



**ADDENDUM TO THE
AGENDA FOR THE REGULAR MEETING
OF THE MOORE CITY COUNCIL
AUGUST 3, 2026 – 6:30 P.M.
CITY COUNCIL CHAMBERS
301 N. BROADWAY**

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

CITY:

- 18.1) Consider approval of a new job description for Shelter Operations Supervisor in the Animal Shelter Division and assign it to Pay Grade 111 of the salary table approved by City Council on June 20, 2016 and in accordance with the budget approved by City Council for Fiscal Year 26-27. **Management**

ACTION: _____

- 18.2) Consider approval of an agreement with Pinnacle Consulting Management Group, Inc., in the amount of \$30,400 for right-of-way acquisition services for the installation of water and sewer lines to serve the I-35 Commerce Center Industrial Park Project located north of NE 27th Street between I-35 and Pole Road. **Management**

ACTION: _____

POSTED THIS 30th DAY OF JULY 2026 AT 4:00 P.M. ON THE BULLETIN BOARD OF CITY HALL, LOCATED AT 301 NORTH BROADWAY, MOORE, OKLAHOMA. NAME OF PERSON POSTING THIS NOTICE.

Rhonda Baxter
RHONDA BAXTER, EXECUTIVE ASSISTANT

CITY OF MOORE

Job Description

SHELTER OPERATIONS SUPERVISOR

Job Code: 7292
Exempt: No
Department: Animal Shelter and Adoption Center
Reports To: Animal Shelter Superintendent
Location: Animal Shelter and Adoption Center
Date Prepared: July 22, 2026
Date Approved: August 10, 2026 (pending Council approval)

GENERAL DESCRIPTION OF POSITION

Under the direction of the Superintendent of Animal Welfare, oversees the daily operations of the Animal Shelter and Adoption Division. Plans, organizes, coordinates, supervises, and participates in shelter operations to ensure the safe, efficient, and effective care of sheltered animals; successful adoption and placement programs; quality customer service; and orderly facility operations.

Serves as a working supervisor responsible for the day-to-day leadership of assigned personnel and volunteers. Exercises sound judgment in directing shelter operations, resolving operational issues, assigning work, and making decisions consistent with established policies and the general direction of the Superintendent. Works collaboratively with the Animal Control Operations Supervisor, Administrative Specialist, veterinary providers, rescue organizations, foster partners, volunteers, other City departments, and the public in support of the Animal Welfare Department's mission.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Plan, organize, coordinate, and monitor shelter activities to ensure the safe, efficient, and effective care of sheltered animals; successful adoption and placement programs; quality customer service; and orderly facility operations. This duty is performed daily, about 20% of the time.
2. Oversee animal intake, housing, adoptions, foster and rescue partnerships, veterinary coordination, and related operational activities that promote quality animal care and positive live release/placement outcomes. This duty is performed daily, about 15% of the time.
3. Assess operational needs, anticipate issues, evaluate options, and implement or recommend appropriate solutions consistent with established policies and the general direction of the Superintendent. This duty is performed as needed, about 15% of the time.
4. Establish work priorities, monitor work, provide direction and training, promote teamwork, and ensure work is performed in accordance with City policies, safety practices, and established operational standards. This duty is performed daily, about 10% of the time.
5. Respond to patron concerns, provide information regarding shelter services, foster productive relationships with volunteers, rescue organizations, foster partners, veterinary providers, and

professionally represent the Animal Shelter and Adoption Center. This duty is performed daily, about 10% of the time.

6. Document activities, compile operational information, maintain required records, and provide information necessary to support management decisions, regulatory compliance, and efficient shelter operations. This duty is performed daily, about 10% of the time.
7. Interview applicants, recommend candidates, conduct performance evaluations, provide coaching, address performance concerns, recommend disciplinary action, approve time entry and leave requests, and support employee development. This duty is performed as needed, about 5% of the time.
8. Participate in shelter operations as needed to maintain efficiency, respond to operational demands, assist staff during periods of increased workload, and ensure continuity of daily operations. This duty is performed as needed, about 5% of the time.
9. Monitor facility conditions, identify operational needs, promote compliance with established sanitation and safety standards, and coordinate corrective action as appropriate. This duty is performed as needed, about 5% of the time.
10. Monitor inventory levels, identify operational needs, coordinate purchasing requests through appropriate administrative processes, and recommend equipment or supply improvements to support uninterrupted shelter operations. This duty is performed as needed, about 5% of the time.
11. Works in a manner safe to the individual and other people; keeps work area clean and safe; follows safety rules and safe work practices; uses safety equipment as required.
12. Confidentiality is required upon specific notification to the employee.
13. Perform any other related duties as required or assigned.
14. Good attendance is required.

INITIATIVE AND INGENUITY

SUPERVISION RECEIVED

Under general direction where broad objectives are defined, and the employee determines the best methods to achieve them while planning and arranging their own work, referring only unusual cases to the supervisor.

PLANNING

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

DECISION MAKING

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

MENTAL DEMAND

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

ANALYTICAL ABILITY / PROBLEM SOLVING

Oversight. Activities are covered by expansive policies and objectives and oversight of execution and review. High-order or analytical, interpretive, and constructive thinking in varied situations covering multiple areas of the work performed.

SUPERVISORY RESPONSIBILITIES

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

Supervises a large (7-10) group of employees. Assigns and checks work; assists and instructs as required and performs same work as those supervised, or closely related work, a portion of the time. Content of the work supervised presents numerous situations where policies and precedents must be interpreted and applied.

RESPONSIBILITY FOR FUNDS, PROPERTY, and EQUIPMENT

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

ACCURACY

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

ACCOUNTABILITY

FREEDOM TO ACT

Directed. Freedom to complete duties as defined by wide-ranging policies and precedents with

mid to upper-level managerial oversight.

ANNUAL MONETARY IMPACT

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

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

IMPACT ON END RESULTS

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

PUBLIC CONTACT

Regular contacts with patrons, where the contact is usually initiated by the patron. May also involve occasional self-initiated contacts with patrons. All contact involves furnishing and obtaining information and attempting to influence the decisions of those persons contacted. The contacts are of considerable importance and failure to exercise proper judgment may result in important tangible or intangible losses to the organization.

EMPLOYEE CONTACT

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

USE OF MACHINES, EQUIPMENT, AND/OR COMPUTERS

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

WORKING CONDITIONS

ENVIRONMENTAL CONDITIONS

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

Normal working conditions as found within an office setting, with regular exposure to loud noises and potential hazardous conditions including dangerous people, dangerous animals and related inherent risk, plus moderate to severe levels of distraction.

PHYSICAL ACTIVITIES

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

High diversity, moderate physical activity with occasional times of high physical activity. The employee will regularly be required to use hands in order to finger, handle, or feel; to stand, walk, sit, reach, climb, balance, stoop, kneel, crouch, or crawl; to lift and/or move up to fifty (50) pounds; and to smell. Specific vision abilities include close vision; distance vision; color vision; peripheral vision; depth perception; and the ability to adjust focus.

ADDITIONAL INFORMATION

Knowledge of:

- Principles and practices of employee supervision and development.
- Animal shelter operations and humane animal care practices.
- Applicable federal, state, and local laws, regulations, and City policies.
- Customer service principles and conflict resolution techniques.
- Recordkeeping, inventory control, and purchasing procedures.
- Safe work practices and risk management.

Ability to:

- Plan, organize, prioritize, and coordinate multiple operational activities.
- Supervise, coach, mentor, and evaluate employees.
- Exercise sound judgment and make timely operational decisions.
- Communicate effectively with employees, volunteers, partner organizations, and the public.
- Establish and maintain effective working relationships.
- Respond effectively to changing priorities and emergency situations.
- Prepare reports and maintain accurate records.

Education and Experience

Education:

High school diploma, GED, or equivalent.

Experience:

Four (4) years of progressively responsible experience in animal welfare, animal shelter operations, or a closely related field, or an equivalent combination of education, training, and experience sufficient to successfully perform the essential functions of the position.

License or Certificate:

All or some of the following may be required:

- Possession of, or ability to obtain, a valid Oklahoma driver's license

- Possession of, or ability to obtain, a valid Oklahoma CDL
- Possession of, or ability to obtain and maintain, a Euthanasia Technician License
- Possession of, or ability to obtain and maintain, Oklahoma Bureau of Narcotics and Dangerous Drug (OBNDD) License

WORKING CONDITIONS

Essential functions require maintaining physical condition necessary for sitting, walking, or standing for prolonged periods of time; physical and manual dexterity required to perform the duties of the position; some heavy lifting and/or carrying, and straight pulling and pushing; must be able to operate motorized equipment and assigned vehicle(s); visual and auditory acuity required.

Employee must lift, push, and pull objects weighing up to 100 pounds with or without mechanical assistance.

Employee must have body flexibility to bend, twist, or reach out when performing duties in cramped, awkward, or straining positions.

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

Employee occasionally works outside driving a City vehicle. Employee must tolerate climbing in and out of a vehicle throughout that time, sitting in the vehicle, and a working environment with outside ambient temperatures, including excessive heat and cold, and precipitation.

Employee usually works in a City building. Employee must tolerate working environment with inside controlled temperature, as well as inside uncontrolled temperature and indoor/outdoor areas.



March 2, 2026

Jerry Ihler, PE
Assistant City Manager
City of Moore

RE: Scope of Services and Cost Estimate for Right of Way Acquisition
City of Moore – NE 27th St. & Pole Rd.

Based on my review of the project plans and easements, I have prepared the following scope of services and cost estimate to acquire the necessary right of way for this project. The Pinnacle Group appreciates the opportunity to bid on this project.

Scope of Services

- The acquisition of the necessary right-of-way for this project will be acquired under City's guidelines, policies and procedures.
- All project correspondence, including weekly status reports, will be directed through the City.
- Pinnacle will obtain signed easements from all property owners along the planned route. Additional parcels will be billed at the same rate as shown below. If multiple parcel numbers are held in identical title, they will be combined and will be billed as one parcel. Based on my review of the plans, easements will be obtained from four (4) unique owners.
- Pinnacle will set up parcel files including, but not limited to, all written correspondence, title work, acquisition agent's contact log, waiver, easements, claim, summary of acquisition, W-9 form and all other applicable documents.
- Pinnacle will conduct title research verifying ownership of and liens on each parcel. Title Investigation Report (TIR) Forms will be prepared including copies of vesting deeds and any liens, mortgages and/or judgments.
- Pinnacle will prepare Notice of Interest to Acquire letters, which will provide general information on the project and explain our role in performing the necessary right-of-way acquisition.
- Pinnacle will conduct the right-of-way staking under the license of a Professional Land Surveyor with the Pinnacle Survey & Mapping Department.
- Pinnacle will prepare Appraisal Waiver Valuations.
- Upon completion of the waivers, the offer packets will be generated and sent to the City for signature.



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aadkins@pinnaclegroup.biz



4516 NW 36th, Ste 100
Oklahoma City, OK 73122



- The property owners will be contacted in person by a Pinnacle Acquisition Agent (unless they reside out of State) to explain the project, the acquisition area and answer questions regarding the project and the impact on the property. The written offers will be presented to the owners. If an owner does not accept the City's offer after a reasonable amount of time, we will solicit any counter offer they feel is appropriate, including documented justification. The counteroffer will be sent to the City to consider a possible administrative settlement offer.
- Once an agreement is reached with an owner, Pinnacle will obtain a signed easement, Summary of Acquisition form, claim form, W-9 form and right of entry. The signed documents will be sent to the City for approval and payment. The easements will be filed with the County Clerk.
- If a payment exceeds \$10,000.00 and there is a mortgage on the property, Pinnacle will obtain a partial release of mortgage from the lienholder on the property. The release will be filed with the County Clerk.
- If a reasonable settlement cannot be reached, Pinnacle will prepare the file for condemnation and submit for filing and processing of the condemnation suit. Pinnacle will provide condemnation support to the City Attorney.
- Pinnacle will provide post-acquisition support during construction, should any landowner issues arise.
- Pinnacle will provide the City with copies of all necessary paperwork including the parcel files for future reference. We will work with the design engineer to resolve any design questions.

Fees

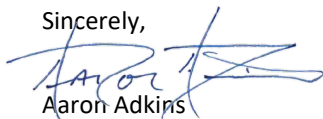
The following per parcel fees include all labor, profit, mileage and all other expenses:

Services	# of Parcels	Fee per Parcel	Total
Title	4	\$850.00	\$3,400.00
Right-of-Way Staking	4	\$1,500.00	\$6,000.00
Project Manager Fee	4	\$1,500.00	\$6,000.00
R/W Acquisition	4	\$3,750.00	\$15,000.00
Total			\$30,400.00

The Pinnacle Group would like to thank you for the opportunity to provide our services for this project. We will begin the title work immediately once a written notice to proceed is provided.

If you have any questions regarding this estimate, please contact me at (405)879-0600 or aadkins@pinnaclegroup.biz.

Sincerely,



Aaron Adkins
Executive Vice President
Pinnacle Consulting Management Group, Inc.

Accepted Date: _____

By: _____

Print Name/Title: _____



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