
On Monday, November 17, 2025, at or before 4:59 p.m., agenda was posted at the front doors of City Hall, on the bulletin board in the lobby of City Hall, and on the City of Bethany website: cityofbethany.org. The City of Bethany encourages participation from all its citizens. If participation at any public meeting is not possible due to a disability, notification to the City Clerk at least 48 hours prior to the scheduled meeting is encouraged to make the necessary accommodations. The City may waive the 48-hour rule if signing is not the necessary accommodation.

AMENDED AGENDA

BETHANY CITY COUNCIL

TUESDAY, NOVEMBER 18, 2025
6:30 P.M.

BETHANY CITY HALL
6700 NW 36TH ST
BETHANY, OKLAHOMA



With the exception of new business, official action can only occur on items which appear on the agenda. The Council may adopt, approve, ratify, deny, defer, recommend, amend, strike, or continue any agenda item. When more information is needed to act on an item, Council may refer the matter to the City Manager or the Municipal Counselor. The Council may also refer items to standing committees of the Council or to a board or commission for additional study. Under certain circumstances, items may be deferred to a specific later date or stricken from the agenda entirely.

1. Call to Order
2. Invocation and Flag Salute
3. Consent Docket:
 - A. Approval of Minutes from the November 4, 2025, Regular Meeting.
 - B. Approval of Claims: These claims have been found to be in order by staff and proper as to form and procedure and are recommended for payment. A copy of the Claims List is included in the agenda packet.
 - C. Approval of Budget Amendment 26-11.
 - D. Public Improvement-Routine Item: Accept improvements for Sidewalk Partnership Program Project Phase 1 and place maintenance bond into effect.
4. Mayoral proclamation recognizing November 29, 2025 as Small Business Saturday.
5. Public Comment - Any person wishing to address the Council during Public Comment shall give their name, address, and city of residence to the City Clerk for the records PRIOR to the start of the meeting. *(Per Chapter 30 of the Bethany Code of*

Ordinances, there is a five-minute limit, and no action or discussion shall take place. All remarks shall be addressed to the Council as a body, and not to any member thereof.)

6. Citywide public works projects update by TEIM Design. *(Elizabeth Gray, City Manager)*
7. Consideration and possible approval of Contract for City Engineering Services with TEIM Design and authorize the mayor to sign the document on behalf of the City of Bethany. *(Elizabeth Gray, City Manager)*
8. Consideration and possible approval of Change Order No. 1 and Amendment No. 1 to the Construction Contract with Brewer Construction Oklahoma, LLC for ODOC Community Development Block Grant Waterline Project in the amount of \$40,896.00 and authorize the mayor to sign the document on behalf of the City of Bethany. *(Elizabeth Gray, City Manager)*
9. Discussion and possible action to approve Brewer Construction Oklahoma, LLC Invoice No. 3 in the amount of \$67,837.00 for CDBG Waterline Replacement Project- NW 32nd Street/N Holloway and N Mueller Avenue. *(Elizabeth Gray, City Manager)*
10. Consideration and possible approval of Records Retention Policy. *(Elizabeth Gray, City Manager)*
11. New Business *(As defined by the Oklahoma Open Meeting Act § 311 (A) (9) as “matters not known about or which could not have reasonably been foreseen prior to the time of posting the agenda”)*
12. City Attorney’s Report
13. City Manager’s Report
 - A. Financial Report
14. Mayor and council members’ comments and suggestions.
15. Adjourn until December 2, 2025.

BETHANY PUBLIC WORKS AUTHORITY

With the exception of new business, official action can only occur on items which appear on the agenda. The Council may adopt, approve, ratify, deny, defer, recommend, amend, strike, or continue any agenda item. When more information is needed to act on an item, Council may refer the matter to the City Manager or the Municipal Counselor. The Council may also refer items to standing committees of the Council or to a board or commission for additional study. Under certain circumstances, items may be deferred to a specific later date or stricken from the agenda entirely.

1. Consent Docket:
 - A. Approval of Minutes from the November 4, 2025, Regular Meeting.

- B. Approval of Claims: These claims have been found to be in order by staff and proper as to form and procedure and are recommended for payment. A copy of the Claims List is included in the agenda packet.
 - C. Approval to ratify the approval of an Interlocal Agreement between Yukon municipal entities and Bethany municipal entities concerning testing of water wells that pull from the Garber-Wellington aquifer and authorize the chairman to sign the document of behalf of the Bethany Public Works Authority.
2. Discussion and possible action to approve Brewer Construction Oklahoma, LLC Invoice No. 3 in the amount of \$67,837.00 for CDBG Waterline Replacement Project- NW 32nd Street/N Holloway and N Mueller Avenue. *(Elizabeth Gray, City Manager)*
 3. Consideration and possible approval of Change Order No. 1 and Amendment No. 1 to the Construction Contract with Brewer Construction Oklahoma, LLC for ODOC Community Development Block Grant Waterline Project in the amount of \$40,896.00 and authorize the mayor to sign the document on behalf of the City of Bethany. *(Elizabeth Gray, City Manager)*
 4. New Business *(As defined by the Oklahoma Open Meeting Act § 311 (A) (9) as "matters not known about or which could not have reasonably been foreseen prior to the time of posting the agenda")*.
 5. Adjourn until December 2, 2025.

BETHANY HOSPITAL TRUST

With the exception of new business, official action can only occur on items which appear on the agenda. The Council may adopt, approve, ratify, deny, defer, recommend, amend, strike, or continue any agenda item. When more information is needed to act on an item, Council may refer the matter to the City Manager or the Municipal Counselor. The Council may also refer items to standing committees of the Council or to a board or commission for additional study. Under certain circumstances, items may be deferred to a specific later date or stricken from the agenda entirely.

1. Consent Docket:
 - A. Approval of Minutes from the November 4, 2025, Regular Meeting.
 - B. Approval of Claims: These claims have been found to be in order by staff and proper as to form and procedure and are recommended for payment. A copy of the Claims List is included in the agenda packet.
2. New Business *(As defined by the Oklahoma Open Meeting Act § 311 (A) (9) as "matters not known about or which could not have reasonably been foreseen prior to the time of posting the agenda")*.
3. Adjourn until December 2, 2025.

BETHANY DEVELOPMENT AUTHORITY

With the exception of new business, official action can only occur on items which appear on the agenda. The Council may adopt, approve, ratify, deny, defer, recommend, amend, strike, or continue any agenda item. When more information is needed to act on an item, Council may refer the matter to the City Manager or the Municipal Counselor. The Council may also refer items to standing committees of the Council or to a board or commission for additional study. Under certain circumstances, items may be deferred to a specific later date or stricken from the agenda entirely.

1. Consent Docket:
 - A. Approval of Minutes from the November 4, 2025, Regular Meeting.
 - B. Approval of Claims: These claims have been found to be in order by staff and proper as to form and procedure and are recommended for payment. A copy of the Claims List is included in the agenda packet.
2. New Business *(As defined by the Oklahoma Open Meeting Act § 311 (A) (9) as “matters not known about or which could not have reasonably been foreseen prior to the time of posting the agenda”).*
3. Adjourn until December 2, 2025.

Public Participation Note: The City Council and Staff of the City of Bethany strongly encourages the input and involvement of the citizens to help ensure that the city government provides the highest level of services to meet the public needs and desires. If you have any concerns or comments about an agenda item, or any other issue, please contact the Mayor, your Ward Council Members or City Hall Staff. You may also contact the City Manager’s office if you would like to have an item placed on a future agenda to address the Council as a whole. (Guidelines are available in the Council Chambers and in City Hall Lobby.)

On Thursday, November 13, 2025, at or before 4:59 p.m., agenda was posted at the front doors of City Hall, on the bulletin board in the lobby of City Hall, and on the City of Bethany website: cityofbethany.org. The City of Bethany encourages participation from all its citizens. If participation at any public meeting is not possible due to a disability, notification to the City Clerk at least 48 hours prior to the scheduled meeting is encouraged to make the necessary accommodations. The City may waive the 48-hour rule if signing is not the necessary accommodation.

AGENDA

BETHANY CITY COUNCIL

**TUESDAY, NOVEMBER 18, 2025
6:30 P.M.**

**BETHANY CITY HALL
6700 NW 36TH ST
BETHANY, OKLAHOMA**



With the exception of new business, official action can only occur on items which appear on the agenda. The Council may adopt, approve, ratify, deny, defer, recommend, amend, strike, or continue any agenda item. When more information is needed to act on an item, Council may refer the matter to the City Manager or the Municipal Counselor. The Council may also refer items to standing committees of the Council or to a board or commission for additional study. Under certain circumstances, items may be deferred to a specific later date or stricken from the agenda entirely.

1. Call to Order
2. Invocation and Flag Salute
3. Consent Docket:
 - A. Approval of Minutes from the November 4, 2025, Regular Meeting.
 - B. Approval of Claims: These claims have been found to be in order by staff and proper as to form and procedure and are recommended for payment. A copy of the Claims List is included in the agenda packet.
 - C. Approval of Budget Amendment 26-11.
 - D. Public Improvement-Routine Item: Accept improvements for Sidewalk Partnership Program Project Phase 1 and place maintenance bond into effect.
4. Mayoral proclamation recognizing November 29, 2025 as Small Business Saturday.
5. Public Comment - Any person wishing to address the Council during Public Comment shall give their name, address, and city of residence to the City Clerk for the records PRIOR to the start of the meeting. *(Per Chapter 30 of the Bethany Code of*

Ordinances, there is a five-minute limit, and no action or discussion shall take place. All remarks shall be addressed to the Council as a body, and not to any member thereof.)

6. Citywide public works projects update by TEIM Design. *(Elizabeth Gray, City Manager)*
7. Consideration and possible approval of Contract for City Engineering Services with TEIM Design and authorize the mayor to sign the document on behalf of the City of Bethany. *(Elizabeth Gray, City Manager)*
8. Consideration and possible approval of Change Order No. 1 and Amendment No. 1 to the Construction Contract with Brewer Construction Oklahoma, LLC for ODOC Community Development Block Grant Waterline Project in the amount of \$40,896.00 and authorize the mayor to sign the document on behalf of the City of Bethany. *(Elizabeth Gray, City Manager)*
9. Discussion and possible action to approve Brewer Construction Oklahoma, LLC Invoice No. 3 in the amount of \$67,837.00 for CDBG Waterline Replacement Project- NW 32nd Street/N Holloway and N Mueller Avenue. *(Elizabeth Gray, City Manager)*
10. Consideration and possible approval of Records Retention Policy. *(Elizabeth Gray, City Manager)*
11. Consideration and possible approval of Notice to City Clerk regarding 2026 Schedule of Regular Meetings of the City Council, Bethany Public Works Authority, Bethany Hospital Trust, Bethany Development Authority, Planning & Zoning Commission, Board of Adjustment, and Bethany Economic Development Authority. *(Elizabeth Gray, City Manager)*
12. New Business *(As defined by the Oklahoma Open Meeting Act § 311 (A) (9) as “matters not known about or which could not have reasonably been foreseen prior to the time of posting the agenda”)*
13. City Attorney’s Report
14. City Manager’s Report
 - A. Financial Report
15. Mayor and council members’ comments and suggestions.
16. Adjourn until December 2, 2025.

BETHANY PUBLIC WORKS AUTHORITY

With the exception of new business, official action can only occur on items which appear on the agenda. The Council may adopt, approve, ratify, deny, defer, recommend, amend, strike, or continue any agenda item. When more information is needed to act on an item, Council may refer the matter to the City Manager or the Municipal Counselor.

The Council may also refer items to standing committees of the Council or to a board or commission for additional study. Under certain circumstances, items may be deferred to a specific later date or stricken from the agenda entirely.

1. **Consent Docket:**
 - A. Approval of Minutes from the November 4, 2025, Regular Meeting.
 - B. Approval of Claims: These claims have been found to be in order by staff and proper as to form and procedure and are recommended for payment. A copy of the Claims List is included in the agenda packet.
 - C. Approval to ratify the approval of an Interlocal Agreement between Yukon municipal entities and Bethany municipal entities concerning testing of water wells that pull from the Garber-Wellington aquifer and authorize the chairman to sign the document of behalf of the Bethany Public Works Authority.
2. Consideration and possible approval of Notice to City Clerk regarding 2026 Schedule of Regular Meetings of the Bethany Public Works Authority. (Elizabeth Gray, City Manager)
3. Discussion and possible action to approve Brewer Construction Oklahoma, LLC Invoice No. 3 in the amount of \$67,837.00 for CDBG Waterline Replacement Project- NW 32nd Street/N Holloway and N Mueller Avenue. (Elizabeth Gray, City Manager)
4. Consideration and possible approval of Change Order No. 1 and Amendment No. 1 to the Construction Contract with Brewer Construction Oklahoma, LLC for ODOC Community Development Block Grant Waterline Project in the amount of \$40,896.00 and authorize the mayor to sign the document on behalf of the City of Bethany. (Elizabeth Gray, City Manager)
5. New Business (As defined by the Oklahoma Open Meeting Act § 311 (A) (9) as “matters not known about or which could not have reasonably been foreseen prior to the time of posting the agenda”).
6. Adjourn until December 2, 2025.

BETHANY HOSPITAL TRUST

With the exception of new business, official action can only occur on items which appear on the agenda. The Council may adopt, approve, ratify, deny, defer, recommend, amend, strike, or continue any agenda item. When more information is needed to act on an item, Council may refer the matter to the City Manager or the Municipal Counselor. The Council may also refer items to standing committees of the Council or to a board or commission for additional study. Under certain circumstances, items may be deferred to a specific later date or stricken from the agenda entirely.

1. **Consent Docket:**
 - A. Approval of Minutes from the November 4, 2025, Regular Meeting.

- B. Approval of Claims: These claims have been found to be in order by staff and proper as to form and procedure and are recommended for payment. A copy of the Claims List is included in the agenda packet.
2. Consideration and possible approval of Notice to City Clerk regarding 2026 Schedule of Regular Meetings of the Bethany Hospital Trust. (Elizabeth Gray, City Manager)
3. New Business (As defined by the Oklahoma Open Meeting Act § 311 (A) (9) as “matters not known about or which could not have reasonably been foreseen prior to the time of posting the agenda”).
4. Adjourn until December 2, 2025.

BETHANY DEVELOPMENT AUTHORITY

With the exception of new business, official action can only occur on items which appear on the agenda. The Council may adopt, approve, ratify, deny, defer, recommend, amend, strike, or continue any agenda item. When more information is needed to act on an item, Council may refer the matter to the City Manager or the Municipal Counselor. The Council may also refer items to standing committees of the Council or to a board or commission for additional study. Under certain circumstances, items may be deferred to a specific later date or stricken from the agenda entirely.

1. Consent Docket:
 - A. Approval of Minutes from the November 4, 2025, Regular Meeting.
 - B. Approval of Claims: These claims have been found to be in order by staff and proper as to form and procedure and are recommended for payment. A copy of the Claims List is included in the agenda packet.
2. Consideration and possible approval of Notice to City Clerk regarding 2026 Schedule of Regular Meetings of the Bethany Development Authority. (Elizabeth Gray, City Manager)
3. New Business (As defined by the Oklahoma Open Meeting Act § 311 (A) (9) as “matters not known about or which could not have reasonably been foreseen prior to the time of posting the agenda”).
4. Adjourn until December 2, 2025.

Public Participation Note: The City Council and Staff of the City of Bethany strongly encourages the input and involvement of the citizens to help ensure that the city government provides the highest level of services to meet the public needs and desires. If you have any concerns or comments about an agenda item, or any other issue, please contact the Mayor, your Ward Council Members or City Hall Staff. You may also contact the City Manager's office if you would like to have an item placed on a future agenda to address the Council as a whole. (Guidelines are available in the Council Chambers and in City Hall Lobby.)

NOTICE: On Thursday, October 30, 2025, at or before 4:59 p.m., agenda was posted at City Hall, on the bulletin board in the lobby of City Hall, and on the City of Bethany website: cityofbethany.org. The City of Bethany encourages participation from all its citizens. If participation at any public meeting is not possible due to a disability, notification to the City Clerk at least 48 hours prior to the scheduled meeting is encouraged to make the necessary accommodations. The City may waive the 48-hour rule if signing is not necessary accommodation.

BETHANY CITY COUNCIL MEETING

BETHANY CITY HALL

NOVEMBER 4, 2025

6:30 P.M.

MEMBERS PRESENT:	Amanda Sandoval	Mayor
	Peter Plank	Vice-Mayor
	Chris Powell	Council Member
	Aja Triana	Council Member
	Chandra Ford	Council Member
	Kathy Larsen	Council Member
	Brian Magirowsky	Council Member
	Burt Falkner	Council Member
	Ken Smart	Council Member

MEMBERS ABSENT: None

OTHERS PRESENT:	Elizabeth Gray	City Manager
	Ray Jones	City Attorney
	Michael Vaughn	City Clerk/Treasurer
	Lesa LaMar	Deputy City Clerk
	(See Roster)	

ITEM NO. 1 on the agenda CALL TO ORDER.

Mayor Sandoval called the Bethany City Council meeting to order at 6:30 P.M.

ITEM NO. 2 on the agenda was INVOCATION AND FLAG SALUTE.

The Invocation was given by Vice-Mayor Plank.
The Flag Salute was conducted by Council Member Magirowsky.

ITEM NO. 3 CONSENT DOCKET:

A. APPROVAL OF MINUTES FROM THE OCTOBER 21, 2025, REGULAR MEETING.

- B. APPROVAL OF CLAIMS: THESE CLAIMS HAVE BEEN FOUND TO BE IN ORDER BY STAFF AND PROPER AS TO FORM AND PROCEDURE AND ARE RECOMMENDED FOR PAYMENT. A COPY OF THE CLAIMS LIST IS INCLUDED IN THE AGENDA PACKET.**
- C. ACKNOWLEDGE CITY MANGER'S SELECTION OF TEIM DESIGN AS THE ENGINEER OF RECORD FOR THE CITY OF BETHANY.**
- D. PUBLIC IMPROVEMENT-ROUTINE ITEM: ACCEPTANCE OF GENERAL OBLIGATION BOND PROPOSITION 1-C NW 36TH AND COUNCIL TRAFFIC SIGNALIZATION AND PEDESTRIAN IMPROVEMENT PROJECT AND PLACE THE MAINTENANCE BOND INTO EFFECT.**

A motion was made by Council Member Magirowsky, seconded by Council Member Triana to approve the consent docket. Yes votes: Larsen, Powell, Triana, Magirowsky, Sandoval, Plank, Ford, Smart, Falkner. No votes: None. Motion approved.

ITEM NO. 4 on the agenda was MAYORAL PROCLAMATION: NATIONAL AMERICAN INDIAN HERITAGE MONTH.

Mayor Sandoval issued a proclamation recognizing November as National American Indian Heritage Month in Bethany. See Exhibit A.

ITEM NO. 5 on the agenda was PUBLIC COMMENT - ANY PERSON WISHING TO ADDRESS THE COUNCIL DURING PUBLIC COMMENT SHALL GIVE THEIR NAME, ADDRESS, AND CITY OF RESIDENCE TO THE CITY CLERK FOR THE RECORDS PRIOR TO THE START OF THE MEETING. (PER CHAPTER 30 OF THE BETHANY CODE OF ORDINANCES, THERE IS A FIVE-MINUTE LIMIT, AND NO ACTION OR DISCUSSION SHALL TAKE PLACE. ALL REMARKS SHALL BE ADDRESSED TO THE COUNCIL AS A BODY, AND NOT TO ANY MEMBER THEREOF.)

None

ITEM NO. 6 on the agenda was DISCUSSION AND POSSIBLE APPROVAL OF ENGINEERING DESIGN CONTRACT FOR NW 35TH STREET PAVEMENT RECONSTRUCTION, SIDEWALK FROM NW 34TH TO NW 35TH ON COLLEGE AND PAVEMENT RECONSTRUCTION OF MUELLER FROM NW 35TH TO SOUTH OF NW 34TH AND AUTHORIZE THE MAYOR TO SIGN THE DOCUMENT ON BEHALF OF THE CITY OF BETHANY. (ELIZABETH GRAY, CITY MANAGER)

A motion was made by Council Member Magirowsky, seconded by Council Member Smart to approve the engineering design contract for NW 35th Street Pavement Reconstruction, Sidewalk from NW 34th to NW 35th on College and Pavement Reconstruction of Mueller from NW 35th to South of NW 34th and authorize the mayor to sign the

document on behalf of the City of Bethany. Yes votes: Magirowsky, Powell, Ford, Plank, Larsen, Sandoval, Triana, Smart, Falkner. No votes: None. Motion approved.

ITEM NO. 7 on the agenda was **CONSIDERATION AND POSSIBLE APPROVAL OF AN INTERLOCAL AGREEMENT BETWEEN YUKON MUNICIPAL ENTITIES AND BETHANY MUNICIPAL ENTITIES CONCERNING TESTING OF WATER WELLS THAT PULL FROM THE GARBER-WELLINGTON AQUIFER AND AUTHORIZE THE MAYOR TO SIGN THE DOCUMENT ON BEHALF OF THE CITY OF BETHANY. (RAY JONES, CITY ATTORNEY)**

City Manager Gray explained that the wells were capped in the 1980s due to changes in EPA standards regarding allowable arsenic levels in drinking water. At that time, the cost of treating the water to meet the new requirements was prohibitive. These wells draw from a different water stratum than our current supply. With the recent rehabilitation of our existing wells, we have sufficient water capacity and do not need to utilize these capped wells.

A motion was made by Council Member Smart, seconded by Council Member Ford to approve the Interlocal Agreement between Yukon Municipal Entities and Bethany Municipal Entities concerning testing of water wells that pull from the Garber-Wellington Aquifer and authorize the mayor to sign the document on behalf of the City of Bethany. Yes votes: Triana, Falkner, Powell, Ford, Plank, Larsen, Smart, Sandoval, Magirowsky. No votes: None. Motion approved.

ITEM NO. 8 on the agenda was **CONSIDERATION AND POSSIBLE ACTION ON LANDMARK DIVIDEND OFFER REGARDING PURCHASE AND ASSIGNMENT OF REVENUE STREAMS FOR T-MOBILE AND VERIZON TELECOM LEASES. (RAY JONES, CITY ATTORNEY)**

Attorney Jones reported that Landmark Dividend is a company specializing in acquiring property rights leased primarily to telecom providers. Landmark has submitted an offer to purchase both the Verizon and T-Mobile leases. Additionally, Attorney Jones has been approached by Tower Point, a similar firm that acquires lease rights and offers upfront lump-sum payments for long-term agreements. He is seeking approval to continue negotiations with both companies, aiming to secure shorter-term leases while obtaining a lump-sum payment upfront.

A motion was made by Council Member Magirowsky, seconded by Council Member Smart to approve Attorney Jones to continue to negotiate on the cell tower leases. Yes votes: Ford, Smart, Falkner, Sandoval, Larsen, Powell, Triana, Plank, Magirowsky. No votes: None. Motion approved.

ITEM NO. 9 on the agenda was **NEW BUSINESS (AS DEFINED BY THE OKLAHOMA OPEN MEETING ACT § 311 (A) (9) AS “MATTERS NOT KNOWN ABOUT OR WHICH COULD NOT HAVE REASONABLY BEEN FORESEEN PRIOR TO THE TIME OF POSTING THE AGENDA”)**.

None.

ITEM NO. 10 on the agenda was the **CITY ATTORNEY'S REPORT.**

City Attorney Jones gave a report of his past two weeks' work.

ITEM NO. 11 on the agenda was the **CITY MANAGER'S REPORT.**

City Manager Gray provided updates regarding recent and upcoming events and projects.

ITEM NO. 12 on the agenda was **COUNCIL MEMBERS' ANNOUNCEMENTS, COMMENTS, AND PROPOSALS.**

Each council member was given the opportunity to comment.

ITEM NO. 13 on the agenda was **ADJOURN UNTIL NOVEMBER 18, 2025.**

Mayor Sandoval adjourned the Bethany City Council meeting at 7:01 P.M. until November 18, 2025.

CITYCLERK

MAYOR

City of Bethany

Proclamation Office

of the Mayor

WHEREAS, the history and culture of our great nation have been significantly influenced by American Indians and Indigenous Peoples; and

WHEREAS, the contributions of American Indians have enhanced the freedom, prosperity, and greatness of America today; and

WHEREAS, their customs and traditions are respected and celebrated as part of a rich legacy throughout the United States; and

WHEREAS, Native American Awareness Week began in 1976, and recognition was expanded by Congress and approved by President George Bush in August 1990, designating the month of November as National American Indian Heritage Month; and

WHEREAS, in honor of National American Indian Heritage Month, community celebrations as well as numerous cultural, artistic, educational, and historical activities have been planned.

NOW, THEREFORE, I Amanda Sandoval by virtue of the authority vested in me as Mayor of the City of Bethany, Oklahoma do hereby proclaim **November** as

“NATIONAL AMERICAN INDIAN HERITAGE MONTH”

in Bethany, Oklahoma and urge all our citizens to observe this month with appropriate programs, ceremonies, and activities.

*Given under my hand and the Seal of the City of Bethany, Oklahoma
this 4th day of November, 2025.*



Mayor

Attest:



City Clerk



BETHANY CITY COUNCIL

From: Michael Vaughn, Finance Director
Date: November 13, 2025
Subject: Claims list for the 11/18/2025 City Council Meeting

GENERAL OPERATIONS FUND

FUND	AMOUNT
General Operations Fund	\$ 86,777.37
Public Safety Fund	\$ -
Capital Improvement Fund	\$ 67,837.00
Federal Grant Fund	\$ 494,878.37
Debt Service	\$ 1,172,918.75
Municipal Court Fund	\$ 9,628.95
Cemetery Fund	\$ -
TOTAL	\$ 1,832,040.44

ENTERPRISE-WIDE SUMMARY OF ALL CLAIMS:

FUND	AMOUNT
General Operations Fund	\$ 1,832,040.44
Bethany Public Works Authority	\$ 352,594.57
Bethany Hospital Trust	\$ -
Bethany Development Authority	\$ -
TOTAL	\$ 2,184,635.01

RECOMMENDATION

1. Approve claims as presented.



P.O.#	VENDOR #	NAME	SUMMARY DESCRIPTION	DATE	INVOICE	AMOUNT
DEPARTMENT: N/A NON-DEPARTMENTAL						
26-55271	10-005216	PERDUE BRANDON FIELDER COLLECT	2025 COLLECTION RPT	11/2025	OCT 2025	2,899.99
DEPARTMENT TOTAL:						2,899.99
DEPARTMENT: 01.0 MANAGEMENT						
26-54164	10-004660	MOTHER NATURE'S INC.	PEST CONTROL/GOPHER	11/2025	1581365	120.00
26-54502	10-005156	COX COMMUNICATIONS INC.	MNTHLY PHONE SVC.	11/2025	20251031	1,454.94
26-54516	10-005373	CARD SERVICES/P1	JOB POSTINGS	11/2025	USI25-06261200	189.00
26-54731	10-005373	CARD SERVICES/P1	MICROSOFT AZURE/BUSINESS	11/2025	E0300Y1ERD	1,112.50
26-54544	10-005851	LYTLE, SOULE' & FELTY, P.C.	MONTHLY SVC	11/2025	318152	6,250.00
26-55096	10-005851	LYTLE, SOULE' & FELTY, P.C.	OUTSIDE OF CONTRACT	11/2025	318153	1,609.50
26-55259	10-1261	RED ROCK PETRO	UNLEAD AND DIESEL	11/2025	1615700	100.52
26-54743	10-1530	THE TRIBUNE	PUBULISH ORD/RES	11/2025	20251031	38.90
26-54140	10-2274	OZARKA WATER COMPANY	MONTHLY RENTAL/WATER	11/2025	41133227	33.89
26-54505	10-2448	MARGARET MCMORROW-LOVE	FOP/IAFF NEGOTIATIONS	11/2025	20251103	1,370.80
26-54824	10-3196	IMAGENET CONSULTING, LLC	MANAGED IT	11/2025	INV1440474	9,177.50
26-55306	10-3348	COUNTY CLERK OKLA COUNTY	AD VALOREM	11/2025	2025--2026 REVAL	12,184.00
26-54530	10-4310	AMERIFLEX	FSA ADMIN FEE	11/2025	INV921551	180.20
DEPARTMENT TOTAL:						33,821.75
DEPARTMENT: 02.0 FINANCE						
26-54231	10-1749	RK BLACK INC.	SHARP PRINTER	11/2025	IN1295489	4.21
DEPARTMENT TOTAL:						4.21
DEPARTMENT: 03.0 COURT						
26-54502	10-005156	COX COMMUNICATIONS INC.	MNTHLY PHONE SVC.	11/2025	20251031	471.06
26-54085	10-1749	RK BLACK INC.	OCT 2025 COPIER MAINT	11/2025	IN295488	33.86
26-55245	10-2123	HOME DEPOT CREDIT SVCS	BLIND REPLACED	11/2025	031806/7044266	82.48
26-54058	10-2274	OZARKA WATER COMPANY	OCT 2025 WATER	11/2025	40949628	25.94
26-54999	10-3180	STAPLES	COURT CLERK CHAIR	11/2025	7007441371	352.99
26-55034	10-3258	CITY OF YUKON	INMATE HOUSING	11/2025	11-03-2025 DOWNEY	84.00
26-54047	10-3342	JANI-KING OF OKLAHOMA, INC.	NOV 2025 JANITORIAL SERV	11/2025	OKC11250212	640.66
DEPARTMENT TOTAL:						1,690.99

P.O.#	VENDOR #	NAME	SUMMARY DESCRIPTION	DATE	INVOICE	AMOUNT
DEPARTMENT: 04.0 ENGINEERING						
26-55337	10-006273	PARATHON CONSTRUCTION, INC.	CHANGE ORDER & AMDMT	11/2025	INVOICE 4 FINAL	9,565.30
						DEPARTMENT TOTAL: 9,565.30
DEPARTMENT: 05.0 POLICE						
26-54447	10-004789	TRADS, INC	MONTHLY USAGE	11/2025	234929-202510-1	100.00
26-55282	10-004795	COMPUTER PROJECTS OF ILLINOIS	ANNUAL LICENSE	11/2025	25-11-30ME	198.00
26-55295	10-004973	BMW MOTORCYCLES OF OKC	MOTORCYCLE REPAIR	11/2025	62864	484.39
26-54502	10-005156	COX COMMUNICATIONS INC.	MONTHLY PHONE SVC.	11/2025	20251031	2,407.46
26-55188	10-005373	CARD SERVICES/P1	SAFETY EDGE FOR SALLYPORT	11/2025	665933	520.07
26-55319	10-005373	CARD SERVICES/P1	FBI STORE	11/2025	20251010	442.26
26-55217	10-005376	KYLE HAYES	CONFERENCE REIMBURSEMENT	11/2025	20251022	562.61
26-54323	10-005634	INNOVATIVE SECURITY OF OKLA	Monthly Monitoring Fee	11/2025	760658	22.95
26-54730	10-005850	ABC CLINIC	SPAY AND NEUTER MONTHLY	11/2025	0062	835.00
26-55333	10-005872	JOHN D REID	BED LINER FOR ACO TRUCK	11/2025	20251111	618.00
26-54762	10-006195	GODFREY'S INDOOR SHOOTING	NEW AND REPLACEMENT VESTS	11/2025	S1135966	9,460.80
26-54759	10-0980	MOTOROLA SOLUTIONS, INC.	SPILLMAN TRAINING	11/2025	1187157654	1,100.00
26-55340	10-1	CYNTHIA ANN MOORE	REIMBURSEMENT CHARGE	11/2025	1210	25.00
26-55259	10-1261	RED ROCK PETRO	UNLEAD AND DIESEL	11/2025	1615700	5,028.81
26-54349	10-2442	SUMNERONE, INC.	3 Copier Lease & Usage	11/2025	4443283	212.64
26-55343	10-3098	TS HEAT AND AIR INC	GUN RANGE	11/2025	38104691	204.00
26-54126	10-3342	JANI-KING OF OKLAHOMA, INC.	Monthly Cleaning	11/2025	OKC11250104	1,924.66
						DEPARTMENT TOTAL: 24,146.65
DEPARTMENT: 06.0 FIRE						
26-54502	10-005156	COX COMMUNICATIONS INC.	MONTHLY PHONE SVC.	11/2025	20251031	1,318.82
26-55310	10-005186	JIM COFFMAN	BOOT REIMBURSEMENT	11/2025	20251028	150.00
26-55262	10-0225	GENUINE PARTS	AUTOMOTIVE SUPPLIES	11/2025	101716	80.28
26-55248	10-0336	CASCO INDUSTRIES	HELMETS/HOODS/SHIELDS	11/2025	277761	1,629.10
26-55326	10-0336	CASCO INDUSTRIES	SCBA FIT TEST	11/2025	274218	30.00
26-55259	10-1261	RED ROCK PETRO	UNLEAD AND DIESEL	11/2025	1615700	1,182.79
						DEPARTMENT TOTAL: 4,390.99

P.O.#	VENDOR #	NAME	SUMMARY DESCRIPTION	DATE	INVOICE	AMOUNT
DEPARTMENT: 07.0 COMMUNITY DEV						
26-54894	10-005321	AMAZON CAPITAL SERVICES,	INBODYCAM HARNESS	11/2025	13DD-GD9K-7JJR	123.00
26-55299	10-005321	AMAZON CAPITAL SERVICES,	INPRINTER TONER	11/2025	20251106	29.99
26-55293	10-005373	CARD SERVICES/Pl	CANVA SUBSCRIPTION	11/2025	04668-58961553	72.30
26-55301	10-006294	MENTALITEA AND COFFEE LLC	BYC 10/29/25 MEETING FOOD	11/2025	000189	225.00
26-55259	10-1261	RED ROCK PETRO	UNLEAD AND DIESEL	11/2025	1615700	201.15
26-55198	10-1530	THE TRIBUNE	PUBLICATIONS	11/2025	10-31-25	251.75
26-55266	10-1530	THE TRIBUNE	P&Z Publication	11/2025	11-7-2025	385.44
26-54231	10-1749	RK BLACK INC.	SHARP PRINTER	11/2025	IN1295489	16.81
26-55054	10-3196	IMAGENET CONSULTING, LLC	COMPUTER REPLACEMENT	11/2025	INV1432062	1,163.52
26-55251	10-3348	COUNTY CLERK OKLA COUNTY	LIEN/RELEASE	11/2025	26-55251	18.00
DEPARTMENT TOTAL:						2,486.96
DEPARTMENT: 08.1 PUBLIC WORKS - ADMIN						
26-54502	10-005156	COX COMMUNICATIONS INC.	MNTHLY PHONE SVC.	11/2025	20251031	400.46
26-54777	10-005350	FORCE PERSONNEL	TEMP HELP FOR ADIMINISTRA	11/2025	85179	483.00
DEPARTMENT TOTAL:						883.46
DEPARTMENT: 08.2 PUBLIC WORKS - STREETS						
26-54003	10-004688	TLS GROUP, INC.	MAINTAGREEMENTSIGNALATION	11/2025	1125-1807	480.00
26-55240	10-004688	TLS GROUP, INC.		11/2025	1831	520.00
26-54502	10-005156	COX COMMUNICATIONS INC.	MNTHLY PHONE SVC.	11/2025	20251031	329.53
26-55242	10-0694	HASKELL LEMON CONST CO	3 TONS OF ASPHALT	11/2025	17969	170.40
26-55259	10-1261	RED ROCK PETRO	UNLEAD AND DIESEL	11/2025	1615700	2,251.36
26-55224	10-2092	DUB ROSS CO	CORRUGATED PIPE	11/2025	0146344-IN	515.42
26-55291	10-2123	HOME DEPOT CREDIT SVCS	PAINTING SUPPLIES	11/2025	014769/4423469	78.66
26-55296	10-3001	EASTON SOD	38TH AND EAGLELANE	11/2025	0291809	270.00
26-55230	10-3207	LOGAN COUNTY ASPHALT CO	COLD PATCH 3TONS	11/2025	27514	397.21
DEPARTMENT TOTAL:						5,012.58
DEPARTMENT: 08.4 PUBLIC WORKS - MAINT						
26-55259	10-1261	RED ROCK PETRO	UNLEAD AND DIESEL	11/2025	1615700	100.58
26-55178	10-2305	HOIDALE CO INC	FUEL FOB KIOSIK	11/2025	INV25106	400.00
DEPARTMENT TOTAL:						500.58

P.O.#	VENDOR #	NAME	SUMMARY DESCRIPTION	DATE	INVOICE	AMOUNT
DEPARTMENT: 08.5		PUBLIC WORKS - PARKS				
26-54004	10-0006	A WELDORS SUPPLY	MONTHLYFEESFORWELDING	11/2025	274181	24.80
26-54807	10-005156	COX COMMUNICATIONS INC.	PARKS MNTLY SVC	11/2025	20251031	29.46
26-54354	10-1063	OG&E	MNTHLY SVC.	11/2025	20251023	108.17
26-55259	10-1261	RED ROCK PETRO	UNLEAD AND DIESEL	11/2025	1615700	779.58
26-55111	10-2369	STAN'S PLUMBING INC	RIPPER PARK	11/2025	26269	399.90
26-55300	10-4352	MCBRIDE CLINIC	DRUG SCREENS	11/2025	47374	32.00
DEPARTMENT TOTAL:						1,373.91
FUND TOTAL:						86,777.37

P.O.#	VENDOR #	NAME	SUMMARY DESCRIPTION	DATE	INVOICE	AMOUNT
DEPARTMENT: 40.0		PROJECTS >\$25,000				
26-54245	10-006199	BREWER CONSTRUCTION OKLAHOMCDBG WATERLINE		11/2025	INVOICE 3	67,837.00
DEPARTMENT TOTAL:						67,837.00
FUND TOTAL:						67,837.00

P.O.#	VENDOR #	NAME	SUMMARY DESCRIPTION	DATE	INVOICE	AMOUNT
DEPARTMENT: 40.0		Sewer Project				
26-54586	10-3380	URBAN CONTRACTORS INC	PENIEL LIFT PIPE BURST	11/2025	INVOICE #3	494,878.37
					DEPARTMENT TOTAL:	494,878.37
					FUND TOTAL:	494,878.37

P.O.#	VENDOR #	NAME	SUMMARY DESCRIPTION	DATE	INVOICE	AMOUNT
DEPARTMENT: 99.0		NON-DEPARTMENTAL				
26-55302	10-005481	BANCFIRST BLT	BONDS 22A, 22B AND 2016	11/2025	26-55302	769,468.75
26-55304	10-005481	BANCFIRST BLT	BOND 2022B	11/2025	26-55304	349,562.50
26-55305	10-005481	BANCFIRST BLT	BOND 2016	11/2025	26-55305	53,887.50
DEPARTMENT TOTAL:						1,172,918.75
FUND TOTAL:						1,172,918.75

P.O.#	VENDOR #	NAME	SUMMARY DESCRIPTION	DATE	INVOICE	AMOUNT
DEPARTMENT: N/A		NON-DEPARTMENTAL				
26-55268	10-1869	CLEET	OCT 2025 CLEET REPORT	11/2025	OCT 25	3,253.20
26-55269	10-1970	OSBI	OCT 2025 AFIS REPORT	11/2025	OCT 2025-	3,269.00
26-55270	10-1970	OSBI	OCT 2025 FORENSIC RPT	11/2025	OCT. 2025	3,101.75
26-55272	10-4235	OKLA BUREAU OF NARCOTICS	OCT 2025 OBN REPORT	11/2025	OCTOBER 2025	5.00
DEPARTMENT TOTAL:						9,628.95
FUND TOTAL:						9,628.95
GRAND TOTAL:						2,184,635.01

CITY OF BETHANY

From: Michael Vaughn, Finance Director
Date: 11/18/2025
Subject: Budget Amendment 26-11

BACKGROUND

On October 15th, 2024 the Bethany City Council approved the City entering into a partnership with Southern Nazarene University (SNU) and Bethany Schools to construct sidewalk improvements in the area of SNU and Bethany schools, with each entity paying \$50,000 for a total project cost of \$150,000. SNU has remitted their \$50,000 and Bethany schools will be invoiced upon completion of the project. The City's portion will be paid out of the reserve for Streets and Sidewalks within the Capital Improvement Fund.

Expenses incurred to date have been charged to existing budgetary accounts, but a unique expense account needs to be established to account for the expenses. Budget Amendment 26-11 accomplishes this.

RECOMMENDATION

1. Approve Budget Amendment 26-11 (attached).

ADDITIONAL COMMENTS



BETHANY CITY COUNCIL

From: Elizabeth Gray, City Manager
Date: November 18, 2025
Subject: Accept Improvements for Sidewalk Partnership Program Project Phase 1


BACKGROUND

On September 26, 2024 the Traffic Committee voted to place an item on the City Council Agenda for sidewalk construction partnership opportunities with SNU and Bethany Public Schools. On October 15, 2024 the City Council voted to approve the opportunity with the entities sharing costs in the amount of \$50,000 each. The sidewalk locations include:

- Project 1 Location: NW 43rd from Asbury to College. There is no sidewalk on either side of the street to allow safe passage for children to walk to school. Locate a new sidewalk on the south side of the street.
- Project 2 Location: N. Mueller from NW 43rd to NW 44th. There is currently no sidewalk along the east side of Mueller in this area, so pedestrians are forced to use the street or walk through the grassed area to the sidewalk that exists north and south of this location.
- Project 3 Location: N. Mueller south of NW 42nd Street. There is currently a gap in the sidewalk that children use from the high school to get to the church parking lot.

On December 3, 2024 the City of Bethany entered into a contract for engineering and design services with TEIM Design. On July 15, 2025 the City Council awarded a construction contract to Parathon Construction, LLC in the amount of \$130,209.00. Amendment No. 1 reconciled final quantities for the project in the amount of \$2,403.00 for a final contract amount of \$138,862.00

The work is now complete.

<p><u>RECOMMENDATION</u></p> <p>1. Accept Improvements for Sidewalk Partnership Program Phase 1.</p> <p><u>ADDITIONAL COMMENTS</u></p> <p>Funding for this project comes from the Street, Sidewalk and Drainage Fund and partnership funds from both SNU and BPS</p>	
--	---



TRANSPORTATION • ENVIRONMENTAL • INFRASTRUCTURE • MUNICIPAL

November 7, 2025

City of Bethany
Ms. Elizabeth Gray
6700 NW 36th Street
Bethany, Oklahoma 73008

Re: Sidewalk Partnership Program Project – Phase 1

Dear Ms. Gray,

We have completed our final inspection and recommend the City accept the project and place the maintenance bond into effect.

Should you need anything else please let me know.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'RW' or 'Robbie Williams', written in a cursive style.

Robbie Williams, PE

Attachment: Maintenance Bond

MAINTENANCE BOND

KNOW ALL MEN BY THESE PRESENTS:

That we, Parathon Construction, LLC, as Principal, and Hudson Insurance Company, as Surety, are held and firmly bound unto the CITY OF BETHANY of the State of Oklahoma, in the full and just sum of One hundred thirty thousand two hundred nine dollars and zero cents (\$130,209.00), such sum being equal to the contract amount for a period of one (1) year and thereafter for a period of one (1) year for the sum of Nineteen thousand five hundred thirty one dollars and thirty five cents (\$19,531.35), such sum being not less than 15% of the contract price, for the payment of which, well and truly to be made, we, and each of us, bind ourselves, our heirs, executors, and assigns, themselves, and its successors and assigns, jointly and severally, firmly by these presents.

Dated this 27th day of June, A.D., 2025.

The conditions of this obligation are such, that whereas, said Principal, has a certain contract between Parathon Construction, LLC and the CITY OF BETHANY dated this 15th day of July, 2025, agreed to construct in the City of Bethany:

**SIDEWALK PARTNERSHIP PROGRAM PROJECT - PHASE 1
CITY OF BETHANY, OKLAHOMA**

all in compliance with the plans and specifications therefore, made a part of said Contract and on file in the office of the City Clerk of the City of Bethany; and to maintain the said improvement in the amounts set forth above against any failure due to workmanship or material for a period of **two (2) year** from the date of acceptance of the completed project by the CITY OF BETHANY.

NOW, THEREFORE, if the said Principal shall pay or cause to be paid to the Authority all damage, loss, and expense which may result by reason of defective materials and/or workmanship in connection with said work, occurring within a period of **two (2) years** from and after acceptance of said project by the Authority; and if Principal shall pay or cause to be paid all labor and materials, including the prime contractor and all sub-contractors; and if Principal shall save and hold the Authority harmless from all damages, loss, and expense occasioned by or resulting from any failure whatsoever of said Principal, then this obligation shall be null and void, otherwise to be and remain in full force and effect.

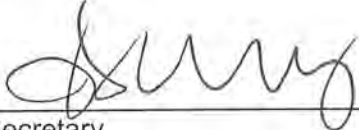
It is further agreed that if the said Principal or Surety herein shall fail to maintain said improvements against any failure due to defective workmanship and/or materials for a period of **two (2) years** and at any time repairs shall be necessary that the cost of making repairs shall be determined by the CITY OF BETHANY, or some person(s) designated by them to ascertain the same, and if, upon thirty (30) days notice, the said amount ascertained shall not be paid by the Principal or Surety herein, or if the necessary repairs are not made, that said amount shall become due upon the expiration of thirty (30) days and suit may be maintained to recover the amount so determined in any Court of competent jurisdiction. And that the amount so determined shall be conclusive upon the parties as to the amount due on this bond for the repair or repairs included therein, and that the cost of all repairs shall be so determined from time to time during the life of this bond as the condition of the improvements may require.

It is further expressly agreed and understood by the parties hereto that no changes or alterations in said Contract and no deviations from the plan or mode of procedure herein fixed shall have the effect of releasing the sureties, or any of them, from the obligations of this Bond.

IN WITNESS WHEREOF, the said Principal has caused these presents to be executed in its name and its corporate seal to be hereunto affixed by its duly authorized officers, and the said Surety has caused these presents to be executed in its name and its corporate seal to be hereunto affixed by its attorney-in-fact, duly authorized so to do, the day and year first above written.

Parathon Construction, LLC

ATTEST:




Secretary

By 

Principal

Hudson Insurance Company

ATTEST:



Secretary

By 

Surety Amy Winters Attorney-In-Fact

Approved as to form this ____ day of _____, A.D., 20____.

City Attorney



HICSW-A283-0157

POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS: That HUDSON INSURANCE COMPANY, a corporation of the State of Delaware, with offices at 100 William Street, New York, New York, 10038, has made, constituted and appointed, and by these presents, does make, constitute and appoint

Barry Lynn Herring, Amy Winters, Neleigh Michele Herring
of the State of Oklahoma

its true and lawful Attorney(s)-in-Fact, at New York, New York, each of them alone to have full power to act without the other or others, to make, execute and deliver on its behalf, as Surety, bonds and undertakings given for any and all purposes, also to execute and deliver on its behalf as aforesaid renewals, extensions, agreements, waivers, consents or stipulations relating to such bonds or undertakings provided, however, that no single bond or undertaking shall obligate said Company for any portion of the penal sum thereof in excess of the sum of Twenty Five Million Dollars (\$25,000,000.00).

Such bonds and undertakings when duly executed by said Attorney(s)-in-Fact, shall be binding upon said Company as fully and to the same extent as if signed by the President of said Company under its corporate seal attested by its Secretary.

In Witness Whereof, HUDSON INSURANCE COMPANY has caused these presents to be of its Senior Vice President thereunto duly authorized, on this 15th day of November, 20 24 at New York, New York.



(Corporate seal)

Attest Dina Daskalakis
Dina Daskalakis No. 01MU6067553
Corporate Secretary

HUDSON INSURANCE COMPANY

By Andrew A. Dickson
Senior Vice President

STATE OF NEW YORK
COUNTY OF NEW YORK SS.

On the 15th day of November, 20 24 before me personally came Andrew A. Dickson to me known, who being by me duly sworn did depose and say that he is a Senior Vice President of HUDSON INSURANCE COMPANY, the corporation described herein and which executed the above instrument, that he knows the seal of said Corporation, that the seal affixed to said instrument is such corporate seal, that it was so affixed by order of the Board of Directors of said Corporation, and that he signed his name thereto by like order.

(Notarial Seal)



ANN M. MURPHY
Notary Public, State of New York
No. 01MU6067553
Qualified in Nassau County
Commission Expires December 10, 2025

CERTIFICATION

STATE OF NEW YORK
COUNTY OF NEW YORK SS.

The undersigned Dina Daskalakis hereby certifies:

That the original resolution, of which the following is a true and correct copy, was duly adopted by unanimous written consent of the Board of Directors of Hudson Insurance Company dated July 27th, 2007, and has not since been revoked, amended or modified:

"RESOLVED, that the President, the Executive Vice Presidents, the Senior Vice Presidents and the Vice Presidents shall have the authority and discretion, to appoint such agent or agents, or attorney or attorneys-in-fact, for the purpose of carrying on this Company's surety business, and to empower such agent or agents, or attorney or attorneys-in-fact, to execute and deliver, under this Company's seal or otherwise, bonds obligations, and recognizances, whether made by this Company as surety thereon or otherwise, indemnity contracts, contracts and certificates, and any and all other contracts and undertakings made in the course of this Company's surety business, and renewals, extensions, agreements, waivers, consents or stipulations regarding undertakings so made; and

FURTHER RESOVLED, that the signature of any such Officer of the Company and the Company's seal may be affixed by facsimile to any power of attorney or certification given for the execution of any bond, undertaking, recognizance, contract of indemnity or other written obligation in the nature thereof or related thereto, such signature and seal when so used whether heretofore or hereafter, being hereby adopted by the Company as the original signature of such officer and the original seal of the Company, to be valid and binding upon the Company with the same force and effect as though manually affixed."

THAT the above and foregoing is a full, true and correct copy of Power of Attorney issued by said Company, and of the whole of the original and that the said Power of Attorney is still in full force and effect and has not been revoked, and furthermore that the Resolution of the Board of Directors, set forth in the said Power of Attorney is now in force.

Witness the hand of the undersigned and the seal of said Corporation this 27th day of June, 20 25.

(Corporate seal)



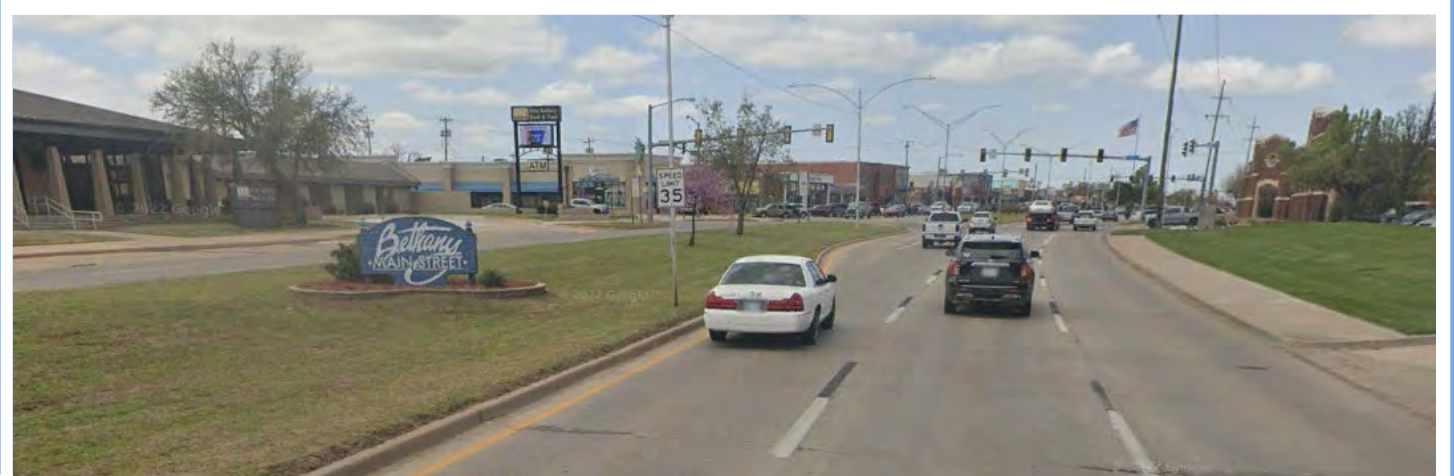
By Dina Daskalakis
Dina Daskalakis, Corporate Secretary



CITY OF BETHANY

OKLAHOMA

AGENDA: 11/18/2025
ITEM: 6



PROJECT UPDATES

November 2025



PROPOSITION 4-A

DRAINAGE

CITY OF BETHANY



Constructing, improving, enlarging, engineering, equipping, and repairing storm drainage facilities within the City of Bethany. These projects may be completed in phases and funds provided by other governmental agencies and other sources may be used to complete these projects.

- Identifying and prioritizing CMP's under pavement
- Identifying additional funding sources
- Pipe inspection complete at 6 locations.
- Evaluating drainage basins and pipe capacity

ARPA FUNDED PROJECTS

SANITARY SEWER REPLACEMENT

CITY OF BETHANY



American Rescue Plan Act funded Sanitary Sewer Replacement on Peniel, in the amount of \$3,372,692

- Project includes lift station and sanitary sewer line replacement
- Video of existing sewer line complete
- Survey is complete
- Lift Station at NW 31st and Peniel and associated gravity main design complete and permit received from ODEQ. Project awarded to Urban Contractors - \$1,801,015.00.
- Currently reviewing project submittals.
- Construction scheduled to begin July 2025.
- Project substantially complete
- Project startup initiated, testing pumps and electrical





- Existing wellfield production 3.01 MGD
- Re-drilling water wells to increase production by 1.1 MGD
- Rehabilitating wells to increase production by 0.3 MGD
- Increase capacity in wellfield transmission lines to transport increased production to the water treatment plant
- Project awarded to Diversified Construction – \$3,811,511.34
- Construction substantially complete
 - Well testing and startup under way for well 8
 - Minor piping work remains on well 2



Water Treatment Plant Granular Activated Carbon (GAC) Filter Upgrades

- Repair and upgrade one damaged and out of service GAC filter
- Upgrading 3 GAC filters with additional piping, diffusers, and anchoring system for more efficient and enhanced operations
- Full scale pilot study to confirm plant can meet future water quality standards
- Apply for possible loan forgiveness for the project from the Oklahoma Department of Environmental Quality (ODEQ) at the appropriate time
- Plant operations including chemical feeds are being evaluated to determine final design of the GAC filters and backwashing operations



NW 25th and Shannon Lift Station Replacement

- Survey complete
- Environmental Categorical Exclusion Application – complete and submitted to EPA.
- Design underway
- Preliminary workplan submitted to the Environmental Protection Agency (EPA). National Environmental Policy Act (NEPA) coordination underway.
- Oklahoma Historical Society and Oklahoma State Archeologists approved the project.
- Project submitted for funding by the EPA through Grants.Gov.
- Awaiting final environmental approval from EPA



Waterline Replacement (NW 34th - Holloway to Mueller)

- Survey complete
- Design complete
- Project awarded July 15, 2025 to Brewer Construction Oklahoma, LLC. in the amount of \$233,634.00
- Project substantially complete. Individual service lines being connected to new waterline



NW 50th and McMillan Lift Station Rehabilitation and Upgrade

- New chopper pumps
- Upgraded electrical system
- New valves and piping
- Applied for 2026 Community Project Funding opportunity through Congresswoman Stephanie Bice's office.

SIDEWALK PARTNERSHIP PROGRAM PROJECT PHASE I

CITY OF BETHANY



NW 43rd – Asbury to College

N. Mueller – NW 43rd to NW 44th

N. Mueller – South of NW 42nd

- Survey complete
- Design complete
- Project awarded July 15, 2025 to Parathon Construction, LLC. in the amount of \$130,209.00
- Two additional ADA ramps completed in the downtown area, project substantially complete.



The city has applied for a grant to upgrade their SCADA (Supervisory Control and Data Acquisition) facilities for the water treatment plant transmission and storage facilities.

- State and Local Cybersecurity Grant Program (SLCGP) application approved by Oklahoma Office of Homeland Security
- SCADA upgrades grant \$175,000.00 local match \$75,000.00 for a total of \$250,000.00
- Project on hold pending FEMA release

COMPLETED PROJECTS

CITY OF BETHANY



G.O. BOND PROJECTS

Proposition 1-A	NW 23 rd & Rockwell	\$384,745.14
Proposition 1-B	NW 36 th & Rockwell	\$434,655.74
Proposition 1-C	NW 36 th & Council	\$322,088.93
Proposition 1-D	Peniel – NW 39 th to NW 42 nd	\$456,132.55
Proposition 1-E	NW 30 th - Rockwell to Peniel	\$551,966.38
Proposition 1-F	Mueller – NW 44 th to NW 50 th	\$802,755.28
Proposition 1-G	N. Divis – NW 36 th to NW 39 th Expressway	\$474,043.33
Proposition 1-H	Peniel – NW 25 th to NW 30 th	\$329,177.74
Proposition 2-A	Eldon Lyon Park	\$437,767.25
Proposition 2-B	Ripper Park	\$77,492.00
Proposition 2-B	Ripper Park Pickleball Courts – TSET Funded	\$89,000.00
Proposition 2-C	Garrison Park	\$229,806.75
Proposition 2-D	Macrory Park	\$77,492.00
Proposition 2-E	Ron Clark Park – TSET Funded	\$40,000.00
Proposition 2-F	Cecil Mendenall Park	\$239,300.00
Proposition 3-A	Fire Station	\$1,356,611.00
Proposition 3-B	Police Headquarters Addition	\$360,780.00
Proposition 3-B	Police HQ Roof Replacement	\$442,439.00
Proposition 3-C	Animal Welfare	\$203,910.30

COMPLETED PROJECTS

CITY OF BETHANY



ARPA PROJECTS

Sanitary Sewer Replacement-Force Main (Peniel – NW 25 th to NW 32 nd)	\$827,503.66
Oklahoma County Funded Water Meter Project (260 meters)	\$250,000.00
Smart Water Meters	\$2,462,999.96
NW 34 th Street Healthy Living	\$100,000.00

ODOT PROJECTS

CRSSA Mill & Overlay – 23 rd & Rockwell	\$609,161.00
SH-66 Pedestrian Improvement Project	\$2,266,000.00
NW 23 rd Street Sidewalk Project	\$396,779.35

CITY FUNDED

Ripper Park Swimming Pool Phase 1	\$135,000.00
Ripper Park Swimming Pool Phase 2	\$89,489.00
Ripper Park Swimming Pool Phase 2B	\$99,897.00
Public Art Library (Owl)	\$4,000.00
NW 30 th Street and Wilburn Sewer Line Project – 220 Linear Feet	\$23,113.72
Route 66 Monument Signs	\$75,000.00
Utility Box Wraps	\$5,000.00

BETHANY CITY COUNCIL

From: Elizabeth Gray
Date: November 13, 2025
Subject: Consideration And Possible Approval Of Contract For City Engineering Services With TEIM Design

BACKGROUND

On September 16, 2025, the City of Bethany advertised a Request for Qualifications (RFQ) for City Engineering Services.

The staff selection team received two (2) very qualified proposals to act as Engineer for the City of Bethany. Proposals came from Crafton Tull Engineering and TEIM Design, LLC. The selection committee reviewed and scored both proposals on October 22, 2025 and has chosen TEIM Design to provide engineering services to the City of Bethany.

On November 4, 2025, city council acknowledged the selection of TEIM Design. Now comes before you TEIM Design's City Engineering Services contract for approval.

RECOMMENDATION

Approve contract for City Engineering Services with TEIM Design as presented.

A circular stamp containing the handwritten initials 'dg' in blue ink.

ADDITIONAL COMMENTS

The contract will be funded by the current engineering budget.

CITY OF BETHANY, OKLAHOMA ENGINEERING CONTRACT

This contract entered into between the City of Bethany, Oklahoma, hereinafter called the “City”; and TEIM Design, PLLC., 3020 NW 149th Street, Oklahoma City, Oklahoma, hereinafter called the “Engineer”. This 18th day of November 2025 for the purpose of providing engineering services to the City and its Trust.

The intent of this contract is to provide city engineering services for City.

This contract is valid from the date of the execution until December 31, 2026. The contract is subject to a yearly renewal beginning January 2027 for up to two additional years. By amendment, the City may add additional tasks, which may be required. All renewals and amendments are subject to the financial and budgetary restriction of the City as well as approval by the then governing body.

SECTION 1

The Engineer Agrees:

A. CITY ENGINEERING SERVICES

1. The Engineer shall review and provide comments consistent with City and State codes.
2. Attend meetings as directed by the City including the City Council Meeting and the Planning Commission Meeting
3. Provide design services under emergency conditions as directed by the City.
4. Task Projects shall be prepared as directed by the City. The Engineer will prepare and furnish complete detailed construction plans and bidding documents in accordance to the specific project task.
5. To comply with all federal, state, and local laws, regulations, and ordinances applicable to the work.
6. That prior to beginning the work, the Engineer shall obtain and furnish current copies (certificates) to the City of:
 - a) Workers’ Compensation Insurance in accordance with the laws of the State of Oklahoma.
 - b) Policy Limits: The insurance coverage and limits required of the Engineer under this Contract are designed to meet the minimum requirements of the City and its participating trusts.
 - c) Commercial General Liability Insurance. The Engineer shall provide and maintain commercial general liability insurance coverage sufficient to meet the maximum cumulative liability of all parties to this Contract, including the City and any public trust participating in the Project, under the Governmental Tort Claims Act, 51 O.S. § 151 et seq., (GTCA) and any amendment or addition thereto, as provided herein.

Property damage liability in an amount not less than Two Hundred Thousand Dollars (\$200,000.00) per claimant for loss, damage to or destruction of property, including but not limited to consequential damages arising out of a single accident or occurrence.

All other liability in an amount not less than One Hundred Seventy-Five Thousand Dollars (\$175,000.00) per claimant for claims including death, personal injury, and all other claims arising out of a single accident or occurrence.

Single occurrence or accident liability in an amount not less than One Million Dollars (\$1,000,000.00) for any number of claims arising out of a single accident or occurrence.

- d) Automobile Liability Insurance. The Engineer shall provide and maintain comprehensive automobile liability insurance coverage as to the ownership, maintenance, and use of all owned, non-owned, leased or hired vehicles sufficient to meet the maximum cumulative liability of all parties to this Contract, including the City and any public trust participating in the Project, under the Governmental Tort Claims Act, 51 O.S. § 151 *et seq.*, (GTCA) and any amendment or addition thereto, unless otherwise specifically and expressly provided herein.

Property damage liability in an amount not less than Two Hundred Thousand Dollars (\$200,000.00) per claimant for loss, damage to or destruction of property, including but not limited to consequential damages arising out of a single accident or occurrence.

All other liability in an amount not less than One Hundred Seventy-Five Thousand Dollars (\$175,000.00) per claimant for claims including death, personal injury, and all other claims arising out of a single accident or occurrence.

Single occurrence or accident liability in an amount not less than One Million Dollars (\$1,000,000.00) for any number of claims arising out of a single accident or occurrence.

- e) Professional Liability Insurance in the amount of \$1,000,000. This insurance (A, B, C, & D) shall be maintained a full force and effect during the life of this engineering contract.

7.

Indemnity

Subject to the laws of Oklahoma and applicable federal law, Engineer agrees to defend and hold harmless the City of Bethany for the negligent and intentional acts of the Engineer's own employees, agents, representatives, divisions, and affiliates that arise out of or are related to the performance of any of the Engineer's obligations under this Agreement.

8. That the Engineer and his subcontractors are to maintain all books, documents, papers, accounting records, and other evidence pertaining to cost incurred and to make such materials available at their respective offices at all reasonable times, during the contract period for three years from the date of final payment under the contract, for inspection by the City and copies thereof shall be furnished if requested.

SECTION 2

The City agrees:

1. To pay a total fee based on hourly rates or lump sum for lump sum task projects. The total annual fee for provided hourly services will not exceed \$160,000.

Said payments to be made based on monthly invoices for hours worked or percent complete on lump sum task projects.

SECTION 3

It is further mutually agreed by the City and the Engineer that:

1. A written notice by the City to proceed will be made to the Engineer for each project to be reviewed. The Engineer in concert with the City will provide the City with a detailed estimate of employee classification, hours for review, and schedule for each project to be reviewed.
2. The City will provide a specific task scope for all Task Projects. The Engineer in concert with the City will provide the City with a detailed fee schedule and project milestone dates for each project.
3. For any major revision in the character or scope of the work in design ordered in writing by the City, a supplemental agreement will be negotiated, prior to performing the additional work.
4. The Engineer is, and shall be, in the performance of all work, services and activities an independent contractor, and not an employee, agent, or servant of the City of Bethany. The tort liability of the City of Bethany is exclusively governed by the "Oklahoma Governmental Tort Claims Act". The City reserves the right to terminate this contract at any time, and if this project should be abandoned, or the processing of same indefinitely postponed, or this contract terminated for any other reason, the Engineer shall be paid by the City the reasonable value for the data delivered or ready for delivery upon receipt thereof, and such determination by the City shall be conclusive and binding.

5. Any dispute concerning a question of fact in connection with the work not disposed of by agreement between the parties shall be referred for determination by the City or their duly authorized representative whose decision after approval by the City in the matter shall be final and conclusive on the parties to the contract.
6. The Engineer shall furnish all engineering services, labor, equipment, and incidentals as may be required to perform this contract, except as otherwise provided herein.
7. All work performed and submitted under this contract shall be done in a manner acceptable to the City.
8. This agreement shall be binding upon and inure to the benefit of successors or assigns of the parties hereto.

IN WITNESS WHEREOF, this Contract was executed and approved by the Engineer this 12th day of November, 2025.

ATTEST:

TEIM DESIGN, PLLC.



President

STATE OF OKLAHOMA)
)
COUNTY OF OKLAHOMA) SS

This instrument was acknowledged before me on this 12th day of November 2025, by Joe Davis, P.E., as President of TEIM Design, PLLC.

My Commission Expires/Commission Number:

Kerry Rehl
Notary Public

10.04.27 / 19010036 (Seal)



IN WITNESS WHEREOF, this Contract was approved and executed by the City of Bethany this _____ day of November 2025.

ATTEST:

THE CITY OF BETHANY

City Clerk

Mayor

EXHIBIT “A”

Proposed Scope of Services for General Engineering Services

The Purpose of this scope of services is to provide the City with Engineering Services.

The Engineer will provide review services as directed by the City. The review services include public and private development plan review for compliance with City and State codes. Detailed comments will be developed and submitted in a timely manner to the City for each project reviewed. Emergency projects as identified by the City will be developed in an accelerated schedule to meet the emergency conditions.

EXHIBIT "B"

Compensation for Hourly Engineering Services

Compensation.

- A. The Engineer shall be compensated at the following hourly rates for City Engineering services performed. The annual hourly services performed will not exceed \$160,000.

<u>Personnel</u>	<u>Rate</u>
Principal	\$229.58
Senior Architect	\$345.00
Senior Engineer	\$195.69
Project Engineer	\$149.77
Structural Engineer	\$161.80
Engineer Intern	\$101.67
Traffic Engineer	\$188.04
Environmental Specialist	\$149.77
CADD Technician	\$113.70
Design Technician	\$153.06
Clerical/Admin	\$95.11
Construction Engineer	\$161.80
Construction Technician	\$108.23
Inspector	\$124.63
Principal Planner	\$185.00
Senior Planner	\$165.00
Planner	\$135.00

The hourly rates will be annually adjusted consistent with the US Consumer Price Index (CPI).

- B. Task Projects can be compensated by lump sum. Task projects may be added by contract amendment for additional tasks by the city.

Payments.

- A. Payment of claims for hourly work completed on each task may be submitted. Invoices for the amount and value of the work and services performed by the Engineer shall be submitted monthly to the City and shall meet the standards of quality as established under this Contract. The City agrees to pay the Engineer, as compensation for such engineering services as listed herein. The invoices shall be prepared and submitted by the Engineer and be accompanied by all supporting data required by the City. Payment of any invoice for any work or services is not deemed to be recognition of satisfactory performance of said work or services or a waiver of any right of the City or any obligation of the Engineer should it be determined later that said work or services were negligently performed or provided or were not performed or provided in accordance with the standards required by this Contract.
- B. Final payments for assigned projects shall not be deemed to waive any rights or obligations of the parties to this Contract.

Agenda: 11/18/2025
Item: 8
BPWA Item: 3

BETHANY CITY COUNCIL
BETHANY PUBLIC WORKS AUTHORITY

From: Elizabeth Gray, City Manager
Date: November 18, 2025
Subject: Approval of Change Order No. 1 and Amendment No. 1 to the Construction Contract with Brewer Construction Oklahoma, LLC for ODOC Community Development Block Grant Waterline project.

BACKGROUND

The Oklahoma Department of Commerce awarded a Community Development Block Grant (CDBG) to the city in a matching amount of \$171,250.00. The City's project area is generally located between NW 36th and NW 32nd, and Holloway and Mueller to continue with improvements completed with the last CDBG grant.

On October 15, 2024 the City of Bethny entered into a contract for engineering and design services with TEIM Design.

Bids were opened in June, and the project was awarded by the City Council to Brewer Construction Oklahoma, LLC in the amount of \$233,634.00. Amendment No. 1 is to reconcile the as built quantities in the amount of \$40,506.00 and Change Order No. 1 is for \$390.00 for steel casing needed for the waterline for a revised final contract amount of \$274,530.00

RECOMMENDATION

1. Approval of Change Order No. 1 and Amendment No. 1 to the Construction Contract with Brewer Construction Oklahoma, LLC for ODOC Community Development Block Grant Waterline Project in the amount of \$40,896.00.

ADDITIONAL COMMENTS





TRANSPORTATION • ENVIRONMENTAL • INFRASTRUCTURE • MUNICIPAL

November 10, 2025

Ms. Elizabeth Gray
City of Bethany
6700 NW 36th Street
Bethany, OK 73008

Re: ODOC Community Development Block Grant
Waterline Replacement Project
NW 32nd Street N Holloway to N Mueller Avenue
Amendment No. 1 and Change Order No. 1

Dear Ms. Gray:

I. AMENDMENT NO. 1 - SCOPE AND JUSTIFICATION

The scope of Amendment No. 1 is to amend the existing bid pay item quantities for the completed work.

II. CHANGE ORDER NO. 1 - SCOPE AND JUSTIFICATION

Change Order No. 1 adds a pay item to furnish and install 10-inch steel casing pipe which is needed to encase the waterline at a sanitary sewer crossing.


II. COST ESTIMATE

See Attachment A for the cost breakdown for Amendment No. 1 and Change Order No. 1.

Original Contract Amount:	\$233,634.00
Amendment No. 1:	\$40,506.00
Change Order No. 1:	\$390.00 (0.17%)
Revised Contract Amount:	\$274,530.00

The above and foregoing is hereby accepted this 10th day of November 2025 and the undersigned agrees to perform the work as so indicated in this Amendment No. 1 and Change Order No. 1 with said adjustments in the contract sum.

Brewer Construction OK, LLC


Name and Title *Kevin Brewer*
Manager

The prices shown for the Amendment were established by competitive bidding in the original contract and not subject to the Oklahoma Competitive Bidding Act. The prices shown for the Change Order were established by negotiation and appear to be fair and reasonable.



Robbie Williams, P.E. City Engineer

City Attorney

APPROVED by Council of the City of Bethany this ____ day of _____, 2025.

ATTEST:

CITY CLERK

MAYOR

Summary of Pay Quantities				Brewer Construction Oklahoma LLC	
Item Number	Title	Quantity	Unit	Unit Price	Total Price
4	(6 INCH) (PVC) WATERLINE PIPE (PUSH-ON JOINT) (DR-14) W/ 12 GAUGE TRACER WIRE	20.00	linear foot	\$75.00	\$1,500.00
10	FITTINGS (6 INCH x 45 DEGREE BEND (COMPACT) (MJ))	4.00	each	\$741.00	\$2,964.00
14	(6 INCH) TAP	1.00	each	\$1,374.00	\$1,374.00
16	(6 INCH) (GATE)VALVE AND VALVE BOX	1.00	each	\$2,010.00	\$2,010.00
17	(6 INCH) (TAPPING) VALVE AND VALVE BOX	1.00	each	\$2,704.00	\$2,704.00
19	RESTRAINED JOINT (MEGA-LUG SERIES 2006 PV)	9.00	each	\$226.00	\$2,034.00
20	TAPPING SLEEVE (6 INCH x 6 INCH)	1.00	each	\$2,018.00	\$2,018.00
25	REMOVE AND REPLACE DRIVEWAY (CONCRETE)	86.34	square yard	\$300.00	\$25,902.00
TOTAL AMENDMENT NO. 1					\$40,506.00
CO1.1	FURNISH AND INSTALL 10 INCH STEEL CASING	10.00	linear foot	\$39.00	\$390.00
TOTAL CHANGE ORDER NO. 1					\$390.00

Original Contract Amount	\$233,634.00
Amendment No. 1	\$40,506.00
Change Order No. 1	\$390.00
 New Contract Price	 \$274,530.00

Agenda: 11/18/2025
Item: 9
BPWA Item: 2

BETHANY CITY COUNCIL
BETHANY PUBLIC WORKS AUTHORITY

From: Elizabeth Gray, City Manager
Date: November 7, 2025
Subject: Approval of Brewer Construction Oklahoma, LLC Invoice No. 3 in the amount of \$67,837.00 for ODOC Community Development Block Grant Waterline project.

BACKGROUND

The Oklahoma Department of Commerce awarded a Community Development Block Grant (CDBG) to the city in a matching amount of \$171,250.00. The City's project area is generally located between NW 36th and NW 32nd, and Holloway and Mueller to continue with improvements completed with the last CDBG grant.

On October 15, 2024 the City of Bethany entered into a contract for engineering and design services with TEIM Design.

Bids were opened June 17, 2025 and the contract was awarded on July 15, 2025 to Brewer Construction Oklahoma, LLC in the amount of \$208,311.25.

On September 2, 2025 the City Council approved Invoice No. 1 from Brewer Construction Oklahoma, LLC in the amount of \$57,840.75.

On October 7, 2025 the City Council approved Invoice No. 2 from Brewer Construction Oklahoma, LLC in the amount of \$69,978.43.

RECOMMENDATION

1. Approval of Brewer Construction Oklahoma, LLC Invoice No. 3 in the amount of \$67,837.00 for ODOC Community Development Block Grant Waterline project.

ADDITIONAL COMMENTS

This project is being funded by a grant from CDBG and a 1:1 match from the City of Bethany





TRANSPORTATION • ENVIRONMENTAL • INFRASTRUCTURE • MUNICIPAL

November 7, 2025

City of Bethany
Ms. Elizabeth Gray
6700 NW 36th Street
Bethany, Oklahoma 73008

Re: ODOC Community Development Block Grant
Waterline Replacement Project
NW 32nd Street N Holloway and N Mueller Avenue

Dear Ms. Gray,

Please find attached Brewer Construction Oklahoma, LLC, Invoice No. 3, in an amount of \$67,837.00 for which we recommend payment.

Please let me know if you require anything further.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'RW' or 'Robbie Williams', written in a cursive style.

Robbie Williams, PE

Brewer Construction Oklahoma, LLC

8301 SW 8th

P.O. Box 82457 Oklahoma City, OK 73148-0457

405-787-4962

Fax: 405-495-8972

November 6th, 2025

Attn: Robbie Williams

TEIM Design

City of Bethany-ODOC CDBG Waterline Replacement

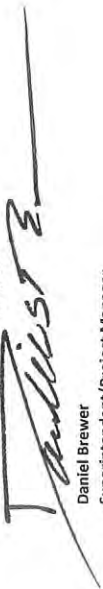
NW 32nd Street-Holloway to Mueller

APP 3

Description	Contract Quantity	Current Quantity	Previous Quantity	Total Quantity	Unit Bid Price	Unit Bid Total
Audio-Video Recording Pre and Post	1 LS	0.5	0.5	1	\$ 4,468.00	\$ 4,468.00
Sediment and Erosion Control	1 LS	0.5	0.5	1	\$ 6,981.00	\$ 6,981.00
2" Copper Waterline Pipe	20 LF	0	0	0	\$ 50.00	\$ -
6" PVC C900 w/ Tracer Wire	740 LF	740	740	740	\$ 75.00	\$ 55,500.00
Fittings 2" Plug	3 EA	2	0	2	\$ 514.00	\$ 1,028.00
Fittings 2" Solid Sleeve	1 EA	0	0	0	\$ 691.00	\$ -
Fittings 2" x 45 Degree Bend	2 EA	0	0	0	\$ 766.00	\$ -
Fittings 6" x 2" Tapping Saddle	1 EA	1	1	1	\$ 1,508.00	\$ 1,508.00
Fittings 6" Plug	1 EA	1	1	1	\$ 666.00	\$ 666.00
Fittings 6" x 45 Degree Bend	9 EA	9	9	9	\$ 741.00	\$ 6,669.00
Fittings 6" x 6" Tee	2 EA	2	2	2	\$ 890.00	\$ 1,780.00
SLS 1" (Street Bore)	8 EA	4	4	8	\$ 4,150.00	\$ 33,200.00
SSS 1"	7 EA	3.5	3.5	7	\$ 2,887.00	\$ 20,209.00
6" Tap	1 EA	1	1	1	\$ 1,374.00	\$ 1,374.00
Fire Hydrant	1 EA	0.5	0.5	1	\$ 7,809.00	\$ 7,809.00
6" Gate Valve and Box	4 EA	4	4	4	\$ 2,010.00	\$ 8,040.00
6" Tapping Valve and Box	1 EA	1	1	1	\$ 2,704.00	\$ 2,704.00
Hydrostatic Pressure Testing and Disinfection	2 LS	1	1	2	\$ 2,779.00	\$ 5,558.00
Megalug 2006PV	30 EA	30	30	30	\$ 226.00	\$ 6,780.00
Tapping Sleeve 6" x 6"	1 EA	1	1	1	\$ 2,018.00	\$ 2,018.00
Construction Staking	1 LS	1	1	1	\$ 5,520.00	\$ 5,520.00
GPS As Builts	1 LS	1	0.5	1	\$ 2,001.00	\$ 2,001.00
Construction Signing and Traffic Control	1 LS	0.5	0.5	1	\$ 5,750.00	\$ 5,750.00
Remove and Replace Pavement (Asphalt)	166 SY	95	95	95	\$ 185.00	\$ 17,575.00
Remove and Replace Pavement (Concrete)	30 SY	0	0	0	\$ 300.00	\$ -
Remove and Replace Driveway	56 SY	53	53	53	\$ 29.00	\$ 1,537.00
Solid Slab Sodding	1500 SY	333	333	333	\$ 6.00	\$ 1,998.00
Total Completed						\$ 200,673.00
Material On Hand						
Total						\$ 200,673.00
Less 2.5% Ret.						\$ (5,016.83)
Less Previously Paid						\$ (127,819.18)
Total Due AFP # 3						\$ 67,837.00

Thank You

Brewer Construction Oklahoma LLC



Daniel Brewer

Superintendent/Project Manager

CITY OF BETHANY, OKLAHOMA

NONCOLLUSION AFFIDAVIT

STATE OF Oklahoma)

) SS

COUNTY OF Oklahoma)

The undersigned supplier, of lawful age, being first duly sworn, on oath say that this invoice or claim is true and correct. Affiant further states that the materials as shown by this invoice or claim have been supplied in accordance with the plans, specifications, orders, or requests furnished the Affiant. Affiant further states that (s)he has made no payment directly or indirectly to any elected official, officer or employee of the State of Oklahoma, any county or local subdivision of the State, or money or any other thing of value to obtain payment of the invoice or procure the contract or purchase order pursuant to which an invoice is required.

Brewer Construction Oklahoma LLC

Firm Name

Tanill ST Superintendent

Signature and Title

Subscribed and Sworn to before me this 6 day of November, 2025.

Susan E. Morris

Notary Public (or Clerk or Judge)

My commission expires: 9/13/27 / 19009322



Note: This affidavit must accompany every invoice or claim for payment over \$25,000 (62 O.S. Section 310.9)



U.S. Department of Labor Wage and Hour Division

Davis-Bacon and Related Acts Weekly Certified Payroll Form

(For Contractor's Optional Use; See Instructions at www.dol.gov/whd/forms/wh347instr.htm)

Unless otherwise noted, the information requested is specific to the named project below.
Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number.

Rev. January 2025
OMB No.: 1235-0008
Expires: 01/31/2028

SUBMISSION OF FINAL DBRA CERTIFIED PAYROLL FORM

PRIME CONTRACTOR SUBCONTRACTOR

PROJECT NAME		PROJECT NO. or CONTRACT NO.		CERTIFIED PAYROLL NO.		PRIME CONTRACTOR'S/SUBCONTRACTOR'S BUSINESS NAME												
ODOC CDBG Waterline Replacement		19495 CDBG 24		8		Brewer Construction Oklahoma, LLC												
PROJECT LOCATION		WAGE DETERMINATION NO.		WEEK ENDING DATE		PRIME CONTRACTOR'S/SUBCONTRACTOR'S BUSINESS ADDRESS												
NW 32nd Street, Bethany, Oklahoma				10/1/2025		8301 SW 8th St, Oklahoma City, OK 73128												
WORKER ENTRY NO.	(1B) WORKER LAST NAME	(1C) WORKER FIRST NAME	(1D) WORKER MIDDLE INITIAL	(1E) WORKER IDENTIFYING NO.	(2) (I) JOURNEYWORKER (RA) REGISTERED APPRENTICE	(3) LABOR CLASSIFICATION	(4) (TOP) DAYS OF WORK-WEEK (BOTTOM) DATES	(5) TOTAL HOURS WORKED FOR WEEK	(6A) HOURLY WAGE RATE PAID FOR ST AND OT	(6B) TOTAL FRINGE BENEFIT CREDIT	(6C) PAYMENT IN LEU OF FRINGE BENEFITS	(7A) GROSS AMT EARNED	(7B) GROSS AMT EARNED FOR ALL WORK	(8) DEDUCTIONS FOR ALL WORK			(9) NET PAY TO WORKER FOR ALL WORK	
														T	S	M		T
1	Chairez	Robert		4682		Trackhoe Operator (Salary)	Th F S M T W 25 26 27 28 29 30 1	40	31.87			1275.00	1275.00	212.00	93.76	49.40	355.16	919.84
2	Powell	Danny		1434		Supervisor		38	23.21 34.81			881.98	881.98	98.00	67.47		165.47	716.51
3	Chairez	Chrisitan		9849		Pipelayer		40	18.00 27.00			895.50	895.50	106.00	66.23	29.81	202.04	693.46
4	Gonzalez	Geraldo		2175		General Laborer		40	16.00 24.00			748.00	748.00	37.00	54.21	39.37	130.58	617.42
5	Gomez	Luis		0581		Front End Loader Operator		40	20.00 30.00			935.00	935.00	63.00	69.25	29.81	162.06	772.94
6	Gonzalez	Yovany		8963		General Laborer		40	18.00 27.00			841.50	841.50	87.00	62.10	29.81	178.91	662.59
7	Quisenberry	Larry		2912		Truck Driver			25.00 37.50									
8																		

While use of Form WH-347 itself is optional, covered contractors and subcontractors performing work on Federal or federally assisted construction contracts are required by the DBRA regulations and the contract clauses to submit payroll information on a weekly basis. The Copeland Act (40 U.S.C. § 3145) requires contractors and subcontractors performing work on Federal or federally financed construction contracts to, on a weekly basis, "furnish a statement on the wages paid each employee during the prior week." U.S. Department of Labor (DOL) Regulations at 29 C.F.R. § 5.5(a)(3)(ii) require contractors and subcontractors to submit weekly certified payrolls to the appropriate Federal agency if the agency is a party to the contract (or, if the agency is not such a party, to the applicant, sponsor, owner, or other entity, as the case may be, that maintains such records, for transmission to the Federal agency). Each certified payroll must be accompanied by a signed "Statement of Compliance" (e.g., page 2 of the WH-347 or another document with identical wording) indicating that the certified payrolls are accurate and complete, and that each laborer or mechanic has been paid not less than the required Davis-Bacon prevailing wage rate(s) (including any fringe benefits) for the work performed. DOL and contracting agencies receiving this information review the information to determine whether workers have received legally required wages and fringe benefits.

Public Burden Statement

We estimate that it will take an average of 55 minutes to complete this collection, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. If you have any comments regarding these estimates or any other aspect of this collection, including suggestions for reducing this burden, send them to the Administrator, Wage and Hour Division, U.S. Department of Labor, Room 35902, 200 Constitution Avenue, N.W., Washington, D.C. 20210 (over)

PROJECT NAME ODOC CDBG Waterline Replacement	PROJECT NO. or CONTRACT NO. 19495 CDBG 24	PAYROLL NO. 8	PRIME CONTRACTOR'S/SUBCONTRACTOR'S BUSINESS NAME Brewer Construction Oklahoma, LLC
PROJECT LOCATION NW 32nd Street, Bethany, Oklahoma	WEEK ENDING DATE 10/1/2025	CERTIFYING OFFICIAL'S NAME AND TITLE Susan E Morris, Payroll Administrator	

I paid or supervised the payment of the laborers or mechanics working on the above project during the stated time period. I certify the following:

The payroll information submitted with this statement is correct and complete for the above project during the above period, and the wage and fringe benefit rates paid to the workers, including credit taken for the reasonably anticipated costs of a bona fide fringe benefit plan, fund or program, are not less than the applicable wage and fringe benefits rates for the classification(s) of work actually performed, as specified in the wage determination(s) incorporated into the contract.

All regular payrolls and all other basic records that the contractor is required to maintain for this payroll period are complete and accurate and will be made available upon request from the agency or the Department of Labor.

The classifications reported for each laborer or mechanic are the classification(s) of work that each worker actually performed.

Any workers paid as apprentices during the above period are duly registered in a bona fide apprenticeship program registered with the Office of Apprenticeship, Employment and Training Administration, United States Department of Labor ("OA"), or a State Apprenticeship Agency ("SAA") recognized by Department of Labor. I have verified the registered apprenticeship program information provided below as accurate and applicable to any apprentices identified on page 1 of this form.

APPRENTICESHIP PROGRAM NAME	REGISTERED	NAME OF LABOR CLASSIFICATION
	<input type="checkbox"/> OA <input type="checkbox"/> SAA	
	<input type="checkbox"/> OA <input type="checkbox"/> SAA	
	<input type="checkbox"/> OA <input type="checkbox"/> SAA	

Fringe benefits have been paid in cash and/or to bona fide fringe benefit plans, funds, or programs. Where the contractor is claiming an hourly credit for their contributions to or reasonably anticipated costs of a bona fide fringe benefit plan, fund, or program, provide plan information and the hourly credit claimed for each worker listed on the previous page of this form.

HOURLY CREDIT FOR FRINGE BENEFITS

If an amount is listed in (6B) on the first page of this certified payroll form, enter the hourly credit claimed under each plan name, type and number for each worker and check whether the plan is funded or unfunded.

NAME OF WORKER	Funded			Unfunded			TOTAL HOURLY CREDIT
	FB NAME	FB TYPE	PLAN NO.	FB NAME	FB TYPE	PLAN NO.	
	Hourly Credit	\$		Hourly Credit	\$		\$
	Hourly Credit	\$		Hourly Credit	\$		\$
	Hourly Credit	\$		Hourly Credit	\$		\$
	Hourly Credit	\$		Hourly Credit	\$		\$
	Hourly Credit	\$		Hourly Credit	\$		\$
	Hourly Credit	\$		Hourly Credit	\$		\$
	Hourly Credit	\$		Hourly Credit	\$		\$
	Hourly Credit	\$		Hourly Credit	\$		\$
	Hourly Credit	\$		Hourly Credit	\$		\$

All workers on the project have been paid the full weekly wages earned, and no rebates or deductions have been or will be made either directly or indirectly, other than permissible deductions as defined in 29 CFR part 3.

ADDITIONAL REMARKS

SEE ADDENDUM

SIGNATURE OF CERTIFYING OFFICIAL <i>Susan E Morris</i>	DATE 10/3/2025	TELEPHONE NUMBER (405) 787 - 4962	EMAIL ADDRESS susan@brewerok.com
---	--------------------------	---	--

THE WILLFUL FALSIFICATION OF ANY OF THE ABOVE STATEMENTS MAY SUBJECT THE CONTRACTOR OR SUBCONTRACTOR TO CIVIL OR CRIMINAL PROSECUTION (SEE SECTION 1001 OF TITLE 18 AND SECTION 3729 OF TITLE 31 OF THE UNITED STATES CODE), AS WELL AS DEBARMENT FROM FUTURE FEDERAL AND FEDERALLY-ASSISTED CONTRACTS. INFORMATION REPORTED IN CERTIFIED PAYROLLS MAY BE SUBJECT TO DISCLOSURE IN RESPONSE TO A FREEDOM OF INFORMATION ACT REQUEST.



U.S. Department of Labor Wage and Hour Division

Davis-Bacon and Related Acts Weekly Certified Payroll Form

(For Contractor's Optional Use; See Instructions at www.dol.gov/whd/forms/wh347instr.htm)

Unless otherwise noted, the information requested is specific to the named project below.
Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number.

Rev. January 2025
OMB No.: 1235-0008
Expires: 01/31/2028

SUBMISSION OF FINAL DBRA CERTIFIED PAYROLL FORM

PRIME CONTRACTOR SUBCONTRACTOR

PROJECT NAME		PROJECT NO. or CONTRACT NO.		CERTIFIED PAYROLL NO.		PRIME CONTRACTOR'S/SUBCONTRACTOR'S BUSINESS NAME												
ODOC CDBG Waterline Replacement		19495 CDBG 24		9		Brewer Construction Oklahoma, LLC												
PROJECT LOCATION		WAGE DETERMINATION NO.		WEEK ENDING DATE		PRIME CONTRACTOR'S/SUBCONTRACTOR'S BUSINESS ADDRESS												
NW 32nd Street, Bethany, Oklahoma				10/8/2025		8301 SW 8th St, Oklahoma City, OK 73128												
(1A)	(1B)	(1C)	(1D)	(1E)	(2)	(3)	(4)	(5)	(6A)	(6B)	(6C)	(7A)	(7B)	(8)		(9)		
WORKER ENTRY NO.	WORKER LAST NAME	WORKER FIRST NAME	WORKER MIDDLE INITIAL	WORKER IDENTIFYING NO.	(1) JOURNEYWORKER (RA) REGISTERED APPRENTICE	LABOR CLASSIFICATION	(TOP) DAYS OF WORK WEEK (BOTTOM) DATES	HOURS WORKED EACH DAY	ST = STRAIGHT TIME OT = OVERTIME	TOTAL HOURS WORKED FOR WEEK		GROSS AMT EARNED	GROSS AMT EARNED FOR ALL WORK	TAX WITH-HOLDINGS	FICA	OTHER (MUST SPECIFY, SEE INSTRUCTIONS)	TOTAL DEDUCTIONS	NET PAY TO WORKER FOR ALL WORK
1	Chairez	Robert		4682		Trackhoe Operator (Salary)	Th 8, F 8, S 8, M 8, T 8, W 8	8 8 8 8	ST 8, OT 8	40	1275.00	1275.00	212.00	93.76	49.40	355.16	919.84	
2	Powell	Danny		1434		Supervisor	Th 9, F 7.5, S 7.5, M 7.5, T 7.5, W 7.5	9 7.5 7.5 7.5 7.5	ST 9, OT 7.5	37.5	870.38	870.38	95.00	66.58	161.58	708.80		
3	Chairez	Chrisitan		9849		Pipelayer	Th 9, F 7.5, S 7.5, M 7.5, T 7.5, W 7.5	9 7.5 7.5 7.5 7.5	ST 9, OT 7.5	38	684.00	684.00	70.00	50.05	29.81	149.86	534.14	
4	Gonzalez	Geraldo		2175		General Laborer	Th 9, F 7.5, S 7.5, M 7.5, T 7.5, W 7.5	9 7.5 7.5 7.5 7.5	ST 9, OT 7.5	38	608.00	608.00	18.00	43.50	39.37	100.87	507.13	
5	Gomez	Luis		0581		Front End Loader Operator	Th 9, F 7.5, S 7.5, M 7.5, T 7.5, W 7.5	9 7.5 7.5 7.5 7.5	ST 9, OT 7.5	38	760.00	760.00	37.00	55.86	29.81	122.67	637.33	
6	Gonzalez	Yovany		8963		General Laborer	Th 9, F 7.5, S 7.5, M 7.5, T 7.5, W 7.5	9 7.5 7.5 7.5 7.5	ST 9, OT 7.5	38	684.00	684.00	61.00	50.03	29.81	140.84	543.16	
7	Quisenberry	Larry		2912		Truck Driver	Th 6, F 4, S 4, M 4, T 4, W 4	6 4 4 4 4	ST 6, OT 4	10	250.00	1075.00	122.00	82.24		204.24	870.76	
8									ST 0, OT 0									

While use of Form WH-347 itself is optional, covered contractors and subcontractors performing work on Federal or federally assisted construction contracts are required by the DBRA regulations and the contract clauses to submit payroll information on a weekly basis. The Copeland Act (40 U.S.C. § 3145) requires contractors and subcontractors performing work on Federal or federally financed construction contracts to, on a weekly basis, "furnish a statement on the wages paid each employee during the prior week." U.S. Department of Labor (DOL) Regulations at 29 C.F.R. § 5.5(a)(3)(ii) require contractors and subcontractors to submit weekly certified payrolls to the appropriate Federal agency if the agency is a party to the contract (or, if the agency is not such a party, to the applicant, sponsor, owner, or other entity, as the case may be, that maintains such records, for transmission to the Federal agency). Each certified payroll must be accompanied by a signed "Statement of Compliance" (e.g., page 2 of the WH-347 or another document with identical wording) indicating that the certified payrolls are accurate and complete, and that each laborer or mechanic has been paid not less than the required Davis-Bacon prevailing wage rate(s) (including any fringe benefits) for the work performed. DOL and contracting agencies receiving this information review the information to determine whether workers have received legally required wages and fringe benefits.

Public Burden Statement

We estimate that it will take an average of 55 minutes to complete this collection, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. If you have any comments regarding these estimates or any other aspect of this collection, including suggestions for reducing this burden, send them to the Administrator, Wage and Hour Division, U.S. Department of Labor, Room S5502, 200 Constitution Avenue, N.W., Washington, D.C. 20210

(over)

PROJECT NAME ODOC CDBG Waterline Replacement	PROJECT NO. or CONTRACT NO. 19495 CDBG 24	PAYROLL NO. 9	PRIME CONTRACTOR'S/SUBCONTRACTOR'S BUSINESS NAME Brewer Construction Oklahoma, LLC
PROJECT LOCATION NW 32nd Street, Bethany, Oklahoma	WEEK ENDING DATE 10/8/2025	CERTIFYING OFFICIAL'S NAME AND TITLE Susan E Morris, Payroll Administrator	

I paid or supervised the payment of the laborers or mechanics working on the above project during the stated time period. I certify the following:

The payroll information submitted with this statement is correct and complete for the above project during the above period, and the wage and fringe benefit rates paid to the workers, including credit taken for the reasonably anticipated costs of a bona fide fringe benefit plan, fund or program, are not less than the applicable wage and fringe benefits rates for the classification(s) of work actually performed, as specified in the wage determination(s) incorporated into the contract.

All regular payrolls and all other basic records that the contractor is required to maintain for this payroll period are complete and accurate and will be made available upon request from the agency or the Department of Labor.

The classifications reported for each laborer or mechanic are the classification(s) of work that each worker actually performed.

Any workers paid as apprentices during the above period are duly registered in a bona fide apprenticeship program registered with the Office of Apprenticeship, Employment and Training Administration, United States Department of Labor ("OA"), or a State Apprenticeship Agency ("SAA") recognized by Department of Labor. I have verified the registered apprenticeship program information provided below as accurate and applicable to any apprentices identified on page 1 of this form.

APPRENTICESHIP PROGRAM NAME	REGISTERED	NAME OF LABOR CLASSIFICATION
	<input type="checkbox"/> OA <input type="checkbox"/> SAA	
	<input type="checkbox"/> OA <input type="checkbox"/> SAA	
	<input type="checkbox"/> OA <input type="checkbox"/> SAA	

Fringe benefits have been paid in cash and/or to bona fide fringe benefit plans, funds, or programs. Where the contractor is claiming an hourly credit for their contributions to or reasonably anticipated costs of a bona fide fringe benefit plan, fund, or program, provide plan information and the hourly credit claimed for each worker listed on the previous page of this form.

HOURLY CREDIT FOR FRINGE BENEFITS
If an amount is listed in (6B) on the first page of this certified payroll form, enter the hourly credit claimed under each plan name, type and number for each worker and check whether the plan is funded or unfunded.

NAME OF WORKER	Funded		Unfunded		TOTAL HOURLY CREDIT
	FB NAME	FB TYPE	FB NAME	FB TYPE	
	Hourly Credit	\$	Hourly Credit	\$	\$
	Hourly Credit	\$	Hourly Credit	\$	\$
	Hourly Credit	\$	Hourly Credit	\$	\$
	Hourly Credit	\$	Hourly Credit	\$	\$
	Hourly Credit	\$	Hourly Credit	\$	\$
	Hourly Credit	\$	Hourly Credit	\$	\$
	Hourly Credit	\$	Hourly Credit	\$	\$
	Hourly Credit	\$	Hourly Credit	\$	\$
	Hourly Credit	\$	Hourly Credit	\$	\$
	Hourly Credit	\$	Hourly Credit	\$	\$

All workers on the project have been paid the full weekly wages earned, and no rebates or deductions have been or will be made either directly or indirectly, other than permissible deductions as defined in 29 CFR part 3.

ADDITIONAL REMARKS

SEE ADDENDUM

SIGNATURE OF CERTIFYING OFFICIAL <i>Susan E. Morris</i>	DATE 10/10/2025	TELEPHONE NUMBER (405) 787 - 4962	EMAIL ADDRESS susan@brewerok.com
--	---------------------------	---	--

THE WILLFUL FALSIFICATION OF ANY OF THE ABOVE STATEMENTS MAY SUBJECT THE CONTRACTOR OR SUBCONTRACTOR TO CIVIL OR CRIMINAL PROSECUTION (SEE SECTION 1001 OF TITLE 18 AND SECTION 3729 OF TITLE 31 OF THE UNITED STATES CODE), AS WELL AS DEBARMENT FROM FUTURE FEDERAL AND FEDERALLY-ASSISTED CONTRACTS. INFORMATION REPORTED IN CERTIFIED PAYROLLS MAY BE SUBJECT TO DISCLOSURE IN RESPONSE TO A FREEDOM OF INFORMATION ACT REQUEST.

PROJECT NAME ODOC CDBG Waterline Replacement	PROJECT NO. or CONTRACT NO. 19495 CDBG 24	PAYROLL NO. 10	PRIME CONTRACTOR'S/SUBCONTRACTOR'S BUSINESS NAME Brewer Construction Oklahoma, LLC
PROJECT LOCATION NW 32nd Street, Bethany, Oklahoma	WEEK ENDING DATE 10/15/2025	CERTIFYING OFFICIAL'S NAME AND TITLE Susan E Morris, Payroll Administrator	

I paid or supervised the payment of the laborers or mechanics working on the above project during the stated time period. I certify the following:

- The payroll information submitted with this statement is correct and complete for the above project during the above period, and the wage and fringe benefit rates paid to the workers, including credit taken for the reasonably anticipated costs of a bona fide fringe benefit plan, fund or program, are not less than the applicable wage and fringe benefits rates for the classification(s) of work actually performed, as specified in the wage determination(s) incorporated into the contract.
- All regular payrolls and all other basic records that the contractor is required to maintain for this payroll period are complete and accurate and will be made available upon request from the agency or the Department of Labor.
- The classifications reported for each laborer or mechanic are the classification(s) of work that each worker actually performed.

Any workers paid as apprentices during the above period are duly registered in a bona fide apprenticeship program registered with the Office of Apprenticeship, Employment and Training Administration, United States Department of Labor ("OA"), or a State Apprenticeship Agency ("SAA") recognized by Department of Labor. I have verified the registered apprenticeship program information provided below as accurate and applicable to any apprentices identified on page 1 of this form.

APPRENTICESHIP PROGRAM NAME	REGISTERED	NAME OF LABOR CLASSIFICATION
	<input type="checkbox"/> OA <input type="checkbox"/> SAA	
	<input type="checkbox"/> OA <input type="checkbox"/> SAA	
	<input type="checkbox"/> OA <input type="checkbox"/> SAA	

Fringe benefits have been paid in cash and/or to bona fide fringe benefit plans, funds, or programs. Where the contractor is claiming an hourly credit for their contributions to or reasonably anticipated costs of a bona fide fringe benefit plan, fund, or program, provide plan information and the hourly credit claimed for each worker listed on the previous page of this form.

HOURLY CREDIT FOR FRINGE BENEFITS

If an amount is listed in (6B) on the first page of this certified payroll form, enter the hourly credit claimed under each plan name, type and number for each worker and check whether the plan is funded or unfunded.

NAME OF WORKER	Funded			Unfunded			TOTAL HOURLY CREDIT
	FB NAME	FB TYPE	PLAN NO.	FB NAME	FB TYPE	PLAN NO.	
	<input type="checkbox"/> Hourly Credit	\$		<input type="checkbox"/> Hourly Credit	\$		\$
	<input type="checkbox"/> Hourly Credit	\$		<input type="checkbox"/> Hourly Credit	\$		\$
	<input type="checkbox"/> Hourly Credit	\$		<input type="checkbox"/> Hourly Credit	\$		\$
	<input type="checkbox"/> Hourly Credit	\$		<input type="checkbox"/> Hourly Credit	\$		\$
	<input type="checkbox"/> Hourly Credit	\$		<input type="checkbox"/> Hourly Credit	\$		\$
	<input type="checkbox"/> Hourly Credit	\$		<input type="checkbox"/> Hourly Credit	\$		\$
	<input type="checkbox"/> Hourly Credit	\$		<input type="checkbox"/> Hourly Credit	\$		\$
	<input type="checkbox"/> Hourly Credit	\$		<input type="checkbox"/> Hourly Credit	\$		\$
	<input type="checkbox"/> Hourly Credit	\$		<input type="checkbox"/> Hourly Credit	\$		\$

All workers on the project have been paid the full weekly wages earned, and no rebates or deductions have been or will be made either directly or indirectly, other than permissible deductions as defined in 29 CFR part 3.

ADDITIONAL REMARKS

SEE ADDENDUM

SIGNATURE OF CERTIFYING OFFICIAL <i>Susan E. Morris</i>	DATE 10/17/2025	TELEPHONE NUMBER (405) 787 - 4962	EMAIL ADDRESS susan@brewerok.com
--	---------------------------	---	--

THE WILLFUL FALSIFICATION OF ANY OF THE ABOVE STATEMENTS MAY SUBJECT THE CONTRACTOR OR SUBCONTRACTOR TO CIVIL OR CRIMINAL PROSECUTION (SEE SECTION 1001 OF TITLE 18 AND SECTION 3729 OF TITLE 31 OF THE UNITED STATES CODE), AS WELL AS DEBARMENT FROM FUTURE FEDERAL AND FEDERALLY-ASSISTED CONTRACTS. INFORMATION REPORTED IN CERTIFIED PAYROLLS MAY BE SUBJECT TO DISCLOSURE IN RESPONSE TO A FREEDOM OF INFORMATION ACT REQUEST.



Davis-Bacon and Related Acts Weekly Certified Payroll Form

(For Contractor's Optional Use; See Instructions at www.dol.gov/whd/forms/wh347instr.htm)

U.S. Department of Labor
Wage and Hour Division

Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number.

Rev. January 2025
OMB No.: 1235-0008
Expires: 01/31/2028

SUBMISSION OF FINAL DBRA CERTIFIED PAYROLL FORM

PRIME CONTRACTOR

SUBCONTRACTOR

PROJECT NAME		PROJECT NO. or CONTRACT NO.		CERTIFIED PAYROLL NO.		PRIME CONTRACTOR'S/SUBCONTRACTOR'S BUSINESS NAME														
ODOC CDBG Waterline Replacement		19495 CDBG 24		11		Brewer Construction Oklahoma, LLC														
PROJECT LOCATION		WAGE DETERMINATION NO.		WEEK ENDING DATE		PRIME CONTRACTOR'S/SUBCONTRACTOR'S BUSINESS ADDRESS														
NW 32nd Street, Bethany, Oklahoma				10/22/2025		8301 SW 8th St, Oklahoma City, OK 73128														
(1A)	(1B)	(1C)	(1D)	(1E)	(2)	(3)	(4)	(5)	(6A)	(6B)	(6C)	(7A)	(7B)	(8)			(9)			
WORKER ENTRY NO.	WORKER LAST NAME	WORKER FIRST NAME	WORKER MIDDLE INITIAL	WORKER IDENTIFYING NO.	(I) JOURNEYWORKER (RA) REGISTERED APPRENTICE	LABOR CLASSIFICATION	ST = STRAIGHT TIME OT = OVERTIME	(TOP) DAYS OF WORK WEEK (BOTTOM) DATES T H F S S M T W 16 17 18 19 20 21 22	HOURS WORKED EACH DAY	TOTAL HOURS WORKED FOR WEEK	HOURLY WAGE RATE PAID FOR ST AND OT	TOTAL FRINGE BENEFIT CREDIT	PAYMENT IN LIEU OF FRINGE BENEFITS	GROSS AMT EARNED	GROSS AMT EARNED FOR ALL WORK	TAX WITH-HOLDINGS	FICA	OTHER (MUST SPECIFY, SEE INSTRUCTIONS)	TOTAL DEDUCTIONS	NET PAY TO WORKER FOR ALL WORK
1	Chairez	Robert		4682		Trackhoe Operator (Salary)	ST		8	8	31.87		254.96	1275.00	212.00	93.75	49.40	355.15	919.85	
2	Powell	Danny		1434		Supervisor	ST				23.21									
3	Chairez	Chrisitan		9849		Pipelayer	ST				34.81									
4	Gonzalez	Geraldo		2175		General Laborer	ST				18.00		171.00	922.50	110.00	68.30	29.81	208.11	714.39	
5	Gomez	Luis		0581		Front End Loader Operator	ST				20.00		190.00	965.00	68.00	71.55	29.81	169.36	795.64	
6	Gonzalez	Yovany		8963		General Laborer	ST				30.00		171.00	868.50	91.00	64.16	29.81	184.97	683.53	
7	Quisenberry	Larry		2912		Truck Driver	ST				27.00									
8							ST				25.00									
							OT				37.50									

While use of Form WH-347 itself is optional, covered contractors and subcontractors performing work on Federal or federally assisted construction contracts are required by the DBRA regulations and the contract clauses to submit payroll information on a weekly basis. The Copeland Act (40 U.S.C. § 3145) requires contractors and subcontractors performing work on Federal or federally financed construction contracts to, on a weekly basis, "furnish a statement on the wages paid each employee during the prior week." U.S. Department of Labor (DOL) Regulations at 29 C.F.R. § 5.5(a)(3)(ii) require contractors and subcontractors to submit weekly certified payrolls to the appropriate Federal agency if the agency is a party to the contract (or, if the agency is not such a party, to the applicant, sponsor, owner, or other entity, as the case may be, that maintains such records, for transmission to the Federal agency). Each certified payroll must be accompanied by a signed "Statement of Compliance" (e.g., page 2 of the WH-347 or another document with identical wording) indicating that the certified payrolls are accurate and complete, and that each laborer or mechanic has been paid not less than the required Davis-Bacon prevailing wage rate(s) (including any fringe benefits) for the work performed. DOL and contracting agencies receiving this information review the information to determine whether workers have received legally required wages and fringe benefits.

Public Burden Statement

We estimate that it will take an average of 55 minutes to complete this collection, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. If you have any comments regarding these estimates or any other aspect of this collection, including suggestions for reducing this burden, send them to the Administrator, Wage and Hour Division, U.S. Department of Labor, Room S5502, 200 Constitution Avenue, N.W., Washington, D.C. 20210 (over)

U.S. Department of Labor
Wage and Hour Division

Davis-Bacon and Related Acts Weekly Certified Payroll Form
(For Contractor's Optional Use; See Instructions at www.dol.gov/whd/forms/wh347instr.htm)



Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number.

Rev. January 2025
OMB No.: 1235-0008
Expires: 01/31/2028

SUBMISSION OF FINAL DBRA CERTIFIED PAYROLL FORM

PRIME CONTRACTOR SUBCONTRACTOR

PROJECT NAME		PROJECT NO. or CONTRACT NO.		CERTIFIED PAYROLL NO.		PRIME CONTRACTOR'S/SUBCONTRACTOR'S BUSINESS NAME												
ODOC CDBG Waterline Replacement		19495 CDBG 24		12		Brewer Construction Oklahoma, LLC												
PROJECT LOCATION		WAGE DETERMINATION NO.		WEEK ENDING DATE		PRIME CONTRACTOR'S/SUBCONTRACTOR'S BUSINESS ADDRESS												
NW 32nd Street, Bethany, Oklahoma				10/29/2025		8301 SW 8th St, Oklahoma City, OK 73128												
(1A) WORKER ENTRY NO.	(1B) WORKER LAST NAME	(1C) WORKER FIRST NAME	(1D) WORKER MIDDLE INITIAL	(1E) WORKER IDENTIFYING NO.	(2) (RA) REGISTERED JOURNEYWORKER OR APPRENTICE	(3) LABOR CLASSIFICATION	(4) (TOP) DAYS OF WORK WEEK (BOTTOM) DATES	(5) HOURS WORKED EACH DAY	(6A) PAID FOR ST AND OT	(6B) TOTAL FRINGE BENEFIT CREDIT	(6C) PAYMENT IN LIEU OF FRINGE BENEFITS	(7A) GROSS AMT EARNED	(7B) GROSS AMT EARNED FOR ALL WORK	(8) DEDUCTIONS FOR ALL WORK	(9) NET PAY TO WORKER FOR ALL WORK			
					ST = STRAIGHT TIME OT = OVERTIME		Th F S S M T W 23 24 25 26 27 28 29							TAX WITH- HOLDINGS	FICA	OTHER (MUST SPECIFY, SEE INSTRUCTIONS)	TOTAL DEDUCTIONS	
1	Chairez	Robert		4682		Trackhoe Operator (Salary)	8	8	31.87			764.88	1275.00	212.00	93.76	49.40	355.16	919.84
2	Powell	Danny		1434		Supervisor	8	9	23.21			580.25	673.09	63.00	51.49		114.49	558.60
3	Chairez	Chrisitan		9849		Pipelayer	9.5	9	18.00			504.00	576.00	52.00	41.78	29.81	123.59	452.41
4	Gonzalez	Geraldo		2175		General Laborer			16.00									
5	Gomez	Luis		0581		Front End Loader Operator	9.5	9	20.00			560.00	640.00	19.00	46.68	29.81	95.49	544.51
6	Gonzalez	Yovany		8963		General Laborer	9.5	9	30.00			504.00	576.00	43.00	41.78	29.81	114.59	461.41
7	Quisenberry	Larry		2912		Truck Driver			27.00									
8									25.00									
									37.50									

While use of Form WH-347 itself is optional, covered contractors and subcontractors performing work on Federal or federally assisted construction contracts are required by the DBRA regulations and the contract clauses to submit payroll information on a weekly basis. The Copeland Act (40 U.S.C. § 3145) requires contractors and subcontractors performing work on Federal or federally financed construction contracts to, on a weekly basis, "furnish a statement on the wages paid each employee during the prior week." U.S. Department of Labor (DOL) Regulations at 29 C.F.R. § 5.5(a)(3)(ii) require contractors and subcontractors to submit weekly certified payrolls to the appropriate Federal agency if the agency is a party to the contract (or, if the agency is not such a party, to the applicant, sponsor, owner, or other entity, as the case may be, that maintains such records, for transmission to the Federal agency). Each certified payroll must be accompanied by a signed "Statement of Compliance" (e.g., page 2 of the WH-347 or another document with identical wording) indicating that the certified payrolls are accurate and complete, and that each laborer or mechanic has been paid not less than the required Davis-Bacon prevailing wage rate(s) (including any fringe benefits) for the work performed. DOL and contracting agencies receiving this information review the information to determine whether workers have received legally required wages and fringe benefits.

We estimate that it will take an average of 55 minutes to complete this collection, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. If you have any comments regarding these estimates or any other aspect of this collection, including suggestions for reducing this burden, send them to the Administrator, Wage and Hour Division, U.S. Department of Labor, Room 53502, 200 Constitution Avenue, N.W., Washington, D.C. 20210

Public Burden Statement
(over)

PROJECT NAME ODOC CDBG Waterline Replacement	PROJECT NO. or CONTRACT NO. 19495 CDBG 24	PAYROLL NO. 12	PRIME CONTRACTOR'S/SUBCONTRACTOR'S BUSINESS NAME Brewer Construction Oklahoma, LLC
PROJECT LOCATION NW 32nd Street, Bethany, Oklahoma	WEEK ENDING DATE 10/29/2025	CERTIFYING OFFICIAL'S NAME AND TITLE Susan E Morris, Payroll Administrator	

I paid or supervised the payment of the laborers or mechanics working on the above project during the stated time period. I certify the following:

- The payroll information submitted with this statement is correct and complete for the above project during the above period, and the wage and fringe benefit rates paid to the workers, including credit taken for the reasonably anticipated costs of a bona fide fringe benefit plan, fund or program, are not less than the applicable wage and fringe benefits rates for the classification(s) of work actually performed, as specified in the wage determination(s) incorporated into the contract.
- All regular payrolls and all other basic records that the contractor is required to maintain for this payroll period are complete and accurate and will be made available upon request from the agency or the Department of Labor.
- The classifications reported for each laborer or mechanic are the classification(s) of work that each worker actually performed.
- Any workers paid as apprentices during the above period are duly registered in a bona fide apprenticeship program registered with the Office of Apprenticeship, Employment and Training Administration, United States Department of Labor ("OA"), or a State Apprenticeship Agency ("SAA") recognized by Department of Labor. I have verified the registered apprenticeship program information provided below as accurate and applicable to any apprentices identified on page 1 of this form.

APPRENTICESHIP PROGRAM NAME	REGISTERED	NAME OF LABOR CLASSIFICATION
	<input type="checkbox"/> OA <input type="checkbox"/> SAA	
	<input type="checkbox"/> OA <input type="checkbox"/> SAA	
	<input type="checkbox"/> OA <input type="checkbox"/> SAA	

Fringe benefits have been paid in cash and/or to bona fide fringe benefit plans, funds, or programs. Where the contractor is claiming an hourly credit for their contributions to or reasonably anticipated costs of a bona fide fringe benefit plan, fund, or program, provide plan information and the hourly credit claimed for each worker listed on the previous page of this form.

HOURLY CREDIT FOR FRINGE BENEFITS

If an amount is listed in (dB) on the first page of this certified payroll form, enter the hourly credit claimed under each plan name, type and number for each worker and check whether the plan is funded or unfunded.

NAME OF WORKER	Funded			Unfunded			TOTAL HOURLY CREDIT
	FB NAME	FB TYPE	PLAN NO.	FB NAME	FB TYPE	PLAN NO.	
	Hourly Credit	\$		Hourly Credit	\$		\$
	Hourly Credit	\$		Hourly Credit	\$		\$
	Hourly Credit	\$		Hourly Credit	\$		\$
	Hourly Credit	\$		Hourly Credit	\$		\$
	Hourly Credit	\$		Hourly Credit	\$		\$
	Hourly Credit	\$		Hourly Credit	\$		\$
	Hourly Credit	\$		Hourly Credit	\$		\$
	Hourly Credit	\$		Hourly Credit	\$		\$
	Hourly Credit	\$		Hourly Credit	\$		\$

All workers on the project have been paid the full weekly wages earned, and no rebates or deductions have been or will be made either directly or indirectly, other than permissible deductions as defined in 29 CFR part 3.

ADDITIONAL REMARKS

SEE ADDENDUM

SIGNATURE OF CERTIFYING OFFICIAL <i>Susan E Morris</i>	DATE 10/31/2025	TELEPHONE NUMBER (405) 787 - 4962	EMAIL ADDRESS susan@brewerok.com
---	---------------------------	---	--

THE WILLFUL FALSIFICATION OF ANY OF THE ABOVE STATEMENTS MAY SUBJECT THE CONTRACTOR OR SUBCONTRACTOR TO CIVIL OR CRIMINAL PROSECUTION (SEE SECTION 1001 OF TITLE 18 AND SECTION 3729 OF TITLE 31 OF THE UNITED STATES CODE), AS WELL AS DEBARMENT FROM FUTURE FEDERAL AND FEDERALLY-ASSISTED CONTRACTS. INFORMATION REPORTED IN CERTIFIED PAYROLLS MAY BE SUBJECT TO DISCLOSURE IN RESPONSE TO A FREEDOM OF INFORMATION ACT REQUEST.

U.S. Department of Labor
Wage and Hour Division

Davis-Bacon and Related Acts Weekly Certified Payroll Form
(For Contractor's Optional Use; See Instructions at www.dol.gov/whd/forms/wh347instr.htm)



Unless otherwise noted, the information requested is specific to the named project below.
Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number.

Rev. January 2025
OMB No.: 1235-0008
Expires: 01/31/2028

SUBMISSION OF FINAL DBRA CERTIFIED PAYROLL FORM

PRIME CONTRACTOR

SUBCONTRACTOR

PROJECT NAME		PROJECT NO. or CONTRACT NO.		CERTIFIED PAYROLL NO.		PRIME CONTRACTOR'S/SUBCONTRACTOR'S BUSINESS NAME												
ODOC CDBG Waterline Replacement		19495 CDBG 24		13		Brewer Construction Oklahoma, LLC												
PROJECT LOCATION		WAGE DETERMINATION NO.		WEEK ENDING DATE		PRIME CONTRACTOR'S/SUBCONTRACTOR'S BUSINESS ADDRESS												
NW 32nd Street, Bethany, Oklahoma				11/5/2025		8301 SW 8th St, Oklahoma City, OK 73128												
WORKER ENTRY NO.	(1B) WORKER LAST NAME	(1C) WORKER FIRST NAME	(1D) WORKER MIDDLE INITIAL	(1E) WORKER IDENTIFYING NO.	(2) (J) JOURNEYWORKER (RA) REGISTERED APPRENTICE	(3) LABOR CLASSIFICATION	(4) (TOP) DAYS OF WORK WEEK (BOTTOM) DATES	(5) TOTAL HOURS WORKED FOR WEEK	(6A) PAID FOR ST AND OT	(6B) TOTAL FRINGE BENEFIT CREDIT	(6C) PAYMENT IN LIEU OF FRINGE BENEFITS	(7A) GROSS AMT EARNED	(7B) GROSS AMT EARNED FOR ALL WORK	(8) DEDUCTIONS FOR ALL WORK			(9) NET PAY TO WORKER FOR ALL WORK	
														ST = STRAIGHT TIME	OT = OVERTIME	Th		F
1	Chairez	Robert		4682		Trackhoe Operator (Salary)	8 8 8 8 8	40	31.87			1275.00	1275.00	211.00	93.65	50.74	355.39	919.61
2	Powell	Danny		1434		Supervisor	9 6 6 8 8	37	23.21			858.77	858.77	94.00	65.70		159.70	699.07
3	Chairez	Christan		9849		Pipelayer	9 6 8 5 8 8	39.5	18.00			711.00	711.00	74.00	52.11	29.81	155.92	555.08
4	Gonzalez	Geraldo		2175		General Laborer			16.00									
5	Gomez	Luis		0581		Front End Loader Operator	9 6 8 5 8 8	39.5	20.00			790.00	790.00	42.00	58.15	29.81	129.96	660.04
6	Gonzalez	Yovany		8963		General Laborer	9 6 8 5 8 8	39.5	30.00			711.00	711.00	66.00	52.12	29.81	147.93	563.07
7	Quisenberry	Larry		2912		Truck Driver	2 3 5 3	8.5	27.00			212.50	962.50	103.00	73.64		176.64	785.86
8									37.50									

While use of Form WH-347 itself is optional, covered contractors and subcontractors performing work on Federal or federally assisted construction contracts are required by the DBRA regulations and the contract clauses to submit payroll information on a weekly basis. The Copeland Act (40 U.S.C. § 3145) requires contractors and subcontractors performing work on Federal or federally financed construction contracts to, on a weekly basis, "furnish a statement on the wages paid each employee during the prior week." U.S. Department of Labor (DOL) Regulations at 29 C.F.R. § 5.5(a)(3)(ii) require contractors and subcontractors to submit weekly certified payrolls to the appropriate Federal agency if the agency is a party to the contract (or, if the agency is not such a party, to the applicant, sponsor, owner, or other entity, as the case may be, that maintains such records, for transmission to the Federal agency). Each certified payroll must be accompanied by a signed "Statement of Compliance" (e.g., page 2 of the WH-347 or another document with identical wording) indicating that the certified payrolls are accurate and complete, and that each laborer or mechanic has been paid not less than the required Davis-Bacon prevailing wage rate(s) (including any fringe benefits) for the work performed. DOL and contracting agencies receiving this information review the information to determine whether workers have received legally required wages and fringe benefits.

Public Burden Statement

We estimate that it will take an average of 55 minutes to complete this collection, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. If you have any comments regarding these estimates or any other aspect of this collection, including suggestions for reducing this burden, send them to the Administrator, Wage and Hour Division, U.S. Department of Labor, Room 33502, 200 Constitution Avenue, N.W., Washington, D.C. 20210 (over)

BETHANY CITY COUNCIL

From: Elizabeth Gray
Date: November 13, 2025
Subject: Consideration And Possible Approval Of Records Retention Policy

BACKGROUND

The City of Bethany is presenting an update to its Records Retention Policy. Staff is requesting approval from the City of Bethany, City Council to approve the Records Retention Policy so our policy may be reflective of periodic changes to State law.

RECOMMENDATION

Approve Records Retention Policy as presented.



ADDITIONAL COMMENTS

CITY OF BETHANY, OKLAHOMA

Records Retention Manual

November 2025



Office of the City Clerk

Description	Department	Retention Time	Retention Citation
911 Activity Reports and Summaries – 911 summary reports of activities and/or other such records.	Police	5 years	
911 Call Log/Reports – A listing of all emergency calls responded to. May include ambulance, police, and fire combined or separate as appropriate and/or other 911 reports.	Police	5 years	
911 Tapes of Digital Recordings	Police	90 days or until litigation is terminated	
Abstracts, Real Estate	City Clerk	Permanent	11 O.S. §22-131(B)
Accident and Incident Reports (Parks) – All reports concerning injury to participant or property on park property. PARTIALLY CONFIDENTIAL Personnel Investigations 51 O.S. §24A.7	City Clerk	Later of – 5 years or one year after litigation is terminated	11 O.S. §22-131(B)
Accident Reports Involving City Vehicles – These records document traffic accidents involving City-owned vehicles and includes reports of all associate injuries to employees. PARTIALLY CONFIDENTIAL Personnel Investigations 51 O.S. §24A.7	Finance	Later of – 5 years or one year after litigation is terminated	11 O.S. §22-131(B)
Accident Reports/Official Injury Reports Involving Personal Injury – (Workers’ Comp) Includes reports describing accidents involving City employees resulting in personal injury excluding vehicular incidents. May also include copies of Workers’ Compensation claims (Official Injury Report). PARTIALLY CONFIDENTIAL Personnel Investigations 51 O.S. §24A.7	Human Resources	Later of – 6 years following the end of the calendar year or until litigation is terminated	11 O.S. §22-131(B)
Accident Reports Involving Private Vehicles and City Property – Record of damage and loss sustained by employee involved while operating city owned property and/or defective equipment, where vehicles not owned by the City are involved in collisions with the City-owned property. PARTIALLY CONFIDENTIAL Personnel Investigations 51 O.S. §24A.7	City Clerk / Human Resources	Later of – 5 years or one year after litigation is terminated	11 O.S. §22-131(B)

Description	Department	Retention Time	Retention Citation
Accounting Summary Reports/ Ledgers and Journals – Monthly records which itemize a cash balance at the end of the month. Includes vendor, invoice number, check number, date paid, charged month, reversal expenses and total expenses for the month.	Finance	5 years (if related to bond proceeds, life of bond plus 3 years)	11 O.S. §22-131(A)(4); IRS Bond Compliance Regulations 60011(a); IRS Code §6001
Accounts Payable Files – Includes records to pay the City’s bills. Files often consist of check copy, invoice, purchase order, receiving reports and requisition. May also include correspondence with vendors and departmental officials and computer printouts	Finance	5 years (if related to bond proceeds, life of bond plus 3 years)	11 O.S. §22-131(A)(4); IRS Bond Compliance Regulations §60011(a); IRS Code §6001
Accounts Receivable Files – May also be called “Cash Receipt File.” These files consist of copies of bills prepared by the City to collect amounts owed by hotel tax collections, business improvements, right-of-way fees, deposits, park fees, library deposits, and other miscellaneous statements. These records document the money owed to and collected by the City.	Finance	5 years	11 O.S. §22131(A)(3)
Americans with Disabilities Act (ADA) – complaints under Title II.	Human Resources	Later of – 3 years or 1 year after litigation is complete	Department of Justice – Project Civic Access Best Practices Tool Kit, Chapter 2
Advertisements for Sale of Property	City Clerk / Finance	5 years (If bond proceeds, life of bond plus 3 years)	11 O.S. §22-131(A)(3); IRS Bond Compliance Regulations §60011(a); IRS Code §6001
Agendas and Notices – Meeting plans of all public bodies.	City Clerk	1 year	25 O.S. §311(A)(1); 74 O.S. §3106.2
Alarm and Sprinkler Permits – Permits for installations, repairs and upgrades	Community Development	5 years	11 O.S. §22-131(B)
Alarm Permit Applications, Renewals, Correspondence and Permits CONFIDENTIAL – Code Sec.	Police / Finance	5 years after expiration from date of last renewal	11 O.S. §22-131(A)(3)
Alternative Placement Documentation	Human Resources	Later of – 3 years or 1 year after termination of litigation	11 O.S. §22-131(B)
Animal Adoption Records – A numerical record and agreement for animal adoptions. Includes known animal history, medical care and/or surgical record (spay/neuter), new owner information, and fee waiver form.	Police / Animal Control	5 years	11 O.S. §22-131(A)(3)

Description	Department	Retention Time	Retention Citation
Animal Bite Records – Includes investigating officer, commission number, type of animal inflicting bite, animal’s owner if known, animal’s history if known, name and address of victim and parent/guardian if applicable, date bitten, location and results of rabies quarantine observations and disposition of animal.	Police / Animal Control	5 years	11 O.S. §22-131(A)(3)
Animal Control Daily Activity Records – Daily count and report of all service calls run by officers. Includes officer’s name, commission number, service location, time of arrival, findings, disposition, and time cleared.	Police / Animal Control	5 years	11 O.S. §22-131(B)
Animal Cruelty/Abuse Reports – Reports completed by animal control officers detailing abuse/cruelty investigations, general finding, veterinary reports, animal description, owner information, follow-ups, pertinent dates, adjudication, pertinent dates. Includes judicial order for destroy/release.	Police / Animal Control	5 years	11 O.S. §22-131(B)
Animal Entry Records – Consists of forms for all animals entered into the shelter including strays, owner-in-jail, owner deceased, tagged and untagged animals, etc.	Police / Animal Control	5 years	11 O.S. §22-131(B)
Animal Transfer Files – Records of animals transferred from the Animal Shelter to other organizations	Police / Animal Control	Permanent	11 O.S. §22-131(B)
Annexation and Deannexation Records – Includes records used to annex property into City boundaries. Files usually contain correspondence, citizens’ petitions, maps, and official annexation action (does not include ordinance).	City Clerk / Community Development	Permanent	11 O.S. §22-131(B) (Time is Discretionary)
Applications and Resumes for Appointment – Lists of resumes and records of individuals willing to serve and appointments of individuals by the Mayor and/or Council to various boards, commissions, tasks forces and committees.	City Manager	Permanent (Historic)	11 O.S. §22-131(B)
Arrest, Booking and Jail Files, Reports and Photos – Includes a summary of daily, monthly and yearly totals of arrests within the City. 51 O.S. §24A.8	Police	Permanent	51 O.S. §24A.8
Arrest and Bench Warrants (Municipal Court) – An order signed by a Judge directing an officer to arrest and deliver the body of a defendant to Court. Does not include parking warrants.	Municipal Court	5 years after close of case	11 O.S. §22-131(A)(2)
Audit Reports (Internal) – Reports prepared by internal auditors evaluating City operations, information systems, and financial activities. Investigative and special project reports may be included. Audit reports provide opinions and information relied upon by the City Council and management in decision-making.	Finance	Reports- permanent; Work papers- 5 years (If bond proceeds, life of bond plus 3 years)	IRS Bond Compliance Regulations §60011(a); IRS Code §6001

Description	Department	Retention Time	Retention Citation
Audit Reports File (External) – Reports prepared by external auditors examining and verifying the City’s financial activities. Audit investigating report and annual financial statements may be included. Used for fiscal analysis and evaluation.	Finance	Reports-permanent; Work papers- 5 years (If bond proceeds, life of bond plus 3 years)	IRS Bond Compliance Regulations §60011(a); IRS Code §6001
Bank Statements/Reconciliation Files	Finance	10 years (If bond proceeds, life of bond plus 3 years)	11 O.S. §22-31(A)(3); IRS Bond Compliance Regulations §60011(a); IRS Code §6001
Bids (Public Improvements) – Includes bid tabulations, bid price, percentage rates, periods of pay, name of bidder and cost of capital improvement project. Also, may include copy of advertisement services or memorandum requesting bidders, and specifications. Informal bidding information is similar; all quotes should be documented.	City Clerk	5 years from bid opening or 3 years from date of acceptance, whichever is longer (If bond proceeds, life of bond plus 3 years)	11 O.S. §22-131(A)(2); IRS Bond Compliance Regulations §6001-1(a); IRS Code §6001
Blasting Permits – Permits sought to complete work authorized by customers. Includes date, permit number, name of party to whom issued, location, fee, owner, agent, tenant and work description. May also include inspection data, notes of compliance and inspector’s name.	Community Development	5 years	11 O.S. §22-131(A)(3)
Blueprints (Private Property) – Includes as-built engineering drawings and blueprints.	Community Development	5 years (If bond proceeds, life of bond plus 3 years)	11 O.S. §22-131(B); IRS Bond Compliance Regulations §6001-1(a); IRS Code §6001
Board, Commission, Committee Reports – Includes miscellaneous reports, correspondence and other files pertaining to the meeting. Includes documents in the “agenda packets.”	City Manager / City Clerk / Community Development	3 years	11 O.S. §22-131(B)
Body-Worn Camera Recordings – Camera, function tests PARTIALLY CONFIDENTIAL Law Enforcement 51 O.S. §24A.8	Police	30 Days	11 O.S. §22-131(B)
Body-Worn Camera Recordings – Investigative Detention (no arrest or detention); Protective Custody (PAI, EOD, Juvenile Transport/Custody); Traffic Stop and/or Collision Investigation (No Arrest, no citation, minor or no injury); Field Interview, Citizen’s Assist, Voluntary Contact; CAD Calls or other activity not identified above – No Further Action PARTIALLY CONFIDENTIAL Law Enforcement 51 O.S. §24A.8; 12 O.S. §2510	Police	60 Days	11 O.S. §22-131(B)

Description	Department	Retention Time	Retention Citation
<p>Body-Worn Camera Recordings – Traffic Stop and/or Collision Investigation (Citation Issued, No Custodial Arrest, Minor or No Injury)</p> <p>PARTIALLY CONFIDENTIAL Law Enforcement 51 O.S. §24A.8; 12 O.S. §2510</p>	Police	180 Days	11 O.S. §22-131(B)
<p>Body-Worn Camera Recordings – Misdemeanor Arrest (Citizen’s Arrest/Warrant Arrest/PC Arrest) or an Investigation Involving a Misdemeanor Crime</p> <p>PARTIALLY CONFIDENTIAL Law Enforcement 51 O.S. §24A.8; 12 O.S. §2510</p>	Police	1 year	11 O.S. §22-131(B)
<p>Body-Worn Camera Recordings – Felony Arrest (Citizen’s Arrest/Warrant Arrest/PC Arrest) or an Investigation Involving a Felony Crime (except Homicide); Collision Investigation Involving a Fatality or Great Bodily Harm; Use of Force (No Injury/Minor Injury with or without Hospitalization); Police Pursuits; Collisions Involving Department Vehicles (No Injury/Minor Injury with or without Hospitalization); Formal Complaints/Internal Investigations (Non-Criminal); Open Records released versions; Misdemeanor warrant arrests.</p> <p>PARTIALLY CONFIDENTIAL Law Enforcement 51 O.S. §24A.8; 12 O.S. §2510</p>	Police	3 years	11 O.S. §22-131(B)
<p>Body-Worn Camera Recordings – Felony Warrant Arrests; Criminal Investigation of a Department Employee Not Involving a Death.</p> <p>PARTIALLY CONFIDENTIAL Law Enforcement 51 O.S. §24A.8; 12 O.S. §2510</p>	Police	7 years	11 O.S. §22-131(B)
<p>Body-Worn Camera Recordings – Homicide Arrests, Field Investigation, Interview, Inventory or Search; Uses of Force (Death or Serious Bodily Injury); Collisions Involving Department Vehicles (Death or Serious Bodily Injury); Criminal Investigations of Department Personnel Involving a Death; Investigative Retention</p> <p>PARTIALLY CONFIDENTIAL Law Enforcement 51 O.S. §24A.8; 12 O.S. §2510</p>	Police	Permanent	11 O.S. §22-131(B)
<p>Body-Worn Camera Recordings – ending Review by Supervisor</p> <p>PARTIALLY CONFIDENTIAL Law Enforcement 51 O.S. §24A.8; 12 O.S. §2510</p>	Police	Permanent until categorized for shorter retention	11 O.S. §22-131(B)

Description	Department	Retention Time	Retention Citation
Bonds – Employees and elected officials.	City Clerk	5 years after expiration	11 O.S. §22-131(A)(3)
Bonds, General Obligation Issues and Revenue Bonds (Notes) – Includes records relating to the financing of municipal projects through bonded indebtedness. Files usually include proposals, audits, correspondence, signed contracts pertaining to project for which bonds are issued, and the original financial instruments or copies of them including bond transcripts, affidavits of publication and ordinances authorizing the sale of public bonds.	Finance / City Clerk	Life of bond plus 3 years	11 O.S. §22-131(A)(4) RS Bond Compliance Regulations §6001-1(a); IRS Code §6001; Provisions of contractual Arbitrage and Use of Proceeds Certificates
Bonds – May include defect, maintenance, bid, performance, and surety for public improvement and private projects.	City Clerk / Finance	5 years after maintenance bond expires (If bond proceeds, life of bond plus 3 years)	11 O.S. §22-131(A)(3) IRS Bond Compliance Regulations §6001-1(a); IRS Code §6001
Bond, Professional and Surety (Bail)	Municipal Court	5 years	11 O.S. §22-131(A)(3)
Budget, Debt (Sinking Fund) Service Budget – Annual adopted budget pursuant to Municipal Budget Act. 11 O.S. §17-201 et seq.	City Clerk	Permanent	IRS Bond Compliance Regulations §6001-1(a); IRS Code §6001
Budget Amendments – Records documenting the transfer of or supplemental appropriation to departmental monies during the fiscal year. 11 O.S. §17-216	Finance	Permanent	IRS Bond Compliance Regulations §6001-1(a); IRS Code §6001
Budget Formulation Papers – Consists of estimates of expenditure and disbursements against revenues by each department within the municipality. May also include records created to justify the budget requests and presentations before the City Council. Used for fiscal planning and control.	All Departments	3 years	11 O.S. §22-131(B)
Budget Transfers – Signed budget transfer journals required by the Municipal Budget Act and City resolution. 11 O.S. §17-215	Finance	5 years	11 O.S. §22-131(B)
Building Code Inspection/Enforcement (City Property)	Community Development	Permanent	11 O.S. §22-131(A)
Building Code Inspection/Enforcement (Private Property)	Community Development	5 years	11 O.S. §22-131(A)(3)

Description	Department	Retention Time	Retention Citation
<p>Building Permits, Applications – Includes applications from property owners to erect new structures or make structural modifications to existing structures, and municipal permits allowing the construction.</p> <p>Applications may contain name, address and telephone number of owner, contractor and architect, location of building, class of work, type and cost of building, zoning information, topographical compliance data such as land surveys, and signature of owner. May also include required inspections prior to issuance of business permits such as foundation, frame and final inspections, with data remarks and signatures of inspectors, denial appeals, and certificate of occupancy.</p>	Community Development	5 years	11 O.S. §22-131(A)(3)
<p>Building Plans (City-Owned) – Includes plans and specifications for City buildings.</p>	City Clerk / Community Development	Permanent	11 O.S. §22-131(A)
<p>Campaign Contributions and Expenditure Reports – Reports required by the Oklahoma State Ethics Commission for Mayor and Council candidates.</p>	City Clerk	2 years from date of receipt	51 O.S. §305(A)(5)
<p>Calendar – Schedule of public official as pertains to public appointments subject to Oklahoma Open Records Act</p>	All Departments	1 week (can be deleted at end of week unless required to be kept by law, e.g. financial record)	11 O.S. §22-131(B)
<p>Campaign Reports</p>	City Clerk	4 years from date of receipt	11 O.S. §56-107
<p>Cancelled Checks – Records of cancelled checks.</p>	Finance	10 years	11 O.S. §22-131(B)
<p>Cash Audit Records – Records of all cash transactions accepted for services rendered by the Animal Shelter in accordance with City ordinance or resolution. Includes cash audit forms, deposit receipts, overage./shortage reports, field service billings, micro-chipping fees, and all other cash transactions.</p>	Police	Permanent	11 O.S. §22-131(B)
<p>Cell Phone and Telephone Invoices – (except 911 calls)</p> <p>CONFIDENTIAL. Cell phone numbers are confidential. 51 O.S. §24A.7</p>	Finance / Police	5 years	11 O.S. §22-131(A)(3)
<p>Census Reports – Population figures and other information by census tract and block, gathered by the U.S. Census Bureau. May also include maps.</p>	City Clerk / Community Development	Permanent (Historic)	11 O.S. §22-131(B)

Description	Department	Retention Time	Retention Citation
Certificates of Deposit, T-Bills – Includes records relating to original financial instruments executed to invest City funds. Records state amount of certificate or treasury bill, term and rate of interest.	Finance	5 years after inactivity (If bond proceeds, life of bond plus 3 years)	11 O.S. §22-131(B); IRS Bond Compliance Regulations §6001-1(a); IRS Code §6001
Certificate of Election Results	City Clerk	5 years	11 O.S. §22-131(A)(3)
Certificates of Insurance – (Contractors) Insurance provided by contractors (license, permits, etc.) to do business in the City.	City Clerk / Finance / Community Development	5 years from termination of insured event	11 O.S. 220131(B)
Certificates of Occupancy Files – Certifies that a building complies with the minimum standards required by State and local laws. Often includes building name, location, occupancy, classification land limitation, date issues and fee.	Community Development	5 years- private property; permanent- City property	11 O.S. §22-131(A)(3)
Chemical Inventory List – Materials data sheets (MSDS). List of all chemicals onsite.	All Departments	Permanent until superseded	11 O.S. §22-131(B)
Citizen Files – Miscellaneous petitions and letters addressed to the governing body.	All Departments	2 years	11 O.S. §22-131(A)(2)
City Charter – Includes the organic law of the City and any amendments.	City Clerk	Permanent	11 O.S. §22-131(B)
City Code – The municipal ordinances, rules and regulations, and fees.	City Clerk	Permanent	11 O.S. §22-131(B)
City Policies – Rules and regulations of the governing body or City management. May include resolutions or memoranda.	City Clerk	Permanent	11 O.S. §22-131(B)
City Seal (Current and Past City Seals) – State of Oklahoma Trademark exp. ____; United States of America Trademark and Patent exp. _____.	City Clerk	Permanent	11 O.S. §22-131(B)
City Treasurer Cash Register Electronic Audit	Finance	10 years	11 O.S. §22-131(A)(4)
Civil Litigation Case Files PARTIALLY CONFIDENTIAL Attorney Client Privileged/ Work Product 51 O.S. §24A.12	City Clerk / City Attorney	3 years after litigation is terminated unless otherwise designated by city attorney	11 O.S. §22-131(B)
Claims – Damage and injury claims against the City. 51 O.S. §151 et seq.	City Clerk / City Attorney	5 years	11 O.S. §22-131(A)(3)
Claims List – City payments that are made weekly.	Finance Department	10 years	11 O.S. §22-131(A)(3)

Description	Department	Retention Time	Retention Citation
<p>Closed Circuit Television (CCTV) Digital Video Recordings – Images from cameras mounted on City property, as saved on continuously-overwritten digital media.</p> <p>PARTIALLY CONFIDENTIAL 51 O.S. §24A.28</p>	All Departments	Until overwritten due to storage media capacity limitations	11 O.S. §22-131(B)
<p>Codes – Plumbing, electrical, property maintenance, mechanical, fire, building, standard specs.</p>	City Clerk	Permanent (with ordinance)	11 O.S. §22-131(B)
<p>Collective Bargaining Agreements</p>	City Clerk / Human Resources	Permanent	29 C.F.R. §516
<p>Collection Case Files</p>	City Attorney	Later of – 5 years or 1 year after termination of case	11 O.S. §22-131(A)(3)
<p>Community Service Records</p>	Municipal Court	Later of – 5 years or 1 year after close of case	11 O.S. §22-131(B)
<p>Community Work Program Records</p>	Finance	Later of – 5 years or 1 year after close of case	11 O.S. §22-131(B)
<p>Comprehensive Annual Financial Report (CAFR) – Financial history and summary of the City.</p>	Finance	Permanent	IRS Bond Compliance Regulations §6001-1(a); IRS Code §6001
<p>Comprehensive Classification System Review and Development – Studies and reviews of the City’s classification system.</p>	Human Resources	Later of - 5 years or until superseded	11 O.S. §22-131(B)
<p>Computer-aided Dispatch Report – Digital records of a call entered for emergency response that contains details related to a specific incident or location.</p> <p>PARTIALLY CONFIDENTIAL Law Enforcement – 51 O.S. §24A.8</p>	Police / Fire	5 years	11 O.S. §22-131(B)
<p>Conditional Permits – Includes application and site plans administratively issued to permit certain uses that tend to be incompatible within the same zoning district.</p>	Community Development	Permanent, or 1 year after superseded by later zoning	11 O.S. §22-131(B)
<p>Confidential Reports – All documents that are deemed confidential in accordance with the Oklahoma Open Records Act or Federal or State law.</p>	All Departments	For length of time required for category of document	11 O.S. §22-131(B)
<p>Conflict of Interest Forms</p>	City Clerk	4 years	11 O.S. §22-131(B)

Description	Department	Retention Time	Retention Citation
Construction and Design Files (Private Projects)	Community Development	5 years after expiration of Maintenance, Statutory or Performance Bond (If bond proceeds used, life of bond plus 3 years)	11 O.S. §22-131(B)
Consultant Selection Files – May include request for project to be advertised, advertisement, letter from all proposals of interest, tabulations, letters sent to consultants regarding interview, score sheets, notification to department of results, letters informing those not selected for interviews, letters informing those not selected for project, consultant review committee report and Council memo.	All Departments	5 years after expiration of Maintenance, Statutory or Performance Bond (If bond proceeds used, life of bond plus 3 years)	11 O.S. §22-131(B)
Contracts, Leases, and Agreements – Files consist of signed contract agreements with parties providing City services or having other legal relationships with the City.	City Clerk / Finance	5 years from end of fiscal year in which final payment was made	11 O.S. §22-131(A)(3)
Coupon Bond Register	Finance	5 years (If bond proceeds, life of bond plus 3 years)	11 O.S. §22-131(A)(3); IRS Bond Compliance Regulations §6001-1(a); IRS Code §6001
Credit Card – Transaction statement, receipts, and other required documentation.	All Departments	5 years	11 O.S. §22-131(A)(3)
<p data-bbox="94 1453 834 1625">Crime Incident Reports – A report containing pertinent information concerning a particular incident or crime or all reports containing information concerning a criminal investigation or incident. May be handwritten or computer generated.</p> <p data-bbox="94 1667 415 1734">PARTIALLY CONFIDENTIAL 51 O.S. §24A.8</p>	Police	Permanent	11 O.S. §22-131(B)

Description	Department	Retention Time	Retention Citation
<p>Criminal Justice Records – Prosecution Records– Includes prosecution files, jail stay-free hearing documents and impound hearing documents. Does not include attorney work product records on file with another department or agency. Police and Court Legal Services Records – Includes nuisance abatement, replevin, court-ordered property disposition, destruction, auction, transfer/trade and general property requests. Does not include attorney work product records on file with another department or agency.</p> <p>PARTIALLY CONFIDENTIAL 51 O.S. §24A.12</p>	City Attorney / Police / Community Development	<p>Prosecution – 2 years after close of case or impound hearing</p> <p>Police and Court legal services – Later of 5 years or 1 year after termination of litigation</p>	11 O.S. §22-131(B)
<p>Customer Service Surveys</p>	All Department	1 year	11 O.S. §22-131(B)
<p>Daily Activity Records – Daily count and report of all service calls by officers. Includes officer’s daily report and records from the emergency operations center. Information includes name of officer, commission number, service location, time received by dispatcher, time dispatched to officer, time of officer’s arrival, findings disposition, time cleared and an indication if follow-up is needed.</p>	Police	5 years	11 O.S. §22-131(A)(3)
<p>Daily Line Up Sheet – A listing of the officers who on working on a daily basis. The line up shows the officer’s name and where they are assigned.</p>	Police / Community Development	3 years	11 O.S. §22-131(B)
<p>Daily Shift Report (Animal Control) – Includes pertinent information on events during shift such as roll call by rank and name.</p>	Police	5 years	11 O.S. §22-131(B)
<p>Daily Shift Report (Fire) – Includes pertinent information on events during shift such as roll call by rank and name.</p>	Fire	Permanent	11 O.S. §22-131(B)
<p>Damage and Loss Report (City Property) – Record of damage and loss sustained by City including but not limited to attributable theft, arson, vandalism, employee negligence, defective equipment, damage to structures and building, money and security losses, vehicle accidents where vehicles not owned by the City are involved in collisions with City-owned property.</p>	All Departments	Later of – 3 years or until termination of litigation, if applicable	11 O.S. §22-131(B)
<p>Dangerous Building Files - Records relating to the demolition and boarding of buildings deemed unfit for human habitation by the City Manager or Council. Usually, building reports, letters to property owners and demolition documents. May also include contract and payment documents.</p>	Community Development	Later of – 5 years of until termination of litigation, if applicable, or lien is extinguished or satisfied	11 O.S. §22-131(B)

Description	Department	Retention Time	Retention Citation
Deeds – Original deeds providing evidence of City ownership of property.	City Clerk	Permanent	11 O.S. §22-131(B)
Deferred Compensation Plans – Any deferred compensation plan under §457 of the IRS Code approved by Council	City Clerk / Human Resources	Permanent	11 O.S. §22-131(B)
Departmental Memorandums –Informational memorandums to Departments and Department Heads.	All Departments	1 year	11 O.S. §22-131(B)
Deposit Records – Records of the daily transactions showing deposits of all accounts of funds by banks.	Finance / Municipal Court	5 years (if bond proceeds, life of bond plus 3 years)	11 O.S. §22-31(A)(3); IRS Bond Compliance Regulations §6001-1(a); IRS Code §6001
Deposit Slips (Police) – includes supporting documentation, alarm permits, and records.	Police / City Clerk	5 years	11 O.S. §22-131(A)(3)
Depreciation Schedule Electronic Report – The schedule which documents the useful life of City-owned equipment and property, including acquisition data and cost. They are used for capital equipment budgeting and for other financial planning and control purposes. Includes assets until fully depreciated or disposed of.	Finance	1 year after fully depreciated, replaced or disposed of (if bond proceeds, life of bond plus 3 years)	11 O.S. §22-131(B); IRS Bond Compliance Regulations §6001-1(a); IRS Code §6001
Digital Recordings of Meetings or Proceedings (Boards, Commissions, Committees)	City Clerk / Community Development	2 years	11 O.S. §22-131(B)
Disability Files for Management Employees	Human Resources	2 years from last payment	11 O.S. §22-131(B)
Docket Book – Civil Lawsuits	City Attorney	2 years	11 O.S. §22-131(B)
Electronic Funds Transfer Form – Used for electronic transfer of money.	Finance	1 year after vendor number becomes inactive	11 O.S. §22-131(B)
Emergency Operations Plan – Plan adopted pursuant to Stafford Act which provides framework for handling major emergencies, disaster, or catastrophic events.	City Clerk / Fire	Until superseded	11 O.S. §22-131(B)
Employee Benefit Election Files and Medical Records. CONFIDENTIAL	Human Resources	Duration of benefit plan plus 3 years	11 O.S. §22-131(B)
Employee Exposure Medical Records – Results of exposure to chemicals, noise, infectious diseases, harmful physical agent or toxic substance as defined by OSHA, including biological monitoring results and Material Safety Data Sheets. CONFIDENTIAL	Human Resources	Duration of Employment plus 30 years	29 C.F.R. §1910.1020(d)(1)(ii)

Description	Department	Retention Time	Retention Citation
Equipment Inventory – Inventories of all City-owned and leased equipment and physical property. Includes inventories of vehicle listing: vehicle number, year, model, make, manufacturer’s identification number, date purchased, vendor, cost, and tag number. Descriptions of other equipment inventories include quantity, description, make, model number, serial number, date purchased, unit cost, invoice number, vendor and signature of responsible custodian.	Finance	10 years	11 O.S. §22-131(A)(4)
Equipment Records – Includes check in/check out record of municipal equipment temporarily removed on a regular or periodic basis from the authorized place or storage.	All Departments	1 year (or 1 yr after any litigation is terminated)	51 O.S. §151, et seq.
Event Permits/Files – Records relating to the leasing or permitted use of municipal facilities to various groups. May include scheduling, license checklist, equipment rental requests and invoices, contracts, licenses, seating charts and floor plans, work orders, sales/service reports, insurance, etc.	City Clerk	1 year after expiration	51 O.S. §151, et seq.
Evidence and/or Property Log – Logs of all property seized listing date received, movement, collecting investigator, description of item, disposition, and signature of all handling parties.	Fire / Police	Permanent	11 O.S. §22-131(B)
Expunged Law Enforcement Records – Law enforcement and court records that are expunged as a matter of law. CONFIDENTIAL 22 O.S. §18 AND §19	Police / Municipal Court	10 years after order of expungement	
Family Medical Leave Act Records (FMLA) CONFIDENTIAL (Except U.S. Department of Labor)	Human Resources	6 years if no complaints are received or until litigation is terminated	
Federal Emergency Management Agency (FEMA) Records – Records generated after Declaration by President of an emergency or disaster.	All Departments	Permanent	FEMA
Financial Statements File – Financial data reflecting the general fiscal position of the City. Includes monthly statements recording monies allocated and spent against revenues from various sources. May also include charge back documentation, quarterly, semiannual and annual reports.	Finance	10 years	11 O.S. §22-131(A)(3)
Fire Extinguisher Maintenance and Inspection Records	All Departments	One year after last inspection	
Fire Incident Reports – Records from incidents to which the Fire Department responds. In addition to fire incidents, these include Emergency Medical Services and Hazardous Materials incidents, service calls, false alarms, natural condition.	Fire	Permanent	

Description	Department	Retention Time	Retention Citation
<p>Fire Incident Run Reports File – A record of fire and non-fire incidents which may include: incident number, month, date, year, day of week, alarm time, arrival time, address of fire, occupant’s name, method of alarm, type of situation found, action taken, number of personnel, engines and other vehicles at scene, units responding, incident-related injuries and deaths, property use, area and level of fire origin, termination stage, equipment involved and form of heat ignition, structure type, construction type and method, extent of damage, insurance, method of extinguishing, number of hydrants used, property damage classification, dollar loss and extent of damage, signature of person completing report.</p>	Fire	Permanent	
<p>Fire Investigation Report – A confidential record of fire investigations which includes: incident number, case number, date (month, day, year), address of fire, type of occupancy, owners’ and occupants’ vital statistics, type of incident related injuries and deaths, dollar loss attributes to the fire, fire cause, material and form of material first ignited, witness and suspect information, arrest information, statute violation, disposition, narrative, follow-up reports, signature of person completing report.</p> <p>PARTIALLY CONFIDENTIAL 51 O.S. §24A.8</p>	Fire	10 years for non-fatality incidents. Permanent for fatality incidents. All permanent archived with Chief.	
<p>Fire Station Logbooks – Lists date of incident, time, location and a brief description of activity.</p>	Fire	Permanent (Historic)	
<p>Fixed Asset Inventory Lists – List of City’s personal property inventory file.</p>	City Clerk	10 years	
<p>Garnishment File – Consists of a summary of garnishments with defendant’s and plaintiff’s names. Also included a form documenting the amount withheld from the employees’ wages.</p>	Human Resources	5 years after payment is fulfilled	11 O.S. §22-131(A)(3)

Description	Department	Retention Time	Retention Citation
<p>Grant Accounting File – Consists of financial documentation for each State or Federal grant project including ARRA Grants. Records including monthly expenses and requests for payment, check copies, copy of grant applications, financial status reports, advance reports, special audit and bookkeeping requirement instructions and other working papers accumulated in the process of preparing accounting information to meet State and Federal regulations.</p> <p>Grant Files (State, Federal) – Due to the variety of Federal grant programs and stipulations, each department must check with the administering governmental agency for the retention requirements for specific programs. It is recommended the retention period be recorded in this manual for ease of reference.</p>	All Departments	Records: 3 years from the final expenditure reports for that period for purposes of audits, program reviews, and IGs. Equipment and Real Property: 3 years from the disposition of the equipment or property unless superseded by Federal statute or regulation or until a disputed matter is resolved.	
<p>Grant Work Progress Report – Daily, weekly or monthly report that indicates work received, work completed, documents processed, etc.</p>	All Departments	3 years after close of fiscal year in which grant ends or audit period specifies unless superseded by Federal statute or regulation or until a disputed matter is resolved	
<p>Grievance File</p>	Human Resources	3 years or until termination of legal/labor proceedings	29 CFR §1602.31
<p>Handwritten Probably Cause Affidavit</p>	Police	3 years depending on charges	
<p>Hazardous Materials Accident Reports – Reports on accidents involving the spilling or combustion of hazardous chemical or other materials. Includes brand name, chemical name, amounts of material, location of accident and specific information pertaining to the incident.</p>	Fire	3 years after completion of report	
<p>Historic Preservation Files – Files include records relating to historical preservation programs and projects in the City. The records consist of tiles used in the restoration of individual historical structures or restoration projects, encompassing an entire area of the City. Correspondence, plans and studies, progress reports, and grant records are often included.</p>	Community Development	Permanent (Historic)	

Description	Department	Retention Time	Retention Citation
Housing (Demolition and Securing) – Records relating to the demolition and boarding of building identified by the City Manager or City Council as either structurally unsound or unsecured. Usually includes initial inspector’s report, legal ownership and mortgage holder printouts, notices and letters to the property owner, contractor bid information and contract award and payment, various photos and slides, contractor invoices and checklists, billing statements, work orders and paid receipts, releases of liens and miscellaneous notes, etc., pertaining to conversations with citizens, regarding the property location. Also includes certificates of mailing and/or certified mail receipts.	Community Development	5 years	11 O.S. §22-131(A)(3)
I-9 Employment Eligibility Form	Human Resources	5 years	
Impounded Vehicle Reports – A multi-copy report created when a vehicle is impounded. Used to record the impoundment and release of vehicles. Also, a computer-generated report of all impounded vehicles over the previous 24-hour period, which is forwarded to the State as per State Law.	Police	3 years or until litigation is terminated	
Incarceration Lists – Daily prisoner count.	Police	5 years	
Informal Quotes – Attached to Purchase Order Request.	All Departments	5 years	
Inspection Records – Records or reports pertaining to elevators, fire hydrants, bridges, building, plumbing, mechanical, electrical devices, lifting and hoisting devices, construction sites, permits, refuse, water, sanitary sewer, storm sewer, storm water quality, and vehicles for hire.	All Departments	5 years or at department discretion	
Inspection Records (City Property)	Community Development	Permanent	11 O.S. §22-131(A)
Insurance Policy File – File includes copies of all insurance policies, signed agreements, claims, and documents related to coverage for City employees, City officials, and City property.	City Clerk	5 years or until litigation is terminated	
Interest and Grievance Arbitration Awards	City Clerk	Permanent	
Internal Investigations (Police) – Investigations regarding personnel conduct (includes Use of Force investigations). CONFIDENTIAL 51 O.S. §24A.7	Police	3 years after employment ends or at Chiefs discretion	
Internal Investigations – Investigations by Personnel Department or any other department.	Human Resources	5 years or until litigation is terminated	

Description	Department	Retention Time	Retention Citation
Intra-Departmental Memoranda – Memos issued by the Department Head stating department policy and procedures.	All Departments	Permanent until superseded or at Department Head's discretion	
Investment Documents – Include trade tickets, maturity notices, interest notices, and other necessary documents for the investment portfolio of the City.	Finance	5 years after inactivity (If bond proceeds, life of bond plus 3 years)	
Investment Documents (GO Bonds)	Finance	Life of bond plus 3 years	
Jail 2 Report – Computer generated report of total number of prisoners in custody.	Police / ODIS	5 years	
Job Evaluation Documentation – Reflects data used to provide a systematic basis for compensation of positions and performance evaluation of employees.	Human Resources	5 years or until superseded	
Journal Entries/Journal Vouchers – Files consist of adjustments to financial accounts showing the debits and credits, reason for adjustment, date, and amount.	Finance	10 years	
Legal Opinions (GO Bonds)	City Clerk	Permanent	
Nuisance Abatement Files – Records relating to weed, trash, graffiti, and inoperable vehicles on private property. Usually it includes initial inspection report, photos, legal ownership printouts, notices and letters to property owner, certificate of mailing, copies of liens, contractor work orders, contractor invoices and photos, billing statements and paid receipts, releases of liens and miscellaneous notes pertaining to conversations with citizens regarding the property location.	Community Development	5 years or until litigation is terminated or lien extinguished or satisfied	11 O.S. §22-131(A)(3)
Nuisance Abatement Administrative Records (Police) – Records relating to impounded vehicles held for nuisance abatement and vehicles ordered to be impounded.	Police	3 years or until litigation is terminated	
Oaths of Offices – Oaths of office for elected, appointed officials, and City employees.	Human Resources / City Clerk	5 years following end of term or employment	
Official Oklahoma Traffic and Collision Report (Police) – Forms provided by the Department of Public Safety. PARTIALLY CONFIDENTIAL 47 O.S. §10-117 51 O.S. §24A.8(B)	Police	2 years or until litigation is terminated (Originals to the Department of Safety: permanent)	
Open Records Request and Response 51 O.S. §24A.1	City Clerk	1 year from response	

Description	Department	Retention Time	Retention Citation
Ordinances – Includes ordinance number, title, text, date of passage, signatures, and any associated documents.	City Clerk	Permanent (Historic)	
Ordinances and Public Notice Publication Books – Includes all publications for City Council, boards, commissions, and committees.	City Clerk	Permanent	
Parking Ticket and Warrant File – Includes computerized information such as vehicle, date ticket issued, license plate number, ticket number, receipt number, date paid and name of vehicle owner.	Municipal Court	2 years after close of case (time exceeds statute)	11 O.S. §22-131(A)(1)
Payroll Bank Statements/Reconciliations, Payroll Checks, Cancelled - Consists of periodic statements from the bank showing electronic deposits and cancelled payroll check for receipts of wages, vacation pay or other payments for services rendered.	Finance	10 years (time exceeds statute)	11 O.S. §22-131(A)(3)
Payroll Earnings Records – Includes employee’s name, address, hours worked, gross pay, withholdings, social security number, net pay, deductions, and FLSA records. (Deductions, address, social security number, and net pay are CONFIDENTIAL under the 51 O.S. §24A.7)	Finance	5 years or until litigation is terminated	
Payroll Time Records – Includes employee’s name, department, amount and type of leave time, compensatory time, and including overtime records.	Finance	5 years or until litigation is terminated	20 CFR §516 11 O.S. §22-131(A)(3)
Pension Records – Includes information on vested and retired City employees.	City Clerk / Human Resources	5 years from date of last payment	
Permits – All permits issued by the City including but not limited to electrical, plumbing, gas fitters, building, storm water quality, traffic, work zone, elevator, vehicle of hire, vendor, if required will include the citizenship affidavit form.	Community Development	5 years	11 O.S. §22-131(A)(3)
Personnel Job Classification Documentation – Includes original and modifications to job descriptions, performance evaluation forms and master task lists.	Human Resources	Permanent (Historic)	
Personnel Medicare Records – A record concerning the health status of an employee that is made or maintained by a physician, nurse, or other technician including: medical and employment questionnaires or histories; the results of medical examinations and laboratory tests; medical opinions, diagnoses, progress notes and recommendations; first-aid records; description of treatments and prescriptions; and employee medical complaints. Excludes health insurance claims in records.	Human Resources	Duration of employment plus 6 years	29 CFR §1910.1020 (d)(l)(i)
CONFIDENTIAL			

Description	Department	Retention Time	Retention Citation
Personnel Policies – Adopted by the City Manager	Human Resources	Permanent (Historic)	
Personnel Selection Procedure Documentation – Includes all selection processes: test results, evaluation forms, and letters of justification, etc.	Human Resources	5 years or until litigation is terminated	29 CFR §1602.31
Petitions (Taxpayer Written Demands) – Resident taxpayers written demand to institute suit on failure of officers.	City Clerk	Permanent	62 O.S. §372-374
Petty Cash Records 11 O.S. §17-102	All Departments	10 years	11 O.S. §22-131(A)(3)
Plans – Includes comprehensive, neighborhood, and master plans adopted by the Planning Commission.	Community Development	Permanent (Historic)	
Police Policies and Procedures Manual	Police	Permanent	
Property Damage Reports Involving City Property – Includes a report of damage to property of the municipality, time and date of accident and a complete narrative regarding circumstances, name of principals, witnesses and addresses. CONFIDENTIAL Personnel Investigations 47 O.S. §10-117; 51 O.S. §24A.7	City Clerk	5 years or until litigation is terminated	
Proposals – Includes requests for proposal, submittal statement, committee recommendation, and memorandums.	City Clerk	5 yrs from proposal opening (If bond proceeds, life of bond plus 3 years)	11 O.S. §22-131(A)(3)
Publication Affidavits – Original, notarized, affidavit showing proof of publication in a local newspaper of general circulation.	City Clerk	5 years	
Purchase Order File – The electronic file used to procure goods and services for the City. Usually it consists of purchase orders, invoices, documenting number, date, department, description and quantity of item, account number, unit price, amount and signature. May also include purchase requisitions and other supporting documentation used for justification and approval and procurement actions.	Finance	5 years	11 O.S. §22-131(A)(3)
Quarterly Tax Report File – Documents containing taxable and non-taxable income of city governments. Includes Federal and State sales tax, social security reports and unemployment reports. PARTIALLY CONFIDENTIAL: Bethany Code of Ordinances, § 38.80 (hotel tax), § 38.55 (use tax), § 38.17 (sales tax)	Finance	Permanent	
Real Estate Purchase Contracts – May include warranty deed, easements, and contract for purchase.	City Clerk	Permanent	

Description	Department	Retention Time	Retention Citation
Receipt Books – Books documenting monies received into City accounts from various sources. Includes date of payment or fund to which money belongs, receipt number and amount paid.	All Departments	10 years	
Refund File – Records documenting the issuance of a refund to the payee for overpayment, incorrect billing, etc., for services, permits, or licenses.	Finance	5 years	11 O.S. §22-131(A)(3)
Rental Schedules – Files consisting of contract agreements with parties providing city services of having other legal relationships with the City, including option to purchase property. May also include leases, rental schedules, specifications, bids awarded, and copies of payments, receipts and other supporting papers used in managing the contract.	City Clerk	5 years after expiration	11 O.S. §22-131(A)(3)
Returned Checks – Consists of bad check (insufficient funds) received for deposit and voided spoiled checks.	City Clerk	5 years	11 O.S. §22-131(A)(3)
Safety Bulletins	All Departments	Permanent until superseded	
Safety, Environmental and Health Inspection and Consultations – All City facilities and work sites; contractor procedures.	All Departments	Permanent	
Schedule of Annual Meetings – List of regularly scheduled meetings of public bodies for the calendar year.	City Clerk	2 years	
Service Requests – Includes but is not limited to citizen service requests, comments about services, maintenance, repairs, ADA service requests, etc.	All Departments	5 years	11 O.S. §22-131(A)(3)
Sewer Line Maps	Public Works / Engineer	Permanent until superseded	
Sidewalk Assessment Districts	Finance	10 years	11 O.S. §22-131(A)(4)
Sign and Banner Permits	Community Development	5 years	11 O.S. §22-131(A)(3)
Sinking Fund (Debt Service) – Article 10, Section 28, Oklahoma State Constitution.	Finance	10 years	11 O.S. §22-131(A)(3)
Social Media – Media for social interaction, using highly accessible and scalable publishing techniques	All Departments	Discretionary	
Special Assessment Files – Files used to account for sewer improvement districts funds. They verify revenue contributions from citizens.	City Clerk / Finance	15 years	

Description	Department	Retention Time	Retention Citation
Storm Water Quality Permits – All permits issued on Storm Water Quality and any documentation that relates to that permit. Including but not limited to Confined Space Entry Permits.	All Departments	5 years	11 O.S. §22-131(A)(3)
Storm Water Quality State Permits and Reports	Community Development / Engineer	3 years from the expiration or termination of the permit	
Street Address Data (GIS) – List of current streets and house numbers.	Community Development	Permanent until superseded	
Street Improvement Files – Files include bids, advertisements, contracts and assessments of property owners for street improvements. May also include resolutions and engineering reports.	City Clerk	15 years	11 O.S. §22-131(A)(5)
Subpoena Logs (Police) – Document with name of officer, case number, date, time, and signature. May also include name of the officer’s supervisor.	Police	Retain until disposition of case plus 3 years	
Surplus Property Resolution – Property owned by the City that has been declared surplus.	City Clerk	5 years	
Tax Increment Financing Report (TIF) – May include reports.	City Manager / City Clerk / Finance	Life of TIF plus 5 years	62 O.S. §867(A)
Timecards/Time Sheets – Records pertaining to an employee leave time.	Finance	5 years	29CFR §516
Titles and Other Ownership Information to Vehicles and Equipment – Includes certificates of titles to City owned motor vehicles and equipment providing proof of ownership, and may include make and model, serial number, and other identifying information.	City Clerk	Length of ownership plus 5 years	
Traffic and Signal Studies – May include product literature and studies related to traffic, such as drawing of traffic controllers, drawings of intersections, traffic signals, and timing progressions. May also include turning count totals used for studies of traffic flow.	Public Works	Permanent until superseded	
Training Files – Official training records of all employees who receive training, whether on or off the job. May include test scores or certificate of training from academies or educational institution. Certain records or notations may be included in the employee’s personnel file.	All Departments	2 years; Sexual harassment training for 5 years or until litigation is terminated; Police: 3 years after termination of employment	

Description	Department	Retention Time	Retention Citation
Training Manuals – Includes internal rules and regulations of the municipality sometimes separated by departments. Often it is published in manual format or booklets. May include step-by-step procedures used as training manual for functions. May also include policies for vacation pay, hiring, firing, employee safety and other personnel matters.	All Departments	Until superseded	
Training Manuals (Police and Fire)	Police / Fire	Permanent	
Training Records (Safety) – Employee listing of safety training records, including date, location, course information, course trainer/provider and list of employees in attendance.	All Departments	Length of employment plus 5 years	
Trust Indentures – Records establishing the various City trusts, where the City of Bethany is a beneficiary.	City Clerk	Permanent	
Unclaimed Personal Property Record Book – All personal property which has been found, stolen or otherwise taken in Police possession. The record book also contains pertinent information and disposition of property as authorized by law.	Police	Permanent	11 O.S. §34-104
Unemployment Compensation Files – Files may contain correspondence sent to the municipality by the Employment Security Commission regarding claimant, copies of documents from claimant’s official personnel file, certified mail receipts worksheets, audit papers and copies of documents sent to the State by the municipality. CONFIDENTIAL 40 O.S. §4-508 40 O.S. §4-511	Human Resources	3 years or until litigation is terminated	
Uniform Retention Citation Check-Out Log – A record of uniform Retention Citations containing Retention Citation numbers, date, person and commission number to whom check out, and clerk’s initials who check it out. Log is signed by person checking out Retention Citations.	Municipal Court	5 years	11 O.S. §22-131(A)(3)
Union Negotiation File – Records pertaining to the City’s collective bargaining agreements including any labor negotiation records.	City Clerk	Permanent (Historic)	
Utility Customer Account File – Records show a billing and payment history of all customers using City utilities. Information includes customer name and address, consumption, billing and payment history.	Finance	2 years	11 O.S. §22-131(A)(2)
Utility Customer Service Deposit File – Includes name, account number and amount of deposit for service connection and refunds of deposits for service termination. May also include list of customers who have changed addresses, bills owed, cash stubs and booking listings.	Finance	2 years after termination of account	11 O.S. §22-131(A)(2)

Description	Department	Retention Time	Retention Citation
Vandalism Reports – Record of damage and loss sustained by City including but not limited to attributable to theft, arson, vandalism, employee negligence, defective equipment, damage to structures and buildings, money and security losses, vehicle accidents where vehicles not owned by the City are involved in collisions with City-owned property.	City Clerk	5 years after settlement	
Variance Requests – Building and zoning.	Community Development	Permanent	
Video Recordings (Digital) – Recordings of meetings used to prepare minutes or document meetings.	All Departments	Discretionary	
W-4 Forms – Withholding allowance certificates for State and Federal income tax, Federal form filled out by the employee stating name, address, social security number, number of allowances claimed, and signature.	Human Resources	5 years	
Wastewater Treatment Compliance Reports – Treatment plant reports filed with State and Federal agencies monitoring the City’s compliance with government regulations. Includes applications, permits, for solid water and sewage lagoons, including lab reports, and amounts of water processed by the system.	Public Works	Permanent until superseded	
Water Line Maps	Public Works / Community Development / Engineer	Permanent until superseded	
Water Meters – Electronic meter reading utility billing system records. Includes statistics gathered when meters are read. Usually it includes make, size, number, customers name and address, readings, etc.	Finance	2 years	11 O.S. §22-131(A)(2)
Water Sampling Results/High Risk Cases – Records of all monitoring information including all calibration and maintenance records and all original strip chart recordings for continuous monitoring instrumentation, copies of the reports required by permit, and records of all data used to complete reports and applications.	Public Works	3 years	OPDES Permit OKS000101
Water Treatment Applications – Water treatment reports filed with State and Federal agencies monitoring the City’s compliance.	City Clerk	Permanent until superseded	

Description	Department	Retention Time	Retention Citation
<p>Workers' Compensation Claim Files – (Certified Workplace Medical Plan) Files consist of accident reports, first report of injury, medical claims, bills, payment vouchers, doctor reports, hospital emergency room verifications, correspondence and other supporting documentation concerning injuries compensable under workers' compensation.</p> <p>PARTIALLY CONFIDENTIAL 51 O.S. §24A.7</p>	Human Resources	CWMP documents – 6 years; permanent or until employee leave or retires (minimum of 5 years)	
Zoning Applications	Community Development	5 years	

- NOTES:**
1. Records not specifically mentioned herein or in 11 O.S. §22-131(A) are discretionary for all departments (11 O.S. §22-131(B)).
 2. Historic – History of past records to be maintained permanently.
 3. Confidential – Contains information whose unauthorized disclosure could be prejudicial.
 4. References to “close of case” or “termination of litigation” shall include any appeal.

LEGEND: Abbreviations Used in Records Retention Policy

ADA	Americans with Disabilities Act	GO	General Obligation
ARRA	American Recovery and Reinvestment Act	GTCA	Governmental Tort Claims Act
CAD	Computer-Aided Dispatch	HIPAA	Health Insurance Portability and Accountability Act
CAFR	Comprehensive Annual Financial Report	IRS	Internal Revenue Service
CCTV	Closed Circuit Television	MSDS	Material Safety Data Sheet
CFR	Code of Federal Regulations	NFPA	National Fire Protection Association
CWMP	Certified Workplace Medical Plan	NPDES	National Pollutant Discharge Elimination System
EEOC	Equal Employment Opportunity Commission	OPDES	Oklahoma Pollutant Discharge Elimination System
EPA	Environmental Protection Agency	ORA	Open Records Act
FEMA	Federal Emergency Management Agency	O.S.	Oklahoma State Statutes
FLSA	Fair Labor Standards Act	OSHA	Occupational Safety Health Administration
FMLA	Family Medical Leave Act	TIF	Tax Increment Financing
GIS	Geographical Information System	UCR	Uniform Crime Report

City of Bethany General Fund
Statement of Revenues and Expense
October 2025

AGENDA: 11/18/2025
ITEM: 13 (A)

Revenues

	2025-2026 Annual Budget	October Revenues	Year to Date Revenue	Year to Date Percentage of Budget	Budget Remaining
SALES TAX 82.5% DEDICATED	4,894,156.00	442,534.00	1,749,999.00	35.76%	3,144,157.00
USE TAX REVENUE	1,599,353.00	116,895.00	486,985.00	30.45%	1,112,368.00
HOTEL TAX REVENUE	57,113.00	1,593.00	5,841.00	10.23%	51,272.00
CABLE FRANCHISE TAX REVENUE	94,472.00	0.00	22,653.00	23.98%	71,819.00
PHONE FRANCHISE TAX REVENUE	7,820.00	1,564.00	3,146.00	40.23%	4,674.00
UTILITY FRANCHISE TAX REVENUE	686,207.00	68,311.00	288,440.00	42.03%	397,767.00
OCCUPATIONAL LICENSE REVENUE	37,821.00	2,880.00	15,873.00	41.97%	21,948.00
BUILDING PERMIT REVENUE	30,559.00	5,829.00	14,678.00	48.03%	15,881.00
INSPECTION PERMIT REVENUE	35,581.00	3,358.00	8,385.00	23.57%	27,196.00
ZONING PERMITS	1,043.00	0.00	0.00	0.00%	1,043.00
ANIMAL LICENSE REVENUE	0.00	325.00	1,060.00	0.00%	-1,060.00
ABATEMENT REVENUE	0.00	511.00	2,187.00	0.00%	-2,187.00
MOTOR FUEL TAX REVENUE	48,065.00	0.00	0.00	0.00%	48,065.00
COMMERCIAL VEH TAX REVENUE	131,772.00	13,442.00	42,854.00	32.52%	88,918.00
CIGARETTE TAX REVENUE	14,508.00	2,790.00	12,963.00	89.35%	1,545.00
ALCOHOL BEVERAGE TAX REVENUE	50,669.00	4,993.00	19,736.00	38.95%	30,933.00
ACCOUNTING SERVICE REVENUE	39,600.00	6,600.00	8,800.00	22.22%	30,800.00
EMERGENCY MEDICAL CALL SVC FEE	280,831.00	23,580.00	94,291.00	33.58%	186,540.00
STORMWATER COMPLIANCE FEE	324,218.00	27,369.00	109,471.00	33.76%	214,747.00
CEMETARY LOT SALES REVENUE	0.00	25.00	25.00	0.00%	-25.00
MINERAL RIGHTS & ROYALTIES REV	12,732.00	2,732.00	8,446.00	66.34%	4,286.00
POLICE FINES & COURT COST REV	683,155.00	56,132.00	195,809.00	28.66%	487,346.00
INTEREST INCOME	42,403.00	0.00	8,856.00	20.89%	33,547.00
MISCELLANEOUS REVENUE	160,716.00	7,695.00	26,246.00	16.33%	134,470.00
REIMBURSEMENT REVENUE	2,491.00	358.00	835.00	33.52%	1,656.00
CREDIT CARD FEES	108,352.00	9,554.00	37,813.00	34.90%	70,539.00
GRANT REVENUE	4,000.00	0.00	0.00	0.00%	4,000.00
STREET CLOSURE FEES	0.00	716.00	716.00	0.00%	-716.00
SETTLEMENT PROCEEDS	0.00	0.00	0.00	0.00%	0.00
ECONOMIC DEV PROMO & EVENT RE	0.00	0.00	0.00	0.00%	0.00
OMAG REFUNDS	20,096.00	10,746.00	29,173.00	145.17%	-9,077.00
Total Revenues	9,367,733.00	810,532.00	3,195,281.00	34.11%	6,172,452.00
Transfers In	2,825,000.00	216,667.00	866,668.00	30.68%	1,958,332.00
Total Revenues and Transfers In	12,192,733.00	1,027,199.00	4,061,949.00	33.31%	8,130,784.00

Expenses

	2025-2026 Annual Budget	October Expenses	Year to Date Expenses	Year to Date Percentage of Budget	Budget Remaining
01.0-MANAGEMENT	999,798.00	127,039.00	333,854.00	33.39%	665,944.00
02.0-FINANCE	438,258.00	37,958.00	117,564.00	26.83%	320,694.00
03.0-MUNICIPAL COURT	575,617.00	63,544.00	178,383.00	30.99%	397,234.00
04.0-ENGINEERING	190,000.00	109,020.00	158,006.00	83.16%	31,994.00
05.0-POLICE	5,309,879.00	510,318.00	1,807,615.00	34.04%	3,502,264.00
06.0-FIRE	3,157,030.00	362,977.00	1,128,298.00	35.74%	2,028,732.00
07.0-COMMUNITY DEV	674,200.00	69,663.00	236,005.00	35.01%	438,195.00
08.1-PW ADMIN	176,440.00	21,316.00	60,916.00	34.53%	115,524.00
08.2-STREETS	842,952.00	91,214.00	274,189.00	32.53%	568,763.00
08.4-FLEET MAINT	102,346.00	9,069.00	30,887.00	30.18%	71,459.00
08.5-PARKS	540,194.00	66,789.00	202,772.00	37.54%	337,422.00
98.0-CONTINGENCY	411,395.00	0.00	0.00	0.00%	411,395.00
TOTAL EXPENDITURES	13,418,109.00	1,468,907.00	4,528,489.00	33.75%	8,889,620.00
Transfers Out	66,000.00	0.00	0.00	0.00%	0.00
Total Expenses and Transfers Out	13,484,109.00	1,468,907.00	4,528,489.00	33.58%	8,889,620.00
Revenues over (under) expenses	-1,291,376.00	-441,708.00	-466,540.00	36.13%	-758,836.00

Bethany Public Works Authority
Statement of Revenues and Expenses
October 2025

Revenues

	2025-2026	October	Year to Date	Year to Date	Budget
	Annual Budget	Revenues	Revenue	Percentage of Budget	Remaining
RESIDENTIAL PENALTY REVENUE	174,345.00	18,426.00	66,264.00	38.01%	108,081.00
COMMERCIAL PENALTY REVENUE	38,271.00	3,309.00	9,243.00	24.15%	29,028.00
SOLID WASTE REVENUE	3,004,190.00	258,871.00	1,042,010.00	34.69%	1,962,180.00
WATER REVENUE	5,337,197.00	401,870.00	1,610,543.00	30.18%	3,726,654.00
WATER TAP REVENUE	5,472.00	900.00	1,275.00	23.30%	4,197.00
SEWER REVENUE	4,109,765.00	345,721.00	1,380,683.00	33.60%	2,729,082.00
SEWER TAP REVENUE	360.00	50.00	150.00	41.67%	210.00
INTEREST INCOME	340,476.00	0.00	43,176.00	12.68%	297,300.00
LEASE REVENUE	199,231.00	46,115.00	76,535.00	38.42%	122,696.00
SCRAP METAL REVENUE	0.00	291.00	544.00	0.00%	-544.00
GRANT REVENUE	0.00	0.00	0.00	0.00%	0.00
MISCELLANEOUS REVENUE	3,660.00	1,765.00	148,117.00	0.00%	-144,457.00
*** TOTAL REVENUE ***	13,212,967.00	1,077,318.00	4,378,540.00	33.14%	8,834,427.00
Total Revenues and Transfers In	13,212,967.00	1,077,318.00	4,378,540.00	33.14%	8,834,427.00

Expenses

	2025-2026	October	Year to Date	Year to Date	Budget
	Annual Budget	Expenses	Expenses	Percentage of Budget	Remaining
02.0-BPWA FINANCE	658,933.00	65,251.00	179,919.00	27.30%	479,014.00
08.1-BPWA ADMIN	194,012.00	23,038.00	64,573.00	33.28%	129,439.00
08.3-BPWA SANITATION	2,215,382.00	164,119.00	487,105.00	21.99%	1,728,277.00
08.4-BPWA FLEET MAINT	82,821.00	9,376.00	24,152.00	29.16%	58,669.00
12.0-BPWA WATER PLANT	2,451,883.00	404,281.00	829,239.00	33.82%	1,622,644.00
12.1-BPWA WATER LINE	882,005.00	41,879.00	122,098.00	13.84%	759,907.00
12.2-BPWA SEWER LINE	2,794,274.00	228,708.00	928,717.00	33.24%	1,865,557.00
97.0-DEBT SERVICE INTEREST EXP	587,520.00	49,310.00	82,519.00	14.05%	505,001.00
98.0-CONTINGENCY	250,000.00	0.00	0.00	0.00%	250,000.00
99.0-TRANSFERS OUT	2,600,000.00	216,667.00	866,668.00	33.33%	1,733,332.00
Total Expenses and Transfers Out	12,716,830.00	1,202,629.00	3,584,990.00	28.19%	9,131,840.00
DEBT SERVICE PRINCIPAL	1,294,190.00	83,750.00	484,810.00	37.46%	809,380.00
Revenues over (under) Expenses/Debt Service	-798,053.00	-209,061.00	308,740.00	-38.69%	-1,106,793.00

City of Bethany
Capital Improvement Fund
October 2025

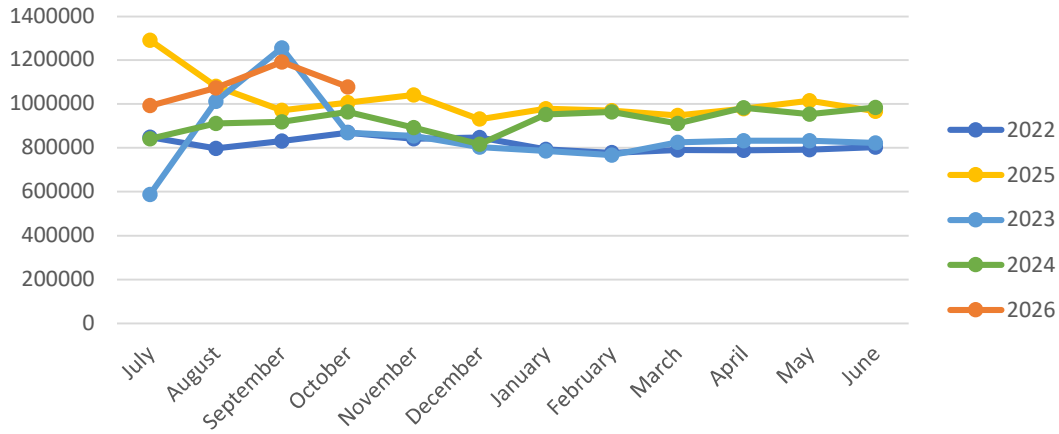
Revenues

	2024-2025 Annual Budget	October Revenue	Year to Date Revenue	Year to Date Percentage of Budget	Budget Remaining
SALES TAX 17.5% DEDICATED	1,057,987.00	93,871.00	371,211.00	35.09%	686,776.00
INTEREST REVENUE	0.00	0.00	2,761.00	0.00%	-2,761.00
TRANSFER FROM GF	0.00	0.00	0.00	0.00%	0.00
MISCELLANEOUS REVENUE	0.00	0.00	0.00	0.00%	0.00
GRANT REVENUE	571,000.00	0.00	0.00	0.00%	571,000.00
Total Revenue	1,628,987.00	93,871.00	373,972.00	22.96%	1,255,015.00

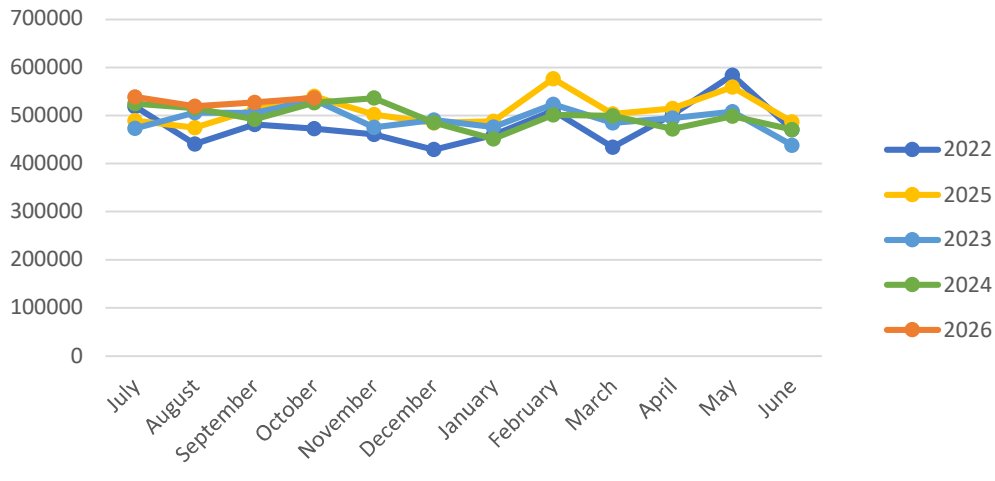
Expenses

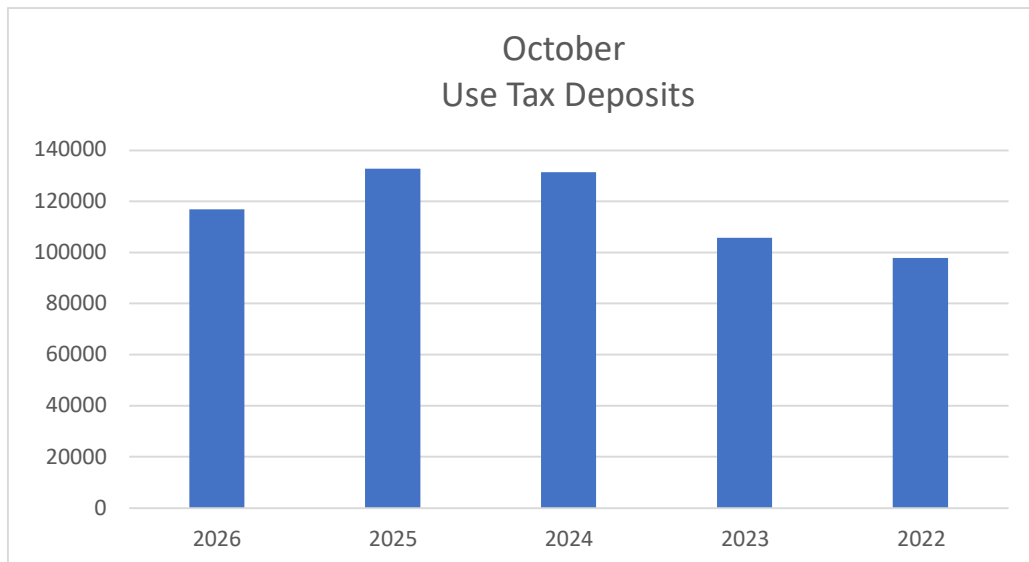
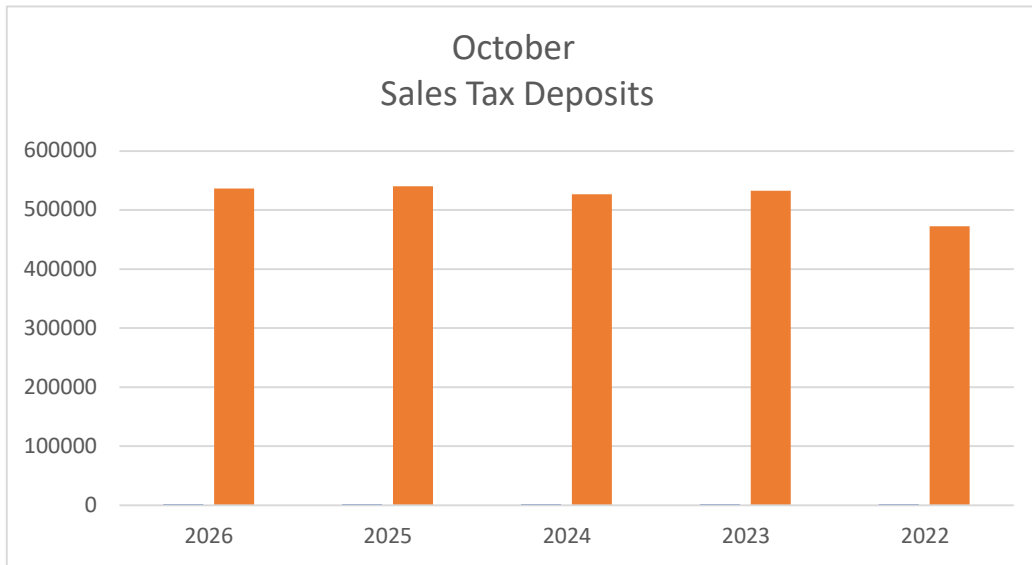
	2024-2025 Annual Budget	October Expenses	Year to Date Expenses	Year to Date Percentage of Budget	Budget Remaining
Capital Projects					
CDBG GRANT MATCH	275,000.00	77,678.00	141,946.00	51.62%	133,054.00
FIRE TRUCK LEASE PAYMENT	84,084.00	0.00	84,084.00	100.00%	0.00
CITY HALL HVAC REPLACEMENT	25,000.00	13,069.00	13,069.00	52.28%	11,931.00
25TH AND SHANNON LIFT STATION	61,646.00	4,070.00	12,117.00	19.66%	49,529.00
STREETS DUMP TRUCK	155,000.00	0.00	0.00	0.00%	155,000.00
SEWER POP-OFF VALVE PROG.	50,000.00	0.00	0.00	0.00%	50,000.00
FIRE TRAINING CENTER	300,000.00	73,998.00	82,902.00	27.63%	217,098.00
STREETS SALT/SAND SPREADER	50,000.00	0.00	0.00	0.00%	50,000.00
SCADA PROJECT	357,143.00	0.00	0.00	0.00%	357,143.00
CEMETERY FENCE	68,000.00	0.00	0.00	0.00%	68,000.00
STREETS 1/2 TON TRUCK	35,000.00	0.00	0.00	0.00%	35,000.00
PD HVAC	20,272.00	18,522.00	18,522.00	91.37%	1,750.00
STREETS SNOW PLOW	18,000.00	0.00	0.00	0.00%	18,000.00
MUN. COURT HVAC REPLACEMENT	20,000.00	0.00	0.00	0.00%	20,000.00
STREETS OVERHEAD DOOR	6,000.00	6,000.00	6,000.00	0.00%	0.00
ANIMAL CONTROL TRUCK	44,728.00	44,728.00	44,728.00	100.00%	0.00
Total Capital Projects	1,569,873.00	238,065.00	403,368.00	25.69%	1,166,505.00
Revenues Over (under) Expenses	59,114.00	-144,194.00	-29,396.00	-49.73%	88,510.00

Public Works Authority Monthly Income



Monthly Sales Tax Income





**Bethany/Warr Acres Public Works Authority
Financial Statement Summary
Year-To-Date for the Period Ending October 31st, 2025**

	BUDGET	ACTUAL	33.33% OF BUDGET
BEGINNING FUND BALANCE	\$2,357,608	\$2,357,608	
REVENUES	\$4,675,000	\$1,498,630	32.06%
EXPENDITURES	-\$3,900,561	-\$1,451,390	37.21%
REVENUES OVER (UNDER) EXPENDITURES	\$3,132,047	\$2,404,848	
TRANSFERS IN	\$0	\$0	
TRANSFERS OUT	\$0	\$0	
NET OTHER	\$0	\$0	
INCREASE (DECREASE) TO BEGINNING FUND BALANCE	\$774,439	\$47,240	
ENDING FUND BALANCE (BEFORE BUDGETED RESERVE)	\$3,132,047	\$2,404,848	
BUDGETED RESERVE	\$0	\$0	
ENDING FUND BALANCE	\$3,132,047	\$2,404,848	
ENDING BALANCE AS A PERCENTAGE OF ANNUAL REVENUES	67.00%	51.44%	

Amount of budgetary fund balance carried over from the end of the prior year.

This % is a basic measure of where the fund should be year-to-date compared to budget.

Indicates the current budget, as adopted, plans on collecting this amount of revenues in excess of planned expenditures, thereby increasing the fund balance to an acceptable percentage by the end of the fiscal year.

This represents the amount by which fund revenues are more than expenditures prior to net transfers (subsidies) from other funds.

This indicates the fund has received revenues that are more or less than year-to-date expenditures by this amount. It is the year-to-date fund balance.

This amount is considered the fund's percentage of unappropriated (budget) and unexpended (actual) fund balance reserves.

This amount reflects the uncommitted fund balance at the end of the month. This amount should never go below \$0 per State law.

NOTICE: On Thursday, October 30, 2025 or before 4:59 p.m., agenda was posted at City Hall, on the bulletin board in the lobby of City Hall, and on the City of Bethany website: cityofbethany.org. The City of Bethany encourages participation from all its citizens. If participation at any public meeting is not possible due to a disability, notification to the City Clerk at least 48 hours prior to the scheduled meeting is encouraged to make the necessary accommodations. The City may waive the 48-hour rule if signing is not the necessary accommodation.

BETHANY PUBLIC WORKS AUTHORITY MEETING

BETHANY CITY HALL

TUESDAY, NOVEMBER 4, 2025

6:30 P.M.

MEMBERS PRESENT:	Amanda Sandoval	Chairman
	Peter Plank	Vice-Chairman
	Chris Powell	Trustee
	Aja Triana	Trustee
	Kathy Larsen	Trustee
	Chandra Ford	Trustee
	Brian Magirowsky	Trustee
	Burt Falkner	Trustee
	Ken Smart	Trustee
MEMBERS ABSENT:	None	
OTHERS PRESENT:	Elizabeth Gray	City Manager
	Ray Jones	City Attorney
	Michael Vaughn	City Clerk/Treasurer
	Lesa LaMar	Deputy City Clerk
	(See Roster)	

Chairman Sandoval called the Bethany Public Works Authority meeting to order at 7:01 P.M.

ITEM NO. 1 on the agenda was **CONSENT DOCKET:**

- A. APPROVAL OF MINUTES FROM OCTOBER 21, 2025, REGULAR MEETING.**
- B. APPROVAL OF CLAIMS: THESE CLAIMS HAVE BEEN FOUND TO BE IN ORDER BY STAFF AND PROPER AS TO FORM AND PROCEDURE AND ARE RECOMMENDED FOR PAYMENT. A COPY OF THE CLAIMS LIST IS INCLUDED IN THE AGENDA PACKET.**

A motion was made by Trustee Magirowsky, seconded by Trustee Triana to approve the consent docket. Yes votes: Falkner, Ford, Larsen, Sandoval, Triana, Plank, Magirowsky, Powell, Smart. No Votes: None. Motion approved.

ITEM NO. 2 on the agenda was **NEW BUSINESS (AS DEFINED BY THE OKLAHOMA OPEN MEETING ACT § 311 (A) (9) AS “MATTERS NOT KNOWN ABOUT OR WHICH COULD NOT HAVE REASONABLY BEEN FORESEEN PRIOR TO THE TIME OF POSTING THE AGENDA”)**.

None

ITEM NO. 3 on the agenda was **ADJOURN UNTIL NOVEMBER 18, 2025.**

Chairman Sandoval adjourned the Bethany Public Works Authority meeting at 7:01 P.M. until November 18, 2025.

CHAIRMAN

SECRETARY

BETHANY PUBLIC WORKS AUTHORITY

From: Michael Vaughn, Finance Director
Date: November 13, 2025
Subject: Claims list for the 11/18/2025 Bethany Public Works Authority Meeting

BETHANY PUBLIC WORKS AUTHORITY

FUND	AMOUNT
Bethany Public Works Authority	\$ 352,594.57
TOTAL	\$ 352,594.57

ENTERPRISE-WIDE SUMMARY OF ALL CLAIMS:

FUND	AMOUNT
General Operations Fund	\$ 1,832,040.44
Bethany Public Works Authority	\$ 352,594.57
Bethany Hospital Trust	\$ -
Bethany Development Authority	\$ -
TOTAL	\$ 2,184,635.01

RECOMMENDATION

1. Approve claims as presented.



P.O.#	VENDOR #	NAME	SUMMARY DESCRIPTION	DATE	INVOICE	AMOUNT
DEPARTMENT: N/A		NON-DEPARTMENTAL				
26-54507	10-3436	BANCFIRST	2013 REVENUE NOTE	11/2025	DEC 2025	83,333.33
						DEPARTMENT TOTAL:
						83,333.33
DEPARTMENT: 02.0		FINANCE				
26-54229	10-005702	TPS TECHNICAL PROGRAMMING	UTILITY BILL PRINTING	11/2025	122336	2,628.86
26-55140	10-0225	GENUINE PARTS	UNIT 24 WHEEL HUB ASSEMBY	11/2025	100689	153.66
26-54231	10-1749	RK BLACK INC.	SHARP PRINTER	11/2025	IN1295489	21.01
26-55141	10-2697	AUTOZONE	UNIT 24 & 22 TRUNK LIFT	11/2025	00501527045	44.98
						DEPARTMENT TOTAL:
						2,848.51
DEPARTMENT: 08.1		PUBLIC WORKS - ADMIN				
26-54502	10-005156	COX COMMUNICATIONS INC.	MNTHLY PHONE SVC.	11/2025	20251031	400.45
26-54777	10-005350	FORCE PERSONNEL	TEMP HELP FOR ADIMINISTRA	11/2025	85179	289.80
26-55226	10-3042	ACCURATE ENVIRONMENTAL	VOC	11/2025	HJ02092	408.00
						DEPARTMENT TOTAL:
						1,098.25
DEPARTMENT: 08.3		PUBLIC WORKS - SANIT				
26-55218	10-005350	FORCE PERSONNEL	TEMPS FOR SANITATION	11/2025	85180	3,391.64
26-55277	10-005350	FORCE PERSONNEL	TEMP HELP SANITATION	11/2025	85261	2,970.70
26-54701	10-0202	WASTE CONNECTIONS, INC	2ND QUATER ROLLOFFS	11/2025	3662630v013	1,102.59
26-55259	10-1261	RED ROCK PETRO	UNLEAD AND DIESEL	11/2025	1615700	6,646.65
26-55223	10-1551	UNITED ENGINES, LLC	UNIT 99 SHIFT ISSUES	11/2025	4143721	696.60
26-55281	10-3081	PREMIER TRUCK/ATC FREIGHTLI	UNIT 99 HOOD STRUT SPRING	11/2025	120872316	343.98
26-54700	10-4012	WASTE CONNECTIONS, INC	2ND QUARTER LANDFILL	11/2025	32791E012	27,011.23
26-54702	10-4208	OKLAHOMA CITY TREASURY	2ND QUATER HAZARDOUS	11/2025	101025	1,343.00
						DEPARTMENT TOTAL:
						43,506.39
DEPARTMENT: 08.4		PUBLIC WORKS - MAINT				
26-55178	10-2305	HOIDALE CO INC	FUEL FOB KIOSIK	11/2025	INV25106	121.25
						DEPARTMENT TOTAL:
						121.25

P.O.#	VENDOR #	NAME	SUMMARY DESCRIPTION	DATE	INVOICE	AMOUNT
DEPARTMENT: 12.0 UTILITY - WATER PLANT						
26-54502	10-005156	COX COMMUNICATIONS INC.	MNTHLY PHONE SVC.	11/2025	20251031	515.14
26-55232	10-005321	AMAZON CAPITAL SERVICES,	INGLOVES AND LIGHT	11/2025	1841808	375.45
26-55290	10-005707	INDUSTRIAL WELDING & TOOL	SROPANE	11/2025	39741750	177.21
26-55259	10-1261	RED ROCK PETRO	UNLEAD AND DIESEL	11/2025	1615700	276.70
26-55298	10-1402	PHILLIP STINCHCOMB LIVING	TWELL 26, 27, 215	11/2025	OCT. 2025	1,971.08
26-55297	10-2842	RONALD STINCHCOMB	WELL 26, 27, 215	11/2025	OCT 2025	1,971.09
26-55213	10-3919	MISSISSIPPI LIME	LIME	11/2025	CD146049	10,455.93
DEPARTMENT TOTAL:						15,742.60
DEPARTMENT: 12.1 UTILITY - WATER LINE						
26-55252	10-006228	NATIONAL TANK & EQUIPMENT	L4 INCH PUMP	11/2025	442787-0001	461.25
26-55228	10-1066	OKLAHOMA CONTRACTOR'S	SUPPLSUPPLIES	11/2025	0386723-IN	6,340.00
26-55259	10-1261	RED ROCK PETRO	UNLEAD AND DIESEL	11/2025	1615700	830.10
26-55225	10-2557	CORE & MAIN LP	METER LIDS AND BOXES	11/2025	CNV1000016964	12,923.10
26-55257	10-2557	CORE & MAIN LP	6 INCH CLAMP	11/2025	CNV1000017155	190.00
26-55300	10-4352	MCBRIDE CLINIC	DRUG SCREENS	11/2025	47374	32.00
DEPARTMENT TOTAL:						20,776.45
DEPARTMENT: 12.2 UTILITY - SEWER						
26-54502	10-005156	COX COMMUNICATIONS INC.	MNTHLY PHONE SVC.	11/2025	20251031	284.58
26-55221	10-0696	HAYNES EQUIPMENT CO INC	58TH AND ROCKWELL	11/2025	INV8132143	323.60
26-55259	10-1261	RED ROCK PETRO	UNLEAD AND DIESEL	11/2025	1615700	213.90
26-54498	10-1785	BETHANY-WARR ACRES PWA	SEWER PROCESSING	11/2025	OCT 2025	173,306.71
26-55134	10-3434	W & W ELECTRIC MOTOR SVC	58TH AND ROCKWELL	11/2025	3636	4,890.00
DEPARTMENT TOTAL:						179,018.79
DEPARTMENT: 97.0 DEBT SERVICE						
26-54507	10-3436	BANCFIRST	2013 REVENUE NOTE	11/2025	DEC 2025	6,149.00
DEPARTMENT TOTAL:						6,149.00
FUND TOTAL:						352,594.57

NOTICE: On Thursday, October 30, 2025, at or before 4:59 p.m., agenda was posted at City Hall, on the bulletin board in the lobby of City Hall, and on the City of Bethany website: cityofbethany.org. The City of Bethany encourages participation from all its citizens. If participation at any public meeting is not possible due to a disability, notification to the City Clerk at least 48 hours prior to the scheduled meeting is encouraged to make the necessary accommodations. The City may waive the 48-hour rule if signing is not the necessary accommodation.

BETHANY HOSPITAL TRUST MEETING

BETHANY CITY HALL

TUESDAY, NOVEMBER 4, 2025

6:30 P.M.

MEMBERS PRESENT:	Amanda Sandoval	Chairman
	Peter Plank	Vice-Chairman
	Chris Powell	Trustee
	Aja Triana	Trustee
	Kathy Larsen	Trustee
	Chandra Ford	Trustee
	Brian Magirowsky	Trustee
	Burt Falkner	Trustee
	Ken Smart	Trustee
MEMBERS ABSENT:	None	
OTHERS PRESENT:	Elizabeth Gray	City Manager
	Ray Jones	City Attorney
	Michael Vaughn	City Clerk/Treasurer
	Lesa LaMar	Deputy City Clerk
	(See Roster)	

Chairman Sandoval called the Bethany Hospital Trust meeting to order at 7:01 P.M.

ITEM NO. 1 on the agenda was **CONSENT DOCKET:**

- A. APPROVAL OF MINUTES FROM OCTOBER 21, 2025, REGULAR MEETING.**
- B. APPROVAL OF CLAIMS: THESE CLAIMS HAVE BEEN FOUND TO BE IN ORDER BY STAFF AND PROPER AS TO FORM AND PROCEDURE AND ARE RECOMMENDED FOR PAYMENT. A COPY OF THE CLAIMS LIST IS INCLUDED IN THE AGENDA PACKET.**

A motion was made by Trustee Smart, seconded by Trustee Ford to approve the consent docket. Yes votes: Smart, Falkner, Plank, Larsen, Magirowsky, Triana, Plank, Sandoval, Powell. No Votes: None. Motion approved.

ITEM NO. 2 on the agenda was **NEW BUSINESS (AS DEFINED BY THE OKLAHOMA OPEN MEETING ACT § 311 (A) (9) AS "MATTERS NOT KNOWN ABOUT OR WHICH COULD NOT HAVE REASONABLY BEEN FORESEEN PRIOR TO THE TIME OF POSTING THE AGENDA")**.

None

ITEM NO. 3 on the agenda was **ADJOURN UNTIL NOVEMBER 18, 2025**.

Chairman Sandoval adjourned the Bethany Hospital Trust meeting at 7:02 P.M. until November 18, 2025.

CHAIRMAN

SECRETARY

BETHANY HOSPITAL TRUST

From: Michael Vaughn, Finance Director
Date: November 13, 2025
Subject: Claims list for the 11/18/2025 Bethany Hospital Trust Meeting

BETHANY HOSPITAL TRUST

FUND	AMOUNT
Bethany Hospital Trust	\$ -
TOTAL	\$ -

ENTERPRISE-WIDE SUMMARY OF ALL CLAIMS:

FUND	AMOUNT
General Operations Fund	\$ 1,832,040.44
Bethany Public Works Authority	\$ 352,594.57
Bethany Hospital Trust	\$ -
Bethany Development Authority	\$ -
TOTAL	\$ 2,184,635.01

RECOMMENDATION

1. Approve claims as presented.



NOTICE: On Thursday October 30, 2025, at or before 4:59 p.m., agenda was posted at City Hall, on the bulletin board in the lobby of City Hall, and on the City of Bethany website: cityofbethany.org. The City of Bethany encourages participation from all its citizens. If participation at any public meeting is not possible due to a disability, notification to the City Clerk at least 48 hours prior to the scheduled meeting is encouraged to make the necessary accommodations. The City may waive the 48-hour rule if signing is not the necessary accommodation.

BETHANY DEVELOPMENT AUTHORITY

BETHANY CITY HALL

TUESDAY, NOVEMBER 4, 2025

6:30 P.M.

MEMBERS PRESENT:	Amanda Sandoval	Chairman
	Peter Plank	Vice-Chairman
	Chris Powell	Trustee
	Aja Triana	Trustee
	Kathy Larsen	Trustee
	Chandra Ford	Trustee
	Brian Magirowsky	Trustee
	Burt Falkner	Trustee
	Ken Smart	Trustee
MEMBERS ABSENT:	None	
OTHERS PRESENT:	Elizabeth Gray	City Manager
	Ray Jones	City Attorney
	Michael Vaughn	City Clerk/Treasurer
	Lesa LaMar	Deputy City Clerk
	(See Roster)	

Chairman Sandoval called the Bethany Development Authority meeting to order at 7:02 P.M.

ITEM NO. 1 on the agenda was **CONSENT DOCKET:**

- A. APPROVAL OF MINUTES FROM OCTOBER 21, 2025, REGULAR MEETING.**
- B. APPROVAL OF CLAIMS: THESE CLAIMS HAVE BEEN FOUND TO BE IN ORDER BY STAFF AND PROPER AS TO FORM AND PROCEDURE AND ARE RECOMMENDED FOR PAYMENT. A COPY OF THE CLAIMS LIST IS INCLUDED IN THE AGENDA PACKET.**

A motion was made by Trustee Smart, seconded by Trustee Triana to approve the consent docket. Yes votes: Larsen, Plank, Smart, Sandoval, Falkner, Magirowsky, Ford, Powell, Triana. No votes: None. Motion passed.

ITEM NO. 2 on the agenda was **NEW BUSINESS (AS DEFINED BY THE OKLAHOMA OPEN MEETING ACT § 311 (A) (9) AS “MATTERS NOT KNOWN ABOUT OR WHICH COULD NOT HAVE REASONABLY BEEN FORESEEN PRIOR TO THE TIME OF POSTING THE AGENDA”)**.

None

ITEM NO. 3 on the agenda was **ADJOURN UNTIL NOVEMBER 18, 2025.**

Chairman Sandoval adjourned the Bethany Development Authority meeting at 7:03 P.M. until November 18, 2025.

CHAIRMAN

SECRETARY

BETHANY DEVELOPMENT AUTHORITY

From: Michael Vaughn, Finance Director
Date: November 13, 2025
Subject: Claims list for the 11/18/2025 Bethany Development Authority Meeting

BETHANY DEVELOPMENT AUTHORITY

FUND	AMOUNT
Bethany Development Authority	\$ -
TOTAL	\$ -

ENTERPRISE-WIDE SUMMARY OF ALL CLAIMS:

FUND	AMOUNT
General Operations Fund	\$ 1,832,040.44
Bethany Public Works Authority	\$ 352,594.57
Bethany Hospital Trust	\$ -
Bethany Development Authority	\$ -
TOTAL	\$ 2,184,635.01

RECOMMENDATION

1. Approve claims as presented.

