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Memorandum

To: Honorable Mayor and City Council

From: Julie Casteen, Assistant City Manager

Re: The Village Subdivision Water Line Project Payments

Date: November 2, 2023

BACKGROUND

Pursuant to 62 O.S. §310.1(C), the City of Coweta has adopted purchasing procedures whereby the City Council has authorized the City Manager or authorized designee to approve the payment of invoices. Following this practice, the Assistant City manager approved payments to Stronghand, LLC related to the CDBG Village Subdivision Water Line Improvements project as follows:

- Payment Application No. 4: \$78,159.53 paid 9/19/2023 by check 269856 approved by the City Manager.
- Payment Application No. 5: \$134,031.49 approved by the Assistant City Manager and scheduled for the next Accounts Payable check run on 10/6/23 or before.

The Oklahoma Department of Commerce, the CDBG grant passthrough agency, has requested that the City Council affirm the approval of the payments made to the contractor.

STAFF RECOMMENDATION

Staff recommends affirmation of the City Manager's and Assistant City Manager's actions to approve the payments related to the Village Subdivision Waterline project.

ATTACHMENTS

Payment Application No. 4 and Final Payment Application No. 5.