

#458

REQUEST FOR DISTRICT ATTORNEY LEGAL SERVICES

THIS FORM IS TO BE USED TO REQUEST ADVICE AND/OR REPRESENTATION FROM THE DISTRICT ATTORNEY'S OFFICE REGARDING THE COUNTY OF OKLAHOMA, COUNTY OFFICIALS AND EMPLOYEES AS REQUIRED BY SECTIONS 215.4, 215.5, 215.25 AND 215.26 OF TITLE 19 OF THE OKLAHOMA STATUTES.

IF ADVICE IS SOUGHT, THE REQUEST MUST BE SIGNED BY AN ELECTED COUNTY OFFICER. THIS FORM MUST BE FILLED OUT AND SUBMITTED TO THE CIVIL DIVISION OF THE OKLAHOMA COUNTY DISTRICT ATTORNEY'S OFFICE IN A TIMELY MANNER. ALL RESPONSES TO REQUESTS FOR ADVICE WILL BE IN WRITING.

IF THE REQUEST IS FOR LEGAL REPRESENTATION UNDER 19 O. S. SECTION 215.25, THE REQUEST MUST BE SUBMITTED IN WRITING EARLY ENOUGH TO PERMIT THE DISTRICT ATTORNEY'S OFFICE ADEQUATE TIME TO COMPLETE A THOROUGH "GOOD-FAITH-AND-COURSE-OF-EMPLOYMENT" INVESTIGATION AS CONTEMPLATED BY 19 O.S. SECTION 215.26.

DATE OF REQUEST: 6-18-25

COUNTY DEPARTMENT MAKING REQUEST: Facilities Management

**STATE WITH SPECIFICITY, WHAT THE REQUEST IS AND WHY THE ASSISTANCE OF THE DISTRICT ATTORNEY'S OFFICE IS NEEDED:**

Please review MOU between the BOCC on behalf of District 1 Yard and the PBA for reimbursement of natural gas services at the NE 23<sup>rd</sup> st complex.

**ATTACH ADDITIONAL DOCUMENTS AS APPROPRIATE.** (NOTE: Advice, reviews and approvals as to "form and legality" are based on the documentation and information provided to the District Attorney's Office. Please provide all relevant information when requesting an opinion or review from the District Attorney's Office).

K  
COUNTY OFFICER

DATE RECEIVED BY DISTRICT ATTORNEY: .....

REPLY BY DISTRICT ATTORNEY: \_\_\_\_\_

Reviewed - OK

DISTRICT ATTORNEY  
By: Jan Ely

RECEIVED

JUN 18 2025

Revised 2003

CIVIL DIVISION  
DISTRICT ATTORNEY

**MEMORANDUM OF UNDERSTANDING**  
**Regarding Reimbursement Agreement**

This Memorandum of Understanding ("MOU") is entered into on this \_\_ day of \_\_\_\_\_, 2025, by and between:

**Board of County Commissioners**, located at 320 Robert S Kerr, Oklahoma City, OK 73102 (hereinafter referred to as "BOCC") on behalf of Oklahoma County D1.

and

**Public Buildings Authority**, located at 321 Robert S Kerr, Oklahoma City, OK 73102 (hereinafter referred to as "PBA"),

**Purpose:**

The purpose of this MOU is to outline the terms and conditions under which BOCC agrees to reimburse PBA for certain expenses incurred in connection with natural gas services for the District 1 Yard and Treasurer Resale facilities.

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**1. Scope of Reimbursement**

BOCC agrees to reimburse PBA for the following types of expenses:

- District 1 – 70% of Oklahoma Natural Gas (Transportation)
- District 1 – 70% of Symmetry (Athena) Natural Gas Services
- Treasurer – 30% of Oklahoma Natural Gas (Transportation)
- Treasurer – 30% of Symmetry (Athena) Natural Gas Services

All reimbursable expenses must be directly related to natural gas services for the District 1 Yard and Treasurer Resale facilities.

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**2. Expense Limits and Documentation**

- Total reimbursement shall not exceed \$10,000 without prior written approval.
  - PBA shall submit original receipts of payment to the BOCC within 30 days.
  - BOCC shall reimburse the PBA within 30 days of receipt of acceptable documentation.
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### 3. Duration

This MOU shall remain in effect from July 1, 2025 until June 30, 2026, unless terminated earlier by either party with written notice.

### 4. Miscellaneous

- Any modifications to this MOU must be made in writing and signed by both parties.

### Signatures

BOARD OF COUNTY COMMISSIONERS  
OKLAHOMA COUNTY, OKLAHOMA

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

Signed before me this \_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
Notary Public

My Comm. Expires: \_\_\_\_\_

IN WITNESS WHEREOF, the parties have executed this agreement this \_\_\_\_ day of \_\_\_\_\_, 2025.

PUBLIC BUILDINGS AUTHORITY  
OKLAHOMA COUNTY, OKLAHOMA

\_\_\_\_\_  
Chairman

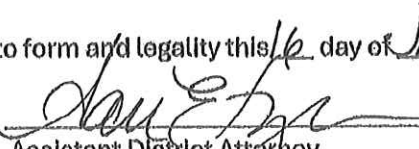
\_\_\_\_\_  
Member

ATTEST:

\_\_\_\_\_  
County Clerk

\_\_\_\_\_  
Member

Approved as to form and legality this 16 day of June, 2025.

  
Assistant District Attorney



24644 608

1701

7500 59 ft 301

$$\frac{h^2}{h^2} = 1$$

S 89° 44' 04" E 165.1'

89° 44' 04" W 165.1'

189° 58' 56" E 125.3'

91° 57' N 67° 07' 00" N

S 00° 28' 25" E 856.93'

S 00° 28' 25" E 856.93'