

The City of Durant 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 in order to make the necessary accommodations. The City of Durant may waive the 48-hour rule if interpreters for the deaf (signing) or translation services for limited English proficient (LEP) individuals are not the necessary accommodation.

DURANT CITY COUNCIL

6:00 PM

**Roscoe J. Hatfield
Council Chambers,
300 West Evergreen,
Durant, Oklahoma
AGENDA**

May 12, 2020

This meeting will include videoconferencing. Council Member Mike Morris and Vice Mayor Steve Brittingham will be appearing remotely using videoconferencing via Zoom. Council Member Danny Sherrer, Council Member Jerry Tomlinson and Mayor Grube will be physically present at the meeting site. You may watch the council meeting live at: www.durant.org/live

CALL TO ORDER

INVOCATION/FLAG SALUTE

ROLL CALL

ORDER OF BUSINESS

1. Consent Items

To help streamline meetings and allow the focus to be on other items requiring strategic thought, the "Consent Items" portion of the agenda groups the routine, procedural, and self-explanatory non-controversial items together. These items are voted on in a single motion (one vote). However, any Council member requesting further information on a specific item thus removes it from the "Consent Items" section for individual attention and separate vote.

- a. Consider Approval of Regular Meeting Minutes of April 14, 2020
- b. Consider Approval of Special Called Meeting Minutes of April 29, 2020
- c. Consider Approval of Budget Amendment 2020-11
- d. Consider Approval of Payroll Claims - April 2020
- e. Consider Approval of Addendum to Lease Agreement with Stahl/Scott Fetzer Company (C-2018-27A)
- f. Consider Approval of Addendum to Lease Agreement with Trussworks, LLC (C-2019-47A)
- g. Consider Approval of Crawford & Associates PC, Letter of Engagement of Account and Consulting Services (C-2020-21)

- h. Consider Approval of Arledge & Associates PC, Agreed-Upon Procedures Engagement Letter (C-2020-22) & Single Audit Engagement Letter (C-2020-23) for Audit Service FY2019-2020
- i. Consideration to Support a FEMA Assistance to Firefighters Grant (AFG) Application Through the FY 2019 Fire Prevention and Safety Program for Funds to Purchase a Mobile Fire Extinguisher Training Unit.
- j. Consideration to Approve Change Order No. 1 to MidPlains Construction, Inc. Contract Agreement (C-2020-19) in the Amount of \$1900 - for Canopy Shade Structure Rush Order Necessary to Complete 17031 CDBG Market Square Improvements Project (C-2017-65).
- k. Consider Approval of Proclamation for National Men's Health Week (June 10-16, 2020) and Men's Health Month (June 2020)

2. Consider Items Removed from Consent

3. Information Items

- a. City Clerk Report - April 2020
- b. City Manager Monthly Report - April 2020
- c. Community Development Monthly Report - April 2020
- d. Durant Industrial Authority Monthly Report - April 2020
- e. Emergency Management Report - April 2020
- f. Financial Statements March 2020 and Sales Tax April 2020 Breakdown
- g. Fire Department Monthly Report April 2020
- h. Grants Department Report - April 2020
- i. Human Resources Monthly Report - April 2020
- j. Parks Department Monthly Report - April 2020
- k. Planning Commission Minutes of April 21, 2020
- l. Police Department Monthly Report - April 2020
- m. Street Department Monthly Report - April 2020

4. Administration

- a. Consider Approval of Ordinance No. 1897 Creating a Regional Planning Commission Pursuant to 11 O.S. 46-101
- b. Consider Approval of Recommended Streets for Improvements and Authorize Staff to Solicit Bids for the Improvements
- c. Consider Approval of Resolution 2020-17 Extending the State of

Emergency Due to the COVID-19 Pandemic

- d. Consideration to Approve Change Order No. 2 to W. Brown Enterprises, Inc. Contract Agreement (C-2019-32C) in the Amount of \$ 9,496.20 for Tubacex Durant, Inc. Utility Infrastructure Improvements Related to 17488 CDBG-ED Project. (C-2019-32)
- e. Consider Approval of an Agreement for Professional Services with Wall Engineering for Street Improvements
- f. Consider Approval of Collective Bargaining Agreement with Fraternal Order of Police (FOP), Local 113 for Fiscal Year 2020-21 and Authorize the Mayor to Sign Agreement, or Take Any Other Appropriate Action.
- g. Consideration to Approve Pending Budget and Grant Contract Modification for Tubacex Durant, Inc. Water and Wastewater Infrastructure Improvements 17488 CDBG-ED Project (C-2019-32)
- h. Consider Approval of Resolution 2020-18 Adopting the 2020 Records Retention Manual of the City of Durant Pursuant to 11 O.S. Section 22; and Providing for Annual Supplements
- i. An Ordinance Amending the Employee Retirement System, Defined Benefit Plan for the City of Durant, Oklahoma; Providing Retirement Benefits for Eligible Employees of the City of Durant, Oklahoma; Providing for Contributions by Participants; Providing for Employer Pickup of Mandatory Contributions; Providing for Repealer and Severability;
- j. An Ordinance Amending the Employee Retirement System, Defined Contribution Plan for the City of Durant, Oklahoma; Providing Retirement Benefits for Eligible Employees of the City of Durant, Oklahoma; Pertaining to Plan Designation; Providing for Repealer and Severability;

5. Public Hearings

- a. Consideration PC2020-05 a Final Plat for Pecan Creek, Located at 49th Street & Kimberly Road
- b. Consideration of Ordinance #1902, Rezoning for the Property Located on the North East corner of Wilson St and 49th Avenue from A-1, General Agriculture to R-1, Single-Family Residential
- c. Consideration of Ordinance 1903, Rezoning for property near the intersection of South 9th Avenue and Big Lots Parkway from I-2, Medium Industrial to C-2, Highway Commercial Recreation

6. New Business

ADJOURNMENT

CERTIFICATE

This is to certify that in conformity with the Oklahoma Open Meeting Act, public notice of the date, time and place of this meeting was filed with the City Clerk of Durant on the 12th day of November, 2019 and that an agenda of said meeting was posted at the place of such meeting at 9:15 a.m. on the 8th day of May, 2020.

Cynthia J. Price, City of Durant



The City of Durant

Office of City Clerk

Memorandum

Date: 4/21/2020
To: Mayor and City Council
From: Cynthia J. Price, City Clerk
Re: Consider Approval of Regular Meeting Minutes of April 14, 2020

Council Information / Action Requested

Approval of Regular Meeting Minutes of April 14, 2020

City Staff Information / Action Follow-up, if Council authorizes this action:

ATTACHMENTS:

Description	Type	Upload Date
Minutes 4.14.2020	Exhibit	4/21/2020

This is to certify that in conformity with the Oklahoma Open Meeting Act, public notice of the date, time and place of this meeting was filed with the City Clerk of Durant on the 12th day of November, 2019 and that an agenda of said meeting was posted at the place of such meeting at 4:15 p.m. on the 9th day of April, 2020. An amended agenda was posted at 4:00 p.m. on the 10th day of April, 2020.

MINUTES OF THE REGULAR SCHEDULED MEETING OF THE DURANT CITY COUNCIL OF April 14, 2020 AT 6:00 PM, Roscoe J. Hatfield Council Chambers, 300 West Evergreen, Durant, Oklahoma

CALL TO ORDER

Mayor Grube called the meeting to order at 6:05 p.m.

INVOCATION/FLAG SALUTE

Assistant City Manager James Dalton provided the invocation. Council Member Danny Sherrer led the flag salute.

ROLL CALL

In Attendance and Appearing Remotely:

Council Member Mike Morris
Council Member Jerry Tomlinson
City Clerk Cynthia J. Price

In Attendance and Appearing In-Person:

Council Member Danny Sherrer
Vice Mayor Steve Brittingham
Mayor Oden Grube
City Manager John Dean
City Attorney Tom Marcum

Absent: None

(*denotes partial attendance)

Mayor Grube declared a quorum.

1. Presentations

a. Presentation of Employee Service Awards for 1st Quarter 2020

The City of Durant is practicing social distancing due to the COVID 19 pandemic. For the safety of our employees and their families, the awards process was changed. Mayor Grube announced the names of those employees receiving service awards and their respective years of service. The city clerk provided the service award, pin, and check for each designated employee to their department manager who will conduct the presentation at their department location.

These employees represent a combined total of 130 years of dedicated service to the City of Durant!

5 Years -

Joshua Mullins Police Department;
Scott Seiber, Police Department;
Jeffrey Rush, Fire Department.

10 Years -

Cynthia Price, City Clerk;
Richard Ezell, Police Department;
Andrew Piper, Police Department;
Joyce Cornelison, Library.

15 Years -

Russell Harkey, Police Department;
Rocky McDaniel, Police Department;
Kenneth Rodgers, Landfill;
Darla Smith, Community Development;
Jerry Risner, Wastewater Treatment Plant.

b. Proclamation Declaring April 2020 as Fair Housing Month

Mayor Grube read aloud the proclamation declaring April 2020 as Fair Housing Month in the City of Durant.

2. Consent Items

To help streamline meetings and allow the focus to be on other items requiring strategic thought, the "Consent Items" portion of the agenda groups the routine, procedural, and self-explanatory non-controversial items together. These items are voted on in a single motion (one vote). However, any Council member requesting further information on a specific item thus removes it from the "Consent Items" section for individual attention and separate vote.

- a. Consider Approval of Regular Meeting Minutes of March 10, 2020
- b. Consider Approval of Special Called Minutes of March 31, 2020
- c. Consider Approval of Claims - March 2020
- d. Consider Approval of Budget Amendment 2020-10
- e. Consider Approval of Recommendation from the Durant Industrial Authority to Expend Funds in the Amount of \$20,027.70 from Economic Development Sales Tax to Pay for Tubacex Infrastructure

- f. Consider Approval of Tyler Technologies Software (Incode) Yearly Renewal Quote
- g. Consider Approval of Tyler Content Manager Enterprise Edition (TCM EE)
- h. Consider Approval of Appointment of City Manager John Dean to the Southern Oklahoma Development Association (SODA) Board of Directors
- i. Consider Approval of Recommendations of Three Nominees for 2020 Election of Oklahoma Municipal Assurance Group Board of Trustees
- j. Consider Approval of Annual Contract with Caliber Public Safety to Update Bryan County's 9-1-1 Addressing
- k. Consider Approval of Resolution 2020-06 Endorsing the Imagine Durant Blue Zones Project to Improve Well Being and Economic Vitality
- l. Consider Approval of Proclamation for National Women's Health Week (May 10-16, 2020) and Women's Health Month (May 2020)

Approved

Council Member Jerry Tomlinson noted that Agenda Item 2(e) - Consider Approval of Durant Industrial Authority to Expend Funds in the Amount of \$20,027.70 from Economic Development Sales Tax to Pay for Tubacex Infrastructure - is also listed as Agenda Item 5(e) under the Administration category. City Manager John Dean stated this item should be addressed under the Administration category and not under the Consent category.

Motion was made by Jerry Tomlinson and seconded by Mike Morris to remove Agenda Item 2(e) from consideration and approve all remaining consent items as presented.

Motion Passed with the following vote:

Ayes: Brittingham, Grube, Morris, Sherrer, Tomlinson

3. Consider Items Removed from Consent

4. Information Items

- a. City Clerk Report - March 2020
- b. City Manager Monthly Report
- c. Community Development Monthly Report

- d. Emergency Management Report - March 2020
- e. Financial Statements and Sales Tax Breakdown-February 2020
- f. Fire Department Monthly Report March 2020
- g. Human Resources Report - March 2020
- h. Library Report for March 2020
- i. Parks Department Monthly Report - March 2020
- j. Police Department Monthly Report - February 2020
- k. Street Department March Monthly Report 2020

5. Administration

- a. Consider Approval of Resolution 2020-12 to Extend the State of Emergency Due to the Covid-19 Pandemic; Establishing Public Meeting Practices for City Council, Authorities, Trusts, Commissions, Advisory Boards and Committees of the City of Durant; Limit Gatherings; Directing the City Manager to Not Issue Permits for Events with Certain Projected Attendance; Authorizing the City Manager to Adjust Operations and Services in Response to Covid-19 as Necessary; and Delay the Municipal Court Dockets

Approved

Motion was made by Jerry Tomlinson and seconded by Steve Brittingham to approve Resolution 2020-12 to extend the State of Emergency due to the COVID-19 Pandemic; Establishing Public Meeting Practices for City Council, Authorities, Trusts, Commissions, Advisory Boards and Committees of the City of Durant; Limiting Gatherings; Directing the City Manager to not issue permits for events with certain projected attendance; Authorizing the City Manager to adjust operations and services in response to COVID-19 as necessary; and delay the municipal court dockets; State of Emergency to remain in effect within the City of Durant until 3:00 p.m. on Thursday, April 30, 2020 when the pandemic emergency will be reassessed.

Motion Passed with the following vote:

Ayes: Brittingham, Grube, Morris, Sherrer, Tomlinson

- b. Consider Approval of the Updated Compensation Plan and Salary Schedule as Recommended by McGrath Human Resources Group, Effective July 1st 2020

No Action Taken

- c. Consider and Take Action with Respect to Resolution 2020-11 Approving the Incurrence of Indebtedness by the Durant City Utilities Authority (the "Authority") Issuing Its Utility System and Sales Tax Revenue Note, Series 2020 (the "Note"); Providing that the Organizational Document Creating the Authority is Subject to the Provisions of the Indenture Authorizing the Issuance of Said Note; Waiving Competitive Bidding with Respect to the Sale of Said Note and Approving the Proceedings of the Authority Pertaining to the Sale of Said Note; Ratifying, Confirming, and Approving the Sales Tax Agreement By and Between the City of Durant, Oklahoma (the "City") and the Authority Pertaining to the Year-to-Year Pledge of Certain Sales Tax Revenues; Ratifying, Confirming, and Approving the Lease, as Amended, Pertaining to the City's Utility Systems; and Containing Other Provisions Relating Thereto

Approved

Allan Brooks, Attorney with the Public Finance Law Group PLLC, appeared remotely and introduced Chris Gander, Investment Banker with BOK Financial Securities who also appeared remotely. Mr. Gander stated that due to the COVID-19 pandemic, the banks have not been as responsive in bidding on notes. One bid was received from First United Bank. The note would be at 3%, pre-payable after 10 years, with a 1% premium. Mr. Gander stated he believed it was a good and fair rate as to what is available on the market and recommended the approval of First United Bank. Council Member Morris asked City Manager John Dean to again state the purpose of the \$13.2 Million Dollar Note. City Manager Dean stated the intent is for \$11 Million Dollars to go towards street improvements and \$2 Million Dollars to go toward water improvements which is in line with the recommendations of the Streets and Infrastructure Task Force.

Motion was made by Jerry Tomlinson and seconded by Danny Sherrer to approve Resolution 2020-11 approving the incurrence of indebtedness by the Durant City Utilities Authority (the "Authority") issuing its Utility System and Sales Tax Revenue Note, Series 2020 (the "Note"); providing that the organizational document creating the authority is subject to the provisions of the indenture authorizing the issuance of said note; waiving competitive bidding with respect to the sale of said note and approving the proceedings of the authority pertaining to the sale of said note; ratifying, confirming, and approving the lease, as amended, pertaining to the City's Utility Systems; and containing other provisions relating thereto; and approving First United Bank as lender.

Motion Passed with the following vote:

Ayes: Brittingham, Grube, Morris, Sherrer, Tomlinson

- d. Consideration to Accept Assistance Agreement for \$1.5 Million Dollars from the U.S. Dept of Interior Bureau of Reclamation WaterSMART Water and Energy Efficiency Grant Program (WEEG) for a City-Wide AMR Smart Meter Conversion and Advanced Metering Infrastructure Project. (C-2020-18)

Approved

Grants Coordinator Rebecca Payne addressed council and stated this agreement will affect every business and citizen in Durant. The Oklahoma Water Resources Board (OWRB) loan will provide the match. The City is no longer required to provide in-kind labor and equipment.

Motion was made by Jerry Tomlinson and seconded by Steve Brittingham to accept Assistance Agreement for \$1.5 Million Dollars from the U.S. Department of Interior Bureau of Reclamation WaterSMART Water and Energy Efficiency Grant Program (WEEG) for a City-Wide AMR Smart Meter Conversion and Advanced Metering Infrastructure Project (C-2020-18).

Motion Passed with the following vote:

Ayes: Brittingham, Grube, Morris, Sherrer, Tomlinson

- e. Consideration to Approve Costs for an Emergency Utility Bore Completed by W. Brown Enterprises, Inc in the Amount of \$ 20,027.70 for the Utility Infrastructure Improvements Necessary to Support Tubacex Durant, Inc. Operations.

Approved

Grants Coordinator Rebecca Payne addressed council on behalf of Lisa Taylor, Executive Director of the Durant Industrial Authority. Ms. Payne stated the water and sewer infrastructure that was approved for the Tubacex project did not include the bore. The utility bore was an emergency. The Durant Industrial Authority Board has approved a recommendation to the Durant City Council for authority to pay the cost of the emergency utility bore from the 1/4 cent economic development sales tax.

Motion was made by Jerry Tomlinson and seconded by Steve Brittingham to approve costs for an emergency utility bore completed by W. Brown Enterprises, Inc. in the amount of \$20,027.70 for the utility infrastructure improvements necessary to support Tubacex Durant, Inc. operations to be paid from the economic development sales tax.

Motion Passed with the following vote:

Ayes: Brittingham, Grube, Morris, Sherrer, Tomlinson

6. Public Hearings

- a. Public Hearing for Closeout of Community Development Block Grant - Economic Development 16802 CDBG-ED 16 Grant (C-2016-86) for Infrastructure Improvements Supporting New Job Creations Benefitting the Commercial Metals Company (CMC) Facility at 585 Old Highway 70 - Durant OK
 - A. Consideration to Accept the 16802 CDBG-ED 16 Project as Complete.

B. Consideration to Approve the 16802 CDBG-ED 16 Project Closeout Documents.

Approved

6.(a)(A) - The public was advised to email City Clerk Cynthia Price at cprice@durant.org with their request to speak at the public hearing. No email requests were received.

Grant Coordinator Rebecca Payne addressed council and stated the only match was the Commercial Metals Company's private investments. There were no funding costs to the City of Durant for the water, sewer and roadway improvements. The project came in under budget. Commercial Metals Company committed to creating 168 jobs to be offered to low to moderate income persons as required as a condition of the grant. 184 jobs were created. This grant was funded in Fall 2016. It was a three year grant. The ending period was the end of 2019. Because there was \$80,000 left over in grant funds, an extension was granted which allowed for overlay on McLean Road since it would directly benefit Commercial Metal Company.

Motion was made by Jerry Tomlinson and seconded by Mike Morris to accept the 16802 CDBG-ED 16 Project as complete.

Motion Passed with the following vote:

Ayes: Brittingham, Grube, Morris, Sherrer, Tomlinson

6.(a)(B) - Grant Coordinator Rebecca Payne addressed council and stated some the documents are not complete.

Motion was made by Jerry Tomlinson and seconded by Danny Sherrer to approve the 16802 CDBG-ED 16 Project Closeout Documents contingent upon the grants coordinator completing the pertinent information and coordinating with the city manager and the city attorney to insure the missing pieces are complete.

Motion Passed with the following vote:

Ayes: Brittingham, Grube, Morris, Sherrer, Tomlinson

7. New Business

There was no new business.

ADJOURNMENT

Motion was made by Steve Brittingham and seconded by Danny Sherrer to adjourn meeting.

Motion Passed with the following vote:

Ayes: Brittingham, Grube, Morris, Sherrer, Tomlinson



The City of Durant

Office of City Clerk

Memorandum

Date: 4/30/2020
To: Mayor and City Council
From: Cynthia J. Price, City Clerk
Re: Consider Approval of Special Called Meeting Minutes of April 29, 2020

Council Information / Action Requested

Approval of Special Called Meeting Minutes of April 29, 2020

City Staff Information / Action Follow-up, if Council authorizes this action:

ATTACHMENTS:

Description	Type	Upload Date
Minutes 4.29.2020	Exhibit	4/30/2020

This is to certify that in conformity with the Oklahoma Open Meeting Act, public notice of the date, time and place of this meeting was filed with the City Clerk of Durant on April 24, 2020 at 3:27 p.m. and that an agenda of said meeting was posted at the place of such meeting at 1:05 p.m. on the 27th day of April, 2020.

**MINUTES OF THE SPECIAL MEETING OF DURANT CITY Council Special Meeting
OF April 29, 2020 AT 2:00 PM, Roscoe J. Hatfield Council Chambers, 300 West
Evergreen, Durant, Oklahoma**

CALL TO ORDER

Mayor Grube called the meeting to order at 2:03 p.m.

INVOCATION/FLAG SALUTE

Police Chief David Houser provided the invocation. City Manager John Dean led the flag salute.

ROLL CALL

In Attendance and Appearing Remotely:

Council Member Mike Morris
Vice Mayor Steve Brittingham

In Attendance and Appearing In-Person:

Council Member Danny Sherrer
Council Member Jerry Tomlinson
Mayor Oden Grube
City Manager John Dean
City Attorney Tom Marcum
City Clerk Cynthia J. Price

Absent: None (*denotes partial attendance)

Mayor Grube declared a quorum.

1. Consider Approval of Resolution 2020-13 to Extend the State of Emergency Due to the COVID-19 Pandemic; Establishing Public Meeting Practices for City Council, Authorities, Trusts, Commissions, Advisory Boards and Committees of the City of Durant; Limiting Gatherings; Directing the City Manager to Not Issue Permits for Events with Certain Projected Attendance; Authorizing the City Manager to Adjust Operations and Services in Response to COVID-19 as Necessary; Open the Municipal Court Dockets; and Follow the State Open Up and Recover Safely Three-Phase Approach

Approved

City Manager John Dean addressed council and stated the proposed Resolution brings us in line with Oklahoma Governor Stitt's Open Up and Recover Safely Three Phase Approach.

Motion was made by Jerry Tomlinson and seconded by Danny Sherrer to approve Resolution 2020-13 to Extend the State of Emergency Due to the COVID-19 Pandemic; Establishing Public Meeting Practices for City Council, Authorities, Trusts, Commissions, Advisory Boards and Committees of the City of Durant; Limiting Gatherings; Directing the City Manager to Not Issue Permits for Events with Certain Projected Attendance; Authorizing the City Manager to Adjust Operations and Services in Response to COVID-19 as Necessary; Open the Municipal Court Dockets; and Follow the State Open Up and Recover Safely Three-Phase Approach.

Motion Passed with the following vote:

Ayes: Brittingham, Grube, Morris, Sherrer, Tomlinson

The public may view Oklahoma Governor Stitt's Open Up and Recover Safely Three Phase Approach and Resolution No. 2020-13 by accessing the city website at: www.durant.org.

2. Consider Approval of Resolution 2020-14 - Mural Project for 913 W. Main Street

Approved

Mural artists Clay and Dottie Moore stepped forward and answered questions from council regarding the mural. Mr. Moore stated the business owner is paying for the mural. There is no cost to the City of Durant.

Motion was made by Jerry Tomlinson and seconded by Steve Brittingham to approve Resolution 2020-14 to Approve Mural Project for 913 W. Main Street.

Motion Passed with the following vote:

Ayes: Brittingham, Grube, Morris, Sherrer, Tomlinson

Adjournment

Motion was made by Danny Sherrer and seconded by Oden Grube to adjourn meeting.

Motion Passed with the following vote:

Ayes: Brittingham, Grube, Morris, Sherrer, Tomlinson



The City of Durant

Office of City Treasurer

Memorandum

Date: 5/5/2020
To: Mayor and City Council
From: An-chen Lai, Finance Director/Treasurer
Re: Consider Approval of Budget Amendment 2020-11

Your Authorization to approve Budget Amendment BA 2020-11 is requested.
All of the proposed budget changes have been reviewed by the City Manager /Assitant City Manger and the amendment is recommended for approval.

Council Information / Action Requested

Your approval for BA 2020-11
#1873 TO TRANSFER TO CDBG FOR TUBACEX EMERGENCY BORE EXPENSE
#1874 TO ADJ TUBACEX EMERGENCY BORE EXPENSE
#1875 2020 USSTRN TRANSFER TO CAPITAL IMPROVEMENT FOR STREETS & WATER TREATMENT PLANT PROJECTS
#1876 2020 USSTRN CAPITAL IMPROVEMENTS FOR STREETS & WATER TREATMENT PLANT PROJECTS
#1877 OMAG REIMBURSE TRAFFIC LIGHT DAMAGE REPAIR

City Staff Information / Action Follow-up, if Council authorizes this action:

The City Treasurer's Office will install the approved budget amendment in the City's Accounting software and ensure that all funds are still in balance.

ATTACHMENTS:

Description	Type	Upload Date
BA 2020-11	Cover Memo	5/5/2020

PACKET: 00393-BA 2020-11

BUDGET CODE: CB-Current Budget

FUND ACCOUNT				DATE	DESCRIPTION	ADJUSTMENT	ORIGINAL BUDGET	PREVIOUS ADJUSTMENTS	NEW BUDGET	BUDGET BALANCE
Budget Adj. # 001873 -----										
110	017-537.70-99	5/12/2020	BA202011	TRNS TO TU	20,028.00-	883,767.00	69,816.34-	793,922.66	793,922.66	
FUTURE PROJECTS										
DEPT: ECONOMIC DEVELOPMENT										
110	017-537.99-20	5/12/2020	BA202011	TRNS TO TU	20,028.00	0.00	0.00	20,028.00	20,028.00	
TRSF TO CDBG FUND 250										
DEPT: ECONOMIC DEVELOPMENT										
Budget Adj. # 001874 -----										
250	000-364.29-10	5/12/2020		TRANS FROM FUND 110	20,028.00	0.00	0.00	20,028.00-	20,028.00-	
TRSF FR 110-EDC 1/4% SALES TAX										
250	137-596.96-62	5/12/2020		TRANS FROM FUND 110	20,028.00	0.00	0.00	20,028.00	0.30	
TUBACEX DURANT- ED PYMNT										
DEPT: CDBG 17488 - TUBACEX										
Budget Adj. # 001875 -----										
210	000-361.15-07	5/12/2020		TRANS TO CAPITAL IM	13,280,000.00	0.00	0.00	13,280,000.00-	13,280,000.00-	
2020 USSTRN FINANCING										
210	052-528.99-23	5/12/2020		TRANS TO CAPITAL IM	13,280,000.00	0.00	0.00	13,280,000.00	13,280,000.00	
TRSF 2020 TO CAP IMPR FUND 15										
DEPT: DCUA 2020 MISC. NOTE										
Budget Adj. # 001876 -----										
015	000-364.28-05	5/12/2020		2020USSTRN CAP IMP	13,280,000.00	0.00	0.00	13,280,000.00-	13,280,000.00-	
TRSF FR UA 2020 STRN 210-052										
015	805-555.61-00	5/12/2020		2020USSTRN CAP IMP	65,000.00	0.00	0.00	65,000.00	65,000.00	
STREETS STRIPING										
DEPT: 2020 USSTRN EXPENSE										
015	805-555.61-01	5/12/2020		2020USSTRN CAP IMP	65,000.00	0.00	0.00	65,000.00	65,000.00	
CAMERAS MAINT & WASHINGTON										
DEPT: 2020 USSTRN EXPENSE										
015	805-555.61-90	5/12/2020		2020USSTRN CAP IMP	10,870,000.00	0.00	0.00	10,870,000.00	10,870,000.00	
2020 STREETS IMPROVEMENTS										
DEPT: 2020 USSTRN EXPENSE										
015	805-555.62-01	5/12/2020		2020USSTRN CAP IMP	38,000.00	0.00	0.00	38,000.00	38,000.00	
TURBIDITY METERS										
DEPT: 2020 USSTRN EXPENSE										

PACKET: 00393-BA 2020-11

BUDGET CODE: CB-Current Budget

FUND ACCOUNT	DATE	DESCRIPTION	ADJUSTMENT	ORIGINAL BUDGET	PREVIOUS ADJUSTMENTS	NEW BUDGET	BUDGET BALANCE

Budget Adj. # 001876 -----							
015 805-555.62-02	5/12/2020	2020USSTRN CAP IMP	500,000.00	0.00	0.00	500,000.00	500,000.00
PLANT SCADA SYSTEM							
DEPT: 2020 USSTRN EXPENSE							
015 805-555.62-90	5/12/2020	2020USSTRN CAP IMP	1,742,000.00	0.00	0.00	1,742,000.00	1,742,000.00
WTP PRJ RESERVE							
DEPT: 2020 USSTRN EXPENSE							

Budget Adj. # 001877 -----							
001 019-569.70-17	5/12/2020	BA2020-11 SIGN OMAG	46,863.66	300,000.00	187,527.61-	159,336.05	159,336.05
FUND RESERVE							
DEPT: GENERAL GOVERNMENT							
001 000-361.40-00	5/12/2020	BA2020-11 SIGN OMAG	46,863.66	43,000.00-	36,998.87	126,862.53-	29,062.05
MISC. REVENUE							
PACKET NOTES:							
#1873 TO TRANSFER TO CDBG FOR TUBACEX EMERGENCY BORE							
#1874 TO ADJ TUBACEX EMERGENCY BORE EXPENSE							
#1875 2020 USSTRN TRANSFER TO CAPITAL IMPROVEMENT FOR							
STREETS & WATER TREATMENT PLANT PROJECTS							
#1876 2020 USSTRN CAPITAL IMPROVEMENTS FOR STREETS & WTP							
PROJECTS							
#1877 OMAG REIMBURSE TRAFFIC LIGHT DAMAGE REPAIR							
TOTAL NO. ADJUSTMENTS--REVENUE:						4	26,626,891.66
TOTAL NO. ADJUSTMENTS--EXPENSE:						11	26,626,891.66
TOTAL IN PACKET--							53,253,783.32

*** NO WARNINGS ***

*** NO ERRORS ***

*** END OF REPORT ***



The City of Durant

Office of City Clerk

Memorandum

Date: 5/4/2020
To: Mayor and City Council
From: Teresa Taylor, Human Resources
Re: Consider Approval of Payroll Claims - April 2020

Council Information / Action Requested

Approval of Payroll Claims - April 2020

City Staff Information / Action Follow-up, if Council authorizes this action:

ATTACHMENTS:

Description	Type	Upload Date
Payroll Claims - April 2020	Exhibit	5/4/2020

PAYROLL CLAIMS SUMMARY
AS OF: APRIL 30TH, 2020

001-GENERAL FUND

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE

SALARIES AND BENEFITS						
CITY ADMINISTRATION	545,595.85	25,781.28	377,198.71	69.14	0.00	168,397.14
CITY CLERK	108,659.52	6,636.83	83,455.63	76.80	0.00	25,203.89
CITY TREASURER	346,206.22	20,218.66	277,269.05	80.09	0.00	68,937.17
LAW ENFORCEMENT (PD)	4,858,476.89	293,959.18	3,600,181.83	74.10	0.00	1,258,295.06
ANIMAL CONTROL (PD)	96,376.66	4,285.13	71,842.46	74.54	0.00	24,534.20
FIRE DEPARTMENT	3,287,548.06	195,391.69	2,603,265.45	79.19	0.00	684,282.61
PARKS, REC. & GEN. SVCS.	525,751.84	32,854.95	460,676.42	87.62	0.00	65,075.42
SWIMMING POOL	71,934.79	0.00	51,178.02	71.15	0.00	20,756.77
MUNICIPAL COURT	54,407.70	4,077.44	64,747.83	119.00	0.00	(10,340.13)
COMMUNITY DEVELOPMENT	477,984.35	32,222.36	402,384.38	84.18	0.00	75,599.97
PUBLIC LIBRARY	505,008.14	26,480.22	389,561.56	77.14	0.00	115,446.58
STREET DEPARTMENT	838,448.53	41,966.67	624,458.53	74.48	0.00	213,990.00
ECONOMIC DEVELOPMENT	62,568.00	7,158.88	18,197.20	29.08	0.00	44,370.80
CIVIL EMERGENCY MGMT.	193,143.45	11,471.51	146,326.35	75.76	0.00	46,817.10
GENERAL GOVERNMENT	160,800.00	0.00	2,762.06	2.72	1,609.03	156,428.91
CITY GARAGE	258,084.59	14,646.72	192,988.98	74.78	0.00	65,095.61
SENIOR CITIZENS CENTER	<u>19,961.04</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>19,961.04</u>
TOTAL SALARIES AND BENEFITS	<u>12,410,955.63</u>	<u>717,151.52</u>	<u>9,366,494.46</u>	<u>75.48</u>	<u>1,609.03</u>	<u>3,042,852.14</u>
	=====	=====	=====	=====	=====	=====

PAYROLL CLAIMS SUMMARY
AS OF: APRIL 30TH, 2020

001-GENERAL FUND
REVENUES

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE

	=====	=====	=====	=====	=====	=====

*** END OF REPORT ***

PAYROLL CLAIMS SUMMARY
AS OF: APRIL 30TH, 2020

010-INFO. TECH. SERVICE FUND

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE

SALARIES AND BENEFITS						
INFO. TECH. SERVICE FUND	<u>219,427.61</u>	<u>15,758.23</u>	<u>162,664.58</u>	<u>74.13</u>	<u>0.00</u>	<u>56,763.03</u>
TOTAL SALARIES AND BENEFITS	<u>219,427.61</u> =====	<u>15,758.23</u> =====	<u>162,664.58</u> =====	<u>74.13</u> =====	<u>0.00</u> =====	<u>56,763.03</u> =====

PAYROLL CLAIMS SUMMARY
AS OF: APRIL 30TH, 2020

010-INFO. TECH. SERVICE FUND
REVENUES

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE

	=====	=====	=====	=====	=====	=====

*** END OF REPORT ***

PAYROLL CLAIMS SUMMARY
AS OF: APRIL 30TH, 2020

020-DURANT INDUSTRIAL AUTH.

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE

SALARIES AND BENEFITS						
	=====	=====	=====	=====	=====	=====

PAYROLL CLAIMS SUMMARY
AS OF: APRIL 30TH, 2020

020-DURANT INDUSTRIAL AUTH.
REVENUES

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE

	=====	=====	=====	=====	=====	=====

*** END OF REPORT ***

PAYROLL CLAIMS SUMMARY
AS OF: APRIL 30TH, 2020

101-SPECIAL 911 TAX FUND

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE

SALARIES AND BENEFITS						
PD COMM CENTER	<u>758,075.81</u>	<u>31,302.79</u>	<u>503,051.57</u>	<u>66.36</u>	<u>0.00</u>	<u>255,024.24</u>
TOTAL SALARIES AND BENEFITS	<u>758,075.81</u> =====	<u>31,302.79</u> =====	<u>503,051.57</u> =====	<u>66.36</u> =====	<u>0.00</u> =====	<u>255,024.24</u> =====

PAYROLL CLAIMS SUMMARY
AS OF: APRIL 30TH, 2020

101-SPECIAL 911 TAX FUND
REVENUES

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE

	=====	=====	=====	=====	=====	=====

*** END OF REPORT ***

PAYROLL CLAIMS SUMMARY
AS OF: APRIL 30TH, 2020

206-DURANT AIRPORT AUTHORITY

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE

SALARIES AND BENEFITS						
BEAKER FIELD	<u>143,877.50</u>	<u>8,237.68</u>	<u>76,084.05</u>	<u>52.88</u>	<u>0.00</u>	<u>67,793.45</u>
TOTAL SALARIES AND BENEFITS	<u>143,877.50</u> =====	<u>8,237.68</u> =====	<u>76,084.05</u> =====	<u>52.88</u> =====	<u>0.00</u> =====	<u>67,793.45</u> =====

PAYROLL CLAIMS SUMMARY
AS OF: APRIL 30TH, 2020

206-DURANT AIRPORT AUTHORITY
REVENUES

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE

	=====	=====	=====	=====	=====	=====

*** END OF REPORT ***

PAYROLL CLAIMS SUMMARY
AS OF: APRIL 30TH, 2020

405-DURANT UTILITIES AUTH.

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE

SALARIES AND BENEFITS						
PUBLIC WORKS ADMINISTRATI	178,506.08	10,108.00	127,596.48	71.48	0.00	50,909.60
UTILITY BILLING	450,763.63	17,617.75	304,044.42	67.45	0.00	146,719.21
WATER/SEWER LINE MAINT.	602,331.59	26,900.27	457,375.61	75.93	0.00	144,955.98
WATER TREATMENT PLANT	489,500.01	26,542.20	379,941.45	77.62	0.00	109,558.56
WASTEWATER TREATMENT	386,514.16	22,431.92	307,001.86	79.43	0.00	79,512.30
COLLECTION - SOLID WASTE	772,008.25	34,885.38	548,128.75	71.00	0.00	223,879.50
UTILITY GENERAL ADMIN.	200,000.00	0.00	0.00	0.00	0.00	200,000.00
DISPOSAL - SOLID WASTE	<u>591,371.47</u>	<u>32,270.73</u>	<u>449,006.45</u>	<u>75.93</u>	<u>0.00</u>	<u>142,365.02</u>
 TOTAL SALARIES AND BENEFITS	 3,670,995.19	 170,756.25	 2,573,095.02	 70.09	 0.00	 1,097,900.17
	=====	=====	=====	=====	=====	=====

PAYROLL CLAIMS SUMMARY
AS OF: APRIL 30TH, 2020

405-DURANT UTILITIES AUTH.
REVENUES

ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE
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=====	=====	=====	=====	=====	=====

*** END OF REPORT ***

PAYROLL CLAIMS SUMMARY
AS OF: APRIL 30TH, 2020

500-MULTI-SPORTS COMPLEX

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE

SALARIES AND BENEFITS						
RECREATIONAL MARKETING	96,092.59	4,040.78	68,334.67	71.11	0.00	27,757.92
DURANT MULTI-SPORT COMP	<u>372,045.65</u>	<u>15,716.66</u>	<u>265,419.36</u>	<u>71.34</u>	<u>0.00</u>	<u>106,626.29</u>
 TOTAL SALARIES AND BENEFITS	 468,138.24 =====	 19,757.44 =====	 333,754.03 =====	 71.29 =====	 0.00 =====	 134,384.21 =====

PAYROLL CLAIMS SUMMARY
AS OF: APRIL 30TH, 2020

500-MULTI-SPORTS COMPLEX
REVENUES

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE

	=====	=====	=====	=====	=====	=====

*** END OF REPORT ***

PAYROLL CLAIMS SUMMARY
AS OF: APRIL 30TH, 2020

610-CEMETERY OPERATIONS FUND

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE

SALARIES AND BENEFITS						
	=====	=====	=====	=====	=====	=====

PAYROLL CLAIMS SUMMARY
AS OF: APRIL 30TH, 2020

610-CEMETERY OPERATIONS FUND
REVENUES

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE

	=====	=====	=====	=====	=====	=====

*** END OF REPORT ***



The City of Durant

Office of City Clerk

Memorandum

Date: 2/28/2020
To: Mayor and City Council
From: James Dalton, Assistant City Manager
Re: Consider Approval of Addendum to Lease Agreement with Stahl/Scott Fetzer Company (C-2018-27A)

Council Information / Action Requested

Approval of Addendum to Lease Agreement with Stahl/Scott Fetzer Company (C-2018-27A)

City Staff Information / Action Follow-up, if Council authorizes this action:

ATTACHMENTS:

Description	Type	Upload Date
Addendum	Cover Memo	5/7/2020

ADDENDUM to C-2018-27

On this 12th day of May, 2020, the City of Durant, an Oklahoma municipal corporation ("Lessor"), and STAHL/SCOTT FETZER COMPANY ("Lessee"), do hereby agree to the terms set forth herein modifying the Lease Agreement adopted by the parties and identified as C-2018-27 by Lessor.

Paragraph 3 shall be modified to read as follows:

3. The rental for said term shall be \$1,000.00 per month for a period beginning June 1st, 2020, payable on that day and a like payment on the 1st day of each month thereafter during the term of the lease which shall expire on June 30, 2023.

Paragraph 4 shall be modified to read as follows:

4. The Leased Premises is described as approximately TWELVE THOUSAND SQUARE FEET (12,000 sq. ft.) which shall be comprised of the south half of the leased space originally identified in C-2018-27. Access to common areas, hallways, toilets, and outdoor storage space shall remain as originally set forth in C-2018-27.

The terms herein are contingent upon the contemporaneous execution of an Addendum to lease agreement C-2019-47 between Trussworks, LLC and Lessor

Except as set forth herein, the terms of C-2018-27 as set forth in its original form and any addendum thereto shall remain in full force and effect and shall remain unmodified by this document.

IN WITNESS HEREOF, this Addendum to C-2018-27 is executed by the parties as of the day and year hereafter written.

Dated: _____

CITY OF DURANT, OKLAHOMA
"Lessor"

STAHL/SCOTT FETZER COMPANY
"Lessee"

By: _____
ODEN GRUBE, Mayor

By: _____
President

ATTEST:

CYNTHIA J. PRICE, City Clerk

Dated: _____



The City of Durant

Office of City Clerk

Memorandum

Date: 2/28/2020
To: Mayor and City Council
From: James Dalton, Assistant City Manager
Re: Consider Approval of Addendum to Lease Agreement with Trussworks, LLC (C-2019-47A)

Council Information / Action Requested

Approval of Addendum to Lease Agreement with Trussworks, LLC (C-2019-47A)

City Staff Information / Action Follow-up, if Council authorizes this action:

ATTACHMENTS:

Description	Type	Upload Date
Addendum	Cover Memo	5/7/2020

ADDENDUM to C-2019-47

On this 12th day of May, 2020, the City of Durant, an Oklahoma municipal corporation ("Lessor"), and TRUSSWORKS, LLC, a Texas limited liability company ("Lessee"), do hereby agree to the terms set forth herein modifying the Lease Agreement adopted by the parties and identified as C-2019-47 by Lessor.

The lease terms as set forth in Paragraph 3 of C-2019-47 is hereby amended to increase the monthly rent from \$3,000.00 per month to \$4,000.00 per month beginning June 1, 2020, payable on that day on a like payment on the 1st day of the each month thereafter for the duration of the lease.

The Leased Premises as set forth in Paragraph 6 of C-2019-47 is hereby amended to include an additional 12,000 square feet of space comprised of the north half of the portion of the building leased by STAHL/SCOTT FETZER COMPANY ("Stahl") and identified in C-2018-27 between Stahl and Lessor. Access to common areas, hallways, toilets, and outdoor storage space shall remain as originally set forth in C-2018-27.

The terms herein are contingent upon the contemporaneous execution of an Addendum to lease agreement C-2018-27 between Stahl and Lessor

Except as set forth herein, the terms of C-2019-47 as set forth in its original form and any addendum thereto shall remain in full force and effect and shall remain unmodified by this document.

IN WITNESS HEREOF, this Addendum to C-2019-47 is executed by the parties as of the day and year hereafter written.

Dated: _____

CITY OF DURANT, OKLAHOMA
"Lessor"

TRUSSWORKS, LLC
"Lessee"

By: _____
ODEN GRUBE, Mayor

By: _____
DON GROOM, CEO/Partner

ATTEST:

CYNTHIA J. PRICE, City Clerk

Dated: _____



The City of Durant

Office of City Treasurer

Memorandum

Date: 5/5/2020
To: Mayor and City Council
From: An-chen Lai, Finance Director/Treasurer
Re: Consider Approval of Crawford & Associates PC, Letter of Engagement of Account and Consulting Services (C-2020-21)

Approval of Crawford & Associates, Letter of Engagement for Audit Preparation Services for FY 2019-2020 (C-2020-21) is requested.

The historical figures for annual expense as follow:

FY 2008-2009 \$111,923
FY 2009-2010 \$127,759
FY 2010-2011 \$ 70,316
FY 2011-2012 \$ 57,170
FY 2013-2014 \$ 48,332
FY 2014-2015 \$ 40,062
FY 2015-2016 \$ 47,864
FY 2016-2017 \$ 47,838
FY 2017-2018 \$ 86,867
FY 2018-2019 \$128,748

Council Information / Action Requested

Approve a Letter of Engagement for Audit Preparation Services for FY 2019-2020 (C-2020-21)

City Staff Information / Action Follow-up, if Council authorizes this action:

City Clerk , Obtain Applicable Signatures and return Signed copy to Crawford Associates PC.

ATTACHMENTS:

Description	Type	Upload Date
C-2020-21 Crawford Engagement Letter	Cover Memo	5/5/2020

April 20, 2020

Honorable Mayor and Members of the City Council
City of Durant
P.O. Box 578
Durant, OK 74702-0578

To the Honorable Mayor and Members of the City Council:

Crawford & Associates, P.C. is pleased that the City of Durant (the City) continues to express its confidence in our firm and our state and local government expertise. We look forward to a continued long and successful relationship as an integral financial management resource to the City of Durant management and governing body.

We are prepared to provide a full range of accounting and consulting services to the City of Durant contingent upon approval of your management and/or governing body. The purpose of this engagement letter is to identify the scope of available services from Crawford & Associates, the specific initial services requested at this time, and to confirm the terms, objectives, and limitations of our engagement services.

Scope of Services

The scope of professional services that are available and can be provided to the City of Durant are outlined below under the heading *Scope of Available Services*. While this listing includes a range of services available from Crawford & Associates, the specific initial services requested to be provided at the current time are separately identified under the heading *Initial Services Requested*. Any additional services that are available from Crawford & Associates beyond these initially requested services can be provided upon subsequent specific request and agreement.

Scope of Available Services

- Preparation of Annual Financial Statements
- General Accounting and Advisory Assistance
- Budget Preparation and Amendment Assistance
- Capital Asset Records and Accounting Assistance
- Information Technology System Assistance
- Internal Control Policies and Procedures Assistance
- Labor Relations Consulting
- Laws and Regulations Compliance Assistance
- Investigation of Allegations or Concerns
- Tax and Other Regulatory Report Assistance

Initial Services Requested

- Preparation of Annual Financial Statements
- General Accounting and Advisory Assistance
- Assistance with year-end adjustments and entries in preparation for financial statement audit

Services Related to the Preparation of Annual Financial Statements

You have requested that we prepare the annual financial statements of the financial reporting entity of the City of Durant, Oklahoma as of and for the year ended June 30, 2020. Such financial statements will include:

- a. Basic Financial Statements, including notes to the financial statements
- b. Required Supplementary Information
- c. Supplementary Information (to the extent management elects to include)
- d. Other Information (to the extent management elects to include)

Crawford & Associates' Responsibilities

The objective of our engagement is to prepare the annual financial statements in accordance with accounting principles generally accepted in the United States of America based on information provided by you. We will conduct our engagement in accordance with Statements on Standards for Accounting and Review Services (SSARs) promulgated by the Accounting and Review Services Committee of the AICPA and comply with the AICPA's Code of Professional Conduct, including the ethical principles of integrity, objectivity, professional competence, and due care.

We are not required to, and will not, verify the accuracy or completeness of the information you will provide to us for the engagement or otherwise gather evidence for the purpose of expressing an opinion or a conclusion. Accordingly, we will not express an opinion or a conclusion or provide any assurance on the financial statements.

Our engagement cannot be relied upon to identify or disclose any financial statement misstatements, including those caused by fraud or error, or to identify or disclose any wrongdoing within the entity or noncompliance with laws and regulations.

Management Responsibilities

The engagement to be performed is conducted on the basis that management acknowledges and understands that our role is to prepare financial statements in accordance with accounting principles generally accepted in the United States of America. Management has the following overall responsibilities that are fundamental to our undertaking the engagement to prepare your financial statements in accordance with SSARs:

- a. The selection of accounting principles generally accepted in the United States of America as the financial reporting framework to be applied in the preparation of the financial statements
- b. The prevention and detection of fraud
- c. To ensure that the entity complies with the laws and regulations applicable to its activities
- d. The accuracy and completeness of the records, documents, explanations, and other information, including significant judgments, you provide to us for the engagement to prepare financial statements

e. To provide us with:

- i. Documentation, and other related information that is relevant to the preparation and presentation of the financial statements,
- ii. Additional information that may be requested for the purpose of the preparation of the financial statements, and
- iii. Unrestricted access to persons within the City of Durant, Oklahoma, of whom we determine necessary to communicate.

The financial statements will not be accompanied by a report. However, you agree that the financial statements will clearly indicate that no assurance is provided on them.

Other Requested and Available Services

In conjunction with the other requested and available services (other than the preparation of the annual financial statements) as identified in the Scope of Services section of this letter, Crawford & Associates will be responsible for providing such services upon request in accordance with the applicable professional standards of the AICPA. It is anticipated that most if not all of these other services will be performed in accordance with the standards applicable to consulting services as prescribed by the AICPA.

Crawford & Associates, is not obligated to, but may report or otherwise communicate to management any recommendations, it determines necessary, resulting from the professional services provided.

Management and the governing body will be responsible for establishing the scope of our other professional services to be provided and for providing the necessary resources allocated to the work; such responsibility includes determining the nature, scope, and extent of the services to be performed, providing sufficient appropriation for the estimated cost of these services, providing overall direction and oversight for each service, and reviewing and accepting the results of the work.

Access to Working Papers and Reports

Any working papers prepared by Crawford & Associates in connection with performing the financial statement preparation and other professional services are the property of Crawford & Associates. Upon request, copies of any or all working papers and reports that we consider to be nonproprietary will be provided to management. Management may make such copies available to its external auditors and to certain regulators in the exercise of their statutory oversight responsibilities. Such copies may not be made available to any other third party without the prior written consent from Crawford & Associates.

Fees and Costs

Fees and out-of-pocket expenses for this engagement will be billed as the work progresses and payable upon receipt of our invoices. Out-of-pocket expenses include such costs incurred by Crawford & Associates in providing the services including travel, lodging, telecommunications, printing, document reproduction, and the like. Our fees for these services will be billed at our standard hourly rates, as follows, for the individual performing such services based on the actual number of hours of work, including travel time, performed by that individual.

Standard Hourly Rates:

- Firm President \$250
- Shareholders \$165
- Consulting Senior Managers \$150
- Consulting Managers \$125
- Consulting Staff \$110
- Clerical Staff \$45

Because Crawford & Associates has no direct control over the type and amount of services requested by the management or the governing body during the term of this engagement, nor does Crawford & Associates have direct control over the quality of your accounting system or records, potential turnover of your staff, or your staffing levels, resources, or capabilities, it is impractical for us to provide an accurate amount of hours that will be required for the services requested or a not-to-exceed limit on fees and expenses charged. We will rely on you to provide us with a copy of approved purchase orders, containing estimated fees and expenses, monitor the cumulative fees and expenses charged, and notify us if and when the cumulative amount approaches the total appropriated level estimated. You also agree to provide sufficient appropriation for all services requested prior to the services being performed. For your purchase order preparation purposes, we estimate that the fees for the services anticipated at this time, as defined in the Scope of Services section of this letter, will approximate \$60,000, unless the City requests further changes to the scope of this agreement.

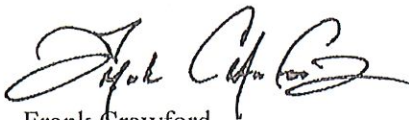
The term of this engagement is a period from July 1, 2020 through June 30, 2021. Crawford & Associates may perform additional services upon receipt of a formal request from management or the governing body with terms and conditions that are acceptable to both parties.

The agreements and undertakings contained in this engagement letter, shall survive the completion or termination of this engagement.

Acceptance

Please indicate your acceptance of this agreement by signing in the space provided below and returning this engagement letter to us. A duplicate copy of this engagement letter is provided for your records. We look forward to continuing our professional relationship with the City of Durant.

Respectfully submitted and agreed to by,



Frank Crawford
Crawford and Associates, P.C.

Accepted and agreed to for the City of Durant:

By: _____

Title: _____

Date: _____



The City of Durant

Office of City Treasurer

Memorandum

Date: 5/5/2020
To: Mayor and City Council
From: An-chen Lai, Finance Director/Treasurer
Re: Consider Approval of Arledge & Associates PC, Agreed-Upon Procedures Engagement Letter (C-2020-22) & Single Audit Engagement Letter (C-2020-23) for Audit Service FY2019-2020

Approval of Arledge & Associates PC, FY-2020 Agreed-Upon Procedures Engagement Letter (C-2020-22) and Single Audit Engagement Letter (C-2020-23) for Audit Services for FY 2019-2020 is requested. The total cost outlined in the attached documents is \$ 38,450.

Council Information / Action Requested

Approval of Arledge & Associates PC, Engagement Letters of Audit Service for FY 2019-2020 (C-2020-22 & C-2020-23)

City Staff Information / Action Follow-up, if Council authorizes this action:

ATTACHMENTS:

Description	Type	Upload Date
C-2020-22	Cover Memo	5/5/2020
C-2020-23	Cover Memo	5/5/2020

FY-2020 AGREED-UPON PROCEDURES ENGAGEMENT LETTER

April 8, 2020

To the Governance and Management
City of Durant, Oklahoma

We are pleased to confirm our understanding of the nature and limitations of the services we are to provide for the City of Durant, Oklahoma (the "City").

We will apply the agreed-upon procedures which the City has specified, listed in the attached schedule. This engagement is solely to assist the City with respect to the City's application to qualify under the local government financial test to provide the Oklahoma Department of Environmental Quality ("DEQ"). Our engagement to apply agreed-upon procedures will be conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of the procedures is solely the responsibility of those parties specified in the report. Consequently, we make no representation regarding the sufficiency of the procedures described in the attached schedule either for the purpose for which this report has been requested or for any other purpose. If, for any reason, we are unable to complete the procedures, we will describe any restrictions on the performance of the procedures in our report, or will not issue a report as a result of this engagement.

Because the agreed-upon procedures listed in the attached schedule do not constitute an examination, we will not express an opinion on those specified elements. In addition, we have no obligation to perform any procedures beyond those listed in the attached schedule.

We will submit a report listing the procedures performed and our findings. This report is intended solely for the use of the City, and should not be used by anyone other than these specified parties. Our report will contain a paragraph indicating that had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

You are responsible for the presentation of the DEQ application and for selecting the criteria and procedures and determining that such criteria and procedures are appropriate for your purposes.

LaDonna Sinning, CPA is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

At the conclusion of our engagement, we will require a representation letter from management that, among other things, will confirm management's responsibility for the presentation of the DEQ application.

Our fee for this service is \$2,050. This fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the engagement. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

We appreciate the opportunity to assist you and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us. If the need for additional procedures arises, our agreement with you will need to be revised. It is customary for us to enumerate these revisions in an addendum to this letter. If additional specified parties of the report are added, we will require that they acknowledge in writing their responsibility for the sufficiency of procedures.

Sincerely,

Arledge & Associates, P.C.

Arledge & Associates, P.C.

RESPONSE:

This letter correctly sets forth the understanding of the City of Durant, Oklahoma.

Management signature: _____

Title: _____

Date: _____

Governance signature: _____

Title: _____

Date: _____

City of Durant, Oklahoma
Schedule of Agreed-upon Procedures

1. Verify the reasonableness of the City's estimated construction and demolition landfill closure and post-closure costs by inquiry of City officials and personnel or correspondence from DEQ.
2. Verify the City's ratio of cash plus marketable securities to total expenditures is greater than or equal to .05 by reviewing the June 30, 2020, audited financial statements.
3. Verify the City's ratio of annual debt service to total expenditures is less than or equal to .20 by reviewing the June 30, 2020, audited financial statements.
4. Determine whether the City's basic financial statements as of and for the year ended June 30, 2020, were prepared in conformity with accounting principles generally accepted in the United States of America by reviewing the independent auditor's report on the City's basic financial statements for the year ended June 30, 2020.
5. Determine whether the City is currently in default on any of its general obligation debt by examining debt service transactions in the underlying financial statements and making inquiries of the City personnel and bond trustees.
6. Determine whether the City operated at a deficit equal to 5% or more of total revenue for the fiscal years ended June 30, 2020 and 2019 by reviewing the basic financial statements for those two years.
7. Determine whether the City received an unmodified opinion on its latest basic financial statements as of and for the year ended June 30, 2020 by reviewing the independent auditor's report.
8. Determine that the total environmental obligations of the City do not exceed 45% of the City's total annual revenues for the year ended June 30, 2020 by reviewing the City's audited basic financial statements.
9. Determine whether the current municipal finance test materials have been placed in the City's landfill operating records. Management will ensure that a reference to the closure and post-closure costs will be assured through the financial tests and will be included in the City's audited financial statements.



FY-2020 SINGLE AUDIT ENGAGEMENT LETTER

April 29, 2020

To the Governance and Management of the City of Durant, Oklahoma

We are pleased to confirm our understanding of the services we are to provide the City of Durant, Oklahoma (the "City") for the year ended June 30, 2020. We will audit the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements, of the City as of and for the year ended June 30, 2020. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the City's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the City's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by U.S. generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis;
- 2) Budgetary Comparison Information;
- 3) Pension Plan Fund Schedules; and
- 4) Other Post Employment Benefit Information.

We have also been engaged to report on supplementary information other than RSI that accompanies the City's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and we will provide an opinion on it in relation to the financial statements as a whole, in a report combined with our auditor's report on the financial statements:

- 5) Combining Schedules.

Audit Objectives

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. The objective also includes reporting on—

- Internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will include a paragraph that states that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The Uniform Guidance report on internal control over compliance will include a paragraph that states that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance, and will include tests of accounting records, a determination of major program(s) in accordance with the Uniform Guidance, and other procedures we consider necessary to enable us to express such opinions. We will issue written reports upon completion of our Single Audit. Our reports will be addressed to the Mayor and City Council of the City of Durant, Oklahoma. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements or noncompliance may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or on major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. We will include such matters in the reports required for a Single Audit. Our

responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; schedule of expenditures of federal awards; federal award programs; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

Audit Procedures—Internal Control

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the City's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal statutes, regulations, and the terms and conditions of federal awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of the City's major programs. The purpose of these procedures will be to express an opinion on the City's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

Other Services

We will also assist in preparing the financial statements, schedule of expenditures of federal awards, and related notes of the City in conformity with U.S. generally accepted accounting principles and the Uniform Guidance based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statements, schedule of expenditures of federal awards, and related notes services previously defined.

We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Management Responsibilities

Management is responsible for (1) designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including internal controls over federal awards, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal awards, and all accompanying information in conformity with U.S. generally accepted accounting principles; and for compliance with applicable laws and regulations (including federal statutes) and the provisions of contracts and grant agreements (including award agreements). Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance, (3) additional information that we may request for the purpose of the audit, and (4) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants. Management is also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements, or abuse that we report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan.

You are responsible for identifying all federal awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received) in conformity with the Uniform Guidance. You agree to include our report on the schedule of expenditures of federal awards in any document that contains and indicates that we have reported on the schedule of expenditures of federal awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon OR make the audited financial statements readily available to intended users of the schedule of expenditures of federal awards no later than the date the schedule of expenditures of federal awards is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (2) you believe the

schedule of expenditures of federal awards, including its form and content, is stated fairly in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities relating to the financial statements, schedule of expenditures of federal awards, and related notes, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements, schedule of expenditures of federal awards, and related notes and that you have reviewed and approved the financial statements, schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to electronically submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditor's reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. The Data Collection Form and the reporting package must be submitted within the earlier of 30 calendar days after receipt of the auditor's reports or nine months after the end of the audit period.

We will provide copies of our reports to the Governance and Management of the City; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Arledge & Associates, P.C. and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the Oklahoma State Auditor and Inspector or its designee, a federal agency providing direct or indirect funding, or the U.S. Government

Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Arledge & Associates, P.C. personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the Oklahoma State Auditor and Inspector. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

LaDonna Sinning, CPA is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

Our fee for these services will be \$36,400. This fee includes our miscellaneous charges, such as travel, meals, and copies. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 30 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report(s). You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. The fee is also based on the assistance of Crawford & Associates, P.C. in preparing the City's financial statements. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

Our fee includes Single Audit services, as described above, for two major programs. Should the number of major programs identified increase and/or the mix in CFDA numbers change in such a way as to require further work, the audit will be subject to an additional price negotiation, including an Addendum to the Engagement Letter and agreed upon payment terms, before the additional services are performed.

Because our Engagement Letter provides ongoing access to the accounting and business advice you need on a fixed-price basis, you are not inhibited from seeking timely advice from us. While the fixed price entitles you to unlimited consultation with us, if your questions or issues require additional research and analysis beyond consultation, that work will be subject to an additional price negotiation before the service is to be performed, an Addendum to the Engagement Letter will be issued before delivery of the additional service is to be performed, with payment terms agreed to in advance. By virtue of signing this document, you have indicated that your reporting entity has been appropriately defined, all trial balances will be reasonably adjusted, your key accounts will be reconciled, unusual transactions, significant financial estimates and disclosures have been communicated to us prior to the date at the top of this letter. Also, you have indicated that the entity has competent personnel in key financial positions and there has been no turnover in the accounting/finance department. If we find that the facts are different for any of the preceding assumptions, we will negotiate an Addendum to the Engagement Letter and negotiate a new engagement fee before we issue our final report.

To the extent that you utilize outside consultants to supplement your accounting and finance department and produce various schedules and reports, please note that by virtue of signing this document you have indicated that their work will be timely and reliable. Should we find that their work is other than timely and/or reliable, we will negotiate an Addendum to the Engagement Letter and determine a new engagement fee and payment arrangement before we issue our final report.

Cost of Consequential Damages

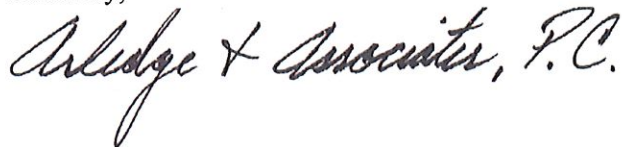
Any liability of Arledge & Associates, P.C. and its personnel to City is limited to the amount of the annual fee the City paid for this external audit engagement as liquidated damages.

The City agrees that any dispute regarding this engagement will, prior to resorting to litigation, be submitted to mediation upon request by either party. Both parties agree to try in good faith to settle the dispute in mediation. The American Arbitration Association will administer any such mediation in accordance with its

Commercial Mediation Rules. The results of the mediation proceeding shall be binding only if both Arledge & Associates, P.C. and the City agree to be bound. Arledge & Associates, P.C. and the City will share any cost of mediation equally.

We appreciate the opportunity to be of service to the City of Durant, Oklahoma and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Sincerely,



Arledge & Associates, P.C.

RESPONSE:

This letter correctly sets forth the understanding of the City of Durant, Oklahoma.

Management signature: _____

Title: _____

Date: _____

Governance signature: _____

Title: _____

Date: _____



The City of Durant

Grants Department

Memorandum

Date: 5/6/2020
To: Mayor and City Council
From: Rebecca Payne, Grants Coordinator
Re: Consideration to Support a FEMA Assistance to Firefighters Grant (AFG) Application Through the FY 2019 Fire Prevention and Safety Program for Funds to Purchase a Mobile Fire Extinguisher Training Unit.

The fire department utilized the 2008 AFG funds to purchase a mobile fire extinguisher training unit in April 2010, and this unit is no longer dependable for training. This is a viable teaching tool for all ages - especially youth and senior citizens.

Unit cost is about \$11,000 and the 10% match will be provided by the fire department budget.

Council Information / Action Requested

Approve Support of a FEMA Assistance to Firefighters Grant (AFG) Application Through the FY 2019 Fire Prevention and Safety Program for Funds to Purchase a Mobile Fire Extinguisher Training Unit.

City Staff Information / Action Follow-up, if Council authorizes this action:

Becca will work with the FD to complete and submit grant application by May 29.



The City of Durant

Grants Department

Memorandum

Date: 5/7/2020
To: Mayor and City Council
From: Rebecca Payne, Grants Coordinator
Re: Consideration to Approve Change Order No. 1 to MidPlains Construction, Inc. Contract Agreement (C-2020-19) in the Amount of \$1900 - for Canopy Shade Structure Rush Order Necessary to Complete 17031 CDBG Market Square Improvements Project (C-2017-65).

This \$1900 additional cost is necessary to expedite the canopy shade structure shipping time for completing the Market Square improvements in June.

Even though Mayor Grube has signed the document, this needs to be officially approved by council. This was something I missed while working remotely.

Council Information / Action Requested

Approve Change Order No. 1 to MidPlains Construction, Inc. Contract Agreement (C-2020-19) in the Amount of \$1900 - for Canopy Shade Structure Rush Order Necessary to Complete 17031 CDBG Market Square Improvements Project (C-2017-65).

City Staff Information / Action Follow-up, if Council authorizes this action:

Becca, Public Works, Theorem Architect and MidPlains Construction will continue efforts to complete project in June.

ATTACHMENTS:

Description	Type	Upload Date
17031 CDBG - Canopy CO #1	Cover Memo	5/7/2020



AIA Document G701™ – 2017

Change Order

PROJECT: (Name and address) City of Durant Market Square Improvements 17031 CDBG 17: Bid No. 17031 Canopy Durant Market Square (Evergreen Street & N 1st Avenue)	CONTRACT INFORMATION: Contract For: General Construction Date:	CHANGE ORDER INFORMATION: Change Order Number: 001 Date: 04/17/2020
OWNER: (Name and address) City of Durant 300 W Evergreen Street Durant, OK 74701	ARCHITECT: (Name and address) Theorem, LLC 126 N 4th Avenue Durant, OK 74701	CONTRACTOR: (Name and address) MidPlains Construction Inc. 6635 US Hwy 70 Mead, OK 73449

THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

Rush order and shipment on canopy materials from USA Shade.

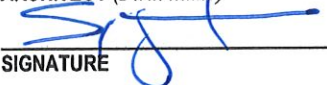
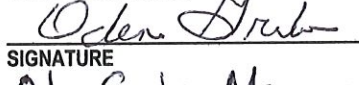
The original Contract Sum was	\$ 50,000.00
The net change by previously authorized Change Orders	\$ 0.00
The Contract Sum prior to this Change Order was	\$ 50,000.00
The Contract Sum will be increased by this Change Order in the amount of	\$ 1,900.00
The new Contract Sum including this Change Order will be	\$ 51,900.00

The Contract Time will be increased by Zero (0) days.

The new date of Substantial Completion will be 6/5/2020

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

Theorem, LLC ARCHITECT (Firm name)	MidPlains Construction, Inc CONTRACTOR (Firm name)	City of Durant OWNER (Firm name)
 SIGNATURE	 SIGNATURE	 SIGNATURE
Shane Knight, Member PRINTED NAME AND TITLE	Thomas Seidel, President PRINTED NAME AND TITLE	Oden Grube, Mayor PRINTED NAME AND TITLE
4.17.20 DATE	 DATE	 DATE



The City of Durant

Office of City Clerk

Memorandum

Date: 5/7/2020
To: Mayor and City Council
From: Cynthia J. Price, City Clerk
Re: Consider Approval of Proclamation for National Men's Health Week (June 10-16, 2020) and Men's Health Month (June 2020)

Council Information / Action Requested

Approval of Proclamation for National Men's Health Week (June 10-16, 2020) and Men's Health Month (June 2020)

City Staff Information / Action Follow-up, if Council authorizes this action:

ATTACHMENTS:

Description	Type	Upload Date
Proclamation - Men's Health	Exhibit	5/7/2020

PROCLAMATION

MEN'S HEALTH WEEK

JUNE 10-16, 2020

MEN'S HEALTH MONTH

JUNE 2020

Whereas, despite advances in medical technology and research, men continue to live an average of five years less than women with Native American and African-American men having the lowest life expectancy; and

Whereas, educating the public and health care providers about the importance of a healthy lifestyle and early detection of male health problems will result in reducing rates of mortality from disease; and

Whereas, men who are educated about the value that preventive health can play in prolonging their lifespan and their role as productive family members will be more likely to participate in health screenings; and

Whereas, fathers who maintain a healthy lifestyle are role models for their children and have happier, healthier children; and

Whereas, Men's Health Network worked with Congress to develop a national men's health awareness period as a special campaign to help educate men, boys, and their families about the importance of positive health attitudes and preventative health practices; and

Whereas, the Men's Health Month web site has been established at www.MensHealthMonth.org and features resources, proclamations, and information about awareness events and activities, including Wear Blue for Men's Health (www.WearBlueForMensHealth.com); and

Whereas, Men's Health Month in the City of Durant, Oklahoma will focus on a broad range of men's health issues, including heart disease, mental health, diabetes, and prostate, testicular and colon cancer; and

Whereas, the citizens of this city are encouraged to increase awareness of the importance of a healthy lifestyle, regular exercise, and medical check-ups.

Now, therefore, I, Oden Grube, Mayor of the City of Durant, Oklahoma, do hereby proclaim the week of June 10-16, 2020 as Men's Health Week and the month of June as Men's Health Month in Durant, Oklahoma, and encourage all men to pursue preventative health practices and early detection efforts.

Mayor Oden Grube

May 12, 2020



The City of Durant

Office of City Clerk

Memorandum

Date: 5/6/2020
To: Mayor and City Council
From: Cynthia J. Price, City Clerk
Re: City Clerk Report - April 2020

Council Information / Action Requested

Information only.

City Staff Information / Action Follow-up, if Council authorizes this action:

ATTACHMENTS:

Description	Type	Upload Date
City Clerk Report - April 2020	Exhibit	5/6/2020

CITY CLERK MONTHLY INFORMATION REPORT

APRIL 2020

MUNICIPAL COURT -

I have created the attached spreadsheet which will allow you to track the various municipal court categories as the calendar year progresses.

LICENSES -

There were no licenses issued in April 2020.

SPECIAL EVENT PERMIT APPLICATIONS -

There were no Special Event Permit Applications received in April 2020.

Events Held in City of Durant in April 2020:

Annual Calf Fry Festival – POSTPONED.

This event has been re-scheduled to October 10-11, 2020.

Upcoming Events To Be Held in City of Durant in May 2020:

Magnolia Festival – POSTPONED

This event has been re-scheduled to November 5-7, 2020.

2020 Durant High School Senior Class Car Only Parade - May 21, 2020

NOTE: This is a conditional permit and is subject to conditions of State of Emergency Order in effect on event date.

RECORD REQUESTS -

There were two (2) record requests received and processed in April, 2020.

CEMETERY ADMINISTRATION/3B GRAVE SERVICE -

Burials: 4 (3 casket burials) (1 cremains burials).
Sales: 0
Transfers: 0

CEMETERY -

The mowing season began for both Highland Cemetery and Pioneer Cemetery on April 1, 2020.

The ground penetrating radar work remains temporarily suspended at Highland Cemetery due to the shelter in place order currently in effect in the State of Texas. Work will resume once the order is lifted. To date, that order is still in place. I have spoken with the co-owner of Texas Cemetery Restoration who told me it is still their goal is to have the work completed prior to the end of the fiscal year despite the unforeseen delay due to the COVID-19 pandemic.

The ceremony for the unveiling of the statue has been postponed indefinitely.

BIDS -

There was one bid opening in April 2020.

CRM Software Development and Implementation - DIA

There were no bid responses. This bid will be offered again at a later date.

BOARD SECRETARY -

I served functions of the secretary for the following council and authorities in the month of April 2020:

Durant City Council (2 meetings);
Durant City Utility Authority;
Durant Airport Authority.



The City of Durant

Office of City Manager

Memorandum

Date: 5/6/2020
To: Mayor and City Council
From: John R. Dean, City Manager
Re: City Manager Monthly Report - April 2020

Council Information / Action Requested

Information only.

City Staff Information / Action Follow-up, if Council authorizes this action:

ATTACHMENTS:

Description	Type	Upload Date
City Manager Monthly Report - April 2020	Cover Memo	5/6/2020



CITY OF DURANT

Office of the City Manager

May 06, 2020

Mayor Grube and members of the City Council:

April, 2020 City Manager Monthly Report

Conducted hearings for possible delinquent RWD sewer customers.

Met with Brandon Wall regarding street improvements.

Met with Alan Brooks and Chris Gander regarding funding projects.

Streets and water improvement loan was funded.

Worked on Fuel issue at the Airport.

Worked on Market Square project items.

Worked on AMR project items.

Staff identified potential street improvements for Council consideration.

Implemented phases of the emergency plan for COVID-19.

Developed and implemented several new policies in response to COVID-19.

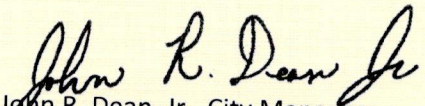
Dealt with various COVID-19 issues and events.

Attended Weekly Emergency Task Force meetings.

Conducted Budget meetings.

Finalized Draft FY 2021 Budget and delivered to City Council.

Respectfully Submitted,


John R. Dean, Jr., City Manager



The City of Durant

Office of Community Development

Memorandum

Date: 5/4/2020
To: Mayor and City Council
From: Danielle Barker, Community Development Director
Re: Community Development Monthly Report - April 2020

Please find attached monthly report for April 2020.

Council Information / Action Requested

No action required.

City Staff Information / Action Follow-up, if Council authorizes this action:

No follow-up required.

ATTACHMENTS:

Description	Type	Upload Date
Community Development Monthly Report - April 2020	Cover Memo	5/6/2020



The City of Durant

Office of Community Development

Monthly Activity Report, April 2020

1. Inspections	
Building	43
Electrical	51
Mechanical	25
Plumbing	41
Other	
TOTAL	160

2. Code Enforcement	
Other Contacts Made	18
Grass & Weeds	59
Junk Vehicles	7
Junk Appliances	1
Dilapidated Structures	3
Trash & Debris	25
Trees & Shrubs	4
Other	
Notices Posted	99
Condemned	2
TOTAL	119

3. New Construction	
SFR	4
MFR	0
Commercial	0
Industrial	1
TOTAL	5

4. Permits Issued	
Building	13
Electrical	14
Plumbing	6
Mechanical	12
Floodplain	5
TOTAL	50

5. Public Hearings	
Board of Adjustment	0
Planning Commission	3
City Council	0
TOTAL	3

6. Letters Mailed	
Code Enforcement	99
Public Hearings	19
Other	15
TOTAL	133

7. GIS / Mapping	
Maps Printed	40
911 Addresses Requested	24
TOTAL	64

8. Licenses Issued	
Electrical	0
Plumbing	0
Mechanical	1
Roofing	0
TOTAL	1

05/01/2020 8:34 AM

PROJECT VALUATION AND FEE REPORT

PROJECTS: 0 -ZZZZZZZZZZ
APPLIED DATES: 4/01/2020 THRU 4/30/2020
ISSUED DATES: 0/00/0000 THRU 99/99/9999
EXPIRE DATES: 0/00/0000 THRU 99/99/9999
STATUS: ALL

PROJECT	ISSUE DATE	NAME	LOCATION	CONTRACTOR	DESCRIPTION	
030704	4/02/2020	SIGN DEPOT	372 BRYAN DR 100	OWNER	NEW SIGN PERMIT	I
030708	4/08/2020	BREI LLC	1701 US HWY 70	OWNER	NEW HOME PERMIT	I
030713	4/08/2020	BREI LLC	1717 US HWY 70	OWNER	NEW HOME PERMIT	I
030718	4/08/2020	BREI LLC	1709 US HWY 70	OWNER	NEW HOME PERMIT	I
030723	4/08/2020	ABEL ALEMAN ROOFING	1406 DALLAS ST	OWNER	ROOF PERMIT	I
030724	4/14/2020	CORE-STATES GROUP	3712 W MAIN	OWNER	COMM REMODEL PERMIT	I
030725	4/14/2020	PLATINUM LAND CONSULTING	310 N 49TH	OWNER	NEW STORAGE PERMIT	I
030729	4/16/2020	HOLMES, FRANKIE / KATHY	304 NE 18TH AVE	OWNER	STORM SHELTER PERMIT	I
030730	4/16/2020	NOLAN AVIONICS SIGN	810 WALDRON RD	OWNER	SIGN PERMIT	I
030746	4/23/2020	HOBBS CONSTRUCTION	1426 ST IVES LANE	OWNER	NEW HOME PERMIT	I
030756	4/29/2020	A-MAX SIGNS CO INC	909 W MAIN	OWNER	SIGN PERMIT	I
030757	4/29/2020	ABEL ALEMAN ROOFING	1921 PARKWAY CIRCLE	OWNER	ROOFING PERMIT	I
030760	4/30/2020	BREI, LLC	1323 W LIVEOAK ST	OWNER	DEMO PERMIT	I
** TOTALS **				VALUATION:	758,008.15	FEE:
		NUMBER OF PROJECTS:	13			

05/01/2020 8:34 AM

PROJECT VALUATION AND FEE REPORT

1

PROJECTS: 0 -ZZZZZZZZZZ
APPLIED DATES: 4/01/2020 THRU 4/30/2020
ISSUED DATES: 0/00/0000 THRU 99/99/9999
EXPIRE DATES: 0/00/0000 THRU 99/99/9999
STATUS: ALL

*** SEGMENT RECAP ***

PROJECT SEGMENT - DESCRIPTION	# OF SEGMENTS	VALUATION	FEE
BLDG - NEW BUILDING PERMIT	13	758,008.15	7,477.00
*** TOTALS ***	13	758,008.15	7,477.00

PROJECTS: 0 -ZZZZZZZZZZ
APPLIED DATES: 4/01/2020 THRU 4/30/2020
ISSUED DATES: 0/00/0000 THRU 99/99/9999
EXPIRE DATES: 0/00/0000 THRU 99/99/9999
STATUS: ALL

*** BUILDING CODE RECAP ***

BUILDING CODE - DESCRIPTION	# OF PROJECTS	# OF SEGMENTS	VALUATION
ACCS - SIGNS/ACCESSORY STRUCTURES	4	4	11,459.00
CA - COMMERCIAL ALTERATION	1	1	30,000.00
DEMO - DEMOLITION	1	1	3,000.00
IND - INDUSTRIAL	1	1	150,000.00
ROOF - ROOFING PERMIT	2	2	8,549.15
SFR - SINGLE FAMILY RESIDENTIAL	4	4	555,000.00
*** TOTALS ***	13	13	758,008.15

SELECTION CRITERIA

REPORT SELECTION

PROJECT RANGE FROM: 0 THROUGH ZZZZZZZZZZ
PROJECT STATUS: All
CONTRACTOR: All
PROJECT TYPE: Include: BLDG
SEGMENT: All
VALUATION RANGE FROM: 0.00 THROUGH 999,999,999.99

PROJECT DATES

APPLIED RANGE FROM: 04/01/2020 THROUGH 04/30/2020
ISSUED RANGE FROM: 00/00/0000 THROUGH 99/99/9999
JSE SEGMENT DATES: NO
EXPIRE RANGE FROM: 00/00/0000 THROUGH 99/99/9999
JSE SEGMENT DATES: NO

PRINT OPTIONS

TOTALS ONLY: NO
INCLUDE SEGMENTS: NO
COMMENT CODES: None

*** END OF REPORT ***

Other contacts made	18
Trash and Debris	25
Grass and Weeds	59
Dilapidated Structure	3
Junk Vehicles	7
Junk Appliance	1
Trees and Shrubs	4

TOTAL POSTED 99
CONTACTS MADE 18

April-20

Monthly Code Report

No.	Date	Address	Type of Nuisance	Decision
1	04/17/2020	408 N 3RD	GRASS AND WEEDS	POSTED
2	04/17/2020	416 N 3RD	GRASS AND WEEDS	POSTED
3	04/17/2020	416 N 3RD	TRASH AND DEBRIS	POSTED
4	04/17/2020	420 N 3RD	GRASS AND WEEDS	POSTED
5	04/17/2020	302 W ELM	GRASS AND WEEDS	POSTED
6	04/17/2020	511 N 3RD	GRASS AND WEEDS	POSTED
7	04/17/2020	511 N 3RD	TRASH AND DEBRIS	POSTED
8	04/17/2020	723 N 3RD	GRASS AND WEEDS	POSTED
9	04/17/2020	920/924 N 3RD	GRASS AND WEEDS	POSTED
10	04/17/2020	1019 N 3RD	GRASS AND WEEDS	POSTED
11	04/17/2020	214 SYCAMORE	GRASS AND WEEDS	POSTED
12	04/17/2020	218 SYCAMOER	GRASS AND WEEDS	POSTED
13	04/17/2020	1314 N 3RD	GRASS AND WEEDS	POSTED
14	04/17/2020	1314 N 3RD	TRASH AND DEBRIS	POSTED
15	04/17/2020	1316 N 3RD	GRASS AND WEEDS	POSTED
16	04/17/2020	1316 N 3RD	TRASH AND DEBRIS	POSTED
17	04/17/2020	1316 N 3RD	DILAPIDATED	POSTED
18	04/17/2020	1020 N 4TH	GRASS AND WEEDS	POSTED
19	04/17/2020	1020 N 4TH	TREES AND SHRUBS	POSTED
20	04/17/2020	1012 N 4TH	GRASS AND WEEDS	POSTED
21	04/17/2020	1012 N 4TH	TRASH AND DEBRIS	POSTED
22	04/17/2020	401 PLUM	GRASS AND WEEDS	POSTED
23	04/17/2020	401 PLUM	TRASH AND DEBRIS	POSTED
24	04/17/2020	401 PLUM	DILAPIDATED	POSTED
25	04/17/2020	323 PLUM	GRASS AND WEEDS	POSTED
26	04/17/2020	323 PLUM	TRASH AND DEBRIS	POSTED
27	04/17/2020	323 PLUM	JUNK VEHICLE	POSTED
28	04/17/2020	324 PINE	GRASS AND WEEDS	POSTED
29	04/17/2020	521 N 4TH	GRASS AND WEEDS	POSTED
30	04/17/2020	409 N 4TH	GRASS AND WEEDS	POSTED
31	04/17/2020	409 N 4TH	TREES AND SHRUBS	POSTED
32	04/17/2020	402 N 4TH	TRASH AND DEBRIS	POSTED
33	04/17/2020	601 N 5TH	GRASS AND WEEDS	POSTED
34	04/17/2020	601 N 5TH	TRASH AND DEBRIS	POSTED
35	04/17/2020	601 N 5TH	DILAPIDATED	POSTED
36	04/17/2020	611 N 5TH	GRASS AND WEEDS	POSTED
37	04/17/2020	615/617 N 5TH	GRASS AND WEEDS	POSTED
38	04/17/2020	615/617 N 5TH	TRASH AND DEBRIS	POSTED
39	04/17/2020	624 N 5TH	GRASS AND WEEDS	POSTED
40	04/17/2020	624 N 5TH	TRASH AND DEBRIS	POSTED
41	04/17/2020	624 N 5TH	JUNK VEHICLE	POSTED
42	04/17/2020	424 LOCUST	GRASS AND WEEDS	POSTED
43	04/17/2020	713 N 5TH	JUNK APPLIANCES	POSTED
44	04/17/2020	424 MULBERRY	GRASS AND WEEDS	POSTED
45	04/17/2020	424 MULBERRY	TRASH AND DEBRIS	POSTED
46	04/17/2020	818 N 5TH	GRASS AND WEEDS	POSTED
47	04/17/2020	818 N 5TH	JUNK VEHICLE	POSTED
48	04/17/2020	424 PINE	GRASS AND WEEDS	POSTED
49	04/17/2020	909 N 5TH	GRASS AND WEEDS	POSTED
50	04/17/2020	917 N 5TH	GRASS AND WEEDS	POSTED
51	04/17/2020	1004 N 5TH	GRASS AND WEEDS	POSTED

52	04/17/2020	1004 N 5TH	TRASH AND DEBRIS	POSTED
53	04/17/2020	1013 N 5TH	TRASH AND DEBRIS	POSTED
54	04/17/2020	1023/1025 N 5TH	GRASS AND WEEDS	POSTED
55	04/17/2020	1023/1025 N 5TH	TRASH AND DEBRIS	POSTED
56	04/17/2020	1023/1025 N 5TH	JUNK VEHICLE	POSTED
57	04/17/2020	1303 N 5TH	TRASH AND DEBRIS	POSTED
58	04/17/2020	1302 N 5TH	TRASH AND DEBRIS	POSTED
59	04/17/2020	1302 N 5TH	JUNK VEHICLE	POSTED
60	04/17/2020	1310 N 5TH	TRASH AND DEBRIS	POSTED
61	04/17/2020	1629 N 9TH	GRASS AND WEEDS	POSTED
62	04/17/2020	1627 N 9TH	GRASS AND WEEDS	POSTED
63	04/17/2020	1637 N 9TH	GRASS AND WEEDS	POSTED
64	04/17/2020	1637 N 9TH	TRASH AND DEBRIS	POSTED
65	04/09/2020	911 CROOKED OAK	GRASS AND WEEDS	POSTED
66	04/09/2020	1723 N 10TH	GRASS AND WEEDS	POSTED
67	04/09/2020	1723 N 10TH	TRASH AND DEBRIS	POSTED
68	04/09/2020	1723 N 10TH	JUNK VEHICLE	POSTED
69	04/09/2020	1712 N 10TH	GRASS AND WEEDS	POSTED
70	04/09/2020	1602 N 10TH	GRASS AND WEEDS	POSTED
71	04/09/2020	1606 N 10TH	GRASS AND WEEDS	POSTED
72	04/09/2020	1515 N 10TH	GRASS AND WEEDS	POSTED
73	04/09/2020	1511 N 10TH	GRASS AND WEEDS	POSTED
74	04/09/2020	1511 N 10TH	JUNK VEHICLE	POSTED
75	04/09/2020	1508 N 10TH	TRASH AND DEBRIS	POSTED
76	04/09/2020	2010 FOUR SEASONS	GRASS AND WEEDS	POSTED
77	04/09/2020	2108 FOUR SEASON	GRASS AND WEEDS	POSTED
78	04/09/2020	2108 FOUR SEASON	TREES AND SHRUBS	POSTED
79	04/09/2020	1013 WILSON	TRASH AND DEBRIS	POSTED
80	04/09/2020	1017 WILSON	GRASS AND WEEDS	POSTED
81	04/09/2020	1103 WILSON	GRASS AND WEEDS	POSTED
82	04/09/2020	1104 WILSON	GRASS AND WEEDS	POSTED
83	04/09/2020	1108 WILSON	GRASS AND WEEDS	POSTED
84	04/09/2020	1104 BROOKLINE	GRASS AND WEEDS	POSTED
85	04/09/2020	1018 BROOKLINE	TRASH AND DEBRIS	POSTED
86	04/09/2020	2709 LORRIE LANE	GRASS AND WEEDS	POSTED
87	04/09/2020	2804 MISTY CIR	GRASS AND WEEDS	POSTED
88	04/09/2020	2925 ROBIN HOOD PL	GRASS AND WEEDS	POSTED
89	04/09/2020	2925 ROBIN HOOD PL	TREES AND SHRUBS	POSTED
90	04/09/2020	2716 ROBIN HOOD PL	GRASS AND WEEDS	POSTED
91	04/09/2020	2702 ROBIN HOOD PL	GRASS AND WEEDS	POSTED
92	04/09/2020	2702 ROBIN HOOD PL	TRASH AND DEBRIS	POSTED
93	04/09/2020	2908 ROBIN HOOD PL	GRASS AND WEEDS	POSTED
94	04/09/2020	2908 ROBIN HOOD PL	TRASH AND DEBRIS	POSTED
95	04/09/2020	2907 SLEEPY HOLLOW	GRASS AND WEEDS	POSTED
96	04/09/2020	2905 SLEEPY HOLLOW	GRASS AND WEEDS	POSTED
97	04/09/2020	2817 SLEEPY HOLLOW	GRASS AND WEEDS	POSTED
98	04/09/2020	2815 SLEEPY HOLLOW	GRASS AND WEEDS	POSTED
99	04/09/2020	2705 SLEEPY HOLLOW	GRASS AND WEEDS	POSTED



The City of Durant

Durant Industrial Authority

Memorandum

Date: 5/4/2020
To: Mayor and City Council
From: Lisa Taylor, Executive Director, Durant Industrial Authority
Re: Durant Industrial Authority Monthly Report - April 2020

Council Information / Action Requested

Information only.

City Staff Information / Action Follow-up, if Council authorizes this action:

ATTACHMENTS:

Description	Type	Upload Date
Economic Development Report	Cover Memo	5/4/2020

Monthly Economic Development Report

April 2020

To: Mayor and City Council Members

From: Lisa Taylor, Director

Date: May 12, 2020

Tubacex Durant: A Grand Opening of the plant is scheduled for March 19, 2020, beginning at 9:00 a.m.. More details to follow. When fully operational, the company will employ 140 persons averaging \$55,000 per year salary. - POSTPONED

Cardinal Glass Plant Entry: Regarding the hazardous road conditions at Highway 70 and Cardinal Way: The City of Durant has started construction.

Requests for Information: Proposals submitted to the Oklahoma Department of Commerce have been put on hold until further notice. Prospects are currently revisiting their decisions to relocate or expand at this time.

COVID 19 Response: In response to COVID 19, round two of the business impact survey has been conducted and results will be available soon. The first round provided information about how local businesses have been affected, and provided insight into assistance each business needed. Response to assistance requests were provided in partnership with Durant Area Chamber of Commerce and Durant Main Street. This effort is supportive of a Business Retention Program, which will start in the near future.

In an effort to learn how to better serve our local businesses, I have attended various webinars, conference calls and other learning opportunities. All information has been pushed out through Durant Area Chamber of Commerce and Durant Main Street networks.



The City of Durant

Durant/Bryan County Emergency Management

Memorandum

Date: 5/6/2020
To: Mayor and City Council
From: James Dalton, Emergency Management Director
Re: Emergency Management Report - April 2020

Council Information / Action Requested

City Staff Information / Action Follow-up, if Council authorizes this action:

ATTACHMENTS:

Description	Type	Upload Date
Emergency Management Report - April 2020	Cover Memo	5/6/2020



TO: Durant City Council

FROM: James Dalton, Emergency Management Director

DATE: April 30, 2020

SUBJECT: Monthly Report for April 2020

ADMINISTRATION:

The Outdoor Warning Siren Test scheduled for April was conducted on April 16th.

The next scheduled test is Thursday May 7th. We will continue to test these outdoor warning sirens on the 1st Thursday of each month at 1400 hours, provided that conditions are acceptable for the test. This allows for schools, SOSU, nursing facilities, Alliance, and other entities to practice their Tornado Drill during their normal day.

Grant Information:

NOTE: Throughout the remainder of this document, when **EMPG-SLA** is referenced, it is referring to the **Emergency Management Performance Grant for State & Local Assistance**.

NOTE: Throughout the remainder of this document, when **OEM** is referenced, it will be referring to Oklahoma **Emergency Management**.

For each of the past few years we have received an initial award of Forty Thousand dollars (\$10,000 / Quarter) based on our quarterly performance, plus additional funding for supplemental projects. Quarterly reports and a payment request must be made to OEM .

On August 20, 2019 we received an email that applications for FY **2020** (based on the Federal Fiscal Year October 1 – September 30) EMPG Grant were being taken.

Following Council authorization to apply and accept the EMPG Grant if awarded at the September 10 Council meeting, I submitted the FY **2020** EMPG Grant Application and supporting documentation electronically to Oklahoma Emergency Management on September 27, 2019. We received notice from Oklahoma Emergency Management that we have received at \$40,000 grant award for FY 2020.

On April 26, we were notified by OEM, that due to the COVID-19 Pandemic, that some of our performance requirements for the FY **2020** EMPG Grant were being waived. Also, once we completed the amended contract with OEM, that we could receive payment on 1, 2, & 3 quarters. The 4th quarter payment would be submitted at the regular due date of October 15, 2020.

EMERGENCY MANAGEMENT:

NOTE: Throughout the rest of this document, when **DREOC** is referenced, it will be referring to the Durant Regional Emergency Operations Center located at 5861 Cessna.

NOTE: Throughout the rest of this document, when **NWS** is referenced, it will be referring to the National Weather Service.

NOTE: Throughout the rest of this document, when **WWTP** is referenced, it will be referring to the Waste Water Treatment Plant.

NOTE: Throughout the rest of this document, when **PW** is referenced, it will be referring to Public Works.

Wednesday, April 1 Kenneth Eppler and James Dalton made preparations for the COVID19 Testing POD.

1100 Kenneth participated in OSDH-Oklahoma EM video conference.

1400 Kenneth participated in OSDH video conference on COVID19

Thursday, April 2 1000 Kenneth Eppler and James Dalton continued setup for OSDH COVID Testing POD.

1000 Kenneth and James participated in the Durant Emergency COVID19 Task Force meeting.

Friday, April 3 0630 Kenneth Eppler and James Dalton helped with OSDH Covid19 Testing at the Choctaw Casino parking garage.

Saturday, April 4 Kenneth Eppler on duty / call back. Work was done at the DREOC.

Stowed equipment used at the Covid19 test site, returned borrowed equipment.

Sunday, April 5 Kenneth Eppler on duty / call back. Work was done at the DREOC.

Ran generators and small engines.

Monday, April 6 1100 Kenneth Eppler participated in State EM video conference.

1300 Kenneth participated in the EM Southeast Region video conference.

Kenneth worked on getting countywide Personal Protective Equipment (PPE) count to provide to State EM.

Tuesday, April 7 Kenneth Eppler participated in SE Region Emergency Management video conference. Kenneth mowed DREOC property.

Wednesday, April 8 Kenneth Eppler performed the required monthly IPAWS test.

1300 Kenneth received training on FEMA procurement process during emergencies via tele-conference.

Thursday, April 9 James Dalton traveled to Ada to pick up PPE which was provided by OEM

1300 Kenneth and James participated in the Durant Emergency COVID19 Task Force meeting.

Friday, April 10 Good Friday Holiday, James Dalton on duty / call back.

Saturday, April 11 James Dalton on duty / call back. James distributed PPE.

Sunday, April 12 James Dalton on duty / call back. Severe Thunderstorm Warning, James activated the EOC and deployed storm spotters.

Monday, April 13 Kenneth Eppler distributed PPE.

1100 Kenneth participated in State EM video conference call.

Tuesday, April 14 Kenneth Eppler worked on an outdoor warning siren.

1730 James Dalton attended the City Council meeting.

Wednesday, April 15 Kenneth Eppler worked on City of Durant Safety Specialist Duties.
1100 Kenneth participated in State EM video conference regarding COVID19.

Thursday, April 16 1000 Kenneth Eppler and James Dalton participated in Durant COVID19 Task Force video conference call.
1400 Kenneth performed monthly outdoor warning siren test.

Friday April 17 1300 Kenneth Eppler participated in EM Southeast area coordination video conference.

Saturday April 18 Kenneth Eppler on duty / call back. Work was done at the DREOC.
Ran generators and small engines. Mowed DREOC property

Sunday, April 19 Kenneth Eppler on duty / call back. Work was done at the DREOC.

Monday, April 20 1100 Kenneth Eppler and James Dalton participated in a video conference with the Oklahoma State EOC regarding COVID-19.
1400 Kenneth participated in The FEMA applicant briefing for the COVID19 Pandemic.
Kenneth prepared PPE packets for volunteer fire departments in the County.

Tuesday, April 21 Kenneth Eppler worked on an outdoor warning siren.
Kenneth delivered PPE to volunteer fire departments.

Wednesday, April 22 0130 Kenneth Eppler and James activated the EOC due to severe thunderstorms. Storm spotters were deployed. 0415 EOC was deactivated.
0900 Severe Thunderstorm Watch was issued. EOC was activated and spotters deployed.
1041 Severe Thunderstorm Warning was issued for Bryan County.
1500 Tornado watch was issued for Bryan County.
1714 Tornado Warning southern Bryan County.
1739 Tornado Warning issued for northwestern Bryan County. 2008 EOC deactivated.

Friday April 24 James Dalton activated EOC at 1847 for Severe Thunderstorms.
1854 Tornado Warning for northern Bryan County. EOC deactivated at 2110.

Saturday, April 25 James Dalton on duty / call back.

Sunday, April 26 James Dalton on duty / call back.

Monday, April 27 Kenneth Eppler repaired radio for Police Department.
Kenneth distributed PPE to Bryan County Courthouse for judges.

Tuesday, April 28 James Dalton and Kenneth Eppler activated EOC and deployed spotters.
1830 for Severe Thunderstorm Warning. EOC deactivated at 2330.

Thursday, April 30 1000 Kenneth Eppler and James Dalton participated in the Durant COVID19 Task Force video conference.
Kenneth provided handheld radios and chargers to the Donald W. Reynolds Library to assist staff with re-opening.

James Dalton, Director



The City of Durant

Office of City Treasurer

Memorandum

Date: 5/5/2020
To: Mayor and City Council
From: An-chen Lai, Finance Director/Treasurer
Re: Financial Statements March 2020 and Sales Tax April 2020 Breakdown

I have attached the following statements:

March 2020:

General Fund

Capital Improvements Fund

Durant City Utilities Authority Fund

AND

April 2020 Sales Tax Breakdown

Council Information / Action Requested

Information Only

City Staff Information / Action Follow-up, if Council authorizes this action:

ATTACHMENTS:

Description	Type	Upload Date
General Fund Financial Report - March 2020	Cover Memo	5/5/2020
Capital Improvement Fund Financial Report - March 2020	Cover Memo	5/5/2020
Durant City Utilities Authority Financial Report - March 2020	Cover Memo	5/5/2020
Sales Tax Breakdown April 2020	Cover Memo	5/5/2020

City of Durant, Oklahoma

General Fund - UNAUDITED

Monthly Revenue and Expense Report MARCH 2020 -75.00% of Fiscal Year Lapsed

Revenue Type:	This Period	Year-To-Date	Current FY19/20 Budget	% of Budget Y-T-D
Sales Tax (2%)	590,195	5,939,341	7,400,000	80.26%
Use Tax	146,034	1,406,816	1,600,000	87.93%
Alcoholic Beverage Tax	15,168	138,204	125,000	110.56%
Tobacco Excise Tax	11,063	116,644	140,000	83.32%
Telephone Franchise Tax	2,290	5,179	15,000	34.52%
Electric Service Franchise Tax	61,896	684,714	850,000	80.55%
Natural Gas Franchise Tax	5,298	39,425	60,000	65.71%
Cable TV Service Franchise Tax	70,609	70,609	75,000	94.14%
Vehicle Tax	10,852	97,218	120,000	81.02%
Gasoline Excise Tax	0	19,729	35,000	56.37%
Licenses - All Types	570	34,060	41,000	83.07%
Permits - All Types	9,229	160,723	240,000	66.97%
Swimming Pool Revenues	-	32,363	54,900	58.95%
Library Café Revenues	490	490	-	
Charges For Services	1,313	14,085	25,600	55.02%
Police Bonds & Fines	37,329	283,737	325,900	87.06%
Interest Earnings	2,528	28,722	28,000	102.58%
Grant Revenues	5,127	90,755	210,857	43.04%
Miscellaneous Revenues	32,133	254,682	242,049	105.22%
Sub-Total Revenues	1,002,124	9,417,494	11,588,306	81.27%
Transfer from Emp Insurance	16,667	150,003	200,004	75.00%
Transfer from Utility Authority	216,667	1,950,000	2,600,000	75.00%
	233,334	2,100,003	2,800,004	75.00%

USE OF FUND BALANCE

			1,875,301	
Total Revenues & Other Financing Sources	1,235,457	11,517,497	16,263,612	70.82%

Department:	This Period	Year-To-Date	Current FY19/20 Budget	% of Budget Y-T-D
City Administration	34,981	413,864	600,373	68.93%
City Clerk	11,309	94,464	133,729	70.64%
City Treasurer	32,930	311,654	446,739	69.76%
Legal Services - Attorney	-	38,867	100,350	38.73%
Law Enforcement - Police Dept	400,624	3,749,922	5,571,391	67.31%
Animal Control	4,282	73,861	115,127	64.16%
Fire Dept	262,489	2,572,732	3,551,475	72.44%
Parks, Rec & General Services	50,182	586,651	850,097	69.01%
Swimming Pool	853	64,170	117,485	54.62%
Municipal Court	13,919	128,207	141,629	90.52%
Community Development	42,708	421,002	579,186	72.69%
Public Library	54,508	509,046	700,401	72.68%
Street Department	74,222	868,025	1,266,661	68.53%
Economic Development	9,147	40,058	120,908	33.13%
Civil Emergency Management	19,533	193,568	296,232	65.34%
General Government	50,139	390,590	1,000,817	39.03%
City Garage	25,396	225,358	344,827	65.35%
Senior Citizens Center	756	8,922	54,321	16.42%
Sub-Total Operating Expenditures	1,087,977	10,690,960	15,991,748	66.85%
Other Financing Uses:				
P. TRSF to I.T. service Fund	0	0	23,860	
Transfer to Insurance Cash Fund	0	153,004	153,004	100.00%
Transfer to Cemetery Operations Fund	7,917	71,250	95,000	75.00%
Sub-Total Transfers Out	7,917	224,254	271,864	82.49%

Total Expenditures & Other Financing Sources	1,095,893	10,915,214	16,263,612	67.11%
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Net Gain / (Loss) - Excluding Balance Forward	139,564	602,283	0	0
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City of Durant, Oklahoma

Capital Improvements Fund - UNAUDITED

Monthly Revenue and Expense Report MARCH 31 2020

Revenue Type:	This Period	Year-To-Date	Current FY19/20 Budget
Interest Earnings	511	14,881	13,000
Miscellaneous	-	42,430	67,711
CCPF Donation	59,300	182,000	210,000
ODOT Streetscape V Grant	-	-	399,968
Private Donation	-	4,337	
OPJ-BVP Bullet Proof Vest	-	6,347	10,166
OWBR Loan Proceeds	-	50,500	4,000,000
Grant-2019 BOR-WEEG	-	-	1,500,000
Grant-2018 BOR-SWEP	-	-	73,724
FEMA Special Project Grant-FD Truck	-	-	952,381
FY17 Land and Water Grant CA Park	-	-	108,861
EDA 08-01-05284 WWTP IMP	-	-	1,500,000
Choctaw WWTP IMP Contribution	-	700,000	700,000
Sub-Total Revenues	59,811	1,000,495	9,535,811
Transfer from DCFA Fund-MISC			750,000
Transfer from PD Drug Enforcement	-	12,501.00	12,501
Transfer from Utility Authority	133,333	1,200,000	1,609,300
Transfer from DCUA 2010 STRN	-	224,119	224,500
Transfer from DCUA 2012A STRN	-	120,496	827,255
Sub-Total Transfers In	133,333	1,557,116	3,423,556
USE OF FUND BALANCE			1,005,571
Total Revenue & Other Financing Sources	193,144	2,557,611	13,964,938

Expenditure Type:	This Period	Year-To-Date	Current FY19/20 Budget
Law Enforcement - Police Dept	4,100	94,689	161,192
Animal Control	-	-	80,000
Communication Ctr.	-	2,500	20,000
Fire Dept	-	1,039,243	1,084,631
Parks, Rec, & Gen Services	-	26,505	341,497
Street	9,372	527,797	956,859
Civil Emergency Management	-	33,720	33,720
General Government	24,534	321,961	1,038,910
City Garage	-	9,295	10,000
Senior Cityzens Center	-	11,855	761,856
Public Works Administration	-	5,790	27,500
Water / Sewer Line Maintenance	93,258	276,397	5,853,384
Water Treatment Plant	4,735	368,174	420,922
Wastewater Treatment Plant	76,578	98,861	2,509,243
Collection-Solid Waste	-	299,900	299,900
Disposal- Solid Waste	77,910	208,977	365,324
Total Fund Expenditures	290,487	3,325,664	13,964,938

Net Gain / (Loss) - Excluding Balance Forward	(97,343)	(768,053)	-
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Durant City Utilities Authority Fund 405 - Unaudited

Monthly Revenue and Expense Report MARCH 2020 - 75.00% of Fiscal Year Lapsed

Revenue Type:	This Period	Year-To-Date	Current FY19/20 Budget	% of Budget Y-T-I
Licenses and Permits	400	23,300	10,000	233.00%
Laboratory Test Performed	1,856	15,930	25,000	63.72%
Water Service - City-Wide	172,944	1,906,616	2,800,000	68.09%
Water Sales - RW Dist. #2	3,034	27,302	36,000	75.84%
Water Sales - RW Dist. #5	81,731	855,707	950,000	90.07%
Sewer Service Fees	162,251	1,765,963	2,500,000	70.64%
Sewer Excessive Strength Fees	-	3,683	-	0.00%
Sanitation Service Fees	268,056	2,385,930	3,100,000	76.97%
Sanitation - Roll off Bins Revenue	65,406	727,974	1,000,000	72.80%
Sanitation - Compactor Revenue	16,894	222,492	270,000	82.40%
Landfill Gate Fees (excluding Xfer ST.)	23,236	493,596	500,700	98.58%
Transfer Station Fees Revenue	5,869	319,834	425,000	75.25%
Interest Earnings	2,749	30,714	9,200	333.85%
Agri. Lease Revenue	800	800	3,750	21.33%
Late Payment Penalties	9,038	92,925	122,000	76.17%
Non Payment Fee	12,087	109,652	140,000	78.32%
Bad Debt Collect Fees Revenue	713	5,035	1,500	335.66%
Water Tower Lease	8,817	77,708	108,000	71.95%
DCUA Service Initiation Fee	2,550	21,900	25,000	87.60%
Tap Fees: Water & Sewer	22,239	150,593	110,000	136.90%
Recyclable Products SW Dis.	460	6,952	5,000	139.05%
Interest Earnings in 2007 USSTRN Proj. Acct.	35	1,857	-	0.00%
Miscellaneous Revenues	509	4,720	5,000	94.40%
Sub-Total Operating Revenues	861,672	9,251,183	12,146,150	76.17%

USE OF FUND BALANCE

Total Revenues & Other Financing Sources	861,672	9,251,183	12,146,150	76.17%
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Expense Type:	This Period	Year-To-Date	Current FY19/20 Budget	
Public Works Administration	15,279	135,381	215,325	62.87%
Utility Billing	42,369	469,673	744,216	63.11%
Water/Sewer Line Maintenance	63,443	657,852	926,440	71.01%
Water Treatment Plant	87,565	842,976	1,206,781	69.85%
Wastewater Treatment Plant	62,714	637,566	890,263	71.62%
Solid Waste - Collections	104,126	757,329	1,111,328	68.15%
Utility General Administration	2,725	92,264	452,538	20.39%
Lake Durant	2,731	28,670	39,600	72.40%
Solid Waste - Disposals	75,557	1,021,660	1,493,480	68.41%
Sub-Total Operating Expenses	456,510	4,643,369	7,079,970	65.58%

Transfer to Insurance Cash Fund	-	114,000	114,000	100.00%
Transfer to I.T. service Fund 010	-	-	15,918	0.00%
Transfer to General Fund	216,667	1,950,000	2,600,000	75.00%
Transfer to Capital Improvement Fund	133,333	1,200,000	1,609,300	74.57%
Transfer to Airport Authority	12,672	114,050	159,822	71.36%
Transfer to DMSC	26,928	242,355	323,140	75.00%
Transfer to 911 Fund	13,667	123,000	164,000	75.00%
Transfer to DWRF Maintenance Fund	6,667	60,000	80,000	75.00%
Sub-Total Transfer Expenses	409,934	3,803,405	5,066,180	75.07%

Total Fund Expenses & Transfers	866,444	8,446,775	12,146,150	69.54%
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Net Gain / (Loss) - Excluding Balance Forward	(4,772)	804,408	-	
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City of Durant, Oklahoma
4.375% Sales Tax Revenue Breakdown

Current Month Sales Tax Revenue Detail	
1/4% Economic Development (e	\$82,027.61
1/4% Multi-Sports Facilities (eff	\$82,027.61
1/4% SOSU Improvements (effe	\$82,027.61
1% Capital Improvements (effect	\$328,110.46
2% General Operations	\$656,220.93
5/8% DISD Improvements (effec	\$205,069.04
Total Sales Tax Rev. April 2020	\$1,435,483.26



The City of Durant

Durant Fire Department

Memorandum

Date: 5/4/2020
To: Mayor and City Council
From: Roger Joines Fire Chief
Re: Fire Department Monthly Report April 2020

Council Information / Action Requested

City Staff Information / Action Follow-up, if Council authorizes this action:

ATTACHMENTS:

Description	Type	Upload Date
Fire Department Monthly Report	Cover Memo	5/5/2020



Durant Fire Department

Monthly Report

April 2020

Type of Response	Month	Year to Date	
	April	2020	2019
Fires & Fire Related Calls	7	50	39
Rescue (MVC's) & Medical Calls	10	439	511
Hazardous Condition (No Fire)	3	14	18
Service Calls	3	18	15
Good Intent Calls	6	82	51
False Alarm & False Calls	4	28	32
Special Incident Types	1	2	3
Total Responses	34	633	669

Type of Service Performed	Month	Year to Date	
	April	2020	2019
Permits	2	74	106
Inspections	45	205	171
Plans Review	12	76	66
Smoke Alarm Installed	2	3	7
Public Education	0	0	2
Fire Investigations	1	19	6
Pre-Fire Plans	0	2	12
Total Services	62	379	370

Comments :

Due to Covid-19, most company level training was suspended.

All 3 shifts worked on logging driving hours in the new T-3

All 3 shifts and stations made use of You-tube videos to get in some valuable training in the following areas. (Electric Car Firefighting, Swift water rescues, RIT, and Mayday)

All 3 shifts participated in Aerial Operations Training @ SOSU with T-1 & T-3

All 3 shifts participated in Aerial Operations Training @ Choctaw Casino with T-3

Participated in Drive By Birthday Celebrations with other Public Safety Departments.

Began taking applications for Firefighter to replace one tht resigned.



The City of Durant

Grants Department

Memorandum

Date: 5/6/2020
To: Mayor and City Council
From: Rebecca Payne, Grants Coordinator
Re: Grants Department Report - April 2020

Council Information / Action Requested

City Staff Information / Action Follow-up, if Council authorizes this action:

ATTACHMENTS:

Description	Type	Upload Date
Grants Department Report Apr 2020	Cover Memo	5/6/2020

YEAR	GRANT AGENCY	GRANT PROGRAM	PROJECT DESCRIPTION	STATUS	GRANT COMPLETE	ACTIVE PROJECT	PENDING AWARDS
2018	Bureau of Reclamation	WaterSMART - SWEP	300 Automatic Meter AMR Units	AMR meters installation		75,000	
2019	Bureau of Reclamation	WaterSMART - WEEG	City-Wide AMR Units & System (Announcement late summer)	Council approved grant agreement April 14, 2020		1,500,000	
2018	FEMA-Homeland Security -AFG	Assistance to Firefighters	95 FT 1550 GPM Aerial	Waiting on reimb process		952,380	
2016	FEMA-Homeland Security -AFG	Assistance to Firefighters	Gear Dryers & GPS units	Closeout 1-24-2020	20,517.00		
2015	OK Dept of Transportation	Streetscape V	Downtown sidewalk enhancements - 4th & Evergreen	Completing ODOT documentation		399,968	
2017	ODOC / CDBG	Small Cities	Market Square Improvements	Restroom construction. Canopy ordered		91,114	
2012	ODOC / CDBG-ED	Econ Dev Infrastructure	Pharmcare (Waldron Dr)	Closeout	500,000		
2014	ODOC / CDBG-ED	Econ Dev Infrastructure	Overland Asphalt Plant (CC Road)	Closeout	525,000		
2016	ODOC / CDBG-ED	Econ Dev Infrastructure	Commercial Metals Company	Completing job reports and closeout	1,000,000		
2017	ODOC / CDBG-ED	Econ Dev Infrastructure	SteelFab, Inc.	Water & W-Water Const complete; job tracking		1,000,000	
2019	ODOC / CDBG-ED	Econ Dev Infrastructure	Tubacex Durant, Inc.	Construction process		939,366	
2017	Office of Justice	Bulletproof Vests Partnership	Vests (36 @ \$755)	Final funds received		13,519	
2019	Office of Justice	Bulletproof Vests Partnership	Vests (11 @ \$800)	Awarded 9-18-19		3,819	
2018	OMAG	Public Works Safety Equip	(4) Gas monitors w/ case	Complete 9-27-19	2,000		
2012	OK Tourism / Trails	Recreational Trail	DMSC Multi-Purpose trail	Grant Complete. City to complete utilities/concrete	160,000		
2018	OK Tourism / Trails	Recreational Trail	1400 LF multi-purpose trail: connecting to Rails to Trails	Award: Dec 21 2018; Design with Rails To Trails		240,000	
2016	OK Tourism / LWCF	Outdoor Recreation	Carl Albert Park	Playground equipment ordered		182,900	
2018	Nancy Lieberman Charities	Dream Court	Outdoor basketball court with police initiative to engage youth	Dream Court - successful installation	30,000		
2018	Nancy Lieberman Charities	Dream Court	Additional funding for youth programming efforts	PD youth programs paused with COVID 19 situation		5,000	
2016	National Endowment for the Arts	Our Town	Develop a Master Plan & Design to Create Arts District	Closeout complete Dec 2018	50,000		
2018	US Dept of Commerce	EDA - Infrastructure	Wastewater Treatment Plant	Engineering, DEQ permits design; reporting		1,500,000	
2016	Federal Highway / ODOT	Transportation Alternative-	Rails to Trails	Design; ODOT approval		396,630	
2017	Env Protection Agency (EPA)	Brownfields Assessment	Community Brownfields Assessment: specifically southside	On hold			
2019	Texoma Health Foundation	Community Grant	Improvements to Sr Citiz Center	Denied in January 2020			0
2017	Radio Systems Corp/ PetSafe®	PetSafe® Bark For Your Park™	Community Dog Park	Considering application			
TOTALS					2,287,517	7,299,696	0



The City of Durant

Human Resources Department

Memorandum

Date: 5/7/2020
To: Mayor and City Council
From: Kari Jones, Human Resources Supervisor
Re: Human Resources Monthly Report - April 2020

Council Information / Action Requested

Information only.

City Staff Information / Action Follow-up, if Council authorizes this action:

ATTACHMENTS:

Description	Type	Upload Date
Human Resources Monthly Report - April 2020	Exhibit	5/7/2020



THE CITY OF DURANT

Administration/ Human Resources

Date: 05/07/2020

To: Mayor and City Council

From: Human Resources

Re: HR Report, April 2020

Staffing info for April 2020:

5 Terminations (5 Full- time)

0 New Hires

220 Total Employees as of April 30th.

(208 Full-time, 2 Part-time, 10 Part-time Temporary)



The City of Durant

Parks

Memorandum

Date: 4/30/2020
To: Mayor and City Council
From: Marty Pope Parks Department Superintendent
Re: Parks Department Monthly Report - April 2020

Council Information / Action Requested

Information only.

City Staff Information / Action Follow-up, if Council authorizes this action:

ATTACHMENTS:

Description	Type	Upload Date
April 2020 Monthly Report	Cover Memo	4/30/2020



THE CITY OF DURANT

Parks and General Services

4-30-20

RE: City Council Report for April, 2020

Brush cutting right of ways, Highways and flood plain lots

Running Parks and Opening Cemetery gates everyday.

Maintaining DMSC cutting ball fields out, edging side walks, mowing, installed new Handicap Signs, at Soccer, Baseball and Softball.

Parks department finished City Hall renovations on Admin area, tearing out walls, installing sheet rock, new door ways, electrical, painting and texturing.

Mowing in town, parks, Airport etc.

Planted new tree's and built two new ponds for the disc golf course at Durant Lake.

Finished Construction on new restroom at Market Square.

Demo out at old Airport Building by driving range tearing out walls, flooring .

Cleaning Pool, pumping water, power washing surface.

Marty Pope



The City of Durant

Office of Community Development

Memorandum

Date: 5/5/2020
To: Mayor and City Council
From: Danielle Barker, Community Development
Director
Re: Planning Commission Minutes of April 21, 2020

Council Information / Action Requested

No Action Required

City Staff Information / Action Follow-up, if Council authorizes this action:

No Follow-Up Required

ATTACHMENTS:

Description	Type	Upload Date
Planning Commission Minutes of April 21, 2020	Cover Memo	5/6/2020

**Minutes of the Durant Municipal Planning Commission Meeting of Tuesday,
April 21, 2020 Roscoe J. Hatfield, City Council Chambers, Durant City Hall**

CALL TO ORDER:

Planning Commission Chair Kevin Keener called the meeting to order at 5:35p.m.

INVOCATION:

Zack Everett

Roll Call:

Planning Commission Members:

Present: Kerr, Horner, Jackson, Knight, Keener

Absent:

1. CONSIDERATION APPROVAL OF MINUTES

- Planning Commission Meeting of March 17, 2020

Motion was made by Commission Member Knight and seconded by Commission Member Horner to approve the minutes of March 17, 2020 as presented

Motion carried by the following vote:

Aye: Kerr, Horner, Knight, Keener

Nay:

Abstain

2. CONSIDERATION PC2020-05

Danielle Barker reviewed with the Planning Commission members that the staff has had more time to look at the final plat and issues addressed. There were no further issues. The street superintendent is okay with moving forward with final plat with the agreement that the issues will be corrected. And staff should have ability to ensure the issues are taken care of. The applicant is here if you have any questions.

K. Keener: All the departments involved are okay with moving forward?

D. Barker: Yes

K. Keener: Any problems questions or concerns?

K. Keener: Whitney did you hear every department involved including community development is okay with moving forward?

W. Kerr: Yes, I did hear that, I'm fine with that. It kind of cut out on me but I heard most of it.

Motion was made by Commission Member Horner and seconded by Commission Member Knight to approve the final plat as presented

Motion carried by the following vote:

Aye: Kerr, Horner, Knight, Keener

Nay:

Abstain

2. CONSIDERATION PC2020-08

Danielle Barker reviewed with the Planning Commission members stating that the applicant wants to do a lot split as well as a rezoning for a SFR. The hope is to be a single family home the applicant is here if you have any questions and note Drew Jackson has joined.

K. Keener: Welcome Drew. We are on item number three. From what I can tell the only reason to change is to get a building permit for single family residence.

D. Barker: Yes, the lot that is going to be split is about an acre and for Ag that is less than what is needed. There is a sale of the property that is going on and if this gets approved through council then there will be a lot split and it all has to be together. The only item we are dealing with for this is the rezoning piece of it.

S. Knight: Is there a reason why he had to come do this other than the 1 acre not being 5 acres just seems like he would be able to build a house on it even though its zoned Ag.

D. Barker: Right, because he is only purchasing an acre, they have to go through the rezoning. If it were a 5-acre piece then he would not need the rezoning. It appears to be an easy lot split as well.

S. Knight: Gotcha

K. Keener: Do we have any questions for the applicant or anything that needs to be addressed or concerns? We might also check if we have any oppositions that were emailed in or public comments.

D. Barker: We have not. And staff did not receive anything prior the meeting either.

K. Keener: Okay. Will the entrance to this property be off N 49th or Wilson?

D. Barker: I am not sure I will let the applicant tell you.

K. Francis: The applicant is technically Jerry Downs since he technically still owns the property but the entrance will be off of Wilson.

K. Keener: And this will be considered one lot and one legal?

D. Barker: Right the one-acre piece that is beginning to be split off will be its own legal separated from the larger piece. In your packets there was a plat as to what they are going to be doing.

K. Keener: Any other questions for the applicant?

D. Jackson: I'm just curious as to what the little notch on the corner is just looking at the survey.

D. Barker: Is it the X you're looking at?

D. Jackson: Yes

D. Barker: That's a good question and I don't believe there is an answer for that the last time I heard.

K. Francis: Yeah when the surveyor went out there it is not a part of Jerry Downs's property. They couldn't find on public record whose property that was that's why it was put there.

D. Jackson: I'm not able to read on my copy can you tell me how large that section is?

K. Francis: The parent parcels are a little over 7 acres and the parcel that will be lot split out pending approval is 1.17 acres.

D. Jackson: How about the part that is X'd out on the corner?

D. Barker: I believe that it is about 60 by 60 piece of property. There's nothing out there on the property whenever I went out by there. And I'm not sure as to whom that belongs to. But it will not be included in the lot split or the parent property.

D. Jackson: Does that create any issue moving forward?

D. Barker: It should not, no. The surveyor already took that piece out so it is not included on the survey at all.

D. Jackson: Okay thank you.

K. Keener: Any other questions or comments. Do we have a motion?

S. Knight: I don't think I have any other questions.

K. Keener: If we don't have any other questions or comments I would entertain a motion.

Motion was made by Commission Member Horner and seconded by Commission Member Jackson to approve the rezoning as presented
Motion carried by the following vote:
Aye: Kerr, Horner, Jackson, Knight, Keener
Nay:
Abstain

3. CONSIDERATION PC2020-09

Danielle Barker reviewed with the Planning Commission members stating that this is a piece of property owned by the Choctaw Nation and they are wanting to put a daycare center on the property. In order to do that and handle things the right way by the city, they are trying to get the rezoning done. Also, we should note the piece of property is in the process of being put into trust land which they are expected to be done in a year or so. Staff has no issues with the request. The comprehensive plan does call for this as Industrial area, but it should be noted that there is already existing commercial zoning out there and as you all know the land use map is in the process of being updated. This area is one of those that could likely change, especially with already having commercially zoned property out there. If there's any questions I would be happy to answer them also there is a representative of the applicant here for any potential questions.

K. Keener: Mr. Barker is here. My question was the size of the property and if this will all be used for a child care-facility.

W. Barker: That's a good question I don't think anyone knows the answer to that. Just the east half is where the daycare is going is what's planned right now.

K. Keener: Okay just the east half. We do have Mr. Barker here do you guys have any questions for him?

D. Jackson: I would assume the only access is from Big Lots Parkway?

W. Barker: That's correct.

D. Barker: No public comments have come in and has staff received anything prior.

Motion was made by Commission Member Knight and seconded by Commission Member Horner to approve rezoning as presented
Motion carried by the following vote:
Aye: Kerr, Horner, Jackson, Knight, Keener
Nay:
Abstain

4. CONSIDERATION PC2020-07

Danielle Barker reviewed with the Planning Commission members stating that last meeting we had a bunch of different conversations regarding the Manufactured/Mobile home ordinance. Since then staff has sent out by email some ordinances that have been from surrounding cities or comparable cities for you guys to look at. Since we tabled it we had to bring it back to you. I also found out the one option we have is to take a no action. We can have a discussion on what we would like to do and direction we would like to go. And staff can take that and start to draft an ordinance on how everyone would like that to go and look like.

K. Keener: Is that your preference?

D. Barker: I would like to so we get it done the way you guys would like it and be able to draft the full ordinance or to be able to if you guys want or just the manufactured home on existing lot piece then we can certainly do that. And see what you guys would like to have or see in that ordinance would be extremely helpful.

K. Keener: I just wonder if this would be the best platform for discussion or if we want to have a in person discussion what do you think?

D. Barker: With the situation being the way it is now we don't know when we would be able to have full in person discussions. So, we can definitely discuss it now for anyone that has any questions or guidance on what you would like to do. Or if you want to do a no action and we can wait and see what May holds. There is no guarantee that we will be able to have a in person meeting in May we may have to wait and see when all the restrictions are lifted.

K. Keener: Drew can speak to this but one of his questions was what direction does Council or City Manager want this to go so will know what to do.

D. Barker: I would like to see what you guys wanted to do to be honest.

D. Jackson: Whoever is making the request of that we should make changes I think should be candid and paint a clear picture of what should be changed for our consideration. This wasn't something that to my knowledge this commission brought up to be changed. So, from my perspective it's hard to address the entire ordinance when I don't know the driving force behind it. So, I guess whatever the driving force is I would rather have a candid discussion about who and why. So that we can accomplish what is desired and have some clear direction. It would be hard for me to give any clear input or direction without understanding those things.

D. Barker: Correct and I will add with the drafting that I did and looking at it that it needs to be updated at the very least. We have had some conversations at the staff level in the last few weeks discussing what that looks like and it's just some clarifications. We have the manufactured ordinance and the mobile home ordinance and the definitions aren't very clear. There are some things that could be cleaned up and taken care of and that could solve some of our problems.

D. Jackson: So, is it just a clean up or a particular direction or changes that are wanted?

D. Barker: Some of the directions has included making it a little clearer and making sure deciding on existing lots was what you guys wanted to have to still place a manufactured home on a existing lot or to be able to only have the certain zoning classifications for mobile homes, that's kind of one question staff has had. We can do it however and at one point we talked about having council and PC join in one conversation and that's something we could potentially look at doing but it would have to more of a workshop type of scenario.

D. Jackson: Again, from my stand point a workshop would be the only way I could appropriately give feedback maybe include the city manager and others who have stake.

S. Knight: I concur with what Drew is saying I don't think this is a 5 min or 10 min conversation. I would rather have a meeting or workshop in the coming months to really hash out what we really are talking about and I know the coming months are a little unknown but I still think it's something I'm not comfortable with. I would rather have a discussion about it verses video chat.

D. Barker: I can definitely get to working on that and if that's what everyone agrees with I would definitely recommend doing a no action and that will remove it from the agenda to where it won't have you continually to table it or any other potential issues.

C. Horner: Do we need to make a motion for that?

D. Barker: Yeah, I don't know if we absolutely need to but to make it official we can.

Motion was made by Commission Member Horner and seconded by Commission Member Knight to take no action as presented
Motion carried by the following vote:
Aye: Kerr, Horner, Jackson, Knight, Keener
Nay:
Abstain

OLD BUSINESS:

NEW BUSINESS /ANNOUNCEMENTS:

D. Barker: Regarding the comp plan that kind of got derailed a little bit with this Covid situation, what I would like to do is to try and have joint meeting with the BOA and PC it may be very similar to this. But if it's something you are willing to try and move us forward. We're already a month behind and I would like to try and keep it moving.

K. Keener: Is this the type of meeting we were going to have before?

D. Barker: Yes, the only difference will be where we can toss around ideas. One idea I had was since we have the future land use map it's hard to do and read not being in person so doing it digitally or having individual meetings. There are ways of doing it. It will just be a little bit different. But if you guys are up for it then we can definitely do that.

K. Keener: So, I guess it would be scheduling and if we have to do it remotely we will?

D. Barker: Correct, it wouldn't be until probably May that we would have it at this point just because we are already at the end of April for the most part. I can get an email out to PC and BOA seeing if we can't find a time. So be on the lookout for some emails and scheduling and be looking at what your guys' schedules look like.

ADJOURNMENT:

Motion made by Commission Member Horner and seconded by Commission Member Jackson to adjourn.

Motion Carried by the following vote:

Aye: Kerr, Horner, Jackson, Knight, Keener

Nay:

The meeting was adjourned at 6:02 p.m.

DRAFT



The City of Durant

Durant Police Department

Memorandum

Date: 5/4/2020
To: Mayor and City Council
From: David Houser, Chief of Police
Re: Police Department Monthly Report - April 2020

See/Review Attached Reports

An overview of the reported statistics show that during COVID-19 total offenses reported dropped slightly in March and again in April. Arrests decreased a bit in March but drastically in April. Traffic crashes decreased by approximately 300%; the lowest in the ten year data. Also notable was the decrease in the number of calls for service. At 1402 calls for service this is the lowest in the ten year span. The last time CFS were in the 1400s was February 2011. These decreases are almost assuredly due to the stay at home recommendations and the citizens of the City of Durant following the guidelines. Other than what is noted, there was little change in police calls other than how response was handled. Attached you will find a photo of Officers Scott Seiber and Tommy Robertson donned in personal protective equipment at a scene. Thank you to all city administration that worked so diligently to seek, find and secure the proper ppe for our staff.

Six of seven 2020 police vehicles have been equipped and deployed as of last week. The seventh one is still in upfit stage, due to an incorrect part (K9 cage) being shipped.

Council Information / Action Requested

Information Only

City Staff Information / Action Follow-up, if Council authorizes this action:

None

ATTACHMENTS:

Description	Type	Upload Date
Police Department Monthly Report - April 2020	Cover Memo	5/6/2020
Photo Officers in PPE	Cover Memo	5/6/2020



Durant Police Department

3104 Carl Albert Drive
 Durant, Ok 74701-5015
 Phone 580-924-3737 Fax 580-924-8928
 David Houser, Chief of Police

MONTHLY DEPARTMENTAL REPORT APRIL 2020

In accordance with the mandatory monthly report to the Oklahoma Bureau of Investigation and the Federal Uniform Crime Reporting system, the following offenses were reported

OFFENSES	Apr-20	Apr-19	YTD 2020
<i>UCR PART 1 CRIMES</i>			
Criminal Homicide	0	0	2
Forcible Rape	0	0	3
Robbery	1	1	2
Aggravated Assaults	0	2	4
Burglary	13	11	44
Larceny-Theft	28	32	131
Motor Vehicle Theft	4	5	18
Arson	0	0	1
<i>UCR Part 1 Crimes - TOTAL</i>	46	51	205
<i>UCR PART 2 CRIMES</i>			
Other Assaults (Simple)**	10	15	40
Forgery and Counterfeiting; Fraud; Embezzlement; Stolen Property-Buying, Receiving, Possessing; Vandalism; Weapons-Carrying, Possessing, etc; Prostitution and Commercialized Vice; Sex Offenses; Drug Abuse Violations; Gambling; Offenses Against Family and Children; Driving Under the Influence; Liquor Laws; Drunkenness; Disorderly Conduct; Vagrancy; All Other Offenses (Warrant Arrests); Suspicion; Curfew and Loitering Laws; Runaways			
<i>**UCR Part 2 Crimes**-TOTAL</i>	151	235	917
TOTAL OFFENSES (UCR Part 1 & Part 2 Crimes)	197	286	1,122

Domestic Violence Cases	Apr-20	Apr-19	YTD 2020
This number is included in Part 1 Crimes- Aggravated Assaults & Part 2 Crimes-Simple Assaults	6	8	19



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David Houser, Chief of Police

MONTHLY DEPARTMENTAL REPORT APRIL 2020

ARRESTS	Apr-20	Apr-19	YTD 2020
UCR Part 1 Crimes	6	8	28
UCR Part 2 Crimes	54	121	478
Juvenile Crimes	9	0	12
TOTAL ARRESTS	69	129	518

EOD Actions	23	23	92
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Emergency Order of Detentions include the preparation of reports and affidavit to commit persons for an emergency mental health evaluation, having the officer stand by while the evaluation is conducted by a mental health professional, and then the transport to an approved state mental health institution for treatment. (Norman, McAlester, Ada or Sulphur)

MOTOR VEHICLE COLLISIONS	Apr-20	Apr-19	YTD 2020
Injury Accidents	2	14	28
Property Damage Accidents	12	45	123
Private Property Accidents	2	8	34
Fatality Accidents	0	0	0
TOTAL ACCIDENTS	16	67	185

CITATIONS	Apr-20	Apr-19	YTD 2020
Traffic/Non-Traffic Citations	95	252	1,612
Warnings	35	106	361
DUI	4	7	32
TOTAL	134	365	2,005



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MONTHLY DEPARTMENTAL REPORT APRIL 2020

<i>CALLS FOR SERVICE</i>	<i>Apr-20</i>	<i>Apr-19</i>	<i>YTD 2020</i>
Durant Police Department	1,402	1,916	8,030
Bryan County*	1,395	1,684	6,450
TOTAL CALLS FOR SERVICE	2,797	3,600	14,480

*Bryan County *Calls for Service* include all calls received for any jurisdictions participating in the CAD System and contracting with the City of Durant for communication services: Achilles PD; Bryan County Sheriff's Office; Bennington PD; Bokchito PD; Bryan County District Attorney's Office; Caddo PD; Calera PD; Choctaw Nation Tribal; Colbert PD; OHP; and SOSU PD

<i>RESERVE HOURS</i>	130	104	488.50
<i>CHAPLAIN HOURS</i>	8.5	10.5	60

<i>ANIMAL CONTROL</i>	<i>Apr-20</i>	<i>Apr-19</i>	<i>YTD 2020</i>
Calls for Service	205	196	696
Citations Issued	9	1	13
Adoptions	1	4	7

Department Report Totals (OSBI-UCR)

2020	>>> >>> >>>			MISC OFFENSES					<<<		<<<		<<<	>>> ARRESTS <<<					> COLLISIONS (MVC) <					>>> > CITATIONS < <<<				CALLS FOR SERVICE					>> ANIMAL CONTROL <<				
	MUR-		ROB-	ASSAULTS		BURG	LAR-	MV	AR-	UCR	UCR	TOTAL	DOM	UCR	UCR		TOTAL		INJU-	PROP	PRIV	FATAL-		TRAF/NON-					BRYAN		RESERVE	Chaplain		CITA-	PELS	ADOP-	
	DER	RAPE	BERY	AGG	SIMP	B&E	CENY	THEFT	SON	PT 1	PT 2	OFF	VIOL	PT 1	PT 2	JUV	TOTAL	EOD	RIES	DAM	PROP	ITIES	TOTAL	TRAF CITS	WARN	DUI	TOTAL	DURANT	CO	TOTAL	HOURS	Hours	CFS	TIONS	COLL	TIONS	
JAN	0	2	0	1	9	19	41	4	0	67	283	350	5	10	161	0	171	29	11	36	11	0	58	655	151	11	817	2,592	1,646	4,238	134.5	17.75	207	0			3
FEB	0	1	1	1	10	3	32	5	1	44	270	314	3	5	152	2	159	16	11	41	11	0	63	569	118	12	699	2,263	1,633	3,896	90.0	26.25	172	1			2
MAR	2	0	0	2	11	9	30	5	0	48	213	261	5	7	111	1	119	24	4	34	10	0	48	293	57	5	355	1,773	1,776	3,549	134.0	7.50	112	3			1
APR	0	0	1	0	10	13	28	4	0	46	151	197	6	6	54	9	69	23	2	12	2	0	16	95	35	4	134	1,402	1,395	2,797	130.0	8.50	205	9			1
MAY										0							0						0					0									
JUNE										0							0						0					0									
JULY										0							0						0					0									
AUG										0							0						0					0									
SEPT										0							0						0					0									
OCT										0							0						0					0									
NOV										0							0						0					0									
DEC										0							0						0					0									
TOTAL	2	3	2	4	40	44	131	18	1	205	917	1,122	19	28	478	12	518	92	28	123	34	0	185	1,612	361	32	2,005	8,030	6,450	14,480	488.50	60.00	696	13		7	

2019	>>> >>> >>>			MISC OFFENSES					<<< <<< <<<				DOM VIOL	>>> ARRESTS <<<				EOD	> COLLISIONS (MVC) <					>>> > CITATIONS < <<<				CALLS FOR SERVICE			RESERVE HOURS	Chaplain Hours	>> ANIMAL CONTROL <<			
	MUR- DER	RAPE	ROB- BERY	ASSAULTS AGG	SIMP	BURG B&E	LAR- CENY	MV THEFT	AR- SON	UCR PT 1	UCR PT 2	TOTAL OFF		UCR PT 1	UCR PT 2	JUV	TOTAL		INJU- RIES	PROP DAM	PRIV PROP	FATAL- ITIES	TOTAL	TRAF/NON- TRAF CITS	WARN	DUI	TOTAL	DURANT	BRYAN CO	TOTAL			CFS	CITA- TIONS	PELS COLL	ADOP- TIONS
JAN	0	0	0	11	5	18	25	2	0	56	221	277	6	14	128	1	143	24	13	30	12	1	56	311	246	10	567	1,975	1,994	3,969	95.0	14.75	168	2		4
FEB	0	0	0	3	14	14	35	1	0	53	193	246	10	10	104	0	114	13	6	35	14	0	55	241	173	9	423	1,764	1,718	3,482	91.0	4.25	163	1		3
MAR	1	0	0	9	11	16	36	1	0	63	222	285	9	6	136	1	143	16	8	33	15	0	56	239	133	15	387	1,746	2,034	3,780	105.0	9.75	199	4		6
APR	0	0	1	2	15	11	32	5	0	51	235	286	8	8	121	0	129	23	14	45	8	0	67	252	106	7	365	1,916	1,684	3,600	104.0	10.50	196	1		4
MAY	0	0	0	8	20	15	66	8	1	98	280	378	16	19	153	6	178	22	17	38	15	0	70	422	132	15	569	2,409	2,039	4,448	329.0	15.50	161	1		4
JUNE	0	4	1	3	12	9	54	6	0	77	250	327	10	15	139	1	155	23	9	30	22	0	61	367	192	7	566	2,304	1,946	4,250	123.0	3.00	191	2		11
JULY	0	1	0	4	10	12	50	9	0	76	273	349	7	16	128	2	146	27	13	22	18	0	53	317	207	8	532	2,090	1,938	4,028	151.0	3.50	207	2		7
AUG	0	1	0	4	10	14	65	3	0	87	286	373	7	10	140	5	155	17	9	26	24	0	59	458	338	10	806	2,418	1,779	4,197	232.0	4.00	180	3		12
SEPT	0	0	1	3	12	12	34	4	0	54	236	290	6	11	145	0	156	20	12	35	19	0	66	493	378	14	885	2,327	1,783	4,110	198.5	5.75	208	3		22
OCT	0	0	0	2	14	19	43	6	0	70	219	289	8	11	133	3	147	24	13	27	13	1	54	291	51	23	365	2,057	1,642	3,699	351.0	15.75	242	11		22
NOV	0	0	0	2	11	20	48	8	1	79	236	315	5	14	138	1	153	16	13	26	14	2	55	221	29	20	270	1,938	1,607	3,545	310.0	13.50	235	6		8
DEC	0	1	2	1	8	30	46	4	0	84	272	356	4	10	164	1	175	31	13	30	11	1	55	244	122	14	380	2,141	1,797	3,938	528.0	8.00	222	4		41
TOTAL	1	7	5	52	142	190	534	57	2	848	2,923	3,771	96	144	1,629	21	1,794	256	140	377	185	5	707	3,856	2,107	152	6,115	25,085	21,961	47,046	2,617.50	108.25	2,372	40		144

Department Report Totals (OSBI-UCR)

2018	>>> >>> >>>			MISC OFFENSES							<<<		<<<		DOM VIOL	>>> ARRESTS <<<				EOD	> COLLISIONS (MVC) <					>>> > CITATIONS < <<<				CALLS FOR SERVICE			RESERVE HOURS	Chaplain Hours	>> ANIMAL CONTROL <<			
	MUR- DER	RAPE	ROB- BERY	ASSAULTS AGG	SIMP	BURG B&E	LAR- CENY	MV THEFT	AR- SON	UCR PT 1	UCR PT 2	TOTAL OFF	UCR PT 1	UCR PT 2		JUV	TOTAL	INJU- RIES	PROP DAM		PRIV PROP	FATAL- ITIES	TOTAL	TRAF/NON- TRAF CITS	WARN	DUI	TOTAL	DURANT	BRYAN CO	TOTAL	CFS	CITA- TIONS			FEELS COLL	ADOP- TIONS		
JAN	0	0	0	1	11	20	40	1	0	62	243	305	6	6	130	6	142	20	9	28	10	0	47	321	320	6	647	1,741	1,728	3,469	220.0	13.75	172	2		31		
FEB	0	0	1	9	7	16	41	3	0	70	209	279	8	12	100	1	113	15	10	45	12	0	67	205	53	2	260	1,621	1,548	3,169	184.0	8.25	151	1		29		
MAR	0	0	0	1	20	12	57	5	0	75	226	301	8	12	105	3	120	21	20	33	12	1	66	261	102	5	368	1,883	2,141	4,024	167.5	4.75	191	1		42		
APR	0	0	0	2	10	16	51	8	1	78	223	301	5	10	101	5	116	20	19	37	17	0	73	296	190	6	492	1,647	1,870	3,517	145.0	12.50	153	0		38		
MAY	0	1	0	4	10	19	86	5	1	116	254	370	8	15	124	1	140	27	13	31	11	0	55	239	120	7	366	2,010	2,268	4,278	178.0	17.25	142	0		41		
JUNE	0	0	0	4	13	19	70	5	1	99	249	348	8	15	109	3	127	18	15	29	20	0	64	222	260	4	486	1,987	2,040	4,027	242.0	9.75	161	0		5		
JULY	0	0	0	2	7	22	52	4	0	80	211	291	4	15	101	6	122	19	10	25	12	0	47	177	279	9	465	1,904	2,024	3,928	167.0	5.00	166	2		3		
AUG	0	0	1	6	17	9	48	5	0	69	237	306	6	11	126	1	138	24	11	27	11	1	50	196	210	8	414	1,771	2,165	3,936	122.0	8.25	156	1		4		
SEPT	0	0	1	5	8	19	40	6	0	71	186	257	9	17	84	2	103	24	15	32	10	0	57	154	220	3	377	1,672	2,059	3,731	235.5	2.25	196	0		7		
OCT	0	1	0	6	5	10	51	7	0	75	229	304	6	12	125	2	139	26	11	35	14	0	60	190	126	6	322	1,764	1,741	3,505	245.5	9.75	196	0		12		
NOV	0	1	1	2	10	16	55	2	1	78	261	339	6	15	112	1	128	20	12	42	11	0	65	231	275	6	512	1,851	1,897	3,748	104.0	4.00	178	3		2		
DEC	0	1	0	3	10	16	66	7	0	93	220	315	8	15	120	8	143	21	8	36	10	1	55	244	151	12	407	2,031	2,027	4,058	244.0	13.00	227	2		6		
TOTAL	0	4	4	45	128	194	657	58	4	966	2,748	3,716	82	155	1,337	39	1,531	255	153	400	150	3	706	2,736	2,306	74	5,116	21,882	23,508	45,390	2,254.50	108.50	2,089	12		220		

2017	>>> >>> >>>			MISC OFFENSES									<<<			<<< <<<			DOM VIOL	>>> ARRESTS <<<					EOD	> COLLISIONS (MVC) <						>>> > CITATIONS < <<<				CALLS FOR SERVICE			RESERVE HOURS	Chaplain Hours	>> ANIMAL CONTROL <<				
	MUR- DER	RAPE	ROB- BERY	ASSAULTS		BURG B&E	LAR- CENY	MV THEFT	AR- SON	UCR PT 1	UCR PT 2	TOTAL OFF	UCR PT 1	UCR PT 2	JUV	TOTAL	INJU- RIES	PROP DAM		PRIV PROP	FATAL- ITIES	TOTAL	TRAF/NON TRAF CITS	WARN		DUI	TOTAL	DURANT	BRYAN CO	TOTAL	CFS	CITA- TIONS	FEELS COLL	ADOP- TIONS											
JAN	0	0	0	5	12	17	64	8	0	94	324	418	7	20	168	6	194	21	4	32	13	0	49	675	373	9	1,057	2,493	2,036	4,529	150.5	34.00	185	1		51									
FEB	0	0	0	4	22	14	67	8	0	93	272	365	15	16	130	10	156	21	11	38	9	0	58	437	454	8	899	1,914	1,951	3,865	109.0	43.75	141	5		27									
MAR	0	0	0	6	15	14	39	4	0	63	281	344	9	17	144	5	166	10	15	41	19	0	75	299	224	8	531	2,059	2,025	4,084	177.0	40.25	174	1		40									
APR	0	1	0	4	11	9	57	2	0	73	248	321	9	20	114	5	139	22	5	44	17	0	66	352	48	2	402	1,815	1,890	3,705	152.0	19.50	133	5		34									
MAY	0	0	0	1	10	14	46	5	0	66	203	269	4	10	117	7	134	18	10	31	6	0	47	235	109	9	353	2,098	1,959	4,057	205.0	22.00	103	0		24									
JUNE	0	1	1	6	9	19	58	2	0	87	211	298	7	18	94	6	118	17	14	30	9	1	54	186	32	11	229	1,953	2,015	3,968	298.0	4.50	172	1		31									
JULY	0	0	1	2	12	29	62	3	0	97	204	301	9	14	107	3	124	25	11	41	13	0	65	262	268	7	537	2,089	1,951	4,040	203.0	11.50	163	0		37									
AUG	0	1	0	2	24	27	61	4	0	95	211	306	14	7	93	4	104	16	10	30	23	0	63	471	664	5	1,140	1,939	2,156	4,095	142.0	14.00	169	3		28									
SEPT	0	2	0	6	7	23	45	3	0	79	232	311	9	14	108	4	126	21	10	32	13	1	56	278	92	8	378	2,104	2,033	4,137	159.0	4.75	198	3		38									
OCT	0	1	0	6	7	24	46	3	0	80	218	298	2	15	104	2	121	23	19	33	17	0	69	341	244	8	593	2,023	2,065	4,088	0.0	13.25	219	0		20									
NOV	0	0	1	3	16	16	57	5	0	82	230	312	6	13	109	6	128	19	13	27	14	1	55	216	103	4	323	1,681	1,978	3,659	163.0	8.75	174	2		18									
DEC	0	1	3	3	20	18	64	5	0	94	203	297	10	15	100	2	117	13	9	27	15	0	51	146	23	4	173	1,632	1,776	3,408	315.0	13.00	136	0		31									
TOTAL	0	7	6	48	165	224	666	52	0	1,003	2,837	3,840	101	179	1,388	60	1,627	226	131	406	168	3	708	3,898	2,634	83	6,615	23,800	23,835	47,635	2,073.50	229.25	1,967	21		379									

Department Report Totals (OSBI-UCR)

2016	MISC OFFENSES												DOM VIOL	>>> ARRESTS <<<				EOD	> COLLISIONS (MVC) <						>>> > CITATIONS < <<<					CALLS FOR SERVICE			RESERVE HOURS	Chaplain Hours	>> ANIMAL CONTROL <<			
	MUR- DER	RAPE	ROB- BERY	ASSAULTS AGG	SIMP	BURG B&E	LAR- CENY	MV THEFT	AR- SON	UCR PT 1	UCR PT 2	TOTAL OFF		UCR PT 1	UCR PT 2	JUV	TOTAL		INJU- RIES	PROP DAM	PRIV PROP	FATAL- ITIES	TOTAL	TRAF- FIC	NON- TRAF	WARN	DUI	TOTAL	DURANT	BRYAN CO	TOTAL	CFS			CITA- TIONS	FEES COLL	ADOP- TIONS	
JAN	0	0	1	3	9	11	50	3	0	68	231	299	6	19	138	7	164	20	7	40	14	0	61	261	62	126	11	460	1,802	1,691	3,493	295.0	21.75	119	2		31	
FEB	0	1	1	5	17	8	55	1	1	72	244	316	11	14	118	18	150	12	12	40	13	0	65	445	69	246	10	770	1,869	1,757	3,626	200.0	14.25	133	2		26	
MAR	0	0	0	2	25	10	50	3	1	66	221	287	13	14	113	6	133	22	14	51	19	0	84	373	73	134	10	590	2,073	1,895	3,968	143.5	22.25	181	11		46	
APR	0	1	0	4	23	22	45	5	1	78	241	319	15	21	124	10	155	22	2	37	18	0	57	405	61	207	15	688	1,986	1,857	3,843	230.0	8.00	169	6		22	
MAY	0	1	0	8	10	18	75	1	0	103	214	317	9	25	108	6	139	18	13	40	4	2	59	371	56	111	7	545	2,267	2,170	4,437	178.5	43.75	144	4		25	
JUNE	0	0	2	1	16	13	66	2	0	84	242	326	11	19	53	10	82	24	16	35	8	1	60	228	49	87	9	373	2,121	1,981	4,102	203.0	3.25	185	1		51	
JULY	0	1	0	9	8	19	74	1	0	104	236	340	7	16	114	1	131	16	8	26	14	0	48	214	30	109	9	362	2,239	2,029	4,268	87.0	12.25	224	3		39	
AUG	0	1	0	8	16	15	59	2	0	85	252	337	17	19	147	9	175	20	12	37	14	0	63	377	36	117	12	542	2,698	1,917	4,615	320.5	14.75	179	2		52	
SEPT	0	0	0	4	12	13	50	1	0	68	258	326	6	14	119	5	138	16	13	29	17	0	59	338	10	59	6	413	2,349	1,830	4,179	302.0	9.50	171	6		30	
SubT	0	5	4	44	136	129	524	19	3	728	2,139	2,867	95	161	1,034	72	1,267	170	97	335	121	3	556	####	446	1,196	89	4,743	19,404	17,127	36,531	1,960	150	1,505	37		322	
OCT	0	0	0	1	14	16	68	5	0	90	218	308	5	19	102	6	127	15	11	31	18	1	61	333		53	6	392	2,160	1,766	3,926	272.0	15.30	134	2		67	
NOV	0	1	0	3	13	16	85	4	0	109	237	346	7	23	98	9	130	26	9	41	14	2	66	435		200	7	642	1,919	1,685	3,604	193.0	18.50	110	4		28	
DEC	0	0	1	5	10	7	45	5	0	63	193	256	7	11	84	8	103	19	8	27	23	0	58	348		196	0	544	1,999	1,921	3,920	215.0	31.50	145	0		28	
SubT	0	1	1	9	37	39	198	14	0	262	648	910	19	53	284	23	360	60	28	99	55	3	185	1,116		449	13	1,578	6,078	5,372	11,450	680	65	389	6		123	
TOTAL	0	6	5	53	173	168	722	33	3	990	2,787	3,777	114	214	1,318	95	1,627	230	125	434	176	6	741	4,574		1,645	102	6,321	25,482	22,499	47,981	2,640	215	1,894	43		445	

2015	>>>			MISC OFFENSES					<<<			<<<			DOM VIOL	>>> ARRESTS <<<					EOD	> COLLISIONS (MVC) <					>>> > CITATIONS < <<<					CALLS FOR SERVICE			RESERVE HOURS	Chaplain Hours	>> ANIMAL CONTROL <<			
	MUR- DER	RAPE	ROB- BERY	ASSAULTS AGG	SIMP	BURG B&E	LAR- CENY	MV THEFT	AR- SON	UCR PT 1	UCR PT 2	TOTAL OFF	UCR PT 1	UCR PT 2		JUV	TOTAL	INJU- RIES	PROP DAM	PRIV PROP		FATAL- ITIES	TOTAL	TRAF- FIC	NON- TRAF	WARN	DUI	TOTAL	DURANT	BRYAN CO	TOTAL	CFS	CITA- TIONS	FEES COLL			ADOP- TIONS			
JAN	0	2	0	1	9	16	73	3	0	95	245	349	7	25	120	6	151	21	9	36	9	2	56	422	62	62	9	555	2,247	1,730	3,977	248.5	13.50	123	0	\$57	20			
FEB	0	0	0	2	14	23	80	1	0	106	235	355	11	24	114	12	150	11	11	36	12	0	59	373	89	96	14	572	1,857	1,443	3,300	250.0	28.00	152	3	\$162	21			
MAR	0	0	0	1	17	20	97	4	2	124	243	384	8	32	138	10	180	12	5	42	15	1	63	148	90	91	6	335	1,957	1,875	3,832	284.5	27.75	160	12	\$109	25			
APR	0	0	0	6	15	23	75	5	0	109	216	340	12	27	119	6	152	20	12	32	13	0	57	163	70	67	6	306	1,950	1,991	3,941	306.5	16.25	117	5	\$20	13			
MAY	0	0	0	3	15	13	81	4	0	101	211	327	12	27	111	14	152	18	5	33	17	1	56	283	79	78	9	449	2,002	1,967	3,969	392.0	21.50	143	1	\$17	15			
JUNE	0	2	1	2	14	10	62	3	0	80	211	305	7	16	119	6	141	17	10	39	15	0	64	326	74	117	10	527	2,196	1,984	4,180	149.0	5.25	171	3	\$0	27			
JULY	0	2	0	4	16	18	56	3	0	83	230	329	15	23	147	5	175	19	13	26	19	1	59	362	75	113	12	562	2,312	1,860	4,172	330.0	23.00	161	1	\$0	23			
AUG	0	0	0	3	5	11	72	0	0	86	253	344	7	19	151	4	174	19	12	35	20	0	67	291	66	125	8	490	2,353	1,817	4,170	212.0	26.25	139	1	\$0	25			
SEPT	0	1	0	5	17	12	62	6	0	86	268	371	15	19	148	8	175	18	8	30	27	0	65	175	68	154	11	408	2,045	1,650	3,695	233.0	9.25	157	2	\$0	20			
OCT	0	0	2	2	19	17	98	5	0	124	220	363	12	25	109	10	144	22	18	39	13	0	70	250	53	134	6	443	1,783	1,621	3,404	291.0	20.50	164	9	\$0	27			
NOV	0	0	0	2	7	13	68	4	0	87	164	258	4	22	87	5	114	12	6	35	14	0	55	268	57	165	2	492	1,583	1,743	3,326	407.0	14.50	133	14	\$0	31			
DEC	0	1	0	5	12	9	59	4	1	79	182	273	8	26	96	4	126	16	15	36	16	0	67	222	56	186	9	473	1,556	1,587	3,143	408.0	25.75	135	10	\$0	40			
Totals	0	8	3	36	160	185	883	42	3	1,160	2,678	3,998	118	285	1,459	90	1,834	205	124	419	190	5	738	####	839	1,388	102	5,612	23,841	21,268	45,109	3,511.5	231.50	1,755	61	\$365	287			

Department Report Totals (OSBI-UCR)

2014	>>> >>> >>>			MISC OFFENSES					<<<		<<<		<<<	>>> ARRESTS <<<				<<<	> COLLISIONS (MVC) <					>>> > CITATIONS < <<<					CALLS FOR SERVICE				Chaplain	>> ANIMAL CONTROL <<					
	MUR-		ROB-	ASSAULTS		BURG	LAR-	MV	AR-	UCR	MISC	TOTAL		FEL-						INJU-	PROP	PRIV	FATAL-		TRAF-	NON-					BRYAN				RESERVE		CITA-	FEE\$	ADOP-
	DER	RAPE	BERY	AGG	SIMP	B&E	CENY	THEFT	SON	PT 1	OFF	OFF		ONIES	MISD	JUV	TOTAL		EOD	RIES	DAM	PROP	ITIES	TOTAL	FIC	TRAF	WARN	DUI	TOTAL	DURANT	CO			TOTAL	HOURS	Hours	CFS	TIONS	COLL
JAN	0	0	0	8	0	12	66	6	0	92	239	331	6	42	142	9	193	21	11	28	14	0	53	324	63	8	14	409	2,164	1,473	3,637	348.0		122	0	\$188	28		
FEB	0	0	0	2	0	12	77	3	0	94	184	278	5	50	79	11	140	11	10	43	16	0	69	169	57	7	8	241	1,748	1,374	3,122	259.5		103	4	\$91	13		
MAR	0	1	0	4	0	20	71	4	0	100	210	310	9	41	70	9	120	16	11	41	10	1	63	128	43	18	6	195	1,947	1,587	3,534	447.5		152	1	\$154	22		
APR	0	0	0	7	1	14	60	3	0	84	236	321	13	45	110	3	158	13	6	23	9	1	39	138	101	0	18	257	2,041	1,652	3,693	472.0		151	7	\$50	15		
MAY	0	1	2	3	1	28	71	6	1	112	257	371	9	53	129	9	191	13	5	46	13	0	64	291	97	43	13	444	2,322	1,907	4,229	459.5		113	0	\$111	27		
JUNE	0	1	0	4	15	16	65	7	0	93	257	365	10	51	137	6	194	13	6	32	7	1	46	112	63	7	8	190	2,060	1,671	3,731	246.5		93	1	\$214	22		
JULY	0	0	0	5	11	29	60	8	0	102	215	328	10	49	109	5	163	18	5	30	14	0	49	136	47	221	8	412	2,089	1,531	3,620	217.5		113	0	\$70	24		
AUG	0	1	1	4	18	29	67	7	0	109	250	377	9	60	126	6	192	7	9	30	11	0	50	175	86	332	15	608	1,938	1,578	3,516	425.0		87	0	\$70	13		
SEPT	0	2	1	10	9	16	85	4	0	118	207	334	5	10	154	4	168	14	10	50	18	0	78	182	75	368	10	635	1,965	1,529	3,494	340.0		112	2	\$60	17		
OCT	0	0	0	5	16	21	82	8	0	116	234	366	10	62	103	7	172	11	6	57	26	0	89	80	72	2	10	164	1,820	1,664	3,484	333.5		119	2	\$74	19		
NOV	0	0	0	5	8	13	50	3	0	71	201	280	8	44	98	4	146	17	16	41	11	0	68	157	58	278	7	500	1,643	1,587	3,230	188.5		96	0	\$122	17		
DEC	0	2	0	0	14	11	77	2	0	92	227	333	6	56	83	7	146	13	10	30	14	0	54	161	45	162	6	374	1,708	1,693	3,401	266.5		115	1	\$64	19		
Totals	0	8	4	57	93	221	831	61	1	1,183	2,717	3,994	100	563	1,340	80	1,983	167	105	451	163	3	722	####	807	1,446	123	4,429	23,445	19,246	42,691	4,004.0		1,376	18	\$1,268	236		

2013	>>> >>> >>>			MISC OFFENSES							<<<		<<<		<<<	>>> ARRESTS <<<				<<<	> COLLISIONS (MVC) <					>>> > CITATIONS < <<<					CALLS FOR SERVICE			RESERVE HOURS	Chaplain Hours	>> ANIMAL CONTROL <<			
	MUR- DER	RAPE	ROB- BERY	ASSAULTS AGG SIMP		BURG B&E	LAR- CENY	MV THEFT	AR- SON		MISC OFF	TOTAL OFF	DOM VIOL	FEL- ONIES		MISD	JUV	TOTAL	EOD		INJU- RIES	PROP DAM	PRIV PROP	FATAL- ITIES	TOTAL	TRAF- FIC	NON- TRAF	WARN	DUI	TOTAL	DURANT	BRYAN CO	TOTAL			CFS	CITA- TIONS	FEE\$ COLL	ADOP- TIONS
JAN	0	1	1	10	9	20	64	4	1		180	290	9	50	128	6	184	10	11	34	11	1	57	277	40	144	6	467	1,705	1,390	3,095	564.5		114	1	\$67	20		
FEB	0	0	0	9	9	11	50	1	0		221	301	9	49	137	3	189	13	9	36	26	0	71	255	43	36	7	341	1,566	1,220	2,786	502.0		121	1	\$213	27		
MAR	0	0	1	20	12	25	73	2	1		188	322	11	54	111	6	171	13	10	32	11	0	53	271	32	52	7	362	1,705	1,584	3,289	424.0		164	1	\$203	29		
APR	0	0	2	16	13	32	63	4	1		208	339	12	35	115	4	154	18	10	40	13	0	63	203	27	21	4	255	1,658	1,428	3,086	506.5		185	1	\$164	43		
MAY	0	1	0	9	10	28	72	3	0		208	330	10	20	157	7	177	17	17	37	13	0	67	236	41	49	11	337	1,986	1,400	3,386	377.0		164	3	\$105	27		
JUNE	0	0	0	19	4	27	71	0	0		192	313	14	32	129	14	175	20	10	24	7	0	41	145	41	39	7	232	1,726	1,471	3,197	356.5		137	0	\$189	33		
JULY	0	3	0	11	8	14	84	5	0		164	289	9	54	121	3	178	25	12	35	17	0	64	144	46	35	10	235	1,906	1,475	3,381	491.5		123	0	\$174	32		
AUG	0	2	1	9	9	17	92	6	1		211	348	8	97	138	8	243	11	10	39	11	0	60	187	55	30	8	280	1,960	1,540	3,500	479.0		170	1	\$192	29		
SEPT	0	0	2	13	8	34	96	0	0		250	403	11	71	102	7	180	17	13	32	13	0	58	117	131	5	10	263	1,808	1,831	3,639	339.5		150	2	\$67	26		
OCT	0	1	1	5	9	27	69	6	0		237	355	10	47	108	4	155	23	16	23	16	0	55	48	57	2	5	112	1,607	1,504	3,111	402.5		140	1	\$40	23		
NOV	0	0	0	10	12	19	67	3	0		203	314	6	37	105	8	150	13	11	39	13	0	63	192	54	28	13	287	1,861	1,535	3,396	341.5		123	1	\$105	18		
DEC	0	2	2	17	3	23	58	5	0		195	305	8	26	109	11	146	10	10	44	13	0	67	138	47	25	5	215	1,755	1,451	3,206	411.5		85	1	\$51	10		
Totals	0	10	10	148	106	277	859	39	4		2,457	3,909	117	572	1,460	81	2,102	190	139	415	164	1	719	####	614	466	93	3,386	21,243	17,829	39,072	5,196.0		1,676	13	\$1,570	317		

Department Report Totals (OSBI-UCR)

2012	>>> >>> >>>			MISC OFFENSES							<<<		<<<		DOM VIOL	>>> ARRESTS <<<				EOD	> COLLISIONS (MVC) <					>>> > CITATIONS < <<<					CALLS FOR SERVICE			RESERVE HOURS	Chaplain Hours	>> ANIMAL CONTROL <<			
	MUR- DER	RAPE	ROB- BERY	ASSAULTS AGG	SIMP	BURG B&E	LAR- CENY	MV THEFT	AR- SON		MISC OFF	TOTAL OFF	FEL- ONIES	MISD		JUV	TOTAL	INJU- RIES	PROP DAM		PRIV PROP	FATAL- ITIES	TOTAL	TRAF- FIC	NON- TRAF	WARN	DUI	TOTAL	DURANT	BRYAN CO	TOTAL	CFS	CITA- TIONS			FEE\$ COLL	ADOP- TIONS		
JAN	0	1	0	7	9	11	55	3	0		175	261	8	31	135	8	174	11	11	24	14	0	49	225	37	213	12	487	1,957	1,672	3,629	541.0		163	0	\$342	28		
FEB	0	0	0	3	4	10	43	2	0		203	265	4	29	115	2	146	10	8	27	12	0	47	230	31	178	12	451	1,752	1,348	3,100	580.0		181	2	\$349	56		
MAR	0	0	0	9	4	5	41	0	0		194	253	6	36	143	5	184	10	11	31	11	0	53	230	35	139	16	420	2,044	1,368	3,412	570.5		181	0	\$224	51		
APR	0	0	2	14	10	7	37	4	0		210	284	16	34	169	6	209	10	8	36	5	0	49	220	47	46	21	334	1,907	1,564	3,471	697.5		138	1	\$463	19		
MAY	0	1	1	9	12	17	37	3	1		215	296	9	32	132	7	171	9	9	33	9	0	51	145	27	34	13	219	1,852	1,643	3,495	845.0		127	0	\$185	20		
JUNE	0	0	0	19	14	15	53	3	0		158	262	12	35	109	7	151	8	12	34	11	0	57	200	27	93	9	329	1,925	1,555	3,480	914.5		164	1	\$178	23		
JULY	0	0	2	22	4	20	75	5	0		239	367	11	44	151	25	220	13	9	28	12	0	49	189	52	298	18	557	2,176	1,740	3,916	591.0		147	0	\$158	28		
AUG	0	4	1	19	4	22	67	0	0		214	331	9	41	142	6	189	17	12	38	15	0	65	128	45	54	5	232	1,804	1,468	3,272	547.5		167	0	\$352	44		
SEPT	0	2	0	16	9	17	54	3	1		209	311	9	50	164	8	222	10	14	39	17	0	70	297	73	12	8	390	1,968	1,406	3,374	514.5		177	1	\$130	44		
OCT	0	1	1	11	3	27	51	7	0		215	316	9	35	172	8	215	22	14	39	12	0	65	282	70	15	7	374	1,708	1,478	3,186	722.0		173	1	\$316	30		
NOV	0	1	1	7	12	21	66	3	0		184	295	9	44	160	12	216	8	16	25	20	0	61	206	58	55	8	327	1,646	1,438	3,084	479.0		124	2	\$237	33		
DEC	0	1	1	7	6	22	56	3	0		156	252	9	31	94	5	130	6	21	42	17	0	80	132	31	37	5	205	1,646	1,395	3,041	507.0		86	2	\$20	15		
Totals	0	11	9	143	91	194	635	36	2		2,372	3,493	111	442	1,686	99	2,227	134	145	396	155	0	696	####	533	1,174	134	4,325	22,385	18,075	40,460	7,509.5		1,828	10	\$2,954	391		

2011	>>> >>> >>>			MISC OFFENSES							<<<		<<<		DOM VIOL	>>> ARRESTS <<<					EOD	> COLLISIONS (MVC) <						>>> > CITATIONS < <<<					CALLS FOR SERVICE			RESERVE HOURS	Chaplain Hours	>> ANIMAL CONTROL <<			
	MUR- DER	RAPE	ROB- BERY	ASSAULTS AGG	SIMP	BURG B&E	LAR- CENY	MV THEFT	AR- SON		MISC OFF	TOTAL OFF	FEL- ONIES	MISD		JUV	TOTAL	INJU- RIES	PROP DAM	PRIV PROP		FATAL- ITIES	TOTAL	TRAF- FIC	NON- TRAF	WARN	DUI	TOTAL	DURANT	BRYAN CO	TOTAL	CFS	CITA- TIONS	FEE\$ COLL	ADOP- TIONS						
JAN	0	3	1	4	14	14	46	3	1		149	235	8	43	168	4	215	11	8	15	41	0	64	428	40	109	22	599	1,625	1,680	3,305	646.5		187	0	\$404	50				
FEB	0	1	0	8	5	8	35	6	1		180	244	6	36	118	1	155	7	9	50	16	0	75	215	39	54	9	317	1,441	1,439	2,880	681.5		185	0	\$310	51				
MAR	0	0	0	7	18	18	39	5	0		260	347	17	41	157	6	204	6	13	38	14	0	65	199	40	95	19	353	1,722	1,676	3,398	758.5		228	1	\$451	52				
APR	0	2	1	6	17	17	25	2	0		259	329	10	29	164	9	202	7	13	49	20	0	82	224	42	69	17	352	1,633	1,568	3,201	1,043.0		166	3	\$281	45				
MAY	0	0	1	12	6	21	31	3	1		270	345	9	42	205	3	250	9	14	45	9	0	68	451	35	82	15	583	1,950	1,709	3,659	527.5		219	1	\$272	58				
JUNE	0	0	1	16	12	13	33	3	0		253	331	19	39	158	6	203	9	11	28	15	0	54	328	45	59	20	452	1,912	1,694	3,606	732.0		152	1	\$124	32				
JULY	0	2	2	11	12	15	41	5	0		173	261	17	30	113	2	145	12	10	30	19	0	59	370	24	83	6	483	1,832	1,849	3,681	379.5		191	1	\$324	50				
AUG	0	2	1	22	14	16	45	5	0		129	234	21	49	118	2	169	7	10	23	19	0	52	171	25	36	7	239	1,854	1,832	3,686	306.0		206	0	\$340	49				
SEPT	0	3	1	13	11	19	46	8	0		250	351	14	46	139	1	186	17	12	31	20	0	63	123	49	42	15	229	2,050	1,812	3,862	458.0		279	1	\$466	39				
OCT	0	6	1	6	8	26	57	4	0		229	337	10	42	159	6	207	4	10	35	16	0	61	148	45	112	16	321	2,068	1,749	3,817	523.5		194	1	\$359	40				
NOV	0	2	2	8	12	33	53	1	0		186	297	9	30	123	8	161	15	8	24	15	0	47	81	34	129	12	256	1,545	1,586	3,131	397.0		164	1	\$362	59				
DEC	0	1	0	13	11	23	52	2	0		189	291	15	29	126	9	164	11	11	43	17	0	71	135	42	85	8	270	1,512	1,713	3,225	597.0		162	0	\$481	58				
Totals	0	22	11	126	140	223	503	47	3		2,527	3,602	155	456	1,748	57	2,261	115	129	411	221	0	761	####	460	955	166	4,454	21,144	20,307	41,451	7,050.0		2,333	10	\$4,174	583				

Department Report Totals (OSBI-UCR)

2010	MISC OFFENSES											DOM VIOL	>>> ARRESTS <<<				EOD	> COLLISIONS (MVC) <					>>> > CITATIONS < <<<					CALLS FOR SERVICE			RESERVE HOURS	Chaplain Hours	>> ANIMAL CONTROL <<				
	MUR- DER	RAPE	ROB- BERY	ASSAULTS AGG SIMP	BURG B&E	LAR- CENY	MV THEFT	AR- SON		MISC OFF	TOTAL OFF		FEL- ONIES	MISD	JUV	TOTAL		INJU- RIES	PROP DAM	PRIV PROP	FATAL- ITIES	TOTAL	TRAF- FIC	NON- TRAF	WARN	DUI	TOTAL	DURANT	BRYAN CO	TOTAL			CFS	CITA- TIONS	FEE\$ COLL	ADOP- TIONS	
JAN	0	2	1	5	0	24	44	4	0		191	271	10	30	107	9	146	4	8	36	15	0	59	662					1,961	1,533	3,494	385.5		215	0	\$326	14
FEB	0	1	0	14	1	4	30	1	0		250	301	13	25	96	4	125	7	11	38	17	0	66	284	50	245	15	594	1,796	1,520	3,316	573.0		188	3	\$279	22
MAR	0	0	0	6	0	21	23	1	0		362	413	8	36	148	1	185	10	10	42	13	0	65	313	46	201	20	580	1,831	1,578	3,409	686.0		233	0	\$497	49
APR	1	0	1	4	14	16	30	3	1		266	335	11	120	32	7	159	4	10	32	15	0	57	588	45	155	9	797	2,063	1,581	3,644	717.0		188	2	\$421	26
MAY	0	1	0	7	7	23	47	4	0		238	327	12	23	145	3	171	4	11	37	18	0	66	444	43	126	22	635	2,000	1,800	3,800	466.0		193	0	\$194	15
JUNE	0	0	0	7	16	10	52	1	0		252	338	14	25	115	10	150	7	6	27	6	0	39	238	43	57	10	348	1,715	1,628	3,343	892.5		205	0	\$236	9
JULY	0	1	1	15	3	28	67	3	0		267	385	12	31	120	5	156	3	9	37	15	0	61	334	50	95	13	492	1,886	1,639	3,525	325.5		228	0	\$274	19
AUG	0	0	0	18	4	18	52	4	1		287	384	11	28	142	6	176	8	11	33	14	0	58	135	66	23	17	241	1,832	1,709	3,541	353.0		209	0	\$148	9
SEPT	0	6	0	9	6	34	27	5	1		251	339	5	22	140	5	167	14	11	34	13	1	59	134	51	33	14	232	1,714	1,494	3,208	643.5		197	3	\$382	24
OCT	0	0	0	9	20	33	51	2	0		269	384	6	53	208	4	265	6	13	37	13	1	64	228	76	112	14	430	1,865	1,587	3,452	672.5		207	2	\$342	22
NOV	0	1	1	5	13	16	39	2	0		215	292	16	50	168	8	226	12	16	53	16	0	85	530	38	115	20	703	1,576	1,624	3,200	591.5		162	0	\$351	37
DEC	0	2	0	12	9	27	44	1	0		288	383	6	49	158	6	213	8	13	39	9	0	61	282	57	38	16	393	1,569	1,491	3,060	707.5		107	0	\$164	25
Totals	1	14	4	111	93	254	506	31	3		3,136	4,152	124	492	1,579	68	2,139	87	129	445	164	2	740	####	565	1,200	170	5,445	21,808	19,184	40,992	7,013.5		2,332	10	\$3,614	271





The City of Durant

Office of the Street Department

Memorandum

Date: 5/1/2020
To: Mayor and City Council
From: Shawn Melton, Street Supervisor
Re: Street Department Monthly Report - April 2020

Council Information / Action Requested

Information only.

City Staff Information / Action Follow-up, if Council authorizes this action:

ATTACHMENTS:

Description	Type	Upload Date
Work Orders	Cover Memo	5/1/2020
April Monthly report 2020	Cover Memo	5/1/2020



Work Order Report

04/01/2020 - 04/30/2020

Work Order #	Location	Work Description	Work Start Date	Work End Date
16128	MAIN (E MAIN TO N 6TH)	SWEPT	4/29/2020	4/29/2020
16127	LORRI LN	SWEPT	4/29/2020	4/29/2020
16126	LORRI LN	SWEPT	4/28/2020	4/28/2020
16125	LITTLE JOHN	SWEPT	4/28/2020	4/28/2020
16124	ARKANSAS	SWEPT	4/28/2020	4/28/2020
16123	ALLEY BETWEEN N 2ND & N 3RD ON WALNUT	3 POT HOLES	4/28/2020	4/28/2020
16122	315 WALNUT	POT HOLE	4/28/2020	4/28/2020
16121	709 N 6TH	POT HOLE	4/28/2020	4/28/2020
16120	N 4TH & WILLOW	2 POT HOLES	4/28/2020	4/28/2020
16119	N 4TH & POPLAR	2 POT HOLES	4/28/2020	4/28/2020
16118	5TH & LOCUST	2 POT HOLES WATER CUT	4/28/2020	4/28/2020
16117	WASHINGTON	SWEPT	4/27/2020	4/27/2020
16116	MAIN (N 1ST TO N 15TH)	SWEPT	4/27/2020	4/27/2020
16115	108 SANDPIPER CIR	2 POT HOLES 1 LEVEL PATCH	4/27/2020	4/27/2020
16114	15TH & CEDAR	4 POT HOLES	4/27/2020	4/27/2020
16113	208 SANDPIPER CIR	2 POT HOLES	4/27/2020	4/27/2020
16112	108 MEADOWLARK	POT HOLE	4/27/2020	4/27/2020
16111	MISSISSIPPI	3 POT HOLES	4/27/2020	4/27/2020
16110	LOCUST & N 5TH	WATER CUT	4/24/2020	4/24/2020

Work Order #	Location	Work Description	Work Start Date	Work End Date
16109	WILSON AT REMINGTON HILLS	WATER CUT (RURAL WATER)	4/24/2020	4/24/2020
16108	ARKANSAS & SUNNY MEADOWS	14 POT HOLES	4/23/2020	4/23/2020
16107	N 2ND & PINE	3 POT HOLES	4/23/2020	4/23/2020
16106	100 BLK LIVE OAK	LEVEL PATCH	4/23/2020	4/23/2020
16105	CASTLE CT	SWEPT	4/22/2020	4/22/2020
16104	LITTLE JOHN	SWEPT	4/22/2020	4/22/2020
16103	MAIN (E MAIN TO N 21ST)	SWEPT	4/22/2020	4/22/2020
16102	LIONEL LN	SWEPT	4/22/2020	4/22/2020
16101	BERNE BLVD	SWEPT	4/22/2020	4/22/2020
16100	UNIVERSITY (N 1ST TO UNIVERSITY PL)	SWEPT	4/21/2020	4/21/2020
16099	ARKANSAS & SUNNY MEADOWS	2 POT HOLES	4/21/2020	4/21/2020
16098	CHOCTAW RD	2 POT HOLES	4/21/2020	4/21/2020
16097	SUNNYSIDE	POT HOLE	4/21/2020	4/21/2020
16096	403 SUNNY MEADOWS	2 POT HOLES	4/21/2020	4/21/2020
16095	N 9TH & LIVE OAK	POT HOLE & 1 LEVEL PATCH	4/21/2020	4/21/2020
16094	900 BLK OF LIVEOAK	2 POT HOLES	4/21/2020	4/21/2020
16093	LIVE OAK & N 5TH	2 POT HOLES	4/21/2020	4/21/2020
16092	E MAIN	LEVEL PATCH	4/21/2020	4/21/2020
16091	CASTLE CT	SWEPT	4/20/2020	4/20/2020
16090	JOHN JUNCTION	SWEPT	4/20/2020	4/20/2020
16089	MAIN (N 14TH TO N 15TH)	SWEPT	4/20/2020	4/20/2020

Work Order #	Location	Work Description	Work Start Date	Work End Date
16088	MISSISSIPPI & 20TH	POT HOLE	4/20/2020	4/20/2020
16087	930 MISSISSIPPI	WATER CUT	4/20/2020	4/20/2020
16086	MAIN & S 12TH	4 POT HOLES	4/20/2020	4/20/2020
16085	SYCAMORE & 2ND	4 POT HOLES 1 LEVEL PATCHS	4/20/2020	4/20/2020
16084	MISSISSIPPI & S 15TH	5 POT HOLES 2 LEVEL PATCH	4/20/2020	4/20/2020
16083	LARRY DR	SWEPT	4/17/2020	4/17/2020
16082	GERSHWIN DR	SWEPT	4/17/2020	4/17/2020
16081	E MAIN TO N 6TH	SWEPT	4/17/2020	4/17/2020
16080	1200 BLK OF MAIN	2 POT HOLES	4/17/2020	4/17/2020
16079	900 BLK OF LIVEOAK	POT HOLE	4/17/2020	4/17/2020
16078	7TH & LOCUST	LEVEL PATCH	4/17/2020	4/17/2020
16077	1000 BLK LIVEOAK	3 POT HOLES	4/17/2020	4/17/2020
16076	940 CROOKED OAK	POT HOLE	4/17/2020	4/17/2020
16075	3500 BLK STONEBRIAR	4 POT HOLES	4/17/2020	4/17/2020
16074	FOLSOM & STONEBRIAR	POT HOLE	4/17/2020	4/17/2020
16073	1908 PARKWAY CIR	POT HOLE	4/17/2020	4/17/2020
16072	1947 PARKWAY CIR	POT HOLE	4/17/2020	4/17/2020
16071	1019 FOUR SEASONS	WATER CUT	4/17/2020	4/17/2020
16070	1416 HOUSTON	POT HOLE	4/17/2020	4/17/2020

Work Order #	Location	Work Description	Work Start Date	Work End Date
16069	15TH & MAPLE	6 POT HOLES	4/17/2020	4/17/2020
16068	EVERGREEN (N 1ST TO N 21ST)	SWEPT	4/16/2020	4/16/2020
16067	N 12TH (MAIN TO CHUCKWA)	SWEPT	4/16/2020	4/16/2020
16066	BRIARWOOD CIR	11 POT HOLES	4/16/2020	4/16/2020
16065	BRYAN DR	35 POT HOLES	4/16/2020	4/16/2020
16064	10TH & MAIN	5 POT HOLES	4/16/2020	4/16/2020
16063	LARRY DR	SWEPT	4/15/2020	4/15/2020
16062	MAIN (N 1ST TO N 21ST)	SWEPT	4/15/2020	4/15/2020
16061	STONEBRIAR CIR	5 POT HOLES	4/15/2020	4/15/2020
16060	WILSON & LARRY	WATER CUT	4/15/2020	4/15/2020
16059	S 17TH & LOUISIANA	2 POT HOLES & 2 LEVEL PATCHS	4/15/2020	4/15/2020
16058	900 BLK LOUISIANA	4 POT HOLES	4/15/2020	4/15/2020
16057	S 9TH TO CHOCTAW RD	SWEPT	4/14/2020	4/14/2020
16056	S 7TH & LOUISIANA	POT HOLE 2 LEVEL PATCHS	4/14/2020	4/14/2020
16055	518 TO 624 TEXAS	2 POT HOLES 1 LEVEL PATCH	4/14/2020	4/14/2020
16054	717 TEXAS	2 POT HOLES	4/14/2020	4/14/2020
16053	S 11TH & TEXAS	2 POT HOLES & 2 LEVEL PATCHS	4/14/2020	3/26/2020
16052	S 14TH & TEXAS	3 POT HOLES	4/14/2020	4/14/2020

Work Order #	Location	Work Description	Work Start Date	Work End Date
16051	1020 WILLOW	POT HOLE	4/14/2020	4/14/2020
16050	BEECH	WATER CUT	4/14/2020	4/14/2020
16049	RED BUD	13 POT HOLES	4/14/2020	4/14/2020
16048	S 9TH (MINERAL SPRINGS BRIDGE TO HUMPBACK BRIDGE)	SWEPT	4/13/2020	4/13/2020
16047	MAIN (E MAIN TO N 6TH)	SWEPT	4/13/2020	4/13/2020
16046	5200 ROADRUNNER	POT HOLE	4/13/2020	4/13/2020
16045	MAIN & 49TH	2 POT HOLES	4/13/2020	4/13/2020
16044	ESTELLE & CHUCKWA	2 POT HOLES	4/13/2020	4/13/2020
16043	1805 ELM	POT HOLE	4/13/2020	4/13/2020
16042	300 BLK OF 49TH	LEVEL PATCH	4/13/2020	4/13/2020
16041	S 9TH & MISSISSIPPI	SWEPT	4/9/2020	4/9/2020
16040	S 9TH & LOUISIANA	SWEPT	4/9/2020	4/9/2020
16039	MAIN (N 16TH TO N 1ST)	SWEPT	4/9/2020	4/9/2020
16038	N 16TH	POT HOLE & 1 LEVEL PATCH	4/9/2020	4/9/2020
16037	WACO & N 10TH	POT HOLE	4/9/2020	4/9/2020
16036	DMV PARKING LOT	2 POT HOLES	4/9/2020	4/9/2020
16035	NORTHRIDGE DR	9 POT HOLES	4/9/2020	4/9/2020
16034	HARMONY & GATES	30 POT HOLES	4/8/2020	4/8/2020
16033	NE 2ND	SWEPT	4/8/2020	4/8/2020

Work Order #	Location	Work Description	Work Start Date	Work End Date
16032	1300 BLK OF N 10TH	2 POT HOLES	4/7/2020	4/7/2020
16031	N 10TH & WACO	3 POT HOLES	4/7/2020	4/7/2020
16030	1625 N 10TH	3 POT HOLES	4/7/2020	4/7/2020
16029	BRIARWOOD & BRIARWOOD PL	2 POT HOLES	4/7/2020	4/7/2020
16028	ELM & 21ST	3 POT HOLES	4/7/2020	4/7/2020
16027	MULBERRY & GRANT	POT HOLE & 1 LEVEL PATCH	4/7/2020	4/7/2020
16026	LOCUST & N 18TH	5 POT HOLES	4/7/2020	4/7/2020
16025	S 11TH & ARKANSAS	POT HOLE	4/6/2020	4/6/2020
16024	ARKANSAS & 12TH	POT HOLE	4/6/2020	4/6/2020
16023	MAIN	POT HOLE	4/6/2020	4/6/2020
16022	RED BUD (WASHINGTON TO 1ST)	12 POT HOLE	4/6/2020	4/6/2020
16021	FOLSOM	8 POT HOLES	4/6/2020	4/6/2020
16020	FOLSOM TO STONE BRIAR	7 POT HOLES	4/6/2020	4/6/2020
16019	N 2ND & ELM	SWEPT	4/2/2020	4/2/2020
16018	UNIVERSITY (N 1ST TO N 19TH)	SWEPT	4/2/2020	4/2/2020
16017	N 19TH & ELM	POT HOLE	4/2/2020	4/2/2020
16016	LARKSPUR (UNIVERSITY TO WILSON)	4 POT HOLES 8 LEVEL PATCHS	4/2/2020	4/2/2020
16015	UNIVERSITY (49TH TO CORNELL)	11 POT HOLE 53 LEVEL PATCHS	4/2/2020	4/2/2020

Work Order #	Location	Work Description	Work Start Date	Work End Date
16014	MAXEY DR	SWEPT	4/1/2020	4/1/2020
16013	MAIN (N 1ST TO N 21ST)	SWEPT	4/1/2020	4/1/2020
16012	UNIVERSITY (49TH TO CORNELL)	7 POT HOLES 1 LEVEL PATCH	4/1/2020	4/1/2020
16011	125 LOUISIANNA	2 GAS CUT	4/1/2020	4/1/2020
16010	N 13TH (ALLEY BETWEEN CEDAR & ELM)	WATER CUT	4/1/2020	4/1/2020
16009	429 S 2ND (IN ALLEY)	13 POT HOLES	4/1/2020	4/1/2020
16008	N 12TH (MAIN TO CHUCKWA)	SWEPT	3/31/2020	3/31/2020
16007	MAXEY DR	SWEPT	3/31/2020	3/31/2020

Total Records: 122

5/1/2020



DURANT
OKLAHOMA

THE CITY OF DURANT

Office of the Street Department

Street Department Project Schedule April 1st 2020 thru April 31st 2020

A. Work Completed:

1. Cleaned drains city wide
2. Patched utility cuts
3. Installed 60' of culvert on Lohoma Cir.
4. Installed new side walk at 823 n 5th.
5. Repair bad road section at Walnut rd & Pecan rd.
6. Work on Cardinal Pkwy project. Install sub base, pipe, & base rock
7. Helped pickup extra haul.
8. Ran patch Truck
9. Sign Maintenance
10. Light Maintenance
11. Ran sweeper
12. Bladed and graveled Sunny Side ,Davis , Commercial and Cale Switch

B. Work Planned In May 2020

Pave alley Cedar to beech behind 1st Christian Church (Joint Property Owner agreement)
Pour slab at Land fill transfer station
Extend concrete at Cardinal Glass.
Install culdesac on Timberline dr.
Levelpatch Monterey ln

C. Work Planned For July. 2019 Thru July 2020 Approx. start date – Finis .

Levelpatch Washington, and Bryan Rd	May
Levelpatch Sunnyside rd, Choctaw rd, and Rodeo rd	June/July
Levelpatch Folsom and Red bud	July
Level patch bad spot on University	July

12021/2 N.E. 2nd • Durant, Oklahoma 74701 • (580) 924-8828 • Fax (580) 924-8344



The City of Durant

Office of City Manager

Memorandum

Date: 3/5/2020
To: Mayor and City Council
From: John R. Dean, Jr., City Manager
Re: Consider Approval of Ordinance No. 1897 Creating a Regional Planning Commission Pursuant to 11 O.S. 46-101

O.S. § 46-101 Regional Planning Commissions - Appointment Authorized - Members - Compensation

Any municipality may appoint a regional planning commission. The members of the regional planning commission shall consist of the members of the municipal planning commission. The mayor, municipal engineer, chairman of the board of county commissioners, and county engineer shall be ex officio voting members of the commission but shall not be counted for purposes of a quorum. Members of the regional planning commission shall serve without pay.

Council Information / Action Requested

Approval of Ordinance No. 1897 Creating a Regional Planning Commission Pursuant to 11 O.S. 46-101

City Staff Information / Action Follow-up, if Council authorizes this action:

ATTACHMENTS:

Description	Type	Upload Date
Regional Planning Commission Statutes	Cover Memo	5/7/2020
Ordinance 1897	Cover Memo	5/7/2020



Oklahoma Statutes Citationized

Title 11. Cities and Towns

Chapter 1 - Oklahoma Municipal Code

Article Article XLVI - Regional Planning Commissions

Section 46-101 - Regional Planning Commissions - Appointment Authorized - Members - Compensation

Cite as: O.S. §, __ __

Any municipality may appoint a regional planning commission. The members of the regional planning commission shall consist of the members of the municipal planning commission. The mayor, municipal engineer, chairman of the board of county commissioners, and county engineer shall be ex officio voting members of the commission but shall not be counted for purposes of a quorum. Members of the regional planning commission shall serve without pay.

Historical Data

Laws 1977, HB 1100, c. 256, § 46-101, eff. July 1, 1978; Amended by Laws 1984, HB 1669, c. 126, § 80, eff. November 1, 1984.



Oklahoma Statutes Citationized

Title 11. Cities and Towns

Chapter 1 - Oklahoma Municipal Code

Article Article XLVI - Regional Planning Commissions

Section 46-102 - Jurisdiction of Regional Planning Commission

Cite as: O.S. §, ____

The regional planning commission shall have jurisdiction over a regional district which shall be construed to mean any land outside the incorporated limits of any municipality whose any one boundary, at any point, shall be within a distance of three (3) miles from the incorporated limits of the municipality.

Historical Data

Laws 1977, HB 1100, c. 256, § 46-102, eff. July 1, 1978.



Oklahoma Statutes Citationized

Title 11. Cities and Towns

Chapter 1 - Oklahoma Municipal Code

Article Article XLVI - Regional Planning Commissions

Section 46-103 - Duties and Powers of Regional Planning Commission - Employees and Expenses

Cite as: O.S. §, __ __

The regional planning commission shall prepare from time to time plans for the systematic development and betterment of the regional district for residence, manufacturing or business purposes. It may consider and investigate any subject matter tending to the development and betterment of such regional district and make recommendations as it may deem advisable concerning the adoption thereof to any department of the municipal or county government, and for any purpose make or cause to be made surveys, maps or plans. The commission shall have the power and authority to employ attorneys, engineers, clerks and a secretary, and to pay for their services, and to pay for such other expenses as the commission may lawfully incur, including the necessary disbursements incurred by its members in the performance of their duties as members of the commission. It shall be lawful for the board of county commissioners to appropriate money for the expenses of such regional planning commission.

Historical Data

Laws 1977, HB 1100, c. 256, § 46-103, eff. July 1, 1978.



Oklahoma Statutes Citationized

Title 11. Cities and Towns

Chapter 1 - Oklahoma Municipal Code

Article Article XLVI - Regional Planning Commissions

Section 46-104 - Public Improvements and Plats of Land - Regional Planning Commission Review - Rural Land Not Served by Municipal Water and Sewer Facilities - Punishment for Violation

Cite as: O.S. §, ____

A. Before final action shall be taken by any municipal or county government or department thereof on the location and design of any public buildings, statue, memorial, park, parkway, boulevard, playground, public grounds, or bridge, within such regional district, the question shall be submitted to the regional planning commission for investigation and report.

B. All plans, plats, or replats of land laid out in lots or blocks, and the streets, alleys, or other portions of the same intended to be dedicated to public or private use, within such regional district, shall first be submitted to the regional planning commission and approved by it before it shall be entitled to record in the office of the county clerk. It shall be unlawful to receive or record any such plat, plan or replat in any public office unless the same shall bear thereon, by endorsement or otherwise, the approval of the regional planning commission. The disapproval of any such plan, plat or replat by the regional planning commission shall be deemed a refusal of the proposed dedication shown thereon.

C. In any regional district which contains large areas of rural land not served by water and sewer facilities by any governmental entity, the use of private roadways in either platted or unplatted areas shall be recognized and authorized and building permits to property owners abutting upon the private roadways shall be issued without complying with standards as provided for dedicated streets under the following conditions:

1. The private roadway easement shall be at least fifty (50) feet in width;
2. The property abutting the private roadway shall contain not less than two (2) acres;
3. The property shall be more than one-fourth (1/4) mile from sewer and water facilities furnished by the governmental entity;
4. The private roadway shall not be dedicated to the public but reserved for future dedication and, until such future dedication, be the private roadway of the abutting property owners;
5. The private roadway shall be maintained by the owners of the property within the subdivision;
6. No municipality or county shall have responsibility for the maintenance and repair of the private roadway;
7. If the property is platted, there shall be emblemized on the face of the plat, clearly conspicuous, a notice that the streets and drives have not been dedicated to the public, and that the streets shall be maintained by the private property owners within the subdivision, but that the streets shall always be open to police, fire, and other official vehicles of all state, federal, county and municipal agencies;
8. Every deed shall clearly acknowledge that the roadway is private and not maintained by any municipality or county;
9. Prior to the sale of any parcel in the subdivision, a conspicuous sign shall be posted at the entrance to the subdivision: "Private roadway not maintained by _____ (the municipality or county)." At any time after use of such private roadway is recognized and authorized pursuant to law, a petition of at least sixty percent (60%) of the owners, in area, to improve and dedicate the street shall bind all of the owners thereby to permanently improve the street or roadway in compliance with the applicable requirements of the municipality or county. All other ordinances and planning commission regulations pursuant to the provisions of this article relating to subdivisions not in conflict herewith shall be applicable in such cases. The provisions of any ordinance, planning commission regulation or statute relating to subdivisions which are in conflict with this section are hereby superseded; and

10. The planning commission may require the developer of such property to reserve appropriate utility easements for water, sewer and any other utility installations as may be required for present and future development.

D. Any person, partnership or corporation violating any of the provisions of Sections 11-46-101 through 11-46-104 of this title, upon conviction thereof, shall be fined not less than Two Hundred Dollars (\$200.00) nor more than One Thousand Dollars (\$1,000.00), or imprisoned in the county jail for a term not less than thirty (30) days, nor more than six (6) months, or may be subjected to both such fine and imprisonment.

Historical Data

Laws 1977, HB 1100, c. 256, § 46-104, eff. July 1, 1978; Amended by Laws 1978, SB 608, c. 126, § 2, emerg. eff. July 1, 1978.



Oklahoma Statutes Citationized

Title 11. Cities and Towns

Chapter 1 - Oklahoma Municipal Code

Article Article XLVI - Regional Planning Commissions

Section 46-105 - Filing Deadline - Challenge to Actions, Decisions, etc. of Municipal Governing Body

Cite as: O.S. §, ____

Any suit to challenge any action, decision, ruling or order of the regional planning commission under the provisions of this article shall be filed with the district court within thirty (30) days from the action, decision, ruling or order.

Historical Data

Laws 2004, HB 2639, c. 314, § 4, eff. November 1, 2004.

ORDINANCE NO. 1897

AN ORDINANCE OF THE CITY OF DURANT, OKLAHOMA, AMENDING THE CODE OF ORDINANCES OF THE CITY OF DURANT, OKLAHOMA, BY ADDING A SECTION TO CREATE A REGIONAL PLANNING COMMISSION AND ESTABLISHING AN EFFECTIVE DATE

WHEREAS, the City of Durant desires to be proactive in the development of the area in and adjoining the City for residential and business purposes; and,

WHEREAS, the creation of a Regional Planning Commission will assist in the systematic and organized plans for such development; and,

WHEREAS, the cooperation of City and County officials will enhance the abilities of the respective entities to plan for growth of the area in and near the City of Durant.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF DURANT, OKLAHOMA:

SECTION 1. ENACTMENT.

1. A Regional Planning Commission is hereby established as authorized by 11 O.S. 46-101, et seq.
2. Membership, Jurisdiction, and Duties and Powers of the Regional Planning Commission shall be governed by Oklahoma Statute and such requirements are incorporated herein.

SECTION 2. This Ordinance shall become effective on July 1st, 2020.

PASSED AND APPROVED this 12th day of May, 2020.

CITY OF DURANT

Oden Grube, Mayor

ATTEST:

Cynthia J. Price, City Clerk



The City of Durant

Office of City Manager

Memorandum

Date: 5/6/2020
To: Mayor and City Council
From: John Dean
Re: Consider Approval of Recommended Streets for Improvements and Authorize Staff to Solicit Bids for the Improvements

The recommendations cover various areas of the city based on needs and the ability to complete street improvements without significant additional improvements.

Estimated Cost of Improvements: \$2.1 million

Council Information / Action Requested

Staff recommends approval

City Staff Information / Action Follow-up, if Council authorizes this action:

ATTACHMENTS:

Description	Type	Upload Date
Recommended Street Improvements	Cover Memo	5/6/2020



THE CITY OF DURANT

Office of the Street Superintendent

Streets to be Milled and overlayed

5/06/2020

North Side

1. Nth 5 th ave from Main to Walnut	3 inch mill and overlay	\$256,000.00
2. Nth 4 th ave from Main to Beech	2 inch mill and overlay	\$32,500.00
3. Nth 7 th ave from Elm To Mulberry	2inch mill and overlay	\$ 46,000.00
4. Nth 12 th ave from Elm to Live oak	2 inch mill and overlay	\$ 15,000.00
5. Live oak just east of nth 12 th to 9 th	2 inch mill and overlay	\$42,000.00
6. Nth 19 th 100 block	2 inch mill and overlay	\$13,000.00
7. Waco from nth 10 th to 12 th	2 inch mill and overlay	\$ 10,000.00
8. Hill street from concrete to nth 9 th	2 inch mill and overlay	\$8,200.00
9. Chuckwa west of 10 th to nth 7 th ave	3 inch mill and overlay	\$74,000.00
10. Wilson from nth 1 st ave to Four seasons	2 inch mill and overlay	\$160,000.00
11. Estelle from University to Chuckwa	2inch mill and overlay	\$58,000.00
12. Chuckwa from Estelle east to concrete	2 inch mill and overlay	\$55,000.00
13. Mocking Bird From Washington to John Junction	3 inch Mill and overlay	\$ 360,000.00
14. NTH 16 TH 1200 block	2 inch mill and overlay	\$20,000.00
15. Grand 1200 block	2 inch mill and overlay	\$9,000.00

Total \$1,158,700.00

South Side

1. Arkansas from sth 1 st ave to sth 9 th ave	3 inch mill and overlay	\$ 165,000.00
2. Sth 5 th ave from Arkansas to Tennessee	2 inch mill and overlay	\$ 105,000.00
3. Sth 10 th from Georgia to Texas	2 inch mill and overlay	\$61,000.00
4. Mississippi from sth 9 th to 11 th	2 inch mill and overlay	\$30,000.00
5. Mississippi 100 block	2 inch mill and overlay	\$ 17,000.00
6. Louisiana 100 block	2 inch mill and overlay	\$ 26,000.00
7. Louisiana 1200 and 1300 block	2 inch mill and overlay	\$30,000.00
8. Texas 100 to 300 block	2 inch mill and overlay	\$30,000.00

Total \$464,000.00

East Side

1. Ne 2 nd 70E TO Est Main	3 inch mill and overlay	\$122,000.00
---------------------------------------	-------------------------	--------------

2. Se 1 st from e main to Est Arkansas	2 inch mill and overlay	\$25,000.00
3. E Arkansas from Se 1 st to Se 3 rd	2 inch mill and overlay	\$24,000.00
4. Ne 5 th from E Main to E Cedar	2 inch mill and overlay	\$24,000.00
5. E Arkansas from Se3rd to se 5 th	2 inch mill and overlay	\$36,000.00
6. Ne 4th ave 500 block	2 inch mill and overlay	\$18,000.00
7. Timberline	3 inch mill and overlay	\$203,000.00

Total \$452,000.00

Grand total \$ 2,074,700.00



The City of Durant

Office of City Manager

Memorandum

Date: 5/6/2020
To: Mayor and City Council
From: John Dean
Re: Consider Approval of Resolution 2020-17 Extending the State of Emergency Due to the COVID-19 Pandemic

This Resolution would extend the current Declared State of Emergency until May 28th, 2020.

Council Information / Action Requested

Staff recommends approval

City Staff Information / Action Follow-up, if Council authorizes this action:

ATTACHMENTS:

Description	Type	Upload Date
Resolution 2020-17	Cover Memo	5/6/2020

RESOLUTION NO. 2020-17

A RESOLUTION TO EXTEND THE STATE OF EMERGENCY DUE TO THE COVID-19 PANDEMIC; ESTABLISHING PUBLIC MEETING PRACTICES FOR CITY COUNCIL, AUTHORITIES, TRUSTS, COMMISSIONS, ADVISORY BOARDS AND COMMITTEES OF THE CITY OF DURANT; LIMITING GATHERINGS; DIRECTING THE CITY MANAGER TO NOT ISSUE PERMITS FOR EVENTS WITH CERTAIN PROJECTED ATTENDANCE; AUTHORIZING THE CITY MANAGER TO ADJUST OPERATIONS AND SERVICES IN RESPONSE TO COVID-19 AS NECESSARY; OPEN THE MUNICIPAL COURT DOCKETS; AND FOLLOW THE STATE OPEN UP AND RECOVER SAFELY THREE-PHASE APPROACH.

WHEREAS, on March 11, 2020, the World Health Organization (WHO) declared the coronavirus COVID-19 disease to be a pandemic; and

WHEREAS, on March 13, 2020, the President of the United States declared a National Emergency due to the COVID-19 virus pandemic; and

WHEREAS, on March 15, 2020, the Governor of the State of Oklahoma has declared an emergency caused by the impending threat of COVID-19 to the people of this State and the public's peace, health and safety; and

WHEREAS, the Centers for Disease Control (CDC) has advised certain American cities and counties to limit public gatherings of 10 people; and

WHEREAS, health professionals and researchers have determined that COVID-19 is spread by human contact and interaction, and that avoidance of human contact through methods such as social distancing is believed to stop or slow the spread of COVID-19; and

WHEREAS, the spread of COVID-19 is a disaster threatening or resulting in the death or injury of persons in the City of Durant to such an extent that extraordinary measures must be taken to protect the public health, safety and welfare; and

WHEREAS, Title 11 of the Oklahoma State Statutes, Section 22-120 provides for Public Health, Hospitals, and Quarantine; and

WHEREAS, on March 20, 2020 the Mayor issued a Proclamation declaring the existence of a civil emergency in the City of Durant to protect the public health, safety and welfare; and

WHEREAS, on March 31, 2020 the City Council of Durant adopted Ordinance 1900 establishing the Durant Emergency Task Force; and

WHEREAS, the Governor of the State of Oklahoma has amended the emergency declaration of March 15, 2020 caused by the threat of COVID-19 to the people of this State and the public's peace, health and safety which remains in effect; and

WHEREAS, the Governor of the State of Oklahoma begun implementing the "Open Up and Recover Safely" (OURS) a three-phase approach to open Oklahoma's economy starting April 24, 2020; and

NOW THEREFORE, BE IT RESOLVED by the Durant City Council as follows:

1. A state of emergency continues to exist within the City of Durant.
2. This state of emergency shall remain in effect within the City of Durant until 3:00 p.m. on Thursday, May 28, 2020, when the pandemic emergency will be reassessed.
3. All social events or social gatherings of ten (10) people or more, in or on a City-owned or City operated facilities or property, are hereby banned, until the expiration of this state of emergency; and
4. The City Manager shall neither issue special event permits nor other permits with projected gathering of ten (10) people or more for any public or private event until the expiration of this state of emergency. Other adjustments may be made by the City Manager to the administrative operations of city facilities and services.
6. Meetings of all City of Durant authorities, commissions, and trusts shall be held via video conferencing at City Hall. All meetings of the Durant City Council, Durant City Utilities Authority, and Durant Airport Authority will be conducted as scheduled but may be conducted by video conferencing in accordance with the Open Meetings Act. Meetings will remain open to the public but steps will be taken to ensure social distancing of attendees. Open public meetings will be broadcast live in accordance with the Open Meeting Act. All meetings conducted via video conferencing shall be conducted in accordance with the Open Meeting Act. All Advisory Boards and committee meetings are hereby postponed and/or cancelled until the end of this state of emergency.
7. Durant Municipal Court dockets shall begin at a date established by the Municipal Judge. Steps will be taken to ensure social distancing of attendees. The court clerk will issue written notification of new court dates.
8. All in-person social gatherings of ten (10) people or more for social, spiritual, and recreational purposes, including, but not limited to community, civic, public, leisure, faith-based, sports, parades, concerts, festivals, conventions, fundraisers and similar activities shall not be conducted during the period of declared state of emergency unless allowed under the “Open Up and Recover Safely” (OURS) three-phase approach.
9. The City of Durant will follow the State of Oklahoma “Open Up and Recover Safely” (OURS) three-phase approach as implemented by the State of Oklahoma.

PASSED AND APPROVED this 12th day of May, 2020 by the Durant City Council.

Approved: _____
Oden Grube, Mayor

Attest: _____
Cynthia J. Price, City Clerk



The City of Durant

Grants Department

Memorandum

Date: 5/6/2020
To: Mayor and City Council
From: Rebecca Payne, Grants Coordinator
Re: Consideration to Approve Change Order No. 2 to W. Brown Enterprises, Inc. Contract Agreement (C-2019-32C) in the Amount of \$ 9,496.20 for Tubacex Durant, Inc. Utility Infrastructure Improvements Related to 17488 CDBG-ED Project. (C-2019-32)

Project engineer has provided the attached Change Order No. 2 in the amount of \$ 9,496.20 for a Master Meter Vault and items necessary for the "tie in" at that location.

Council Information / Action Requested

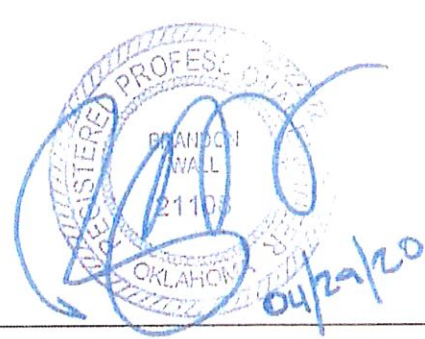
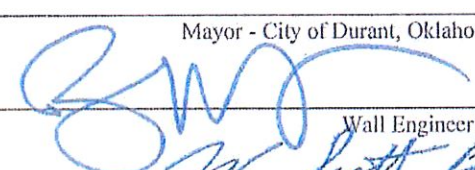
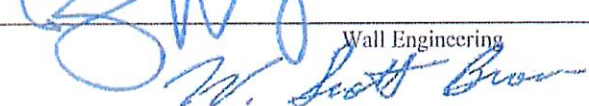
Approve Change Order No. 2 to W. Brown Enterprises, Inc. Contract Agreement (C-2019-32C) in the Amount of \$ 9,496.20 for Tubacex Durant, Inc. Utility Infrastructure Improvements Related to 17488 CDBG-ED Project. (C-2019-32)

City Staff Information / Action Follow-up, if Council authorizes this action:

Becca will maintain with construction contract and submit approved executed Change Order No. 2 to ODOC.

ATTACHMENTS:

Description	Type	Upload Date
Tubacex 17488 CO # 2	Cover Memo	5/7/2020

CONTRACT CHANGE ORDER		ORDER NO.
		2
		DATE
		4/29/2020
CONTRACT FOR: CDBG Tubacex Utility Extension --Durant, OK - 17488 CDBG-ED 18		STATE
		Oklahoma
OWNER: City of Durant TO: W. Brown Enterprises, Inc.		COUNTY
		Bryan
You are hereby requested to comply with the following changes from the contract plans and specifications:		
Description of Changes	DECREASE in Contract Price	INCREASE in Contract Price
1 ea. Furnish & Install 12" riser for Master Meter Vault		\$2,356.20
Remove and Replace Asphalt, Additional pipe, backfill, fittings for Tie In Location		\$7,140.00
	TOTALS	\$9,496.20
	NET CHANGE IN CONTRACT PRICE	\$9,496.20
JUSTIFICATION: Item #1- To allow for depth of existing pipe. #2- Existing pipe at tie in location is actually on the west side of 2nd street instead of east side.		
The Original Contract Amount per Agreement dated September 13, 2019		\$661,357.00
The Contract Amount will be Increased by this Change Order the Sum Of:		\$9,496.20
The Contract Amount of all previous Change Orders:		\$57,250.00
The Contract Total Including this and previous Change Orders Will Be:		\$728,103.20
The Original Contract Period for Completion per Agreement dated September 13, 2019		110 DAYS
The Contract Period Provided for Completion Will be Increased by this Change Order:		30 DAYS
The Contract Period Provided for Completion Modifications in all previous Change Orders		30 DAYS
The Revised Contract Period Provided for Construction will be:		170 DAYS
This document will become a supplement to the contract and all provisions will apply hereto.		
Requested:		
Mayor - City of Durant, Oklahoma		(DATE)
		04/29/20
Recommended		(DATE)
		4/30/2020
Accepted		(DATE)
Contractor		

CHANGE ORDER ACCOUNT WORKSHEET

PROJECT

Tubacex Utility Extension

DATE

Friday, February 14, 2020

WORK ITEM: Install 1' high riser wall for master meter vault.

MATERIALS & LABOR						NOTES
DESCRIPTION	UNIT	UNIT \$	QUANTITY	TOTAL		
1' riser	EA	\$ 2,000.00	1	\$ 2,000.00		
SUBTOTAL EQUIPMENT				\$ 2,000.00		

TOTALS				
MATERIALS			\$	2,000.00
EQUIPMENT			\$	-
INDIRECT COSTS			\$	-
LABOR			\$	-
SUBCONTRACTORS			\$	-
BURDEN ON LABOR	41%		\$	-
TOTAL COST			\$	2,000.00
OVERHEAD	5%		\$	100.00
PROFIT	10%		\$	210.00
BOND	2%		\$	46.20
TOTAL CHANGE ORDER AMOUNT			\$	2,356.20

This change order pricing is valid for 10 days. An additional 15 calendar days are requested.

Approval

Signature

Date

Tubacex Utility Extension

Tuesday, April 7, 2020

WORK ITEM: Remove and Replace Asphalt

DESCRIPTION	UNIT	UNIT \$	QUANTITY	TOTAL	NOTES
Remove and Replace Asphalt, 35' additional pipe, (1) 12" 90% Bend, 25 Ton gravel backfill	LF	\$	200.00	35 \$ 7,000.00	
SUBTOTAL EQUIPMENT				\$ 7,000.00	

TOTALS			
MATERIALS & LABOR		\$	7,000.00
TOTAL COST		\$	7,000.00
BOND	2%	\$	140.00
TOTAL CHANGE ORDER AMOUNT		\$	7,140.00

This change order pricing is valid for 10 days. An additional 15 calendar days are requested.

Approval

Signature _____

Date _____



The City of Durant

Office of City Manager

Memorandum

Date: 5/6/2020
To: Mayor and City Council
From: John Dean
Re: Consider Approval of an Agreement for Professional Services with Wall Engineering for Street Improvements

This agreement is for professional services regarding improvements on West Main Street and University Blvd.
Total cost of services: \$848,980.

Council Information / Action Requested

Staff Recommends Approval of the Agreement

City Staff Information / Action Follow-up, if Council authorizes this action:

ATTACHMENTS:

Description	Type	Upload Date
WORK ORDER FOR PROFESSIONAL SERVICES	Cover Memo	5/6/2020

WORK ORDER FOR PROFESSIONAL SERVICES

CITY OF DURANT OKLAHOMA

WORK ORDER NUMBER DU-20-03

CITY STREET IMPROVEMENTS – PHASE 1

This will constitute authorization by CITY OF DURANT, OKLAHOMA (Owner) for WALL ENGINEERING, LLC (Engineer) to proceed with the outlined scope of services as defined below in accordance with “EJCDC Agreement for Engineering Services – Work Order Addition” previously approved by Owner.

**PROJECT: DESIGN, BIDDING & CONSTRUCTION SERVICES
CITY STREET IMPROVEMENTS – PHASE 1**

- Participate in meetings with the Owner and other entities as required to define the project requirements and prepare Engineering Report.
- Project Survey as required
- Geotechnical Engineering & Testing as required
- Prepare Plans and Specifications based on project requirements
- Hydrology Study (Main Street)
- Traffic Control Plan as required
- Obtain approval of Plans and Specifications from Owner
- Prepare bid packages, and assist owner in obtaining bids from contractors for the construction of the improvements. (Note that section of West Main from Katy to South 9th will be design only in Phase I and no construction services are being approved at this time.)
- Prepare Contract documents, coordinate contract execution and conduct preconstruction conference.
- Provide construction oversight services including review of contractors work, approving contractors pay estimates, review change order requests, and be the final judge of acceptance of the work performed by the contractor.

- Provide Construction Inspection Services and oversee materials testing and quality control
- Conduct Final Inspection and Project Closeout

For performing the engineering services described, the Engineer is to be paid based on a lump sum amount of \$848,980 to be paid based on percent complete of services proposed. The fees and proposed services are more particularly described as follows:

Design Support Services \$ 106,930

Survey - University Blvd from Larkspur to Estell
 Survey - West Main from Katy to North 15th Street
 Geotechnical Engineering (University Blvd)
 Geotechnical Engineering (West Main)

Design Engineering, Hydrology, Plans and Specifications \$481,760

University Blvd – Larkspur to University Place
 University Blvd – Estell to Westside Drive
 West Main – South 9th to North 15th
 West Main – Katy Ave to South 9th (Design Only in Phase 1)

Bidding Documents, Bidding, Construction Oversight, Inspection \$260,290

University Blvd – Larkspur to University Place
 University Blvd – Estell to Westside Drive
 West Main – South 9th to North 15th

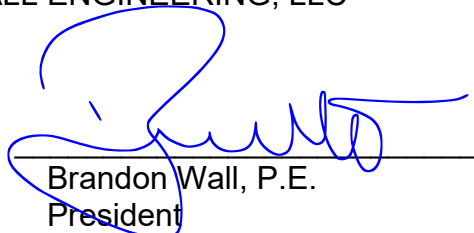
APPROVED:

ACCEPTED:

CITY OF DURANT, OKLAHOMA

WALL ENGINEERING, LLC

By: _____
 Mayor

By: 
 Brandon Wall, P.E.
 President

ATTEST:

 City Clerk

Date: _____

Date: 05/12/20

**COLLECTIVE BARGAINING AGREEMENT
BETWEEN**

THE CITY OF DURANT

AND

**THE FRATERNAL ORDER OF POLICE
LODGE 113**

2020-2021

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PREAMBLE

This Agreement is entered into by the City of Durant, Oklahoma, hereinafter referred to as the City, and Lodge No. 113, Fraternal Order of Police hereinafter referred to as the F.O.P., as its purpose and promotion of harmonious relationships between the City and the F.O.P., the establishment of an equitable and peaceful procedure for the resolution of differences; to insure the well being of said employees and the efficient and economical operation of the department; and the establishment of rates of pay, hours worked, and other conditions of employment. This Agreement has been reached through the process of collective bargaining with the objective of serving the aforementioned purposes and with the further objective of fostering cooperation between the City and its employees. Therefore, this Agreement and the procedures which it established for the resolution of differences is intended to be in all respects in the public interest.

ARTICLE 1

MANAGEMENT RIGHTS AND RESPONSIBILITIES

SECTION 1. The Durant F.O.P. Lodge 113 recognizes the prerogative of the Employer to operate and manage its affairs in all respects and in accordance with its responsibility, and the powers of authority which the Employer has not officially abridged, delegated, granted, or modified by this Agreement are retained by Employer.

SECTION 2. Except as may be limited herein, Employer retains the rights in accordance with the constitution and laws of the State of Oklahoma and the responsibility and duties contained in the ordinances and regulations promulgated thereunder as follows:

- 1-2.a.** To determine Police Department policy including the rights to manage the affairs of the Police Department in all respects;
- 1-2.b.** To assign working hours, including overtime;
- 1-2.c.** To direct the members of the Police Department, including the right to promote, transfer, discipline, suspend, demote or terminate for just cause, any member of the Police Department, subject to other provisions of this Agreement, including the procedure found in Article 7, the Grievance Procedure;
- 1-2.d.** To determine the organizational chart of the Police Department, including the right to organize and reorganize the Police Department and the determination and establishment of job classifications and ranks based upon duties assigned;
- 1-2.e.** To determine the safety, health, and property protection measures for the Police Department;
- 1-2.f.** To allocate and assign work for all Employees within the Police Department;

- 1-2.g.** To be the sole judge of qualifications of applicants and training of new employees;
- 1-2.h.** To establish and enforce Police Department rules, regulations and orders;
- 1-2.i.** To introduce new, improved or difference methods and techniques of Police Department operation or change existing methods and techniques;
- 1-2.j.** When feasible, reduce to writing and be made available, any and all rules, regulations, orders and memos to the members of the Police Department;
- 1-2.k.** To determine the amount of supervision necessary;
- 1-2.l.** To control department budget;
- 1-2.m.** To take whatever actions that may be reasonable necessary to carry out the mission of the Employer.

ARTICLE 2
RECOGNITION

SECTION 1. Pursuant to and in accordance with and subject to Title 11 O.S. § 51-101-113 the City of Durant recognizes the Fraternal Order of Police, Lodge Number 113, as the sole and exclusive bargaining agent of the employees covered by this Agreement for the purpose of negotiating wages, hours and other conditions of employment.

SECTION 2. The term “employee”, as used herein, shall be all commissioned police officers of the City of Durant, but does not include:

- 2-2.a.** Chief of Police
- 2-2.b.** (One) Designated Administrative Assistant or Deputy Chief of Police Chief
- 2-2.c.** Non-Commissioned Employees
- 2-2.d.** Part-time and/or seasonal Employees
- 2-2.e.** Employees who have not completed one (1) year probationary period from initial date of employment, except as provided for by the Oklahoma State Statutes 51-101 thru 113.

ARTICLE 3

PROHIBITION OF STRIKES

SECTION 1. “Strike” is defined within the Oklahoma State Statutes (Title 11 O.S. § 51-102). Strike shall mean the concerted failure to report for duty, the willful absence from one’s position, unauthorized holidays, sickness unsubstantiated by a physician’s statement, the stoppage of work, or the abstinence in whole or in part from the full, faithful and proper performance of the duties of employments, for the purpose of inducing, influencing or coercing a change in the conditions, compensation, rights privileges or obligations of employment, It shall be the definition for purposes of this Agreement.

SECTION 2. Neither the F.O.P., nor any of its officers or members covered by this Agreement, will instigate, promote, sponsor, engage in, or condone any strike action whatsoever, or any work stoppage or slow-down.

SECTION 3. Any or all employees who violate any provisions of the law (Title 11 O.S. § 51-101 through 51-113) may be dismissed or otherwise disciplined by the City. Appeal of suspensions or dismissals are subject to the Grievance Procedure as outlined in Article 7, or may be taken to a personnel Board as defined in the Oklahoma Police Pension and Retirement System Title 11 O.S. Section 50-123.

ARTICLE 4

BARGAINING AGENT SECURITY

SECTION 1. The employer shall take the action required to assure that no interference, restraint, coercion or discrimination is practiced to encourage or discourage membership in the F.O.P. or other exercise by employees of their rights. It is understood and agreed by all parties that due to the nature of police functions requiring a 24-hour day, and the unavailability of all the officers at the Police Department to be able to attend the meeting at one time, that it will be necessary to have very brief conversations in the halls or in the briefing room about F.O.P. business to its members and prospective members during working hours at the police station, but in such a manner so as not to affect the performance of duties of individual officers or the Police Department as a whole.

SECTION 2. A maximum of two on duty members of the bargaining unit shall be allowed time off without loss of pay for the purpose of contract negotiations with the city, while on duty, so long as such absence from work does not unduly jeopardize the mission of the department in the sole opinion of the Chief of Police. Said members shall be subject to call out should an emergency arise or due to manpower requirements in the sole opinion of the Chief of Police.

ARTICLE 5

F.O.P. BUSINESS AND MEETINGS

SECTION 1. The F.O.P. hereby agrees that it will not interfere in any way with the business of the City.

SECTION 2. The City agrees to let the F.O.P. President or his/her designate use the City's copier machine for F.O.P. business at no cost to F.O.P. Lodge 113 F.O.P. business shall be limited to meeting notices, contract proposals, grievances, and arbitration submittals only. In addition, the City agrees to let the F.O.P. President or his/her designee use the City's computer machine(s) and City e-mail for official F.O.P. business.

SECTION 3. The F.O.P. Lodge 113 agrees to pay the city a bookkeeping fee of 5% of the Union dues.

SECTION 4. The City agrees to allow F.O.P. lodge members to attend F.O.P. conferences or other F.O.P. business up to 8 shifts per year without loss of pay. F.O.P. members utilizing this provision shall request F.O.P. Business Days at least 10 days in advance by making a written request to the Chief of Police. No more than two persons shall utilize this benefit at the same time.

ARTICLE 6

UNFAIR LABOR PRACTICE

SECTION 1. Both parties agree to comply with Title 11 O.S. § 51-102 governing unfair labor practices.

ARTICLE 7

POLICY AND PROCEDURE MANUAL

SECTION 1. The Police Policy and Procedure Manual shall become a part of the Collective Bargaining Agreement after the F.O.P. has negotiated such changes.

SECTION 2. The Police Policy and Procedure Manual may only be modified or changed by agreement by the City and the F.O.P., as outlined in Section 3 of Article 7.

SECTION 3. The introduction of new or amended policies, procedures, rules or regulations, (hereinafter referred to as “new policy”) shall be implemented within the following guidelines:

- 7-3.a.** Any new policy(ies) shall be submitted to the F.O.P. by the Chief of Police through the F.O.P. President for review and approval.
- 7-3.b.** Upon receipt of the new policy(ies), the F.O.P President will submit the new policy(ies) to the Lodge.
- 7-3.c.** The Lodge will have 15 days from receipt by the F.O.P President, to review and suggest changes to such new policy(ies). Upon completion of this review, the new policy(ies) will be returned to the Chief of Police for modification.
- 7-3.d.** Upon the receipt of reviewed new policy(ies), the Chief of Police will have 7 days to make such changes and return the new policy(ies) to the Lodge President for final review.
- 7-3.e.** Upon receipt of the modified new policy(ies) from the Chief of Police, the F.O.P President will convene a meeting of the Lodge within 10 days. During this meeting a vote will be held to give final approval of the new policy(ies). A majority of the members present at that meeting will approve or decline the new policy(ies). If declined, the concerns of the Lodge will be noted and a meeting will be held between the Lodge and the Chief of Police to outline those concerns and attempt to find a reasonable solution.
- 7-3.f.** After this review process has taken place, if the Chief of Police has decided not to modify the new policy(ies), as the Lodge suggested, the Chief of Police may implement said policy(ies), understanding that the Lodge will reserve the right to grieve the implementations of said policy(ies) under the tenets of Article 8 of the agreement.

- 7-3.g.** The timeline set forth in the article may be modified by written agreement between the Lodge and the Chief of Police.
- 7-3.h.** If the Lodge fails to adhere to the above timeline without reaching an agreement with the Chief of Police as stated in Part G of this Section, the Chief of Police, may implement said policy(ies), and the Lodge, at this point, shall have no grievance rights.

ARTICLE 8
GRIEVANCE PROCEDURE

SECTION 1. The City, F.O.P., or any employee covered under this Agreement, may file a grievance within thirty (30) calendar days of alleged occurrence, as hereinafter defined, and shall be afforded the full protection of this Agreement.

SECTION 2. The F.O.P. President, or their authorized representative, may report an impending grievance to the Police Chief in an effort to forestall its occurrence; similarly, the F.O.P. may be so informed by the Police Chief.

SECTION 3. Any controversy between the City and the F.O.P., or any employee concerning the interpretation, enforcement or application of any provision of this Agreement, concerning any of the terms or conditions of employment contained in this Agreement, shall be adjusted in the following manner:

8-3.a. The grievant shall notify the Lodge Grievance Committee of the filing of a grievance. Within five (5) business days, the Lodge Grievance committee shall determine, in their sole discretion and judgment whether or not a grievance exists within the terms and conditions of this Agreement.

8-3.a(1). If the Lodge Grievance Committee finds a grievance does not exist, no further proceedings shall be necessary.

8-3.a(2). If the grievant wishes to continue with the grievance process after the Lodge Grievance Committee rejected the grievance request, the grievant shall be instructed how to proceed with the grievance process on their own terms. The grievant shall be issued the necessary documentation to proceed with the grievance process.

8-3.a(3). If the Lodge Grievance Committee finds a grievance does exist, procedures of Article 8. Section 3.B shall apply.

8-3.b. If the Lodge Grievance Committee finds a grievance does exist, the committee shall submit the grievance in writing to the Chief of Police for adjustment within ten (10) business days. The written grievance shall contain a complete statement of facts, the provision of the agreement which the Employer is alleged to have violated and the relief requested.

8-3.c. The Chief of Police shall submit an answer in writing to the employee(s) involved and to the Lodge Grievance Committee within seven (7) business days of notification of the grievance. If the grievance has not been settled within that time, it shall then be sent to the City Manager or designee for adjustment within five (5) business days.

8-3.d. The City Manager or designee shall schedule a hearing with the aggrieved employee, a representative of the Grievance committee and all others concerned within ten (10) business days after personally receiving this grievance. Within ten (10) business days of such hearing, the City Manger shall respond to the grievance in writing to the Chief of Police, the employee involved, and the Lodge Grievance Committee. If the City Manager and the Lodge Grievance committee have not settled the grievance within that time, it shall be submitted to arbitration for adjustment within twenty (20) business days of the City Manager's answer as follows:

- 8-3.d.(1).** A request shall be made by either party, or jointly, for a panel of seven (7) arbitrators from the Federal mediation and Conciliation Service.
- 8-3.d.(2).** Within seven (7) business days from the receipt of such panel, a representative of the Lodge and the Employer shall meet and alternately strike names until one arbitrator remains who shall be selected as the impartial arbitrator. The party requesting arbitration shall strike the first name.
- 8-3.d.(3).** Upon notification to the Federal Mediation and Conciliation Service of the selection of the arbitrator, the arbitrator shall be contacted, and a date for the arbitration hearing shall be set promptly at a mutually agreed date and time.
- 8-3.d.(4).** After the conclusion of the hearing, the arbitrator shall promptly issue a written opinion containing findings and recommendations with respect to the issues presented. A copy of the opinion shall be mailed or delivered to the Lodge and the Employer.
- 8-3.d.(5).** With respect to the interpretation, enforcement, or application of the provisions of this Agreement, the decision, findings, and recommendations of the arbitrator shall be final and binding on both parties to this Agreement.
- 8-3.d.(6).** The arbitrator's authority shall be limited to the interpretation and application of the terms of this Agreement and/or any amendment thereto. The Arbitrator shall have no jurisdiction to establish

provisions of a new agreement or variation of the present agreement or to arbitrate away, in whole or part, any provisions or amendments thereof.

8-3.d.(7). The cost of the impartial arbitrator shall be shared equally between the Lodge and City. If a transcript of the proceeding is requested, then the party so requesting shall pay for it.

8-3.d.(8). It is expressly understood that the above grievance procedure shall be in lieu of the predetermination hearing which is provided in the personnel manual.

Section 4. All time limits set forth in this Article may be extended by mutual consent but if not so extended, they must be strictly observed. If a party fails to pursue any grievance within the time limits provided, the police officer shall have no further right to continue the grievance.

Section 5. In the event the City should find it necessary to file a grievance against the Union, then the City shall present the grievance to the President of the Union, or his designee, in writing. The Union will respond within ten (10) full business days of receipt. If the grievance is not settled by the Union's response, the Employer may proceed to Step 8-3.d(1). (Except City and Union roles shall reverse.)

ARTICLE 9
POLICE OFFICER BILL OF RIGHTS

SECTION 1. The Chief of Police shall establish and put into operation a system for the receipt, investigation, and determination of complaints against Police Officers received by such Chief of Police from any person.

SECTION 2. Whenever an officer is under investigation and is subject to an interrogation or interview by members of the police department, for any reason which could lead to the officer being disciplined in any manner, such interview or interrogation shall be conducted under the following conditions:

- 9-2.a.** The officer under investigation shall be informed of the rank, name, and command of the officer in charge of the investigation, the interviewing officer and all persons present during the interview shall be asked by one and only one person at any time.
- 9-2.b.** The officer under investigation shall be informed of the nature of the investigation.
- 9-2.c.** In Accordance with the “Garrity Rule,” if the activities, circumstances, or events which pertain to the officer conduct or act(s) which form the basis of the investigation could possibly result in criminal charges, the officer may refuse to answer questions or cooperate with the investigation. Such refusal shall not be subject to disciplinary action.
- 9-2.d.** All interviewing shall be limited in scope to activities, circumstances, or events which pertains to the officers’ conduct or act(s) which form the basis for the investigation.

- 9-2.e.** Interviewing sessions shall be for reasonable periods and shall be timed to allow for such personal necessities and rest periods as are reasonably necessary.
- 9-2.f.** The officer being interviewed shall not be subjected to any manner of repetitive questioning intended to confuse or entrap the officer into providing conflicting responses to questions of the same nature, to offensive language or threatened with transfer, dismissal, or disciplinary action. No promise or reward shall be made as an inducement to obtain testimony or evidence.
- 9-2.g.** At the request of the officer under investigation, the officer shall have the right to be represented by a Lodge Representative, an attorney or any other representative of their choice who may be present at all times during such interview or interrogation. The member shall be given five (5) business days to consult with the representative prior to any questioning or interview sessions with the investigators or superiors.
- 9-2.h.** The interviewing of officers under investigation may be taped or recorded in written form at the discretion of the investigating officer. However the officers under investigation may record the proceedings with the officer's own equipment at the officer's own expense. Records and tapes compiled by the department shall be retained by the department, but may be used at the discretion of the City in administrative hearing or for other administrative purposes.
- 9-2.i.** When the investigation results in discipline against the officer, the officer upon request, shall be furnished with a copy of all reports, tapes, transcripts, other recordings of the proceedings which contain all known material facts, opinions

or recommendations related to the investigation at no cost to the Lodge or officer.

SECTION 3. An officer under investigation shall receive written notification from the investigating officer or the Chief of Police as to the determination of the investigation. Should an officer be disciplined by reprimand, suspension, demotion, dismissal, or transfer, or reassignment arising from an investigation, the officer shall be notified in writing as to the action being taken and the reasons therefore.

SECTION 4. No officer shall be discharged, disciplined, demoted, or denied promotion, transfer, or reassignment, or otherwise discriminated against in regard to the officer's employment, or threatened with any such treatment, by reason of the officer's exercise of the rights granted by this regulation.

ARTICLE 10

LIFE AND MEDICAL INSURANCE

SECTION 1. The City shall provide each member with Life and Health Insurance at no cost to the employee which is the same as or equal to the coverage and benefits provided to other City employees. The City shall offer dependent health insurance coverage at the same or equal to the same cost as other employees.

SECTION 3. Members of the bargaining unit shall be entitled to the same workers' compensation program as other City employees. As long as the City has a Certified Workplace Plan for Workers' Compensation for City employees, all members of the Durant Police Department Bargaining Unit shall be included in this plan.

ARTICLE 11

SENIORITY

SECTION 1. Seniority shall be defined as follows: Seniority starts on the date an officer is hired as a Patrol officer. Seniority shall be by rank. Captains shall have seniority over all Lieutenants and below; Lieutenants shall have seniority over all Sergeants and below; Sergeants shall have seniority over Master Patrol Officer and Patrol Officer III and below; Master Patrol Officer and Patrol Officer III shall have seniority over Patrol Officer II and below; Patrol Officer II shall have seniority over Patrol Officer I. Seniority within a rank shall be determined by time in rank.

SECTION 2. Upon completion of the probationary period, the employee shall be credited toward seniority with the time served during the probationary period.

SECTION 3. Where two or more employees are in the same rank, the date of hire shall determine the seniority. If two or more employees are hired on the same date, the date of employment application shall determine seniority.

SECTION 4. Seniority shall be lost upon the occurrence of any of the following:

11-4.a. Discharge, if not reversed

11-4.b. Resignation

11-4.c. Unexcused failure to return to work upon the expiration of formal leave of absence; and

11-4.d. Retirement

ARTICLE 12

MUTUAL RESPONSIBILITY TO AVOID DISCRIMINATION

SECTION 1. Nothing in this Agreement shall be interpreted as diminishing the obligation of both parties to undertake affirmative action to insure that applicants or employees are treated without regard to race, color, religion, sex, physical or mental handicap, national origin, status, or union membership, or political affiliation. Specifically, pursuant to Equal Employment Opportunity Commission guidelines, each party is obligated to take positive action in affording equal employment, training and promotional opportunities to all members, as required by Title VII of the Civil Rights of 1964, as amended.

SECTION 2. In the event that any portion of this Agreement unintentionally conflicts with the employer's capability to be in compliance with said Act, the EEOC Guidelines will be overriding to that portion of this Agreement.

ARTICLE 13

PREVAILING RIGHTS

SECTION. 1. All rules, regulations, fiscal procedures, working conditions, departmental practices and manner of conducting the operation and administration of the Durant Police Department currently in effect on the effective date of this Agreement shall be deemed a part of this Agreement, unless and except as modified or changed by the specific terms of this Agreement.

SECTION 2. It is mutually recognized by the parties that this statutory requirement applies equally to each of the parties.

ARTICLE 14

BULLETIN BOARD

SECTION 1. Employer agrees to allow the Lodge to post a bulletin board at the Police Station. The location of the bulletin board shall be mutually agreeable to Employer and the Lodge.

SECTION 2. The bulletin board shall be used for the purpose of posting notices of Lodge meetings; Lodge elections; Lodge election returns; Lodge appointments to office; Lodge recruitment, educational and social affairs; and such other matters as may be agreed upon by the Lodge and the Employer.

SECTION 3. It is understood that material of a controversial or inflammatory nature shall not be posted. It shall be the responsibility of the Lodge to maintain the bulletin board to insure prompt removal of out-dated materials, and further insure that the posting of such material is limited only to material provided in Section 2 above. All such material shall be approved by either the Lodge President, Vice President, Secretary or Treasurer.

ARTICLE 15

OFF-DUTY EMPLOYMENT

SECTION 1. Employees wanting to engage in off-duty employment will be required to submit a work request to the Chief of Police for approval only if such off-duty employment exceeds 20 hours per week on a continuing basis, provided that such off-duty employment would not comprise a conflict of interest in the opinion of the Chief of Police. No employee shall wear a police uniform while off-duty outside the City of Durant. An employee shall obtain written approval from the Police Chief and City Manager prior to wearing a police uniform for off-duty employment inside the city limits.

ARTICLE 16

PERSONNEL FILES

SECTION 1. A COPY OF ALL PERSONNEL RECORDS FOR AN EMPLOYEE CONCERNING AN INVESTIGATION, COMPLAINT, REPRIMAND, COUNSELING SESSIONS FOR VIOLATIONS OF ANY RULE, REGULATION, OR POLICY WITHIN THE CITY OR DEPARTMENT RULE AND REGULATIONS SHALL BE PLACED IN THE EMPLOYEE'S POLICE DEPARTMENT FILE. THE EMPLOYEE SHALL BE GIVEN A COPY OF ANY INFORMATION OR DOCUMENTATION WHICH MIGHT BE CONSIDERED AS DETRIMENTAL TO THE EMPLOYEE'S POSITION ADVANCEMENT OR FUTURE WITH THE DEPARTMENT WITHIN THREE (3) DAYS FROM THE DATE OF SUCH ACTION AT NO COST TO THE EMPLOYEE.

SECTION 2. Any employee shall be allowed to review his personnel file under supervision at any reasonable time upon request to the Chief of Police or designate.

SECTION 3. Letter of Reprimands will be removed from the employee's personnel file after three (3) years. Written notations of oral reprimands, oral admonishment and counseling reports and any other type of admonitions shall be removed after a one (1) year period.

SECTION 4. All records on employees will be maintained in the City's personnel files located in City Hall or in the Police Department files.

SECTION 5. All letters of commendation or appreciation shall be provided to the employee and included in their personnel file.

ARTICLE 17

MILITARY LEAVE OF ABSENCE

SECTION 1. An employee whom is in the United States military service whether a Reservist or National Guardsman shall be allowed thirty (30) calendar days of military leave per federal fiscal year. These thirty (30) days shall be used for summer camp or weekend drills. The time allocated for military leave shall begin when travel to the location of military service commences and shall end when the employee returns from the location of military service. Copies of military orders shall be submitted with any time sheet which includes military leave time. After an employee has used their thirty (30) days of military leave, the employee may continue their military leave of absence without pay or use accumulated leave time with pay.

ARTICLE 18

CLEET TRAINING

SECTION 1. Each member of the bargaining unit will be allowed to attend a minimum of forty (40) hours of CLEET City of Durant sponsored training per year, as approved by the Chief of Police.

ARTICLE 19

PERSONNEL REDUCTION

SECTION 1. In the event of a personnel reduction, the employee with the least seniority shall be laid off first. Seniority shall be determined by the last date of hire as a Police Officer within the Police Department. Laid off employees will receive a written notice fourteen (14) days prior to layoff.

SECTION 2. No new employees shall be hired until the employee or employees laid off have been notified by certified or registered mail that an opening exists. Within fifteen (15) days after receipt of such notification, employee or employees laid off will notify the City Personnel Office of their intention. Any employee's failure to respond within fifteen (15) days shall be considered as indication that the employee does not intend to continue their employment with the Durant Police Department.

SECTION 3. Any employee laid off shall retain the recall preference for a period of twelve (12) months from the date of their individual release from duty.

ARTICLE 20

SEVERABILITY

SECTION 1. If any provision of this Agreement is declared by proper State or Federal law or judicial authority to be unlawful, unenforceable or not in accordance with applicable personnel rules or law, all other provisions of this Agreement shall remain in full force and effect for the duration of this Agreement.

ARTICLE 21

VACATION LEAVE

SECTION 1. Vacation leave shall be earned as follows: Each regular or probationary employee will earn vacation leave at the rate of 82.5 hours per year (3.173 hours per pay period) of service for the first ten (10) years of service. After completion of the tenth (10th) year of service and until the fifteenth (15th) year of service, vacation leave will be earned at the rate of 123.75 hours per year (4.759 hours per pay period); after fifteen (15) years of service and up to the twenty (20) years of service vacation leave shall be at the rate of 165 hours per year (6.346 hours per pay period).

SECTION 2. All vacation may be carried forward from year to year up to 480 hours.

Members of the Fraternal Order of Police, Lodge #113 who are over four hundred (400) hours banked may request payment for banked vacation leave on April 1st and October 1st of each year. Such request shall be made to the City Manager at least thirty days prior to the above mentioned deadlines and limited to forty (40) hours per fiscal year. Approval of request to receive payment for banked vacation leave is subject to availability of funds budgeted for this purpose.

SECTION 3. Vacation leave with pay shall be granted to employees in accordance with the following provisions:

21-3.a. New employees shall be eligible to take earned vacation time after completing nine (9) months of service.

21-3.b. Vacation leave shall be expended in not less than two (2) hours periods.

21-3.c. Upon separation, the employee shall be paid for the unused portion of their accrued vacation leave.

SECTION 4. An employee may donate accrued vacation leave to another member of the bargaining unit who is suffering from a severe illness or non-duty related injury which has caused the affected member to enter into a “leave without pay” status due to exhaustion of all their accrued paid leave.

ARTICLE 22

SICK LEAVE

SECTION 1. Sick leave shall be accumulated at the rate of eighty-two and a half (82.5) hours per year. (3.173 hours per pay period)

SECTION 2. Sick leave is limited to when an employee is unable to perform their duties because of on the job sickness, personal illness or injury, or when an employee might expose and jeopardize the health of others, sick leave may be taken.

SECTION 3. Sick leave may also be used when a member of the employee's immediate family is sick or seriously injured, or when there is a death. Up to five (5) working days shall be granted for this purpose. Childbirth shall be considered a serious illness under the provisions of this Article. When an employee uses sick leave for emergency leave due to sickness or death in the immediate family, they shall submit the request for sick leave to their supervisor. An employee may use up to one day of sick or emergency leave necessary for a doctor's appointment for the employee or for an immediate family member who is unable to drive.

SECTION 4. The immediate family shall be defined as follows: spouse, child, brother, sister, brother-in-law, sister-in-law, parents, father-in-law, mother-in-law, grandmother, grandfather, spouse's grandmother or grandfather, stepmother, stepfather, or other relatives living in the same household.

SECTION 5. An employee who, due to illness or injury, is absent from work shall make provisions to notify the appropriate supervisor of their absence. If the employee is any place other than home, then the employee will notify their supervisor of the place they will be and the phone number where they can be reached and the anticipated length of time they will be away

from home. An employee who is absent for three (3) or more consecutive working days shall be required to submit a physician's note.

SECTION 6. Unused sick leave shall be accumulated to eight hundred (800) hours, over that shall be reimbursed at a rate of 3 hours sick leave for 1 hour pay, to be paid on the first full pay period in January of each year.

SECTION 7. Employees separating after 10 years service may be compensated for unused sick leave at the rate of one hour of compensation at the employee's current rate of pay for each three hours of accumulated sick leave at the time of separation.

ARTICLE 23

INJURY LEAVE

SECTION 1. Injury leave shall be granted to any member of the bargaining unit who is injured on the job or who contracts an occupational illness on the job as defined in Title 11 O.S. §50-116.1.

23-1.a. Injury leave will not exceed six (6) months unless authorized by the Chief of Police and the City Manager.

23-1.b. Injury leave granted under this provision will not be applied against accumulated sick leave. Employees will not accumulate sick leave during the time they are on injury leave.

ARTICLE 24

HOLIDAYS

SECTION 1. Each employee covered under the provisions of this Agreement shall be entitled to observe Twelve (12) days as holidays and be granted time off with pay.

SECTION 2. Holidays shall be observed only on the following days unless an employee is required to work by the City:

- 24-2.a.** New Year's Day
- 24-2.b.** Martin Luther King Jr. Day
- 24-2.c.** Presidents' Day
- 24-2.d.** Good Friday
- 24-2.e.** Memorial Day
- 24-2.f.** Independence Day
- 24-2.g.** Labor Day
- 24-2.h.** Columbus Day
- 24-2.i.** Veterans' Day
- 24-2.j.** Thanksgiving Day
- 24-2.k.** Day after Thanksgiving Day
- 24-2.l.** Christmas Day

SECTION 3. The granting of holidays observed by the city shall be subject to the following provisions:

24-3.a. When a holiday falls on an employee's day off, an alternate day shall be observed as approved by the City.

24-3.b. A holiday falling during a period of paid leave, including vacations, shall not be counted as a work day in computing the amount of leave expended.

24-3.c. Exempt employees are entitled to the same holiday benefits as non-members of the bargaining unit and may be granted administrative leave at the discretion of the Chief of Police and the City Manager.

SECTION 4. Each employee covered under this Article shall be limited to a maximum of four hundred eight (480) hours of holidays that can be carried over from year to year, after which the City shall pay in with monetary compensation.

ARTICLE 25

HOURS OF WORK

SECTION 1. The normal workday shall consist of eight and one-quarter (8.25) hours and the normal work period shall consist of no more than forty-one and one-quarter (41.25) hours in a seven day period.

SECTION 2. The normal daily tour of duty shall be eight and one-quarter (8.25) hours. Bargaining unit members shall report fifteen (15) minutes prior to the shift for shift briefing. However, the Chief of Police or Shift Commanders may, at their discretion, establish special hours and tour of duty for their department for specified units, or for individual employees, as may be necessary to provide adequate service.

SECTION 3. During the work period, employees normally will be assigned to shifts of five (5) consecutive days with two (2) consecutive days off.

SECTION 4. Rest Periods: During the normal eight and one-quarter (8.25) hour work day, employees will be granted one (1) fifteen (15) minute rest period and a forty-five (45) minute lunch period.

ARTICLE 26

COMPENSATORY TIME AND OVERTIME

SECTION 1. Sections 2-7 of Article 26 of this Agreement shall apply to non-exempt employees.

26-2.a. SECTION 2. All hours worked during a standard work day in excess of eight and one-quarter (8.25) hours shall be considered compensatory time or overtime if the non-exempt employee works an eight and one-quarter (8.25) hour shift. All compensatory time or overtime will be granted/paid on a one and one-half hour for each hour of overtime worked. Compensatory time or overtime will be allowed for hours worked over eight and one-quarter (8.25) hours for the performance of the following duties, including but not limited to the following duties: Where attendance is required on your day off or while on leave, Officers will be guaranteed two (2) hours at their base hourly rate for the first two (2) hours work performed in Court appearances, call backs and all training. After the two (2) hour minimum is reached the officer will be compensated at the overtime rate for all hours worked.

SECTION 3. All schools, conferences and seminars attended by non-exempt officers on scheduled off-duty days shall receive compensatory time or overtime at one and one-half hour per regular hour while in class. The officer's work schedule may be adjusted to accommodate the day(s) of school, conference or seminar and allow for off-duty days at the discretion of the Chief of Police.

SECTION 4. Each non-exempt officer can accrue up to 480 hours of compensatory time or overtime after which the City compensate monetarily.

SECTION 5. When non-exempt officers terminate employment with the City, all accrued compensatory time and overtime will be paid at the employee's current rate of pay.

SECTION 6. Non-exempt officers who are receiving treatment under the Oklahoma Workers' Compensation Act shall receive compensatory time to attend treatment, including physical therapy, off duty.

SECTION 7. In the event the Chief of Police declares a shift shortage due to lack of staffing on a shift, any non-exempt officer called back to work such shift shall receive one and one half hours of compensatory time for each hour worked on such shift.

SECTION 8. Members holding the rank of Captain and Lieutenant are considered exempt employees and are not eligible to earn compensatory time or overtime for work unrelated to special enforcement grants which may fund overtime through sources outside the City's typical revenue source.

SECTION 9. For compensatory time and overtime earned by Captains and Lieutenants before acquiring exempt status, payment for compensatory time or overtime may be made in full for banked compensatory time or overtime at the time exempt status is designated at the employee's rate of pay at the time of designation, or banked compensatory time may be used in lieu of vacation time when taking time off away from work.

SECTION 10. Exempt employees who are members of the Fraternal Order of Police, Lodge #113 may request payment for banked compensatory time on January 1st and July 1st of each year. Such requests shall be made to the City Manager at least thirty days prior to the above mentioned deadlines. Approval of requests to receive payment for banked compensatory time is subject to availability of funds budgeted for this purpose. All banked compensatory time will be paid at the wage rate earned at the time exempt status was designated.

ARTICLE 27

WAGES

SECTION 1. BASE PAY: The pay schedule for the Durant Police Department shall be as set forth in Appendix A. Employees will be eligible for advancement to the next step in their pay grades on their annual action date.

27-1.a. For FY 2020-21 the parties agree, Article 27- Wages may be reopened for negotiations if the general employees receive an across the board cost of living increase. It is understood the City implementing a new pay plan system/structure for general employees which may result in positions obtaining a wage adjustment does not qualify as a cost of living increase.

SECTION 2. INCENTIVE PAY Parts A. through C. of Article 27 Section 2. are exclusive of each other (i.e., officers may receive only one of the incentive pays in A, B, or C below).

27-2.a. Each Police Officer who has earned a Bachelor Degree from an accredited college or university may receive an incentive per month over base salary as set out in the schedule in subsection F. Below.

27-2.b. Each Police Officer who has earned an Associate Degree or earned sixty (60) college credit hours may receive an incentive per month over base salary as set out in the schedule in part F below.

27-2.c. Each Police Officer may receive an incentive per month as set out in the schedule in part E. below, over base salary, for every one-hundred (100) hours of CLEET training shown on their CLEET training record. The maximum amount of pay for CLEET hours shall be limited to a maximum credit of 1000 hours for CLEET training incentive. Each increase in pay shall only be figured

per one-hundred (100) hour increments. It will be the officer's responsibility to see that his training records are kept up to date and documentation provided to the City Human Resources Department. Adjustments to pay shall begin with the pay period, following notification, to which educational benefits are commonly paid.

27-2.d. Each Police Officer who is assigned as a Field Training Officer (FTO) shall receive additional incentive pay in the amount of twenty dollars (\$20.00) per shift during any period in which an F.T.O. conducts field training.

27-2.e. Each Police Officer who is assigned as a CLEET certified instructor shall receive additional incentive pay in the amount of ten dollars (\$10.00) per month during any period as assigned.

27-2.f. The incentive pay schedule for each fiscal year of this three year Agreement shall be as follows:

<u>Incentive Class</u>	<u>Incentive per Month</u>
A. Bachelor's Degree	\$200.00
B. Associate's Degree	100.00
C. CLEET Training*	20.00

*Per 100 hours
(Maximum credit 1000 hours)

27-2.g. The College Tuition Reimbursement Program set out in the City of Durant Employee Handbook shall apply to police officers covered by this Agreement.

27-2.h. The field training supervisor shall receive one hundred dollars (\$100.00) per month to maintain and keep the program current. The assistant field training

supervisor shall receive fifty dollars per month to oversee the field training of officers.

- 27-2.i.** The Lieutenant assigned to the narcotics division of CID will receive hazardous duty pay in the amount of \$150.00 (one hundred and fifty dollars) per pay period due to required exposure to dangerous and deadly toxins encountered while processing clandestine methamphetamine laboratories. The Lieutenant in this position must have completed the required training and possess a valid and current certification to identify, process, collect, dismantle, and transport the components of the clandestine laboratory to the Oklahoma State Bureau of Investigation Unit.

ARTICLE 28

LONGEVITY

SECTION 1. Longevity pay is made in recognition of an employee's continuous tenure and faithful service to the City. Longevity pay shall commence at time an employee has completed one (1) year of service and shall be paid at the rate of one quarter percent (1/4%) of the base pay, times the number of years completed up to and including the twenty-fifth(25th) year.

SECTION 2. Longevity pay will be paid each pay period to each member of the bargaining unit. Increases shall be effective on the first day of the next pay period following the employee's anniversary date.

ARTICLE 29

PROMOTION POLICY

SECTION 1. When a promotional position comes open the city shall fill that position within sixty (60) days.

SECTION 2. Whenever a vacancy occurs for Captain, Lieutenant, or Sergeant positions, the City will provide study material for the test as appropriate. If, at the time of testing, more than one vacancy for a given rank occurs, all appointments will be made from one test. Test scores will not be carried forward to future vacancies. In order to test for Sergeant position, an applicant must have completed five (5) current uninterrupted years of service with the Durant Police Department before the testing date, provided that this provision shall not apply if there are fewer than two (2) applicants for Sergeant's position.

The written exam will account for 50% of the scoring and the oral interview will account for 50 %. The test will be developed by the Chief of Police consisting of no less than 100 questions dealing with the Policies and Procedures of the Durant Police Department and Oklahoma Law Titles 47, 21, 27, 37, 63, 29. Each member of the Bargaining Unit shall submit ten (10) questions to the Chief of Police. These questions shall become to pool in which the Chief of Police shall derive the test from. The oral interview will be conducted by a board consisting of the Chief of Police or his designee and a member chosen by the Chief of Police. The other members will be all of the available Captains of the Durant Police Department. Each member will score candidates on a scale of 0 to 100 points with the high and the low dropped. The remaining scores will be averaged to get the 50% oral score. Each board member may come up with his or her own criteria. Once an exam score and an interview score has been achieved the two scores will be averaged.

SECTION 3. Seniority points will be given at a rate of 1/2 a point for every year of service completed with no cap. Seniority points will be applied to the final score. In case of a tie between two candidates the low score will be added to the average; and if this does not settle the tie, the high score will be added to the average. If the tie has not been settled at this point, then the tie will be settled by seniority.

SECTION 4. Each member will automatically move to Police Officer II level as they complete their basic CLEET Academy. Each member will also automatically move up to Police Officer III after they complete two (2) years of service with the Durant Police Department. Police Officer IIIs will be eligible to move to Master Patrol Officer after completing the requirement set forth in the Policy and Procedure Manual section #3-100A. This includes Four (4) years of current uninterrupted service at rank of Patrol Officer with the Durant Police Department. Five hundred (500) hours of CLEET training, not to include basic CLEET certification. The Five hundred hours shall include intoxilyzer operator certification, sixteen hours of first line supervisory training. The officer must not have been the recipient of any discipline resulting in time off without pay for the previous 24 months. The officers shall have received an overall Meets level in the annual evaluation for the preceding year.

SECTION 5. When a member is promoted, they will be on a twelve (12) month probation from the time of the promotion. While under this form of probation the member will be unable to test for the next higher rank, provided that this provision shall not apply if there are fewer than two (2) applicants for the open position.

SECTION 6. When financially feasible and a Patrol Officer position comes open the City shall fill that position within ninety (90) days or less from the time it comes open.

ARTICLE 30

PENSION AND RETIREMENT

SECTION 1. The City agrees to comply with all of the state laws governing the rules and regulation of the Oklahoma Police Pension and Retirement System.

SECTION 2. For those employees who are not covered under the Oklahoma Police Pension and Retirement System shall be covered by the City's retirement which is equal to the other City employee retirement. The City shall pay into their retirement the same as they do the other City Employees.

ARTICLE 31

UNIFORM AND FOOTWEAR ALLOWANCE

SECTION 1. Uniforms will be repaired or replaced by the City, when needed, as determined by the Chief of Police.

SECTION 2. The City shall provide initial clothing, uniform and equipment for new police officers.

SECTION 3. The City will provide a cleaning allowance of seventy- five dollars (\$75.00) per month payable the first pay period of each month to each member of the bargaining unit.

SECTION 4. The City will provide a footwear allowance of Ten dollars (\$10.00) per month, payable on the first pay period of each month, to each member of the bargaining unit.

SECTION 5. The City will provide a \$400.00 per year uniform allowance for uniform purchases for detectives and narcotics officers, to be given in one lump sum initially on the first occurrence for each detective or narcotics officer, and thereafter in the sum of \$33.00 per month allowance beginning in the thirteenth (13) month after the initial annual payment.

ARTICLE 32

REIMBURSEMENT FOR PERSONAL PROPERTY

SECTION 1. Personal articles which are necessary to enable officers to better perform their duties which are damaged or broken in the line of duty shall be repaired or replace by the City within ten (10) days after submitting a report.

SECTION 2. Personal articles as contained in this Article shall include, but not limited to:

- a.** Prescription Eye Glasses or Contact Lenses.
- b.** Dentures
- c.** Watches (subject to a \$75.00 limitation)

SECTION 3. A written report of the damage or breakage shall be made to the on-duty Watch Commander when such damage or breakage occurs.

SECTION 4. When repair or replacement is necessary, the officer's report stating how, when and where such damage or breakage occurs shall be forward to the Chief of Police for approval.

ARTICLE 33

SHIFT/RANK STRUCTURE

SECTION 1. Patrol Division: The Patrol Division will consist of three (3) shifts. Each shift will consist of a one (1) Captain, one (1) Lieutenant, one (1) Sergeant, and a number of Patrol Officers, as determined by the Chief of Police.

SECTION 2. Detective Division: The Detective Division shall have the following rank structure based on the number of persons assigned to the Detective's Division, as determined by the Chief of Police:

1st position available shall be filled by a Captain

2nd position available shall be filled by a Lieutenant

3rd position available shall be filled by a Sergeant

Any subsequent positions shall be filled as determined by the Chief of Police.

SECTION 3. All vacancies shall be filled within 60 days unless the City Council has declared by resolution a budget emergency. Any new position shall be filled by the established promotional policy under this agreement. Additional responsibilities to an existing position do not signify a new position unless a promotion in rank occurs.

SECTION 4. The number of commissioned officers for the Durant Police Department is set at forty-two (42) commissioned police offices. (per Memorandum of Understanding dated January 17, 2017)

ARTICLE 34

DURANT POLICE DEPARTMENT VEHICLE TAKE HOME POLICY

No alcoholic beverages will be transported in a police vehicle unless it is in conjunction with official police business.

ADDITIONAL RESTRICTIONS

In addition to the previously mentioned restrictions on the use of the take-home vehicle, the following restrictions also apply:

No member of officer's family nor any other civilian personnel will operate the police vehicle.

Vehicles will be legally parked at all times and the operator will obey all traffic and parking ordinances, unless on an official police call.

In addition to the rules and regulations contained herein, all officers will strictly adhere to the rules, regulations, policies and procedures as set forth in the Durant Police Department Policy Manual.

KEY CONTROL

In keeping with the assigned officer's responsibilities for sole care and maintenance of his vehicle, the Transportation Supervisor will maintain master keys with tags bearing the assigned officer's name. No duplicate keys may be provided and no locks will be changed unless authorized in writing by the Transportation Supervisor.

Take-home vehicles parked at stations for whatever reason will not be issued and used as pool vehicles for on-duty officers except when authorized by the Chief of Police. Assigned and designated spare equipment will be utilized by on-duty officers to fill vehicular needs.

ANSWERING CALLS WHILE OFF-DUTY

Whether assigned or self-initiated, officers are expected to provide assistance to any and all persons in need, including motorists. Vehicle police radios will be turned on at all times when the vehicle is in operation. Officers will adhere to the following rules regarding dispatched calls:

Priority Calls — Officers are required to respond to any life-threatening police call in their immediate vicinity while operating in the police vehicle in an off-duty capacity, keeping in mind the safety of any passengers in the vehicle.

Once at the scene, the officer will remain at the location of the call until properly relieved by an on-duty officer or until the problem is concluded. An immediate report may be required and submitted, if necessary.

Routine Calls — Officers may voluntarily respond to routine calls while operating the vehicle in an off-duty capacity.

Traffic Violations — Officers may stop and cite motorists for traffic violations providing the observed violation is hazardous in nature. Officers should keep in mind that the general public expects an officer in a marked police vehicle to take enforcement action when a flagrant and hazardous violation is committed in the officer's presence.

ARTICLE 35

COLLEGE TUITION REIMBURSEMENT PROGRAM

PURPOSE

The educational development of city of Durant employees is recognized and encouraged. This policy is established to provide higher educational opportunities for all employees of the city who meet the necessary criteria.

PROCEDURE

Tuition reimbursement will be limited to the three traditional semesters during the calendar year. The three semesters are:

Spring (First of January through the last of May)

Summer (First of June through the middle of August)

Fall (Last of August through the middle of December)

The City of Durant will participate in the cost and reimbursement of courses associated with an approved degree plan which are courses related to a municipal government career field or duties of the position currently held by the employee.

The maximum amount for which an employee may be reimbursed is six hundred dollars (\$600) per semester. Application forms and affidavits are available from the City Clerk's office

Any employee involved in the Tuition Reimbursement Program must turn in their Tuition Reimbursement application form one semester in advance. For example, if an employee is enrolled in the summer semester, an employee must also submit an application form with the anticipated classes that will be taken in the fall semester. Should any change occur at the enrollment date, the application form may be updated at that time.

A copy of the degree program, which includes a list of the required courses, must be completed to receive the particular college degree. This is to be submitted only once for each degree as long as an employee remains in the Tuition Reimbursement Program. In the event of a degree change, the employee shall resubmit a copy of the new degree program.

Reimbursement will be considered for all employees who submit the following required documentation immediately after enrollment of each semester to the city Clerk's office (for budgetary purposes). Requests for reimbursement must be submitted to the City Clerk's office within 45 days after the end of the semester for which reimbursement is sought. Any exceptions should be addressed in a memorandum to the City Clerk.

The employee shall complete and submit the following to the city Clerk's office:

A. A completed TUITION REIMBURSEMENT APPLICATION FORM with a copy of the receipt from the college or university indicating the amount paid for tuition and lab fees ONLY. The form must be signed and notarized. Acceptable documentation for proof of payment is listed below. Many schools include in the receipt listing the cost of tuition and lab fee and other fees which are not covered under the reimbursement, i.e. graduation fees, parking fees, activity fees, etc.

1. If payment is made with a check:
 - a. Copies or originals of the front and back of the canceled check used for payment.
 - b. If the employee does not receive canceled checks from the financial institution, the employee must provide a copy of the check receipt and a copy of the bank statement on which the payment is noted. Please highlight the payment record.
 2. If payment is made with cash – a receipt reflecting cash payment. The receipt must show that it was prepared by the educational institution.
 3. If payment is made via credit card – A copy of the credit receipt of payment and a copy of the monthly statement showing that the payment was processed.
 4. If the course(s) is covered by a loan which the employee will repay – A copy of the loan contract reflecting the employee's obligation to repay the loan.
- B. The employee will verify the information on the TUITION REIMBURSEMENT APPLICATION FORM in the event that any changes were made during the semester, i.e. classes changed or dropped. This form should have the updated information; and
- C. A copy of the official school transcript listing the grades for each course completed.

ELIGIBILITY

Tuition and lab fee reimbursement are available only to employee who have successfully completed the initial hiring probation period.

Courses to be reimbursed should be offered for college credits on a term or semester basis IN RESIDENCE by a certified junior college, college, or university. Reimbursement is NOT available for vo-tech courses.

Employees must attend the college course(s) on their own time.

Employees who are the recipients of educational financial assistance (scholarships, grants, etc.) or other remuneration are NOT eligible to receive tuition reimbursement from the city, except as to the amount of tuition not covered by the financial assistance, up to the maximum of \$600 per semester. This restriction is not applicable to loans that must be repaid by the employee.

Each undergraduate and graduate course must be completed with a grad of "C minus" or better, or with evidence of "Satisfactory" completion in a non-graded course taken for college credit.

Reimbursement percentages are as follows:

Course completed with a grade of “A”	80%
“B”	70%
“C”	60%

The retirement, resignation, discharge or leave without pay status of an employee automatically terminates eligibility for the tuition Reimbursement Program

The City Manager or a designee will review all applications and approve or disapprove each one.

ARTICLE 36

DURATION OF AGREEMENT

SECTION 1. This Agreement shall be effective on July 1, 2020 and shall remain effective until June 30, 2021.

IN WITNESS WHEREOF, the parties hereto have set their hands this _____ day of _____, 2020.

THE CITY OF DURANT, OKLAHOMA

BY _____
Mayor

ATTEST:

City Clerk

FRATERNAL ORDER OF POLICE
Lodge 113
Bargaining Agent

BY _____
President

F.O.P. Secretary

APPENDIX A

FY19/20 Base Pay Classification Scale for Durant Police Department

Grade	Position Title	1	2	3	4	5	6	7	8	9	10	11	12	13	14
PD2	Police Officer II	\$41,806	\$42,851	\$43,922	\$45,020										
		\$1,607.92	\$1,648.12	\$1,689.32	\$1,731.56										
		\$19.49	\$19.98	\$20.48	\$20.99										
PD3	Police Officer III	\$43,925	\$45,023	\$46,149	\$47,302	\$48,485	\$49,697	\$50,940	\$52,213	\$53,518	\$54,856	\$56,228	\$57,633	\$59,074	\$60,551
		\$1,689.42	\$1,731.66	\$1,774.95	\$1,819.32	\$1,864.81	\$1,911.43	\$1,959.21	\$2,008.19	\$2,058.40	\$2,109.86	\$2,162.60	\$2,216.67	\$2,272.09	\$2,328.89
		\$20.48	\$20.99	\$21.51	\$22.05	\$22.60	\$23.17	\$23.75	\$24.34	\$24.95	\$25.57	\$26.21	\$26.87	\$27.54	\$28.23
PD4	Master Patrol I	\$46,621	\$47,787	\$48,981	\$50,206	\$51,461	\$52,747	\$54,066	\$55,418	\$56,803	\$58,223	\$59,679	\$61,171	\$62,700	\$64,268
		\$1,793.12	\$1,837.94	\$1,883.89	\$1,930.99	\$1,979.26	\$2,028.75	\$2,079.46	\$2,131.45	\$2,184.74	\$2,239.36	\$2,295.34	\$2,352.72	\$2,411.54	\$2,471.83
		\$21.73	\$22.28	\$22.84	\$23.41	\$23.99	\$24.59	\$25.21	\$25.84	\$26.48	\$27.14	\$27.82	\$28.52	\$29.23	\$29.96
PD5	Sergeant	\$52,632	\$53,948	\$55,296	\$56,679	\$58,096	\$59,548	\$61,037	\$62,563	\$64,127	\$65,730	\$67,373	\$69,058	\$70,784	\$72,554
		\$2,024.31	\$2,074.92	\$2,126.79	\$2,179.96	\$2,234.46	\$2,290.32	\$2,347.58	\$2,406.27	\$2,466.42	\$2,528.08	\$2,591.28	\$2,656.07	\$2,722.47	\$2,790.53
		\$24.54	\$25.15	\$25.78	\$26.42	\$27.08	\$27.76	\$28.46	\$29.17	\$29.90	\$30.64	\$31.41	\$32.19	\$33.00	\$33.82
PD6	Lieutenant	\$64,934	\$66,557	\$68,221	\$69,927	\$71,675	\$73,467	\$75,304	\$77,186	\$79,116	\$81,094	\$83,121	\$85,199	\$87,329	\$89,512
		\$2,497.46	\$2,559.90	\$2,623.90	\$2,689.49	\$2,756.73	\$2,825.65	\$2,896.29	\$2,968.70	\$3,042.91	\$3,118.99	\$3,196.96	\$3,276.89	\$3,358.81	\$3,442.78
		\$30.27	\$31.03	\$31.80	\$32.60	\$33.41	\$34.25	\$35.11	\$35.98	\$36.88	\$37.81	\$38.75	\$39.72	\$40.71	\$41.73
PD7	Captain	\$69,707	\$71,450	\$73,236	\$75,067	\$76,943	\$78,867	\$80,839	\$82,860	\$84,931	\$87,054	\$89,231	\$91,462	\$93,748	\$96,092
		\$2,681.04	\$2,748.06	\$2,816.77	\$2,887.19	\$2,959.36	\$3,033.35	\$3,109.18	\$3,186.91	\$3,266.59	\$3,348.25	\$3,431.96	\$3,517.75	\$3,605.70	\$3,695.84
		\$32.50	\$33.31	\$34.14	\$35.00	\$35.87	\$36.77	\$37.69	\$38.63	\$39.59	\$40.58	\$41.60	\$42.64	\$43.71	\$44.80

APPENDIX C
TUITION REIMBURSEMENT APPLICATION FORM
MUST BE SUBMITTED WITH DOCUMENTATION

Application Information:

Name: _____ Date Employed _____

Home Address _____

Emp ID# _____ Rank: _____

School and Course Information:

Name/Address of School _____

Type of Degree/Major: _____

Course Title _____ Tuition Cost (per credit hour) _____ Lab fee _____

Year and Term: _____ Total Credit Hours: _____ Total Cost _____

Semester: _____ Semester Ends: _____

I understand that requests for reimbursement are due within 45 days after the semester ends. There will be no exceptions. Please attach the following documents: itemized receipt for payment of course(s), proof that you personally paid for the course(s), and a transcript of satisfactory completion listing the grades for each course completed.

Signature _____ Date: _____

*******Reimbursement Affidavit*******

I herby certify that I, _____ paid \$ _____, for tuition/lab fees only for the above courses on _____
(Date)

(Signature)

Subscribed and sworn to before me this _____ day of _____
(SEAL)

(Signature)

Subscribed and sworn to before me this _____ day of _____
(SEAL)

(Notary Public)

My Commission expires:

Administration Use Only	
Recommend Approval: Yes _____ No _____	_____
Approval: Yes _____ No _____	Signature of Director of Training

CITY MANAGER



The City of Durant

Grants Department

Memorandum

Date: 5/7/2020
To: Mayor and City Council
From: Rebecca Payne, Grants Coordinator
Re: Consideration to Approve Pending Budget and Grant Contract Modification for Tubacex Durant, Inc. Water and Wastewater Infrastructure Improvements 17488 CDBG-ED Project (C-2019-32)

With the recent Change Order requests, the City Manager and Becca are working on a budget modification matter with OK Department of Commerce for the Tubacex Durant water and wastewater infrastructure improvements project.

No attachment at this time. Plan to have final details to present at council meeting.

Council Information / Action Requested

Approve Pending Budget and Grant Contract Modification for Tubacex Durant, Inc. Water and Wastewater Infrastructure Improvements 17488 CDBG-ED Project (C-2019-32)

City Staff Information / Action Follow-up, if Council authorizes this action:

Becca will complete necessary tasks with ODOC to complete the modification(s).



The City of Durant

Office of City Clerk

Memorandum

Date: 5/7/2020
To: Mayor and City Council
From: Cynthia J. Price, City Clerk
Re: Consider Approval of Resolution 2020-18 Adopting the 2020 Records Retention Manual of the City of Durant Pursuant to 11 O.S. Section 22; and Providing for Annual Supplements

The 2020 Records Retention Manual being presented for your consideration and approval is attached for your review.

Council Information / Action Requested

Approval of Resolution 2020-18 Adopting the 2020 Records Retention Manual of the City of Durant Pursuant to 11 O.S. Section 22; and Providing for Annual Supplements

City Staff Information / Action Follow-up, if Council authorizes this action:

ATTACHMENTS:

Description	Type	Upload Date
2020 Durant Records Retention Manual	Exhibit	5/8/2020
Resolution 2020-18	Exhibit	5/7/2020



2020 Records Retention Manual

Office of the City Clerk

May 12, 2020

<i>Description</i>	<i>Department</i>	<i>Retention Time</i>	<i>Retention Citation</i>
Abstracts, Real Estate	City Clerk's Office	Permanent	11 O.S. § 22-131 (B)
Accident and Incident Reports (Parks) - All reports concerning injury to participant on park property. PARTIALLY CONFIDENTIAL Personnel Investigations 51 O.S. § 24A.7	Human Resources/ City Clerk's Office/ Safety Dept	5 years or until 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 associated injuries to City employees. PARTIALLY CONFIDENTIAL Personnel Investigations 51 O.S. § 24A.7	Human Resources/ City Clerk's Office/ Safety Dept	5 years or until 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/ Safety Dept	5 years following the end of the calendar year of accident 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	All Departments	5 years or until litigation is terminated	11 O.S. § 22-131 (B)
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 Department	5 years	11 O.S. § 22-131(A)(4) IRS Bond Compliance Regulations IRS Code §6001 and §6001-1(a) of the Regulations
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 includes correspondence with vendors and departmental officials and computer printouts.	Finance Department	5 years (If bond proceeds, life of bond plus 3 years)	11 O.S. § 22-131(A)(3) IRS Bond Compliance Regulations IRS Code §6001 and §6001-1(a) of the Regulations
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, household hazardous waste, deposits, park fees, library deposits, etc. These records document the money owed and collected by the City.	Finance Department	5 years	11 O.S. § 22-131(A)(3)
Americans with Disabilities Act (ADA) complaints under Title II	City Clerk's Office	3 years or until litigation is complete	Department of Justice – Project Civic Access Best Practices Tool Kit, Chapter 2

<i>Advertisements for Sale of Property</i>	City Clerk's Office	5 years (If bond proceeds, life of bond plus 3 years)	11 O.S. § 22-131(A)(3) IRS Bond Compliance Regulations IRS Code §6001 and §6001-1(a) of the Regulations
<i>Alarm and Sprinkler Permits</i> - Permits for new installations, repairs, and upgrades.	Police Department/ Fire Department	5 years	11 O.S. § 22-131 (B)
<i>Alarm Permit Applications, Renewals, Correspondence, and Permits</i> CONFIDENTIAL OCMC § 43-96(d)	Police Department	5 years after expiration from date of last renewal	11 O.S. § 22-131(A)(3)
<i>Animal Adoption Records</i> - 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.	Animal Control	5 years	11 O.S. § 22-131(A)(3)
<i>Animal Bite Records</i> - 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 of wound(s), treatments received, location and results of rabies quarantine observations and disposition of animal.	Animal Control	5 years	11 O.S. § 22-131 (B)
<i>Animal Control Daily Activity</i> - 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.	Animal Control	5 years	11 O.S. § 22-131 (B)
<i>Animal Cruelty/Abuse Reports</i> - reports completed by animal control officers detailing abuse/cruelty investigations, general findings, veterinary reports, animal description, owner information, follow-ups, pertinent dates, adjudication, pertinent dates. Includes judicial order for destroy/release.	Animal Control	5 years	11 O.S. § 22-131 (B)
<i>Animal Entry Records</i> - Consists of forms for all animals entered into the shelter including strays, owner-in-jail, owner deceased, tagged and untagged animals, etc.	Animal Control	5 years	11 O.S. § 22-131 (B)
<i>Animal Transfer Files</i> - records of animals transferred from the Animal Welfare Department to other organizations	Animal Control	Permanent	11 O.S. § 22-131 (B)
<i>Annexation and Deannexation Records</i> - Includes records used to annex property into City boundaries. Files usually contain correspondence, citizens' petitions, maps and official annexation action (does not include ordinance).	Community Development	Permanent	11 O.S. § 22-131 (B)
<i>Applications and Resumes for Appointment</i>	City Clerk's Office	Term of the appointment	11 O.S. § 22-131 (B)
<i>Appointment Files</i> - Lists of appointments of individuals by the Mayor and/or Council to various boards, commissions, task forces, and committees (includes Vice Mayor appointments).	City Clerk's Office	Permanent (Historic)	11 O.S. § 22-131 (B)
<i>Arrest, Booking and Jail Files, Reports and Photos</i> - Includes a summary of daily, monthly and yearly totals of arrests within the City.	Police Department	Permanent	51 O.S. § 24A.8

<i>Arrest and Bench Warrants (Municipal Court)</i> - An order signed by a Judge directing an officer to arrest and deliver the body of a defendant to the Court. Does not include parking warrants.	Municipal Court	5 years after close of case (exceeds statutory requirements)	11 O.S. § 22-131(A)(2)
<i>As-Built Plans and Specifications, Operation and Maintenance Manuals, Facilities, and Infrastructure Records</i>	Public Works/ Community Development	Permanent	IRS Bond Compliance Regulations IRS Code §6001 and §6001-1(a) of the Regulations
<i>Audit Reports File (External)</i> - Reports prepared by external auditors examining and verifying the City's financial activities. Audit investigating reports and annual financial statements may be included. Used for fiscal analysis and evaluation.	City Clerk's Office	Permanent	IRS Bond Compliance Regulations IRS Code §6001 and §6001-1(a) of the Regulations
<i>Bank Statements/Reconciliation Files</i>	Finance Department	Finance Department: Permanent Parks and Recreation Department: 10 years (If bond proceeds, life of bond plus 3 years)	11 O.S. § 22-131(A)(4) IRS Bond Compliance Regulations IRS Code §6001 and §6001-1(a) of the Regulations
<i>Bids (Public Improvements)</i> - 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's Office	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)(3) IRS Bond Compliance Regulations IRS Code §6001 and §6001-1(a) of the Regulations
<i>Blueprints (Private Property)</i> - Includes as-built engineering drawings and blueprints	Community Development	If bond proceeds, life of bond plus 3 years	IRS Code §6001 and §6001-1(a) of the Regulations
<i>Board, Commission, Committee Reports</i> - Includes miscellaneous reports, correspondence and other files pertaining to the meeting.	All Departments	1 year	11 O.S. § 22-131 (B)
<i>Body-Worn-Camera Recordings</i> - Camera Function Tests PARTIALLY CONFIDENTIAL Law Enforcement 51 O.S. § 24A.8	Police Department	30 days	11 O.S. § 22-131 (B)
<i>Body-Worn-Camera Recordings</i> - Investigative Detention (No Arrest or Citation); Protective Custody (PIA, EOD, Juvenile Transport/Custody); Traffic Stop and/or Collision Investigation (No Arrest/No Citation/Minor or no Injury); Field Interview/Citizen's Assist/Voluntary Contacts; 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 Department	60 days	11 O.S. § 22-131 (B)
<i>Body-Worn-Camera Recordings</i> - Traffic Stop and/or Collision Investigation (Citation Issued/No Custodial Arrest/Minor or No Injury) PARTIALLY CONFIDENTIAL Law Enforcement 51 O.S. § 24A.8, 12 O.S. § 2510	Police Department	180 days	11 O.S. § 22-131 (B)

Body-Worn-Camera Recordings - Misdemeanor Arrest (Citizen's Arrest/Warrant Arrest/PC Arrest) or an Investigation Involving a Misdemeanor Crime PARTIALLY CONFIDENTIAL Law Enforcement 51 O.S. § 24A.8, 12 O.S. § 2510	Police Department	1 year	11 O.S. § 22-131 (B)
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 PARTIALLY CONFIDENTIAL Law Enforcement	Police Department	3 years	11 O.S. § 22-131 (B)
Body-Worn-Camera Recordings - Felony warrant arrests; Criminal Investigation of a Department Employee Not Involving a Death PARTIALLY CONFIDENTIAL Law Enforcement 51 O.S. § 24A.8, 12 O.S. § 2510	Police Department	7 years	11 O.S. § 22-131 (B)
Body-Worn-Camera Recordings - Homicide Arrest, Field Investigation, Interview, Inventory or Search; Use 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 PARTIALLY CONFIDENTIAL Law Enforcement 51 O.S. § 24A.8, 12 O.S. § 2510	Police Department	Permanent	11 O.S. § 22-131 (B)
Body-Worn-Camera Recordings - Pending Review by Supervisor PARTIALLY CONFIDENTIAL Law Enforcement 51 O.S. § 24A.8, 12 O.S. § 2510	Police Department	Permanent until categorized for shorter retention	11 O.S. § 22-131 (B)
Bonds - Employees and elected officials	City Clerk's Office	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.	City Clerk's Office	Life of bond plus 3 years	11 O.S. § 22-131(A)(4) IRS Bond Compliance Regulations IRS Code §6001 and §6001-1(a) of the Regulations

Bonds - May include defect, maintenance, bid, performance, and surety for public improvement and private projects.	City Clerk's Office	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 IRS Code §6001 and §6001-1(a) of the Regulations
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 <i>et seq.</i>	City Clerk's Office	Permanent	IRS Bond Compliance Regulations IRS Code §6001 and §6001-1(a) of the Regulations
Budget Amendments - Records documenting the transfer of or supplemental appropriation to departmental monies during the fiscal year. 11 O.S. § 17-216	City Clerk's Office	Permanent	IRS Bond Compliance Regulations IRS Code §6001 and §6001-1(a) of the Regulations
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 Finance Committee or City Council. Used for fiscal planning and control.	All Departments	1 year	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 Department	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)
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. 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.	Community Development	5 years	11 O.S. § 22-131(A)(3)
Building Plans (City-Owned) - Includes plans and specifications for City buildings.	Community Development	Permanent	11 O.S. § 11-131(A)
Campaign Reports	City Clerk's Office	4 years from date of receipt	11 O.S. § 56-107
Cash Audit Records - Records of all cash transactions accepted for services rendered in accordance with City ordinance. Includes cash register audit forms, deposit receipts, overage/shortage reports.	Finance Department	Permanent	11 O.S. § 22-131 (B)

Cell Phone and Telephone Invoices - (except 911 calls.) Cell phone numbers are confidential. 51 O.S. § 24A.7	Information Technology/ Police Department	5 years	11 O.S. § 22-131(A)(3)
Census Reports - Population figures and other information by census tract and block, gathered by the U.S. Census Bureau. May also include maps.	Community Development	Permanent (Historic)	11 O.S. § 22-131 (B)
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 Department	5 years after inactivity (If bond proceeds, life of bond plus 3 years)	IRS Bond Compliance Regulations IRS Code §6001 and §6001-1(a) of the Regulations
Certificate of Election Results	City Clerk's Office	5 years	11 O.S. § 22-131(A)(3)
Certificates of Insurance - (Contractors) Insurance provided by contractors (licensee, permits, etc.) to do business in the City.	City Clerk's Office	5 years from end of fiscal year in which final payment was made	11 O.S. § 22-131 (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 - Material data sheets. List of all chemicals onsite. (MSDS)	All Departments	Permanent until superseded	11 O.S. § 22-131 (B)
Citizen Files - Miscellaneous petitions and letters addressed to the governing body	City Clerk's Office	2 years	11 O.S. § 22-131(A)(2)
City Charter - Includes the organic law of the City. Also includes amendments.	City Clerk's Office	Permanent	11 O.S. § 22-131 (B)
City Code - The municipal ordinances, rules and regulations, and fees.	City Clerk's Office	Permanent	11 O.S. § 22-131 (B)
City Credit Card – Transaction statement, receipts, and other required documentation.	All Departments	5 years	11 O.S. § 22-131 (A) (3) City Credit Card Policy
City Manager Report - Information report provided to the City Council at a regular or special meeting, which responds to questions presented by members of the Council or the public or periodic reports to Council detailing activities, project programs or financial matters.	City Manager's Office	Permanent (Historic)	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's Office	Permanent	11 O.S. § 22-131 (B)
City Seal (Current and Past City Seals) - State of Oklahoma Trademark exp.- 12- 4- 2019, United States of America Trademark and Patent exp. 5-26-2014	City Clerk's Office	Permanent	11 O.S. § 22-131 (B)
City Treasurer Cash Register Electronic Audit	Finance Department	10 years	11 O.S. § 22-131(A)(4)
Civil Litigation Case Files PARTIALLY CONFIDENTIAL Attorney Client 51 O.S. § 24A.12	City Attorney/ City Clerk's Office	3 years after litigation is terminated unless the case is otherwise designated by the assigned attorney or Municipal Counselor	11 O.S. § 22-131 (B)
Claims - Damage and injury claims against the City pursuant to the GTCA. 51 O.S. §§ 151 et seq.	City Clerk's Office	5 years	11 O.S. § 22-131(A)(3)

Claims and Payroll Docket – City payments that are made weekly. Docket containing a chronological or numerical listing of all checks drawn on City accounts. Usually includes check number, deposits for each account.	Finance Department	10 years (If bond proceeds, life of bond plus 3 years)	11 O.S. § 22-131(A)(3) IRS Bond Compliance Regulations IRS Code §6001 and §6001-1(a) of the Regulations
Closed Circuit Television (CCTV) Digital Video Recordings – images from cameras mounted on City property, as saved on continuously-overwritten digital media PARTIALLY CONFIDENTIAL 51 O.S. § 24A.28	All Departments	Until overwritten due to storage media capacity limitations	11 O.S. § 22-131 (B)
Codes - Plumbing, electrical, property maintenance, mechanical, fire, building, standard specs.	Community Development	Permanent (with ordinance)	11 O.S. § 22-131 (B)
Collective Bargaining Agreements	City Clerk's Office	Permanent	29 CFR §516
Collection Case Files	Municipal Court/ Utility Billing	5 years or until litigation is terminated	11 O.S. § 22-131(A)(3)
Community Service Records	Municipal Court	5 years or after close of case if longer	11 O.S. § 22-131 (B)
Comprehensive Annual Financial Report (CAFR) - Financial history and summary of the City	Finance Department	Permanent	IRS Bond Compliance Regulations IRS Code §6001 and §6001-1(a) of the Regulations
Comprehensive Classification System Review & Development - Studies and reviews of the City's classification system.	Human Resources	5 years or until superseded	11 O.S. § 22-131 (B)
Computer-aided Dispatch Data - Digital record of a call entered for emergency response that contains details related to a specific incident or location. PARTIALLY CONFIDENTIAL Law Enforcement 51 O.S. § 24A.8	Police Department/ Fire Department	5 years	11 O.S. § 22-131 (B)
Conditional Permits - Includes application and site plans administratively issued to permit certain uses that tend to be incompatible within the same zoning district.	Community Development	1 year	11 O.S. § 22-131 (B)
Confidential Reports - All documents that are deemed confidential in accordance with the Oklahoma Open Records Act or Federal or State law.	All Departments	Until litigation is terminated (If bond proceeds, life of bond plus 3 years)	IRS Bond Compliance Regulations IRS Code §6001 and §6001-1(a) of the Regulations
Conflict of Interest forms	City Clerk's Office	4 years	11 O.S. § 22-131 (B)
Construction and Design Files (Private Projects)	Public Works Department	5 years after expiration of Maintenance Bond	11 O.S. § 22-131 (B)

Consultant Selection Files - May include request for project to be advertised, advertisement, letter from all proposals of interest, proposals from short listed firms, tabulations, short list committee, referral memo to department for short list, short list from department, letters sent to consultants re 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.	Public Works Department/ Planning Department/ Grants	5 years after expiration of Maintenance Bond	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's Office	5 years from end of fiscal year in which final payment was made (If bond proceeds, life of bond plus 3 years)	11 O.S. § 22- 131(A)(3) IRS Bond Compliance Regulations IRS Code §6001 and §6001-1(a) of the Regulations
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 hand written or computer generated. PARTIALLY CONFIDENTIAL 51 O.S. § 24A.8	Police Department	Permanent	11 O.S. § 22-131 (B)
Criminal Justice Records - Prosecution Records - Includes prosecution files, jail stay-free hearing documents and impound hearing documents. Does not include attorney work product or records on the 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. PARTIALLY CONFIDENTIAL Attorney Client 51 O.S. § 24A.12	Municipal Counselor's Office	Prosecution - 2 years after close of case or impound hearing Police and Courts legal services - 5 years or until litigation is terminated	11 O.S. § 22-131 (B)
Customer Service Surveys	All Departments	1 year	11 O.S. § 22-131 (B)
Daily Activity Records - Daily records of activity on each shift by officer. May also include officer's summary of status of cases. Generally includes case number, kind of case, date, amount stolen or recovered, and name, sex, date of birth, and address of arrested person. Also may show detective's name, shift, vehicle number, date, case number, type of case, victim, property stolen, property recovered, arrested, total hours, and off duty administrative, investigation, public relations, crime prevention or training time.	Police Department	3 years or until litigation is terminated	11 O.S. § 22-131 (B)
Daily Line Up Sheet - A listing of the officers who are working on a daily basis. The line up shows the officer's name and where they are assigned.	Police Department	3 years	11 O.S. § 22-131 (B)

Daily Shift Report (Animal Welfare) - Includes pertinent information on events during shift such as roll call by rank and name.	Development Services Department/ Animal Welfare	5 years	11 O.S. § 22-131 (B)
Daily Shift Report (Fire) - Includes pertinent information on events during shift such as roll call by rank and name.	Fire Department	Permanent	11 O.S. § 22-131 (B)
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 the City-owned property.	All Departments	3 years or until litigation is terminated	11 O.S. § 22-131 (B)
Dangerous Building Files - Records relating to the demolition and boarding of buildings deemed unfit for human habitation by the Council. Usually including building reports, letters to property owners and demolition documents. May also include contract and payment documents. 11 O.S. § 22-121 and 11 O.S. § 22-123	Community Development	5 years or until litigation or lien extinguished or satisfied	11 O.S. § 22-131 (B)
Deeds - Original deeds providing evidence of City ownership of property. Generally includes name, addresses, of grantor or grantee, description of property, date property was transferred or granted.	City Clerk's Office	Permanent (If bond proceeds, life of bond plus 3 years)	IRS Bond Compliance Regulations IRS Code §6001 and §6001-1(a) of the Regulations
Deferred Compensation Plans - Any deferred compensation plan under § 457 of the IRS Code approved by Council.	Human Resources	Permanent	11 O.S. § 22-131 (B)
Departmental Memorandums - City Manager- Informational memorandums to departments and division heads covering single subject.	City Manager's Office	1 year	11 O.S. § 22-131 (B)
Deposit Records - Records of the daily transactions showing deposits of all accounts of funds by banks.	All Departments	5 years (If bond proceeds, life of bond plus 3 years)	11 O.S. § 22-131(A)(3) IRS Bond Compliance Regulations IRS Code §6001 and §6001-1(a) of the Regulations
Deposit Slips (Police) – including supporting documentation, alarm permits, and records	Police Department	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.	Finance Department	Until fully depreciated, replaced or disposed (If bond proceeds, life of bond plus 3 years)	IRS Bond Compliance Regulations IRS Code §6001 and §6001-1(a) of the Regulations
Digital Recordings (Boards, Commissions, Committees) - Meetings other than City Council or Historic Preservation Commission.	Internet Technology Department	2 years	11 O.S. § 22-131 (B)
Disability Files for Management Employees	Personnel Department	2 years from last payment	11 O.S. § 22-131 (B)
Docket (Municipal Court)	Municipal Court	5 years	11 O.S. § 22-131(A)(3)
Drug and Alcohol Testing CONFIDENTIAL	Personnel Department	Term of employment plus 30 years	11 O.S. § 22-131 (B)

E-mail - A message or electronic file sent or received by a public official or employee using an e-mail account.	All Departments	Deleted at the end of working day created or received unless required by law to be kept (ie. financial records)	11 O.S. § 22-131 (B)
Easements, Public Rights-of-Way	City Clerk's Office	Permanent	IRS Bond Compliance Regulations IRS Code §6001 and §6001-1(a) of the Regulations
EEOC - Equal Employment Opportunity Commission complaint files CONFIDENTIAL	Human Resources	Permanent until litigation is terminated	11 O.S. § 22-131 (B)
EEOP (Equal Employment Opportunity Plan) - A plan documenting the City's compliance with the statutes and regulatory requirements.	Human Resources	3 years or until superseded	11 O.S. § 22-131 (B)
EEO-4 (Form 164) - Biennial report of employment data by race, sex, job category and pay. CONFIDENTIAL	Human Resources	3 years	29 CFR §§1602.30 and 1602.31 Title VII § 709(c)
Election Expense Statement	City Clerk's Office	5 years	11 O.S. § 22-131(A)(3)
Election Files (Council Election, Charter) - Includes copy of ballot, proclamations, resolutions, certificate of results, tabulation and certificates of returns.	City Clerk's Office	Permanent (Historic)	11 O.S. § 22-131(A)(3)
Election Files (GO Bonds and Tax Levy) - Issues approved by the voters	City Clerk's Office	Permanent	11 O.S. § 22-131 (B)
Electrical Code Inspection/Enforcement (City-owned Property) - Includes inspection reports by City Inspectors on City-owned property.	Community Development	Permanent	11 O.S. § 22-131(A)(3)
Electrical Code Inspection/Enforcement (Private Property) - Includes inspection reports by City Inspectors.	Community Development	5 years	11 O.S. § 22-131(A)(3)
Electronic Timekeeping System (Kronos) Records - Electronic time keeping system. PARTIALLY CONFIDENTIAL 51 O.S. § 24A.7	All Departments	Permanent	11 O.S. § 22-131 (B)
Electronic Funds Transfer Form – used for electronic transfer of money	Finance Department	1 year after the vendor # 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's Office/ Police Department	Until superseded	11 O.S. § 22-131 (B)
Employee Benefit Election Files and Medical Records	Personnel Department	Duration of benefit plan enrollment 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	Finance Department/ Risk Management	Duration of employment plus 30 years	29 CFR §1910.1020(d)(1)(ii)
Employee Personnel History File - Records pertinent to an employee's time of service. Contains application, job and pay rate records, performance evaluations, etc. PARTIALLY CONFIDENTIAL 51 O.S. § 24A.7	Personnel Department/ Fire Department/ Police Department	Duration of employment; plus 5 years or until litigation is terminated Fire Department- 30 years	11 O.S. § 22-131 (B)

Employment Application File - Applications for employment with the City. PARTIALLY CONFIDENTIAL 51 O.S. § 24A.7	Personnel Department/ Fire Department/ Police Department	3 years for applicants not hired (exceeds State law)	29 CFR §§ 1602.31
Employment Testing and Validation Documentation PARTIALLY CONFIDENTIAL 51 O.S. § 24A.7	Personnel Department/ Fire Department /Police Department	1 year	11 O.S. § 22-131 (B)
Engineering Drawings - See as-built plans and specifications, operation and maintenance manuals, facilities, and infrastructure records.	All Departments	(If bond proceeds, life of bond plus 3 years)	IRS Code §6001 and §6001-1(a) of the Regulations
Equipment Inventory - Inventories of all City- owned and leased equipment and physical property. Includes inventories of vehicle giving: 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.	All Departments	10 years	11 O.S. § 22- 131(A)(4)
Equipment Records - Includes check in/out record of municipal equipment temporarily removed on a regular or periodic basis from its authorized place of storage.	All Departments	1 year or until litigation is terminated	51 O.S. §§ 151 et seq.
Event Permits - Records relating to the leasing 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's Office	1 year after expiration	51 O.S. §§ 151 et seq. GTCA
Evidence and/or Property Records - Records of all property seized or received, listing date received, movement, collecting investigator, description of item, disposition, and signature of all handling parties.	Fire Department/ Police Department	Permanent	11 O.S. § 22-131 (B)
Expunged Court Records	Municipal Court	10 years after order of expungement	22 O.S. § 19 (K)
Expunged Law Enforcement Records - Law enforcement records that are expunged pursuant to law. CONFIDENTIAL 22 O.S. §§ 18 and 19	Police Department	Permanent	11 O.S. § 22-131 (B)
Family Medical Leave Act Records (FMLA) CONFIDENTIAL (Except U.S. Department of Labor)	All Departments	3 years if no complaints are received or until litigation is terminated	29 CFR § 825.500
Federal Emergency Management Agency (FEMA) Records - Records generated after Declaration by President of an emergency or disaster.	All Departments	Permanent	FEMA
Federal Rebate Claim Files - records filed with The City by program participants in order to receive rebates on storm shelters or recovery from storm damage.	Emergency Management	3 years from last grant expenditure report	2 CFR 200.333

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 Department/ Accounting	10 years	11 O.S. § 22-131(A)(4)
Fire Alarm System - Document test and maintenance work performed on automatic fire alarm systems. Includes date problem was reported and name of person reporting problem.	Fire Department	Permanent	11 O.S. § 22-131(A)(3)
Fire Chief Log Books – Lists date of incident, time, location, and a brief description of activity	Fire Department	Permanent	11 O.S. § 22-131 (B)
Fire Extinguisher Maintenance and Inspection Records	All Departments	One year after last inspection	29 CFR § 1910.157(e)(3)
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 Department	Permanent	11 O.S. § 22-131 (B)
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.	Fire Department	Permanent	11 O.S. § 22-131 (B)
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, 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. PARTIALLY CONFIDENTIAL 51 O.S. § 24A.8	Fire Department	10 years for non-fatality incidents Permanent for fatality incidents	11 O.S. § 22-131 (B)
Fire Permission To Enter Vehicle or Structure Form	Fire Department	2 years	11 O.S. § 22-131 (B)
Fire Permits - Permits issued pursuant to the fire code adopted by the City does not include alarm and sprinkler.	Fire Department	Permanent	11 O.S. § 22-131(A)(3)
Fire Radio Traffic Recordings	Fire Department	5 years	11 O.S. § 22-131 (B)

Fire Station Log Books - Lists date of incident, time, location and a brief description of activity.	Fire Department	Permanent (Historic)	11 O.S. § 22-131 (B)
Fixed Asset Inventory Lists - List of City's personal property inventory file.	Finance Department/ Accounting	10 years	11 O.S. § 22-131(A)(4)
Fuel Usage Records - Records of the fuel use of each fleet vehicle. These records may exist as entries in a computer file.	All Departments	5 years	11 O.S. § 22-131(A)(3)
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 employee's wages.	Finance Department/ Accounting	5 years after payment is fulfilled	11 O.S. § 22-131(A)(3)
Google Drive Documents – Documents located in users Google Drive.	All Departments	30 days upon termination or until litigation is terminated.	11 O.S. § 22-131 (B)
Google/Outlook Entries – Notes, tasks, contacts or other files associated with the users' Google/Outlook account.	All Departments	Deleted at the end of working day created or received by law to be kept (i.e. financial records)	11 O.S. § 22-131 (B)
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. 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.	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	7 CFR 3016.42 15 CFR § 24.42 32 CFR§ 33.42 34 CFR § 80.42 10 CFR§ 600.242 45 CFR § 92.42 24 CFR § 85.42 43 CFR§ 12.82 28 CFR § 66.42 29 CFR § 97.42 22 CFR § 135.42 49 CFR § 18.42 40 CFR § 31.42 44 CFR § 13.42 21 CFR § 1403.42 Office of Management and Budget Circular A- 87
Grant Work Progress Report - Daily, weekly or monthly report that indicates work received, work completed, documents processed, etc.	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	7 CFR 3016.42 15 CFR § 24.42 32 CFR§ 33.42 34 CFR § 80.42 10 CFR§ 600.242 45 CFR § 92.42 24 CFR § 85.42 43 CFR§ 12.82 28 CFR § 66.42 29 CFR § 97.42 22 CFR § 135.42 49 CFR § 18.42 40 CFR § 31.42 44 CFR § 13.42 21 CFR § 1403.42 Office of Management and Budget Circular A-
Grievance File	Personnel Department	Current plus 5 years	29 CFR §1602.31
Handwritten Probable Cause Affidavit	Police Department/ Development Services Department	5 years	11 O.S. § 22-131 (B)

Hazardous Materials Accident Reports - Reports on accidents involving the spilling or combustion of hazardous chemicals or other materials. Includes brand name, chemical name, amounts of material, location of accident and specific information pertaining to the incident.	All Departments	3 years after completion of report; Public Works- permanent/ Fire Department	11 O.S. § 22-131 (B)
Historic Preservation Files/Certificate of Appropriateness - Files include records relating to historical preservation programs and projects in the City. The records consist of files 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.	Community Development	Permanent (Historic)	11 O.S. § 22-131 (B)
Household Hazardous Waste Facility Special Collection Events Documents and Reports - All documents supporting mobile events including health and safety plans.	Public Works Departments	3 years	11 O.S. § 22-131 (B)
Housing (Demolition, Securing. And Abandoned) - Records relating to the demolition and boarding of buildings identified to City Council, by the Code Enforcement Division, 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, police and fire reports, records relating to fees, 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 or until litigation is terminated, or lien extinguished or satisfied	11 O.S. § 22-131(A)(3)
I-9 - Employment eligibility form	Personnel Department/ Operations	3 years after hire or 1 year after termination	11 O.S. § 22-131 (B)
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 Department	3 years or until litigation is terminated	11 O.S. § 22-131 (B)
Incident Investigation Report	All Departments	Duration of employment plus 5 years	11 O.S. § 22-131 (B)
Informal Quotes	All Departments	5 years	11 O.S. § 22-131(A)(3)
Injury/Illness Forms OKDOL 300 – 300A	All Departments	5 years	11 O.S. § 22-131 (B)
Injury/Illness Prevention Plan	All Departments	Until Superseded	11 O.S. § 22-131 (B)
Inspection Records - Records or reports pertaining to elevators, fire hydrants, bridges, buildings, plumbing, mechanical, electrical devices, lifting and hoisting devices, construction sites, permits, refuse, water, sanitary sewer, storm sewer, storm water quality, vehicles for hire and taxicab inspection documents.	All Departments	5 years	11 O.S. § 22-131(A)(3)
Inspection Records (City Property)	Public Works	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's Office	5 years or until litigation is terminated	11 O.S. § 22-131 (B)
Interest and Grievance Arbitration Awards	Human Resources	Permanent	11 O.S. § 22-131 (B)
Internal Investigations (Police) - Investigations regarding personnel conduct (includes Use of Force investigations). CONFIDENTIAL 51 O.S. § 24A.7	Police Department	3 years after employment ends	11 O.S. § 22-131 (B)
Internal Investigations - Investigations by Personnel Department or any other department. Includes Ethics Hotline.	All Departments	3 years or until litigation is terminated	11 O.S. § 22-131 (B)
Intra-Departmental Memoranda - Memos issued by the department director stating department policy and procedures.	All Departments	Permanent until superseded	11 O.S. § 22-131 (B)
Investment Documents - Include trade tickets, maturity notices, interest notices, and other necessary documents for the investment portfolio of the City.	Finance Department/ City Treasurer's Office	5 years after inactivity (If bond proceeds, life of bond plus 3 years)	IRS Bond Compliance Regulations IRS Code §6001 and §6001-1(a) of the Regulations
Investment Documents (GO Bonds)	Finance Department/ City Treasurer's Office	Life of bond plus 3 years	IRS Bond Compliance Regulations IRS Code §6001 and §6001-1(a) of the Regulations
Jail Report - Computer generated daily report of prisoners in custody.	Police Department/ Municipal Court	5 years	11 O.S. § 22-131 (B)
Job Evaluation Documentation - Reflects data used to provide a systematic basis for compensating positions.	Personnel Department	5 years or until superseded	11 O.S. § 22-131 (B)
Journal Entries/Journal Vouchers - Files consist of adjustments to financial accounts showing the debits and credits, reason for adjustment, date, and amount.	Finance Department/ Accounting	5 years (If bond proceeds, life of bond plus 3 years)	11 O.S. § 22-131(A)(3) IRS Bond Compliance Regulations IRS Code §6001 and §6001-1(a) of the Regulations
Landfill Permits - May include application, insurance, regulations, and reports of local, State or Federal agencies. 27A O.S. §§ 2-10-901 <i>et seq.</i>	Finance Department/ Solid Waste	5 years	11 O.S. § 22-131(A)(3)
Legal Opinions - Contains copies of legal opinions and memoranda prepared by the Municipal Counselor.	City Clerk's Office/ Municipal Counselor's Office	Permanent (Historic)	11 O.S. § 22-131 (B)
Legal Opinions (GO Bonds)	City Clerk's Office/ Municipal Counselor's Office	Permanent	IRS Bond Compliance Regulations IRS Code §6001 and §6001-1(a) of the Regulations
Licenses Applications - All occupational licenses issued by the City such as kennel, auctioneer, barterer, food handler, electrical, etc. (See permits).	Community Development /Court Clerk	5 years	11 O.S. § 22-131(A)(3)
Maintenance Records - All maintenance records pertaining to City property and other property (i.e. vehicles and equipment).	All Departments	10 years- buildings; life of other property or until replaced or otherwise required	11 O.S. § 22-131 (B)

Manufacturer/Product Information Documents - Including load tests, proof tests, repair documents, etc. for lifting devices (cranes, slings, etc). 29 CFR § 1910.179(k) 29 CFR § 1910.180(e) 29 CFR § 1910.184(e)	Public Works Department/ City Garage	Duration of the use of the equipment	11 O.S. § 22-131 (B)
Maps- (Emergency Equipment, Parking Meters, Traffic Lights, etc.)- Includes maps of streets maintained for reference regarding placement of fire hydrants, parking meters, traffic lights and sign locations, etc.	Community Development	Permanent until superseded	11 O.S. § 22-131
Maps and Plats - General reference maps of City development areas. Shows existing zoning.	Community Development	Permanent until superseded	11 O.S. § 22-131
Menacing Animal Investigation Files- information collected while investigating incident involving a menacing or dangerous animal. Can include photographs and information on the animal's size, weight, and markings	Animal Control	5 years	11 O.S. § 22-131 (B)
Menacing Animal Register	Animal Control	5 years after the death of the registered animal	11 O.S. § 22-131 (B)
Minutes - Consists of minutes presented to the governing body, boards, committees, task force, and commissions at its official meetings if required by the Open Meeting Act (Journal of Council Proceedings).	All Departments	5 years for boards, committees, and commissions; Permanent for Journal of Council Proceedings	11 O.S. § 22-131 (B)
Municipal Court Records including Convictions - Court Records shall be defined as: a memorial or history of judicial proceedings in a case, commencing with the information and/or complaint and terminating with the judgment and/or appeal. PARTIALLY CONFIDENTIAL (Juvenile Records) 10A O.S. §§2-6-101 <i>et seq.</i>	Municipal Court	5 years after close of case (10 years after close of case for DUI)	11 O.S. § 22-131(A)(3) 47 O.S. 11-902(c)(2) 20 O.S. § 1005(6)(e)
News Clippings, Scrapbooks, Photos - May include copies of news articles and photos pertaining to the municipality.	All Departments	Discretionary (Historic)	11 O.S. § 22-131 (B)
911 Recordings and associated Data – All audible recorded conversations associated with calls for emergency assistance and associated data to include communicationsto and from dispatchers PARTIALLY CONFIDENTIAL Law Enforcement 51 O.S. § 24A.8, 12 O.S. § 2510	Fire Department/ Police Department	5 years	11 O.S. § 22-131 (B)
Nuisance Abatement Files - Records relating to weed, trash, graffiti, inoperable vehicles on private property. Usually includes initial inspection report, photos, legal ownership printouts, citations, 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.	Development Services Department	5 years or until litigation is terminated or lien extinguished or satisfied	11 O.S. § 22-131(A)(3)

Nuisance Abatement Administrative Records – Records relating to impounded vehicles held for nuisance abatement and vehicles ordered to be impounded.	Police Department/ Community Development	3 years or until litigation is terminated	11 O.S. § 22-131 (B)
Oaths of Office – Oaths of office for elected, appointed officials, and City employees.	City Clerk’s Office	1 year following end of term or employment	11 O.S. § 22-131 (B)
Official Oklahoma Traffic and Collision Report (Police) - Forms provided by the Department of Public Safety PARTIALLY CONFIDENTIAL OCMC § 32-151; 47 O.S. § 10-117 51 OS. § 24A.8(B)	Police Department	5 years or until litigation is terminated (Originals to Department of Public Safety permanent)	11 O.S. § 22-131 (B)
Oil and Gas Records - Include division orders, leases, notice of hearings, permits, revenue statements, scout tickets, warranty deeds, and wells by operations.	Community Development	Permanent	11 O.S. § 22-131
Open Records Request and Response Log - 51 O.S. § 24A.1	City Clerk’s Office	1 year from response	11 O.S. § 22-131 (B)
Ordinances - Includes ordinance number, title, text, date of passage, signatures, and any associated documents (i.e., memorandum, staff report).	City Clerk’s Office	Permanent (Historic)	11 O.S. § 22-131 (B)
Ordinances and Public Notice Publication Books - Includes all publications for City Council, boards, commissions, and committees.	City Clerk’s Office	Permanent	11 O.S. § 22-131 (B)
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)
Parks and Recreation Collection Records - Listing of all monies collected.	Parks and Recreation Department	10 years	11 O.S. § 22- 131(A)(4)
Payroll Bank Statements/ Reconciliations, Payroll Checks - Consists of periodic statements from the bank showing electronic deposits and cancelled payroll checks for receipts of wages, vacation pay or other payments for services rendered.	Finance Department/ Accounting	6 years (time exceeds statute)	11 O.S. § 22- 131(A)(3) APA Guidelines
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 Department/ Human Resources	5 years or until litigation is terminated (If bond proceeds, life of bond plus 3 years)	11 O.S. § 22- 131(A)(3) 29 CFR § 516 IRS Bond Compliance Regulations IRS Code §6001 and §6001-1(a) of the Regulations
Payroll Time Records - Includes employee’s name, department, amount and type of leave time, compensatory time, and including overtime records, in support of Incode records.	All Departments	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.	Human Resources	5 years from date of last payment	11 O.S. § 22-131 (B)
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 for hire, vendor, if required will include the citizenship affidavit form.	All Departments	5 years	11 O.S. § 22- 131(A)(3)

Personnel Job Audit Documentation - Reflects data compilation support of position reclassifications.	Personnel Department	2 years or until litigation is terminated	29 CFR § 1602.31
Personnel Job Classification Documentation - Includes original and modifications to job descriptions, performance evaluation forms and master task lists.	Personnel Department	Permanent (Historic)	29 CFR § 1602.31
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. CONFIDENTIAL	Personnel Department	Duration of benefit plan plus 3 years	29 CFR § 1910.1020 (d)(1)(i)
Personnel Policies - Adopted by Resolution by the City Council	City Clerk's Office	Permanent (Historic)	11 O.S. § 22-131 (B)
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
Personnel Service Bulletin- PSB Administrative interpretation of personnel policies by the Human Resources Department.	Human Resources	Permanent (Historic)	11 O.S. § 22-131 (B)
Petitions (Initiative Referendum) - Petitions submitted to the City requesting an election be held. Excluding signature pages.	City Clerk's Office	If ordinance is passed by the voters, retain permanently; if ordinance failed by the voters, retain 2 years after date of	11 O.S. § 22-131 (B)
Petitions (Miscellaneous) - Includes petitions signed by citizens requesting action by City. Also, includes annexation and assessment district petitions.	City Clerk's Office	2 years or until litigation is terminated	11 O.S. § 22-131(A)(2)
Petitions (Recall) - Petitions submitted for the removal of the Mayor or Council member.	City Clerk's Office	Destroy after term ends	11 O.S. § 22-131 (B)
Petitions (Taxpayer Written Demands) - Resident taxpayers written demand to institute suit on failure of officers.	City Clerk's Office	Permanent	62 O.S. §§ 372-374
Petty Cash Records 11 O.S. § 17-102 OCMC § 2-841	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)	11 O.S. § 22-131 (B)
Police Assessment Records (Personnel) - Records checks for potential employees CONFIDENTIAL	Personnel Department	3 years or until termination of litigation	11 O.S. § 22-131 (B)
Police Policies and Procedures Manual	City Clerk's Office	Permanent	11 O.S. § 22-131 (B)
Police Promotional Testing – Sergeant, Lieutenant, and Captain promotional testing and assessment material. This shall include investigator and transfer packets.	Police Department	3 years or until litigation is terminated	11 O.S. § 22-131 (B)

Policy, Procedures, or Training Manuals - Includes internal rules and regulations of the municipality sometimes separated by department. Often published in manual format or booklets. May include step-by-step procedures used as training manual for job functions.	All Departments	Until superseded	11 O.S. § 22-131 (B)
Polygraph Test - Includes results of an employee's test results. CONFIDENTIAL	Police Department	3 years; employees hired-permanent	Employee Polygraph Protection Act of 1988 29 CFR § 801.30
Postal Records - Includes postage meter records. May also include bulk rate postal permit information and other records dealing with mail operations and the United States Postal Service. Files may also include records with private mail carriers if used.	Information Technology	10 years	11 O.S. § 22-131(A)(4)
Pre-qualification Files - Includes contractor's application, financial statements, certifications and any other documents that are required to be pre-qualified to bid on City projects.	City Clerk's Office	5 years for contractors no longer pre-qualified	11 O.S. § 22-131 (B)
Press Releases - All official news or press releases issued by the municipality.	City Manager's Office	1 year	11 O.S. § 22-131 (B)
Proclamations - All official proclamations, Citations and announcements issued by the Mayor.	City Clerk's Office	1 year	11 O.S. § 22-131 (B)
Procurement Bid Files - Includes bid tabulation, bid price, percentage rates, periods of pay, name of bidder and cost. Also may include copy of advertisement services or memorandum requesting bidders, specifications. Quote information is similar may be obtained by telephone; all quotes should be documented.	City Clerk's Office	5 years	11 O.S. § 22-131(A)(3)
Procurement Policies	Finance Department	Permanent until superseded	11 O.S. § 22-131 (B)
Promotional Publications - Includes pamphlets, brochures, or newsletters informing citizens of certain events.	All Departments	1 year	11 O.S. § 22-131 (B)
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 OCMC § 32-151; 47 O.S. § 10-117 51 O.S. § 24A.7	City Clerk's Office	5 years or until litigation is terminated	11 O.S. § 22-131 (B)
Property Maintenance Code Inspections - Includes City Inspector's report of inspection and any addendum thereto, including reports of subsequent inspections and related correspondence, notices, etc.	Community Development	5 years	11 O.S. § 22-131(A)(3)
Proposals - Includes requests for proposal, submittal statement, committee recommendation, and memorandums.	All Departments	5 years from proposal opening (If bond proceeds, life of bond plus 3 years)	11 O.S. § 22-131(A)(3) IRS Bond Compliance Regulations IRS Code §6001 and §6001-1(a) of the Regulations

<i>Publication Affidavits</i> - Original, notarized, affidavit showing proof of publication in a local newspaper of general circulation.	City Clerk's Office	1 year	11 O.S. § 22-131 (B)
<i>Purchase Order File</i> - The electronic file used to procure goods and services for the City. Usually 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 Department/ Procurement	5 years after termination of purchase order or agreement, whichever is later (If bond proceeds, life of bond plus 3 years)	11 O.S. § 22-131(A)(3) IRS Bond Compliance Regulations IRS Code §6001 and §6001-1(a) of the Regulations
<i>Quarterly Tax Report File</i> - Documents containing taxable and non-taxable income of city governments. Includes Federal and State sales tax, social security reports and unemployment reports.	Finance Department/ Accounting	10 years	11 O.S. § 22-131 (B)
<i>Real Estate Purchase Contracts</i> - May include warranty deed, easements, and contract for purchase.	City Clerk's Office	Permanent	IRS Bond Compliance Regulations IRS Code §6001 and §6001-1(a) of the Regulations
<i>Records Checks (potential employees)</i>	Personnel Department	3 years or until litigation is terminated	11 O.S. § 22-131 (B)
<i>Refund File</i> - Records documenting the issuance of a refund to the payee for overpayment, incorrect billing, etc. for services, permits, or licenses.	All Departments	5 years	11 O.S. § 22-131(A)(3)
<i>Rental Schedules</i> - Files consisting of contract agreements with parties providing city services of having other legal relationships with the City, including options 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.	All Departments	5 years after expiration (If bond proceeds, life of bond plus 3 years)	11 O.S. § 22-131(A)(3) IRS Bond Compliance Regulations IRS Code §6001 and §6001-1(a) of the Regulations
<i>Returned Checks</i> - Consists of bad checks (insufficient funds) received for deposit and voided spoiled checks.	All Departments	5 years	11 O.S. § 22-131(A)(3)
<i>Safety Bulletins</i>	All Departments	Permanent until superseded	11 O.S. § 22-131 (B)
<i>Safety, Environmental and Health Inspection and Consultations</i> - All City facilities and work sites; contractor procedures.	All Departments	Permanent	11 O.S. § 22-131 (B)
<i>Schedule of Annual Meetings</i> - List of regularly scheduled meetings of publicbodies for the calendar year.	City Clerk's Office	2 years	11 O.S. § 22-131 (B)
<i>Service Requests</i> - 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)
<i>Sewage Treatment Applications and Permits</i> - Wastewater treatment reports filed with State and Federal agencies monitoring the City's compliance with government regulations. Includes applications, recycling permits and reports, water treatment permits and reports, and other permits for solid waste and sewage treatment processes.	Public Works	Permanent	11 O.S. § 22-131 (B)

<i>Sewage Treatment Monitoring Reports</i> - Contains records used to monitor and report on the operations of the City sewage treatment plant and sewage treatment, including lab reports, and amounts of waste processed by the system.	Public Works	Permanent	11 O.S. § 22-131(A)
<i>Sewer Line Maps</i>	Public Works	Permanent until superseded	11 O.S. § 22-131 (B)
<i>Sign and Banner Permits</i>	Community Development	5 years	11 O.S. § 22-131(A)(3)
<i>Sinking Fund (Debt Service)</i> – Article 10, Section 28, Oklahoma State Constitution	Finance Department	10 years	11 O.S. § 22-131 (A)(4)
<i>Standard Specifications for Construction of Public Improvements</i> - The City's policies, regulations, and procedures for construction of public projects.	Public Works	Permanent until superseded	11 O.S. § 22-131 (B)
<i>State Department of Health Permits</i>	Parks and Recreation Department	Permanent	11 O.S. § 22-131 (B)
<i>Storm Water Quality Permits</i> - All permits issued by the Storm Water Quality Division and any documentation that relates to that permit. Including but not limited to Confined Space Permits.	Public Works Department	5 years	11 O.S. 22-131(A)(3) ODEQ NPDES General Permit for Storm Water Discharge from Construction Activity and Multi-Sector General Permit for Storm Water Discharge Associated with Industrial Activity 29 CFR 1910-146(e)(6)
<i>Storm Water Quality State Permits and Reports</i>	Public Works Department	3 years from the expiration or termination of the permit	ODEQ NPDES General Permit for Storm Water Discharge from Construction Activity and Multi-Sector General Permit for Storm Water Discharge Associated with Industrial Activity
<i>Street Address Data (GIS)</i> - List of current streets and house numbers	Community Development	Permanent until superseded	11 O.S. § 22-131 (B)
<i>Street Design Improvement Files</i> - Reports of accidents on City streets, used to assess cause of accidents and to make street designs improvements in order to reduce accidents. May also include collision diagrams showing time, direction of approach, weather, type of accident, pavement, accident severity, time of year, type of vehicle and related documents.	Police Department	Permanent until superseded	11 O.S. § 22-131 (B)
<i>Surplus Property Resolution</i> - Property owned by the City that has been declared surplus.	City Clerk's Office	5 years (If bond proceeds, life of bond plus 3 years)	IRS Bond Compliance Regulations IRS Code §6001 and §6001-1(a) of the Regulations
<i>Tax Increment Financing Report (TIF)</i> - May include reports.	Economic Development Office	Life of TIF plus 5 years	62 O.S. § 867(A)
<i>Texts</i> – texts left on employee's cell phone	All Departments	Deleted at the end of working day created or received unless required by law to be kept (i.e. financial records)	11 O.S. § 22-131 (B)

Time Cards/Time Sheets - Records pertaining to an employee leave time, in support of Incode records.	All Departments	3 years	29 CFR § 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. May include make and model, serial number, and other identifying information.	City Clerk's Office	Length of ownership plus 5 years (If bond proceeds, life of bond plus 3 years)	IRS Bond Compliance Regulations IRS Code §6001 and §6001-1(a) of the Regulations
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 Department	Permanent until superseded	11 O.S. § 22-131 (B)
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 institutions. Certain records or notations may be included in the employee's personnel file. Include Emergency Management service records.	All Departments	2 years; Sexual harassment training for 5 years or until litigation is terminated; Fire and Police: 3 years after termination of employment	11 O.S. § 22-131 (B)
Training Manuals - Includes internal rules and regulations of the municipality sometimes separated by departments. Often 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	11 O.S. § 22-131 (B)
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	11 O.S. § 22-131 (B)
Travel Expense Reimbursement File - Consists of employee expense report, expense receipts, check vouchers, authorizations to pay and other supporting papers necessary to document expenses incurred for employee travel. Includes private automobile allowance and mileage reimbursements to City employees or officials.	Finance Department/ Accounting	5 years	11 O.S. § 22-131(A)(3)
Trust Indentures - Records establishing the various City trusts, where the City of Durant is a beneficiary.	City Clerk's Office	Permanent	11 O.S. § 22-131 (B)
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 and § 4-511	Personnel Department	3 years or until litigation is terminated	11 O.S. § 22-131 (B)

Check-Out Log for Uniform Citations (Ticket book) - A log of citations containing citation numbers, date, name, and commission number and signature of person to whom checked out, and initials of clerk who checked it out.	Police Department	5 years	11 O.S. § 22-131(A)(3)
Uniform Crime Report (UCR) - Monthly and yearly reports compiled for all reported crime in Durant. The report is forwarded to OSBI for the inclusion on the State report to the FBI. Combination of computer generated report and hand-tabulated reports.	Police Department/ Fire Department	Police- 5 years; Fire- permanent	11 O.S. § 22-131 (B)
Union Negotiation File - Records pertaining to the City's collective bargaining agreements including any labor negotiation records.	Personnel Department	Permanent (Historic)	11 O.S. § 22-131 (B)
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.	Utilities Department	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.	Utilities Department	2 years after termination of account	11 O.S. § 22-131(A)(2)
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 the City- owned property.	Finance Department/ Risk Management	5 years after settlement	11 O.S. § 22-131 (B)
Variance Requests - Building and zoning	Community Development	Permanent	11 O.S. § 22-131 (B)
Vendor Registration Form	Finance Department	1 year after the vendor number becomes inactive	11 O.S. § 22-131 (B)
Video Recordings (Digital) (Meetings) - Recordings of meetings used to prepare minutes or document meetings.	Information Technology	1 year	11 O.S. § 22-131 (B)
Voicemails - messages left on employee's phone	All Departments	Deleted at the end of working day created or received unless required by law to be kept (ie. financial records)	11 O.S. § 22-131 (B)
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.	Personnel Department	4 years	11 O.S. § 22-131 (B)
Wage Determination Surveys - Annual surveys conducted to research and support wage adjustment recommendations.	Personnel Department	5 years	11 O.S. § 22-131 (B)

Waste Shipment Documents - manifests and bills of lading for hazardous waste shipments. Includes drum inventory, certificates of disposal and all other supporting documents collected at Household Hazardous Waste facility.	Public Works Department	3 years	40 CFR § 262.40
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 Department	Permanent until superseded	11 O.S. § 22-131 (B)
Water Line Maps	Public Works Department	Permanent until superseded	11 O.S. § 22-131 (B)
Water Meters - Electronic meter reading utility billing system records. Includes statistics gathered when meters are read. Usually includes make, size, number, customers name and address, readings, etc.	Utility Billing Department	2 years	11 O.S. § 22-131(A)(2)
Water Sampling Results/High Risk Cases - Storm Water Quality 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 Department	3 years	NPDES Permit OKS000101
Water Treatment Applications - Water treatment reports filed with State and Federal agencies monitoring the City's compliance.	Public Works Department	Permanent until superseded	11 O.S. § 22-131 (B)
Workers' Compensation Medical 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. CONFIDENTIAL	Human Resources	Duration of employment plus 30 years	29 CFR § 1910.1020 (d)(1)(i)
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. PARTIALLY CONFIDENTIAL 51 O.S. § 24A.7	Human Resources	CWMP documents- 5 years; permanent or until employee leaves or retires (minimum of 5 years)	11 O.S. § 22-131 (B)
Zoning Applications	Community Development	5 years	11 O.S. § 22-131 (B)

Legend

Abbreviations Used in Records Retention Policy

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

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RESOLUTION 2020-18

**A RESOLUTION ADOPTING THE 2020 RECORDS
RETENTION MANUAL OF THE CITY OF DURANT
PURSUANT TO 11 O.S. §22; AND PROVIDING FOR ANNUAL
SUPPLEMENTS.**

WHEREAS, 11 O.S. § 22-131(A) prescribes retention periods for the destruction, sale or disposition of certain enumerated municipal records; and

WHEREAS, 11 O.S. § 22-131(B) provides that time limits for the disposition of records, papers and documents which are not mentioned in Subsection A “may be determined and set by ordinance or resolution of the municipal governing body;” and

WHEREAS, the City Clerk compiled a Records Retention Manual to list the types of records kept by the City Clerk’s Office and all other City departments after review and consideration by said departments and the City Attorney; and

WHEREAS, records identified as confidential are not public records pursuant to the Oklahoma Open Records Act, 51 O.S. §§ 24A.1, *et seq.* and this policy does not waive the confidential status of any records under State or Federal law, and

WHEREAS, except where indicated by statute, Federal regulation or Federal law, the retention period is not extended beyond the time limits set by said law or regulation, and

WHEREAS, the 2020 Records Retention Manual is attached as Exhibit "A"; and

WHEREAS, the Records Retention Manual may be amended annually providing a supplement is submitted to Council for approval; and

WHEREAS, the Mayor and City Council deem it to be in the best interest of The City of Durant to adopt said 2020 Records Retention Manual

NOW, THEREFORE, BE IT RESOLVED, that the Mayor and Council of the City of Durant hereby adopt the 2020 Records Retention Manual of the City of Durant.

AND BE IT RESOLVED that the Manual shall be kept on file in the City Clerk's Office and that any amendments to said Manual shall be presented for review and approval by the Council; provided however, the City Clerk is authorized to adopt procedures for the implementation of this policy.

ADOPTED by the City Council and **SIGNED** by the Mayor of the City of Durant this ____ day of _____, 2020.

Cynthia J. Price, City Clerk

Oden Grube, Mayor

Reviewed for form and legality.

Tom Marcum, City Attorney



The City of Durant

Human Resources Department

Memorandum

Date: 5/7/2020
To: Mayor and City Council
From: Kari Jones
Re: An Ordinance Amending the Employee Retirement System, Defined Benefit Plan for the City of Durant, Oklahoma; Providing Retirement Benefits for Eligible Employees of the City of Durant, Oklahoma; Providing for Contributions by Participants; Providing for Employer Pickup of Mandatory Contributions; Providing for Repealer and Severability;

Ordinance 1905 amends the City of Durant's Defined Benefit Plan through OKMRF.

This amendment will change the participant's mandatory contribution amount to the Defined Benefit from 3.50% to 5.00%.

Council Information / Action Requested

Consider approval of Ordinance 1905.

City Staff Information / Action Follow-up, if Council authorizes this action:

Will need two signed originals of the Ordinance and attached Joinder Agreement.

ATTACHMENTS:

Description	Type	Upload Date
DB Ordinance and Joinder 1905	Ordinance	5/7/2020

AN ORDINANCE OF THE CITY OF DURANT, OKLAHOMA

ORDINANCE NO. 1905

AN ORDINANCE AMENDING THE EMPLOYEE RETIREMENT SYSTEM, DEFINED BENEFIT PLAN FOR THE CITY OF DURANT, OKLAHOMA; PROVIDING RETIREMENT BENEFITS FOR ELIGIBLE EMPLOYEES OF THE CITY OF DURANT, OKLAHOMA; PROVIDING FOR CONTRIBUTIONS BY PARTICIPANTS; PROVIDING FOR EMPLOYER PICKUP OF MANDATORY CONTRIBUTIONS; PROVIDING FOR REPEALER AND SEVERABILITY;

BE IT ORDAINED BY CITY COUNCIL OF THE **CITY OF DURANT, OKLAHOMA.**

Section 1. AMENDATORY. The Employee Retirement System, **Defined Benefit Plan, of the City of Durant**, Oklahoma, is hereby amended as reflected on the attached Exhibit "A", which is incorporated herein and adopted by reference. These amendments shall become effective on **July 1, 2020**.

Section 2. EXECUTION AUTHORIZATION. The City Clerk and Mayor be and they are hereby authorized and directed to execute the amended Retirement System Plan documents and to do all the other acts necessary to put said amendment into effect and to maintain IRS qualification of the Plan. The executed amended document attached hereto as Exhibit "A" is hereby ratified and confirmed in all respects.

Section 3. SPECIAL INCOME TAX TREATMENT FOR CONTRIBUTIONS UNDER IRC414. The Plan contains provisions which are intended to constitute a pick-up program by the Employer which satisfies the requirements of section 414(h)(2) of the Internal Revenue Code of 1986 (the "Code"); and the Plan, be, and it is, approved and adopted as of the date therein stated; and Mandatory Contributions (as defined in the Plan) are designated "picked-up" by the employer so as to not be included in Plan Participants' gross income for Federal income tax purposes as provided in Section 414(h)(2) of the Code. All Mandatory Contributions are to be paid by the employer in lieu of contributions by the Plan Participant. No Participant in the Plan shall have the option of choosing to receive the amounts of Mandatory Contributions directly in lieu of having such amounts paid by the employer to the Trustees of the Plan.

Section 4. SEVERABILITY. If, regardless of cause, any section, subsection, paragraph, sentence, or clause of this ordinance, including the System as set forth in Exhibit "A" is held invalid or to be unconstitutional, the remaining sections, subsections, paragraphs, sentences, or clauses shall continue in full force and effect and shall be construed thereafter as being the entire provisions of this ordinance.

Section 5. REPEALER. Any ordinance inconsistent with the terms and provisions of this ordinance is hereby repealed; provided, however, that such repeal shall be only to the extent of such inconsistency and in all other respects this ordinance shall be cumulative of other ordinances regulating and governing the subject matter covered by this ordinance.

END

The foregoing ordinance was introduced before the City of Durant on the _____ day of _____, _____, and was duly adopted and approved by the Mayor and City Council on the _____ day of _____, _____, after compliance with notice requirements of the Open Meeting Law (25 OSA, Section 301, et seq.).

City of Durant

ATTEST:

MAYOR

CITY CLERK

Approved as to form and legality on _____, _____.

CITY ATTORNEY

**OKLAHOMA MUNICIPAL RETIREMENT FUND
MASTER DEFINED BENEFIT PLAN
JOINDER AGREEMENT**

City of Durant [a municipality chartered, incorporated or formed under the laws of Oklahoma], a city, town, agency, instrumentality, or public trust located in the State of Oklahoma, with its principal office at Durant, Oklahoma, hereby establishes a Defined Benefit Plan to be known as City of Durant Plan (the “Plan”) in the form of The Oklahoma Municipal Retirement Fund Master Defined Benefit Plan.

Except as otherwise provided herein, the definitions in Article II of the Plan apply.

1. Dates.

- ☐ This instrument is a new Plan effective ____ [such date may not be earlier than the first day of the Plan Year in which it is executed].
- ☒ This instrument is an amendment, restatement and continuation of the Previous Plan, which was originally April 1, 1967. The effective date of this Joinder Agreement is **July 1, 2020** [such date may not be earlier than the first day of the Plan Year beginning in 2008, or the first day of the initial Plan Year, if later], except as otherwise stated in the Plan and the Joinder Agreement.

2. Employee.

The word “Employee” shall mean:

- ☒ Any person other than a Leased Employee who, on or after the Effective Date, is considered to be a regular full-time employee in accordance with the Employer’s standard personnel policies and practices, and is receiving remuneration for such services rendered to the Employer (including any elected official and any appointed officer or employee of any department of the Employer, whether governmental or proprietary in nature), including persons on Authorized Leave of Absence. Employees shall not include independent contractors. Elected members of the City Council shall not be considered to be Employees solely by reason of their holding such office.
- ☐ Any person other than a Leased Employee who, on or after the Effective Date, is considered to be a regular employee in accordance with the Employer’s standard personnel policies and practices (including part-time, seasonal and temporary employees), and is receiving remuneration for such services rendered to the Employer (including any elected official and any appointed officer or employee of any department of the Employer, whether governmental or proprietary in nature), including persons on Authorized Leave of Absence. Employees shall not include independent contractors. Elected members of the City Council shall not be considered to be Employees solely by reason of their holding such office.
- ☐ Any person who, on or after the Effective Date, is an employee of the Employer and holds the position of:
 - ☐ City Manager, City or Town Administrator, President, Chief Executive Officer, General Manager, or District Manager, as applicable.
 - ☐ Assistant City Manager
 - ☐ Chief of Police
 - ☐ Fire Chief
 - ☐ Department Head or Department Manager
 - ☐ Finance Director or Chief Financial Officer
 - ☐ General Counsel or Municipal Attorney
 - ☐ Municipal Judge
 - ☐ __ (specify position) [do not specify the name of the individual or a finite group unless the Plan otherwise provides continuing eligibility to a specified position or group]

The word "Employee" shall **not** include:

- ☒ Any person who is currently accruing benefits under any other state or local retirement system.
- ☒ Any person in the following position and who is covered under another retirement program of system approved by the City:
 - ☒ City Manager, City or Town Administrator, President, Chief Executive Officer, General Manager, or District Manager, as applicable.
 - ☐ Assistant City Manager
 - ☐ Chief of Police
 - ☐ Fire Chief
 - ☐ Department Head or Department Manager
 - ☐ Finance Director or Chief Financial Officer
 - ☐ General Counsel or Municipal Attorney
 - ☐ Municipal Judge
 - ☐ (specify position) [do not specify the name of the individual or a finite group unless the Plan otherwise provides continuing eligibility to a specified position or group]
- ☐ Any person who is _.

3. Eligibility.

Eligible Employees shall commence participation in the Plan: (Select only one)

- ☐ month(s) (any number of months up to twelve consecutive) after the Employee's Employment Commencement Date or the date the individual meets the definition of Employee in Section 2 hereof, provided that the individual has met the definition of Employee in Section 2 hereof throughout such period.
- ☒ On the Employee's Employment Commencement Date.

4. Definition of Compensation.

Compensation shall exclude the item(s) listed below:

- ☐ No exclusions.
- ☐ Overtime pay.
- ☐ Bonuses.
- ☐ Commissions.
- ☐ Longevity pay.
- ☒ Severance pay.
- ☒ Accrued vacation or sick leave paid upon termination of employment and moving expenses.
- ☐ Fringe benefits, expense reimbursements, deferred compensation and welfare benefits.
- ☐ Other: [must be definitely determinable]

5. Average Monthly Compensation.

The considered period for purposes of the definition of "Average Monthly Compensation" in Section 2.1 of the Plan is:

- ☒ sixty (60) consecutive months.
- ☐ thirty-six (36) consecutive months.

6. The Employer hereby elects the following Plan design:

- ☒ **Mandatory Contribution Option.** A Participant shall be required to contribute to the Plan for each Plan Year the percentage of his Compensation ("Mandatory Contributions") required by the Plan in Section 8 of this Joinder Agreement. Mandatory Contributions shall be made by payroll deductions. A Participant shall authorize such deductions in writing on forms approved by, and filed with, the Committee.

If the Participant's Mandatory Contributions pursuant to the preceding paragraph are to be taxed deferred:

- ☒ **Pick Up Option.** The Employer hereby elects to have the provisions of Section 3.4 of the Plan apply. The Employer shall pick up and pay the percentage of each Participant's Compensation required to be contributed as of **January 1, 2010** [insert date] in lieu of contributions by the Participant. No Participant shall have the option of receiving the contributed amounts directly as Compensation.

- ☐ **Non-Contributory Option.** Participants shall not be required nor permitted to contribute to the Plan.

7. A. Payment Options. The Employer hereby elects the following minimum number of payments for employees eligible to receive benefits under Article IV of the Plan:

- ☒ Sixty (60) monthly payments.
☐ One hundred and twenty (120) monthly payments.

B. Plan Options. The Employer hereby elects the following plan designation and percentage used in calculating benefits under Section 5.1 of the Plan.

- ☐ Plan AAA – 3.00% with no maximum Years of Service
☐ Plan AAA – 3.00% recognizing a maximum of 22 Years of Service
☒ Plan AA 2.625%
☐ Plan BB 2.25%
☐ Plan CC 1.875%
☐ Plan A 1.50%
☐ Plan B 1.125%
☐ Plan C .75%

C. Normal Retirement Age. Normal retirement age shall be:

- ☒ Age 65
☐ The earlier of (i) and (ii) as follows:
(i) age 65
(ii) the later of age 62 and the age at which the Participant has completed 30 Years of Service.

Examples: An employee hired at age 20 who worked for 30 years and terminated at age 50 would be entitled to unreduced payments at age 62.

An employee hired at age 30 who worked for 25 years and terminated at age 55 would be entitled to unreduced payments at age 65.

- ☐ **Modified Rule of 80:**
The earlier of (i) and (ii) as follows:
(i) age 65
(ii) the later of age 55 and the age at which the sum of the Participant's age in completed years and the participant's number of completed Years of Service total 80 or greater. To be eligible, the Participant's age plus Years of Service must be at least 80 prior to termination of employment (or, after termination of employment in the case of a Participant who transfers to another Municipality in accordance with Section 8.1(b) of the Plan)

Examples: 1. An employee hired at age 30 who worked for 25 years and terminated at age 55 would be entitled to unreduced payments immediately. Age 55 plus 25 years equals 80.

2. An employee hired at age 20 who worked for 30 years and terminated at age 50 would be entitled to unreduced payments at age 55. The employee has age plus Years of Service points at age 50 but the minimum age for payment is 55.
3. An employee hired at age 25 who worked for 25 years and terminated at age 50 would be entitled to unreduced payments at age 65. Age 50 plus 25 years is less than 80, so the Normal Retirement Age is 65.

D. Vesting Options. The Employer hereby elects the following vesting option to determine an Employee's eligibility to receive retirement benefits.

- ☐ Ten Year Cliff Vesting Schedule
- ☒ Seven Year Cliff Vesting Schedule
- ☐ Five Year Cliff Vesting Schedule

E. Service Credit Prior to Effective Date. The Employer hereby elects to include the following limitation of service prior to the effective date.

- ☒ No limitation
 - ☒ For all purposes under the Plan
 - ☐ With respect to Service for purposes of vesting and attainment of Normal Retirement Age
- ☐ Service credit prior to the effective date shall not exceed years
 - ☐ For all purposes under the Plan
 - ☐ With respect to Service for purposes of benefit accruals.

F. Service Buyback. The Employer hereby elects

- ☐ No service buyback pursuant to Section 10.11 of the Plan
- ☒ The service buyback provisions of Section 10.11 of the Plan.

G. Service for Worker's Compensation Period. If a Participant is on an Authorized Leave of Absence and is receiving worker's compensation during such Authorized Leave of Absence, such Participant

- ☒ shall be credited with Service for such period for purposes of vesting only and not for purposes of benefits, but no Employee contributions shall be made with respect to the Participant for such period.
- ☐ shall not be credited with Service for such period.

8. Contributions by Participants.

If Participants are required to contribute to the cost of providing benefits under this Plan, such contributions shall be based on the plan designation selected in Section 7B above and shall apply to pay periods commencing on and after July 1, 2020.

- a. ☐ The Participant contribution formula in Section 3.3 of the Plan shall use the following percentage for the Plan Option selected in Section 7B of this Joinder Agreement:

- Plan AAA – 6.00%
- Plan AA - 5.25%
- Plan BB - 4.50%
- Plan CC - 3.75%
- Plan A – 3.00%
- Plan B - 2.25%
- Plan C - 1.50%

- b. ☒ **The contribution formula shall be 5.00% [insert number between 0 and twelve] of compensation.**

- c. ☐ The contribution as annually determined each year shall be shared by the Participant and Employer as follows: Employee portion % Employer portion %

(Participant plus Employer percentages must total 100%.)

The contribution will be actuarially determined based on Plan assets and liabilities as of January 1 of each year as a percent of payroll, which will then be shared between the Employer and Participant as noted above. These contribution rates will be in effect from July 1 of that year until June 30 of the subsequent year.

9. Cost-of-Living Option.

For purposes of adjusting retiree and beneficiary pensions, the Employer hereby elects the following:

☒ No Cost-of-Living Option on Future Service Benefits effective December 31, 2009.

Future Service Benefits refer to pension benefits accruals after December 31, 2009.

☒ Cost-of-Living Option. This election applies to Sections 5.1 (Normal Pension), 5.2 (Early Pension), 5.3 (Disability Pension), 5.4 (Deferred Vested Pension), 6.2 (Death Prior to Commencement of Pension), 6.3(a) and 6.3(b) (Death After Commencement of Pension), and 6.4 (Spouse's Pension) and provides annual benefit increases of the smaller of three percent (3%) or the percentage change in the Consumer Price Index. The effective date of the Cost-Of-Living Option shall be July 1, 1974 (the original date that the Employer elected the Cost-of-Living Option) through December 31, 2009 and shall apply for benefit accruals earned through December 31, 2009, the original date that the Employer elected the Cost-Of-Living Option.

10. Retiree Plan Improvement Option.

Benefits payable to or on behalf of a former Employee under Article V, Article VI, or Article VII of the Plan, which are due or in the course of payment on or after the Effective Date of this Joinder Agreement, shall

☐ be increased according to the Plan Option elected herein. Such increased benefits shall be reflected in any periodic payments due or paid on or after the Effective Date of the Joinder Agreement. It is not intended for this change to be retroactive and any periodic payments due prior to such date shall not be affected.

☐ be increased by % effective . Such increased benefits shall be reflected in any periodic payments due or paid after such date. It is not intended for this change to be retroactive and any periodic payments due prior to such date shall not be affected.

☒ not be increased unless such former Employee is subject to Section 10.9 or 10.10 of the Plan, but shall continue to be paid under the terms of the Previous Plan.

11. Limitations on Optional Benefit Forms.

Section 7.2 of the Plan provides for a lump sum payment form, an installment payment form that would be payable over a fixed number of years (at which time all payments would cease), or the purchase of an insured annuity. The Employer hereby elects the following:

☐ Optional benefit forms under Section 7.2 of the Plan will not be permitted.

☒ Optional benefit forms under Section 7.2 of the Plan will be permitted, subject to Retirement Committee approval for any such elections by a Participant, subject to the following limitation(s):

1. A lump sum payment will not be issued to anyone over age 45 at the time of payment if it is determined that the monthly benefit to that individual would have exceeded \$200 at age 65;
2. A lump sum payment cannot exceed \$20,000, and there shall be no partial lump sum distributions

(The above election has no effect on the joint and survivor optional benefit forms under Section 7.1).

12. Defined Contribution Option.

☒ Not applicable.

☐ Participant shall be entitled to the benefit under this option, in addition to the benefit determined according to Section 7B.

An account shall be created for each active Participant as of the effective date of the option. The beginning balance of the account shall be the Participant's Contribution Accumulation. The account shall be credited with:

- (1) Mandatory Contributions made by the Participant after the effective date of the option; and
- (2) Investment earnings at same rate as earned by the Oklahoma Municipal Retirement Fund (OMRF) Defined Benefit Fund.

As soon as administratively possible after termination of employment or death, the administrator shall pay the Participant or Beneficiary if applicable, the account balance as requested. The Participant may elect to receive the benefit in any of the Benefit options permitted under the plan. The benefit shall be the Actuarial Equivalent of the account balance at the time the benefit commences. This option shall be effective ____ [include the earlier of the date this Option was originally adopted in a Joinder Agreement or the date of adoption in the current Plan Year].

13. The Employer has consulted with and been advised by its attorney concerning the meaning of the provisions of the Plan and the effect of entry into the Plan.

IN WITNESS WHEREOF the City of Durant has caused its corporate seal to be affixed hereto and this instrument to be duly executed in its name and behalf by its duly authorized officers this _____ day of _____, ____.

City of Durant

By: _____

Attest:

Title: _____

Title: _____

(SEAL)

The foregoing Joinder Agreement is hereby approved by the Oklahoma Municipal Retirement Fund this _____ day of _____, ____.

OKLAHOMA MUNICIPAL RETIREMENT FUND

By: _____

Title: _____

Attest:

Secretary

(SEAL)

Required Disclosures. This Joinder Agreement is to be used only with the Oklahoma Municipal Retirement Fund Master Defined Benefit Plan. Failure to properly complete this Joinder Agreement may result in failure of the Plan to qualify under Code Section 401(a). In accordance with IRS Rev. Proc. 2011-49, the Volume Submitter Practitioner who has obtained Internal Revenue Service approval of the Oklahoma Municipal Retirement Fund Master Defined Benefit Plan has authority under the Plan document to amend the Plan on behalf of adopting employers for certain changes in the Code, regulations, revenue rulings, other statements published by the Internal Revenue Service, including model, sample or other required good faith amendments. The Volume Submitter Practitioner will inform adopting employers of any such amendments or of the discontinuance or abandonment of the volume submitter plan document. The name, address and telephone number of the Volume Submitter Practitioner are: McAfee & Taft A Professional Corporation, 10th Floor, Two Leadership Square, 211 N. Robinson, Oklahoma City, OK 73102, telephone (405) 552-2231. Any inquiries by the adopting employer regarding the adoption of the Plan, the meaning of Plan provisions, or the effect of the Internal Revenue Service advisory letter on the volume submitter plan may be directed to the Volume Submitter Practitioner.



The City of Durant

Human Resources Department

Memorandum

Date: 5/7/2020
To: Mayor and City Council
From: Kari Jones
Re: An Ordinance Amending the Employee Retirement System, Defined Contribution Plan for the City of Durant, Oklahoma; Providing Retirement Benefits for Eligible Employees of the City of Durant, Oklahoma; Pertaining to Plan Designation; Providing for Repealer and Severability;

Ordinance 1906 will amend the City's Defined Contribution Plan through OkMRF.

This amendment will change participant's mandatory contribution amount from 1.5% to 0%. Participant's will still have the ability to contribute to this plan, but on a voluntary basis.

Council Information / Action Requested

Consider approval of Ordinance 1906.

City Staff Information / Action Follow-up, if Council authorizes this action:

Will need two signed originals of the Ordinance and attached Joinder Agreement.

ATTACHMENTS:

Description	Type	Upload Date
Ordinance 1906 amending OMRF DC	Cover Memo	5/7/2020

AN ORDINANCE OF THE **CITY OF DURANT**, OKLAHOMA

ORDINANCE NO. _1906_

AN ORDINANCE AMENDING THE EMPLOYEE RETIREMENT SYSTEM, DEFINED CONTRIBUTION PLAN FOR THE CITY OF DURANT, OKLAHOMA; PROVIDING RETIREMENT BENEFITS FOR ELIGIBLE EMPLOYEES OF THE CITY OF DURANT, OKLAHOMA; PERTAINING TO PLAN DESIGN; PROVIDING FOR REPEALER AND SEVERABILITY;

BE IT ORDAINED BY CITY COUNCIL OF THE CITY OF DURANT, OKLAHOMA.

Section 1. **AMENDATORY.** The Employee Retirement System, Defined Contribution Plan, of the **City of Durant**, Oklahoma, is hereby amended as reflected on the attached Exhibit "A", which is incorporated herein and adopted by reference. These amendments shall become effective on **July 1, 2020**.

Section 2. **EXECUTION AUTHORIZATION.** The City Clerk and Mayor be and they are hereby authorized and directed to execute the amended Retirement System Plan documents and to do all the other acts necessary to put said amendment into effect and to maintain IRS qualification of the Plan. The executed amended document attached hereto as Exhibit "A" is hereby ratified and confirmed in all respects.

Section 3. **SEVERABILITY.** If, regardless of cause, any section, subsection, paragraph, sentence, or clause of this ordinance, including the System as set forth in Exhibit "A" is held invalid or to be unconstitutional, the remaining sections, subsections, paragraphs, sentences, or clauses shall continue in full force and effect and shall be construed thereafter as being the entire provisions of this ordinance.

Section 4. **REPEALER.** Any ordinance inconsistent with the terms and provisions of this ordinance is hereby repealed; provided, however, that such repeal shall be only to the extent of such inconsistency and in all other respects this ordinance shall be cumulative of other ordinances regulating and governing the subject matter covered by this ordinance.

END

The foregoing ordinance was introduced before the City Council on the _____ day of _____, _____, and was duly adopted and approved by the Mayor and City Council on the _____ day of _____, _____, after compliance with notice requirements of the Open Meeting Law (25 OSA, Section 301, et seq.).

ATTEST:

MAYOR

CITY CLERK

Approved as to form and legality on _____, _____.

CITY ATTORNEY

**OKLAHOMA MUNICIPAL RETIREMENT FUND
MASTER DEFINED CONTRIBUTION PLAN
JOINDER AGREEMENT**

City of Durant, a city, town, agency, instrumentality, or public trust located in the State of Oklahoma, with its principal office at Durant, Oklahoma, hereby establishes a Defined Contribution Plan to be known as **City of Durant Plan** (the "Plan") in the form of the Oklahoma Municipal Retirement Fund Master Defined Contribution Plan.

Except as otherwise provided herein, the definitions in Article II of the Plan apply.

1. Dates.

- ☐ This instrument is a new Plan effective ____ (date may not be prior to Plan Year of the date of execution).
- ☒ This instrument is an amendment, restatement and continuation of the Previous Plan, which was originally effective August 22, 1992. The effective date of this Joinder Agreement is July 1, 2020 (date may not be prior to Plan Year of the date of execution), except as otherwise stated in the Plan and the Joinder Agreement

2. Employee.

The word "Employee" shall mean:

- ☒ Any person, other than a Leased Employee, who, on or after the Effective Date, is considered to be a regular full-time employee in accordance with the Employer's standard personnel policies and practices, and is receiving remuneration for such services rendered to the Employer (including any elected official and any appointed officer or employee of any department of the Employer, whether governmental or proprietary in nature), including persons on Authorized Leave of Absence. Employees shall not include independent contractors. Elected members of the City Council shall not be considered to be Employees solely by reason of their holding such office.
- ☐ Any person, other than a Leased Employee, who, on or after the Effective Date, is considered to be a regular employee in accordance with the Employer's standard personnel policies and practices (including part-time, seasonal and temporary employees), and is receiving remuneration for such services rendered to the Employer (including any elected official and any appointed officer or employee of any department of the Employer, whether governmental or proprietary in nature), including persons on Authorized Leave of Absence. Employees shall not include independent contractors. Elected members of the City Council shall not be considered to be Employees solely by reason of their holding such office.
- ☐ Any person who, ☐ on or after the Effective Date, ☐ as of , holds the position of:
- ☐ City Manager, City or Town Administrator, President, Chief Executive Officer, General Manager, or District Manager, as applicable.
 - ☐ Assistant City Manager ☐ Chief of Police ☐ Fire Chief
 - ☐ Department Head or Department Manager
 - ☐ Finance Director or Chief Financial Officer
 - ☐ General Counsel or Municipal Attorney ☐ Municipal Judge
 - ☐ (specify position)

The word "Employee" shall not include:

- ☒ Any person who is currently accruing benefits under any other state or local retirement system.
- ☒ Any person in the following position and who is covered under another retirement program or system approved by the City:
- ☒ City Manager, City or Town Administrator, President, Chief Executive Officer, General Manager, or District Manager, as applicable.
 - ☐ Assistant City Manager ☐ Chief of Police ☐ Fire Chief
 - ☐ Department Head or Department Manager
 - ☐ Finance Director or Chief Financial Officer
 - ☐ General Counsel or Municipal Attorney ☐ Municipal Judge
 - ☐ (specify position)

3. Entry Date.

Eligible Employees shall commence participation in the Plan: (Select only one)

- ☐ **months** (any number of months up to twelve) after the later of the Employee's Employment Commencement Date or the date the definition of Employee in Section 2 hereof was met, provided that the individual has met the definition of Employee in Section 2 hereof throughout such period.
- ☒ On the Employee's Employment Commencement Date. (If the Employer has opted out of Old Age and Disability Insurance (OADI), this option must be elected).

4. Definition of Compensation.

Compensation shall exclude the item(s) listed below:

- ☐ No exclusions.
- ☐ Overtime pay.
- ☐ Bonuses.
- ☐ Commissions.
- ☐ Longevity Pay.
- ☒ Severance pay.
- ☐ Fringe benefits, expense reimbursements, deferred compensation and welfare benefits.
- ☒ Accrued vacation or sick leave paid upon termination of employment and moving expenses.
- ☐ Other:

5. Plan Design.

The Employer hereby elects the following Plan design:

- ☐ Pick-up Option. Each Employee shall be required to contribute to the Plan ___% of his or her Compensation. These contributions shall be picked up and assumed by the Employer and paid to the Fund in lieu of contributions by the Participant. No Participant shall have the option of receiving the contributed amounts directly as Compensation.

- ☐ Thrift Plan Option.

- ☐ A Participant may elect to contribute to the Plan for each Valuation Period an amount which is at least 1%, but no more than ___% of his Compensation ("Mandatory Contributions"). Mandatory Contributions shall be made by payroll deductions. A Participant shall authorize such deductions in writing on forms approved by, and filed with the Committee.

- ☐ The Employer shall contribute to the Fund an amount equal to ___% of the total Mandatory Contributions contributed by Participants.

The Employer contribution shall be allocated in the proportion which the Mandatory Contributions of each such Participant for such Valuation Period bear to the total Mandatory Contributions contributed by all such Participants for such Valuation Period. Forfeitures attributable to Employer contributions under the Thrift Plan Option of this Section 5 shall be used to reduce Employer contributions under such Option.

- ☐ Fixed Option. The Employer shall contribute to the Fund an amount equal to ___% of the total covered Compensation of all Participants for the Valuation Period. The Employer contribution shall be allocated in the proportion which the Compensation of each such Participant for such Valuation Period bears to the Compensation paid to all such Participants for such Valuation Period.

- ☒ Variable Option.

- ☒ The Employer intends to make a contribution to the Plan for the benefit of the Participants for each Valuation Period. The contribution may be varied from year to year by the Employer. (Select one option below)

- ☐ Option A: The Employer contribution shall be allocated in the proportion that each such Participant's total points awarded bear to the total points awarded to all Participants with respect to such year. A Participant shall be awarded one point for each Year of Service.

- ☒ Option B: The Employer contribution shall be allocated in the proportion which the Compensation of each such Participant for such Valuation Period bears to the Compensation paid to all such Participants for such Valuation Period.

- ☐ Option C: A combination of Options A and B in the following ratios: ___% for Option A, and ___% for Option B.

- ☐ 401(k) Option.
(This Option available only if elected prior to May 1, 1986)
- ☐ Participant Deferral Elections shall be allowed under the provisions of Section 4.8 of the Plan. Participants shall be allowed to defer no more than % of their Compensation for each election period.
- ☐ Section 4.8(d) of the Plan ("Roth Elective Deferrals") shall apply to contributions after _____ (enter a date later than January 1, 2006, but not earlier than the date the Roth option was initially adopted), and the Plan will accept a direct rollover from another Roth elective deferral account under an applicable retirement plan as described in Code Section 402A(e)(1).
- ☐ Matching Contribution Option. The Employer shall contribute to the Fund an amount equal to _____% of the Participant's contributions under the Employer's Section 457(b) Deferred Compensation Plan. The Employer matching contribution shall be limited to _____% of the Participant's Compensation. Forfeitures attributable to Employer matching contributions under this Matching Contribution Option of Section 5 shall be used to reduce Employer matching contributions under such Option.
- ☐ No Employer Contribution Option.

6. Other Participant Contribution Options.

- ☒ Voluntary Nondeductible Contributions by Participants shall be allowed under the provisions of Section 4.4 of the Plan.
- ☐ A Participant may not withdraw Voluntary Nondeductible Contributions.
- ☐ Participants shall not contribute to the Plan.

7. Self-Directed Investments.

- ☒ **Are permitted.**
- ☐ Are not permitted.

8. Allocation of Forfeitures Available.

Forfeitures of Employer contributions attributable to the Fixed Option or Variable Option under Section 5 hereof:

- ☒ Shall be added to Employer contribution under such Option.
- ☐ Shall reduce the Employer contribution under such Option.

9. Service for Worker's Compensation Period.

If a Participant is on an Authorized Leave of Absence and is receiving worker's compensation during such Authorized Leave of Absence, such Participant

- ☒ shall be credited with Service for such period for purposes of vesting only and not for purposes of allocations of Employer Contributions.
- ☐ shall not be credited with Service for such period.

10. Vesting.

For purposes of vesting under Section 6.4 of the Plan, the Employer hereby elects the following Option:

☐ Option A

<u>Years of Service</u>	<u>Vested Percentage</u>	<u>Forfeited Percentage</u>
less than 1	0%	100%
at least 1 but less than 2	10%	90%
at least 2 but less than 3	20%	80%
at least 3 but less than 4	30%	70%
at least 4 but less than 5	40%	60%
at least 5 but less than 6	50%	50%
at least 6 but less than 7	60%	40%
at least 7 but less than 8	70%	30%
at least 8 but less than 9	80%	20%
at least 9 but less than 10	90%	10%
10 or more	100%	0%

☐ Option B

<u>Years of Service</u>	<u>Vested Percentage</u>	<u>Forfeited Percentage</u>
Less than 3	0%	100%
at least 3 but less than 4	20%	80%
at least 4 but less than 5	40%	60%
at least 5 but less than 6	60%	40%
at least 6 but less than 7	80%	20%
7 or more	100%	0%

☐ Option C

<u>Years of Service</u>	<u>Vested Percentage</u>	<u>Forfeited Percentage</u>
less than 5	0%	100%
at least 5 but less than 6	50%	50%
at least 6 but less than 7	60%	40%
at least 7 but less than 8	70%	30%
at least 8 but less than 9	80%	20%
10 or more	100%	0%

☐ Option D

<u>Years of Service</u>	<u>Vested Percentage</u>	<u>Forfeited Percentage</u>
Immediate 100% Vesting	100%	0%

☒ Option E

The Schedule indicated below (the sum of the Vested Percentage and Forfeited Percentage at each Year of Service must equal 100%) the vesting schedule must be at least as favorable as one of the safe harbor pre-ERISA schedules. The safe harbor vesting schedules are:

- 15-year cliff vesting schedule: The plan provides that a participant is fully vested after 15 years of creditable service (service can be based on years of employment, years of participation, or other creditable years of service).
- 20-year graded vesting schedule: The plan provides that a participant is fully vested based on a graded vesting schedule of 5 to 20 years of creditable service (service can be based on years of employment, years of participation, or other creditable years of service).
- 20-year cliff vesting schedule for qualified public safety employees: The plan provides that a participant is fully vested after 20 years of creditable service (service can be based on years of employment, years of participation, or other creditable years of service). This safe harbor would be available only with respect to the vesting schedule applicable to a group in which substantially all of the participants are qualified public safety employees (within the meaning of Section 72(t)(10)(B)).

<u>Years of Service</u>	<u>Vested Percentage</u>	<u>Forfeited Percentage</u>
less than 1	0%	100%
at least 1 but less than 2	0%	100%
at least 2 but less than 3	0%	100%
at least 3 but less than 4	0%	100%
at least 4 but less than 5	0%	100%
at least 5 but less than 6	0%	100%
at least 6 but less than 7	0%	100%
7 or more	100%	0%

☐ Option F

To comply with the Internal Revenue Service Regulations promulgated pursuant to the Code Section 3121(b)(7)(F), Participants who are part-time, seasonal or temporary Employees will have immediate vesting.

(If this Option F is elected, one of the other Options above must also be elected for Participants who are not part-time, seasonal or temporary Employees).

11. Participant Loans.

- ☒ Participant loans shall be offered pursuant to Section 6.14 of the Plan.
- ☐ Participant loans shall not be offered.

12. Direct Transfer to Other Retirement Plan.

- ☒ Direct transfer of a Participant's accounts to another defined contribution plan sponsored by the Employer is not permitted.
- ☐ The Accounts of any Participant who (i) is 100% vested in his Accounts in this Plan; (ii) has ceased to be eligible for participation in this Plan; and (iii) who becomes eligible for participation in another defined contribution retirement plan sponsored by the Employer (the "Other Retirement Plan"), shall be directly transferred to the Other Retirement Plan as soon as practicable after the Plan Administrator provides written direction to the Trustee to such effect in a form acceptable to the Trustee.

13. Valuation Date. Except with respect to any Special Valuation Date determined in accordance with Section 5.10, the Valuation Date for the Plan shall be:

- ☐ Monthly: Midnight on the last work day of the calendar month.
- ☐ Weekly: Midnight on the last work day of the calendar week.
- ☒ Daily: Beginning effective on the first date reasonably available to the Oklahoma Municipal Retirement Fund, on each business day of the Plan Year for which Plan assets are valued on an established market.

14. The Employer has consulted with and been advised by its attorney concerning the meaning of the provisions of the Plan and the effect of entry into the Plan.

IN WITNESS WHEREOF the **City of Durant** has caused its corporate seal to be affixed hereto and this instrument to be duly executed in its name and behalf by its duly authorized officers this _____ day of _____, _____.

City of Durant

By: _____

Attest:

Title: _____

Title: _____

(SEAL)

The foregoing Joinder Agreement is hereby approved by the Oklahoma Municipal Retirement Fund this _____ day of _____, _____.

OKLAHOMA MUNICIPAL RETIREMENT FUND

By: _____

Title: _____

Attest:

Secretary

(SEAL)

Required Disclosures. This Joinder Agreement is to be used only with the Oklahoma Municipal Retirement Fund Master Defined Contribution Plan. Failure to properly complete this Joinder Agreement may result in failure of the Plan to qualify under Code Section 401(a). In accordance with IRS Rev. Proc. 2011-49, the Volume Submitter Practitioner who has obtained Internal Revenue Service approval of the Oklahoma Municipal Retirement Fund Master Defined Contribution Plan has authority under the Plan document to amend the Plan on behalf of adopting employers for certain changes in the Code, regulations, revenue rulings, other statements published by the Internal Revenue Service, including model, sample or other required good faith amendments. The Volume Submitter Practitioner will inform adopting employers of any such amendments or of the discontinuance or abandonment of the volume submitter plan document. The name, address and telephone number of the Volume Submitter Practitioner are: McAfee & Taft A Professional Corporation, 211 N. Robinson, Oklahoma City, OK 73102, telephone (405) 552-2231. Any inquiries by the adopting employer regarding the adoption of the Plan, the meaning of Plan provisions, or the effect of the Internal Revenue Service advisory letter on the volume submitter plan may be directed to the Volume Submitter Practitioner.



The City of Durant

Office of Community Development

Memorandum

Date: 5/5/2020
To: Mayor and City Council
From: Danielle Barker, Community Development Director
Re: Consideration PC2020-05 a Final Plat for Pecan Creek, Located at 49th Street & Kimberly Road

Request: Consider a request from Shield of Faith Properties, LLC, for a final plat on 49th Street and Kimberly Road.

Current Zoning: R-1 – Single Family Residential

Surrounding Properties:

Direction	Zoning	Use
North	A-1	Single Family Uses
East	A-1	Vacant Property
South	R-1 / R-3	Single Family Uses
West	R-1	Single Family Uses

Applicant: Shield of Faith Properties

Background: Applicants approached staff regarding filing for a final plat for property located on 49th Street and Kimberly Road. The applicant has stated within the application that this area would be residential development. The applicant stated that parking would meet city ordinances and a new street was put in to accommodate the different lots.

Notifications have been made to the surrounding property owners and at the time of this report no letters or phone calls have been received by staff.

Analysis: The subject property is approximately 6.92 acres in total and is divided into 9 lots. Each of the lots meet current standards for the zoning category. Also each of the lots are large enough to accommodate for the septic/aerobic system.

City Staff has reviewed the final plat, and the only issues that remained when the Planning Commission heard

the case were with the streets. The applicant is working with staff and is beginning the process of correcting those issues. The Street Supervisor stated that he is okay with moving forward as long as there is an agreement to correct the issues that were pointed out.

The current Land Use Map has this area as low-density residential; therefore, this final plat request is in compliance with the Comprehensive Plan.

The applicant will not be able to occupy the units until the public improvements are completed.

Planning Commission Recommendation: The Planning Commission recommended approval of the final plat.

Required Action: Hold a public hearing and approve or deny the final plat request for the location near 49th Street and Kimberly Road. Any specific conditions imposed should be read into any approval motion.

Council Information / Action Requested

To approve or deny final plat

City Staff Information / Action Follow-up, if Council authorizes this action:

Community Development to notify applicant

GIS to update City maps

City Clerk to facilitate and seal of final plat

ATTACHMENTS:

Description

PC2020-05

Type

Cover Memo

Upload Date

5/6/2020

Subdivision/Plat Application

Preliminary Plat: ☐

Final Plat: ☒

Petition # 2020-05

Fee \$ 300-

Expedited Fee \$ _____

APPLICANT INFORMATION

Name: <u>Shield of Faith Properties, LLC</u>	Email: <u>zach@Sofproperties.com</u>	Phone #1: <u>580 916 2999</u>
Mailing Address: <u>212 Edgewood Cir</u>		Phone #2: _____
City: <u>Durant</u> State: <u>OK</u> Zip: <u>74701</u>		Fax #: _____
Applicant's Interest in Property: <u>Owner/Developer</u>		

SURVEYOR INFORMATION

Name: <u>Trey Chappell</u>	Email: <u>CTrey@chappellsurveying.com</u>	Phone #1: <u>580 326 6688</u>
Mailing Address: <u>P O Box 863</u>		Phone #2: _____
City: <u>Hugo</u> State: <u>OK</u> Zip: <u>74743</u>		Fax #: _____
Surveyor Oklahoma License Number: _____		

ENGINEER INFORMATION

Name: <u>Wayne Barker</u>	Email: <u>WBarker@barkerengineering.com</u>	Phone #1: <u>580 931 9045</u>
Mailing Address: <u>3902 University Blvd</u>		Phone #2: _____
City: <u>Durant</u> State: <u>OK</u> Zip: <u>74701</u>		Fax #: _____
Engineer Oklahoma License Number: _____		

LAND INFORMATION

Legal Description: <u>Map 4 of Sec 25, Township 6 South, Range 8 East, of the Edinburg and Meridian, Bryan Co, OK</u>	Parcel Number: _____
Proposed Subdivision Name: <u>Pecan Creek</u>	Current Zone: <u>R1</u>
Proposed Use: <u>Residential Development</u>	Proposed Zone: <u>R1</u>
Current Property Owner's Name: <u>Shield of Faith Properties</u>	

The applicant has prepared this application and supporting documentation and certifies that the facts stated herein and exhibits attached hereto are true and correct.

Applicant: [Signature] Date: 2-7-2020

Office Use Only

Date Filed: <u>2-10-20</u> Initial: <u>[Signature]</u>	Date Payment Received: <u>2-10-20</u> Initial: <u>[Signature]</u>	Notification Mailed: _____ Date: _____ Initial: _____	Comments: _____
Proof of Publication Received: _____		Property Posting Verified: _____	
Date: _____ Initial: _____	Staff Recommendation: _____ ____ Approve ____ Deny	PC Recommendation: _____ ____ Approve ____ Deny	City Council Action: _____ ____ Approve ____ Deny
			Ordinance #: _____

APPLICATION WILL NOT BE CONSIDERED COMPLETE WITHOUT THE FOLLOWING INFORMATION ADDRESSED:

Please describe the nature and operating characteristics of the proposed use:

Residential Development

STATE HOW THE FOLLOWING ISSUES WILL BE ADDRESSED:

1. Parking:

This is addressed through City codes and ordinances that must be followed to receive a CO after building a house

2. Screening of offensive areas (trash, loading areas, transformers, utility connections, detention ponds, etc.).

N/A

3. Traffic Impacts:

There was a brand new street put in to help ensure that 0 drivers will be coming onto 79th street

4. Protection of Neighborhoods:

N/A

What licenses and permits (if any) are required for this proposed use?

Building Permits

Please list or describe any other reasons to support this Subdivision/Final Plat Application.

All development done that was approved during preliminary plat

Zoning Map

Petition # 2020-05 - N 49th Ave

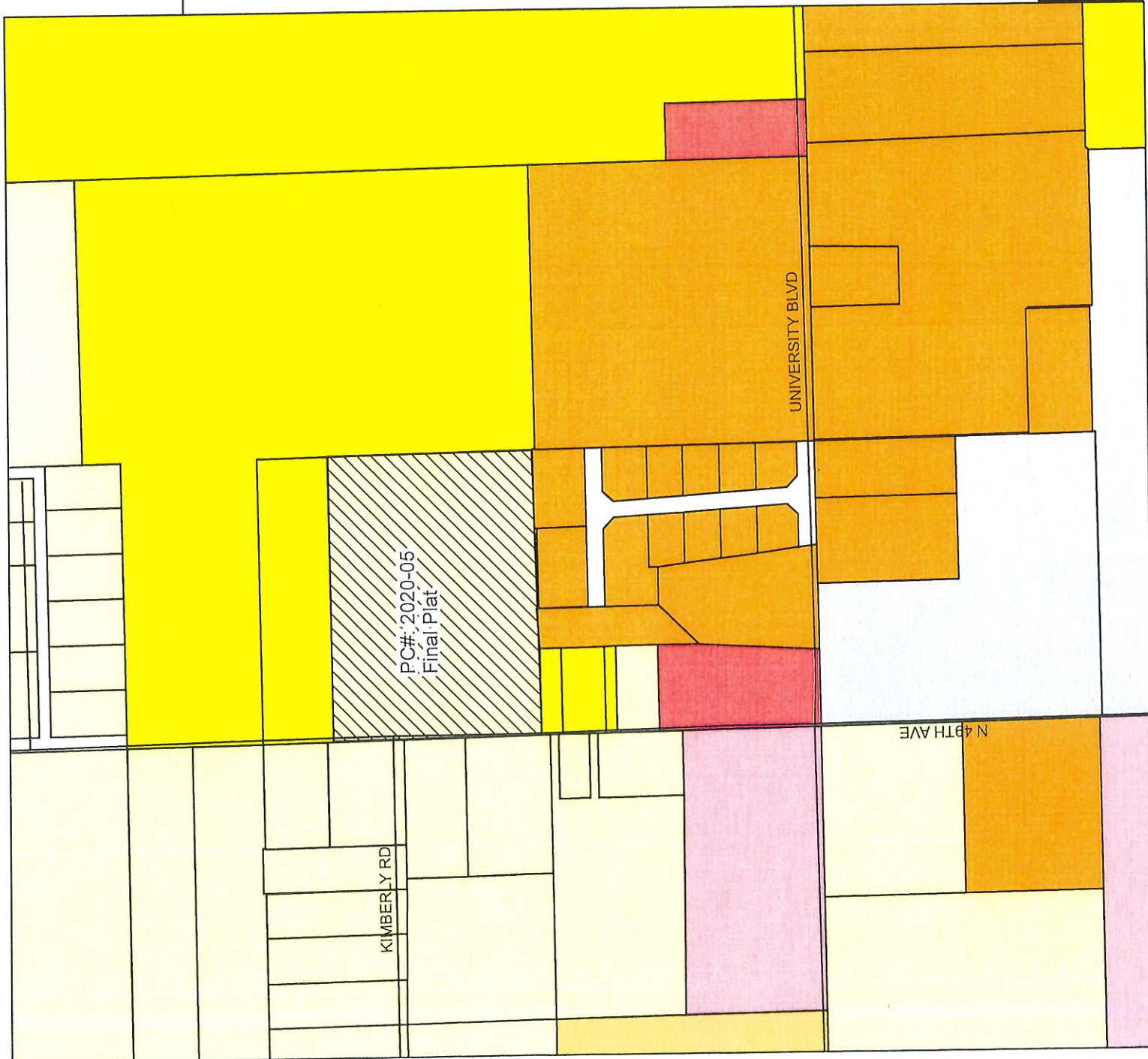
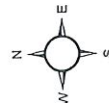
- A1 - Agriculture
- C0 - Professional & Business Office
- C1 - Convenient Commercial
- C2 - Highway Commercial
- C3 - General Commercial
- CBD - Central Business District
- H1 - Health Facilities
- I1 - Light Industrial
- I2 - Medium Industrial
- R1 - Single Family Residential
- R2 - Two Family Residential
- R3 - General Residential - Multi-Family

Use this map as a guide and not as definitive information. The information depicted by this map are provided for illustrative purposes only. Information such as (property ownership, acreage, property boundaries) are to be verified at the Bryan County Assessor's Office by the user. The burden for determining accuracy and/or correctness of information rest solely with the user. This map is provided "as is" with no warranties, expressed or implied.

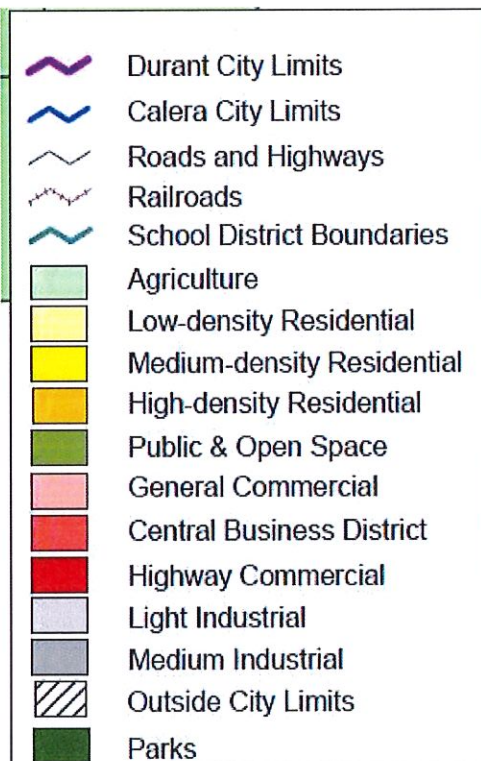
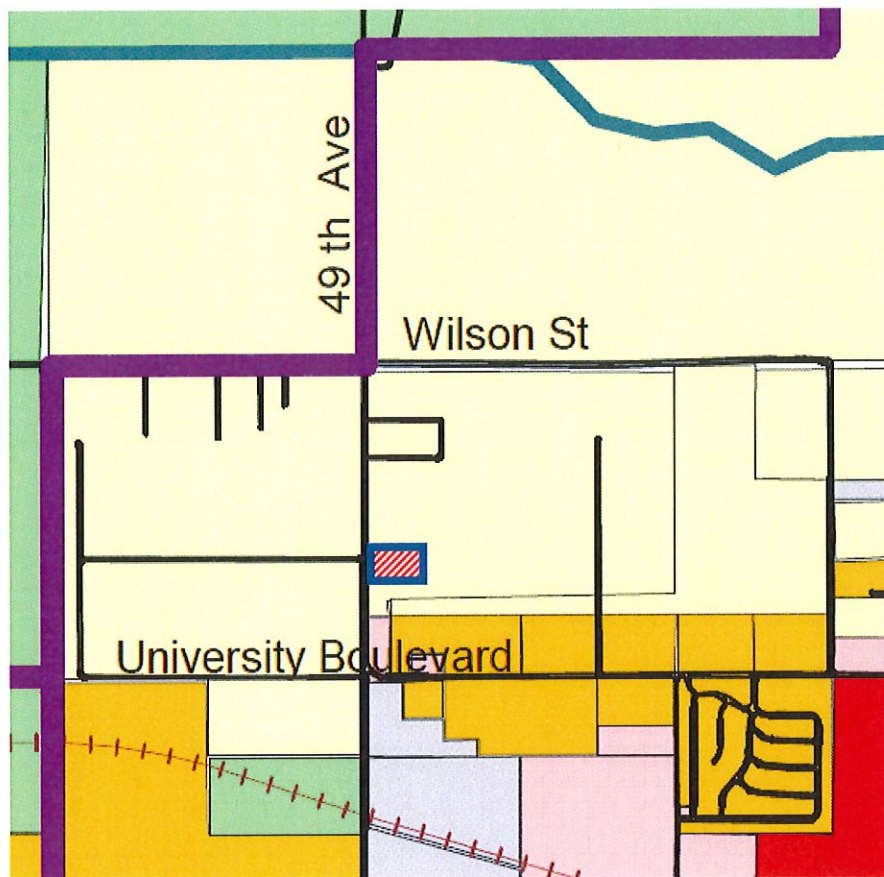


City of Durant
Community Development

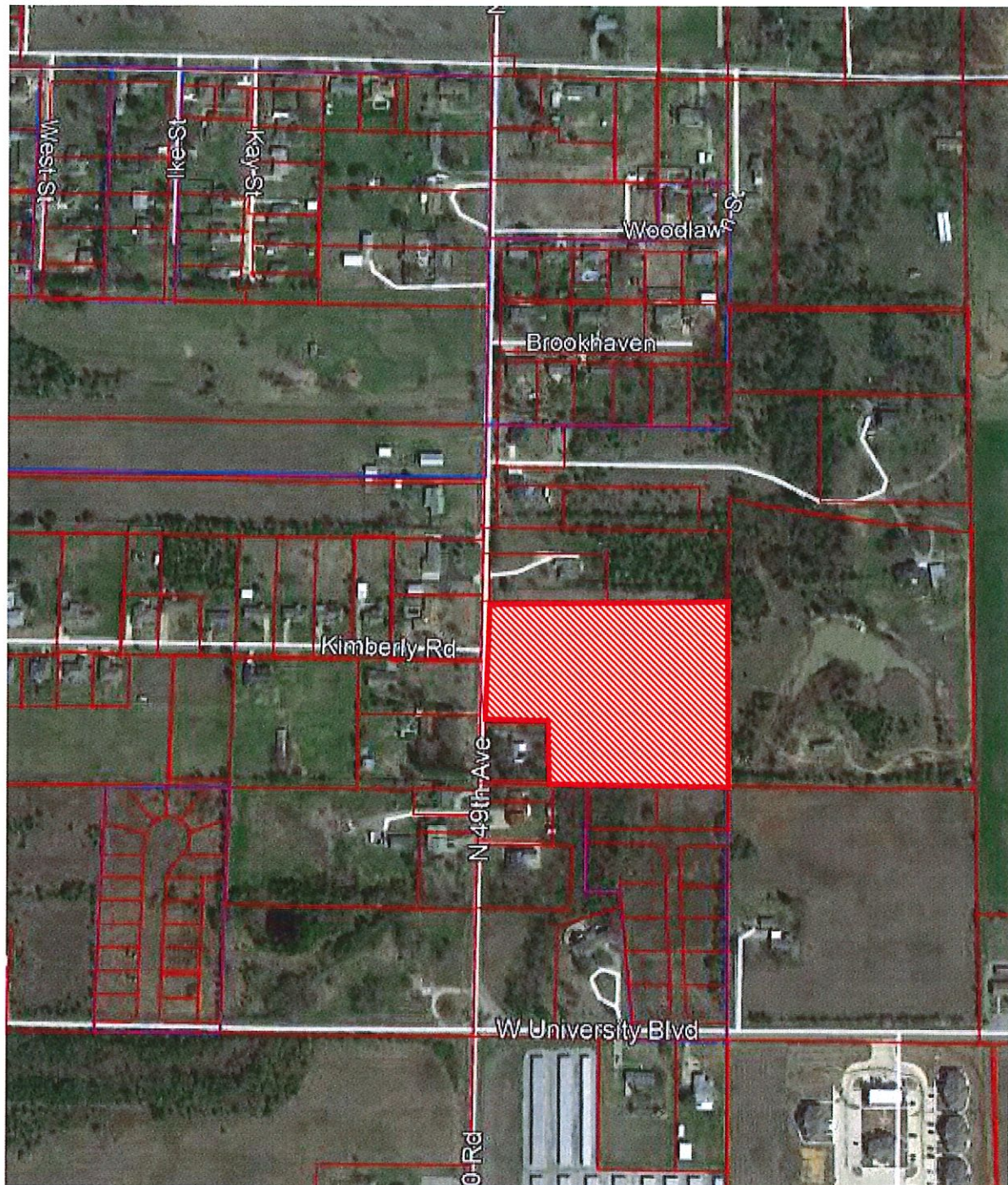
Printed: February 10, 2020



Future Land Use Map



Aerial Map



Zoning Map

Petition # 2020-05 - N 49th Ave

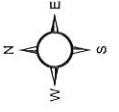
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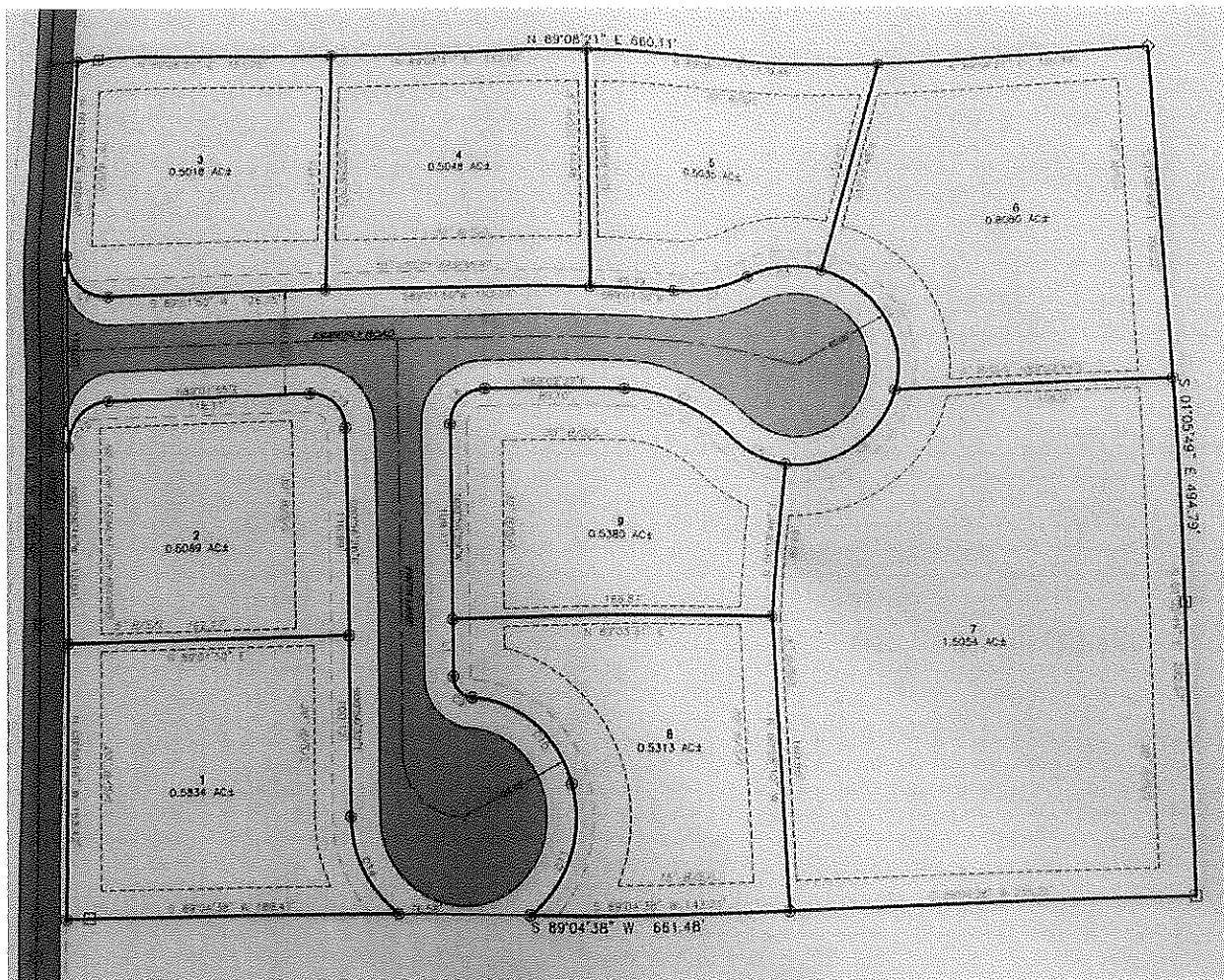


City of Durant
Community Development

Printed: February 10, 2020



Final Plat Survey



§ 156.044 FINAL PLAT.

(A) Purpose. The purpose of the final plat is to create a record document which accurately describes the subdivided land, both as to accurate dimensions, and as to legal provisions which are pertinent to the subdivision. Much of the reason for this step is to make the transfer of the land more simple and certain. Land sales by reference to a legally filed plat are generally less complicated and more likely to provide the precise legal situation sought. The certainty of such sales derives from the assurance of an accurate survey and processes designed to assure the provision of facilities necessary to service the land.

(B) At the time the final plat and final plat checklist are submitted to the Community Development Department, the subdivider shall take one of the following courses of action:

(1) If the subdivider elects to, deposit the surety bond as specified in § [156.026](#), he or she shall submit plans for all improvements required under this chapter, such plans to bear the approval of the Planning Commission. Upon completion of a portion of the construction of the required improvements, the Planning Commission may release a portion of the surety bond in the amount of the costs of the constructed improvements, as estimated by the Planning Commission, Secretary or municipal staff. Before any portion of the surety bond may be released, the City Engineer, City Building Inspector or City Manager shall approve the as-built plans and specifications for that portion of the improvements for which the subdivider has requested release of the surety bond;

(2) If the subdivider elects to complete all improvements as specified in the preliminary plat, he or she shall submit the as-built specifications and as-built original tracings of all improvements. If the Secretary of the Planning Commission finds that the as-built plan and specifications comply with requirements, and that the actual construction is as shown in the plans and specifications, he or she shall endorse his or her approval thereon.

(C) All actions of the Planning Commission, whether approving final plats for all or part of an area shown in a preliminary plat shall, in so far as the plat involves dedications to the public, constitute only an authorization for the subdivider to submit the plat to the City Council to which the dedications are proposed. Such Planning Commission actions shall not constitute an acceptance of dedication or a commitment to accept dedication.

(D) Applicability. A final plat shall be required for subdivisions of property and the recording of single lots in accordance with these regulations.

(E) Application procedure and requirements. A final plat for minor subdivisions may be approved by the Community Development Director. A final plat for a major subdivision shall require approval by the Planning Commission. Final plats shall comply to the preliminary plat where applicable. The application shall be accompanied by the following:

(1) Four mylar and four paper copies of the proposed final plat bearing all information specified in these regulations and the following:

(a) The final plat shall be clearly and legibly prepared by a surveyor or engineer. The size of the map shall not be less than 22 inches by 34 inches and shall be drawn to the scale of one inch equals 100 feet, unless the Community Development Director authorizes a different scale in writing.

(b) Notice statement. "Notice: Selling a portion of this addition by metes and bounds is a violation of city ordinance and state law and is subject to fines and withholding of utilities and building permits."

(c) Name of subdivision and the name and number of any larger subdivision of which this tract now subdivided was once a part.

(d) Number of lots and the acreage platted.

(e) Boundary lines. The boundary lines with accurate distances and bearings and the exact location and width of all existing or recorded streets intersecting the boundary of the tract.

(f) Bearing distances. True bearings and distances to the nearest established street lines and monuments, which shall be accurately described on the plat.

(g) Property offered for dedication. The accurate outline of all property which is offered for dedication for public use, and of all property that may be reserved by covenant in the deeds for the common use for the common use of the property owners in the subdivisions, with the purpose indicated thereon.

(h) The exact layout including:

1. Street and alley lines, including their names, bearings, angles of intersection and widths (including widths along the line of any intersecting street):

2. The length of all arcs, radii, internal angles, points of curvature, length, and bearings of the tangents.

3. All easements for rights-of-way provided for public services or utilities and any limitations of the easements.

4. All lot numbers and lines with accurate dimensions in feet and hundredths of feet and with bearings and angles to street and alley lines.

5. The location of the centerline of creeks or drainage ways with accurate dimensions in feet and hundredths of feet with bearings and angles.

(i) The accurate location, material, and size of all monuments approved by the City Engineer.

(j) Building setback lines for residential properties.

(k) Special restrictions including, but not limited to, drainage and floodway, fire lanes, and screening.

(l) In case the subdivision is traversed by water course, channel, stream, or creek, the prior or present location of such water course, channel, stream, or creek shall

be shown on the plat and the boundary of the regulatory flood and the ten-year flood. It will be assumed that there is no significant difference between the two and the regulatory flood will be used, unless the owner shows the ten-year flood on the map.

(m) North point, scale, and date.

(n) Legal description according to the real estate records maintained by the County Clerk's office and area calculations.

(o) Location by section, town, range, township, county and state.

(p) Title of document and a vicinity sketch drawn to a scale of a maximum of 2,000 feet to the inch.

(2) Formal irrevocable offers of dedication to the public of all streets, local government uses, utilities, parks, and easements, in a form approved by the City Attorney. The plat shall be marked with a notation indicating the formal offers of dedication.

(3) The improvement agreement and security, if required, in a form satisfactory to the City Attorney and in an amount established by the Planning Commission upon recommendation of the City Engineer and shall include a provision that the property owner shall comply with all the terms of the final plat approval as determined by the Planning Commission.

(4) As-built construction plans, where applicable.

(5) Covenants and deed restrictions, if any.

(6) Accurate legal description.

(7) Certification by a registered public surveyor to the effect that the plat represents a survey made by him or her and that all the monuments shown thereon actually exist, and that their location, size, and material description are correctly shown, and that the survey correctly shows the location of all visible easements and rights-of-way and all rights-of-way, easements and other matters of record affecting the property being platted.

(8) The County Clerk's office and applicable state statutes may require additional information to be submitted or included on the final plat.

(F) Standards for approval. No final plat shall be approved by the Community Development Director, the Planning Commission or the City Council unless the following standards have been met:

(1) The plat substantially conforms to the preliminary plat.

(2) Required public improvements have been constructed and are ready to be accepted, and/or an improvement agreement has been accepted by the city providing for the subsequent completion of improvements.

(3) The plat conforms to applicable zoning and other regulations.

(4) Provision has been made for adequate public facilities under the terms of this chapter.

(5) The plat meets all other requirements of this chapter.

(G) Approval procedure. After review of the final plat, the Community Development Director shall place the final plat for consideration on the agenda of a public meeting of the Planning Commission. Minor plats may be approved by the Community Development Director or referred to the Planning Commission in accordance with these regulations. In the event of disapproval, reasons for disapproval shall be stated. One copy of the final subdivision plat shall be returned to the applicant with the date of approval, conditional approval or disapproval noted on the final plat, and, if the final plat is disapproved, the reasons for disapproval accompanying the final plat.

(H) Appeals. If the Planning Commission disapproves the final plat, the applicant may appeal to the City Council in the manner prescribed in these regulations.

(I) Certificate of compliance. Upon final approval of a final plat required by these regulations, the Planning Commission shall issue to the person applying for approval a certificate stating that the final plat has been approved by the Planning Commission and/or the City Council. For purposes of this section, final approval shall not occur until all conditions of approval have been met.

(J) Signing and recording of final plat.

(1) When an improvement agreement and security are required, the Chairman of the Planning Commission, or the Mayor, if approval has been granted by the City Council, and the Community Development Director or City Engineer shall endorse approval on the final plat after the agreement and security have been approved by the Planning Commission, and all the conditions pertaining to the final plat have been satisfied.

(2) When installation of public improvements is required prior to recordation of the final plat, the Chairman of the Planning Commission or the Mayor, if the plat has been approved by the City Council, and Community Development Director or City Engineer shall endorse approval on the final plat after all conditions of approval have been satisfied and all public improvements satisfactorily completed. There shall be written evidence that the required public improvements have been installed in a manner satisfactory to the city as shown by a certificate signed by the City Engineer stating that the necessary dedication of public lands and installation of public improvements has been accomplished.

(3) It shall be the responsibility of the applicant to file the final plat with the County Clerk. Simultaneously with the filing of the final plat, the applicant shall record such other agreements of dedication and legal documents as shall be required to be recorded by the City Attorney. The final plat, bearing all required signatures, shall be recorded after final approval and within ten working days of its receipt. One copy of the recorded final plat shall be returned to the city prior to the issuance of any building permits.

(K) Effect of approval. Approval of a final plat shall certify compliance with the regulations of the city pertaining to the subdivision of land. An approved and signed final plat may be filed with the county as a record of the subdivision of land and may be used to reference lots and interests in property thereon defined for the purpose of conveyance and development as allowed by these regulations.

(L) Lapse of final plat approval. The approval of a final plat shall be effective for a period of six months from the date that the final plat is approved by the Planning Commission or the City Council, at the end of which time the applicant must have met the requirements for recording of the final plat with the County Clerk. If the applicant has not met the requirements for recording of the final plat with the County Clerk within six months, or an extension is not granted in accordance with these regulations, the final plat approval shall be null and void, and the applicant shall be required to submit a new plat for review subject to the then existing zoning restrictions and subdivision regulations. No certificate of occupancy or change of occupancy permit will be allowed for the property until the applicant has met the requirements for filing of the final plat with the County Clerk.

(Ord. 1573, passed 11-13-07)

**Minutes of the Durant Municipal Planning Commission Meeting of Tuesday,
April 21, 2020 Roscoe J. Hatfield, City Council Chambers, Durant City Hall**

CALL TO ORDER:

Planning Commission Chair Kevin Keener called the meeting to order at 5:35p.m.

INVOCATION:

Zack Everett

Roll Call:

Planning Commission Members:

Present: Kerr, Horner, Jackson, Knight, Keener

Absent:

1. CONSIDERATION APPROVAL OF MINUTES

- Planning Commission Meeting of March 17, 2020

Motion was made by Commission Member Knight and seconded by Commission Member Horner to approve the minutes of March 17, 2020 as presented

Motion carried by the following vote:

Aye: Kerr, Horner, Knight, Keener

Nay:

Abstain

2. CONSIDERATION PC2020-05

Danielle Barker reviewed with the Planning Commission members that the staff has had more time to look at the final plat and issues addressed. There were no further issues. The street superintendent is okay with moving forward with final plat with the agreement that the issues will be corrected. And staff should have ability to ensure the issues are taken care of. The applicant is here if you have any questions.

K. Keener: All the departments involved are okay with moving forward?

D. Barker: Yes

K. Keener: Any problems questions or concerns?

K. Keener: Whitney did you hear every department involved including community development is okay with moving forward?

W. Kerr: Yes, I did hear that, I'm fine with that. It kind of cut out on me but I heard most of it.

Motion was made by Commission Member Horner and seconded by Commission Member Knight to approve the final plat as presented

Motion carried by the following vote:

Aye: Kerr, Horner, Knight, Keener

Nay:

Abstain

2. CONSIDERATION PC2020-08

Danielle Barker reviewed with the Planning Commission members stating that the applicant wants to do a lot split as well as a rezoning for a SFR. The hope is to be a single family home the applicant is here if you have any questions and note Drew Jackson has joined.

K. Keener: Welcome Drew. We are on item number three. From what I can tell the only reason to change is to get a building permit for single family residence.

D. Barker: Yes, the lot that is going to be split is about an acre and for Ag that is less than what is needed. There is a sale of the property that is going on and if this gets approved through council then there will be a lot split and it all has to be together. The only item we are dealing with for this is the rezoning piece of it.

S. Knight: Is there a reason why he had to come do this other than the 1 acre not being 5 acres just seems like he would be able to build a house on it even though its zoned Ag.

D. Barker: Right, because he is only purchasing an acre, they have to go through the rezoning. If it were a 5-acre piece then he would not need the rezoning. It appears to be an easy lot split as well.

S. Knight: Gotcha

K. Keener: Do we have any questions for the applicant or anything that needs to be addressed or concerns? We might also check if we have any oppositions that were emailed in or public comments.

D. Barker: We have not. And staff did not receive anything prior the meeting either.

K. Keener: Okay. Will the entrance to this property be off N 49th or Wilson?

D. Barker: I am not sure I will let the applicant tell you.

K. Francis: The applicant is technically Jerry Downs since he technically still owns the property but the entrance will be off of Wilson.

K. Keener: And this will be considered one lot and one legal?

D. Barker: Right the one-acre piece that is beginning to be split off will be its own legal separated from the larger piece. In your packets there was a plat as to what they are going to be doing.

K. Keener: Any other questions for the applicant?

D. Jackson: I'm just curious as to what the little notch on the corner is just looking at the survey.

D. Barker: Is it the X you're looking at?

D. Jackson: Yes

D. Barker: That's a good question and I don't believe there is an answer for that the last time I heard.

K. Francis: Yeah when the surveyor went out there it is not a part of Jerry Downs's property. They couldn't find on public record whose property that was that's why it was put there.

D. Jackson: I'm not able to read on my copy can you tell me how large that section is?

K. Francis: The parent parcels are a little over 7 acres and the parcel that will be lot split out pending approval is 1.17 acres.

D. Jackson: How about the part that is X'd out on the corner?

D. Barker: I believe that it is about 60 by 60 piece of property. There's nothing out there on the property whenever I went out by there. And I'm not sure as to whom that belongs to. But it will not be included in the lot split or the parent property.

D. Jackson: Does that create any issue moving forward?

D. Barker: It should not, no. The surveyor already took that piece out so it is not included on the survey at all.

D. Jackson: Okay thank you.

K. Keener: Any other questions or comments. Do we have a motion?

S. Knight: I don't think I have any other questions.

K. Keener: If we don't have any other questions or comments I would entertain a motion.

Motion was made by Commission Member Horner and seconded by Commission Member Jackson to approve the rezoning as presented
Motion carried by the following vote:
Aye: Kerr, Horner, Jackson, Knight, Keener
Nay:
Abstain

3. CONSIDERATION PC2020-09

Danielle Barker reviewed with the Planning Commission members stating that this is a piece of property owned by the Choctaw Nation and they are wanting to put a daycare center on the property. In order to do that and handle things the right way by the city, they are trying to get the rezoning done. Also, we should note the piece of property is in the process of being put into trust land which they are expected to be done in a year or so. Staff has no issues with the request. The comprehensive plan does call for this as Industrial area, but it should be noted that there is already existing commercial zoning out there and as you all know the land use map is in the process of being updated. This area is one of those that could likely change, especially with already having commercially zoned property out there. If there's any questions I would be happy to answer them also there is a representative of the applicant here for any potential questions.

K. Keener: Mr. Barker is here. My question was the size of the property and if this will all be used for a child care-facility.

W. Barker: That's a good question I don't think anyone knows the answer to that. Just the east half is where the daycare is going is what's planned right now.

K. Keener: Okay just the east half. We do have Mr. Barker here do you guys have any questions for him?

D. Jackson: I would assume the only access is from Big Lots Parkway?

W. Barker: That's correct.

D. Barker: No public comments have come in and has staff received anything prior.

Motion was made by Commission Member Knight and seconded by Commission Member Horner to approve rezoning as presented
Motion carried by the following vote:
Aye: Kerr, Horner, Jackson, Knight, Keener
Nay:
Abstain

4. CONSIDERATION PC2020-07

Danielle Barker reviewed with the Planning Commission members stating that last meeting we had a bunch of different conversations regarding the Manufactured/Mobile home ordinance. Since then staff has sent out by email some ordinances that have been from surrounding cities or comparable cities for you guys to look at. Since we tabled it we had to bring it back to you. I also found out the one option we have is to take a no action. We can have a discussion on what we would like to do and direction we would like to go. And staff can take that and start to draft an ordinance on how everyone would like that to go and look like.

K. Keener. Is that your preference?

D. Barker: I would like to so we get it done the way you guys would like it and be able to draft the full ordinance or to be able to if you guys want or just the manufactured home on existing lot piece then we can certainly do that. And see what you guys would like to have or see in that ordinance would be extremely helpful.

K. Keener: I just wonder if this would be the best platform for discussion or if we want to have a in person discussion what do you think?

D. Barker: With the situation being the way it is now we don't know when we would be able to have full in person discussions. So, we can definitely discuss it now for anyone that has any questions or guidance on what you would like to do. Or if you want to do a no action and we can wait and see what May holds. There is no guarantee that we will be able to have a in person meeting in May we may have to wait and see when all the restrictions are lifted.

K. Keener: Drew can speak to this but one of his questions was what direction does Council or City Manager want this to go so will know what to do.

D. Barker: I would like to see what you guys wanted to do to be honest.

D. Jackson: Whoever is making the request of that we should make changes I think should be candid and paint a clear picture of what should be changed for our consideration. This wasn't something that to my knowledge this commission brought up to be changed. So, from my perspective it's hard to address the entire ordinance when I don't know the driving force behind it. So, I guess whatever the driving force is I would rather have a candid discussion about who and why. So that we can accomplish what is desired and have some clear direction. It would be hard for me to give any clear input or direction without understanding those things.

D. Barker: Correct and I will add with the drafting that I did and looking at it that it needs to be updated at the very least. We have had some conversations at the staff level in the last few weeks discussing what that looks like and it's just some clarifications. We have the manufactured ordinance and the mobile home ordinance and the definitions aren't very clear. There are some things that could be cleaned up and taken care of and that could solve some of our problems.

D. Jackson: So, is it just a clean up or a particular direction or changes that are wanted?

D. Barker: Some of the directions has included making it a little clearer and making sure deciding on existing lots was what you guys wanted to have to still place a manufactured home on a existing lot or to be able to only have the certain zoning classifications for mobile homes, that's kind of one question staff has had. We can do it however and at one point we talked about having council and PC join in one conversation and that's something we could potentially look at doing but it would have to more of a workshop type of scenario.

D. Jackson: Again, from my stand point a workshop would be the only way I could appropriately give feedback maybe include the city manager and others who have stake.

S. Knight: I concur with what Drew is saying I don't think this is a 5 min or 10 min conversation. I would rather have a meeting or workshop in the coming months to really hash out what we really are talking about and I know the coming months are a little unknown but I still think it's something I'm not comfortable with. I would rather have a discussion about it verses video chat.

D. Barker: I can definitely get to working on that and if that's what everyone agrees with I would definitely recommend doing a no action and that will remove it from the agenda to where it won't have you continually to table it or any other potential issues.

C. Horner: Do we need to make a motion for that?

D. Barker: Yeah, I don't know if we absolutely need to but to make it official we can.

Motion was made by Commission Member Horner and seconded by Commission Member Knight to take no action as presented
Motion carried by the following vote:
Aye: Kerr, Horner, Jackson, Knight, Keener
Nay:
Abstain

OLD BUSINESS:

NEW BUSINESS /ANNOUNCEMENTS:

D. Barker: Regarding the comp plan that kind of got derailed a little bit with this Covid situation, what I would like to do is to try and have joint meeting with the BOA and PC it may be very similar to this. But if it's something you are willing to try and move us forward. We're already a month behind and I would like to try and keep it moving.

K. Keener: Is this the type of meeting we were going to have before?

D. Barker: Yes, the only difference will be where we can toss around ideas. One idea I had was since we have the future land use map it's hard to do and read not being in person so doing it digitally or having individual meetings. There are ways of doing it. It will just be a little bit different. But if you guys are up for it then we can definitely do that.

K. Keener: So, I guess it would be scheduling and if we have to do it remotely we will?

D. Barker: Correct, it wouldn't be until probably May that we would have it at this point just because we are already at the end of April for the most part. I can get an email out to PC and BOA seeing if we can't find a time. So be on the lookout for some emails and scheduling and be looking at what your guys' schedules look like.

ADJOURNMENT:

Motion made by Commission Member Horner and seconded by Commission Member Jackson to adjourn.

Motion Carried by the following vote:

Aye: Kerr, Horner, Jackson, Knight, Keener

Nay:

The meeting was adjourned at 6:02 p.m.

DRAFT



The City of Durant

Office of Community Development

Memorandum

Date: 5/5/2020
To: Mayor and City Council
From: Danielle Barker, Community Development Director
Re: Consideration of Ordinance #1902, Rezoning for the Property Located on the North East corner of Wilson St and 49th Avenue from A-1, General Agriculture to R-1, Single-Family Residential

Request: Consider a request from Jerry Downs, for rezoning of the property located on the North East corner of Wilson St. and 49th Ave. from A-1, General Agricultural to R-1, Single – Family Residential.

Current Zoning: A-1, General Agricultural

Requested Zoning: R-1, Single Family Residential

Surrounding Properties:

Direction	Zoning	Use
North	A-1	Vacant
East	A-1	Single Family Uses
South	A-1	Single Family Uses

Applicant: Jerry Downs

Background: Applicants approached staff regarding the rezoning of this property in hopes of completing a lot-split and placing a single-family home on the property. The property owner is wanting to sell off approximately an acre for the placement of a single-family home.

Notifications have been made to the surrounding property owners and at the time of this report no emails/letters have been received by staff.

Analysis: The proposed lot split and rezoning portion of the property is approximately an acre and is currently a vacant piece of property. There are currently single-family residential zoning categories in the area and across the street. The subject property does meet the requirements for lot area that is required within the requested zoning type.

The current Land Use Map has this area as low density residential; therefore, this rezoning request is in compliance with the Comprehensive Plan.

Planning Commission Recommendation: The Planning Commission recommended approval of the rezoning.

Required Action: Hold a public hearing and approve or deny the rezoning request for the property located on the North East Corner of Wilson St. and 49th Ave. Any specific conditions imposed should be read into any approval motion.

Council Information / Action Requested

To approve or deny the rezoning request

City Staff Information / Action Follow-up, if Council authorizes this action:

City Clerk to file Ordinance
GIS to update City maps
Community Development to notify applicant

ATTACHMENTS:

Description	Type	Upload Date
PC2020-08	Cover Memo	5/6/2020

REZONING APPLICATION

Petition # 2020-08
Fee \$ 300

APPLICANT INFORMATION

Name: <u>Jerry Downs</u>	Email: <u>jdowns@shelterinsurance.com</u>	Phone #1: <u>580-916-0444</u>
Mailing Address: <u>4706 Wilson Street</u>		Phone #2: _____
City: <u>Durant</u>	State: <u>Oklahoma</u>	Zip: <u>74701</u>
Applicant's Interest in Property: _____		

☐ Please use attached addendum if there is more than one applicant.

Physical Address of Rezoning Request: <u>N/A No. Address is not available yet.</u>			
☐ Platted	Subdivision	Lot	Block
☒ Un-Platted			
Legal Description: <u>Attached with Application</u>			

☐ Deed Attached (required) if applicant is not owner listed on deed, owner consent must be included. Owner's consent attached.

Request Rezoning From: <u>A 1</u>	Request Rezoning To: <u>R 1</u>
Present Use: <u>Open field</u>	Proposed Use: <u>Single, family home</u>
Parcel Width: <u>242 ft</u>	Parcel Length: <u>225 ft</u>
Acres: <u>1.17</u>	Street/Road Frontage: <u>Wilson</u>
☐ City Water (If City Water will be extended or improvements will be made, please explain:)	
☐ City Sewer (If City Sewer will be extended or improvements will be made, please explain:)	
☐ Private Water ☐ Private Sewer	
Is Property in the Floodplain? <u>No.</u>	Is property in the Airport Zone. <u>No.</u>

The applicant has prepared this application and supporting documentation and certifies that the facts stated herein and exhibits attached hereto are true and correct.

[Signature]
Signature of Applicant

3-17-20
Date

Office Use Only

Date Filed: <u>via email</u> <u>3/25/20</u>	Date Payment Received: <u>3/16/20</u>	Notification Mailed: _____	Comments: _____
Initial: <u>[Signature]</u>	Initial: <u>[Signature]</u>	Date: _____	Initial: _____
Proof of Publication Received: _____	Property Posting Verified: _____	Comprehensive Plan Recommendations: _____	
Date: _____ Initial: _____	Date: _____ Initial: _____	City Council Action: _____	
Staff Recommendation: <u>Approve</u>	PC Recommendation: <u>Approve</u>	City Council Action: <u>Approve</u>	Ordinance #: _____
<u>Deny</u>	<u>Deny</u>	<u>Deny</u>	

REZONING SUPPORTING INFORMATION

1. List the changed or changing conditions in the area or in the City which makes this zone change necessary.

Property is under 5 acres, which makes it unable to be zoned A1 or allowed to build home without being rezoned to R1.

2. Indicate whether or not this zone change is in accordance with the Comprehensive Plan. If it is not, explain why the Plan is incorrect.

Yes.

3. List any other reasons to support this zone change.

Property is currently surrounded by single, family homes in R1 status.

**WARRANTY DEED
(JOINT TENANCY)**

KNOW ALL MEN BY THESE PRESENTS:

That, **C. R. REEVES and JIMMIE FAYE REEVES**, husband and wife, parties of the first part, in consideration of the sum of Ten and more (\$10.00) Dollars, the receipt of which is hereby acknowledged, do by these presents grant, bargain, sell and convey unto **JERRY DOWNS and MARILYNN DOWNS**, 1201 W Main Street, OK 74701, as joint tenants, the survivor to take all, and not as tenants in common, parties of the second part, their grantees, and their heirs and grantees of the survivor, all of the following described real property and premises, situated in Bryan County, State of Oklahoma, to-wit:

SW/4 SW/4 SW/4 of Section 24, Township 6 South, Range 8 East of the Indian Base and Meridian, Bryan County, Oklahoma, LESS AND EXCEPT a tract of land described as Beginning at the Southwest corner of the SW/4 SW/4 SW/4 of said Section 24; Thence North 60 feet; Thence East 60 feet; Thence South 60 feet; Thence West 60 feet to the point of beginning, according to the Government Survey thereof. LESS AND EXCEPT The East 191.40 feet of the W/2 SW/4 SW/4 of Section 24, Township 6 South, Range 8 East of the Indian Base and Meridian, Bryan County, Oklahoma.

STATE OF OKLAHOMA
Bryan County

Doc Stamps: \$225.00

Documentary Stamps \$ 225.00

together with all the improvements thereon and the appurtenances thereunto belonging, and warrant the title to the same.

TO HAVE AND TO HOLD said described premises unto parties of the second part, their grantees and the heirs and grantees of the survivors, forever, free, clear and discharged of and from all former grants, titles, charges, taxes, judgments, mortgages and other liens and encumbrances of whatsoever nature.

SIGNED AND SEALED this the 8th day of May, 2014

C. R. Reeves
C. R. REEVES

Jimmie Faye Reeves
JIMMIE FAYE REEVES

STATE OF OKLAHOMA)

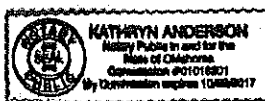
)ss.

ACKNOWLEDGMENT

COUNTY OF BRYAN)

Before me, the undersigned, a Notary Public in and for said County and State, on this 8th day of May, 2014 personally appeared C. R. REEVES and JIMMIE FAYE REEVES, husband and wife, to me known to be the identical persons who executed the within and foregoing instrument, and acknowledged to me that they executed the same as their free and voluntary act and deed for the uses and purposes therein set forth.

WITNESS my hand and Seal the day and year last above written.



Kathryn Anderson
NOTARY PUBLIC

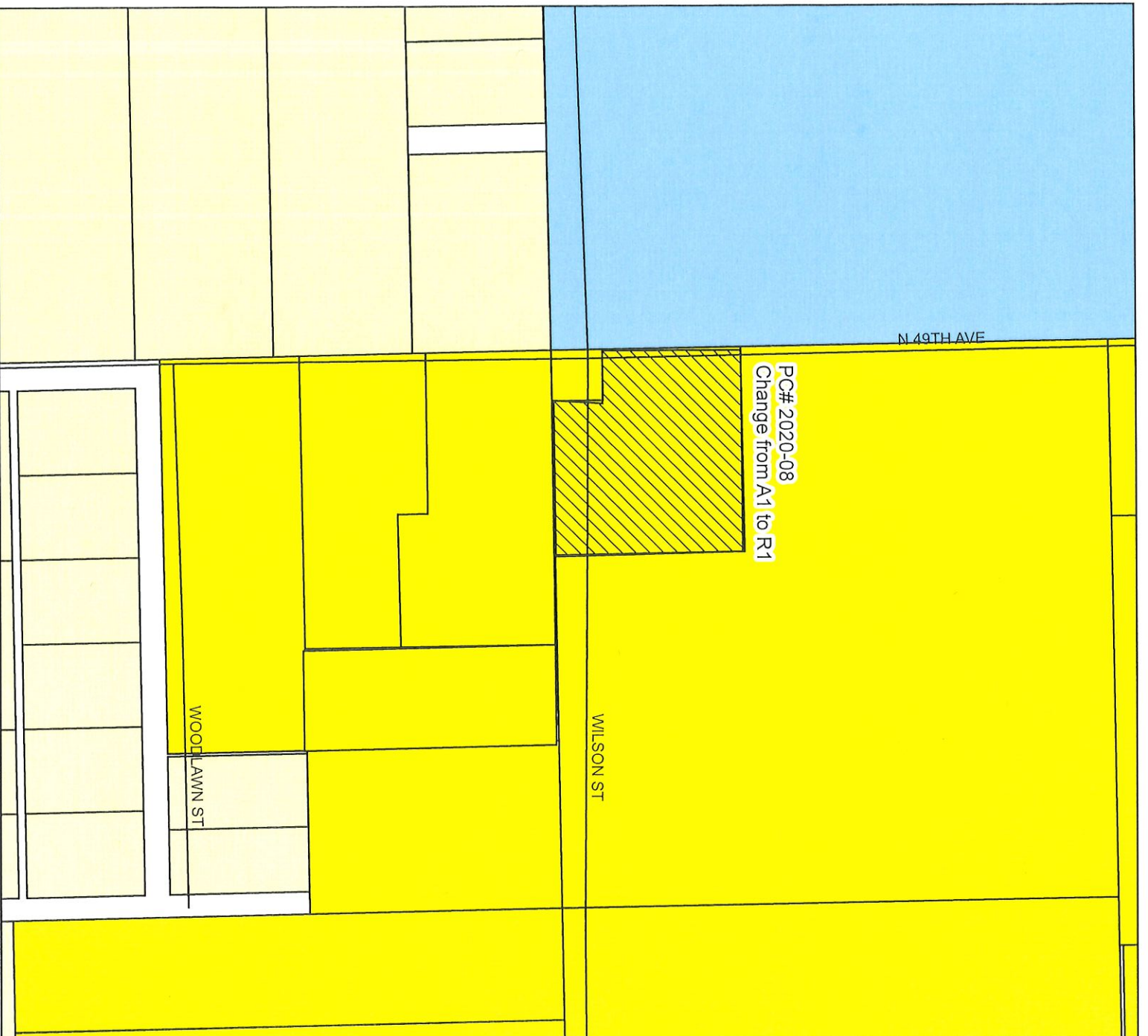
My Commission Expires: 10/28/2017

Zoning Map



Zoning Map

Petition # 2020-08 - Wilson St

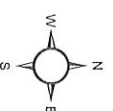


- A1 - Agriculture
- C0 - Professional & Business Office
- C1 - Convenient Commercial
- C2 - Highway Commercial
- C3 - General Commercial
- CBD - Central Business District
- H1 - Health Facilities
- I1 - Light Industrial
- I2 - Medium Industrial
- R1 - Single Family Residential
- R2 - Two Family Residential
- R3 - General Residential - Multi-Family

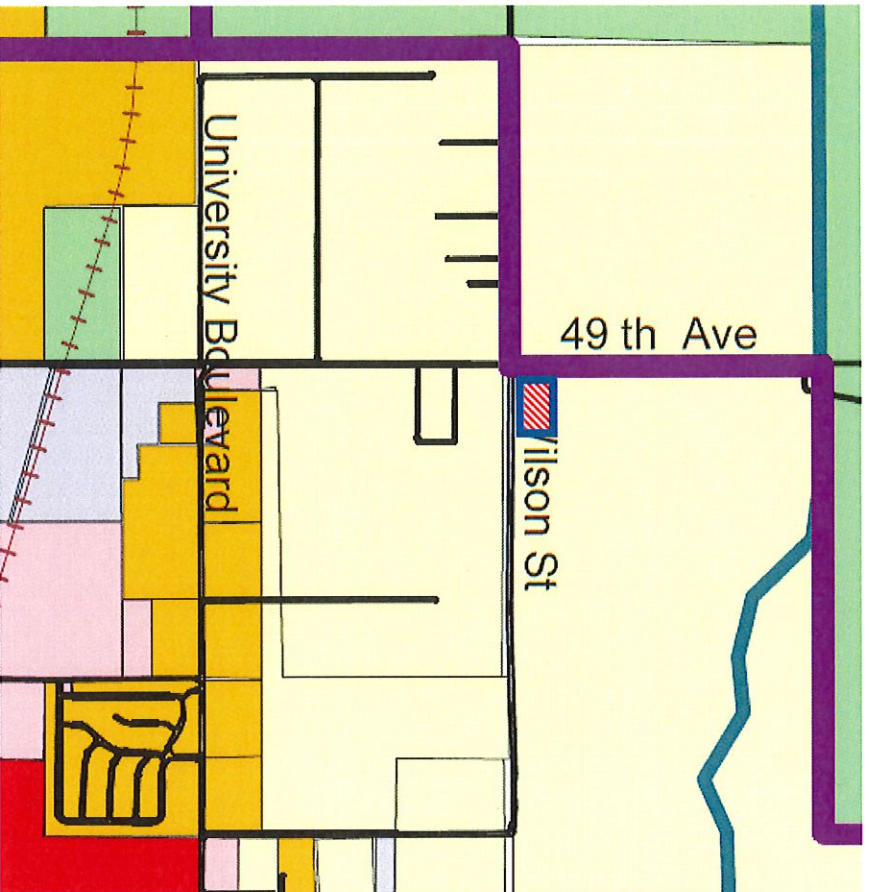
Use this map as a guide and not as definitive information. The information depicted by this map are provided for illustrative purposes only. Information such as (property ownership, acreage, property boundaries) are to be verified at the Bryan County Assessor's Office by the user. The burden for determining accuracy and/or correctness of information rest solely with the user. This map is provided "as is" with no warranties, expressed or implied.



City of Durant
Community Development
Printed: March 26, 2020



Future Land Use Map



	Durant City Limits
	Calera City Limits
	Roads and Highways
	Railroads
	School District Boundaries
	Agriculture
	Low-density Residential
	Medium-density Residential
	High-density Residential
	Public & Open Space
	General Commercial
	Central Business District
	Highway Commercial
	Light Industrial
	Medium Industrial
	Outside City Limits
	Parks

Zoning Map

Petition # 2020-08 - Wilson St



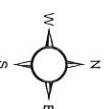
- A1 - Agriculture
- C0 - Professional & Business Office
- C1 - Convenient Commercial
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- C3 - General Commercial
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Use this map as a guide and not as definitive information. The information depicted by this map are provided for illustrative purposes only. Information such as (property ownership, acreage, property boundaries) are to be verified at the Bryan County Assessor's Office by the user. The burden for determining accuracy and/or correctness of information rest solely with the user. This map is provided "as is" with no warranties, expressed or implied.



City of Durant
Community Development

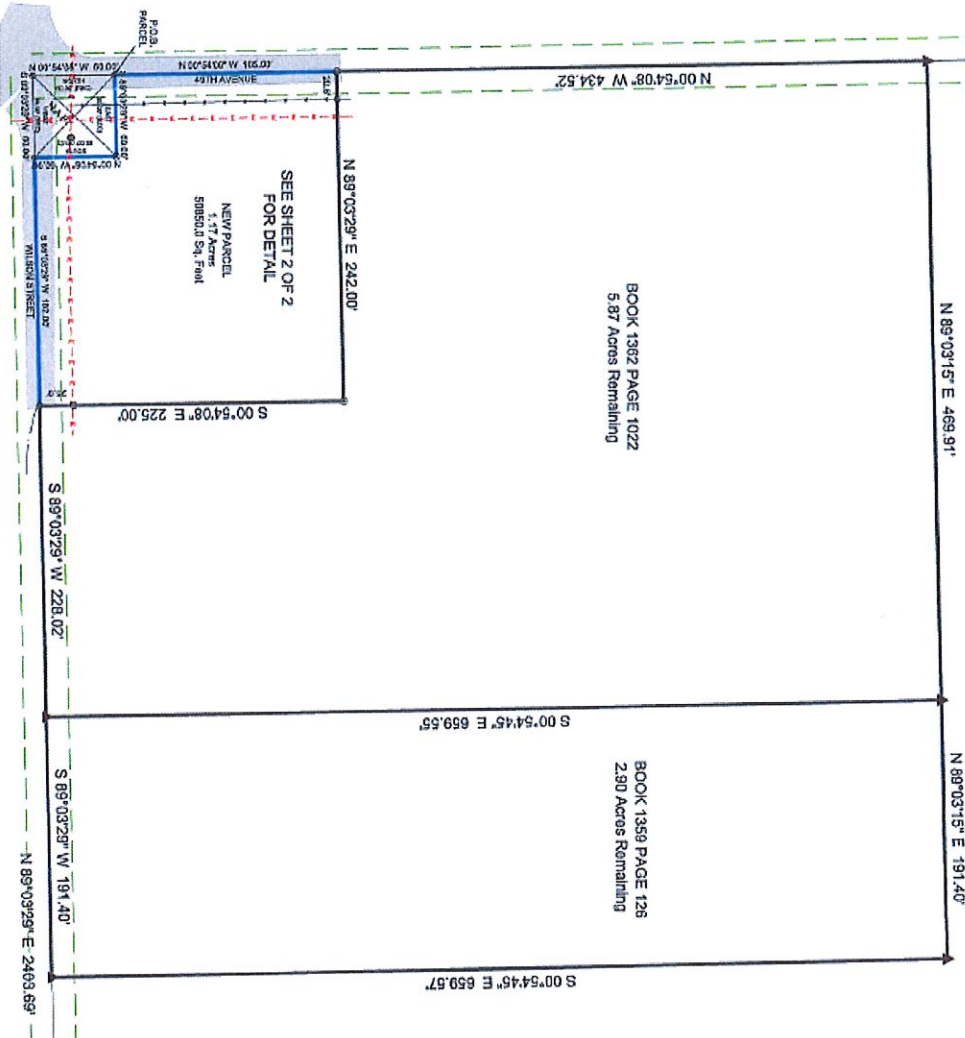
Printed: March 26, 2020



Lot Split Survey

NW/4 SW/4
24 T6S R8E
BRYAN COUNTY
1/2" REBAR FOUND

LOT SPLIT PLAT
PART OF SW/4 SW/4
SECTION 24 T6S R8E
BRYAN COUNTY, OKLAHOMA
SHEET 1 OF 2



§ 157.021 R-1 SINGLE-FAMILY RESIDENTIAL DISTRICT.

The R-1 Single-Family District is established as a district in which the use of the land is for single-family dwellings, except as noted. It is the purpose and intent of this district to promote the development of and the continued use of the land for single-family dwellings and to prohibit commercial and industrial use or any other use which would substantially interfere with the development or continuation of single-family dwellings in this district. The intent is to further discourage any use in this district which would generate traffic or create congestion on neighborhood streets other than the normal traffic which serves the residents in the area. This district further encourages only those uses which because of character or size would not create additional requirements and costs for public services which are in excess of such requirements and costs if the district was not developed solely for single-family dwellings.

(`93 Code, § 12-208) (Ord. 1040, passed 4-12-83)

§ 157.032 DISTRICT REGULATIONS.

Zoning Districts	Lot Area Min.	Lot Width at Front Building Line (A)	Building Coverage (%)	Impervious Coverage (%)	Front (B)	Yards Min. Setback Side Interior		Exterior	Rear	Height Max.
						Adj. Res. District	Adj. Non-Res. District			
R-1 Single-Family Residential	8,400 sq. ft.	70'	30%	None	30' incl. dbl. front.	5'C	5'C	15'	20'	35'

ORDINANCE NO. 1902

**AN ORDINANCE AMENDING THE ZONING MAP OF THE ZONING CODE
AN DECLARING AND EMERGENCY**

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF DURANT, OKLAHOMA

SECTION 1. That the zoning map is hereby amended as to replace the A-1 Agriculture District to the R-1 for property located at Near the North East corner of Wilson St, and 49th Ave., in Durant and more particularly described as;

A parcel of land being a part of the SW/4 SW/4 of Section 24, Township 6 South, Range 8 East of the Indian Base and Meridian, Bryan County, Oklahoma, being more particularly described by metes and bounds as follows: Commencing at the Southwest corner of the SW/4 of said Section 24; Thence North 00 degrees 54 minutes 08 seconds West along the West line of the SW/4 a distance of 60.00 feet to the Point of beginning; Thence continuing North 00 degrees 54 minutes 08 seconds West along the West line of the SW/4 a distance of 165.00 feet; Thence North 89 degrees 03 minutes 29 seconds East a distance of 242.00 feet; Thence South 00 degrees 54 minutes 08 seconds East a distance of 225.00 feet to a point on the South line of the SW/4; Thence South 89 degrees 03 minutes 29 seconds West along the South line of the SW/4 a distance of 182.00 feet to a point lying 60.00 feet East of the Southwest corner of the SW/4 a distance of 60.00 feet; Thence South 89 degrees 03 minutes 29 seconds West parallel with the South line of the SW/4 a distance of 60.00 feet back to the Point of Beginning.

SECTION 2. For the immediate preservation of the peace, health, and safety of the City of Durant, Oklahoma and the inhabitants thereof, it is necessary that this ordinance shall become operative and go into effect immediately upon its passage, approval and publication.

PASSED AND APPROVED by the Mayor and City Council of the City of Durant this 12th day of May, 2020.

Oden Grube, Mayor
City Of Durant, Oklahoma

ATTEST:

Cynthia Price, City Clerk

**Minutes of the Durant Municipal Planning Commission Meeting of Tuesday,
April 21, 2020 Roscoe J. Hatfield, City Council Chambers, Durant City Hall**

CALL TO ORDER:

Planning Commission Chair Kevin Keener called the meeting to order at 5:35p.m.

INVOCATION:

Zack Everett

Roll Call:

Planning Commission Members:

Present: Kerr, Horner, Jackson, Knight, Keener

Absent:

1. CONSIDERATION APPROVAL OF MINUTES

- Planning Commission Meeting of March 17, 2020

Motion was made by Commission Member Knight and seconded by Commission Member Horner to approve the minutes of March 17, 2020 as presented

Motion carried by the following vote:

Aye: Kerr, Horner, Knight, Keener

Nay:

Abstain

2. CONSIDERATION PC2020-05

Danielle Barker reviewed with the Planning Commission members that the staff has had more time to look at the final plat and issues addressed. There were no further issues. The street superintendent is okay with moving forward with final plat with the agreement that the issues will be corrected. And staff should have ability to ensure the issues are taken care of. The applicant is here if you have any questions.

K. Keener: All the departments involved are okay with moving forward?

D. Barker: Yes

K. Keener: Any problems questions or concerns?

K. Keener: Whitney did you hear every department involved including community development is okay with moving forward?

W. Kerr: Yes, I did hear that, I'm fine with that. It kind of cut out on me but I heard most of it.

Motion was made by Commission Member Horner and seconded by Commission Member Knight to approve the final plat as presented

Motion carried by the following vote:

Aye: Kerr, Horner, Knight, Keener

Nay:

Abstain

2. **CONSIDERATION PC2020-08**

Danielle Barker reviewed with the Planning Commission members stating that the applicant wants to do a lot split as well as a rezoning for a SFR. The hope is to be a single family home the applicant is here if you have any questions and note Drew Jackson has joined.

K. Keener: Welcome Drew. We are on item number three. From what I can tell the only reason to change is to get a building permit for single family residence.

D. Barker: Yes, the lot that is going to be split is about an acre and for Ag that is less than what is needed. There is a sale of the property that is going on and if this gets approved through council then there will be a lot split and it all has to be together. The only item we are dealing with for this is the rezoning piece of it.

S. Knight: Is there a reason why he had to come do this other than the 1 acre not being 5 acres just seems like he would be able to build a house on it even though its zoned Ag.

D. Barker: Right, because he is only purchasing an acre, they have to go through the rezoning. If it were a 5-acre piece then he would not need the rezoning. It appears to be an easy lot split as well.

S. Knight: Gotcha

K. Keener: Do we have any questions for the applicant or anything that needs to be addressed or concerns? We might also check if we have any oppositions that were emailed in or public comments.

D. Barker: We have not. And staff did not receive anything prior the meeting either.

K. Keener: Okay. Will the entrance to this property be off N 49th or Wilson?

D. Barker: I am not sure I will let the applicant tell you.

K. Francis: The applicant is technically Jerry Downs since he technically still owns the property but the entrance will be off of Wilson.

K. Keener: And this will be considered one lot and one legal?

D. Barker: Right the one-acre piece that is beginning to be split off will be its own legal separated from the larger piece. In your packets there was a plat as to what they are going to be doing.

K. Keener: Any other questions for the applicant?

D. Jackson: I'm just curious as to what the little notch on the corner is just looking at the survey.

D. Barker: Is it the X you're looking at?

D. Jackson: Yes

D. Barker: That's a good question and I don't believe there is an answer for that the last time I heard.

K. Francis: Yeah when the surveyor went out there it is not a part of Jerry Downs's property. They couldn't find on public record whose property that was that's why it was put there.

D. Jackson: I'm not able to read on my copy can you tell me how large that section is?

K. Francis: The parent parcels are a little over 7 acres and the parcel that will be lot split out pending approval is 1.17 acres.

D. Jackson: How about the part that is X'd out on the corner?

D. Barker: I believe that it is about 60 by 60 piece of property. There's nothing out there on the property whenever I went out by there. And I'm not sure as to whom that belongs to. But it will not be included in the lot split or the parent property.

D. Jackson: Does that create any issue moving forward?

D. Barker: It should not, no. The surveyor already took that piece out so it is not included on the survey at all.

D. Jackson: Okay thank you.

K. Keener: Any other questions or comments. Do we have a motion?

S. Knight: I don't think I have any other questions.

K. Keener: If we don't have any other questions or comments I would entertain a motion.

Motion was made by Commission Member Horner and seconded by Commission Member Jackson to approve the rezoning as presented
Motion carried by the following vote:
Aye: Kerr, Horner, Jackson, Knight, Keener
Nay:
Abstain

3. **CONSIDERATION PC2020-09**

Danielle Barker reviewed with the Planning Commission members stating that this is a piece of property owned by the Choctaw Nation and they are wanting to put a daycare center on the property. In order to do that and handle things the right way by the city, they are trying to get the rezoning done. Also, we should note the piece of property is in the process of being put into trust land which they are expected to be done in a year or so. Staff has no issues with the request. The comprehensive plan does call for this as Industrial area, but it should be noted that there is already existing commercial zoning out there and as you all know the land use map is in the process of being updated. This area is one of those that could likely change, especially with already having commercially zoned property out there. If there's any questions I would be happy to answer them also there is a representative of the applicant here for any potential questions.

K. Keener: Mr. Barker is here. My question was the size of the property and if this will all be used for a child care-facility.

W. Barker: That's a good question I don't think anyone knows the answer to that. Just the east half is where the daycare is going is what's planned right now.

K. Keener: Okay just the east half. We do have Mr. Barker here do you guys have any questions for him?

D. Jackson: I would assume the only access is from Big Lots Parkway?

W. Barker: That's correct.

D. Barker: No public comments have come in and has staff received anything prior.

Motion was made by Commission Member Knight and seconded by Commission Member Horner to approve rezoning as presented
Motion carried by the following vote:
Aye: Kerr, Horner, Jackson, Knight, Keener
Nay:
Abstain

4. CONSIDERATION PC2020-07

Danielle Barker reviewed with the Planning Commission members stating that last meeting we had a bunch of different conversations regarding the Manufactured/Mobile home ordinance. Since then staff has sent out by email some ordinances that have been from surrounding cities or comparable cities for you guys to look at. Since we tabled it we had to bring it back to you. I also found out the one option we have is to take a no action. We can have a discussion on what we would like to do and direction we would like to go. And staff can take that and start to draft an ordinance on how everyone would like that to go and look like.

K. Keener. Is that your preference?

D. Barker: I would like to so we get it done the way you guys would like it and be able to draft the full ordinance or to be able to if you guys want or just the manufactured home on existing lot piece then we can certainly do that. And see what you guys would like to have or see in that ordinance would be extremely helpful.

K. Keener: I just wonder if this would be the best platform for discussion or if we want to have a in person discussion what do you think?

D. Barker: With the situation being the way it is now we don't know when we would be able to have full in person discussions. So, we can definitely discuss it now for anyone that has any questions or guidance on what you would like to do. Or if you want to do a no action and we can wait and see what May holds. There is no guarantee that we will be able to have a in person meeting in May we may have to wait and see when all the restrictions are lifted.

K. Keener: Drew can speak to this but one of his questions was what direction does Council or City Manager want this to go so will know what to do.

D. Barker: I would like to see what you guys wanted to do to be honest.

D. Jackson: Whoever is making the request of that we should make changes I think should be candid and paint a clear picture of what should be changed for our consideration. This wasn't something that to my knowledge this commission brought up to be changed. So, from my perspective it's hard to address the entire ordinance when I don't know the driving force behind it. So, I guess whatever the driving force is I would rather have a candid discussion about who and why. So that we can accomplish what is desired and have some clear direction. It would be hard for me to give any clear input or direction without understanding those things.

D. Barker: Correct and I will add with the drafting that I did and looking at it that it needs to be updated at the very least. We have had some conversations at the staff level in the last few weeks discussing what that looks like and it's just some clarifications. We have the manufactured ordinance and the mobile home ordinance and the definitions aren't very clear. There are some things that could be cleaned up and taken care of and that could solve some of our problems.

D. Jackson: So, is it just a clean up or a particular direction or changes that are wanted?

D. Barker: Some of the directions has included making it a little clearer and making sure deciding on existing lots was what you guys wanted to have to still place a manufactured home on a existing lot or to be able to only have the certain zoning classifications for mobile homes, that's kind of one question staff has had. We can do it however and at one point we talked about having council and PC join in one conversation and that's something we could potentially look at doing but it would have to more of a workshop type of scenario.

D. Jackson: Again, from my stand point a workshop would be the only way I could appropriately give feedback maybe include the city manager and others who have stake.

S. Knight: I concur with what Drew is saying I don't think this is a 5 min or 10 min conversation. I would rather have a meeting or workshop in the coming months to really hash out what we really are talking about and I know the coming months are a little unknown but I still think it's something I'm not comfortable with. I would rather have a discussion about it verses video chat.

D. Barker: I can definitely get to working on that and if that's what everyone agrees with I would definitely recommend doing a no action and that will remove it from the agenda to where it won't have you continually to table it or any other potential issues.

C. Horner: Do we need to make a motion for that?

D. Barker: Yeah, I don't know if we absolutely need to but to make it official we can.

Motion was made by Commission Member Horner and seconded by Commission Member Knight to take no action as presented
Motion carried by the following vote:
Aye: Kerr, Horner, Jackson, Knight, Keener
Nay:
Abstain

OLD BUSINESS:

NEW BUSINESS /ANNOUNCEMENTS:

D. Barker: Regarding the comp plan that kind of got derailed a little bit with this Covid situation, what I would like to do is to try and have joint meeting with the BOA and PC it may be very similar to this. But if it's something you are willing to try and move us forward. We're already a month behind and I would like to try and keep it moving.

K. Keener: Is this the type of meeting we were going to have before?

D. Barker: Yes, the only difference will be where we can toss around ideas. One idea I had was since we have the future land use map it's hard to do and read not being in person so doing it digitally or having individual meetings. There are ways of doing it. It will just be a little bit different. But if you guys are up for it then we can definitely do that.

K. Keener: So, I guess it would be scheduling and if we have to do it remotely we will?

D. Barker: Correct, it wouldn't be until probably May that we would have it at this point just because we are already at the end of April for the most part. I can get an email out to PC and BOA seeing if we can't find a time. So be on the lookout for some emails and scheduling and be looking at what your guys' schedules look like.

ADJOURNMENT:

Motion made by Commission Member Horner and seconded by Commission Member Jackson to adjourn.

Motion Carried by the following vote:

Aye: Kerr, Horner, Jackson, Knight, Keener

Nay:

The meeting was adjourned at 6:02 p.m.

DRAFT



The City of Durant

Office of Community Development

Memorandum

Date: 5/5/2020
To: Mayor and City Council
From: Danielle Barker, Community Development Director
Re: Consideration of Ordinance 1903, Rezoning for property near the intersection of South 9th Avenue and Big Lots Parkway from I-2, Medium Industrial to C-2, Highway Commercial Recreation

Request: Consider a request from Choctaw Nation of Oklahoma, for a rezoning of the property located near the intersection of South 9th Ave. and Big Lots Parkway from I-2, Medium Industrial to C-2, Highway Commercial and Commercial Recreation.

Current Zoning: I-2, Medium Industrial

Requested Zoning: C-2, Highway Commercial and Commercial Recreation

Surrounding Properties:

Direction	Zoning	Use
North	C-2	Choctaw Nation Food Distribution / Headquarters
East	C-2	Vacant
South	I-2	Vacant
West	I-2	Warehouse

Applicant: Choctaw Nation of Oklahoma

Background: Applicants approached staff regarding the rezoning of this property with the intention of building a new daycare center on the property. The property is in the process of being put into trust.

Notifications have been made to the surrounding property owners and at the time of this report no emails/letters have been received by staff.

Analysis: The subject property is approximately 35.5 acres and is currently a vacant piece of property. There are currently C-2 zoning categories across the street and to the East. The subject property does meet the requirements for lot area that is required within the requested zoning type.

The current Land Use Map has this area as industrial; therefore, this rezoning request is not compliance with the Comprehensive Plan. It should be noted that the future land use map is in the process of being updated which could impact this area. An additional note is there are commercial zoning currently in the area.

Required Action: Hold a public hearing and approve or deny the rezoning request for the property located near the intersection of South 9th Ave. and Big Lots Parkway. Any specific conditions imposed should be read into any approval motion.

Council Information / Action Requested

To approve or deny the rezoning request.

City Staff Information / Action Follow-up, if Council authorizes this action:

City Clerk to file Ordinance
GIS to update maps
Community Development to notify applicant

ATTACHMENTS:

Description	Type	Upload Date
PC2020-09	Cover Memo	5/6/2020

REZONING APPLICATION

Petition # 2020-09
Fee \$ 300

APPLICANT INFORMATION

Point of Contact: Danny Khoury

Name: <u>Choctaw Nation of Oklahoma</u>	Email: <u>dkhoury@barkerengineers.com</u>	Phone #1 <u>580-931-9045</u>
Mailing Address: <u>P.O. Box 1210</u>		Phone #2
City: <u>Durant</u>	State: <u>Oklahoma</u>	Zip: <u>74701</u>
Applicant's Interest in Property: <u>Owner / User</u>		

☐ Please use attached addendum if there is more than one applicant.

Physical Address of Rezoning Request:			
☐ Platted ☒ Un-Platted	Subdivision <u>N/A</u>	Lot <u>N/A</u>	Block <u>N/A</u>
Legal Description: <u>The 34.48 acre situated in the NW/4 and NE/4 of section 7, township 7, Range 9 east of the Indian Base and Meridian, Bryan County, Oklahoma.</u> (If Un-platted) <u>Land described in Book 1398, Page 34, Filed October 2, 2015 in the office of the Bryan County Clerk.</u>			

☐ Deed Attached (required) If applicant is not owner listed on deed, owner consent must be included.

Request Rezoning From: <u>Industrial Districts</u>	Request Rezoning To: <u>C-2 COMMERCIAL DISTRICTS</u>		
Present Use: <u>Pasture</u>	Proposed Use: <u>C-2 COMMERCIAL DISTRICTS / CHILD CARE CENTER</u>		
Parcel Width: <u>908.57 Feet</u>	Parcel Length: <u>1885.82 Feet</u>	Acres: <u>34.48</u>	Street/Road Frontage: <u>1500.61 Feet</u>
<u>Durant</u> City Water (If City Water will be extended or improvements will be made, please explain:)			
<u>Durant</u> City Sewer (If City Sewer will be extended or improvements will be made, please explain:)			
☐ Private Water		☐ Private Sewer	
Is Property in the Floodplain? <u>NO</u>	Is property in the Airport Zone. <u>NO</u>		

The applicant has prepared this application and supporting documentation and certifies that the facts stated herein and exhibits attached hereto are true and correct.

Daniel Abney - EXEC DIRECTOR 3/25/20
Signature of Applicant CHOCTAW NATION Date

Office Use Only

Date Filed <u>3/25/20</u>	Date Payment Received <u>3/26/20</u>	Notification Mailed Date	Comments
Initial <u>PA</u>	Initial <u>PA</u>	Initial	
Proof of Publication Received Date Initial	Property Posting Verified Date Initial	Comprehensive Plan Recommendations	
Staff Recommendation ☐ Approve ☐ Deny	PC Recommendation ☐ Approve ☐ Deny	City Council Action ☐ Approve ☐ Deny	Ordinance #

REZONING SUPPORTING INFORMATION

1. List the changed or changing conditions in the area or in the City which makes this zone change necessary.

The need for additional child care center.

2. Indicate whether or not this zone change is in accordance with the Comprehensive Plan. If it is not, explain why the Plan is incorrect.

Yes

3. List any other reasons to support this zone change.

Property Owner (Choctaw Nation) has applied for and expects to receive transfer of property into BIA Trust status this year.

**WARRANTY DEED
(INDIVIDUAL)**



KNOW ALL MEN BY THESE PRESENTS:

That, **WILLIAM MIKE WELLS and LEIGH WELLS**, husband and wife, parties of the first part, in consideration of the sum of Ten and more (\$10.00) Dollars, the receipt of which is hereby acknowledged, do by these presents grant, bargain, sell and convey unto **CHOCTAW NATION OF OKLAHOMA, PO Box 1210 Durant, OK 74702**, party of the second part, the following described real property and premises, situated in Bryan County, State of Oklahoma, to-wit:

See Attached Exhibit "A"

LESS AND EXCEPT all oil, gas, and other minerals outstanding of record and LESS AND EXCEPT all other oil, gas, and other minerals which are hereby specifically reserved unto Grantors.

R. S. \$211.50

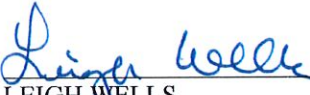
STATE OF OKLAHOMA
Bryan County
Documentary Stamps \$ 211.50

together with all the improvements thereon and the appurtenances thereunto belonging, and warrant the title to the same.

TO HAVE AND TO HOLD said described premises unto party of the second part, its heirs and assigns, forever, free, clear and discharged of and from all former grants, charges, taxes, judgments, mortgages and other liens and encumbrances of whatsoever nature.

SIGNED AND SEALED this the 2nd day of October, 2015.


WILLIAM MIKE WELLS


LEIGH WELLS

STATE OF OKLAHOMA)
)ss. ACKNOWLEDGMENT
COUNTY OF BRYAN)

Before me, the undersigned, a Notary Public in and for said County and State, on this 2nd day of October, 2015, personally appeared WILLIAM MIKE WELLS and LEIGH WELLS, husband and wife, to me known to be the identical persons who executed the within and foregoing instrument, and acknowledged to me that they executed the same as their free and voluntary act and deed for the uses and purposes therein set forth.

WITNESS my hand and Seal the day and year last above written.

My Commission Expires: 4/12/18


NOTARY PUBLIC

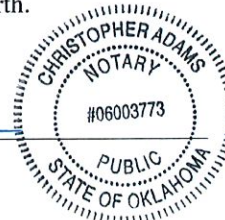


Exhibit "A"

A TRACT OF LAND IN THE N/2 OF SECTION 7, TOWNSHIP 7 SOUTH, RANGE 9 EAST OF THE INDIAN MERIDIAN AND BASE LINE, BRYAN COUNTY, OKLAHOMA BEING MORE PARTICULARLY DESCRIBED BY METES AND BOUNDS WITH A TRUE BASE BEARING BEING N 89°43'54" E, ALONG THE NORTH LINE OF THE NE/4 OF SECTION 7, TOWNSHIP 7 SOUTH, RANGE 9 EAST, MORE PARTICULARLY DESCRIBED AS: COMMENCING AT THE NORTHWEST CORNER OF THE NE/4 OF SAID SECTION 7; THENCE N 89°43'54" E, ALONG THE NORTH LINE OF THE NE/4 OF SAID SECTION 7, A DISTANCE OF 1173.14 FEET TO THE TRUE POINT OF BEGINNING; THENCE N 89°43'54" E, CONTINUING ALONG THE NORTH LINE OF A TRACT OF LAND DESCRIBED IN BOOK 836, PAGE 858 AS FILED IN THE OFFICE OF THE BRYAN COUNTY CLERK, A DISTANCE OF 542.07 FEET TO A POINT ON THE WEST RIGHT-OF-WAY OF BUSINESS HIGHWAY NO. 69; THENCE S 24°12'23" W, ALONG THE WEST RIGHT-OF-WAY OF BUSINESS HIGHWAY NO. 69, A DISTANCE OF 317.10 FEET; THENCE S 61°50'39" W, ALONG THE NORTH RIGHT OF WAY OF NEW BIG LOTS DRIVE, A DISTANCE OF 44.82 FEET; THENCE N 83°24'41" W, ALONG THE NORTH RIGHT OF WAY OF NEW BIG LOTS DRIVE, A DISTANCE OF 111.24 FEET; THENCE N 57°25'46" W, ALONG THE NORTH RIGHT-OF-WAY OF NEW BIG LOTS DRIVE, A DISTANCE OF 371.79 FEET TO A POINT ON THE WEST LINE OF A TRACT OF LAND DESCRIBED IN BOOK 836, PAGE 858, AS FILED IN THE OFFICE OF THE BRYAN COUNTY CLERK; THENCE N 28°23'09" E, ALONG THE WEST LINE OF A TRACT OF LAND DESCRIBED IN BOOK 836 AT PAGE 858 AS FILED IN THE OFFICE OF THE BRYAN COUNTY CLERK, A DISTANCE OF 107.89 FEET BACK TO THE POINT OF BEGINNING.

LESS AND EXCEPT all oil, gas, and other minerals outstanding of record and LESS AND EXCEPT all other oil, gas, and other minerals which are hereby specifically reserved unto Grantors.

**WARRANTY DEED
(INDIVIDUAL)**



KNOW ALL MEN BY THESE PRESENTS:

That, **JAMES R. WELLS, JR. a/k/a JAMES RANDELL WELLS, JR.**, a single person, party of the first part, in consideration of the sum of Ten and more (\$10.00) Dollars, the receipt of which is hereby acknowledged, do by these presents grant, bargain, sell and convey unto **CHOCTAW NATION OF OKLAHOMA, PO Box 1210 Durant, OK 74702**, party of the second part, the following described real property and premises, situated in Bryan County, State of Oklahoma, to-wit:

See Attached Exhibit "A"

LESS AND EXCEPT all oil, gas, and other minerals outstanding of record
and LESS AND EXCEPT all other oil, gas, and other minerals which are
hereby specifically reserved unto Grantors.

R. S. \$8,873.25

STATE OF OKLAHOMA
Bryan County
Documentary Stamps \$ 8873.25

together with all the improvements thereon and the appurtenances thereunto belonging,
and warrant the title to the same.

TO HAVE AND TO HOLD said described premises unto party of the second part,
its heirs and assigns, forever, free, clear and discharged of and from all former grants,
charges, taxes, judgments, mortgages and other liens and encumbrances of whatsoever
nature.

SIGNED AND SEALED this the 2nd day of October, 2015.



JAMES R. WELLS, JR. a/k/a
JAMES RANDELL WELLS, JR.

STATE OF OKLAHOMA)
)ss. ACKNOWLEDGMENT
COUNTY OF BRYAN)

Before me, the undersigned, a Notary Public in and for said County and State, on this
2nd day of October, 2015, personally appeared JAMES R. WELLS, JR. a/k/a JAMES
RANDELL WELLS, JR., a single person, to me known to be the identical person who
executed the within and foregoing instrument, and acknowledged to me that he executed the
same as his free and voluntary act and deed for the uses and purposes therein set forth.

WITNESS my hand and Seal the day and year last above written.

My Commission Expires: 4/2/18

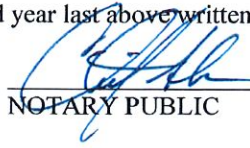

NOTARY PUBLIC



Exhibit "A"

A TRACT OF LAND IN THE N/2 OF SECTION 7, TOWNSHIP 7 SOUTH, RANGE 9 EAST OF THE INDIAN MERIDIAN AND BASE LINE, BRYAN COUNTY, OKLAHOMA BEING MORE PARTICULARLY DESCRIBED BY METES AND BOUNDS WITH A TRUE BASE BEARING BEING S 00°06'32" E , ALONG THE WEST LINE OF THE NE/4 OF SECTION 7, TOWNSHIP 7 SOUTH, RANGE 9 EAST, MORE PARTICULARLY DESCRIBED AS: COMMENCING AT THE NORTHWEST CORNER OF THE NE/4 OF SAID SECTION 7, THENCE S 00°06'32" E, ALONG THE WEST LINE OF THE NE/4 OF SAID SECTION 7, A DISTANCE OF 80.00 FEET TO A POINT ON THE SOUTH RIGHT OF WAY OF BIG LOTS DRIVE AS DESCRIBED IN BOOK 1064, PAGE 156-157 IN THE OFFICE OF THE BRYAN COUNTY CLERK FOR THE TRUE POINT OF BEGINNING; THENCE N 89°43'55" E, ALONG THE SOUTH RIGHT OF WAY OF BIG LOTS DRIVE AS DESCRIBED IN BOOK 1064, PAGE 156-157 IN THE OFFICE OF THE BRYAN COUNTY CLERK, A DISTANCE OF 366.46 FEET; THENCE WITH A CURVE, ALONG THE SOUTH RIGHT OF WAY OF BIG LOTS DRIVE AS DESCRIBED IN BOOK 1064, PAGE 156-157 IN THE OFFICE OF THE BRYAN COUNTY CLERK, TURNING TO THE RIGHT WITH AN ARC LENGTH OF 250.93 FEET, WITH A RADIUS OF 469.74 FEET, WITH A CHORD BEARING OF S 74°57'59" E, WITH A CHORD LENGTH OF 247.96 FEET; THENCE S 55°22'21" E, CONTINUING ALONG THE SOUTH RIGHT OF WAY OF BIG LOTS DRIVE AS DESCRIBED IN BOOK 1064, PAGE 156-157 IN THE OFFICE OF THE BRYAN COUNTY CLERK, A DISTANCE OF 62.74 FEET; THENCE S 55°24'38" E, CONTINUING ALONG THE SOUTH RIGHT OF WAY OF BIG LOTS DRIVE AS DESCRIBED IN BOOK 1064, PAGE 156-157 IN THE OFFICE OF THE BRYAN COUNTY CLERK, A DISTANCE OF 368.01 FEET TO A POINT ON THE WEST LINE OF A TRACT OF LAND DESCRIBED IN BOOK 1179, PAGE 932-933 AS FILED IN THE OFFICE OF THE BRYAN COUNTY CLERK; THENCE S 28°23'12" W, ALONG THE WEST LINE OF A TRACT OF LAND DESCRIBED IN BOOK 1179, PAGE 932-933 AS FILED IN THE OFFICE OF THE BRYAN COUNTY CLERK, A DISTANCE OF 122.60 FEET; THENCE S 29°06'11" W, ALONG THE WEST LINE OF A TRACT OF LAND DESCRIBED IN BOOK 1175, PAGE 1063-1064 AS FILED IN THE OFFICE OF THE BRYAN COUNTY CLERK A DISTANCE OF 28.86 FEET TO A POINT ON THE NORTH RIGHT-OF-WAY OF U.S. HIGHWAY 70 BYPASS; THENCE WITH A CURVE, ALONG THE NORTH RIGHT-OF-WAY OF U.S. HIGHWAY NO. 70 BYPASS, TURNING TO THE LEFT WITH AN ARC LENGTH OF 292.88 FEET, WITH A RADIUS OF 375.00 FEET, WITH A CHORD BEARING OF S 78°21'31" W, WITH A CHORD LENGTH OF 285.49 FEET; THENCE S 55°59'03" W, ALONG THE NORTH RIGHT-OF-WAY OF U.S. HIGHWAY 70 NO. BYPASS, A DISTANCE OF 537.01 FEET; THENCE S 73°05'25" W, ALONG THE NORTH RIGHT-OF-WAY OF U.S. HIGHWAY 70 NO. BYPASS, A DISTANCE OF 239.59 FEET; THENCE S 74°48'35" W, ALONG THE NORTH RIGHT-OF-WAY OF U.S. HIGHWAY 70 NO. BYPASS, A DISTANCE OF 275.14 FEET; THENCE N 88°01'24" W, ALONG THE NORTH RIGHT-OF-WAY OF U.S. HIGHWAY 70 NO. BYPASS, A DISTANCE OF 758.03 FEET TO A POINT ON THE EAST LINE OF A TRACT OF LAND DESCRIBED IN BOOK 1142, PAGE 799-802 AS FILED IN THE OFFICE OF THE BRYAN COUNTY CLERK; THENCE N 00°01'05" E, ALONG THE EAST LINE OF A TRACT OF LAND DESCRIBED IN BOOK 1142, PAGE 799-802 AS FILED IN THE OFFICE OF THE BRYAN COUNTY CLERK, A DISTANCE OF 908.57 FEET TO A POINT ON THE SOUTH RIGHT-OF-WAY OF BIG LOTS DRIVE AS DESCRIBED IN BOOK 1064, PAGE 156-157 IN THE OFFICE OF THE BRYAN COUNTY CLERK; THENCE N 89°43'11" E, ALONG THE SOUTH RIGHT OF WAY OF BIG LOTS DRIVE AS DESCRIBED IN BOOK 1064, PAGE 156-157 IN THE OFFICE OF THE BRYAN COUNTY CLERK, A DISTANCE OF 1088.61 FEET BACK TO THE POINT OF BEGINNING.

AND

A TRACT OF LAND IN SECTION 7, TOWNSHIP 7 SOUTH, RANGE 9 EAST OF THE INDIAN MERIDIAN AND BASE LINE, BRYAN COUNTY, OKLAHOMA BEING MORE PARTICULARLY DESCRIBED BY METES AND BOUNDS WITH A TRUE BASE BEARING BEING N 89°49'21" E , ALONG THE SOUTH LINE OF THE N/2 OF SECTION 7, TOWNSHIP 7 SOUTH, RANGE 9 EAST, MORE PARTICULARLY DESCRIBED AS:

BEGINNING AT THE SOUTHWEST CORNER OF THE N/2 OF SAID SECTION 7; THENCE N 89°49'21" E, ALONG THE SOUTH LINE OF THE N/2 OF SAID SECTION 7, A DISTANCE OF 2324.47 FEET; THENCE S 50°49'13" E, A DISTANCE OF 153.25 FEET TO A POINT ON THE WEST RIGHT-OF-WAY OF BUSINESS HIGHWAY NO. 69; THENCE N 39°09'13" E, ALONG THE WEST RIGHT OF WAY OF BUSINESS HIGHWAY NO 69, A DISTANCE OF 21.88 FEET; THENCE N 37°32'56" E, ALONG THE WEST RIGHT OF WAY OF BUSINESS HIGHWAY NO 69, A DISTANCE OF 394.47 FEET; THENCE N 39°33'16" E, ALONG THE WEST RIGHT OF WAY OF BUSINESS HIGHWAY NO 69, A DISTANCE OF 294.24 FEET; THENCE N 35°16'59" E, ALONG THE WEST RIGHT OF WAY OF BUSINESS HIGHWAY NO 69, A DISTANCE OF 300.00 FEET; THENCE N 03°01'01" W, ALONG THE SOUTH RIGHT OF WAY OF U.S. HIGHWAY NO 70 BYPASS, A DISTANCE OF 35.30 FEET; THENCE N 54°43'01" W, ALONG THE SOUTH RIGHT OF WAY OF U.S. HIGHWAY NO. 70 BYPASS, A DISTANCE OF 495.09 FEET; THENCE N 69°20'13" W, ALONG THE SOUTH RIGHT OF WAY OF U.S. HIGHWAY NO. 70 BYPASS, A DISTANCE OF 618.85 FEET; THENCE N 80°57'11" W, ALONG THE SOUTH RIGHT OF WAY OF U.S. HIGHWAY NO. 70 BYPASS, A DISTANCE OF 274.85 FEET; THENCE N 88°12'06" W, ALONG THE SOUTH RIGHT OF WAY OF U.S. HIGHWAY NO. 70 BYPASS, A DISTANCE OF 712.73 FEET; THENCE N 83°52'36" W, ALONG THE SOUTH RIGHT OF WAY OF U.S. HIGHWAY NO. 70 BYPASS, A DISTANCE OF 716.22 FEET; THENCE N 72°55'37" W, ALONG THE SOUTH RIGHT OF WAY OF U.S. HIGHWAY NO. 70 BYPASS, A DISTANCE OF 391.20 FEET TO A POINT ON THE WEST LINE OF THE N/2 OF SAID SECTION 7; THENCE S 00°07'15" W, ALONG THE WEST LINE OF THE N/2 OF SAID SECTION 7, A DISTANCE OF 1508.30 FEET BACK TO THE POINT OF BEGINNING.

AND

A TRACT OF LAND IN THE N/2 OF SECTION 7, TOWNSHIP 7 SOUTH, RANGE 9 EAST OF THE INDIAN MERIDIAN AND BASE LINE, BRYAN COUNTY, OKLAHOMA BEING MORE PARTICULARLY DESCRIBED BY METES AND BOUNDS WITH A TRUE BASE BEARING BEING N 89°43'54" E, ALONG THE NORTH LINE OF THE NE/4 OF SECTION 7, TOWNSHIP 7 SOUTH, RANGE 9 EAST, MORE PARTICULARLY DESCRIBED AS: COMMENCING AT THE NORTHWEST CORNER OF THE NE/4 OF SAID SECTION 7; THENCE N 89°43'54" E, ALONG THE NORTH LINE OF THE NE/4 OF SAID SECTION 7, A DISTANCE OF 702.64 FEET; THENCE S 00°16'06" E, A DISTANCE OF 115.71 FEET TO A POINT ON THE NORTH RIGHT-OF-WAY OF OLD BIG LOTS DRIVE AS DESCRIBED IN BOOK 1064, PAGE 156-157 IN THE OFFICE OF THE BRYAN COUNTY CLERK, FOR THE TRUE POINT OF BEGINNING; THENCE WITH A CURVE, ALONG THE SOUTH LINE OF A TRACT OF LAND DESCRIBED IN BOOK 1169, PAGE 155-157 AS FILED IN THE OFFICE OF THE BRYAN COUNTY CLERK, TURNING TO THE RIGHT WITH AN ARC LENGTH OF 355.62 FEET, WITH A RADIUS OF 688.94 FEET, WITH A CHORD BEARING OF S 72°13'03" E, WITH A CHORD LENGTH OF 351.69 FEET; THENCE S 57°35'14" E, CONTINUING ALONG THE SOUTH LINE OF A TRACT OF LAND DESCRIBED IN BOOK 1169, PAGE 155-157 AS FILED IN THE OFFICE OF THE BRYAN COUNTY CLERK, A DISTANCE OF 11.74 FEET TO A POINT ON THE WEST LINE OF A TRACT OF LAND AS DESCRIBED IN BOOK 1179, PAGE 932-933 IN THE OFFICE OF THE BRYAN COUNTY CLERK; THENCE S 28°23'08" W, ALONG THE WEST LINE OF A TRACT OF LAND AS DESCRIBED IN BOOK 1179, PAGE 932-933 IN THE OFFICE OF THE BRYAN COUNTY CLERK, A DISTANCE OF 102.74 FEET TO A POINT ON THE NORTH RIGHT OF WAY OF OLD BIG LOTS DRIVE AS DESCRIBED IN BOOK 1064, PAGE 156-157 IN THE OFFICE OF THE BRYAN COUNTY CLERK; THENCE N 55°24'38" W, ALONG THE NORTH RIGHT-OF-WAY OF OLD BIG LOTS DRIVE AS DESCRIBED IN BOOK 1064, PAGE 156-157 IN THE OFFICE OF THE BRYAN COUNTY CLERK, A DISTANCE OF 359.50 FEET BACK TO THE POINT OF BEGINNING.

AND

A TRACT OF LAND IN THE N/2 OF SECTION 7, TOWNSHIP 7 SOUTH, RANGE 9 EAST OF THE INDIAN MERIDIAN AND BASE LINE, BRYAN COUNTY, OKLAHOMA BEING MORE PARTICULARLY DESCRIBED BY METES AND BOUNDS WITH A TRUE BASE BEARING BEING N 89°43'54" E, ALONG THE NORTH LINE OF THE NE/4 OF SECTION 7, TOWNSHIP 7 SOUTH, RANGE 9 EAST, MORE PARTICULARLY DESCRIBED AS:

COMMENCING AT THE NORTHWEST CORNER OF THE NE/4 OF SAID SECTION 7;
THENCE N 89°43'54" E, ALONG THE NORTH LINE OF THE NE/4 OF SAID SECTION 7, A
DISTANCE OF 974.71 FEET FOR THE TRUE POINT OF BEGINNING; THENCE N
89°43'54" E, CONTINUING ALONG THE NORTH LINE OF THE NE/4 OF SAID SECTION
7, A DISTANCE OF 198.43 FEET TO A POINT ON THE WEST LINE OF A TRACT OF
LAND AS DESCRIBED IN BOOK 836, PAGE 858 IN THE OFFICE OF THE BRYAN
COUNTY CLERK, THENCE S 28°23'09" W, ALONG THE WEST LINE OF A TRACT OF
LAND DESCRIBED IN BOOK 836, PAGE 858 AS FILED IN THE OFFICE OF THE BRYAN
COUNTY CLERK, A DISTANCE OF 107.89 FEET TO A POINT ON THE NORTH LINE OF
A TRACT OF LAND AS DESCRIBED IN BOOK 1169, PAGE 155-157 IN THE OFFICE OF
THE BRYAN COUNTY CLERK; THENCE N 57°25'47" W, ALONG THE NORTH LINE OF
A TRACT OF LAND AS DESCRIBED IN BOOK 1169, PAGE 155-157 IN THE OFFICE OF
THE BRYAN COUNTY CLERK, A DISTANCE OF 174.59 FEET BACK TO THE POINT OF
BEGINNING.

LESS AND EXCEPT all oil, gas, and other minerals outstanding of record and LESS
AND EXCEPT all other oil, gas, and other minerals which are hereby specifically
reserved unto Grantors.

QUIT CLAIM DEED



KNOW ALL MEN BY THESE PRESENTS:

That, **JAMES R. WELLS, JR. a/k/a JAMES RANDELL WELLS, JR.**, a single person, party of the first part, in consideration of the sum of Ten and more (\$10.00) Dollars, the receipt of which is hereby acknowledged, does hereby quit claim grant, bargain, sell and convey unto **CHOCTAW NATION OF OKLAHOMA, P.O. Box 1210, Durant, OK 74702**, party of the second part, their grantees, and the heirs and grantees of the survivors, the following described real property and premises, situated in Bryan County, State of Oklahoma, to-wit:

A part of the NE/4 NE/4 SW/4 of Section 7, Township 7 South, Range 9 East of the Indian Base and Meridian in Bryan County, State of Oklahoma, described as Beginning at a point 100 feet West of the center of Section 7, Township 7 South, Range 9 East on the West Right of Way of U. S. Highways 69 - 75, thence South 39 degrees 01 minutes West following said Right of Way for 185.15 feet; thence North 50 degrees 53 minutes West a distance of 224.50 feet; thence East 291.0 feet to the Point of Beginning, all situate in Bryan County, State of Oklahoma,

LESS AND EXCEPT all oil, gas, and other minerals outstanding of record and LESS AND EXCEPT all other oil, gas, and other minerals which are hereby specifically reserved unto Grantors.

together with all the improvements thereon and the appurtenances thereunto belonging.

TO HAVE AND TO HOLD said described premises unto parties of the second part, their grantees and the heirs and grantees, forever.

SIGNED AND SEALED this the 2nd day of October, 2015.

JAMES R. WELLS, JR. a/k/a
JAMES RANDELL WELLS, JR.

STATE OF OKLAHOMA)
)ss. ACKNOWLEDGMENT
COUNTY OF BRYAN)

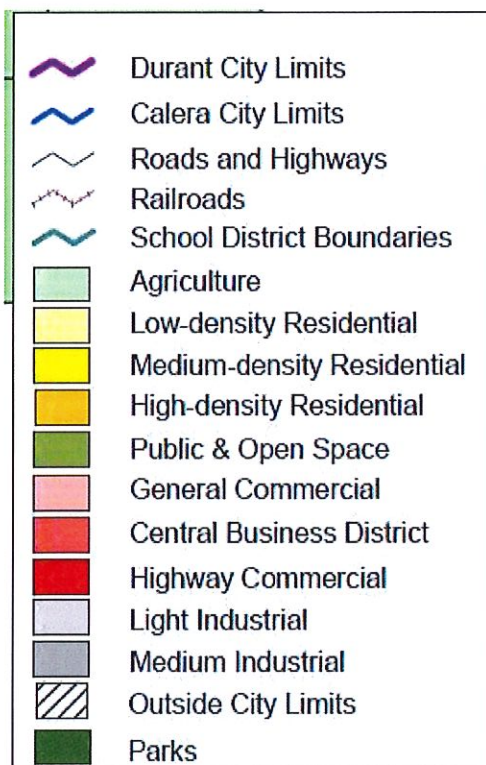
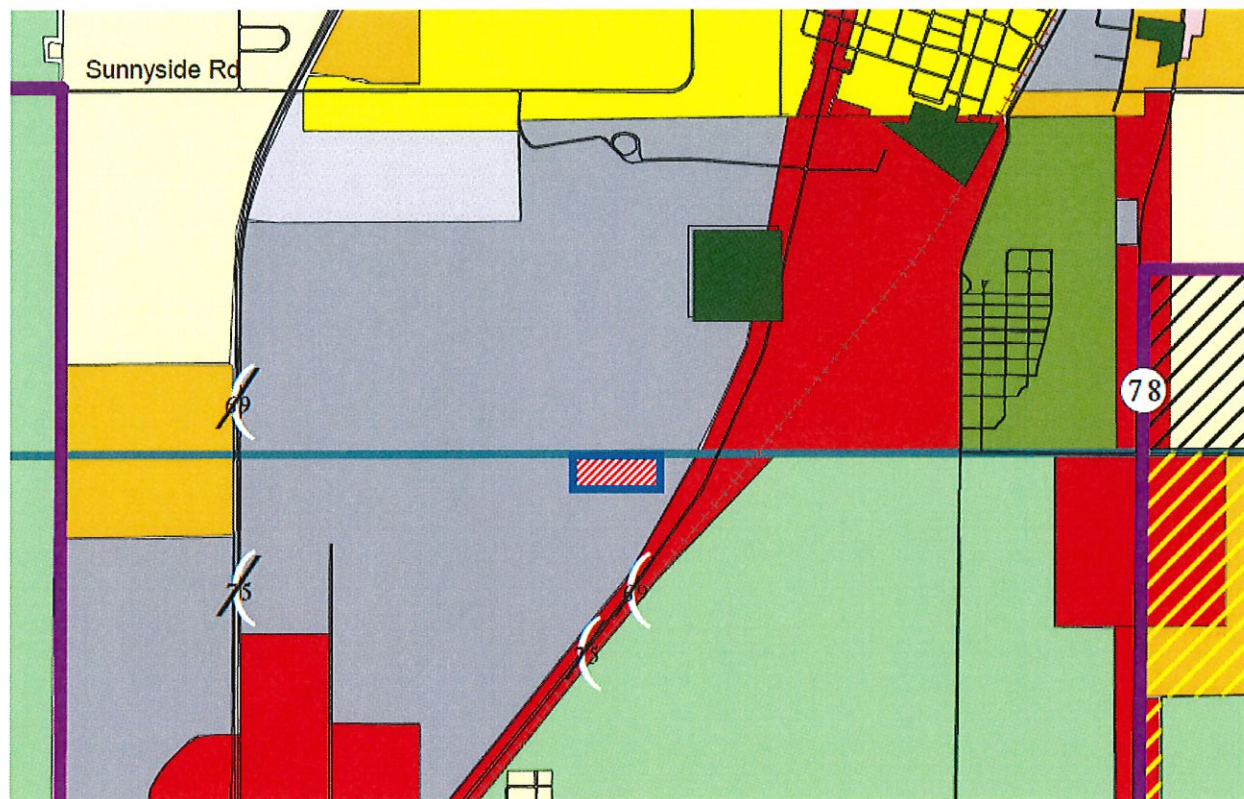
Before me, the undersigned, a Notary Public in and for said County and State, on this 2nd day of October, 2015, personally appeared JAMES R. WELLS, JR. a/k/a JAMES RANDELL WELLS, JR., a single person, to me known to be the identical person who executed the within and foregoing instrument, and acknowledged to me that he executed the same as his free and voluntary act and deed for the uses and purposes therein set forth.

WITNESS my hand and Seal the day and year last above written.

My Commission Expires: 4/10/2018

NOTARY PUBLIC

Future Land Use Map



Zoning Map

Petition # 2020-09 - Big Lots Pkwy

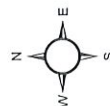
- | | |
|--|---|
|  | A1 - Agriculture |
|  | C0 - Professional & Business Office |
|  | C1 - Convenient Commercial |
|  | C2 - Highway Commercial |
|  | C3 - General Commercial |
|  | CBD - Central Business District |
|  | H1 - Health Facilities |
|  | I1 - Light Industrial |
|  | I2 - Medium Industrial |
|  | R1 - Single Family Residential |
|  | R2 - Two Family Residential |
|  | R3 - General Residential - Multi-Family |

Use this map as a guide and not as definitive information. The information depicted by this map are provided for illustrative purposes only. Information such as (property ownership, acreage, property boundaries) are to be verified at the Bryan County Assessor's Office by the user. The burden for determining accuracy and/or correctness of information rest solely with the user. This map is provided "as is" with no warranties, expressed or implied.



City of Durant
Community Development

Printed: March 26, 2020

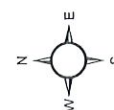


Zoning Map

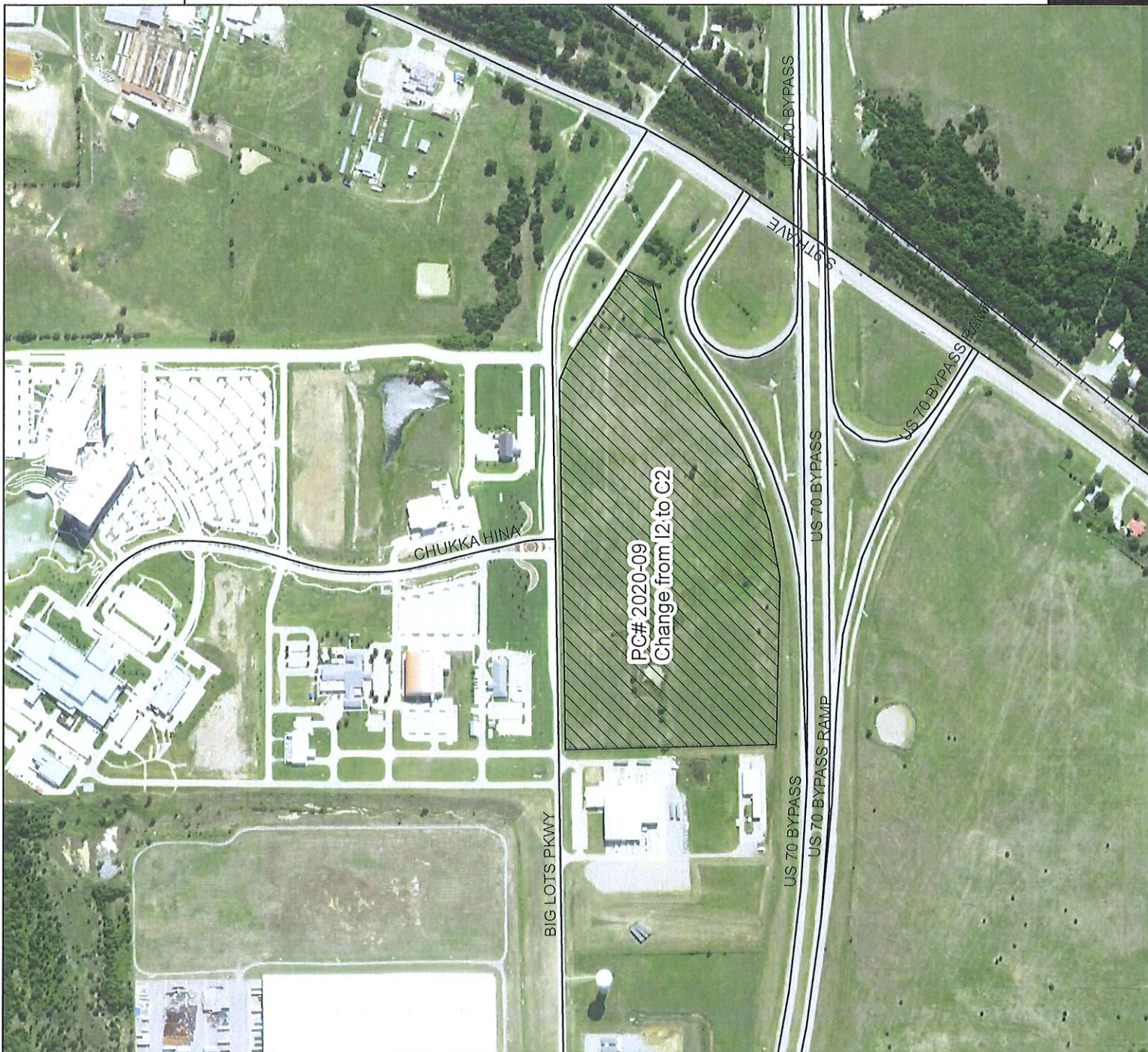
Petition # 2020-09 - Big Lots Pkwy

- | | |
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City of Durant
Community Development
Printed: March 26, 2020



§ 157.026 C-2 HIGHWAY COMMERCIAL AND COMMERCIAL RECREATION DISTRICT.

This commercial district is established as a district in which the principal use of land is for establishments offering accommodations, supplies or services to motorists and for certain specialized uses such as retail outlets, extensive commercial amusements and service establishments which may serve the entire community but do not and should not locate in the central business district or the convenience district.

(`93 Code, § 12-213) (Ord. 1040, passed 4-12-83)

§ 157.031 USES PERMITTED IN DISTRICTS.

Permitted Uses	Special Provisions		Residential Districts					Commercial Districts					Industrial Districts		Other
	Special Conditions See §	Parking Spaces Required	A 1	R 1	R 2	R 3	R 4	C 0	C 1	C 2	C 3	CBD	I 1	I 2	H 1
Child care center	157.065	1/10 attendees + 1/employee				R		X	X	X	X	X	R	R	R

§ 157.032 DISTRICT REGULATIONS.

Zoning Districts	Lot Area Min.	Lot Width at Front Building Line (A)	Building Coverage (%)	Impervious Coverage (%)	Front (B)	Yards Min. Setback Side Interior		Exterior	Rear	Height Max.
						Adj. Res. District	Adj. Non-Res. District			
C-2 Highway Commercial & Comm. Recreation	10,000 sq. ft.	100'	70%		25'	1'1" ht.	None	15'	20'	45'

ORDINANCE NO. 1903

AN ORDINANCE AMENDING THE ZONING MAP OF THE ZONING CODE AN DECLARING AND EMERGENCY

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF DURANT, OKLAHOMA

SECTION 1. That the zoning map is hereby amended as to replace I-2 Medium Industrial District to the C-2 Highway Commercial and Commercial Recreation District for property located near the intersection of South 9th Ave and Big Lots Parkway, in Durant and more particularly described as;

A parcel of land situated in the northwest quarter (NW1/4) and the northeast quarter (NE1/4) of section 7, township 7 south, range 9 east, Indian Meridian, Bryan County, Oklahoma, being a portion of that parcel of land described in Book 1398, Page 34, filed October 2, 2015, in the Office of the Bryan County Clerk and being more particularly described as follows:

COMMENCING, at the 1/4 corner between sections 6 and 7, marked with a mag nail with a washer marked D. PAGE JR PLS 1566, filed with the Oklahoma Department of Libraries on March 2, 2017;

THENCE, South 00° 06' 32" East, along the line between the northwest quarter (NW1/4) and the northeast quarter (NE1/4) of section 7, a distance of 80.00 feet to a point on the south right-of-way line of Big Lots Drive as described in Book 1064, Page 156-157, filed August 2, 2004, in the Office of the Bryan County Clerk, marked with a 1/2 inch diameter steel pin with cap marked D PAGE JR PLS 1566 and the POINT OF BEGINNING of the herein described parcel;

THENCE, North 89° 43' 55" East, along the south right-of-way line of Big Lots Drive as described in Book 1064, Page 156-157, filed August 2, 2004, in the Office of the Bryan County Clerk, a distance of 366.46 feet, marked with a 1/2 inch diameter steel pin with cap marked D PAGE JR PLS 1566;

THENCE, with a curve, along the south right-of-way line of Big Lots Drive as described in Book 1064, Page 156-157, filed August 2, 2004, in the Office of the Bryan County Clerk, turning to the right with an arc length of 250.93 feet, with a radius of 469.74 feet, with a chord bearing of South 74° 57' 59" East, with a chord length of 247.96 feet, marked with a 1/2 inch diameter steel pin with cap marked D PAGE JR PLS 1566;

THENCE, South 55° 22' 21" East, continuing along the south right-of-way line of Big Lots Drive as described in Book 1064, Page 156-157, filed August 2, 2004, in the Office of the Bryan County Clerk, a distance of 62.74, marked with a 1/2 inch diameter steel pin with cap marked D PAGE JR PLS 1566;

THENCE, South 55° 24' 38" East, continuing along the south right-of-way line of Big Lots Drive as described in Book 1064, Page 156-157, filed August 2, 2004, in the Office of the Bryan County Clerk, a distance of 368.01 feet to a point on the west line of a tract of land described in Book 1179, Page 932-933, filed December 21, 2007, in the Office of the Bryan County Clerk, marked with a 1/2 inch diameter steel pin with cap marked D PAGE JR PLS 1566;

THENCE, South 28° 23' 12" West, along the west line of a tract of land described in Book 1179, Page 932-933, filed December 21, 2007, in the Office of the Bryan County Clerk, a distance of 122.60 feet, marked with a 1/2 inch diameter steel pin with cap marked D PAGE JR PLS 1566;

THENCE, South 29° 06' 11" West, along the west line of a tract of land described in Book 1175, Page 1063-1064, filed November 26, 2007, in the Office of the Bryan County Clerk a distance of 28.86 feet to a point on the north right-of-way line of U.S. Highway 70 bypass as described Book 1169, Page 153-154, filed September 27, 2007, in the Office of the Bryan County Clerk, marked with a 1/2 inch diameter steel pin with cap marked D PAGE JR PLS 1566;

THENCE, with a curve, along the north right-of-way line of U.S. Highway 70 bypass as described in Book 1169, Page 153-154, filed September 27, 2007, in the Office of the Bryan County Clerk, turning to the left with an arc length of 292.88 feet, with a radius of 375.00 feet, with a chord bearing of South 78° 21' 31" West, with a chord length of 285.49 feet, marked with a 1/2 inch diameter steel pin with cap marked D PAGE JR PLS 1566;

THENCE, South 55° 59' 03" West, along the north right-of-way line of U.S. Highway 70 bypass as described in Book 1169, Page 153-154, filed September 27, 2007, in the Office of the Bryan County Clerk, a distance of 537.01 feet, marked with a 1/2 inch diameter steel pin with cap marked D PAGE JR PLS 1566;

THENCE, South 73° 05' 25" West, along the north right-of-way line of U.S. Highway 70 bypass as described in Book 1169, Page 153-154, filed September 27, 2007, in the Office of the Bryan County Clerk, a distance of 239.59 feet, marked with a 1/2 inch diameter steel pin with cap marked D PAGE JR PLS 1566;

THENCE, South 74° 48' 35" West, along the north right-of-way line of U.S. Highway 70 bypass as described in Book 1169, Page 153-154, filed September 27, 2007, in the Office of the Bryan County Clerk, a distance of 275.14 feet, marked with a 1/2 inch diameter steel pin with cap marked D PAGE JR PLS 1566;

THENCE, North 88° 01' 24" West, along the north right-of-way line of U.S. Highway 70 bypass as described in Book 1169, Page 153-154, filed September 27, 2007, in the Office of the Bryan County Clerk, a distance of 758.03 feet to a point on the east line of a tract of land described in Book 1142, Page 799-802, filed March 14, 2007, in the Office of the Bryan County Clerk, marked with a 1/2 inch diameter steel pin with cap marked D PAGE JR PLS 1566;

THENCE, North 00° 01' 05" East, along the east line of a tract of land described in Book 1142, Page 799-802, filed March 14, 2007, in the Office of the Bryan County Clerk, a distance of 908.57 feet to a point on the south right-of-way line of Big Lots Drive as described in Book 1064, Page 156-157, filed August 2, 2004, in the Office of the Bryan County Clerk, marked with a 1/2 inch diameter steel pin with cap marked D PAGE JR PLS 1566;

THENCE, North 89° 43' 11" East, along the south right-of-way line of Big Lots Drive as described in Book 1064, Page 156-157, filed August 2, 2004, in the Office of the Bryan County Clerk, a distance of 1088.61 feet to a 1/2 Inch diameter steel pin with cap marked D PAGE JR PLS 1566 being the **POINT OF BEGINNING**, containing 34.48 acres of land.

BASIS OF BEARINGS: South 00° 16' 00" West, along the north and south quarter section line between the northwest quarter (NW1/4) and the northeast quarter (NE1/4) of section 7, by R.T.K G.P.S. observation, referenced to the true meridian. The aforesaid parcel of land described by David L. Page, Jr. PLS No. 1566, CFedS No 1728, on September 27, 2017.

SECTION 2. For the immediate preservation of the peace, health, and safety of the City of Durant, Oklahoma and the inhabitants thereof, it is necessary that this ordinance shall become operative and go into effect immediately upon its passage, approval and publication.

PASSED AND APPROVED by the Mayor and City Council of the City of Durant this 12th day of May, 2020.

Oden Grube, Mayor
City Of Durant, Oklahoma

ATTEST:

Cynthia Price, City Clerk

**Minutes of the Durant Municipal Planning Commission Meeting of Tuesday,
April 21, 2020 Roscoe J. Hatfield, City Council Chambers, Durant City Hall**

CALL TO ORDER:

Planning Commission Chair Kevin Keener called the meeting to order at 5:35p.m.

INVOCATION:

Zack Everett

Roll Call:

Planning Commission Members:

Present: Kerr, Horner, Jackson, Knight, Keener

Absent:

1. CONSIDERATION APPROVAL OF MINUTES

- Planning Commission Meeting of March 17, 2020

Motion was made by Commission Member Knight and seconded by Commission Member Horner to approve the minutes of March 17, 2020 as presented

Motion carried by the following vote:

Aye: Kerr, Horner, Knight, Keener

Nay:

Abstain

2. CONSIDERATION PC2020-05

Danielle Barker reviewed with the Planning Commission members that the staff has had more time to look at the final plat and issues addressed. There were no further issues. The street superintendent is okay with moving forward with final plat with the agreement that the issues will be corrected. And staff should have ability to ensure the issues are taken care of. The applicant is here if you have any questions.

K. Keener: All the departments involved are okay with moving forward?

D. Barker: Yes

K. Keener: Any problems questions or concerns?

K. Keener: Whitney did you hear every department involved including community development is okay with moving forward?

W. Kerr: Yes, I did hear that, I'm fine with that. It kind of cut out on me but I heard most of it.

Motion was made by Commission Member Horner and seconded by Commission Member Knight to approve the final plat as presented

Motion carried by the following vote:

Aye: Kerr, Horner, Knight, Keener

Nay:

Abstain

2. CONSIDERATION PC2020-08

Danielle Barker reviewed with the Planning Commission members stating that the applicant wants to do a lot split as well as a rezoning for a SFR. The hope is to be a single family home the applicant is here if you have any questions and note Drew Jackson has joined.

K. Keener: Welcome Drew. We are on item number three. From what I can tell the only reason to change is to get a building permit for single family residence.

D. Barker: Yes, the lot that is going to be split is about an acre and for Ag that is less than what is needed. There is a sale of the property that is going on and if this gets approved through council then there will be a lot split and it all has to be together. The only item we are dealing with for this is the rezoning piece of it.

S. Knight: Is there a reason why he had to come do this other than the 1 acre not being 5 acres just seems like he would be able to build a house on it even though its zoned Ag.

D. Barker: Right, because he is only purchasing an acre, they have to go through the rezoning. If it were a 5-acre piece then he would not need the rezoning. It appears to be an easy lot split as well.

S. Knight: Gotcha

K. Keener: Do we have any questions for the applicant or anything that needs to be addressed or concerns? We might also check if we have any oppositions that were emailed in or public comments.

D. Barker: We have not. And staff did not receive anything prior the meeting either.

K. Keener: Okay. Will the entrance to this property be off N 49th or Wilson?

D. Barker: I am not sure I will let the applicant tell you.

K. Francis: The applicant is technically Jerry Downs since he technically still owns the property but the entrance will be off of Wilson.

K. Keener: And this will be considered one lot and one legal?

D. Barker: Right the one-acre piece that is beginning to be split off will be its own legal separated from the larger piece. In your packets there was a plat as to what they are going to be doing.

K. Keener: Any other questions for the applicant?

D. Jackson: I'm just curious as to what the little notch on the corner is just looking at the survey.

D. Barker: Is it the X you're looking at?

D. Jackson: Yes

D. Barker: That's a good question and I don't believe there is an answer for that the last time I heard.

K. Francis: Yeah when the surveyor went out there it is not a part of Jerry Downs's property. They couldn't find on public record whose property that was that's why it was put there.

D. Jackson: I'm not able to read on my copy can you tell me how large that section is?

K. Francis: The parent parcels are a little over 7 acres and the parcel that will be lot split out pending approval is 1.17 acres.

D. Jackson: How about the part that is X'd out on the corner?

D. Barker: I believe that it is about 60 by 60 piece of property. There's nothing out there on the property whenever I went out by there. And I'm not sure as to whom that belongs to. But it will not be included in the lot split or the parent property.

D. Jackson: Does that create any issue moving forward?

D. Barker: It should not, no. The surveyor already took that piece out so it is not included on the survey at all.

D. Jackson: Okay thank you.

K. Keener: Any other questions or comments. Do we have a motion?

S. Knight: I don't think I have any other questions.

K. Keener: If we don't have any other questions or comments I would entertain a motion.

Motion was made by Commission Member Horner and seconded by Commission Member Jackson to approve the rezoning as presented
Motion carried by the following vote:
Aye: Kerr, Horner, Jackson, Knight, Keener
Nay:
Abstain

3. **CONSIDERATION PC2020-09**

Danielle Barker reviewed with the Planning Commission members stating that this is a piece of property owned by the Choctaw Nation and they are wanting to put a daycare center on the property. In order to do that and handle things the right way by the city, they are trying to get the rezoning done. Also, we should note the piece of property is in the process of being put into trust land which they are expected to be done in a year or so. Staff has no issues with the request. The comprehensive plan does call for this as Industrial area, but it should be noted that there is already existing commercial zoning out there and as you all know the land use map is in the process of being updated. This area is one of those that could likely change, especially with already having commercially zoned property out there. If there's any questions I would be happy to answer them also there is a representative of the applicant here for any potential questions.

K. Keener: Mr. Barker is here. My question was the size of the property and if this will all be used for a child care-facility.

W. Barker: That's a good question I don't think anyone knows the answer to that. Just the east half is where the daycare is going is what's planned right now.

K. Keener: Okay just the east half. We do have Mr. Barker here do you guys have any questions for him?

D. Jackson: I would assume the only access is from Big Lots Parkway?

W. Barker: That's correct.

D. Barker: No public comments have come in and has staff received anything prior.

Motion was made by Commission Member Knight and seconded by Commission Member Horner to approve rezoning as presented
Motion carried by the following vote:
Aye: Kerr, Horner, Jackson, Knight, Keener
Nay:
Abstain

4. CONSIDERATION PC2020-07

Danielle Barker reviewed with the Planning Commission members stating that last meeting we had a bunch of different conversations regarding the Manufactured/Mobile home ordinance. Since then staff has sent out by email some ordinances that have been from surrounding cities or comparable cities for you guys to look at. Since we tabled it we had to bring it back to you. I also found out the one option we have is to take a no action. We can have a discussion on what we would like to do and direction we would like to go. And staff can take that and start to draft an ordinance on how everyone would like that to go and look like.

K. Keener. Is that your preference?

D. Barker: I would like to so we get it done the way you guys would like it and be able to draft the full ordinance or to be able to if you guys want or just the manufactured home on existing lot piece then we can certainly do that. And see what you guys would like to have or see in that ordinance would be extremely helpful.

K. Keener: I just wonder if this would be the best platform for discussion or if we want to have a in person discussion what do you think?

D. Barker: With the situation being the way it is now we don't know when we would be able to have full in person discussions. So, we can definitely discuss it now for anyone that has any questions or guidance on what you would like to do. Or if you want to do a no action and we can wait and see what May holds. There is no guarantee that we will be able to have a in person meeting in May we may have to wait and see when all the restrictions are lifted.

K. Keener: Drew can speak to this but one of his questions was what direction does Council or City Manager want this to go so will know what to do.

D. Barker: I would like to see what you guys wanted to do to be honest.

D. Jackson: Whoever is making the request of that we should make changes I think should be candid and paint a clear picture of what should be changed for our consideration. This wasn't something that to my knowledge this commission brought up to be changed. So, from my perspective it's hard to address the entire ordinance when I don't know the driving force behind it. So, I guess whatever the driving force is I would rather have a candid discussion about who and why. So that we can accomplish what is desired and have some clear direction. It would be hard for me to give any clear input or direction without understanding those things.

D. Barker: Correct and I will add with the drafting that I did and looking at it that it needs to be updated at the very least. We have had some conversations at the staff level in the last few weeks discussing what that looks like and it's just some clarifications. We have the manufactured ordinance and the mobile home ordinance and the definitions aren't very clear. There are some things that could be cleaned up and taken care of and that could solve some of our problems.

D. Jackson: So, is it just a clean up or a particular direction or changes that are wanted?

D. Barker: Some of the directions has included making it a little clearer and making sure deciding on existing lots was what you guys wanted to have to still place a manufactured home on a existing lot or to be able to only have the certain zoning classifications for mobile homes, that's kind of one question staff has had. We can do it however and at one point we talked about having council and PC join in one conversation and that's something we could potentially look at doing but it would have to more of a workshop type of scenario.

D. Jackson: Again, from my stand point a workshop would be the only way I could appropriately give feedback maybe include the city manager and others who have stake.

S. Knight: I concur with what Drew is saying I don't think this is a 5 min or 10 min conversation. I would rather have a meeting or workshop in the coming months to really hash out what we really are talking about and I know the coming months are a little unknown but I still think it's something I'm not comfortable with. I would rather have a discussion about it verses video chat.

D. Barker: I can definitely get to working on that and if that's what everyone agrees with I would definitely recommend doing a no action and that will remove it from the agenda to where it won't have you continually to table it or any other potential issues.

C. Horner: Do we need to make a motion for that?

D. Barker: Yeah, I don't know if we absolutely need to but to make it official we can.

Motion was made by Commission Member Horner and seconded by Commission Member Knight to take no action as presented
Motion carried by the following vote:
Aye: Kerr, Horner, Jackson, Knight, Keener
Nay:
Abstain

OLD BUSINESS:

NEW BUSINESS /ANNOUNCEMENTS:

D. Barker: Regarding the comp plan that kind of got derailed a little bit with this Covid situation, what I would like to do is to try and have joint meeting with the BOA and PC it may be very similar to this. But if it's something you are willing to try and move us forward. We're already a month behind and I would like to try and keep it moving.

K. Keener: Is this the type of meeting we were going to have before?

D. Barker: Yes, the only difference will be where we can toss around ideas. One idea I had was since we have the future land use map it's hard to do and read not being in person so doing it digitally or having individual meetings. There are ways of doing it. It will just be a little bit different. But if you guys are up for it then we can definitely do that.

K. Keener: So, I guess it would be scheduling and if we have to do it remotely we will?

D. Barker: Correct, it wouldn't be until probably May that we would have it at this point just because we are already at the end of April for the most part. I can get an email out to PC and BOA seeing if we can't find a time. So be on the lookout for some emails and scheduling and be looking at what your guys' schedules look like.

ADJOURNMENT:

Motion made by Commission Member Horner and seconded by Commission Member Jackson to adjourn.

Motion Carried by the following vote:

Aye: Kerr, Horner, Jackson, Knight, Keener

Nay:

The meeting was adjourned at 6:02 p.m.

DRAFT