permits.
- Pumping or removal of any grease traps or septic tanks.
- Removal of any hazardous materials.
- Any disconnection, capping, removal, or re-routing of any utilities.
- Import or export of any fill dirt.
- Repair to any remaining finishes.
- Dust or weather protection of any kind.
- Erosion control of any kind.
- Barricades, pedestrian protection or construction fence of any kind.
- Removal of any VCT, floor or wall adhesive.
- Soil or compaction testing of any kind.
- Surveying, staking or layout of any kind.
- Damage to anything unmarked or unknown under the ground.
- Temporary partitions or weather proofing of any kind.
- Seeding or sodding of anything.
- Any flat or wall sawing.
- Salvage for others.
- Surveys or abatement work of any kind.
- Damage or repair to any paving due to construction traffic.
- Any night or weekend work.
- If bonding is needed, add 2%.
- Shoring or bracing of any kind.
- Removal of any trees or fences.
- Damage or repair to any sprinkler systems.

Bid form must be signed before any work can be done.

For the Sum of: See Page #1

Completion Date: OPEN

Payment to be made as follows UPON COMPLETION OF JOB

This proposal is limited to thirty days acceptance from date hereof. This proposal excludes testing or handling of hazardous materials, importing of fill dirt or utility work unless specified in proposal. The Company shall not be responsible for damage or delay to strikes, fires, accidents or other causes beyond its reasonable control. The Company carries Workmen's Compensation and General Liability insurance, but does not assume risks of any other character under this contract. After acceptance by the owner in the space below, this contract shall be binding either upon approval below by an officer of the company or upon commencement of the work by the company and shall then constitute the entire agreement between the Company and the owner. No oral terms or representation shall be considered a part of this agreement. Payment in full is expected upon completion of job.

Accepted _____

By _____

Date: _____

M & M Wrecking, Inc.

By Michael King

Title Mike King/Estimator

137 SE 4th Street

#	Item	Quantity	Item \$\$	Price
	Capping of Sanitary Sewer	1		\$ 350.00
	Mobilization		Included	
	Temporary fencing	1		\$ 6,300.00
	Bldg Demo Removal and Disposal	1		\$ 45,150.00
	Concrete/Asphlat parking lot removal & Disposal	1		\$ 1,320.00
	import and place dirt to backfill foundation	1		\$ 11,250.00
	Installation of Sod over distrubed area	1		\$ 11,835.00
	Sign Removal	1		\$ 100.00
	Labor		Included	
	Insurance		Included	
	Other (Please Label)			

\$ 76,305.00

K & M Wrecking

Demolition:

Industrial
Commercial/Residential
Exterior/Interior

K & M Dirt Services, LLC
P.O. Box 891920
Oklahoma City, OK 73189-1920
(405)691-5100 Fax (405)691-5996

Land Clearing
Excavation

Date: January 4, 2024

To: City of Moore

Attn: Chad Denson

Phone: 405-793-5000

Fax: _____

Email: cdenson@cityofmoore.com

Address: _____

Job Name/Site: 137 SE 4th St. Moore, OK

We agree to furnish all labor, materials, and insurance necessary to complete the proposed work in accordance with the following:

BID INCLUDES AND IS LIMITED TO THE FOLLOWING ITEMS:

- 0.) Installing temporary orange fence around job site.
- 1.) K&M Wrecking will demolish and haul off a 1 story commercial metal building including all the roofs, walls, floors and foundations.
- 2.) Removing the asphalt paving around the building.
- 3.) Rough grade the disturbed areas.
- 4.) Removal of sign
- 5.) The clean up and haul off of all debris generated by K&M Wrecking.
- 5.) Install Bermuda sod over building area
- 6.) All demolition debris will be legally disposed of off site.
- 7.) Bid proposal includes all landfill fees, trucking fees, equipment fees, labor fees, capping the sewer line, demolition permit, and filing the NESHAP with DEQ.
- 8.) Bid is based on using track equipment and doing all demolition work in one mobilization.
- 9.) K&M Wrecking will call all utility companies for demolition disconnects and OKIE for under ground locates.

TOTAL: \$ 82,225.00

SEE ATTACHED PAGE(S) FOR ADDITIONAL INFORMATION

Page 1

K&M Wrecking

Job Name/Site: 137 SE 4th St. Moore, OK

EXCLUDES:

- 1.) Removal of any hazardous materials.
- 2.) Any disconnecting, capping, removal or re-routing of any utilities.
- 3.) Any seeding or silt fencing
- 4.) Import or export of any fill materials.
- 5.) Removal of any basements, cellars, septic tanks or trees.
- 6.) Surveying, staking or any lay outs.
- 7.) Salvage for others of any kind.
- 8.) Damage or repair to anything unknown or unmarked under the ground.
- 9.) Any watering of sod.

For the sum of: See Prices Listed Above

Completion Date: Open

Payment to be made as follows: Upon Completion of Job

Bid form must be signed before any work can be done.

This proposal is limited to thirty days acceptance from date hereof. This proposal excludes testing or handling of hazardous materials, importing of fill dirt or utility work unless specified in proposal. The Company shall not be responsible for damage or delay due to strikes, fires, accidents or other causes beyond its reasonable control. The Company carries Workmen's Compensation and General Liability insurance, but does not assume risks of any other character under this contract. After acceptance by the owner in the space below, this contract shall be binding either upon approval below by an officer of the company or upon commencement of the work by the Company and shall then constitute the entire agreement between the Company and the owner. No oral terms or representation shall be considered a part of this agreement. Payment in full is expected upon completion of job.

Signature _____

Print _____

Date _____

K & M Wrecking

By _____

Title Duane Allen / Estimator

Email duane@kmwrecking.org

137 SE 4th Street

#	Item	Quantity	Item \$\$	Price
	Capping of Sanitary Sewer	1		Included
	Mobilzation	1		Included
	Temporary fencing	1		Included
	Bldg Demo Removal and Disposal	1		Included
	Concrete/Asphlat parking lot removal & Disposal	1		Included
	import and place dirt to backfill foundation	1		Included
	Installation of Sod over distrubed area	1		Included
	Sign Removal	1		Included
	Labor	1		Included
	Insurance	1		Included
	Other (Please Label)			\$82,225.00

ORDINANCE NO. 1047.24

AN ORDINANCE AMENDING PART 12, CHAPTER 2, ARTICLE A, SECTION 12-206(E) OF THE MOORE LAND DEVELOPMENT CODE BY REMOVING ‘TATTOO AND/OR BODY PIERCING PARLORS’ FROM DEFINITION OF ‘RETAIL SALES AND SERVICES: RESTRICTED’ AND ADDING SAME TO ‘PERSONAL SERVICES: RESTRICTED’ USE UNIT CLASSIFICATIONS; PROVIDING FOR SEVERABILITY; PROVIDING FOR REPEALER.

Be it ordained by the Mayor and the Council of the City of Moore, Oklahoma, that Part 12 of the Moore Municipal Code, also known as the Land Development Code, shall be amended by amending Section 12-206(E), to read as follows:

Section 12-206 Use Unit Classifications

E. Commercial use unit classifications. Commercial use unit classifications include the distribution, sale or rental of goods; and the provision of services other than those classified as civic uses.

1. *Administrative and professional office.* (No Change);
2. *Agricultural supplies and services.* (No Change);
3. *Alcoholic beverage retail sales.* (No Change);
4. *Animal sales and services: auctioning.* (No Change);
5. *Animal sales and services: grooming.* (No Change);
6. *Animal sales and services: horse stables.* (No Change);
7. *Animal sales and services: kennels and veterinary, restricted.* (No Change);
8. *Animal sales and services: kennels and veterinary, general.* (No Change);
9. *Automotive and equipment: light.* (No Change);
10. *Automotive and equipment: heavy.* (No Change);
11. *Automotive sales and rentals: light.* (No Change);
12. *Automotive and equipment sales and rentals: heavy.* (No Change);
13. *Automotive and equipment: storage.* (No Change);
14. *Building maintenance services.* (No Change);
15. *Business support services.* (No Change);
16. *Child care and adult day care center.*
 1. *Child care center.* (No Change);
 2. *Adult day care center.* (No Change);
17. *Communications services: limited tower operations.* (No Change);
18. *Communication services: towers.* (No Change);
19. *Construction sales and services: light.* (No Change);
20. *Construction sales and services: heavy.* (No Change);
21. *Convenience sales and services.* (No Change);
22. *Drinking establishments: sit-down, alcoholic beverages and low-point beer permitted.* (No Change);
23. *Eating establishments: drive-in.* (No Change);

24. *Eating establishments: fast foods.* (No Change)
25. *Eating establishments: sit-down.* (No Change);
26. *Food and beverage retail sales.* (No Change);
27. *Food and beverage retail sales: temporary or seasonal.* (No Change);
28. *Funeral and interment services: animals.* (No Change);
29. *Funeral and interment services: burial.* (No Change);
30. *Funeral and interment services: undertaking.* (No Change);
31. *Gasoline sales: light.* (No Change);
32. *Gasoline sales: general.* (No Change);
33. *Health clubs.* (No Change);
34. *Laundry services.* (No Change);
35. *Manufactured housing and trailers: sales and rentals.* (No Change);
36. *Medical services: restricted.* (No Change);
37. *Medical services: general.* (No Change);
38. *Participant recreation and entertainment: indoor.* (No Change);
39. *Participant recreation and entertainment; indoor, alcoholic beverages and low-point beer permitted.* (No Change);
40. *Participant recreation and entertainment: outdoor.* (No Change);
41. *Personal services: restricted.* Establishments primarily engaged in the provision of informational, instructional, and personal improvements and similar services which are able to be located in an office-type building. Typical uses include photography and art studios, travel agencies, automobile driving schools, reducing salons, barbershops, beauty parlors, **tattoo and/or body piercing parlors**, dancing and music academies, and classrooms for business schools. Excluded are services which would be classified under spectator sports and entertainment, participant recreation and entertainment, or transient accommodation;
42. *Personal services: general.* (No Change);
43. *Personal storage.* (No Change);
44. *Repair services: consumer.* (No Change);
45. *Research services.* (No Change);
46. *Retail sales and services: adult entertainment.* (No Change):
47. *Retail sales and services: restricted.* Establishments engaged in the sale or rental of goods and services where storage and warehousing space could be a necessity. The characteristics of these establishments may not be appropriate in certain retail locations. Typical uses include appliance repair, used furniture sales and rentals, used clothing sales, food banks, pawnshops, blood and/or plasma donation centers, **and** including similar donation centers, surplus stores, ~~and tattoo and/or body piercing parlors~~;
48. *Retail sales and services: general.* (No Change);
49. *Retail sales and services: outdoor swap meets.* (No Change);
50. *Spectator sports and entertainment: restricted.* (No Change);
51. *Spectator sports and entertainment: general.* (No Change);
52. *Spectator sports and entertainment: high impact.* (No Change);
53. *Tourist accommodations: campground.* (No Change);
54. *Tourist accommodations: lodging.* (No Change);
55. *Off-street parking.*
 1. *Commercial parking.* (No Change);
 2. *Personal vehicle storage.* (No Change).

Severability. If any of the provisions of this ordinance are determined to be unconstitutional or unlawful by any court of competent jurisdiction, the remainder shall be severable and unaffected.

Repealer. Any ordinance or parts thereof in conflict with this section are hereby repealed.

PASSED AND APPROVED THIS _____ DAY OF JANUARY, 2024.

MELISSA HUNT, Vice-Mayor

ATTEST: *(Seal)*

VANESSA KEMP, City Clerk

APPROVED AS TO FORM AND LEGALITY:

BRIAN K. MILLER, City Attorney



L3Harris Technologies, Inc.
 Public Safety and Professional Communications
 221 Jefferson Ridge Parkway
 Lynchburg, Virginia 24501
 Phone: 1-800-368-3277
 Fax: 321-409-4393

Quote Name: Moore Fire Department_XL95P_16075_010424

Fire Chief Greg Herbster
 Moore Fire Department
 2400 Fritts Blvd., Moore, OK. 73160
 Office: (405) 793-5110
 Cell: (405) 413-4359

Date: 1/5/2024 **Valid for 30 days**
 Sales POC: Greg Kolsut
 Sr. Specialist Account Manager
 405-315-2741
Greg.Kolsut@L3Harris.com

L3Harris' Internal Use Only	
Quote by:	S. Spence
CRM #	
CCC Case #	INC-000320396

Item	Part Number	Description	Qty	List Price	Discount	Sale Price	Extended Sale Price
1	XN-PF78M	PORTABLE,XL-95P,7/800MHZ,BLK	1	\$ 2,200.00	30%	\$ 1,540.00	\$ 1,540.00
2	XN-FW2X	OPERATION,LOAD NIFOG PERSONALITY	1	\$ 0.01	100%	\$ -	\$ -
3	XN-PL4F	FEATURE,P25 PHASE 2 TDMA	1	\$ 250.00	30%	\$ 175.00	\$ 175.00
4	XN-PL8Y	FEATURE, ENCRYPTION LITE	1	\$ 0.01	100%	\$ -	\$ -
5	XN-PKG8F	FEATURE,256-AES,64-DES ENCRYPTION	1	\$ 750.00	30%	\$ 525.00	\$ 525.00
6	XN-PKGPT	FEATURE PACKAGE,P25 TRUNKING	1	\$ 1,100.00	30%	\$ 770.00	\$ 770.00
7	XN-PA3R	BATTERY, LI-ION, 3100 MAH	1	\$ 135.00	30%	\$ 94.50	\$ 94.50
8	XN-NC8F	ANTENNA,WHIP,1/4 WAVE,762-870MHZ	1	\$ 40.00	30%	\$ 28.00	\$ 28.00
9	XN-CH6J	VEHICULAR CHARGER, XL CONNECT	1	\$ 250.00	30%	\$ 175.00	\$ 175.00
10	XL-AE2W	SPEAKER MIC, 500F, XL-200P	1	\$ 399.00	30%	\$ 279.30	\$ 279.30
		Trade In Credit	1			\$ (400.00)	\$ (400.00)
						Estimated Shipping	\$ 65.16
						Total Sale Price	\$3,251.96

Lead time is subject to material availability at time of order

Terms and Conditions:

- The terms and conditions of this quote are governed by the **System Purchase Agreement between Harris Corporation and City of Norman**. Please reference MBP #16075. Also reference SIT# 917742 | City of Moore Fire Dept Special Pricing Request - Norman
- Storing battery packs is not recommended because the chemicals in the battery degrade over time and this affects the functionality of the battery. Improper storage of batteries may void warranty.
- Pricing does not include installation, programming, taxes or shipping (if applicable), unless otherwise noted. These items may be waived based on the terms and conditions which are applicable to this quote (Item 1) and could be subject to change.

Purchase Order requirements:

Purchase Order issued to L3Harris Technologies - PSPC - 221 Jefferson Ridge Parkway - Lynchburg, VA 24501

The Purchase Order should include the following references:

Must include Quote Name and Date. If applicable, include MBP#.

All orders must contain valid model number, quantity, and price for each item.

Frequencies must be supplied with order if applicable.

Requested Delivery Date; If related to **Grant Funding**, important to provide Grant name, Agency, deadline and product receipt deadline, when applicable.

Shipping will default to Best Way ground, unless otherwise specific. Special shipping/delivery instructions (ex. Delivery lift gate required?) must be noted if applicable. Non Standard packing will be billed to the customer.

Bill to and Ship to addresses along with contact information must be included. Provide customer account number if readily available.

L3Harris DUNS#: 101474992; Cage Code: 1PNR4; Tax ID 34-0276860.



L3Harris Technologies, Inc.
 Public Safety and Professional Communications
 221 Jefferson Ridge Parkway
 Lynchburg, Virginia 24501
 Phone: 1-800-368-3277
 Fax: 321-409-4393

Quote Name: Moore Fire Department_XL95P_295766_010524

Date: 1/5/2024 Valid for 30 days

Sales POC: Greg Kolsut
 Sr. Specialist, Acct Manager - OK & CO
 405-315-2741
Greg.Kolsut@L3Harris.com

Fire Chief Greg Herbster
 Moore Fire Department
 2400 Fritts Blvd., Moore, OK. 73160
 Office: (405) 793-5110
 Cell: (405) 413-4359

L3Harris' Internal Use Only	
Quote by:	S. Spence
CRM #	
CCC Case #	INC-000320396

Item	Part Number	Description	Qty	List Price	Discount	Sale Price	Extended Sale Price
1	XN-PF78M	PORTABLE,XL-95P,7/800MHZ,BLK	1	\$ 2,200.00	26%	\$ 1,628.00	\$ 1,628.00
2	XN-FW2X	OPERATION,LOAD NIFOG PERSONALITY	1	\$ 0.01	100%	\$ -	\$ -
3	XN-PL4F	FEATURE,P25 PHASE 2 TDMA	1	\$ 250.00	26%	\$ 185.00	\$ 185.00
4	XN-PL8Y	FEATURE, ENCRYPTION LITE	1	\$ 0.01	100%	\$ -	\$ -
5	XN-PKG8F	FEATURE,256-AES,64-DES ENCRYPTION	1	\$ 750.00	26%	\$ 555.00	\$ 555.00
6	XN-PKGPT	FEATURE PACKAGE,P25 TRUNKING	1	\$ 1,100.00	26%	\$ 814.00	\$ 814.00
7	XN-PA3R	BATTERY, LI-ION, 3100 MAH	1	\$ 135.00	26%	\$ 99.90	\$ 99.90
8	XN-NC8F	ANTENNA,WHIP,1/4 WAVE,762-870MHZ	1	\$ 40.00	26%	\$ 29.60	\$ 29.60
9	XN-CH6J	VEHICULAR CHARGER, XL CONNECT	1	\$ 250.00	26%	\$ 185.00	\$ 185.00
10	XL-AE2W	SPEAKER MIC, 500F, XL-200P	1	\$ 399.00	26%	\$ 295.26	\$ 295.26
		Trade in Credit	1			\$ (400.00)	\$ (400.00)
						Estimated Shipping	\$ 65.16

Lead time is subject to material availability at time of order

Total Sale Price \$ 3,456.92

Terms and Conditions:

- The Terms and Conditions are governed by the agreement between L3Harris Technologies and Sourcewell Public Safety Communications Technology and Hardware Solutions. Please reference MBP# 295766 and contract number 042021-L3H, if applicable. Sourcewell Membership ID# 91515 - City of Moore. Also reference SIT# 917733 | City of Moore Fire Dept Special Pricing Request - Sourcewell
- Storing battery packs is not recommended because the chemicals in the battery degrade over time and this affects the functionality of the battery. Improper storage of batteries may void warranty.
- Pricing does not include installation, programming, taxes or shipping (if applicable), unless otherwise noted. These items may be waived based on the terms and conditions which are applicable to this quote (Item 1) and could be subject to change.

Purchase Order requirements:

Purchase Order issued to L3Harris Technologies - PSPC - 221 Jefferson Ridge Parkway - Lynchburg, VA 24501

The Purchase Order should include the following references:

Must include Quote Name and Date. If applicable, include MBP#.

All orders must contain valid model number, quantity, and price for each item.

Frequencies must be supplied with order if applicable.

Requested Delivery Date; If related to **Grant Funding**, important to provide Grant name, Agency, deadline and product receipt deadline, when applicable.

Shipping will default to Best Way ground, unless otherwise specific. Special shipping/delivery instructions (ex. Delivery lift gate required?) must be noted if applicable. Non Standard packing will be billed to the customer.

Bill to and Ship to addresses along with contact information must be included. Provide customer account number if readily available.

L3Harris DUNS#: 101474992; Cage Code: 1PNR4; Tax ID 34-0276860.

Billing Address:
 MOORE, CITY OF
 2400 S FRITTS BLVS
 MOORE, OK 73160
 US

Quote Date:12/13/2023
 Expiration Date:03/12/2024
 Quote Created By:
 Dustin Holt
 MR Account Manager
 dustin.holt@bearcom.com
 405/423-2119

End Customer:
 MOORE, CITY OF
 Greg Herbster
 gherbster@cityofmoore.com
 405-793-5110

Contract: 37435 - OMES, OK SW1053M

Line #	Item Number	Description	Qty	List Price	Disc \$	Sale Price	Ext. Sale Price
	APX™ 6000 Series	APX6000					
1	H98UCF9PW6BN	APX6000 700/800 MODEL 2.5 PORTABLE	1	\$3,595.00	\$970.65	\$2,624.35	\$2,624.35
1a	Q667BB	ADD: ADP ONLY (NON- P25 CAP COMPLIANT) (US ONLY)	1	\$0.00	\$0.00	\$0.00	\$0.00
1b	Q361AR	ADD: P25 9600 BAUD TRUNKING	1	\$330.00	\$89.10	\$240.90	\$240.90
1c	Q58AL	ADD: 3Y ESSENTIAL SERVICE	1	\$184.00	\$0.00	\$184.00	\$184.00
1d	QA00580AC	ADD: TDMA OPERATION	1	\$495.00	\$133.65	\$361.35	\$361.35
1e	H38BT	ADD: SMARTZONE OPERATION	1	\$1,320.00	\$356.40	\$963.60	\$963.60
1f	QA09113AB	ADD: BASELINE RELEASE SW	1	\$0.00	\$0.00	\$0.00	\$0.00
1g	QA01427AB	ALT: IMPACT GREEN HOUSING	1	\$28.00	\$7.56	\$20.44	\$20.44
1h	Q806BM	ADD: ASTRO DIGITAL CAI OPERATION	1	\$567.00	\$153.09	\$413.91	\$413.91



Any sales transaction following Motorola's quote is based on and subject to the terms and conditions of the valid and executed written contract between Customer and Motorola (the "Underlying Agreement") that authorizes Customer to purchase equipment and/or services or license software (collectively "Products"). If no Underlying Agreement exists between Motorola and Customer, then Motorola's Standard Terms of Use and Motorola's Standard Terms and Conditions of Sales and Supply shall govern the purchase of the Products.
 Motorola Solutions, Inc.: 500 West Monroe, United States - 60661 ~ #: 36-1115800

Line #	Item Number	Description	Qty	List Price	Disc \$	Sale Price	Ext. Sale Price
2	NNTN7624C	CHARGER,CHR IMP VEH EXT NA/EU KIT	1	\$509.76	\$137.64	\$372.12	\$372.12
3	PMMN4107C	AUDIO ACCESSORY- REMOTE SPEAKER MICROPHONE,XE500 REMOTE SPKR MIC WITHOUT CHANNEL KNOB, HIGH IMPACT GREEN	1	\$594.00	\$160.38	\$433.62	\$433.62

\$5,614.29

CLAIMS FOR RATIFICATION
MOORE PUBLIC WORKS AUTHORITY
COUNCIL MEETING JANUARY 16, 2024

Moore City Council
M.P.W.A. 2023-2024
Vendor & Employee Claims

Moore, OK Purchase Order Claim Register



Fund: 02 - Risk Management

Check Run : 122823

Department: 025 - Risk Management

P.O. #	Vendor #	Name	Summary Description	Date	Invoice	Amount
240308	2751	HEALTHCAREEXPRESS	MONTHLY PRE-EMPLOYMENT/RANDOM DRUG TESTING	12/8/2023	101381	472.00
		02010250 - 52645 -	Physicals, Drug Testing, Etc.			
240311	2965	INSERVICES, LLC	EXCESS INSURANE PROPERTY & FLOOD	12/19/2023	101885	46,340.08
		02010250 - 52705 -	Excess Insurance			
240310	2965	INSERVICES, LLC	PROPERTY INSURANCE	12/19/2023	101886	446,856.00
		02010250 - 52700 -	Insurance			
242543	2965	INSERVICES, LLC	ACCOUNT MANAGEMENT FEE FOR PROPERTY INS RENEWAL	12/19/2023	101895	50,000.00
		02010250 - 52700 -	Insurance			
Department Total :						543,668.08
Fund Total :						543,668.08

Moore, OK Purchase Order Claim Register



Fund: 05 - Moore Public Works Authority

Check Run : 122823

Department: 000 - Undesignated

P.O. #	Vendor #	Name	Summary Description	Date	Invoice	Amount
	1	ONE TIME PAY VENDOR	OKDHS Assistance Refund - 2 Refunds	12/11/2023	101482	160.00
	5 - 13050 -		Utility Accounts Receivable			
Department Total :						160.00

Department: 004 - Utilities

P.O. #	Vendor #	Name	Summary Description	Date	Invoice	Amount
	1	ONE TIME PAY VENDOR	OKDHS Assistance Refund - 2 Refunds	12/11/2023	101482	160.00
	05040040 - 44000 -		Water Receipts			
Department Total :						160.00

Department: 035 - General Government

P.O. #	Vendor #	Name	Summary Description	Date	Invoice	Amount
240760	2855	PRESORT FIRST CLASS	PRINTING & MAILING OF WATER BILL, ESTIMATED	12/11/2023	101470	768.60
	05010350 - 52000 -		Printing & Publications			
240451	103	OKLAHOMA GAS & ELECTRIC	ELECTRICITY	12/15/2023	101763	357.48
	05010350 - 52100 -		Electricity			
241533	666	BANK OF OKLAHOMA	FAP-19-0003-L LOAN PAYMENTS	1/1/2024	101825	70,089.30
	05010350 - 54512 -		Debt Service - 2019 OWRB			
240082	666	BANK OF OKLAHOMA	ORF-08-0002-CW	1/1/2024	101826	13,177.91
	05010350 - 54500 -		Debt Service - 2009 OWRB			
240069	666	BANK OF OKLAHOMA	ORF-08-0002-CWA	1/1/2024	101827	228,966.29
	05010350 - 54505 -		Debt Service - OWRB \$42M Loan			
240081	666	BANK OF OKLAHOMA	ORF-10-0012-CW	1/1/2024	101828	35,002.58
	05010350 - 54510 -		Debt Service - OWRB \$6M Loan			
Department Total :						348,362.16

Department: 066 - Sanitation

P.O. #	Vendor #	Name	Summary Description	Date	Invoice	Amount
240638	1755	HOME DEPOT CREDIT SERVICES	SUPPLIES FOR SANITATION TRUCKS i.e. RATCHET STRAP	12/11/2023	101371	11.94
	05040660 - 51250 -		Misc. Materials & Supplies			
242295	1755	HOME DEPOT CREDIT SERVICES	New heater for Wash Rack Room	12/11/2023	101372	54.97
	05040660 - 51250 -		Misc. Materials & Supplies			
Department Total :						66.91
Fund Total :						348,749.07

CLAIMS FOR RATIFICATION
MOORE PUBLIC WORKS AUTHORITY
COUNCIL MEETING JANUARY 16, 2024

Moore City Council
M.P.W.A. 2023-2024
Vendor & Employee Claims

Moore, OK Purchase Order Claim Register



Fund: 01 - MPWA Sinking Fund

Check Run : 010424

Department: 013 - OWRB 2019

P.O. #	Vendor #	Name	Summary Description	Date	Invoice	Amount
232051	3789	MCKEE UTILITY CONTRACTORS, INC. 01080130 - 54300 -	SE LIFT STATION - MCKEE UTILITY Construction	12/21/2023	101807	20,840.80
Department Total :						20,840.80
Fund Total :						20,840.80

Moore, OK Purchase Order Claim Register



Fund: 02 - Risk Management

Check Run : 010424

Department: 025 - Risk Management

P.O. #	Vendor #	Name	Summary Description	Date	Invoice	Amount
242055	2950	DANA SAFETY SUPPLY	REPLACEMENT PUSH BUMPER AND FENDER WRAP	12/11/2023	101553	1,057.30
		02010250 - 52362 -	Collision Repairs			
242449	1222	BOSS PRINT DESIGN, INC	WRAP MATERIALS FOR DAMAGED POLICE UNIT 23-215	12/12/2023	101609	140.00
		02010250 - 52362 -	Collision Repairs			
240284	493	ALMA BUMGARNER	MEDICARE REIMBURSEMENT JULY 2023-JUNE 2024	12/5/2023	101985	300.00
		02010250 - 52725 -	Medicare Reimbursement			
242578	2965	INSERVICES, LLC	CYBER RENEWAL POLICY	12/27/2023	101986	50,000.00
		02010250 - 52700 -	Insurance			
242579	2965	INSERVICES, LLC	EQUIPMENT FLOATER POLICY	12/27/2023	101987	118,694.00
		02010250 - 52700 -	Insurance			
240287	505	HARTHCOCK, DAVID	MEDICARE REIMBURSEMENT JULY 2023-JUNE 2024	10/17/2023	101990	57.00
		02010250 - 52725 -	Medicare Reimbursement			
240306	2555	ALEX OBLEIN	MEDICARE REIMBURSEMENT JULY 2023-JUNE 2024	7/7/2023	101991	565.20
		02010250 - 52725 -	Medicare Reimbursement			
240314	2999	TIPPY W. PIERCE	MEDICARE REIMBURSEMENT JULY 2023-JUNE 2024	1/1/2024	101993	300.00
		02010250 - 52725 -	Medicare Reimbursement			
240319	3232	TERRY J SCHAT	MEDICARE REIMBURSEMENT JULY 2023-JUNE 2024	7/5/2023	101994	1,500.54
		02010250 - 52725 -	Medicare Reimbursement			
240341	530	SIMPSON, DENISE	MEDICARE REIMBURSEMENT JULY 2023-JUNE 2024	12/1/2023	101995	243.72
		02010250 - 52725 -	Medicare Reimbursement			
240309	2862	TED D WILLIAMS	MEDICARE REIMBURSEMENT JULY 2023-JUNE 2024	7/1/2023	101996	1,800.00
		02010250 - 52725 -	Medicare Reimbursement			
242531	83	MOORE NORMAN TECH CENTER	FORK LIFT OPERATION TRAINING FOR PW	12/15/2023	101998	435.00
		02010250 - 52625 -	General Employee Training			
240274	184	POTTER, VIRGINIA	MEDICARE REIMBURSEMENT JULY 2023-JUNE 2024	12/5/2023	102047	300.00
		02010250 - 52725 -	Medicare Reimbursement			

Department Total :	175,392.76
Fund Total :	175,392.76

Moore, OK Purchase Order Claim Register



Fund: 05 - Moore Public Works Authority

Check Run : 010424

Department: 035 - General Government

P.O. #	Vendor #	Name	Summary Description	Date	Invoice	Amount
240260	2855	PRESORT FIRST CLASS	MAILING FEES 1 YEAR ESTIMATED POSTAGE	1/1/2024	101816	12,000.00
		05010350 - 51200 -	Postage			
240451	103	OKLAHOMA GAS & ELECTRIC	ELECTRICITY	12/21/2023	101915	34.37
		05010350 - 52100 -	Electricity			
240200	1727	OKLAHOMA NATURAL GAS	NATURAL GAS, COMBINED	12/22/2023	101989	427.93
		05010350 - 52105 -	Natural Gas			
240180	28	CITY OF OKLAHOMA CITY	ESTIMATED WATER PURCHASE FROM OKC	12/20/2023	101997	436,598.96
		05010350 - 51285 -	Water Purchased from OKC			
241174	934	VEOLIA WATER NORTH AMERICA	REPAIR & MAINTENANCE (costs in excess)	11/22/2023	102026	112,385.40
		05010350 - 52415 -	R-Account (Parts/Repairs)			
Department Total :						561,446.66

Department: 066 - Sanitation

P.O. #	Vendor #	Name	Summary Description	Date	Invoice	Amount
241038	2533	SPARQ NATURAL GAS, LLC	CNG USAGE FOR PUBLIC WORKS YEAR 2023-2024	12/15/2023	101558	10,663.53
		05040660 - 51075 -	Fuel			
241998	4015	EXPRESS SERVICES INC	Express Employment for Temporary Employees	12/12/2023	101742	655.25
		05040660 - 52350 -	Temporary Labor			
241998	4015	EXPRESS SERVICES INC	Express Employment for Temporary Employees	12/19/2023	101897	699.04
		05040660 - 52350 -	Temporary Labor			
240421	1872	WRIGHT EXPRESS FSC	CITY WIDE FUEL USAGE	12/31/2023	101992	619.59
		05040660 - 51075 -	Fuel			
Department Total :						12,637.41
Fund Total :						574,084.07

**RISK MANAGEMENT PROGRAM CLAIMS AND EXPENSES FOR
JANUARY 16, 2024**

<u>Description</u>	<u>Amount</u>
Health Claims	21,083.70
Workers' Compensation Claims	12,971.93
General Liability Claims	1,756.00
Total	\$35,811.63

Check Register From History

City of Moore (70009)

City of Moore (79023)

First Fidelity Bank

Reporting From 12/21/2023 Thru 12/21/2023

Check Number	Chk/ EFT	Check Date	Type Expenses	CVG TYPE	EMP/ DEP	Over Spec	Check Amount	Claim Number	Payee
00717251	C	12/21/2023	Medical	XRY2	DEP		\$166.50	2023-347002570-0000	HEALTH CHECK SCREENING
00717252	C	12/21/2023	Medical	0018	DEP		\$94.86	2023-324001571-0000	BODIN CHIROPRACTIC PLLC
00717253	C	12/21/2023	Medical	0177	DEP		\$185.19	2023-285001617-0000	SHEPARD HEALTH LLC
00717254	C	12/21/2023	Medical	0177	DEP		\$52.67	2023-324001464-0000	SHEPARD HEALTH LLC
00717255	C	12/21/2023	Medical	0066	EMP		\$1,182.21	2023-278000783-0000	ORTHO CENTRAL
00717256	C	12/21/2023	Medical	0017	EMP		\$112.42	2023-282001777-0000	ORTHO CENTRAL
00717257	C	12/21/2023	Misc	0100	EMP		\$604.00	2023-349006756-0000	MedWatch LLC
00717258	C	12/21/2023	Misc	0100	EMP		\$528.50	2023-346005727-0000	MedWatch LLC
00717259	C	12/21/2023	Misc	HCS	EMP		\$1,496.00	2023-347002571-0000	HEALTH CHECK SCREENING
00717260	C	12/21/2023	Misc	0100	DEP		\$377.50	2023-349006753-0000	MedWatch LLC
00717261	C	12/21/2023	Misc	0100	EMP		\$578.83	2023-348003130-0000	MedWatch LLC
00717262	C	12/21/2023	Misc	0100	DEP		\$704.67	2023-352000032-0000	MedWatch LLC
00717263	C	12/21/2023	Medical	0066	DEP		\$276.75	2023-314001987-0000	OU HEALTH PARTNERS INC
00717264	C	12/21/2023	Medical	0004	EMP		\$1,260.00	2023-306000106-0000	NORMAN REGIONAL
00717265	C	12/21/2023	Medical	0004	DEP		\$929.25	2023-305000343-0000	NORMAN REGIONAL
00717266	C	12/21/2023	Medical	0035	DEP		\$32.21	2023-338001217-0000	BRANT BENNETT MD PLLC
00717267	C	12/21/2023	Medical	0004	DEP		\$929.25	2023-348000108-0000	NORMAN REGIONAL
00717268	C	12/21/2023	Medical	0333	DEP		\$1,096.17	2023-348000135-0000	SUNMED MEDICAL SYSTEMS
00717269	C	12/21/2023	Medical	0004	DEP		\$929.25	2023-348002823-0000	NORMAN REGIONAL
00717270	C	12/21/2023	Medical	0004	DEP		\$929.25	2023-348007606-0000	NORMAN REGIONAL
00717271	C	12/21/2023	Medical	0047	DEP		\$183.91	2023-348007610-0000	BRANT BENNETT MD PLLC
00717272	C	12/21/2023	Medical	0004	DEP		\$929.25	2023-348007614-0000	NORMAN REGIONAL
00717273	C	12/21/2023	Medical	0015	DEP		\$12.46	2023-348007621-0000	ARGENCIS MEDICAL INC
00717274	C	12/21/2023	Medical	0004	DEP		\$547.00	2023-348007629-0000	NORMAN REGIONAL
00717275	C	12/21/2023	Medical	0004	DEP		\$547.00	2023-348007636-0000	NORMAN REGIONAL
00717276	C	12/21/2023	Misc	HCS	EMP		\$599.00	2023-348000001-0000	HEALTH CHECK SCREENING
00717277	C	12/21/2023	Medical	SUR3	DEP		\$206.55	2023-331005286-0000	KNIIGHT FOOT AND ANKLE
00717278	C	12/21/2023	Medical	0068	DEP	SPEC	\$173.38	2023-335002718-0000	FUSION MD
00717279	C	12/21/2023	Medical	0004	EMP		\$1,260.00	2023-278000050-0000	NORMAN REGIONAL
00717280	C	12/21/2023	Misc	HCS	EMP		\$1,198.00	2023-348000002-0000	HEALTH CHECK SCREENING
00717281	C	12/21/2023	Misc	HCS	EMP		\$599.00	2023-348000012-0000	HEALTH CHECK SCREENING

Check Register From History

City of Moore (70009)

City of Moore (79023)

First Fidelity Bank

Reporting From 12/21/2023 Thru 12/21/2023

Check Number	Chk/ EFT	Check Date	Type Expenses	CVG TYPE	EMP/ DEP	Over Spec	Check Amount	Claim Number	Payee
00717282	C	12/21/2023	Medical	0004	EMP		\$42.40	2023-291000138-0000	COMMUNITY HOSPITAL
00717283	C	12/21/2023	Medical	0177	EMP		\$69.00	2023-275001995-0000	ETHOS LABS
00717284	C	12/21/2023	Medical	0177	EMP		\$96.00	2023-305001115-0000	ETHOS LABS
00717285	C	12/21/2023	Medical	0177	EMP		\$144.00	2023-324001547-0000	ETHOS LABS
00717286	C	12/21/2023	Medical	0004	DEP		\$742.61	2023-278000117-0000	COMMUNITY HOSPITAL
00717287	C	12/21/2023	Medical	0004	EMP		\$1,268.66	2023-306000108-0000	NORMAN REGIONAL

37 Checks Paid: \$21,083.70

Electronic Payments: \$0.00

0 Total Adjustments: \$0.00

37 Payments: \$21,083.70

Reserve Income: \$0.00

Check Register From History

Reporting From 12/21/2023 Thru 12/21/2023

Master Group Grand Total

City of Moore (70009)
First Fidelity Bank

Total of 37 Checks Paid: \$21,083.70

Total of 0 EFT Paid: \$0.00

Total of 0 Adjustments: \$0.00

Total of 37 Payments: \$21,083.70

Reserve Income: \$0.00

**** END OF REPORT ****



Check Register

City of Moore

Method Desc	Check Date	Claim # Claimant Name	Payee Payment Type	Service From Service To	Run ID	Amount	Check #
Check	01/04/2024	2050001005	Boyce, Vernon Temporary Total Disability	12/31/2023 01/06/2024	139697	\$953.18	307521
	01/04/2024	Combined Combined	MCBRIDE ORTHOPEDIC HOSPITAL, LLC Physician	12/07/2023 12/07/2023	139698	\$4,573.00	307522
	01/04/2024	Combined Combined	HEALTHESYSTEMS Drug Coverage	12/28/2023 12/28/2023	139698	\$125.28	307523
	01/04/2024	2050001110	OSSO-NORTH LOCATION Physician	11/29/2023 11/29/2023	139698	\$165.46	307524
	01/04/2024	Rausch, John 2050001071	Neuroscience Specialists, PC Physician	08/02/2023 08/02/2023	139698	\$160.95	307525
	01/04/2024	2050001185	CLASSEN URGENT CARE CLINIC, LLC Physician	12/08/2023 12/08/2023	139698	\$174.17	307526
	01/04/2024	022050000202	Express Drug, LLC Drug Coverage	12/05/2023 12/05/2023	139698	\$52.49	307527
	01/04/2024	2050001100	Ortho Central Physician	11/29/2023 11/29/2023	139698	\$75.54	307528
	01/04/2024	Combined Combined	Therapy in Motion of Oklahoma Physician	12/06/2023 12/06/2023	139698	\$395.91	307529
	01/04/2024	Combined Combined	RISING MEDICAL SOLUTIONS, LLC Bill Review Fees	12/08/2023 12/08/2023	139698	\$310.09	307530
Total for Method							
Total By - Method Desc: 10					Desc:	\$6,986.07	\$6,986.07
Total Number of Checks: 12					Total Amount:	\$6,986.07	\$6,986.07



Check Register

City of Moore

Method Desc	Check Date	Claim # Claimant Name	Payee Payment Type	Service From Service To	Run ID	Amount	Check #
Check	12/28/2023	2050001005	Boyce, Vernon Temporary Total Disability	12/24/2023 12/30/2023	139551	\$953.18	307509
	12/28/2023	2050001085	Eagle Partners, PLLC Medical	06/22/2023 06/22/2023	139553	\$226.05	307510
	12/28/2023	Combined Combined	MCBRIDE ORTHOPEDIC HOSPITAL, LLC Physician	11/27/2023 11/27/2023	139553	\$213.32	307511
	12/28/2023	2050001098	Centralink LLC Medical	11/28/2023 11/28/2023	139553	\$13.76	307512
	12/28/2023	022050000202	HEALTHESYSTEMS Drug Coverage	12/18/2023 12/18/2023	139553	\$29.08	307513
	12/28/2023	2050001103	JEFFREY P PARDEE, MD Medical	11/02/2023 11/02/2023	139553	\$949.98	307514
	12/28/2023	2050001085	SAINTS MEDICAL GROUP, LLC Physician	07/06/2023 07/06/2023	139553	\$72.48	307515
	12/28/2023	Combined Combined	Two Oaks Investments, LLC Fees including PI, IOS, background checks, EDI fees	12/28/2023 12/28/2023	139553	\$6.00	307516
	12/28/2023	Combined Combined	Therapy in Motion of Oklahoma Physician	11/27/2023 11/27/2023	139553	\$2,632.56	307517
	12/28/2023	Combined Combined	Rindermann PT, PLLC Physician	12/11/2023 12/11/2023	139553	\$418.04	307518
	12/28/2023	Combined Combined	RISING MEDICAL SOLUTIONS, LLC Bill Review Fees	12/11/2023 12/11/2023	139553	\$800.95	307519



Check Register

City of Moore

Method Desc	Check Date	Claim # Claimant Name	Payee Payment Type	Service From Service To	Run ID	Amount	Check #
Check	12/28/2023	2050001130	NHRS Occupational Medicine Physician	12/05/2023 12/05/2023	139553	\$70.94	307520
Total for Method							
Total By - Method Desc: 12						Desc: \$6,386.34	\$6,386.34
Total Number of Checks: 19						Total Amount: \$5,985.86	\$5,985.86



Check Register

City of Moore

Method Desc	Check Date	Claim # Claimant Name	Payee Payment Type	Service From Service To	Run ID	Amount	Check #
Check	01/04/2024	Gamble, Vickie 2050001189	Gamble, Vickie Property Damage	01/02/2024 01/02/2024	139696	\$1,756.00	307531
Total By - Method Desc: 1				Total for Method Desc:		\$1,756.00	\$1,756.00
Total Number of Checks: 1				Total Amount:		\$1,756.00	\$1,756.00

anticipated a \$40,000 rebate in February or March due to no property claims being filed. He advised that Russell Hollingsworth of Dillingham Insurance was in attendance to answer any questions.

Trustee Williams moved to amend the the total premium amount for all the policies from \$851,417.02 to \$877,002.02, second by Trustee Webb. Motion carried unanimously.

Ayes: Griffith, Blair, Williams, Webb, Hunt
Nays: None
Absent: Lewis

Trustee Williams moved to approve Agenda Item No. 22 as amended, second by Trustee Webb. Motion carried by majority vote.

Ayes: Griffith, Williams, Webb, Hunt
Nays: None
Abstentions: Blair
Absent: Lewis

THE MOORE PUBLIC WORKS AUTHORITY MEETING WAS RECESSED AND THE MOORE RISK MANAGEMENT MEETING WAS CONVENED AT 7:08 P.M.

Agenda Item Number 23 being:

CONSENT DOCKET:

- A) RECEIVE AND APPROVE THE MINUTES OF THE REGULAR MOORE RISK MANAGEMENT MEETING HELD DECEMBER 4, 2023
- B) APPROVE PAYMENT OF A WORKER'S COMPENSATION SETTLEMENT IN THE AMOUNT OF \$20,736 FOR CBR NO. 2050001032 TO JOSHUA TRENT; AND AUTHORIZE PLACEMENT ON THE AD VALOREM TAX ROLL.
- C) APPROVE PAYMENT OF A WORKER'S COMPENSATION SETTLEMENT IN THE AMOUNT OF \$15,840 FOR CBR NO. 2050001103 TO ERNEST LOCKETT; AND AUTHORIZE PLACEMENT ON THE AD VALOREM TAX ROLL.
- D) APPROVE AND RATIFY CLAIMS AND EXPENDITURES FOR FY 2023-2024 IN THE AMOUNT OF \$312,627.20.

Trustee Williams moved to approve the consent docket in its entirety, second by Trustee Griffith. Motion carried unanimously.

Ayes: Griffith, Blair, Williams, Webb, Hunt
Nays: None
Absent: Lewis

THE MOORE RISK MANAGEMENT MEETING WAS RECESSED AND THE MOORE ECONOMIC DEVELOPMENT AUTHORITY MEETING WAS CONVENED AT 7:09 P.M.

Agenda Item Number 24 being:

ROLL CALL

PRESENT: Griffith, Blair, Williams, Webb, Hunt
ABSENT: Lewis

Agenda Item Number 25 being:

CONSENT DOCKET:

- A) RECEIVE AND APPROVE THE MINUTES OF THE REGULAR MOORE ECONOMIC DEVELOPMENT AUTHORITY MEETING HELD NOVEMBER 20, 2023.

Trustee Williams moved to approve the consent docket in its entirety, second by Trustee Griffith. Motion carried unanimously.

Ayes: Griffith, Blair, Williams, Webb, Hunt
Nays: None
Absent: Lewis

THE MOORE ECONOMIC DEVELOPMENT AUTHORITY MEETING WAS RECESSED AND THE CITY COUNCIL MEETING RECONVENED WITH VICE-MAYOR MELISSA HUNT PRESIDING AT 7:12 P.M.

Agenda Item Number 26 being:

NEW BUSINESS:

- A) CITIZENS' FORUM FOR ITEMS NOT ON THE AGENDA.

There were no citizens to speak.

- B) ITEMS FROM THE CITY COUNCIL/MPWA TRUSTEES.

There were no items from the City Council/Trustees.

- C) ITEMS FROM THE CITY/TRUST MANAGER.

Brooks Mitchell, City Manager, advised that a letter was received from the Oklahoma Association of Chiefs of Police expressing their appreciation for the donation of body armor. Mr. Mitchell stated that he was a judge for the American Legion speech contest for Moore High School students. He noted that the winner has a chance to win a \$25,000 scholarship at nationals.

Agenda Item Number 27 being:

EXECUTIVE SESSION:

- A) DISCUSS, CONSIDER, AND IF DEEMED APPROPRIATE, TAKE POSSIBLE ACTION IN PENDING LITIGATION STYLED JEFF CLOUD PLLC V. CITY OF MOORE, CASE NO. CJ-2023-1481; AND AUTHORIZATION FOR LEGAL COUNSEL AND STAFF TO TAKE ACTION AS NECESSARY AND APPROPRIATE IN THE INTEREST OF THE CITY, AS AUTHORIZED BY 25 OKLA. STAT. § 307(B)(4).